

# EMPLOYEE HANDBOOK



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**TABLE OF CONTENTS**

<b>SECTION I. INTRODUCTION</b>	<b>5</b>
<b>1.0. PURPOSE OF EMPLOYEE HANDBOOK</b>	<b>5</b>
<b>1.1 ORGANIZATIONAL FRAMEWORK OF GEDA</b>	<b>5</b>
1.1.1 Board of Directors	5
1.1.2 Executives	6
1.1.3 Administration and Operations Division (AOD)	6
1.1.4 Base Realignment and Closure (BRAC)	6
1.1.5 Compliance, Internal Audit and Accounting (CIA)	6
1.1.6 Financial Services Division (FSD)	7
1.1.7 Industry Development Division (ID)	7
<b>1.2 STRATEGIC PLAN CONCEPT</b>	<b>7</b>
1.2.1 Mission	7
1.2.2 Vision	7
1.2.3 Values	7
1.2.3 Goals	8
<b>1.3 BOARD OF DIRECTORS MEETING/PUBLIC HEARING</b>	<b>8</b>
<b>1.4 GEDA EMPLOYEE ASSOCIATION</b>	<b>8</b>
<b>SECTION II. OPERATING POLICIES AND PROCEDURES</b>	<b>9</b>
<b>2.0 WORKING HOURS</b>	<b>9</b>
<b>2.1 SCHEDULED MEETINGS</b>	<b>9</b>
<b>2.2 INCOMING AND OUTGOING CORRESPONDENCE</b>	<b>10</b>
2.2.1 General	10
2.2.2 Official Mailing Address	10
2.2.3 Protocol Guidelines	10
<b>2.3 PUBLIC INFORMATION REQUESTS AND THE MEDIA</b>	<b>11</b>
<b>2.4 POLICY FOR TELEPHONE USAGE</b>	<b>11</b>
2.4.1 Customer Service Goal	11
2.4.2 Customer Service Objective	11
2.4.3 Limitations	12
2.4.4 Telephone Salutation	12
2.4.5 Overseas Calls	12
2.4.6 Guidelines on Receiving an Incoming Call	12

<b>2.5</b>	<b>SUGGESTION BOX</b>	<b>14</b>
<b>2.6</b>	<b>OFFICE ASSETS/EQUIPMENT USAGE</b>	<b>14</b>
2.6.1	Loan of Office Assets/Equipment	14
2.6.2	Assets/Equipment Inventory	14
2.6.3	Use of Copier	14
2.6.4	Use of Computers and Network	14
<b>2.7</b>	<b>OFFICIAL VEHICLES AND PARKING</b>	<b>15</b>
2.7.1	Official Vehicles	15
2.7.2	Designated Parking	15
<b>2.8</b>	<b>LIBRARY RESOURCES</b>	<b>15</b>
<b>2.9</b>	<b>USE OF CONFERENCE ROOM</b>	<b>16</b>
<b>2.10</b>	<b>SECURITY</b>	<b>16</b>
<b>2.11</b>	<b>PETTY CASH</b>	<b>16</b>
<b>2.12</b>	<b>GENERAL PROCUREMENT PROCEDURES</b>	<b>16</b>
<b>2.13</b>	<b>EMERGENCY OPERATING PROCEDURES</b>	<b>16</b>
2.13.1	Typhoon or Tropical Storm Threats	17
2.13.2	Earthquakes	18
2.13.3	Emergency Office Evacuation	18
<b>2.14</b>	<b>PARKING TAGS AND IDENTIFICATION CARDS</b>	<b>19</b>
2.14.1	Identification Cards (ID)	19
2.14.2	Parking Tags	19
<b>2.15</b>	<b>TRAVEL POLICY</b>	<b>19</b>
<b>SECTION III. HUMAN RESOURCE GUIDELINES</b>		<b>20</b>
<b>3.0</b>	<b>PAYROLL</b>	<b>20</b>
3.0.1	Electronic Pay/Direct Deposit	20
3.0.2	Timesheets	20
<b>3.1</b>	<b>EMPLOYMENT SALARY AND BENEFITS</b>	<b>20</b>
3.1.1	Salary and Wages	20
3.1.2	Benefits	20
<b>3.2</b>	<b>LEAVES OF ABSENCES</b>	<b>21</b>
3.2.1	Annual leave	21
3.2.2	Sick Leave	22

3.2.3	Compensatory Time	22
3.2.4	Other Categories of Leave	22
<b>3.3</b>	<b>PERFORMANCE REVIEWS</b>	<b>23</b>
3.3.1	Probationary Appraisal	23
3.3.2	Periodic Appraisal	23
<b>3.4</b>	<b>DETAIL ASSIGNMENTS</b>	<b>24</b>
<b>3.6</b>	<b>ANNUAL TRAINING ASSESSMENT</b>	<b>24</b>
<b>3.7</b>	<b>GRIEVANCES</b>	<b>24</b>
<b>3.8</b>	<b>OUTSIDE EMPLOYMENT</b>	<b>24</b>
<b>3.9</b>	<b>PROHIBITION ON POLITICAL ACTIVITY</b>	<b>25</b>
<b>3.10</b>	<b>WORKER'S COMPENSATION</b>	<b>25</b>
<b>3.11</b>	<b>TERMINATION OF EMPLOYMENT</b>	<b>25</b>
<b>3.13</b>	<b>PERSONNEL FILE</b>	<b>25</b>
<b>3.14</b>	<b>DRUG FREE WORKPLACE POLICY</b>	<b>26</b>
<b>3.15</b>	<b>SMOKING POLICY</b>	<b>26</b>
<b>3.16</b>	<b>SEXUAL HARRASSMENT POLICY</b>	<b>26</b>
<b>3.17</b>	<b>ETHICAL CODE OF CONDUCT POLICY</b>	<b>26</b>
<b>APPENDIX A - ORGANIZATION AND FUNCTIONS CHART</b>		<b>28</b>
<b>APPENDIX B – EVACUATION RENDEZVOUS POINT</b>		<b>29</b>
<b>APPENDIX C – PAY RANGE SCHEDULE</b>		<b>30</b>

## SECTION I. INTRODUCTION

Hafa Adai and welcome to the Guam Economic Development Authority, also known as GEDA!

### Statement of Policy and Purpose

"It is the purpose of this Act to create a public corporation for the centralized direction, control and supervision of an integrated program for the economic development of Guam. It is intended for this Corporation to be a catalyst in the economic development, which this Act seeks, at the same time that it shall aid private capital without competing with it. Where it enters a particular field or engages in a particular activity, it shall withdraw therefrom in favor of private capital as soon as it is feasible to do so." (P. L. 8-80, enacted August 21, 1965).

The quote above is an excerpt from the original enabling act that created GEDA with a legal status as a public corporation. GEDA's current enabling statute which contains the corporation's powers, purposes, authorized activities and mandates can be found in Title 12 of the Guam Code Annotated, Chapter 50.

### **1.0. PURPOSE OF EMPLOYEE HANDBOOK**

The purpose of this handbook is to provide general information to employees regarding the Authority's mission, policies and procedures. It also serves as a supplement to established rules and regulations, policies and standard operating procedures. This manual is not intended to be all encompassing of GEDA and replaces the last edition of the "Employees Manual." Many of the details not contained in this document are already documented elsewhere and can be either obtained or addressed by supervisors, managers, or other employees of the Authority.

### **1.1 ORGANIZATIONAL FRAMEWORK OF GEDA**

GEDA's organizational chart can be found at Appendix A and depicts the location of staff positions and assignments within GEDA.

#### **1.1.1 Board of Directors**

The Authority is a public corporation with all functions and powers vested in and exercised by its Board of Directors. The Board is composed of business people from the private sector. Up to seven (7) members of the Board may be appointed by the Governor and with the advice and consent of the Legislature. The Governor appoints the Chairperson of the board. Each board member serves a term of four years.

### **1.1.2 Executives**

The Administrator serves similarly as a Chief Executive Officer of a corporation. He/she is appointed by the Governor, upon the recommendation of the Board and through the consent of the Legislature. He/she is directly responsible to the Board for the day-to-day operations of GEDA's functions and responsibilities and administers its programs and policies. The Administrator is also an ex officio member of the Board, but without voting rights.

