

GOVERNMENT OF GUAM
Office of the Governor
Agana, Guam

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EXECUTIVE ORDER NO. 69-22

PERSONNEL RULES AND REGULATIONS - APPOINTMENT
IN AN ACTING CAPACITY (ADMINISTRATIVE AND/OR
SUPERVISORY LEVEL)

WHEREAS, Section 4004, Government Code of Guam provides that Departmental Personnel Rules and Regulations should so far as practicable provide standard conditions throughout the government service, and,

WHEREAS, there are now differences throughout the government as to the treatment given employees appointed to various acting capacities,

NOW, THEREFORE, by virtue of the authority vested in me by Section 4004, Government Code of Guam it is hereby ordered and promulgated as follows:

1. Section 11.45 of the Guam Memorial Hospital Personnel Rules and Regulations, Section 535 of the Department of Education Personnel Rules and Regulations and Section 12.29(c) and (d) of the Personnel Rules and Regulations of the Department of Administration, the University of Guam and the Guam Power Authority shall be appropriately numbered and read as follows:

APPOINTMENT IN ACTING CAPACITY AS HEAD OF A DEPARTMENT
OR AGENCY:

An employee who is appointed to serve temporarily in acting capacity by a cognizant authority as head of a department or agency in addition to his other duties, shall be compensated during the period of such service by a payment differential, to be added to his base rate of pay, measured by the difference in amount between the step in the pay range he then holds and the salary paid the director's position for that department provided, however, that: (1) the period in an acting capacity shall be not less than 30 days and not to exceed one (1) year, and (2) his position does not include assuming the duties and responsibilities of the

head of a department or agency in the absence of such head of a department or agency.

Payment of differential shall be deferred until the employee has served thirty (30) calendar days in an acting capacity.

APPOINTMENT IN AN ACTING CAPACITY (ADMINISTRATIVE AND/OR SUPERVISORY LEVELS)

If an employee is appointed to serve temporarily in an acting capacity to fill a supervisory and/or administrative position, having a higher pay range than his regular position, by the appointing authority and approved by the respective governing board for autonomous Departments or Agencies and for all other Departments or Agencies if the Director of Administration determines that provisions b & c below are met, he shall be compensated during the period of such service by a payment differential, to be added to his base rate of pay, measured by the pay range he then holds and the next higher step in such pay range (OR, if the step in the pay range he then holds is step 10, then the pay range having the equivalent of a step higher than 10 above shall apply, but in no case shall an employee receive less than the minimum rate established for the class of position to which he is serving temporarily in an acting capacity, provided the following provisions are met:

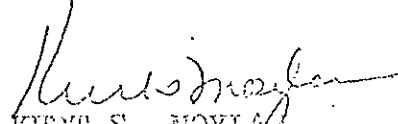
- a. That the period in an acting capacity shall not be less than thirty (30) calendar days and not to exceed one (1) year and subject to availability of funds; and
- b. That the employee whose position includes assuming the duties and responsibilities of his superior shall not receive such payment differential; and
- c. That the employee meets the minimum qualification requirements of the position.

Payment of differential shall be deferred until the employee has served thirty (30) calendar days in an acting capacity.

2. This order shall be effective November 1, 1969.

Dated at Agana, Guam this 6th day of NOVEMBER,

1969.


KURT S. MOYLAN
Acting

COUNTERSIGNED:


FRANK G. LUJAN
Acting Secretary of Guam

CIVIL SERVICE COMMISSION
GOVERNMENT OF GUAM
AGANA, GUAM

AUG. 28 1969

Memorandum

Executive no: 22

To: The Governor

From: Chairman, Civil Service Commission

Subject: Amendments to Existing Personnel Rules and Regulations
Relative to Appointment in an Acting Capacity

The Civil Service Commission in its meeting of August 20, 1969, voted to recommend amendments to the Personnel Rules and Regulations relative to appointment of an acting capacity for the Governor's consideration.

Under the existing Personnel Rules and Regulations, the Civil Service Commission must approve payment differential for appointment in an acting capacity for all departments and agencies governed by Personnel Rules and Regulations under the cognizance of the Director of Administration. However, payment differential for two autonomous departments, namely, the Department of Education and Guam Memorial Hospital, require the approval of the Commission. Approval by the respective Boards is sufficient for compensation of payment differential.

The members of the Civil Service Commission agreed unanimously that the approval of payment differential for appointment in an acting capacity should be removed from the Civil Service Commission and in lieu thereof a uniform criteria applicable to all departments and agencies of the Government be established and incorporated into the Personnel Rules and Regulations.

The Commission respectfully requests the Governor's approval of the following amendments to Personnel Rules and Regulations in effect.

APPOINTMENT IN ACTING CAPACITY AS HEAD OF A DEPARTMENT
OR AGENCY:

An employee who is appointed to serve temporarily in acting capacity by a cognizant authority as head of a department or agency in addition to his other duties, shall be compensated during the period of such service

by a payment differential, to be added to his base rate of pay, measured by the difference he then holds and the salary paid the director's position for that department provided, however, that: (1) the period in an acting capacity shall be not less than 30 days and not to exceed one (1) year, and (2) his position does not include assuming the duties and responsibilities of the head of a department or agency in the absence of such head of a department or agency.

Payment of differential shall be deferred until the employee has served thirty (30) calendar days in an acting capacity.

APPOINTMENT IN AN ACTING CAPACITY (ADMINISTRATIVE AND/OR SUPERVISORY LEVELS)

If an employee is appointed to serve temporarily in an acting capacity to fill a supervisory and/or administrative position, having a higher pay range than his regular position, by the appointing authority and approved by the respective governing board for autonomous department or agency and for all other departments or agencies if the Director of Administration determines that provisions b & c below are met, he shall be compensated during the period of such service by a payment differential, to be added to his base rate of pay, measured by the pay range he then holds and the next higher step in such pay range (OR, if the step in then holds is step 10 then the pay range having the equivalent of a step higher than 10 above shall apply but in no case shall an employee receive less than the minimum rate established for the class of position to which he is serving temporarily in an acting capacity, provided the following provisions are met:

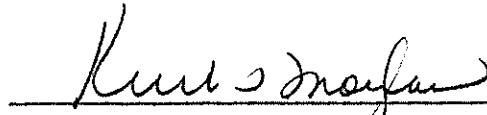
- a. That the period in an acting capacity shall not be less than thirty (30) calendar days and not to exceed one (1) year and subject to availability of funds; and
- b. That the employee whose position includes assuming the duties and responsibilities of his superior shall not receive such payment differential; and

- c. That the employee meets the minimum qualification requirements of the position.

Payment of differential shall be deferred until the employee has served thirty (30) calendar days in an acting capacity.


HOWARD G. LOGAN

APPROVED:


KURT S. MOYLAN
Governor of Guam, Acting

NOV 6 1969

DATE: _____