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POLICY MEMORANDUM NO. 2026-GM01

To: Port Employees	Subject: Physical Fitness and Wellness Program
Effective Date: January 27, 2026	Revision Date:
Approved By:	<i>Rory Respicio</i> RORY J. RESPICIO, General Manager

Preamble

The Port Authority of Guam is committed to supporting employee wellness and work-life balance as essential components of safe operations, sustained productivity, and workforce resilience.

The Government of Guam established a Worksite Wellness Program through Executive Order 2012-07, which authorizes agencies to promote employee wellness through structured programs while leaving implementation details to agency management. The executive order is enabling in nature and recognizes that wellness encompasses more than physical fitness alone.

The Port Authority of Guam last adopted a formal Physical Fitness and Wellness Program policy on September 22, 1999. Since that time, workplace practices, operational demands, and the understanding of employee wellness have evolved significantly. During this period, the Port has continued to support employee wellness through monthly programs and management-supported initiatives, even as the formal policy framework remained unchanged.

This policy is issued as a General Manager policy. It addresses internal workforce management, administrative leave usage, and implementation of the executive order. The General Manager is responsible for the administration and oversight of all Port personnel in accordance with applicable laws, the Personnel Rules and Regulations, and collective bargaining agreements. This policy does not establish compensation, benefits, or entitlements, nor does it alter the authority of the Board of Directors.

This policy modernizes the Port Authority of Guam's wellness framework while preserving its original limits and intent. Participation remains voluntary, subject to operational needs and supervisory approval, and subordinate to the Port's mission.

This policy replaces the 1999 Physical Fitness and Wellness Program policy and any past guidance or practices that conflict with it.

I. Purpose

The purpose of this policy is to establish a modern framework for employee wellness and work life balance that supports safe operations, sustained performance, employee retention, and longterm organizational resilience, while maintaining accountability and operational discipline.

II. Guiding Principles

1. Wellness is a shared responsibility between management and employees.
2. Participation in wellness activities is voluntary.
3. Wellness initiatives do not create an entitlement to paid time, compensation, or benefits.
4. Operational and safety requirements take precedence at all times.
5. Participation or nonparticipation in wellness activities shall not be used adversely in performance evaluations or personnel actions.

III. Physical Fitness and Health Programs

The Port Authority of Guam may offer opportunities for employees to participate in physical fitness and health related activities consistent with operational needs and supervisory approval.

Participation is voluntary and subject to supervisory discretion within the framework authorized by the General Manager. Fitness activities must not interfere with assigned duties, safety requirements, or operational coverage.

Participation is a privilege authorized by the General Manager and may be limited, suspended, or revoked based on operational needs or misuse.

IV. Work Life Balance Initiatives

The Port Authority of Guam affirms its commitment to promoting work-life balance through practical, management-supported initiatives that align operational needs with employee sustainability.

Where operationally feasible and consistent with the Personnel Rules and Regulations and applicable collective bargaining agreements, initiatives may include flexible scheduling, alternative work arrangements where authorized, predictable scheduling practices, reasonable consideration of personal responsibilities, encouragement of timely use of earned leave, and workload planning to reduce fatigue and burnout.

Work-life balance initiatives are management tools and not guaranteed benefits.

V. Mental Wellness and Self-Care Supports

The Port recognizes that mental and emotional well-being are integral to employee health, safety, and performance.

Employees are encouraged to engage in self-care practices that support physical, mental, or emotional well-being. No new category of leave is created by this policy.

Time off for wellness, counseling, therapeutic appointments, therapeutic massage services provided by a licensed professional, or other comparable self-care activities shall first be accommodated through the Wellness Program Administrative Leave, subject to applicable daily and weekly limits. Any additional time required shall be covered through existing accrued leave or approved scheduling flexibility.

Employees may seek counseling or therapy services from licensed psychologists or psychiatrists through personal providers or existing Employee Assistance Program resources. Participation is confidential and voluntary. Employees are not required to disclose diagnoses, treatment details, or medical records to the Port.