The Deputy Administrator is second in command and is appointed by the Governor. He/she takes over in the absence of the Administrator. The Deputy Administrator assists the Administrator in the day-to-day business operations of the Authority.

The staff for the Executives are responsible for administrative support services to the Executives and Board of Directors, legal counsel coordination, preparation for Executive and Board meetings, receiving and disseminating all incoming mail, strategic plan monitoring and facilitation, and other special projects.

### **1.1.3 Administration and Operations Division (AOD)**

The staff of this division is responsible for the administrative and logistical operations of the Authority, which includes general administration, procurement and supply services, human resource management, training and development, computer and network system administration, facilities management, and all other support services for the Authority.

### **1.1.4 Base Realignment and Closure (BRAC)**

The staff of this section is responsible for the development of an effective reuse strategy that will create and maintain employment, provide economic opportunities, facilitate continued operations and expansion of seaport facilities and maximization of federal laws/regulations for cost free conveyance of surplus property and facilities for public benefit and economic redevelopment. They are also responsible for any grants received by the Authority.

### **1.1.5 Compliance, Internal Audit and Accounting (CIA)**

The staff of this division monitor customer recipients of loan, grant, property leases and Qualifying Certificates for compliance of agreed covenants. They manage the Authority's financial position through preparation and maintenance of accounting records and transactions in accordance with management's authorization and fiduciary responsibilities. This includes managing revenues, investments, and monitoring of cash flow. Likewise, they are also responsible for establishing internal control mechanisms to ensure that the Authority is also in compliance with its mandates and programs.

### 1.1.6 Financial Services Division (FSD)

The staff of this division is responsible for coordinating a government wide financial direction to identify and execute financing opportunities, secure sound investment advice and analysis. It is also responsible for administering the Authority's loan and grant programs.

### 1.1.7 Industry Development Division (ID)

The staff of this division is responsible for assisting economic development through research, investor/developer inquiries, applications for tax or other incentives and the enhancement of business development. They promote and market Guam as the ultimate destination for investors and developers as directed by the policy makers. They are also responsible for media management and coordinating all requests for public information.

## 1.2 STRATEGIC PLAN CONCEPT

At GEDA, we take pride in everything that we do. Every year we acknowledge accomplishments, validate and revalidate our goals and objectives through our Strategic Plan. Each employee's duties and responsibilities are tied to this document. The Strategic Plan is available from your supervisor or manager. Know and understand this philosophy of strategic planning because the Authority's success is driven from your success and your achievements!

### 1.2.1 Mission

To develop a sound and sustainable economy through innovative programs, which preserve and promote local culture, economic opportunities and quality of life.

### 1.2.2 Vision

To be recognized as the premiere catalyst for economic development.

### 1.2.3 Values

**Vision**, as a means to develop a purpose and direction understood by all, for a sound and sustainable economic future for Guam.

**Quality**, as the standard for delivering efficient and effective results.

**People**, as our vital asset by empowering them with resources to preserve and promote our local culture, family values and economic opportunities.

*Professionalism*, as the cornerstone of performance reflecting the highest degree of reliability, integrity and respect.

### **1.2.3 Goals**

Below are the Authority's current goals. In order to realize these goals many objectives have been and continue to be established, which are too voluminous to mention here.

Goal 1. To have a highly efficient organizational structure; trained, equipped and resourced to carry out GEDA's mission.

Goal 2. To ensure adherence with all mandates and obligations of the Authority.

Goal 3. To implement and coordinate the comprehensive plans designed to create economic development.

Goal 4. To maximize the financial resources for the Authority.

## **1.3 BOARD OF DIRECTORS MEETING/PUBLIC HEARING**

The Board of Directors' regular monthly meetings are conducted on the last Friday of each month at 10:00 A.M. in the Authority's conference room. From time-to-time, the Board of Directors may also hold special board meetings at their discretion. The Administrator, Deputy Administrator and all Managers shall be in attendance at all regular monthly and special meetings. Other staff may be required to attend Board Meetings/Public Hearings to discuss program matters that scheduled on the Agenda. Employees are welcome to attend any of the scheduled meetings.

## **1.4 GEDA EMPLOYEE ASSOCIATION**

The Association is organized and registered with the Department of Revenue and Taxation, by the employees, for the purposes of employee morale and non-profit activities. The objective of this organization is to establish an employees' fund for humanitarian causes, i.e. Red Cross, Cancer Society, and other causes as agreed upon by the Association members. Although membership is voluntary, everyone is highly encouraged to join. There is a bi-weekly Association due from each member. These dues help to defray certain expenses, benefits or assistance the Association may participate. Currently, association dues are payroll deducted and automatically remitted to the Association.



## SECTION II. OPERATING POLICIES AND PROCEDURES

The following sets forth guidelines on some of the Authority's operations. It is not all inclusive of the Authority's mission, but rather serves as a basic awareness of certain common policies and procedures.

### 2.0 WORKING HOURS

Normal business hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays. Each employee is expected to be punctual when reporting to work. Working hours may be flexible within the following parameters:

- a. No staff will officially begin work prior to 7:30 or after 8:00 a.m.
- b. Every one is expected to have a minimum of a one-half hour lunch period.
- c. Work breaks may be authorized for up to 15 minutes for every four hours of work, and must be arranged with one's immediate supervisor. Break times are not cumulative and shall not exceed the authorized 15 minutes.
- d. No staff will officially end his/her eight-hour workday prior to 4:30 p.m.

Exceptions to the above may be granted only on an individual basis. Each Manager is delegated with the discretionary authority for granting such exceptions and is held accountable for all work performances and productivities of his/her staff. The Administrator or Deputy Administrator may deny, revoke or rescind any irregular scheduling.

### 2.1 SCHEDULED MEETINGS

Employees are expected to attend scheduled meetings and emergency meetings when called. Field assignments are to be scheduled accordingly in order for employees to be present at these meetings. Below is a list, which contains some recurring meetings and schedules

<u>MEETING</u>	<u>SCHEDULE</u>
Agency Meeting	Friday prior to the monthly Regular Board Meeting, 9:00 a.m.
Regular Board Meeting	Last Friday of each Month, 10:00 a.m.
Credit Review Committee	1 <sup>st</sup> and 3 <sup>rd</sup> Wednesday of each month, 10:00 a.m.
Manager's Meeting	First business day of each week, 8:30 a.m.
Strategic Plan	1 <sup>st</sup> Thursday of each month, 8:30 a.m.
Others	As announced

## **2.2 INCOMING AND OUTGOING CORRESPONDENCE**

### **2.2.1 General**

All incoming correspondences go directly to the Executive Assistant for logging and routing to the appropriate personnel (e.g. Administrator/Deputy/Division Head). For detailed information on incoming and outgoing correspondence refer to the Authority's Incoming and Outgoing Mail Standard Operating Procedures.

### **2.2.2 Official Mailing Address**

The current official mailing address of the Authority is identified below. All outgoing mail and postage procedures are contained in the Incoming and Outgoing Standard Operating procedures.

Guam Economic Development Authority  
590 South Marine Drive  
ITC Building, Suite 511  
Tamuning, Guam 96913

### **2.2.3 Protocol Guidelines**

The following protocol guidelines on correspondences shall be adhered to:

- a. Correspondence to heads of public agencies/departments or Directors of Divisions of the Federal Government are to be signed by the Administrator/Chairman of the Board.
- b. Correspondence going to other staff members of the Federal Government or private organizations must be signed by appropriate supervisory/management personnel.
- c. Correspondence to the Commanding Officers (Navy PWC, Air Force Civil Engineers) must be signed by the Administrator/Board Chairman.
- d. Correspondence to Village Commissioners must be signed by the Administrator/Board Chairman.
- e. All communication directed to local heads of military organizations (Admiral and General), may only be released with the signature of the Governor. No communication may be addressed to a government official of any branch of government of Washington, D.C., or Cabinet level unless signed by the Governor.
- f. All correspondence to government of Guam entities is to be in memorandum form.

- g. All correspondence to private or federal entities is to be in a letter format.

