



*Territory of Guam  
In the United States*

MAY 29 1992

The Honorable Joe T. San Agustin  
Twenty-First Guam Legislature  
155 Hesler  
Agana, Guam 96910

RECEIVED  
LEGISLATIVE SECRETARY  
*[Signature]*

Dear Mr. Speaker:

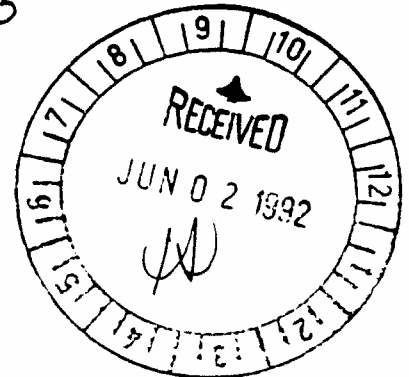
Enclosed is Substitute Bill 700 which I have signed into law this date as Public Law 21-109.

The legislation contains an appropriation of One Hundred Forty Three Thousand One Hundred Seventy One Dollars and Forty Four Cents (\$143,171.44) from the Tourist Attraction Fund to the Guam Visitors Bureau. The Bureau has advised me that the amount needed for the employees is \$35,962. Consequently I have reduced the appropriation to the amount actually required to meet the government's obligation.

Cordially,

*[Signature]*  
JOSEPH F. ADA  
Governor

210825

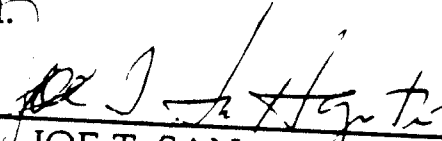


Commonwealth Now!

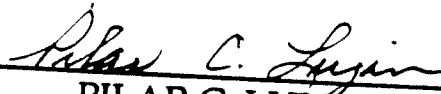
TWENTY-FIRST GUAM LEGISLATURE  
1992 (SECOND) Regular Session

CERTIFICATION OF PASSAGE OF AN ACT TO THE GOVERNOR

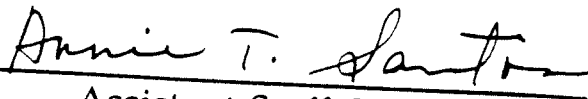
This is to certify that Substitute Bill No. 700 (LS), "AN ACT TO APPROPRIATE ONE HUNDRED FORTY-THREE THOUSAND ONE HUNDRED SEVENTY-ONE DOLLARS AND FORTY-FOUR CENTS (\$143,171.44) FROM THE TOURIST ATTRACTION FUND TO THE GUAM VISITORS BUREAU TO AUTHORIZE RETROACTIVE SALARY ADJUSTMENTS FOR CERTAIN OF ITS EMPLOYEES," was on the 13th day of May, 1992, duly and regularly passed.

  
\_\_\_\_\_  
JOE T. SAN AGUSTIN  
Speaker

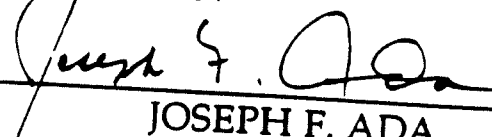
Attested:

  
\_\_\_\_\_  
PILAR C. LUJAN  
Senator and Legislative Secretary

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This Act was received by the Governor this 20<sup>th</sup> day of MAY, 1992,  
at 3:00 o'clock P.M.

  
\_\_\_\_\_  
Annie T. Santos  
Assistant Staff Officer  
Governor's Office

APPROVED:

  
\_\_\_\_\_  
JOSEPH F. ADA  
Governor of Guam

*With the reduction  
noted*



Date: MAY 29 1992

Public Law No. 21-109

TWENTY-FIRST GUAM LEGISLATURE  
1992 (SECOND) Regular Session

Bill No. 700 (LS)

As amended by the Committee on  
Tourism & Transportation and as  
substituted by the Committee on Rules

Introduced by:

J. P. Aguon  
C. T. C. Gutierrez  
H. D. Dierking  
M. D. A. Manibusan  
E. P. Arriola  
M. Z. Bordallo  
P. C. Lujan  
G. Mailloux  
D. Parkinson  
J. T. San Agustin  
F. R. Santos  
D. L. G. Shimizu  
J. G. Bamba  
A. C. Blaz  
D. F. Brooks  
E. R. Dueñas  
E. M. Espaldon  
M. C. Ruth  
M. J. Reidy  
T. V. C. Tanaka  
A. R. Unpingco

AN ACT TO APPROPRIATE ONE HUNDRED FORTY-THREE THOUSAND ONE HUNDRED SEVENTY-ONE DOLLARS AND FORTY-FOUR CENTS (\$143,171.44) FROM THE TOURIST ATTRACTION FUND TO THE GUAM VISITORS BUREAU TO AUTHORIZE RETROACTIVE SALARY ADJUSTMENTS FOR CERTAIN OF ITS EMPLOYEES.

1 BE IT ENACTED BY THE PEOPLE OF THE TERRITORY OF GUAM:

2 Section 1. Appropriation. One Hundred Forty-Three Thousand One

1 Hundred Seventy-One Dollars and Forty-Four Cents (\$143,171.44) are  
2 hereby appropriated from the Tourist Attraction Fund to the Guam Visitors  
3 Bureau ("GVB") to make for the following five (5) GVB employees retroactive  
4 salary adjustments as recommended by the Civil Service Commission: Elaine  
5 P. Gogue, Aurora F. Roberto, Setsuko E. Cullen, Mark M. Muña and Vivian  
6 I. Hogan.

7 **Section 2. Statutory authority.** §6218.1 of Title 4, Guam Code  
8 Annotated, authorizes the retroactive pay raises set out in Section 1 of this  
9 Act since this Act specifies such retroactivity.

10 **Section 3. GVB accountability.** GVB shall provide to the Civil Service  
11 Commission and to the Committee on Tourism and Transportation of the  
12 Legislature a detailed financial breakdown of all disbursements made to the  
13 five (5) employees pursuant to this Act.



# SENATOR JOHN F. PEREZ AGUON

VICE SPEAKER

CHAIRMAN, COMMITTEE ON TOURISM & TRANSPORTATION  
21ST GUAM LEGISLATURE

155 Hessler Place, Agana, Guam, U.S.A. • 96910 • (671)472-3435/472-3497 • Telefax: (671)477-8358

March 12, 1992

21-109

Honorable Joe T. San Agustin, Speaker  
21st Guam Legislature  
155 Hesler St.  
Agana, Guam 96910

Dear Mr. Speaker,

The Committee on Tourism & Transportation, to which the following was referred, wishes to report its findings and recommendations:

**BILL NO. 700: AN ACT TO APPROPRIATE THIRTY-TWO THOUSAND ONE HUNDRED FORTY-FOUR DOLLARS (\$32,144) FROM THE TOURIST ATTRACTION FUND TO THE GUAM VISITORS BUREAU TO AUTHORIZE RETROACTIVE SALARY ADJUSTMENTS OF CERTAIN OF ITS EMPLOYEES.**

Bill 700 was amended by the Committee on Tourism & Transportation. It's title now reads:

**BILL NO. 700: AN ACT TO APPROPRIATE ONE HUNDRED FORTY-THREE THOUSAND ONE HUNDRED SEVENTY ONE DOLLARS AND FORTY-FOUR CENTS (\$143,171.44) FROM THE TOURIST ATTRACTION FUND TO THE GUAM VISITORS BUREAU TO AUTHORIZE RETROACTIVE SALARY ADJUSTMENTS OF CERTAIN OF ITS EMPLOYEES.**

The Committee voting records on Bill 700 as amended by the Committee on Tourism & Transportation is as follows:

TO PASS	<u>13</u>
NOT TO PASS	<u>0</u>
TO REPORT OUT ONLY	<u>0</u>
TO PLACE IN THE INACTIVE FILE	<u>0</u>
NOT VOTING	<u>2</u>

The recommendation of the Committee is to do pass. A copy of the voting sheet, report and all pertinent documents are attached for your information.