Participation in mental wellness or therapeutic services, including use of Wellness Program Administrative Leave for such purposes, shall not be used adversely in performance evaluations or personnel actions.

VI. Wellness Program Administrative Leave

The Port Authority of Guam may authorize limited administrative leave under the Wellness Program to support employee well-being.

Wellness Program Administrative Leave may be used for activities that promote physical, mental, and emotional wellness, including physical fitness, self-care practices, preventive wellness activities, mental wellness sessions, and therapeutic services.

Use of Wellness Program Administrative Leave is limited to one hour per day and shall not exceed three hours per week. This leave may not be accumulated, banked, aggregated, or combined into a single extended period.

Use of this leave is subject to supervisory approval and operational requirements. Wellness Program Administrative Leave is a management-authorized privilege and does not create a right or entitlement.

Use of Wellness Program Administrative Leave may occur at any point during the workday, including late in the day, provided such use is occasional, approved by the supervisor, does not establish a recurring pattern that shortens the workweek, and does not interfere with operational coverage.

Employees may, with supervisory approval and subject to operational requirements, combine one hour of Wellness Program Administrative Leave with existing accrued leave or approved scheduling flexibility within the same workday to accommodate longer self-care activities.

VII. Combination With Other Leave Allowable

Wellness Program Administrative Leave shall not be used as a substitute for annual leave or sick leave, nor to supplement, offset, or reduce required leave charges. Wellness administrative leave may not be used to offset, replace, or reduce required leave charges in a manner that circumvents attendance rules.

In practical terms, wellness administrative leave may not be used to disguise absences, reduce required leave charges, or create a pattern that shortens scheduled work hours. It may be combined with annual leave, sick leave, or approved scheduling flexibility only to reasonably accommodate time needed for self-care, subject to approval and operational requirements.

VIII. Monthly Wellness Programs

The Port Authority of Guam demonstrates its commitment to employee wellness through ongoing monthly wellness programs and activities coordinated across divisions.

Participation in monthly wellness programs is voluntary and subject to operational needs.

IX. Management Responsibilities

Supervisors and division heads are responsible for balancing operational demands with employee sustainability. This includes supporting reasonable participation in wellness initiatives, monitoring leave usage patterns, maintaining operational coverage, and applying this policy consistently within the authority delegated by the General Manager.

X. Limitations and Safeguards

Wellness Program Administrative Leave is a management-authorized privilege and is not medical leave, sick leave, or an accommodation.

No medical documentation, proof of participation, receipts, certifications, treatment notes, or other evidence of activity shall be requested, required, or accepted. Employees are not required to disclose the nature or purpose of any wellness or self-care activity.

Compliance with this policy is determined solely by adherence to authorized time limits, approval requirements, and operational considerations.

Misuse of Wellness Program Administrative Leave will be addressed based on patterns of use and operational impact. Supervisors may deny individual requests when use is inconsistent with this policy. Continued misuse may result in suspension or loss of eligibility to participate, as determined by the General Manager.

Nothing in this policy limits management's authority to manage attendance, performance, scheduling, or operational coverage.

XI. Effective Date

This policy is effective immediately upon issuance and applies prospectively.

Comparison of Policy Memorandum No. 99-01 and
 Updated Physical Fitness and Wellness Program Policy

Category	Policy Memorandum No. 99-01 (1999)	Updated Policy
Policy authority	General Manager policy	General Manager policy
Last adoption	September 22, 1999	Effective immediately upon General Manager's signature
Governing context	Fitness focused program	Workforce wellness and work life balance framework, self-care
Scope of wellness	Physical fitness and exercise only	Physical, mental, and emotional well-being
Mental wellness	Not addressed	Explicitly recognized, including counseling and therapy
Therapeutic Services	Not addressed	Explicitly recognized, including therapeutic massage by licensed professionals
Self-care	Not addressed	Explicitly recognized
Work-life balance	Not addressed	Explicitly recognized and supported
Time allowed	One hour per day, three days per week	One hour per day, no more than three hours per week
Combining three hours at once	Prohibited	Prohibited
Voluntary participation	Yes	Yes
Participation status	Privilege	Privilege
Supervisory approval	Required	Required
Operational priority	Implicit	Explicit
Disclosure requirements	Required disclosure of activity and participation	No disclosure required
Medical documentation	Required medical clearance and health forms	Not required
Proof of participation	Required schedules and activity sheets	Not required