## **2.3 PUBLIC INFORMATION REQUESTS AND THE MEDIA**

- a. The current policy on public information requests in accordance with the "Reform Sunshine Act," are to be referred and handled by the Industry Development Division for logging, monitoring and further dissemination to the appropriate Division for action.
- b. All contacts with the media, whether written or verbal must be coordinated through the Industry Development Division to the Administrator. Managers may initiate written news releases, however, the Industry Development Division and the Deputy Administrator shall review such releases in draft form. The Administrator signs all written news releases prior to being released.
- c. Only the Board of Directors and the Administrator may establish policy. If there is any question regarding the Authority's policy or position on an issue, the Administrator must handle the interview. There will be no exception to this policy.
- d. Managers, supervisors and staff are generally expected to assemble information and work with the Industry Development Division to brief the Administrator on inquiries regarding their respective program and responsibilities. Should questions be asked regarding another program, the appropriate division personnel shall become involved. All commentary to the media shall first be approved by the Administrator, Deputy Administrator or designated representative.
- e. It is important for all of us to maintain the Authority's credibility. Contacts with the media should be cordial and all attempts should be made to provide information in a timely manner.

## **2.4 POLICY FOR TELEPHONE USAGE**

The official main telephone directory number for the Authority goes through the Reception Desk's line and is:

(671) 647-GEDA or (671) 647-4332

### **2.4.1 Customer Service Goal**

The Authority's goal is to provide efficient and timely services to its customers.

### **2.4.2 Customer Service Objective**

In order to achieve our customer service goal through telephone etiquette, each employee is expected to answer his/her telephone by the third (3<sup>rd</sup>) ring.

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Although automated attendant and voice mail features may be available for employees, these are last resort tools and in the past have proven to be unsatisfactory to many of our customers. Every effort must be made to accommodate our customers. One must plan accordingly for alternate arrangements (such as call forward to another available employee) if he/she anticipates being temporarily occupied with scheduled meetings, visits, out of office, or any other situation. One may also refer to the Customer Service Standard Operating Procedures.

### **2.4.3 Limitations**

The Authority's telephones are for official use only. Please limit personal calls during business hours.

### **2.4.4 Telephone Salutation**

All incoming calls shall be answered with "Hafa Adai, Guam Economic Development Authority, how may I help you?" Messages should be promptly delivered to the one being called. Discretion and good judgment should be used when having to ask for the caller's name.

### **2.4.5 Overseas Calls**

Any employee, who needs to place a long distance telephone call, must obtain approval from his/her Manager in advance and complete the "Overseas Telephone Log" form. "Collect" calls shall not be accepted by any GEDA employee. If a personal overseas collect call comes in, the staff member involved will get the caller's number and return the call using his/her personal long distance account. Acceptance of a collect call will result in disciplinary action. The only exception to this policy is for employee's calling the Authority while off-island on official business.

### **2.4.6 Guidelines on Receiving an Incoming Call**

- a. It is extremely important to answer all calls promptly, (no later than the third ring) and in your most courteous manner.
- b. If you are receiving a call which has been transferred to you by the Receptionist or another employee, you need not repeat the greeting "Hafa Adai, etc." simply say, "Hello this is \_\_\_\_\_, may I help you?" in a friendly tone.
- c. When the incoming caller asks to speak to one of our staff, the person receiving the call should very tactfully request the name of the caller. This can be done by stating something similar to, "May I tell him/her who

is calling?" Prior to transferring the call, courteously tell the caller, "One moment while I transfer you through."

- d. When transferring an incoming call to another person, please have the courtesy to find out if you have reached the correct extension and person (of course the person answering should always identify him/herself). There will be times when the person being asked for by the incoming caller feels that he/she knows the nature of the call and feels it could best be handled by another on staff. In that event, get the caller back on the line to let him know that the call is being transferred to someone other than the person who was asked for. This must also be done with tact. You don't want the caller to think that the person he asked to speak to is putting him off or feels that he is not important enough to talk to. This can be done by stating something to the effect of, "Hello Mr. A, Mr. B is with someone right now and please let me refer you to Mr. C who is quite familiar with your problem. One moment please and I'll transfer your call to Mr. C."
- e. If the person being requested by the incoming caller is not in the office please, let the caller know (including the time the person called for is expected back if that is known) and ask if the caller would like to speak to another, call back, leave a message or have the person called for return their call.
- f. When taking a message for someone who is out, please make sure that all necessary particulars are included, such as, name of caller, return phone number, and proper message. Immediately deliver the message to the proper persons desk and place it in a conspicuous place where it will not become lost.
- g. In the event anyone else's phone is ringing, and that person is out, someone near that telephone should answer the call. It would be very helpful if the person who is answering the call would voluntarily offer to take the message for the person who is out.
- h. If for some unavoidable reason you have left an incoming caller on hold for more than a reasonable amount of time than it would take to transfer a call, please return to the caller and apologize with some explanation such as, "I'm sorry to have kept you waiting Mr. A, I was trying to locate Mr. B for you and he was away from his desk at the time. He will be with you in just a moment."
- i. If an Receptionist or another employee transfers a call intended for Mr. A and another employee picks up the telephone, the Receptionist/employee should state that there is a Mr. B on the line for Mr. C and ask if you could take a message for Mr. C. When you answer the incoming call, make sure that you give your name and state that Mr. C is out and that you would be happy to take a message for him/her. This will assure the caller that he has not been transferred to the wrong extension.

- j. Please bear in mind that courtesy is appreciated by all, incoming callers as well as your fellow co-workers.

## **2.5 SUGGESTION BOX**

Suggestions are welcomed from the public and employees. The Authority's Suggestion Box is located in the customer reception lounge. All suggestions will be discussed at Manager's meetings as appropriate for appropriate action and disposition.

## **2.6 OFFICE ASSETS/EQUIPMENT USAGE**

Employees are responsible for any equipment or vehicle assigned to their care and should only use this equipment for official business.

### **2.6.1 Loan of Office Assets/Equipment**

Requests to loan the Authority's office assets or equipment loan must be approved by the appropriate Manager and the Administrator/Deputy Administrator. Sign out forms must be completed indicating the description of the item, date received and date returned. Currently, the Executive Assistant maintains the log for loaned assets and equipment.

### **2.6.2 Assets/Equipment Inventory**

All newly acquired equipment and supplies shall be referred to and received by the Administration and Operations Division for tagging and logging into the appropriate inventory assets record. Authority equipment is inventoried on a yearly basis. In cases where equipment is no longer operable, a memo should be prepared to the Administrator requesting that its disposition be approved.

### **2.6.3 Use of Copier**

The copier shall be used for official business only. All employees shall adhere to the operating instructions of the copier and maintain the cleanliness of the copier area. The Administration and Operations Division is responsible for coordinating access and assigning accounts.

### **2.6.4 Use of Computers and Network**

Access and use of the Authority's computers and network are also for official use only. Each employee is expected to capitalize on the systems provided and

increase his/her productivity level. Every effort must be made to ensure the care of each system, which includes but is not limited to:

- a. Cleanliness of the system.
- b. Routine user level defragmenting and optimizing of the system.
- c. Routine virus checks.
- d. Refrain from installing unauthorized software.
- e. Practice acceptable email etiquette and protocol. Do not send out unsolicited email to anyone (no spamming).
- f. Internet use is for official use only and is restricted for official research.
- g. Computer and network access maybe monitored to ensure compliance and internal security.

## **2.7 OFFICIAL VEHICLES AND PARKING**

### **2.7.1 Official Vehicles**

The management of the Authority's vehicle fleet is performed by the Administration and Operations Division in order to meet the Authority's needs. Please refer to the Vehicle Management and Maintenance Standard Operating Procedures for more details.

### **2.7.2 Designated Parking**

- a. Employees may park their personal and official vehicles in the stalls allocated to the Authority on the Second and Third floor of the International Trade Center (ITC) Building.
- b. The stalls marked "Chairman of the Board, Administrator, or Deputy Administrator," shall not used by any other employee, regardless of whether either is away from the office or off-island.
- c. During the times of any Board meeting, regular or special, the Second Floor parking shall be reserved and restricted for the Board of Directors, Administrator and Deputy Administrator's use only.

