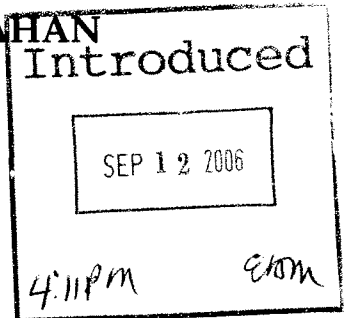



MINA'BENTE OCHO NA LIHESLATURAN GUÅHAN
2006 (SECOND) Regular Session



Bill No. 354 (EC)

Introduced by:

J. M.S. Brown 

*Cancelled
9/13/06*

AN ACT TO APPROVE THE GUAM POWER
AUTHORITY'S AND THE GUAM WATERWORKS
AUTHORITY'S PERSONEL RULES AND
REGULATIONS GOVERNING THE SELECTION,
COMPENSATION, PROMOTION, PERFORMANCE
EVALUATION, DISCIPLINARY ACTION, AND
TERMS AND CONDITIONS OF EMPLOYMENT
FOR CERTIFIED, TECHNICAL AND
PROFESSIONAL PERSONNEL.

1 BE IT ENACTED BY THE PEOPLE OF GUAM:

2 Section 1. The Personnel Rules and Regulations governing the
3 Selection, Compensation, Promotion, Performance Evaluation, Disciplinary
4 Action, and Terms and Conditions of Employment for Certified Technical,
5 and Professional Personnel that were adopted by the Consolidated
6 Commission on Utilities on June 27, 2006, are hereby approved. These rules
7 and regulations are attached, labeled as Exhibit A, and incorporated herein.
8 Said rules shall retain the status of rules and regulations and may be
9 amended, modified or repealed by the Consolidated Commission on Utilities
10 through the Administrative Adjudication Law.

**SECTION 25 OF GUAM POWER AUTHORITY'S PERSONNEL RULES AND
REGULATION**

**CHAPTER 14 OF GUAM WATERWORKS AUTHORITY'S PERSONNEL RULES
AND REGULATIONS**

**Selection, Compensation, Promotion, Performance Evaluation, Disciplinary Action and
Terms and Conditions of Employment for Certified, Technical, and Professional
Personnel**

Section 1. Definition of Terms

a. "Certified, Technical and Professional Personnel" are defined as personnel employed by GPA or GWA who are professional engineers, attorneys, and other licensed professionals, or who are highly skilled employees with certificates such as plant operator and other similar engineering and technical personnel, which are identified by the General Managers of GPA and GWA for their respective agencies.

b. "CCU" shall mean the Guam Consolidated Commission on Utilities or other successor board or commission which has the authority, pursuant to Guam law, to govern GPA and/or GWA.

c. "CSC" shall mean the Guam Civil Service Commission.

d. "GPA" shall mean the Guam Power Authority.

e. "GWA" shall mean the Guam Waterworks Authority.

Section 2. Application.

a. Full Time Equivalent and Limited Term Positions, whether classified or unclassified as defined by Guam law, that can only be filled by Certified, Technical, or Professional Employees, shall be subject to the these rules.

Section 3. Selection and Appointment.

a. Certified, Technical, or Professional Employees shall be selected and appointed pursuant to a policy developed by the General Managers of GPA and GWA for their respective agencies, and approved by the CCU.

b. The policy governing the selection, appointment, and retention of Certified, Technical, or Professional employees shall provide for the employment and retention of persons on the basis of merit and shall include an orderly and systematic method of recruitment and the establishment of a list of qualified applicants for employment purposes.

EXHIBIT A

ORIGINAL

Section 4. Compensation. Compensation of Certified, Technical, or Professional Employees shall be made in accordance with policies developed by the General Managers of GPA and GWA for their respective agencies, and approved by the CCU.

Section 5. Promotion. Certified, Technical, or Professional Employees shall be promoted pursuant to a policy developed by the General Managers of GPA and GWA for their respective agencies, and approved by the CCU.

Section 6. Performance Evaluation. Certified, Technical, or Professional Employees shall be promoted pursuant to a policy developed by the General Managers of GPA and GWA for their respective agencies, and approved by the CCU.

Section 7. Disciplinary Action.

a. Certified, Technical, or Professional Employees shall be subject to disciplinary action in accordance with a policy developed by the General Managers of GPA and GWA for their respective agencies, and approved by the CCU.

b. The GPA and GWA policies governing disciplinary actions against Certified, Technical, or Professional Employees shall not include the hearing of adverse action appeals or grievances by the CSC except upon mutual consent of the CCU and the CSC.

c. The GPA and GWA policies governing disciplinary actions against Certified, Technical, or Professional Employees shall not include the hearing of appeals or proceedings of whatever kind or description, to include but not limited to determinations as to whether it is practicable to place an unclassified position in the classified service, if the Certified, Technical, or Professional employees is occupying an unclassified position as defined by Guam Law.

Section 8. Other Terms and Conditions of Employment. Other terms and conditions governing the employment of Certified, Technical, and Professional Employees may be made by policies developed by the General Managers of GPA and GWA for their respective agencies and which are approved by the CCU.

GUAM POWER AUTHORITY GUAM WATER WORKS AUTHORITY Authority Policy	No.: AP-	Issued:
	Prepared by: Robert D. Taitano, Personnel Specialist IV	
	Reviewed by: Julie L. Quinata, Personnel Services Administrator	
	Concurred by: Joaquin C. Flores, P.E., GPA General Manager	
	Concurred by: David R. Craddick, GWA General Manager	
	Approved by: Simon A. Sanchez, II, Chairman Consolidated Commission on Utilities	
Title: RECRUITMENT AND SELECTION PROCEDURES FOR CERTIFIED, TECHNICAL AND PROFESSIONAL POSITIONS (P.L. 28-113)		
Effective Date:	Supersedes No.	Page 1 of 7

1.0 RECRUITMENT

1.1. Announcement of Recruitment and Examination:

1.1.1. When there is a need to establish a list of eligibles, the General Manager shall publish and disseminate announcements of recruitment and examination on either an "Open" or "In-House" competitive basis.

- a) "In-House" competitive announcements shall be published to allow all interested permanent classified employees of the Authority to compete for vacancies. Applicants who are not permanent classified employees of the Authority will not be allowed to submit applications under this type of announcement.
- b) "Open" competitive announcements shall be published to allow all interested and qualified persons or employees to compete for Authority vacancies.

1.1.2. Each recruitment and announcement for an initial appointment or a promotion shall contain the title of the class, the applicable range of pay, the character of the duties and responsibilities and examples thereof, the closing date and place for filing applications, the minimum qualifications for entry into the position, the required supporting documentation such as but not limited to a high school diploma, official college transcripts, police and court clearances, and other information deemed necessary. Appointments from other than the eligibility list, as for example by transfer, demotion, or reemployment, shall be bound by minimum qualifications requirements set forth in such announcement.

1.1.3. The announcement of a position must be opened for at least ten (10) working days to allow ample time for candidates to submit employment applications.

1.2. Application Form:

The General Manager shall prescribe a form to be used by applicants for positions which shall require information covering experience, training, and other pertinent data indicated as being

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necessary in the announcements. Applications shall be signed and the truth of all statements therein certified to by such signature. Applications for competitive announcements shall be accepted only during the period specified. It is the applicant's full responsibility to inform the Human Resources Division of their current mailing address and contact phone numbers. The Human Resources Division will not be held liable for missed or non-receipt of notice of examination due to incorrect or non-renewal of contact information.

1.3. Submittal of Supporting Documents:

All supporting documents to an employment application must be received on or before the closing date of an announcement, or at the time of submittal of an application for announcements on a continuous basis to receive full consideration for eligibility to compete in the recruitment processes including but not limited to, high school diplomas, official college transcripts, police and court clearances and DD form 214. Applicants may still submit pending documents within ten (10) working days of the stamped date of the notice of rating. Changes in rating generally will not affect a certification already issued, or invalidate an appointment already made from the eligibility list. No documents will be accepted for further consideration past the ten (10) day period listed above.