Category	Policy Memorandum No. 99-01 (1999)	Updated Policy
Privacy protections	Limited	Explicit and comprehensive
Combination with other leave	Not permitted	Permitted with limits
Combination with annual leave	Not allowed	Allowed within the same workday, with approval
Combination with sick leave	Not allowed	Allowed within the same workday, with approval
Scheduling flexibility	Not addressed	Explicitly allowed
Substitution for leave	Not addressed	Explicitly prohibited
Gaming attendance rules	Not addressed	Explicitly prohibited
Misuse safeguards	Removal from program for abuse	Managed based on patterns of use, including denial of requests and possible suspension or loss of eligibility
Supervisor role	Monitor participation and activities	Manage time, coverage, patterns, and operational impact
Division head role	Not clearly defined	Oversight of consistency and operational impact
General Manager authority	Implied	Explicit and final
Monthly wellness program	Not addressed	Explicitly supported
Performance evaluations	Nonparticipation not adverse	Participation or nonparticipation not adverse
Replacement language	None	Explicit replacement of 1999 policy and conflicting guidance

FREQUENTLY ASKED QUESTIONS

Employee Wellness Program Policy

1. **Why is the wellness policy being updated now?**
Although the policy dates back to 1999, the Port's approach to wellness has evolved through practice during our term. This update aligns the written policy with how the Port has been responsibly governed and ensures a clear, modern, and consistent framework going forward.
2. **Is this creating a new benefit or increasing wellness time?**
No. The original limits remain unchanged. Participation is voluntary, limited to one hour per day and no more than three hours per week, may not be used at one time, and remains subject to operational needs and supervisory approval.
3. **What has changed under the updated policy?**
The updated policy expands the definition of wellness to include physical, mental, and emotional well-being. It recognizes counseling, therapeutic services, and other reasonable self-care activities, strengthens safeguards against misuse, and removes outdated requirements that required employees to disclose personal medical or fitness information.
4. **Can wellness administrative leave be combined into one longer period?**
No. Wellness administrative leave may not be aggregated. It is limited to one hour per day.
5. **Can wellness administrative leave be combined with other leave?**
Yes, with supervisory approval and subject to operational needs, one hour of wellness administrative leave may be combined with accrued leave or approved scheduling flexibility within the same workday.
6. **What activities qualify as wellness or self-care?**
The policy does not require employees to justify or disclose specific activities. Eligibility is based on adherence to time limits, approval requirements, and operational considerations, not on the type of activity.
7. **Will employees be required to provide proof or documentation?**
No. Employees are not required to provide medical documentation, receipts, or proof of participation, and supervisors may not request such information.
8. **Can participation in wellness activities affect performance evaluations or personnel actions?**
No. Participation or nonparticipation in wellness activities will not be used adversely in performance evaluations or personnel actions.

9. What happens if the program is misused?

Misuse is addressed based on patterns of use and operational impact. Supervisors may deny individual requests when use is inconsistent with the policy. Continued misuse may result in suspension or loss of eligibility to participate, as determined by the General Manager.

10. How can employees provide feedback on the proposed policy?

Employees may submit written comments during the ten-business-day comment period identified in the memorandum. All feedback will be reviewed before the policy is finalized and issued.

Supervisor FAQ — Employee Wellness and Work Life Balance Policy

1. What is the purpose of this updated policy for supervisors?

The policy aligns written rules with current management practice, modernizes wellness definitions, and provides clearer guardrails for approval, denial, and misuse, while preserving existing limits.

2. Has the amount of wellness time changed?

No. The limit remains one hour per day and no more than three hours per week. Wellness time may not be aggregated or used as a single extended block.