## **2.8 LIBRARY RESOURCES**

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Each Division maintains its own resources within the Library. Clearance must be obtained from the appropriate Division or Executive Assistant prior to any item leaving the library. Sign-out forms must be completed indicating the title of the document, date received, and date returned.

## **2.9 USE OF CONFERENCE ROOM**

Use of the Authority's Conference Room must be cleared with the Executive Assistant and scheduled on the log sheet form.

## **2.10 SECURITY**

Employees are responsible for securing their work area each day before they leave. Each Manager is assigned a key for entry into the office. Keys are not to be duplicated unless authorized by the Administrator/Deputy Administrator. Managers are responsible for securing doors to their divisions. Should any staff require entry during off-hours, please see your Manager for appropriate arrangements. Currently the ITC Building Facility Manager requires that the Security personnel on the first floor are aware of any employees' presence during unusual work hours.

## **2.11 PETTY CASH**

Petty cash is available for items or services that cannot be obtained either through normal procurement procedures or for other unusual reasons. The request form is to be completed and submitted to the Petty Cash Custodian. Specific policy and procedures can be found within the Petty Cash Standard Operating Procedures.

## **2.12 GENERAL PROCUREMENT PROCEDURES**

Requests for the acquisition of equipment, supplies and services shall be submitted via the chain of command, to the Administrator/Deputy Administrator. The Administration and Operations Division is responsible for preparing and processing of all approved requests. Requisitions are to be initialed by the person placing the order, certified as to funds available by the Certifying Officer, and approved by the Administrator/Deputy Administrator. In no event shall goods or services be obtained prior to the issuance of a purchase order or other acceptable method. All emergency procurement situations must be brought to the Administrator or the Deputy Administrator for proper action. For more information, please refer to the Authority's Procurement Regulations and the Guam Procurement Law in Title 5, Guam Code Annotated.

## **2.13 EMERGENCY OPERATING PROCEDURES**



The guidelines in this section serves as a basic reference guide regarding emergency conditions that may occur. The safety and well being of each employee is a priority of the Authority.

### **2.13.1 Typhoon or Tropical Storm Threats**

- a. Condition IV is announced when a typhoon or storm may hit the island within 72 hours. Each employee should remain alert for announcements and any special instructions. This is a good time to begin to secure any unnecessary office items or equipment in anticipation of Condition III.
  - b. Condition III is announced when a typhoon or storm may hit the island within 48 hours. Each employee shall take additional preliminary measures in securing the office and assets.
    - 1) Working papers, paper product materials and file folders should be stored away in desks and file cabinets.
    - 2) Office equipment, desks, file cabinets, etc. should be moved away from windows where wind and rain may cause damage. Each item should be ready to be covered be covered in plastic.
    - 3) All personal items shall be taken home. The Authority is not responsible for any personal items.
    - 4) All official vehicles shall be completely fueled. During non-business hours the vehicles shall be all parked on the second floor to minimize the potential damages as opposed to being on the third floor.
  - c. Condition II is announced when a typhoon or storm may hit the island within 24 hours. Definite precautionary measures are to be deployed by all employees. All items in subparagraph b. above shall be accomplished and completed. The sooner these items are accomplished the sooner one can get home to finish securing personal assets.
  - d. Condition I is announced when a typhoon or storm may hit the island within 12 hours. All employees should seek safe shelter and do not attempt to go outside of the shelter.
  - e. If Condition III is announced on a Friday, Saturday or a Sunday that precedes a Monday Holiday, precautionary measures for securing the office and assets will be taken as if in Condition II. Each employee shall contact his/her supervisor for any additional or special instructions. This may require employees to come into work to secure the office and assets.
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- f. After a typhoon/storm has passed through and provided that a public announcement has been made that Condition IV has been announced each employee must be alert and ready to return back to the office to conduct a damage assessment. The Managers are responsible for contacting each respective employee (even if on leave of absence) for direct instructions on whether to return to work or standby for additional instructions. In the event the Manager has not contacted an employee, the employee shall make contact with his/her supervisor, Manager or Administrator for instructions. Every effort must be made by all employees to establish communication with the chain of command. The Authority understands that not all employees may be able to return to work, as a result of damages that may have impaired road conditions, personal property, etc. Each employee's situation will be handled on a case-by-case basis.

### 2.13.2 Earthquakes

- a. If inside a building when an earthquake occurs, remain inside the building. One should stand under a doorway, get under heavy furniture or stand against a wall in the center of the building. Keep away from windows and outside doors.
- b. If outside of a building when an earthquake occurs, remain outside and stay away from buildings, power poles, power lines, wires, windows or other glass material.
- c. If in a vehicle when an earthquake occurs, remain seated inside the vehicle and safely park in a location away from falling debris.
- d. Be aware of earthquake aftershocks and follow the guidelines above.
- e. In the event a major earthquake has occurred during nonworking hours, the guidelines in paragraph 2.13.1.f above apply and shall be followed for communicating information and instructions. Damages assessments must be performed after the earthquake.

### 2.13.3 Emergency Office Evacuation

- a. In Case of Fire. The GEDA designated Fire Warden or his/her alternate must report the fire to the Guam Fire Department immediately using the nearest EXITS. All personnel must assemble at the designated primary or secondary meeting place the evacuated structure for head count and accountability by each Manager.
  - b. Bomb Threat. In the event of a bomb threat, the Administrator or the Deputy Administrator must immediately call the Fire Department to report such threat. All staff and visitors are
-

instructed to vacate the building immediately and wait outside the building until the search of the building and premises is completed and clearance is given by the Fire Department.

- c. Office Evacuation Rendezvous Point. The primary meeting place upon an emergency office evacuation is located northeast of the GITC Building, in the U.S. Post Office parking lot. See Appendix B for Evacuation Rendezvous Point. If the primary meeting place is also declared as an off-limit point, further instructions to relocate shall be announced accordingly.

## **2.14 PARKING TAGS AND IDENTIFICATION CARDS**

The Authority issues all of its employees a parking tag and an identification card upon employment or change of job functions or at other times as directed by the Administrator.

### **2.14.1 Identification Cards (ID)**

- a. ID's shall be worn by all employees during regular work hours.
- b. The ID is the property of the Authority. Anyone who has their ID lost or stolen is required to report such immediately, and must pay the cost for its replacement.
- c. Each employee separating from the Authority shall surrender his/her ID prior to being officially released.

### **2.14.2 Parking Tags**

While parked in a designated GEDA stall, employees shall ensure that his/her parking tag is in plain view to avoid being towed away. Parking tags shall also be surrendered to the Authority upon employment termination.

## **2.15 TRAVEL POLICY**

From time-to-time mission requirements may necessitate the need for off-island travel. The Authority does have a Travel Policy available for specific details for per diem rates, entitlements and processing. Employees on official off-island travel are authorized to receive an advance per diem for meals and lodging. Upon one's return from travel, one must file a travel expense report within 10 days upon completing the travel. Miscellaneous travel expenses are reimbursable upon presentation of supporting documents, such as receipts and justification for expense incurred, and provided the claim is in accordance with the Travel Policy.

## **SECTION III. HUMAN RESOURCE GUIDELINES**

The Administration and Operations Division is the proponent for administering the Human Resources program for the Authority.

### **3.0 PAYROLL**

There are 26 pay periods per year. Payroll is processed on a bi-weekly basis, wherein every other Tuesday is designated the official payday for Authority employees. The starting day of a period is on a Sunday and ends on the following second Saturday. For details, please refer to the Payroll Standard Operating Procedures.

#### **3.0.1 Electronic Pay/Direct Deposit**

Each employee is required to have the proceeds of his/her net pay electronically deposited into a savings or checking account. Pay stubs are issued on each payday detailing one's pay information. The only authorized deductions from an employee's payroll are for benefits sponsored by the Authority such as medical insurance, dental insurance, life insurance, retirement contributions, withholding taxes, medicare taxes, social security contributions, and GEDA Employees' Association Dues. Other deductions such as mandatory involuntary deductions as a result of court or legal orders for child support, tax levies, wage garnishments for bad debts shall also be payroll deducted.

#### **3.0.2 Timesheets**

Each employee prepares his/her timesheets with all supporting documents (i.e. leave forms, changes in Form W-4, etc.) and shall be submitted through the chain of command to the Administration and Operations Division, at the end of each pay period no later than the next business day (usually Monday) by 12:00 p.m.