1.4. Rejection of Applicants:

The General Manager shall not be required to accept applications or, after acceptance and evaluation, establish an applicant as eligible on an eligibility list, or allow an applicant admission to the recruitment process when any of the following conditions exists:

- a) Conviction of a crime in which the crime is directly related to the work to be performed for the position applied.
- b) Refusal or failure to furnish documents required to verify any statements made in the application.
- c) Intentional false statements or deception, or fraud in the application process.
- d) Failure to attest to the accuracy of information presented on the application form.
- e) Failure to submit an application within the announcement period except in those instances where the applicant can certify in writing extenuating circumstances to the satisfaction of the General Manager.
- f) Physical or mental unfitness to perform the duties of the class of position to which he/she seeks appointment.
- g) Evidence that the applicant has been removed from a position, either within the Authority or government of Guam agencies or otherwise for reasons which would render him/her unsatisfactory for the position in the (Authority) service for the class for which he/she is applying.

1.5. Notification of Rejection of Applicants:

- 1.5.1. A rejected applicant shall be notified promptly of such action and the reasons for rejection in writing.
- 1.5.2. Any person who has been disqualified based on non-submittal of supporting documents may appeal such action within ten (10) calendar days of the date of the written notice to the General Manager.

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- 1.5.3. The General Manager may schedule a selection interview prior to the expiration of the ten (10) day appeal period for rejected applications who are pending supporting documents due to organizational needs. The ten (10) day appeals period will not delay the employment process. Certification lists for interview may be established prior to the expiration of the appeal period.
- 1.5.4. Should the appeal discover an applicant's qualification for the position applied for due to non-submittal of supporting documents, the applicant may then be considered in the next certification period.

1.6. Rating Process:

- 1.6.1. Competitive announcements shall be held for original appointments and promotions and shall be job-related in nature and designed to reveal the capacity and fitness of the applicant to satisfactorily perform the characteristic duties of the class or position for which the announcement is published.
- 1.6.2. Any accepted personnel examining technique may be used, including a verification and evaluation of education, training and experience; tests of knowledge, skill, ability, intelligence or aptitude; medical examinations, appraisals of personal suitability; and any other matter that the General Manager deems appropriate.

1.7. Notification to Report for Interview/Examination:

Upon evaluation and acceptance of the application, the General Manager shall cause each applicant to be notified by mail, telephone or other acceptable means of communication of the date, time and place of interview or examination. No person shall be admitted into the interview or to take any examination without such authorization or other satisfactory evidence of conditional acceptance of his/her application.

1.8. Rating of Employment Applications:

All applications for employment are evaluated based on the information provided by the applicant. Work experience is measured against the minimum experience and training as well as the knowledge, abilities and skills listed on the job announcement and the job specification.

1.9. Notification of Rating Results:

All competitors shall be notified in person or by mail of their final earned ratings. The records or ratings, as well as examination papers (if a written examination is required), shall be held as official records for the life of the resulting eligibility list.

1.10. Inspection of Written Examination Papers:

The General Manager shall, upon request of a candidate, authorize such candidate to inspect his/her own written examination papers (when applicable) within 20 days of the date of examination in the presence of a Personnel Specialist. The privilege of inspection shall not be deemed to include authorization to copy examination instructions, questions, results or notations.

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1.11. Duration of Final Earned Ratings:

Final Earned Ratings are valid only for the life of the eligibility list. Ratings received through performance tests shall not be carried over to a new list after a period of one year.

2.0 PREFERENCE**2.1. Preference Credit for Individuals with Disabilities:**

Applicants who have physical or mental disabilities, but are physically or mentally able to perform efficiently and safely the duties of the position applied for, as certified by the Director of Public Health and Social Services, shall receive a preferential credit of five points which shall be added to their passing examination score for initial appointment to a position (does not apply to subsequent applications for employment with the Authority after separation).

2.2. Preference Credit for Veterans of the United States Armed Forces or Former Members of the Guam Police Combat Patrol:

Veterans of the Armed Forces of the United States, or former members of the Guam Police Combat Patrol, as certified by the Chief of Police, shall receive a preferential credit of five points which shall be added to their passing examination score upon initial employment only. Such veterans, or former members who are disabled as a result of their service in the Armed Forces or Combat Patrol, shall receive a preferential credit of 10 points which shall be added to their passing examination score upon initial employment only (does not apply to subsequent applications for employment in the Authority after separation).

2.3. Proof of Eligibility for Veteran's Preference Credit:

Persons claiming veteran's status must submit their DD Form 214, Armed Forces of the United States Report of Transfer of Discharge. A person must have completed at least 180 consecutive days of service in the Armed Forces of the United States and must have received other than a dishonorable discharge from such service to be eligible for veteran's preference.

3.0 EMPLOYMENT LISTS**3.1. Selection of Employees:**

Appointments to classified positions of the Authority shall be selected from among a certified list of eligibles. A certification list may not be required in the appointment of unclassified positions.

3.2. Establishment of Eligibility Lists:

Names of candidates shall be placed on eligibility lists in rank order of qualifying scores after appropriate examination. This list shall be designated as an "Eligibility List" for that class and area of consideration. After the eligibility list has been approved by the General Manager, it shall then be considered "established".

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3.3. Duration of Eligibility Lists:

The life of an eligibility list, other than a reemployment list, shall be for a period of not more than one year unless extended by the General Manager, which such extension shall not exceed three months. When an eligibility list is reduced to an insufficient number of eligibles (less than five), a new eligible list may be established through appropriate examination. The names of eligibles on the former list shall be combined with those on the new list according to the final score.

3.4. Types of Lists:

3.4.1. *In-House List:* The In-House List shall consist of names of employees of the Authority who have passed their initial probationary period and meet the minimum requirements of the position applied and were certified as eligibles.

3.4.2. *Open List:* The open list shall consist of names from the general public who are not employed by the Authority as well as current employees of the Authority. The names of such persons shall be placed on the list in order of their final earned ratings starting from the highest.

3.5. Removal of Names from Eligibility List:

The name of any person on an eligibility list may be removed if:

- a) The person is appointed to a permanent position for the class;
- b) The eligible fails to respond within 15 days to a written inquiry relative to availability for employment;
- c) The eligible rejects an offer of permanent employment;
- d) The eligible fails to report for selection interview after two (2) notifications of selection interview without written notice; or fails to report to duty within the time prescribed; Failure to report for selection interview will not delay the selection process.
- e) Withdrawal by the eligible;
- f) Physical or mental unfitness to perform the duties of the position as shown by medical examination;
- g) Findings of deception or fraud in the employment process;
- h) Conviction of a crime which is related to the position applied for.

3.6. Certification of Eligibles:

Rule of Eight: Certification of eligibles shall consist of eight or such fewer eligibles as may be available for the class. Eligibles shall be certified in the order that they appear on the eligibility list as follows:

- a) First Ranked Eligible
- b) Second Ranked Eligible
- c) Third Ranked Eligible
- d) Fourth Ranked Eligible

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- e) Fifth Ranked Eligible
- f) Sixth Ranked Eligible
- g) Seventh Ranked Eligible
- h) Eighth Ranked Eligible

In case of a tie on the eighth ranked eligible, the eligibles will be certified until the earned ratings are changed in numerical places. For example, the eighth, ninth ranked eligible has earned a score of 71.00 and the tenth eligible rating is a 70.00, the eighth and ninth eligibles will be certified along with the first seven eligibles.

3.7. Certification of Eligibles For More Than One Vacancy:

- 3.7.1. For more than one vacancy, the General Manager, or the Personnel Services Administrator, as designated, may certify an additional eligible for each additional vacancy.
- 3.7.2. When the last eligible to be referred is one of two or more eligibles who have identical examination scores, such two or more eligibles shall also be certified.
- 3.7.3. If the department head does not wish to select any of the candidates certified, he/she must individually justify to the General Manager his/her reasons for non-selection, before a new certification is authorized.

3.8. Supplemental Certification:

The General Manager, or the Personnel Services Administrator, as designated, may certify a supplemental certification of eligibles to provide a full certification.

- 3.8.1. The supplemental certification may be used only upon the failure to appear for a selection interview, refusal of appointment by eligibles or the rejection of eligibles by the General Manager for cause.
- 3.8.2. The additional eligibles to be certified shall be of such number that will provide the Authority with a full certification.

3.9. Selection Interview Consideration:

When an applicant is interviewed for a position within the Authority and is subsequently not selected for an appointment, the applicant is still in consideration for selection at a later time to the exact same position within the same division he/she previously interviewed for without conducting another interview. This selection interview consideration shall remain in effect for the life of the eligibility list.