3. What is my role as a supervisor?

Your role is to manage time, coverage, scheduling, and patterns of use. You are not responsible for evaluating or verifying the type of wellness activity.

4. Can I ask employees what they are using wellness time for?

No. You may not ask for details, proof, documentation, or justification. Employees are not required to disclose the nature of their wellness or self-care activities.

5. When can I approve wellness administrative leave?

You may approve requests when:

- The request is within daily and weekly limits
- Operational coverage can be maintained
- The request does not create a recurring pattern that shortens the workweek

6. When can I deny wellness administrative leave?

You may deny requests when:

- Coverage or operational needs cannot be met
- The request exceeds time limits
- Use shows a pattern inconsistent with the policy
- The timing suggests an attempt to offset or game leave requirements

7. Can wellness administrative leave be combined with other leave?

Yes. One hour of wellness administrative leave may be combined with accrued leave or approved scheduling flexibility within the same workday, subject to approval and operational needs. It may not be used to extend weekends, holidays, or leave blocks.

8. What qualifies as misuse?

Misuse is identified based on patterns of use and operational impact, not on the type of activity. Examples include repeated late-day use that shortens the workweek or attempts to reduce required leave charges.

9. What should I do if misuse appears to be occurring?

You may deny individual requests and should document the pattern. Continued misuse should be elevated to management for review. Decisions on suspension or loss of eligibility are made by the General Manager.

10. Does participation affect performance evaluations?

No. Participation or nonparticipation in wellness activities may not be used adversely in performance evaluations or personnel actions.

11. Who has final authority over the program?

The General Manager has final authority to limit, suspend, or revoke participation based on operational needs or misuse.

12. What if I am unsure how to apply the policy?

Consult with management or Human Resources for guidance. Do not create individual exceptions or informal rules.

Management and Division Head FAQ — Employee Wellness and Work Life Balance Policy

1. Why was this policy updated now?

The policy aligns written rules with how the Port has been governed in recent years, modernizes outdated provisions from 1999, and closes gaps related to privacy, consistency, and misuse, while preserving the original limits and intent.

2. Does this policy expand benefits or increase administrative leave?

No. The limits remain unchanged at one hour per day and no more than three hours per week. The policy clarifies use and safeguards but does not create new benefits or entitlements.

3. What is the role of division heads under this policy?

Division heads are responsible for ensuring consistent application across their divisions, monitoring usage trends, addressing operational impacts, and supporting supervisors in applying the policy correctly.

4. Are division heads responsible for approving individual wellness requests?

No. Individual requests are approved or denied at the supervisory level based on coverage and patterns of use. Division heads provide oversight and guidance and intervene when issues escalate.

5. What should division heads monitor?

Division heads should monitor:

- Usage patterns within the division
- Recurring scheduling impacts
- Equity and consistency across units
- Any signs of misuse or operational disruption
- The focus is on trends, not individual activities

6. How is misuse addressed at the management level?

Misuse is addressed based on patterns of use and operational impact. Supervisors may deny individual requests. When patterns persist or affect operations, division heads should elevate the issue for management review. Decisions regarding suspension or loss of eligibility are made by the General Manager.

7. Can division heads create additional rules or limits?

No. Division heads may not create additional requirements, documentation standards, or interpretations that expand or restrict the policy. The policy must be applied as written.

8. What about privacy and employee disclosures?

Employees are not required to disclose the nature of wellness or self-care activities. Management and supervisors may not request proof or documentation. Oversight is limited to time, scheduling, and operational impact.

9. How should conflicts or inconsistent applications be handled?

Division heads should correct inconsistent practices within their divisions and coordinate with management or Human Resources when clarification is needed. Informal exceptions should be avoided.

10. Who has final authority over the wellness program?

The General Manager has final authority to interpret, limit, suspend, or revoke participation in the wellness program based on operational needs or misuse.

11. Does participation affect performance evaluations or personnel actions?

No. Participation or nonparticipation may not be used adversely in evaluations or personnel actions.

12. What should division heads do if questions arise outside this FAQ?

Direct questions to management or Human Resources. Do not issue informal guidance or local interpretations.