### **3.1 EMPLOYMENT SALARY AND BENEFITS**

#### **3.1.1 Salary and Wages**

On May 3, 1989, the Board of Directors adopted Resolution No. 89-009, "Resolution Approving the Adoption and Use of the Government of Guam Wide Pay Range Schedule for the Employee of the Guam Economic Development Authority." This pay schedule is available at Appendix C and used to determine employee salaries and wages.

#### **3.1.2 Benefits**

The Authority administers and mirrors the benefits offered by the Government of Guam to its employees. These benefits include paid leaves of absence, medical insurance, dental insurance, life insurance, retirement plan options, and the observed Holidays listed in the paragraph 3.2.4.f below.

Most people hardly realize that they receive more than just a salary from an employer. The real value of an employee's paid package plan and measurement worth is inclusive of a salary or wage plus the employer's share costs for benefits.

Imagine, not only is GEDA paying you for your salary or wages, but it is also paying the employer's share for medical insurance, dental insurance, group life insurance, retirement plan or FICA share, and on top of any paid leave or holidays taken throughout the year.

For instance, the average paid benefit by GEDA, during the year 2000, to its employees was 28% of an annual salary. This would suggest that an employee with a salary of \$25,399 per annum is actually receiving approximately \$32,511 per annum in salary and benefits. That is an additional \$7,112 per year. Think about it, what is your salary and benefit value from the Authority?

### **3.2 LEAVES OF ABSENCES**

Full-time employees earn annual and sick leave hours as an employment benefit. The number of hours earned each pay period varies from four to eight hours for annual leave (depending on the number of years of service) and four hours for sick leave (any amount of years of service).

The general rule of thumb is to plan leave in advance and where not practical (such as sick leave or other emergencies), obtain approval as soon as possible and submit the leave application form as soon as possible. For more specific details on implementing guidelines, refer to the Authority's Policy on Annual Leave Plan and Leaves of Absence. That particular policy covers the Leave Sharing Program as well.

Employees initiate the leave application form for any purpose and submit to his/her managers/supervisor for approval. From the manager/supervisor, the leave form is transmitted to the HRO for logging and then routing to the Administrator/Deputy Administrator for final disposition. Once completed, the form will be returned to the employee to file and attach with the next payroll timesheet.

#### **3.2.1 Annual leave**

Annual leave requests are to be submitted at least 48 hours in advance. In cases where an employee wishes to take one month's leave, the leave request should be submitted one month in advance; if leave is requested for two weeks, your leave request should be submitted two weeks in advance; if leave is requested for two months, your leave request should be submitted two months in advance.

Annual leave is a privilege and may be denied when the services of an employee are required. Leave applications, which are not in conformance with the above will be considered on a case-by-case basis.

It is the responsibility of every employee to know how much leave time is available to him or her prior to taking annual or sick leave. Managers and supervisors are authorized to inquire employee leave balances to verify that there is a sufficient balance of leave available for the requested period of leave of absence.

### **3.2.2 Sick Leave**

If an employee is absent because of illness in excess of three consecutive days, he/she will be required to furnish a certification from his physician's certification for any number of hours / days as appropriate. Manager and supervisors have discretionary authority to require a physician's certification for probable cause.

Employees' must call in to their supervisor before 8:30 a.m. if they are sick.

Advance Sick Leave requests are subject to approval by the Administrator.

### **3.2.3 Compensatory Time**

Compensatory time must be requested by each employee, through his/her chain of command, and approved by the Administrator/Deputy Administrator. A record of all approved compensatory time requests will be kept by the Administration and Operations Division. Leave requests for compensatory time should be submitted following the regular leave procedures. Compensatory time is recorded at 1-1 / 2 times the actual number of hours worked. Under no circumstances shall a non-exempt employee be required to work overtime, without prior approval and certification that funds are available to perform the required overtime.

### **3.2.4 Other Categories of Leave**

Other types of leaves of absence include:

- a. Administrative Leave may be requested for attending meetings, workshops, or for taking an examination, which is work related. Requests

should be submitted following the regular leave procedures and must be approved by the Administrator.

- b. Leave for educational purposes may be granted by the Administrator, with the concurrence of the employee's chain of command on case-by-case basis under the following criteria. Please note that educational training during working hours is not a right but a privilege.
- c. Military leave for Reserves and National Guard personnel.
- d. Maternity leave and paternity leave.
- e. Bereavement leave.
- f. Holidays. (see below for listing)

HOLIDAY	DATE
New Year's Day	January 1
Martin Luther King Jr. Day	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Guam Discovery Day	1 <sup>st</sup> Monday in March
Good Friday	Friday before Easter Sunday
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Liberation Day	July 21 <sup>st</sup>
Labor Day	1 <sup>st</sup> Monday in September
All Souls Day	November 2 <sup>nd</sup>
Veteran's Day	November 11 <sup>th</sup>
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Our Lady of Camarin Day	December 8 <sup>th</sup>
Christmas Day	December 25 <sup>th</sup>
Sunday	Every Sunday of the week
Everyday on which an election is held throughout Guam, except for elections to the Guam Youth Congress.	
Everyday appointed by the President of the United States or the Governor of Guam for a public fast, thanksgiving day or holiday.	

### 3.3 PERFORMANCE REVIEWS

#### 3.3.1 Probationary Appraisal

Performance appraisal shall be rendered to newly hired employees six months after his/her hire date.

#### 3.3.2 Periodic Appraisal

Periodic performance appraisals shall be rendered and submitted one month prior to the employee's scheduled date. Periodic Performance appraisal are conducted by an employee's immediate supervisor every 12 months for employee's at Step 1-6; every 18 months for Step 7-10; and every 2 years beyond Step 10. Salary increments are granted only upon satisfactory and consistent work performance.

If an employee is on Leave Without Pay (LWOP) status in excess of 20 workdays, the increment date will be extended to reflect the number of days on leave without pay.

### **3.4 DETAIL ASSIGNMENTS**

Detail assignments are made by the Administrator and as appropriate in order to fulfill the needs of the Authority. Pay adjustments for detail assignments to higher pay grade positions will be made when the detail assignment exceeds a 30-day period. Detail assignments when made will not exceed 120 days, unless appropriately extended.

### **3.6 ANNUAL TRAINING ASSESSMENT**

By August 15<sup>th</sup> of each fiscal year, an assessment of its Division's training needs shall be submitted to the Administration and Operations Division. A cumulative assessment shall then be prepared and submitted to the Board of Directors for approval along with the next fiscal year's budget proposal.

### **3.7 GRIEVANCES**

Employees are encouraged to discuss any problem or issues with their immediate supervisor. The Deputy Administrator and Administrator have an "Open Door" Policy and will entertain any employee provided that the immediate supervisor and manager are informed of the situation and prior attempts have been made to solve the problem. Please follow the chain of command. EEO Counselors are available to discuss any problems with GEDA's EEO Coordinator. When filing a formal complaint, refer to the Authority's Human Resource Rules & Regulations.

### **3.8 OUTSIDE EMPLOYMENT**

Employee's seeking outside employment are to request approval in writing from the Administrator / Deputy Administrator via immediate supervisor and Division Head.

The request should include, but not be limited to:

- a. The name and place of outside employment.
- b. Number of hours and days to be worked.



- c. A statement, which indicates that the outside employment does not impose a conflict of interest with your official position or the Authority's.
- d. Any other pertinent information.

### **3.9 PROHIBITION ON POLITICAL ACTIVITY**

Every employee has the right to freely express his/her views as a citizen. However, any political activity or lobbying while on official duty is not permitted. Any employee found abusing the Authority supplies or equipment for such purposes will be subject to disciplinary action.

### **3.10 WORKER'S COMPENSATION**

Employee's injured on the job must notify their supervisor immediately after such injury to report and record the incident. An employee who suffers an on-the-job injury will be carried on full pay status without charge to leave until his/her personal physician certifies that the employee is fit for duty. Please see the Administration and Operations Division for more information on forms and processing.