3.10. Selective Certification:

Upon request of the department head and approval of the General Manager, selective certification may be made when specific identifiable qualifications and skills are essential to successfully perform the duties and responsibilities of the position. These factors shall pertain to knowledge, skills and abilities pertinent to certain program operations when

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these qualifications and skills cannot be readily acquired after appointment. Selective certification requirements must be established in the job announcement and the position description.

3.11. Selection Interviews:

The General Manager, at his/her discretion, may schedule a selection interview immediately after the establishment of an eligibility list for the position. Applicants who are pending submission of supporting documents at the time the selection interview is scheduled will not be considered for certification purposes.

3.12. Types of Appointments:

3.12.1. Probational Appointment: An appointment to a permanent classified position in which the employee will commence serving a probational period on an initial recruitment for duration of six (6) months.

3.12.2. Permanent Appointment: An appointment granted to a classified employee in a permanent position, subject to satisfactory completion of a probationary period on an initial recruitment.

3.12.3. Reemployment Appointment: A former classified employee of the Authority who separated in good standing may be appointed to the same class and salary level held at the time of separation.

3.12.4. Unclassified Appointment: Where no specific term of appointment or employment is specified in law as to that particular and specific position, shall be at the pleasure of the appointing authority or the Consolidated Commission on Utilities (CCU) without competition.

3.13. Reemployment:

A permanent classified employee who separated from the Authority through resignation or retirement while in good standing may be eligible for reemployment, without competition to:

3.13.1. The same or comparable position in the Authority within four years from the date of separation. A reemployed employee may be hired at not less than the salary earned at the former position. Reemployment appointments are not subject to the certification procedures as described in these rules.

3.13.2. If the same or comparable position is not available, the former employee may be reemployed to a lower level position in the class series.

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Policy no. 1

**METER TASK FORCE
REVIEW OF DISTRIBUTION LOSS & RECOVERED BACKBILLINGS**

As of 6/30/06

DISTRIBUTION LOSS (KWH & REVENUE) RECOVERY (CIVILIAN)

No.		Recovery Data			FY'06										
		FY'03	FY'04	FY'05	Oct. 05	Nov. 05	Dec. 05	Jan-06	Feb-06	Mar-06	Apr-06	May-06	Jun-06		
1.	3-Phase Meter Accounts Review	26,410	2,050,002						4,007						2,080,419
2.	Customer Service Review of Accounts	664,735	686,374	533,465						78,553	79,937	22,336	49,055		2,114,455
3.	JDE Fall Edit Exception Review- Unbilled Accts	400,389	1,604,515												2,004,904
4.	Meter Master Review of "KH" Field	27,944													27,944
5.	Non-Registering Meters (Ongoing)	667,536	1,251,731	1,643,663	51,297	64,778	94,456		208,411	16,143		107,323	125,783		4,231,123
6.	Typhoon Pongsona WO/Unbilled Accts.	551,158													551,158
7.	Active Accts.w/Rate Schedule Change														-
8.	Unlisted Consuming Meters		1,301,877	396,370											1,700,247
Gross Generation		1,668,928,000	1,862,318,000	1,893,385,997	160,654,732	159,632,091	165,271,371	157,441,769	143,131,113	160,625,833	156,560,438	167,620,394			
Approx. decrease in losses		0.14%	0.37%	0.14%	0.03%	0.04%	0.06%	0.00%	0.15%	0.06%	0.05%	0.08%			

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*No backbilling/recovery for January 2006

GUAM POWER AUTHORITY GUAM WATER WORKS AUTHORITY Authority Policy	No.: AP-	Issued:
	Prepared by: Julie L. Quinata, Personnel Services Administrator	
	Concurred by: Joaquin C. Flores, P.E., GPA General Manager	
	Concurred by: David R. Craddick, GWA General Manager	
	Approved by: Simon A. Sanchez, II, Chairman Consolidated Commission on Utilities	
Title: RECRUITMENT ABOVE-STEP GUIDE FOR EMPLOYEES IN CERTIFIED, TECHNICAL AND PROFESSIONAL POSITIONS (P.L. 28-113)		
Effective Date:	Supersedes No.	Page 1 of 3

1.0 PURPOSE:

This guide is intended to be used for salary placement above Step 1 of a respective pay grade for certified, technical and professional positions within the Guam Power Authority and the Guam Waterworks Authority. This is a management tool and may be used at the discretion of the General Manager.

2.0 ABOVE STEP QUALIFICATIONS:

- 2.1. Above Step placement is warranted when relevant work experience and education surpasses the minimum requirements outlined in the class standards and job announcements or when it is necessary to offer compensation at the applicable prevailing wage of comparable work in other U.S. jurisdictions as determined by the U.S. Department of Labor or the survey of salaries conducted by the American Public Power Association (APPA) or the American Water Works Association (AWWA).
- 2.2. The appropriate step placement of a respective pay grade for above step qualifications shall be determined by education, work experience, and other credentials or evidence administratively acceptable by the General Manager.
- 2.3. Exceptional qualifications can be determined by the quality of major accomplishments, expertise, professional growth and leadership, and by an individual's personal enhancement initiatives. These qualifications can be demonstrated through the following:
 - a. Performance evaluations
 - b. Professional accomplishments
 - c. Professional awards/recognition
 - d. Training Certificates/Certifications
 - e. Academic achievements
 - f. Other testimonial

3.0 GUIDELINES: (These guidelines are used to determine step placement in addition to the qualifying factors for above step recruitment listed above.)

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1. Minimum education and experience requirements established in the job standard must first be met and are not included in the computation for an above step.
2. Pending certifications, licensure, diplomas, potential performance, economic conditions, etc. are not qualifying items for additional step placement.
3. Job related College level degrees beyond a Bachelors degree will receive four (4) points.
4. Job related Bachelors degree beyond a High School educational requirement will receive three (3) points.
5. Job related Associate's degree beyond a High School educational requirement will receive two (2) points.
6. Should the applicant possess multiple degrees, he/she will receive the points designated for the highest degree level held.
7. Should there be multiple degrees at the same level, only one degree related to the job will be credited.
8. Job related Certificate of Completion of an Apprenticeship Program recognized by the U.S. Department of Labor will receive two (2) points.
9. Qualifying directly related work experience:

Total years beyond the minimum requirement	Points for direct work experience beyond the minimum requirement
2 - 5 years	1
6 - 9 years	2
10-12 years	3
13-15 years	4
More than 15 years	5

*When total years of experience include months: round down at five (5) months; round up at six (6) months.

10. Nationally recognized licensures, certifications and/or other job related certificates as determined by organizational needs and accepted by the General Manager may receive up to three (3) additional points.
11. The Selection Interview plays a vital part in determining a candidate's suitability for the job. The General Manager may authorize additional step placement at the interview panel's recommendation up to 4 points for candidates who performed exceptionally well during the selection interview.

Total Points Above the Line of Demarcation for Selection Interview	Points for selection interview results
10-20 Points above the Line of Demarcation	1
21-30 Points above the Line of Demarcation	2
31-40 Points above the Line of Demarcation	3
41 or more Points above the Line of Demarcation	4

Each point factor has a direct correlation to the step placement of each position's assigned pay grade in accordance with the pay schedule in effect.

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4.0 DISCRETIONARY APPROVAL:

The General Manager at his discretion may grant additional step placement beyond the formulated criteria based upon organizational needs and demands, insufficient labor pool, documented superior past performance or other contributory factors acceptable by the General Manager. Additional step placement under this section must be justified in writing. The General Manager may designate the respective hiring division manager to justify additional step placement.

5.0 REQUEST TO RECRUIT ABOVE THE MINIMUM STEP shall include the following information:

- 5.1. Identifying information about the candidate and the position to be filled.
- 5.2. Demonstration of qualifications above the required minimum set by the job standard/announcement.
- 5.3. Justification for salary being requested. Justifications must include information of the applicant's current salary. The applicant must inform the Authority in writing a salary minimally acceptable for the job.
- 5.4. The candidate is advised before being hired that Step 1 will be the normal pay rate of employment pending the General Manager's approval of additional step placement.

