



**OFFICE OF THE GOVERNOR
HAGÁTÑA, GUAM 96910
U.S.A.**

EXECUTIVE ORDER NO. 2013-011

RELATIVE TO THE GOVERNMENT OF GUAM EMPLOYEE PARTICIPATION IN STEP FOUR OF THE GOVERNMENT GRIEVANCE PROCEDURES OF THE DEPARTMENT OF ADMINISTRATION'S PERSONNEL RULES AND REGULATIONS; THE FORMULATION OF THE GRIEVANCE REVIEW BOARD (GRB) MEMBERS WILL DECREASE FROM SEVEN TO THREE.

WHEREAS, the fourth step of the Government Grievance Procedures of the Department of Administration's Personnel Rules and Regulations, amended by Executive Order No. 2000-02, and expanded the formulation of a GRB from five to seven members to decide employee grievances; and

WHEREAS, the Department of Administration has experienced difficulty in formulating the seven GRB members to hear and resolve employee grievances expeditiously; and

WHEREAS, a delay in addressing employees' concerns on the job has caused decrease in productivity, increase in absenteeism, and other employment issue.

NOW, THEREFORE, I, EDDIE BAZA CALVO, Governor of Guam, by virtue of the authority vested in me by the Organic Act of Guam, as amended, and the laws of Guam, do order:

- 1) Effective immediately, the Department of Administration's Personnel Rules and Regulations (Chapter 12 Grievance Procedures, Rule 12.800 Step 4 - Formal Grievance Procedure - Grievance Review Board), and Executive Order No. 2000-02, are hereby amended as follows:



- (a) Grievance Review Boards are decreased in size from seven (7) members to three (3) members;
- (b) The GRB shall be comprised of employees who have received training in the Grievance and Adverse Action Procedures conducted by the Training & Development Branch, Human Resources Division and/or have experienced and served on previous GRB as board members of the Department of Administration; and
- (c) The Grievant and Management will be given the first opportunity to each select one member from the list of certified employees and the Department of Administration will select the third employee to serve on the Grievance Review Board; and
- (d) Appointing authorities shall support and cooperate with Department of Administration's request to have their employees serve as members of the GRB; and
- (e) Once the Appointing Authorities have approved the selected nominee(s) to serve as GRB members, the Appointing Authorities shall support and release the GRB member(s) for the duration and completion of the grievance review process with the Department of Administration. Otherwise, the appointing authorities shall provide qualified substitute GRB members, if the appointing authorities disqualify an employee from participating on the GRB based on legitimate departmental needs.

SIGNED AND PROMULGATED at Hagåtña, Guam, this 30th day of December, 2013.




EDDIE BAZA CALVO
I Maga'Låhen Guåhan
Governor of Guam