### **3.11 TERMINATION OF EMPLOYMENT**

When an employee voluntarily resigns or terminates employment with the Authority, he/she shall:

- a. Submit a memorandum of resignation through the chain of command to the Administrator/Deputy Administrator at least 14 days prior to the date of resignation.
- b. Turn in any equipment, files, documents, folders, keys, ID card, parking tag, and any other items or materials, which belong to the Authority.
- c. See the HRO for separation clearance forms, personnel action processing, and final release.

### **3.13 PERSONNEL FILE**

The "PERSONNEL FILE" of any employee of the Authority is not a public writing or document under the Reform Sunshine Act of 1999. No employee's Personnel File may be inspected or copied unless authorized by the Administrator or Deputy Administrator.

- a. The Personnel File may be inspected and copied by others only upon the employee's written consent.

- b. The Manager may inspect and copy his/her employee's Personnel File or necessary information related to the employee's promotion, demotion, suspension, adverse action or any other related personnel matter.
- c. The EEO Coordinator may inspect and copy the Personnel File of an employee on all EEO matters only after written authorization is obtained from the Administrator/Deputy Administrator.

### **3.14 DRUG FREE WORKPLACE POLICY**

On July 24, 1995, the Board of Directors adopted Resolution No. 95-016, "Relative to committing GEDA to a drug-free workforce to the safety of workers and the public. The Authority administers a drug-screening program with strict policies and procedures in place to ensure its accuracy and integrity (refer to GEDA's Drug Free Workplace Policy and Standard Operating Procedures). Newly hired employees are given a conditional offer of employment and shall take a drug screen to demonstrate that he/she is drug free. Existing employees may be required to take additional drug screen tests if there is reasonable suspicion for use. Any employee who tests positive for abuse shall be dealt with according to GEDA's Drug Free Workplace Policy and Standard Operating Procedures.

### **3.15 SMOKING POLICY**

On October 14, 1992, the Board of Directors adopted Resolution No. 93-001 as the Authority's "Smoking Policy." Smoking is authorized only in designated areas. Smoking is prohibited in all other offices, areas, restrooms and hallways available to and customarily used by the general public such as the conference room, mini-conference room, and those offices accessible for use by the public or clients of the Authority

### **3.16 SEXUAL HARRASSMENT POLICY**

The Authority does not condone any conduct of sexual harassment. The Authority is committed to creating and maintaining an environment in which all persons who participate in GEDA's programs and activities can work together in an atmosphere free from all forms of harassment, exploitation, or intimidation. Any employee found to be in violation of this policy shall undergo adverse action proceedings.

### **3.17 ETHICAL CODE OF CONDUCT POLICY**

The Authority is committed to uphold the ethical conduct and responsibility of its employees. All employees are expected to maintain the highest standards of professional conduct to ensure that public services are properly administered. Employees are expected to be loyal to the United States Constitution, the Organic Act of Guam, and to perform their duties and responsibilities ethically and in accordance with all laws. All employees shall not engage in activities that will result in a conflict of interest or use his/her employment with the Authority, office or official title for personal

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gain. Each employee must acknowledge this policy by signing a designated form administered by the HRO.

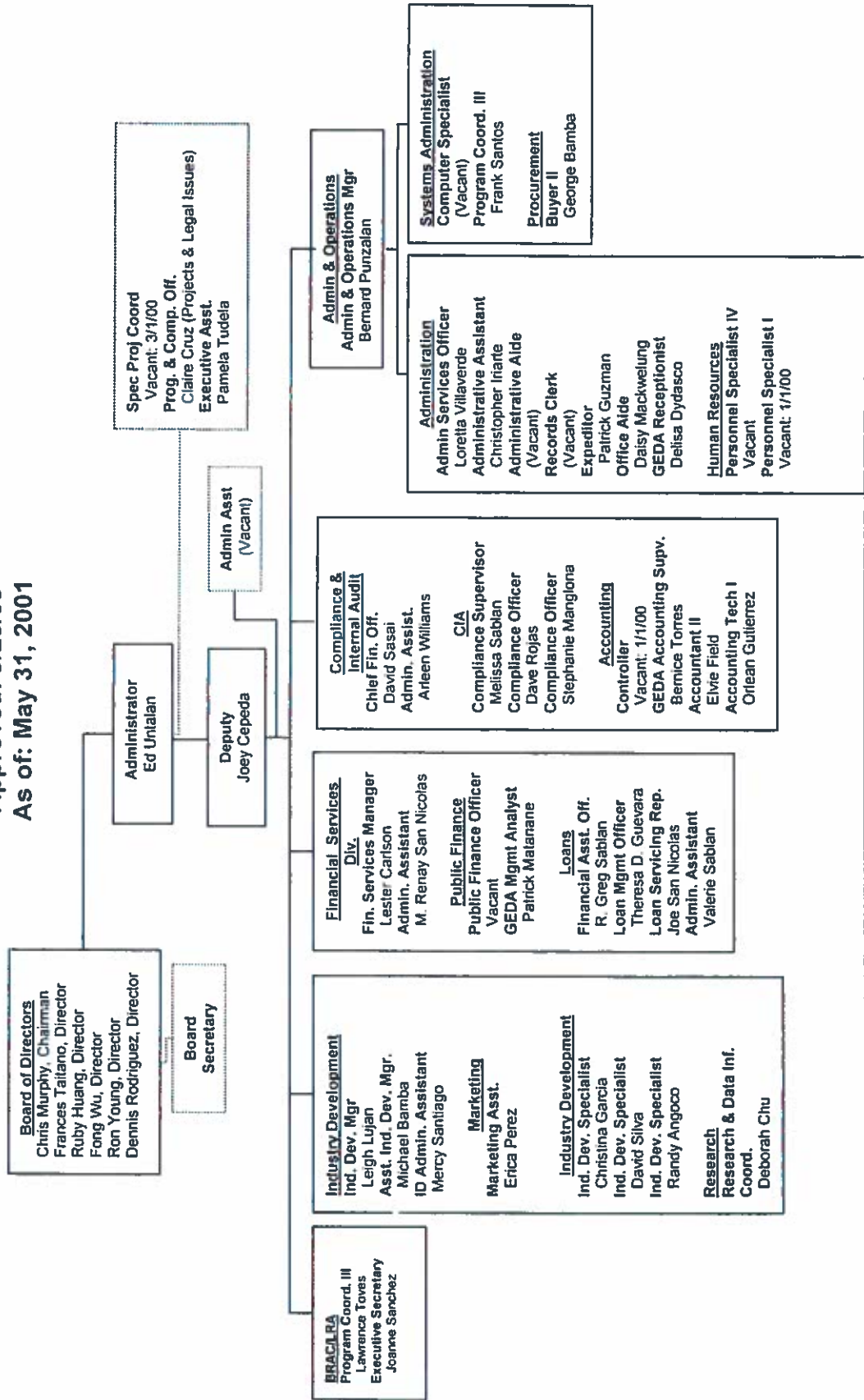
# APPENDIX A - ORGANIZATION AND FUNCTIONS CHART