6.0 MISCELLANEOUS PROVISIONS:

- 6.1. The effective date of the additional step placement rate is the General Manager's date of approval of such rate.
- 6.2. No additional step placement will be considered after ten (10) working days of the incumbent's date of hire, except for just cause as determined by the General Manager.
- 6.3. All documentation for consideration of step placement must be submitted to the Human Resources Division within required timelines.
- 6.4. In accordance with Chapters 8 and 14 of Title 12 of the Guam Code Annotated, the Commission on Consolidated Utilities (CCU) determines the compensation of the General Manager, Chief Financial Officer, Assistant General Manager, Comptroller, Attorney, Treasurer and Secretary positions.

CODES:

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ADDED

Policy No. 2

GUAM POWER AUTHORITY GUAM WATER WORKS AUTHORITY Authority Policy	No.: AP-	Issued:
	Prepared by: Julie L. Quinata, Personnel Services Administrator	
	Concurred by: Joaquin C. Flores, P.E., GPA General Manager	
	Concurred by: David R. Craddick, GWA General Manager	
	Approved by: Simon A. Sanchez, II, Chairman Consolidated Commission on Utilities	
Title: PAY ADJUSTMENT POLICY FOR EMPLOYEES IN CERTIFIED, TECHNICAL AND PROFESSIONAL POSITIONS (P.L. 28-113)		
Effective Date:	Supersedes No.	Page 1 of 2

1.0 PURPOSE:

This policy is intended to provide the General Manager discretion to grant additional step placement upon promotion or decrease step placement upon demotion for incumbents of certified, technical and professional positions.

2.0 PROMOTION:

2.1. The movement of an employee to a position of a higher pay grade either competitively, temporarily (by detail appointment) or by reclassification.

- a. Competitively – When an employee meets the requirements of the official announcement of a position and participates in the open competition of an examination.
- b. Temporarily – When an employee serves a detail appointment to a position not to exceed the maximum time permitted by local laws in effect. The General Manager, at his discretion, may approve an extension of said detail appointment in accordance with established laws.
- c. Reclassification – A change in the allocation of a position to a higher or lower class of pay grade, or another class at the same level for any of the following reasons:
 - 1. Significant changes in the nature or variety of work which influence the overall level of difficulty; or
 - 2. Re-determination of the initial classification judgment without a change in the duties and responsibilities.

3.0 PAY GRADE REASSIGNMENT:

A pay grade allocation of a class of positions to higher grades because of a change in these jobs.

4.0 DEMOTION:

- 4.1. A change in an employee's position to a position with a lower pay grade or salary rate either voluntarily or involuntarily.
- a) Voluntarily – The employee requests to transfer or willingly accepts a position in a lower pay grade.
 - b) Involuntarily – An employee is demoted for cause (disciplinary action) or by reclassification or pay grade reassignment.

Policy no. 3

5.0 PAY ADJUSTMENT:**5.1. Increase:**

- a) A pay adjustment resulting in an increase either by competition, reclassification, pay grade reassignment or temporary appointment is effectuated with a salary closest to, and not less than the equivalent of a two (2) step increase in the pay grade held prior to slotting in the new grade.
- b) The General Manager at his discretion, or upon the recommendation of a respective division manager, may grant additional step placement beyond the minimum, up to two (2) steps, based on superior performance, significant contributions made to the business unit or the Authority as a whole, or demonstration of personal enrichment and development related to and beyond the job requirement. All requests for additional step placement must be justified in writing.

5.2. Decrease:

- a) A pay adjustment resulting in a decrease either by voluntary, reclassification, or pay grade reassignment will be slotted into the step of a respective pay grade closest to, but not more than the salary received in the pay grade held prior to demotion.
- b) A pay adjustment resulting in a decrease by involuntarily demotion for cause will be slotted into the step of a respective pay grade closest to, but not more than the salary received in the grade held prior to demotion for cause.
- c) The General Manager at his discretion, or upon the recommendation of a respective division manager, may further decrease the step placement two (2) additional steps below step closest to, but not more than the salary received prior to the demotion for cause.

5.3. Status Quo:

No change in compensation resulting from a transfer to a position of the same grade or a reclassification of a position to another class of the same pay grade.

6.0 EFFECTIVE DATE:

- 6.1. Subsequent to General Manager's approval of selection, the effective date of a pay adjustment resultant of a promotion, except for a temporary appointment, shall be the date after the day a Medical Review Officer (MRO) certifies a satisfactory drug test.
- 6.2. The effective date of a pay adjustment resultant of a demotion is the date of the General Manager's approval.

CODES:

* REVISED

ADDED

Pollock no. 3

GUAM POWER AUTHORITY GUAM WATER WORKS AUTHORITY Authority Policy	No.: AP-	Issued:
	Prepared by: Sandra D. Perez, Personnel Specialist IV	
	Reviewed by: Julie L. Quinata, Personnel Services Administrator	
	Concurred by: Joaquin C. Flores, P.E., GWA General Manager	
	Concurred by: David R. Craddick, GWA General Manager	
	Approved by: Simon A. Sanchez, II, Chairman Consolidated Commission on Utilities	
Title: PERFORMANCE APPRAISAL FOR EMPLOYEES IN CERTIFIED, TECHNICAL AND PROFESSIONAL POSITIONS (P.L. 28-113)		
Effective Date:	Supersedes No.	Page 1 of 2

1.0 PURPOSE:

It shall be the policy of the Guam Power Authority and the Guam Water Works Authority to ensure that formal and informal performance appraisal processes are developed and implemented for **certified, technical and professional** positions.

2.0 OBJECTIVE:

The objectives of this policy are to:

- a. establish a process whereby the work performance of each employee can be informally evaluated on an ongoing basis;
- b. establish standards for quality and quantity of work;
- c. provide a formal review of each employee's work performance on an annual (12 months), eighteen (18 months), or twenty-four (24 months) month basis;
- d. improve individual performance;
- e. identify specific requirements for training and development of employees;
- f. strengthen supervisor/employee relationships;
- g. grant or deny salary increments;
- h. recognize employee accomplishments;
- i. determine order of layoffs;
- j. grant or deny permanent appointment to a probationary employee;
- k. determine eligibility for promotions or transfers;
- l. determine whether disciplinary action is warranted.

3.0 APPROVAL OF PERFORMANCE APPRAISAL:

The General Manager shall make the final approval of all performance appraisals, upon the recommendation of the immediate supervisor and division manager.

4.0 MANAGER/SUPERVISOR RESPONSIBILITIES:

POLICY NO. 4

The individual doing the performance review shall be the manager/supervisor immediately responsible for the employee's work. The evaluator shall be the person who directly oversees, reviews and checks the daily work performance of the employee being rated or is the supervisor who is closely acquainted with the employee's work. Managers/supervisors may submit a performance appraisal for an employee during any single rating period provided the employee has worked for ninety (90) calendar days during that period. Managers/supervisors are also required to conduct mid-term performance assessments for all their subordinates.

5.0 PERIOD COVERED:

5.1. Supervisors shall evaluate and submit the employee's work performance for the following periods:

- a. six (6) months for probationary employees;
- b. every twelve (12) months of service for employee's in pay steps 1 through 7;
- c. every eighteen (18) months of service for employee's in pay steps 7 through 10; and
- d. every twenty-four (24) months of service for employee's in pay steps 10 through 20.

5.2. Submittal of performance appraisal reports must be prepared and submitted for processing no sooner than thirty (30) days prior to the above periods.

6.0 SALARY INCREMENT:

A salary increment shall be subject to satisfactory performance which shall be a minimum of a one-step increase.

7.0 PROBATIONARY PERFORMANCE APPRAISAL: (classified employee)

- 7.1. Employees in the classified service shall serve a probationary period of six (6) months. An extension of up to six (6) additional months may be granted. The division manager must justify in writing to the General Manager stating specific reasons for the request for extension based on the duties and responsibilities associated with the employee's current position description and job standard. No extension beyond the additional six (6) months may be granted.
- 7.2. Employees in the unclassified service where no specific term of appointment or employment is specified shall be at the pleasure of the appointing authority or the Consolidated Commission on Utilities (CCU).
- 7.3. An employee so dismissed has no recourse to file a grievance or appeal his/her termination unless the termination is a result of discrimination.

8.0 APPEALS:

Employees who are in disagreement with their final performance rating may appeal in writing to the General Manager their reasons for such appeal within five (5) work days of the performance evaluation review. The General Manager must attempt to resolve any performance rating disputes through employee/supervisor meetings, mediation or other processes deemed appropriate at the General Manager's discretion.

CODES:	* REVISED	# ADDED
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POLICK no. 4

GUAM POWER AUTHORITY GUAM WATER WORKS AUTHORITY Authority Policy	No.: AP-	Issued:
	Prepared by: Donna Y. Lujan, Personnel Specialist IV	
	Reviewed by: Julie L. Quinata, Personnel Services Administrator	
	Concurred by: Joaquin C. Flores, P.E., GPA General Manager	
	Concurred by: David R. Craddick, GWA General Manager	
	Approved by: Simon A. Sanchez, II, Chairman Consolidated Commission on Utilities	
Title: DISCIPLINARY ACTION FOR EMPLOYEES IN CERTIFIED, TECHNICAL AND PROFESSIONAL POSITIONS (P.L. 28-113)		
Effective Date:	Supersedes No.	Page 1 of 3

1.0 PURPOSE:

This Section shall serve as the Authority's rules and regulations when determining appropriate disciplinary action(s) for employees in certified, technical and professional positions. The Authority has the responsibility to take appropriate disciplinary action when the employee fails to comply with its rules and regulations and when it is determined that the employee's actions diminish the efficiency of the Authority. This is in accordance with existing utilities Personnel, Rules and Regulations.

2.0 COVERAGE:

These rules and regulations shall apply to employees in the classified and unclassified service who hold certified, technical and professional positions.

3.0 GOAL:

- 3.1. It is the Authority's goal to ensure conflict and/or dispute resolution is achieved at the earliest time possible.
- 3.2. The Authority shall seek all reasonable efforts to resolve conflict and/or dispute resolution at the lowest level possible. This may include, but is not limited, to any one or a combination of the following:
 - a) Counseling/Mediation Services
 - b) Adjudication Process
 - c) Reasonable opportunity to correct inadequate job performance(s)/employee behavior(s)
 - d) Appropriate training(s) to address deficiency(ies)
 - e) Other alternative dispute resolution processes available

Policy no. 5

4.0 PROCEDURES:

4.1. When all reasonable efforts have been demonstrated and conflict resolution is not achieved, the Authority shall proceed in initiating the following disciplinary action procedures for classified positions:

a) Notice of Proposed Adverse Action

The Authority shall issue immediately a written "Notice of Proposed Adverse Action" to the employee stating any and all reasons for the proposed action to be taken. The notice shall include (at a minimum) the following information:

- 1) the nature of the alleged incident/infraction(s)
- 2) date, time and place of alleged incident/infraction(s);
- 3) right to representation; and
- 4) the offense(s) violated as a result of the alleged incident

The notice shall emphasize that the "Notice of Proposed Adverse Action" is only a proposed action and not a matter already decided.

b) Employee's Response

After receipt of the Notice, the employee shall be entitled to 10 calendar days to answer to the charge(s). The employee may respond either orally or in writing, and may be represented by a person of his/her choice. When the employee requests an opportunity to respond, the General Manager (or his designee) shall make himself available to hear the employee's response to the charge(s) stated.

When the 10-day proposed notice period falls on a Saturday, Sunday, or a legal holiday, the action may not be effected earlier than the next business day.

c) Authority's Response to Employee

After meeting with the employee and reviewing all relevant information presented, the General Manager (or his designee) shall determine whether the proposed adverse action may be withdrawn or a less severe action may be imposed.

d) Employee's Status during Notice Period

The employee during the notice period shall remain on active duty status. However, when it is determined that the nature of the alleged incident/infraction(s) may compromise the safety and well-being others, or possible damage(s) to authority property, the employee may be placed on paid leave status, not to exceed 20 workdays.

e) Final Notice of Adverse Action

The General Manager shall issue the employee his written decision within 10 days of the last date of employee's 10-day response timeframe of the alleged charge(s). The notice shall state

the specific facts, and information of the employee's rights to Civil Service Commission within twenty (20) calendar days after receipt of final notice of adverse action. The final notice of adverse action must be served on or before the sixtieth (60th) day when management knew or should have known of the facts or events which form the alleged basis for such action.

4.2. Unclassified Positions

An employee in an unclassified position, where no specific term of appointment or employment is specified in law as to that particular and specific position, shall serve at the pleasure of the appointing Authority. The Authority may exercise its discretion in terminating such appointment.

5.0 CODE OF CONDUCT

The Code of Conduct is established to provide standard penalties which shall apply for specific offenses. It is designed to insure the rights and safety of all Authority employees and to provide working guidelines in determining the most appropriate disciplinary action to be imposed.

6.0 RECORDKEEPING

Letters of Warning and/or Reprimand issued shall be made a part of the affected employee's personnel file. The Final Notice of Adverse Action issued shall also be made a part of the affected employee's official personnel records. In the case when reprimand letters are filed, they shall not remain in an employee's personnel file for more than one (1) year.

CODES:	* REVISED	# ADDED
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GUAM POWER AUTHORITY
 CERTIFIED, TECHNICAL & PROFESSIONAL (P.L. 28-113)

POSITION TITLE
ASSISTANT PLANT SUPERINTENDENT
ASSISTANT POWER SYSTEM SUPERINTENDENT
CHIEF ELECTRIC POWER SYSTEM DISPATCHER
COMMUNICATIONS/ELECTRONICS TECHNICIAN I
COMMUNICATIONS/ELECTRONICS TECHNICIAN II
COMMUNICATIONS/ELECTRONICS TECHNICIAN LEADER
COMPUTER TECHNICIAN I
COMPUTER TECHNICIAN II
COMPUTER TECHNICIAN LEADER
COMPUTER TECHNICIAN SUPERVISOR
CONTROL OPERATOR
CUSTOMER SERVICE ELECTRICIAN I
CUSTOMER SERVICE ELECTRICIAN II
CUSTOMER SERVICE ELECTRICIAN LEADER
CUSTOMER SERVICE ELECTRICIAN SUPERVISOR
ELECTRIC METER READER I
ELECTRIC METER READER II
ELECTRIC METER READER LEADER
ELECTRIC METER READER SUPERVISOR
ELECTRIC OPERATION TRAINEE
ELECTRIC POWER LABORATORY CHIEF
ELECTRIC POWER SYSTEM DISPATCHER I
ELECTRIC POWER SYSTEM DISPATCHER II
ELECTRIC RELAY TECHNICIAN I
ELECTRIC RELAY TECHNICIAN II
ELECTRIC RELAY TECHNICIAN LEADER
ELECTRIC RELAY TECHNICIAN SUPERVISOR
ELECTRICIAN TROUBLESHOOTER
ENGINEER I
ENGINEER II
ENGINEER III
ENGINEER SUPERVISOR
ENGINEERING TECHNICIAN I
ENGINEERING TECHNICIAN II
EQUIPMENT OPERATOR I
EQUIPMENT OPERATOR II
EQUIPMENT OPERATOR III
EQUIPMENT OPERATOR IV
EQUIPMENT OPERATOR LEADER I
EQUIPMENT OPERATOR LEADER II
EQUIPMENT OPERATOR SUPERVISOR
HEAVY EQUIPMENT MECHANIC I
HEAVY EQUIPMENT MECHANIC II
HEAVY EQUIPMENT MECHANIC LEADER
HEAVY EQUIPMENT MECHANIC SUPERVISOR
HIGH VOLTAGE CABLE SPLICER/ELECTRICIAN I
HIGH VOLTAGE CABLE SPLICER/ELECTRICIAN II
HIGH VOLTAGE CABLE SPLICER/ELECTRICIAN LEADER
HIGH VOLTAGE CABLE SPLICER/ELECTRICIAN SUPERVISOR
LINE ELECTRICIAN I
LINE ELECTRICIAN II
LINE ELECTRICIAN LEADER
LINE ELECTRICIAN SUPERVISOR