FY 2001 GEDA

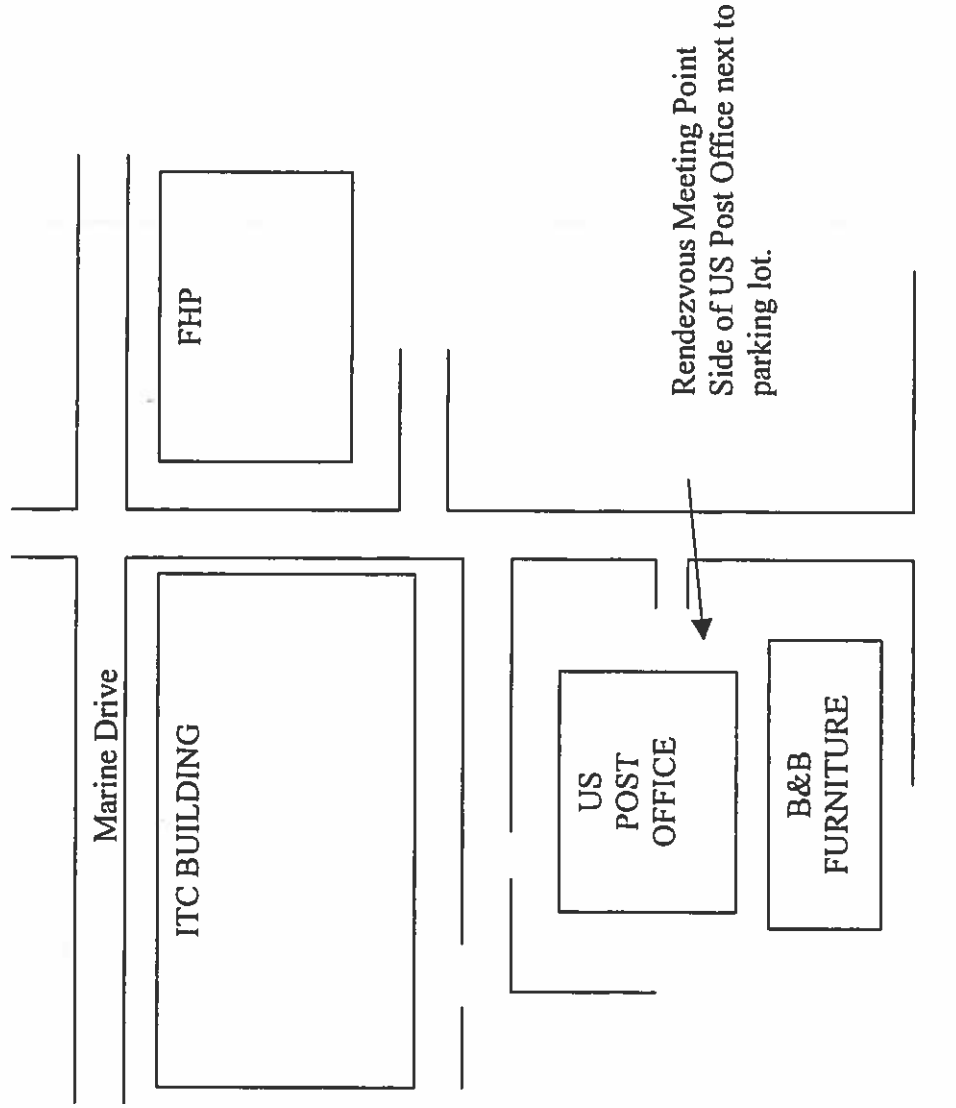
Organization and Staffing Chart

Approved: 9/28/00

As of: May 31, 2001



## APPENDIX B – Evacuation Rendezvous Point



APPENDIX C – PAY RANGE SCHEDULE

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
A	\$13,990	\$14,865	\$15,739	\$16,614	\$17,488	\$18,363	\$19,237	\$20,112	\$20,986	\$21,860	\$22,734	\$23,608	\$24,482	\$25,356	\$26,230	\$27,104	\$27,978	\$28,852	\$29,726	\$30,600
	\$6.73	\$7.15	\$7.57	\$7.99	\$8.41	\$8.84	\$9.26	\$9.68	\$10.10	\$10.52	\$10.94	\$11.36	\$11.78	\$12.20	\$12.62	\$13.04	\$13.46	\$13.88	\$14.30	\$14.72
B	\$14,534	\$15,443	\$16,351	\$17,260	\$18,168	\$19,076	\$19,984	\$20,892	\$21,800	\$22,708	\$23,616	\$24,524	\$25,432	\$26,340	\$27,248	\$28,156	\$29,064	\$29,972	\$30,880	\$31,788
	\$6.99	\$7.42	\$7.86	\$8.30	\$8.73	\$9.16	\$9.59	\$10.02	\$10.45	\$10.88	\$11.31	\$11.74	\$12.17	\$12.60	\$13.03	\$13.46	\$13.89	\$14.32	\$14.75	\$15.18
C	\$15,133	\$16,079	\$17,024	\$17,970	\$18,916	\$19,862	\$20,808	\$21,754	\$22,699	\$23,645	\$24,591	\$25,537	\$26,483	\$27,429	\$28,375	\$29,321	\$30,267	\$31,213	\$32,159	\$33,105
	\$7.28	\$7.73	\$8.18	\$8.64	\$9.09	\$9.54	\$10.00	\$10.45	\$10.91	\$11.36	\$11.81	\$12.27	\$12.72	\$13.17	\$13.62	\$14.08	\$14.53	\$14.98	\$15.43	\$15.88
D	\$15,840	\$16,830	\$17,820	\$18,810	\$19,800	\$20,790	\$21,780	\$22,770	\$23,760	\$24,750	\$25,740	\$26,730	\$27,720	\$28,710	\$29,700	\$30,690	\$31,680	\$32,670	\$33,660	\$34,650
	\$7.62	\$8.09	\$8.57	\$9.04	\$9.52	\$9.99	\$10.46	\$10.94	\$11.41	\$11.88	\$12.35	\$12.82	\$13.29	\$13.76	\$14.23	\$14.70	\$15.17	\$15.64	\$16.11	\$16.58
E	\$16,656	\$17,697	\$18,738	\$19,779	\$20,820	\$21,861	\$22,902	\$23,943	\$24,984	\$26,025	\$27,066	\$28,107	\$29,148	\$30,189	\$31,230	\$32,271	\$33,312	\$34,353	\$35,394	\$36,435
	\$8.01	\$8.51	\$9.01	\$9.51	\$10.01	\$10.51	\$11.01	\$11.51	\$12.01	\$12.51	\$13.01	\$13.51	\$14.01	\$14.51	\$15.01	\$15.51	\$16.01	\$16.51	\$17.01	\$17.51
F	\$17,635	\$18,737	\$19,840	\$20,942	\$22,044	\$23,146	\$24,248	\$25,350	\$26,452	\$27,554	\$28,656	\$29,758	\$30,860	\$31,962	\$33,064	\$34,166	\$35,268	\$36,370	\$37,472	\$38,574
	\$8.48	\$9.01	\$9.54	\$10.07	\$10.60	\$11.12	\$11.65	\$12.18	\$12.71	\$13.24	\$13.77	\$14.30	\$14.83	\$15.36	\$15.89	\$16.42	\$16.95	\$17.48	\$18.01	\$18.54
G	\$18,723	\$19,893	\$21,064	\$22,234	\$23,404	\$24,574	\$25,744	\$26,914	\$28,084	\$29,254	\$30,424	\$31,594	\$32,764	\$33,934	\$35,104	\$36,274	\$37,444	\$38,614	\$39,784	\$40,954
	\$9.00	\$9.56	\$10.13	\$10.69	\$11.25	\$11.81	\$12.37	\$12.93	\$13.49	\$14.05	\$14.61	\$15.17	\$15.73	\$16.29	\$16.85	\$17.41	\$17.97	\$18.53	\$19.09	\$19.65
H	\$19,974	\$21,223	\$22,471	\$23,720	\$24,968	\$26,217	\$27,465	\$28,714	\$29,962	\$31,210	\$32,458	\$33,706	\$34,954	\$36,202	\$37,450	\$38,698	\$39,946	\$41,194	\$42,442	\$43,690
	\$9.60	\$10.20	\$10.80	\$11.40	\$12.00	\$12.60	\$13.20	\$13.80	\$14.40	\$15.00	\$15.60	\$16.20	\$16.80	\$17.40	\$18.00	\$18.60	\$19.20	\$19.80	\$20.40	\$21.00
I	\$21,389	\$22,726	\$24,062	\$25,399	\$26,736	\$28,073	\$29,410	\$30,747	\$32,084	\$33,421	\$34,758	\$36,095	\$37,432	\$38,769	\$40,106	\$41,443	\$42,780	\$44,117	\$45,454	\$46,791
	\$10.28	\$10.93	\$11.57	\$12.21	\$12.85	\$13.49	\$14.13	\$14.77	\$15.41	\$16.05	\$16.69	\$17.33	\$17.97	\$18.61	\$19.25	\$19.89	\$20.53	\$21.17	\$21.81	\$22.45
J	\$22,942	\$24,376	\$25,810	\$27,244	\$28,678	\$30,112	\$31,546	\$32,980	\$34,414	\$35,848	\$37,282	\$38,716	\$40,150	\$41,584	\$43,018	\$44,452	\$45,886	\$47,320	\$48,754	\$50,188
	\$11.03	\$11.72	\$12.41	\$13.10	\$13.79	\$14.48	\$15.17	\$15.86	\$16.55	\$17.24	\$17.93	\$18.62	\$19.31	\$20.00	\$20.69	\$21.38	\$22.07	\$22.76	\$23.45	\$24.14
K	\$24,656	\$26,197	\$27,738	\$29,279	\$30,820	\$32,361	\$33,902	\$35,443	\$36,984	\$38,525	\$40,066	\$41,607	\$43,148	\$44,689	\$46,230	\$47,771	\$49,312	\$50,853	\$52,394	\$53,935
	\$11.85	\$12.59	\$13.34	\$14.08	\$14.82	\$15.56	\$16.30	\$17.04	\$17.78	\$18.52	\$19.26	\$20.00	\$20.74	\$21.48	\$22.22	\$22.96	\$23.70	\$24.44	\$25.18	\$25.92
L	\$26,520	\$28,178	\$29,835	\$31,493	\$33,150	\$34,808	\$36,465	\$38,123	\$39,780	\$41,438	\$43,095	\$44,753	\$46,410	\$48,068	\$49,725	\$51,383	\$53,040	\$54,698	\$56,355	\$58,013
	\$12.52	\$13.31	\$14.10	\$14.89	\$15.68	\$16.47	\$17.26	\$18.05	\$18.84	\$19.63	\$20.42	\$21.21	\$22.00	\$22.79	\$23.58	\$24.37	\$25.16	\$25.95	\$26.74	\$27.53