POSITION TITLE
LINE INSPECTOR
MACHINIST I
MACHINIST II
MACHINIST LEADER
MAINTENANCE PLANNER
METER ELECTRICIAN I
METER ELECTRICIAN II
METER ELECTRICIAN LEADER
METER ELECTRICIAN SUPVR
PLANT ELECTRICIAN I
PLANT ELECTRICIAN II
PLANT ELECTRICIAN LEADER
PLANT ELECTRICIAN/INSTRUMENTATION MAINTENANCE SUPVRISOR
PLANT MAINTENANCE MECHANIC I
PLANT MAINTENANCE MECHANIC II
PLANT MAINTENANCE MECHANIC LEADER
PLANT MAINTENANCE SUPERVISOR
PLANT MAINTENANCE WELDER I
PLANT MAINTENANCE WELDER II
PLANT MAINTENANCE WELDER III
PLANT OPERATOR I
PLANT OPERATOR II
PLANT OPERATOR III
PLANT OPERATOR/MAINTENANCE LEADER
PLANT OPERATOR/MAINTENANCE SUPERVISOR
PLANT OPERATOR/MAINTENANCE WORKER I
PLANT OPERATOR/MAINTENANCE WORKER II
PLANT RESULTS SUPERVISOR
PLANT SHIFT SUPERVISOR
PLANT SUPERINTENDENT
PLANT UTILITY WORKER
PLANT WATER TECHNICIAN I
PLANT WATER TECHNICIAN II
PLANT WATER TECHNICIAN LEADER
PLANT INSTRUMENT TECHNICIAN I
PLANT INSTRUMENT TECHNICIAN II
PLANT INSTRUMENT TECHNICIAN LEADER
POWER PLANT MAINTENANCE SUPERINTENDENT
POWER SYSTEM CONTROL SUPERINTENDENT
POWER SYSTEM SUPERINTENDENT
SHOP PLANNER
SPECIAL PROJECT ENGINEER (UC)
SUBSTATION ELECTRICIAN I
SUBSTATION ELECTRICIAN II
SUBSTATION ELECTRICIAN LEADER
SUBSTATION ELECTRICIAN SUPERVISOR
SURVEYOR SUPERVISOR
SYSTEM PROTECT ENGINEER (UC)
TROUBLE DISPATCHER
TROUBLE DISPATCHER LEADER

ATTACHMENT B

GUAM WATERWORKS AUTHORITY
CRITICAL POSITION LISTING

GWA's Critical position listing, including hard to fill positions, technical-certified-skills are:

Direct-Responsible-Charge Operators/Supervisors:

- 1) Pumping Station Supervisors & Water/Sewer Supervisors with a Water and Wastewater Distribution Level IV Certification.
- 2) Sewer Plant Supervisors with a Wastewater Treatment Level III or above and/or Wastewater Collection Level III or above Certification.
- 3) Water Plant Supervisors with a Water Treatment Level III or above Certification.

Other Hard To Fill Positions:

- 1) Biologist/Chemist III (or higher) for GWA's laboratory
- 2) Customer Services Manager and/or Utility Services Administrator
- 3) Chief Engineer (P.E. designation)

PROPOSED INTERIM PAY 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	\$18,362	\$19,237	\$20,111	\$20,986	\$21,860	\$22,735	\$23,609	\$24,484	\$25,358	\$26,233	\$27,107	\$27,982	\$28,856	\$29,731	\$30,605
A	\$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
A (+10%)	\$15,389	\$16,352	\$17,313	\$18,275	\$19,237	\$20,200	\$21,162	\$22,125	\$23,087	\$24,050	\$25,012	\$25,975	\$26,937	\$27,900	\$28,862	\$29,825	\$30,787	\$31,750	\$32,712	\$33,675
A (+10%)	\$7.40	\$7.87	\$8.33	\$8.79	\$9.25	\$9.61	\$10.09	\$10.36	\$10.73	\$11.10	\$11.48	\$11.89	\$12.31	\$12.74	\$13.18	\$13.64	\$14.12	\$14.62	\$15.13	\$15.65
B	\$14,534	\$15,443	\$16,351	\$17,260	\$18,168	\$19,076	\$19,985	\$20,893	\$21,802	\$22,710	\$23,619	\$24,527	\$25,436	\$26,344	\$27,253	\$28,161	\$29,070	\$29,978	\$30,887	\$31,795
B	\$6.98	\$7.42	\$7.86	\$8.30	\$8.73	\$9.18	\$9.63	\$10.08	\$10.53	\$10.98	\$11.43	\$11.88	\$12.33	\$12.78	\$13.23	\$13.68	\$14.13	\$14.58	\$15.03	\$15.48
B (+10%)	\$15,987	\$16,987	\$17,986	\$18,986	\$19,985	\$20,985	\$21,984	\$22,984	\$23,983	\$24,983	\$25,982	\$26,982	\$27,981	\$28,981	\$29,980	\$30,980	\$31,979	\$32,979	\$33,978	\$34,978
B (+10%)	\$7.69	\$8.16	\$8.65	\$9.13	\$9.60	\$10.09	\$10.37	\$10.76	\$11.14	\$11.53	\$11.94	\$12.35	\$12.78	\$13.23	\$13.70	\$14.17	\$14.67	\$15.18	\$15.72	\$16.27
C	\$15,133	\$16,079	\$17,024	\$17,970	\$18,916	\$19,863	\$20,809	\$21,755	\$22,701	\$23,647	\$24,593	\$25,539	\$26,485	\$27,431	\$28,377	\$29,323	\$30,269	\$31,215	\$32,161	\$33,107
C	\$7.28	\$7.73	\$8.18	\$8.64	\$9.09	\$9.54	\$10.00	\$10.46	\$10.91	\$11.37	\$11.82	\$12.28	\$12.73	\$13.19	\$13.64	\$14.10	\$14.55	\$15.01	\$15.46	\$15.92
C (+10%)	\$16,646	\$17,687	\$18,728	\$19,767	\$20,808	\$21,849	\$22,890	\$23,931	\$24,972	\$26,013	\$27,054	\$28,095	\$29,136	\$30,177	\$31,218	\$32,259	\$33,300	\$34,341	\$35,382	\$36,423
C (+10%)	\$8.01	\$8.50	\$9.00	\$9.50	\$10.00	\$10.41	\$10.80	\$11.21	\$11.61	\$12.00	\$12.42	\$12.86	\$13.31	\$13.77	\$14.26	\$14.75	\$15.27	\$15.81	\$16.36	\$16.93
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
D	\$7.62	\$8.09	\$8.57	\$9.04	\$9.52	\$9.99	\$10.28	\$10.66	\$11.04	\$11.42	\$11.82	\$12.24	\$12.66	\$13.11	\$13.57	\$14.04	\$14.53	\$15.04	\$15.57	\$16.11
D (+10%)	\$17,424	\$18,513	\$19,602	\$20,691	\$21,780	\$22,869	\$23,958	\$25,047	\$26,136	\$27,225	\$28,314	\$29,403	\$30,492	\$31,581	\$32,670	\$33,759	\$34,848	\$35,937	\$37,026	\$38,115
D (+10%)	\$8.38	\$8.90	\$9.43	\$9.94	\$10.47	\$10.89	\$11.31	\$11.73	\$12.14	\$12.56	\$13.00	\$13.46	\$13.93	\$14.42	\$14.93	\$15.44	\$15.98	\$16.54	\$17.13	\$17.72
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
E	\$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
E (+10%)	\$18,322	\$19,467	\$20,612	\$21,757	\$22,902	\$23,818	\$24,735	\$25,652	\$26,568	\$27,484	\$28,400	\$29,316	\$30,232	\$31,148	\$32,064	\$32,980	\$33,896	\$34,812	\$35,728	\$36,644
E (+10%)	\$8.81	\$9.36	\$9.91	\$10.46	\$11.01	\$11.45	\$11.89	\$12.33	\$12.77	\$13.21	\$13.67	\$14.16	\$14.65	\$15.16	\$15.70	\$16.25	\$16.81	\$17.40	\$18.01	\$18.63
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
F	\$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
F (+10%)	\$19,399	\$20,611	\$21,824	\$23,036	\$24,248	\$25,219	\$26,189	\$27,158	\$28,128	\$29,098	\$30,067	\$31,037	\$32,006	\$32,976	\$33,945	\$34,915	\$35,884	\$36,854	\$37,823	\$38,793
F (+10%)	\$9.33	\$9.91	\$10.49	\$11.08	\$11.66	\$12.12	\$12.60	\$13.06	\$13.52	\$13.99	\$14.48	\$14.98	\$15.51	\$16.05	\$16.61	\$17.19	\$17.82	\$18.43	\$19.06	\$19.73
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
G	\$9.00	\$9.56	\$10.13	\$10.69	\$11.25	\$11.70	\$12.15	\$12.60	\$13.05	\$13.50	\$13.97	\$14.46	\$14.97	\$15.49	\$16.04	\$16.60	\$17.18	\$17.78	\$18.40	\$19.05
G (+10%)	\$20,595	\$21,882	\$23,170	\$24,457	\$25,744	\$27,031	\$28,318	\$29,605	\$30,892	\$32,179	\$33,466	\$34,753	\$36,040	\$37,327	\$38,614	\$39,901	\$41,188	\$42,475	\$43,762	\$45,049
G (+10%)	\$9.90	\$10.52	\$11.14	\$11.76	\$12.38	\$12.87	\$13.37	\$13.86	\$14.36	\$14.85	\$15.37	\$15.91	\$16.47	\$17.04	\$17.64	\$18.26	\$18.90	\$19.56	\$20.24	\$20.96
H	\$19,974	\$21,223	\$22,471	\$23,720	\$24,968	\$26,217	\$27,465	\$28,714	\$29,962	\$31,211	\$32,459	\$33,708	\$34,956	\$36,205	\$37,453	\$38,702	\$39,950	\$41,199	\$42,447	\$43,696
H	\$9.60	\$10.20	\$10.80	\$11.40	\$12.00	\$12.48	\$12.96	\$13.44	\$13.92	\$14.40	\$14.91	\$15.43	\$15.97	\$16.53	\$17.11	\$17.71	\$18.33	\$18.97	\$19.63	\$20.32
H (+10%)	\$21,971	\$23,345	\$24,718	\$26,092	\$27,465	\$28,838	\$30,211	\$31,584	\$32,957	\$34,330	\$35,703	\$37,076	\$38,449	\$39,822	\$41,195	\$42,568	\$43,941	\$45,314	\$46,687	\$48,060
H (+10%)	\$10.56	\$11.22	\$11.88	\$12.54	\$13.20	\$13.73	\$14.26	\$14.78	\$15.31	\$15.84	\$16.40	\$16.97	\$17.57	\$18.18	\$18.82	\$19.48	\$20.16	\$20.87	\$21.59	\$22.35
I	\$21,389	\$22,728	\$24,067	\$25,406	\$26,745	\$28,084	\$29,423	\$30,762	\$32,101	\$33,440	\$34,779	\$36,118	\$37,457	\$38,796	\$40,135	\$41,474	\$42,813	\$44,152	\$45,491	\$46,830
I	\$10.26	\$10.93	\$11.57	\$12.21	\$12.85	\$13.37	\$13.88	\$14.40	\$14.91	\$15.42	\$15.96	\$16.52	\$17.10	\$17.70	\$18.32	\$18.96	\$19.62	\$20.31	\$21.02	\$21.76
I (+10%)	\$23,528	\$24,999	\$26,468	\$27,937	\$29,406	\$30,875	\$32,344	\$33,813	\$35,282	\$36,751	\$38,220	\$39,689	\$41,158	\$42,627	\$44,096	\$45,565	\$47,034	\$48,503	\$49,972	\$51,441
I (+10%)	\$11.31	\$12.02	\$12.73	\$13.43	\$14.14	\$14.71	\$15.27	\$15.84	\$16.40	\$16.96	\$17.56	\$18.17	\$18.81	\$19.47	\$20.15	\$20.86	\$21.58	\$22.34	\$23.12	\$23.94

PROPOSED INTERIM PAY 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
J	*	\$22,942	\$24,376	\$25,810	\$27,244	\$28,678	\$29,825	\$30,972	\$32,119	\$33,266	\$34,414	\$35,561	\$36,865	\$38,155	\$39,491	\$40,873	\$42,304	\$43,784	\$45,317	\$46,903	\$48,544
	**	\$11.03	\$11.72	\$12.41	\$13.10	\$13.79	\$14.34	\$14.89	\$15.44	\$15.99	\$16.55	\$17.12	\$17.72	\$18.34	\$18.99	\$19.65	\$20.34	\$21.05	\$21.79	\$22.55	\$23.34
J (+ 10%)	*	\$25,236	\$26,814	\$28,391	\$29,968	\$31,546	\$32,808	\$34,069	\$35,331	\$36,593	\$37,855	\$39,180	\$40,552	\$41,971	\$43,440	\$44,960	\$46,534	\$48,162	\$49,849	\$51,593	\$53,398
	**	\$12.13	\$12.89	\$13.65	\$14.41	\$15.17	\$15.77	\$16.38	\$16.98	\$17.59	\$18.21	\$18.83	\$19.49	\$20.17	\$20.89	\$21.62	\$22.37	\$23.16	\$23.97	\$24.81	\$25.67
K	*	\$24,656	\$26,197	\$27,738	\$29,279	\$30,820	\$32,053	\$33,288	\$34,518	\$35,751	\$36,984	\$38,278	\$39,618	\$41,005	\$42,440	\$43,925	\$45,463	\$47,054	\$48,701	\$50,405	\$52,170
	**	\$11.85	\$12.59	\$13.34	\$14.08	\$14.82	\$15.41	\$16.00	\$16.60	\$17.19	\$17.78	\$18.40	\$19.05	\$19.71	\$20.40	\$21.12	\$21.86	\$22.62	\$23.41	\$24.23	\$25.08
K (+ 10%)	*	\$27,122	\$28,817	\$30,512	\$32,207	\$33,902	\$35,258	\$36,615	\$37,970	\$39,326	\$40,682	\$42,106	\$43,580	\$45,106	\$46,684	\$48,318	\$50,009	\$51,759	\$53,571	\$55,446	\$57,387
	**	\$13.04	\$13.85	\$14.67	\$15.49	\$16.30	\$16.95	\$17.60	\$18.26	\$18.91	\$19.56	\$20.24	\$20.96	\$21.68	\$22.44	\$23.23	\$24.05	\$24.88	\$25.75	\$26.65	\$27.59
L	*	\$26,520	\$28,178	\$29,835	\$31,493	\$33,150	\$34,476	\$35,802	\$37,128	\$38,454	\$39,780	\$41,172	\$42,613	\$44,105	\$45,648	\$47,246	\$48,900	\$50,611	\$52,383	\$54,216	\$56,114
	**	\$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
L (+ 10%)	*	\$29,172	\$30,996	\$32,819	\$34,642	\$36,465	\$37,924	\$39,382	\$40,841	\$42,299	\$43,758	\$45,289	\$46,874	\$48,516	\$50,213	\$51,971	\$53,790	\$55,672	\$57,621	\$59,638	\$61,725
	**	\$14.03	\$14.91	\$15.77	\$16.65	\$17.53	\$18.24	\$18.93	\$19.64	\$20.34	\$21.04	\$21.77	\$22.54	\$23.32	\$24.15	\$24.98	\$25.86	\$26.76	\$27.70	\$28.68	\$29.68
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
M (+ 10%)	*	\$31,546	\$33,518	\$35,489	\$37,462	\$39,433	\$41,010	\$42,588	\$44,165	\$45,742	\$47,320	\$48,976	\$50,690	\$52,465	\$54,300	\$56,201	\$58,168	\$60,204	\$62,311	\$64,492	\$66,749
	**	\$15.17	\$16.12	\$17.06	\$18.01	\$18.95	\$19.71	\$20.47	\$21.23	\$21.99	\$22.75	\$23.55	\$24.37	\$25.22	\$26.10	\$27.02	\$27.96	\$28.94	\$29.95	\$31.01	\$32.09
N	*	\$31,064	\$33,006	\$34,947	\$36,889	\$38,830	\$40,383	\$41,936	\$43,489	\$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
N (+ 10%)	*	\$34,170	\$36,307	\$38,442	\$40,578	\$42,713	\$44,421	\$46,130	\$47,839	\$49,547	\$51,256	\$53,050	\$54,907	\$56,828	\$58,817	\$60,875	\$63,006	\$65,211	\$67,494	\$69,857	\$72,301
	**	\$16.42	\$17.46	\$18.48	\$19.51	\$20.54	\$21.35	\$22.18	\$23.00	\$23.83	\$24.64	\$25.51	\$26.40	\$27.32	\$28.28	\$29.27	\$30.29	\$31.35	\$32.45	\$33.58	\$34.76
O	*	\$33,811	\$35,924	\$38,038	\$40,151	\$42,264	\$43,955	\$45,645	\$47,336	\$49,026	\$50,717	\$52,482	\$54,329	\$56,231	\$58,199	\$60,236	\$62,344	\$64,528	\$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
O (+ 10%)	*	\$37,192	\$39,516	\$41,842	\$44,166	\$46,490	\$48,351	\$50,210	\$52,070	\$53,929	\$55,789	\$57,741	\$59,782	\$61,854	\$64,019	\$66,260	\$68,578	\$70,979	\$73,464	\$76,034	\$78,695
	**	\$17.89	\$19.00	\$20.12	\$21.23	\$22.35	\$23.24	\$24.13	\$25.04	\$25.93	\$26.82	\$27.76	\$28.73	\$29.73	\$30.78	\$31.86	\$32.97	\$34.12	\$35.32	\$36.55	\$37.83
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
P (+ 10%)	*	\$40,535	\$43,068	\$45,602	\$48,135	\$50,668	\$52,694	\$54,722	\$56,748	\$58,775	\$60,801	\$62,930	\$65,132	\$67,411	\$69,771	\$72,213	\$74,741	\$77,356	\$80,064	\$82,866	\$85,766
	**	\$19.49	\$20.70	\$21.92	\$23.14	\$24.37	\$25.33	\$26.31	\$27.28	\$28.26	\$29.23	\$30.25	\$31.32	\$32.41	\$33.54	\$34.72	\$35.94	\$37.19	\$38.49	\$39.84	\$41.24
Q	*	\$40,352	\$42,874	\$45,396	\$47,918	\$50,440	\$52,488	\$54,475	\$56,493	\$58,510	\$60,528	\$62,648	\$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
Q (+ 10%)	*	\$44,387	\$47,161	\$49,936	\$52,710	\$55,484	\$57,704	\$59,923	\$62,142	\$64,361	\$66,581	\$68,911	\$71,323	\$73,819	\$76,403	\$79,077	\$81,844	\$84,710	\$87,674	\$90,742	\$93,919
	**	\$21.34	\$22.87	\$24.01	\$25.34	\$26.68	\$27.74	\$28.81	\$29.88	\$30.94	\$32.01	\$33.13	\$34.29	\$35.49	\$36.73	\$38.02	\$39.35	\$40.72	\$42.15	\$43.63	\$45.16
R	*	\$44,242	\$47,008	\$49,773	\$52,538	\$55,303	\$57,515	\$59,727	\$61,939	\$64,151	\$66,364	\$68,687	\$71,061	\$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
R (+ 10%)	*	\$48,666	\$51,709	\$54,750	\$57,792	\$60,833	\$63,267	\$65,700	\$68,133	\$70,566	\$73,000	\$75,566	\$78,200	\$80,937	\$83,789	\$86,702	\$89,738	\$92,877	\$96,128	\$99,492	\$102,974
	**	\$23.40	\$24.86	\$26.32	\$27.79	\$29.25	\$30.42	\$31.58	\$32.76	\$33.92	\$35.10	\$36.32	\$37.60	\$38.91	\$40.27	\$41.68	\$43.14	\$44.65	\$46.21	\$47.83	\$49.51