EMPLOYEE HANDBOOK

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	STEP 14	STEP 15	STEP 16	STEP 17	STEP 18	STEP 19	STEP 20
	\$12.75	\$13.55	\$14.34	\$15.14	\$15.94	\$16.58	\$17.21	\$17.85	\$18.49	\$19.13	\$19.79	\$20.49	\$21.20	\$21.95	\$22.71	\$23.51	\$24.33	\$25.18	\$26.07	\$26.98
M	\$28,678	\$30,471	\$32,263	\$34,056	\$35,848	\$37,282	\$38,716	\$40,150	\$41,584	\$43,018	\$44,524	\$46,082	\$47,695	\$49,364	\$51,092	\$52,880	\$54,731	\$56,646	\$58,629	\$60,681
	\$13.79	\$14.65	\$15.51	\$16.37	\$17.23	\$17.92	\$18.61	\$19.30	\$19.99	\$20.68	\$21.41	\$22.15	\$22.93	\$23.73	\$24.56	\$25.42	\$26.31	\$27.23	\$28.19	\$29.17
N	\$31,064	\$33,006	\$34,947	\$36,889	\$38,830	\$40,383	\$41,936	\$43,490	\$45,043	\$46,596	\$48,227	\$49,915	\$51,662	\$53,470	\$55,341	\$57,278	\$59,283	\$61,358	\$63,506	\$65,728
	\$14.93	\$15.87	\$16.80	\$17.74	\$18.67	\$19.41	\$20.16	\$20.91	\$21.66	\$22.40	\$23.19	\$24.00	\$24.84	\$25.71	\$26.61	\$27.54	\$28.50	\$29.50	\$30.53	\$31.60
O	\$33,811	\$35,924	\$38,038	\$40,151	\$42,264	\$43,955	\$45,645	\$47,336	\$49,026	\$50,717	\$52,492	\$54,329	\$56,231	\$58,199	\$60,236	\$62,344	\$64,526	\$66,785	\$69,122	\$71,541
	\$16.26	\$17.27	\$18.29	\$19.30	\$20.32	\$21.13	\$21.94	\$22.76	\$23.57	\$24.38	\$25.24	\$26.12	\$27.03	\$27.98	\$28.96	\$29.97	\$31.02	\$32.11	\$33.23	\$34.39
P	\$36,850	\$39,153	\$41,456	\$43,759	\$46,062	\$47,904	\$49,747	\$51,589	\$53,432	\$55,274	\$57,209	\$59,211	\$61,283	\$63,428	\$65,648	\$67,946	\$70,324	\$72,785	\$75,333	\$77,969
	\$17.72	\$18.82	\$19.93	\$21.04	\$22.15	\$23.03	\$23.92	\$24.80	\$25.69	\$26.57	\$27.50	\$28.47	\$29.46	\$30.49	\$31.56	\$32.67	\$33.81	\$34.99	\$36.22	\$37.49
Q	\$40,352	\$42,874	\$45,396	\$47,918	\$50,440	\$52,458	\$54,475	\$56,493	\$58,510	\$60,528	\$62,646	\$64,839	\$67,108	\$69,457	\$71,888	\$74,404	\$77,009	\$79,704	\$82,493	\$85,381
	\$19.40	\$20.61	\$21.83	\$23.04	\$24.25	\$25.22	\$26.19	\$27.16	\$28.13	\$29.10	\$30.12	\$31.17	\$32.26	\$33.39	\$34.56	\$35.77	\$37.02	\$38.32	\$39.66	\$41.05
R	\$44,242	\$47,008	\$49,773	\$52,538	\$55,303	\$57,515	\$59,727	\$61,939	\$64,151	\$66,364	\$68,687	\$71,091	\$73,579	\$76,154	\$78,820	\$81,578	\$84,434	\$87,389	\$90,447	\$93,613
	\$21.27	\$22.60	\$23.93	\$25.26	\$26.59	\$27.65	\$28.71	\$29.78	\$30.84	\$31.91	\$33.02	\$34.18	\$35.37	\$36.61	\$37.89	\$39.22	\$40.59	\$42.01	\$43.48	\$45.01
S	\$48,680	\$51,723	\$54,765	\$57,808	\$60,850	\$63,284	\$65,718	\$68,152	\$70,586	\$73,020	\$75,576	\$78,221	\$80,959	\$83,792	\$86,725	\$89,760	\$92,902	\$96,153	\$99,519	\$103,002
	\$23.40	\$24.87	\$26.33	\$27.79	\$29.25	\$30.43	\$31.60	\$32.77	\$33.94	\$35.11	\$36.33	\$37.61	\$38.92	\$40.28	\$41.69	\$43.15	\$44.66	\$46.23	\$47.85	\$49.52
T	\$53,720	\$57,078	\$60,435	\$63,793	\$67,150	\$69,836	\$72,522	\$75,208	\$77,894	\$80,580	\$83,400	\$86,319	\$89,340	\$92,467	\$95,704	\$99,053	\$102,520	\$106,108	\$109,822	\$113,666
	\$25.83	\$27.44	\$29.06	\$30.67	\$32.28	\$33.58	\$34.87	\$36.16	\$37.45	\$38.74	\$40.10	\$41.50	\$42.95	\$44.46	\$46.01	\$47.62	\$49.29	\$51.01	\$52.80	\$54.65
U	\$59,277	\$62,982	\$66,686	\$70,391	\$74,096	\$77,060	\$80,024	\$82,988	\$85,951	\$88,915	\$92,027	\$95,248	\$98,582	\$102,032	\$105,603	\$109,299	\$113,125	\$117,084	\$121,182	\$125,423
	\$28.50	\$30.28	\$32.06	\$33.84	\$35.62	\$37.05	\$38.47	\$39.90	\$41.32	\$42.75	\$44.24	\$45.79	\$47.40	\$49.05	\$50.77	\$52.55	\$54.39	\$56.29	\$58.26	\$60.30
V	\$65,620	\$69,721	\$73,823	\$77,924	\$82,025	\$85,306	\$88,587	\$91,868	\$95,149	\$98,430	\$101,875	\$105,441	\$109,131	\$112,951	\$116,904	\$120,996	\$125,230	\$129,614	\$134,150	\$138,845
	\$31.55	\$33.52	\$35.49	\$37.46	\$39.44	\$41.01	\$42.59	\$44.17	\$45.74	\$47.32	\$48.98	\$50.69	\$52.47	\$54.30	\$56.20	\$58.17	\$60.21	\$62.31	\$64.50	\$66.75
L6	\$50,440	Q-5	L5	\$55,303	R-5	L4	\$60,850	S-5	L3	\$67,150	T-5	L2	\$74,096	U-5	L1	\$82,025	V-5			
	\$24.25			\$26.59			\$29.25			\$32.28			\$35.62			\$39.44				