PROPOSED INTERIM PAY 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	
S	*	\$48,680	\$51,723	\$54,765	\$57,808	\$60,850	\$63,894	\$66,938	\$70,000	\$73,062	\$76,124	\$79,186	\$82,248	\$85,310	\$88,372	\$91,434	\$94,496	\$97,558	\$100,620	\$103,682	\$106,744	\$109,806
	**	\$23.40	\$24.87	\$26.33	\$27.79	\$29.25	\$30.71	\$32.17	\$33.63	\$35.09	\$36.55	\$38.01	\$39.47	\$40.93	\$42.39	\$43.85	\$45.31	\$46.77	\$48.23	\$49.69	\$51.15	\$52.61
S (+ 10%)	*	\$53,548	\$56,895	\$60,242	\$63,589	\$66,935	\$70,282	\$73,629	\$76,976	\$80,322	\$83,669	\$87,016	\$90,363	\$93,710	\$97,057	\$100,404	\$103,751	\$107,098	\$110,445	\$113,792	\$117,139	\$120,486
	**	\$25.74	\$27.36	\$28.98	\$30.57	\$32.18	\$33.77	\$35.36	\$36.95	\$38.54	\$40.13	\$41.72	\$43.31	\$44.90	\$46.49	\$48.08	\$49.67	\$51.26	\$52.85	\$54.44	\$56.03	\$57.62
T	*	\$53,720	\$57,078	\$60,435	\$63,793	\$67,150	\$70,508	\$73,865	\$77,223	\$80,580	\$83,938	\$87,295	\$90,653	\$94,010	\$97,368	\$100,725	\$104,083	\$107,440	\$110,798	\$114,155	\$117,513	\$120,870
	**	\$25.83	\$27.44	\$29.06	\$30.67	\$32.28	\$33.89	\$35.50	\$37.11	\$38.72	\$40.33	\$41.94	\$43.55	\$45.16	\$46.77	\$48.38	\$49.99	\$51.60	\$53.21	\$54.82	\$56.43	\$58.04
T (+ 10%)	*	\$59,092	\$62,786	\$66,479	\$70,172	\$73,865	\$77,558	\$81,251	\$84,944	\$88,638	\$92,331	\$96,024	\$99,717	\$103,410	\$107,103	\$110,796	\$114,489	\$118,182	\$121,875	\$125,568	\$129,261	\$132,954
	**	\$28.41	\$30.18	\$31.97	\$33.74	\$35.51	\$37.28	\$39.05	\$40.82	\$42.59	\$44.36	\$46.13	\$47.90	\$49.67	\$51.44	\$53.21	\$54.98	\$56.75	\$58.52	\$60.29	\$62.06	\$63.83
U	*	\$59,277	\$62,982	\$66,686	\$70,391	\$74,096	\$77,800	\$81,504	\$85,208	\$88,912	\$92,616	\$96,320	\$100,024	\$103,728	\$107,432	\$111,136	\$114,840	\$118,544	\$122,248	\$125,952	\$129,656	\$133,360
	**	\$28.50	\$30.26	\$32.06	\$33.84	\$35.62	\$37.40	\$39.18	\$40.96	\$42.74	\$44.52	\$46.30	\$48.08	\$49.86	\$51.64	\$53.42	\$55.20	\$56.98	\$58.76	\$60.54	\$62.32	\$64.10
U (+ 10%)	*	\$65,205	\$69,280	\$73,355	\$77,430	\$81,506	\$85,581	\$89,656	\$93,731	\$97,807	\$101,882	\$105,957	\$110,032	\$114,107	\$118,182	\$122,257	\$126,332	\$130,407	\$134,482	\$138,557	\$142,632	\$146,707
	**	\$31.35	\$33.31	\$35.27	\$37.22	\$39.18	\$41.14	\$43.09	\$45.05	\$47.01	\$48.96	\$50.92	\$52.87	\$54.83	\$56.78	\$58.74	\$60.69	\$62.65	\$64.60	\$66.56	\$68.51	\$70.47
V	*	\$65,620	\$69,721	\$73,823	\$77,924	\$82,025	\$86,126	\$90,227	\$94,328	\$98,429	\$102,530	\$106,631	\$110,732	\$114,833	\$118,934	\$123,035	\$127,136	\$131,237	\$135,338	\$139,439	\$143,540	\$147,641
	**	\$31.55	\$33.52	\$35.49	\$37.46	\$39.44	\$41.41	\$43.38	\$45.35	\$47.32	\$49.29	\$51.26	\$53.23	\$55.20	\$57.17	\$59.14	\$61.11	\$63.08	\$65.05	\$67.02	\$68.99	\$70.96
V (+ 10%)	*	\$72,182	\$76,693	\$81,205	\$85,716	\$90,228	\$94,739	\$99,251	\$103,762	\$108,273	\$112,784	\$117,295	\$121,806	\$126,317	\$130,828	\$135,339	\$139,850	\$144,361	\$148,872	\$153,383	\$157,894	\$162,405
	**	\$34.71	\$36.87	\$39.04	\$41.21	\$43.38	\$45.55	\$47.72	\$49.89	\$52.06	\$54.23	\$56.40	\$58.57	\$60.74	\$62.91	\$65.08	\$67.25	\$69.42	\$71.59	\$73.76	\$75.93	\$78.10

* - Per Annum

** - Per Hour