Sincerely,


JOHN PEREZ AGUON

Attachments

VOTING SHEET • COMMITTEE ON TOURISM & TRANSPORTATION

**Bill 700 Amended by the Committee on Tourism & Transportation: AN ACT TO APPROPRIATE ONE HUNDRED FORTY-THREE THOUSAND ONE HUNDRED SEVENTY ONE DOLLARS AND FORTY-FOUR CENTS (\$143,171.44) FROM THE TOURIST ATTRACTION FUND TO THE GUAM VISITORS BUREAU TO AUTHORIZE RETROACTIVE SALARY ADJUSTMENTS OF CERTAIN OF ITS EMPLOYEES.**


TO PASS                      NOT TO PASS                      TO REPORT OUT ONLY                      TO PLACE IN INACTIVE FILE

  
 \_\_\_\_\_  
 JOHN P. AGUON, Chairman

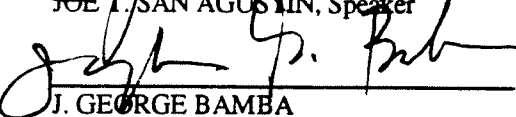
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 \_\_\_\_\_  
 CARL T. C. GUTIERREZ, Vice Chairman

\_\_\_\_\_ ✓ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

  
 \_\_\_\_\_  
 JOE T. SAN AGUSTIN, Speaker

\_\_\_\_\_ ✓ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

  
 \_\_\_\_\_  
 J. GEORGE BAMBA

\_\_\_\_\_ ✓ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_  
 DORIS F. BROOKS


\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

  
 \_\_\_\_\_  
 HERMINIA D. DIERKING


\_\_\_\_\_ ✓ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

  
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 ERNESTO M. ESPALDON

\_\_\_\_\_ ✓ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

  
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 PILAR C. LUJAN

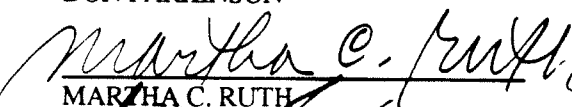
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 \_\_\_\_\_  
 MARILYN D. A. MANIBUSAN

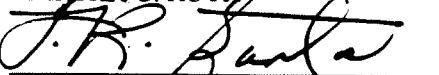
\_\_\_\_\_ ✓ <sup>3/12/92</sup> <sub>mdm</sub> \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_  
 DON PARKINSON

\_\_\_\_\_ ✓ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

  
 \_\_\_\_\_  
 MARTHA C. RUTH

\_\_\_\_\_ ✓ <sup>3/12/92</sup> \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

  
 \_\_\_\_\_  
 FRANCISCO R. SANTOS


\_\_\_\_\_ ✓ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

  
 \_\_\_\_\_  
 DAVID L.G. SHIMIZU

\_\_\_\_\_ ✓ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_  
 THOMAS V. C. TANAKA

\_\_\_\_\_ ✓ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

  
 \_\_\_\_\_  
 ANTONIO R. UNPINGCO

\_\_\_\_\_ ✓ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_



# 21st Guam Legislature COMMITTEE ON TOURISM and TRANSPORTATION

## COMMITTEE REPORT

AN ACT TO APPROPRIATE ONE HUNDRED FORTY-THREE THOUSAND ONE HUNDRED SEVENTY ONE DOLLARS AND FORTY-FOUR CENTS (\$143,171.44) FROM THE TOURIST ATTRACTION FUND TO THE GUAM VISITORS BUREAU TO AUTHORIZE RETROACTIVE SALARY ADJUSTMENTS OF CERTAIN OF ITS EMPLOYEES.

**PUBLIC HEARING:**  
**January 16, 1992**

**VICE SPEAKER JOHN PEREZ AGUON, Chairman**

**SENATOR CARL T.C. GUTIERREZ, Vice Chairman**

**Members:**

**SPEAKER JOE T. SAN AGUSTIN**

**SENATOR J. GEORGE BAMBA  
SENATOR DORIS F. BROOKS  
SENATOR HERMINIA D. DIERKING  
SENATOR ERNESTO M. ESPALDON  
SENATOR PILAR C. LUJAN  
SENATOR MARILYN D.A. MANIBUSAN**

**SENATOR DON PARKINSON  
SENATOR MARTHA C. RUTH  
SENATOR FRANCISCO R. SANTOS  
SENATOR DAVID L.G. SHIMIZU  
SENATOR THOMAS V.C. TANAKA  
SENATOR ANTONIO R. UNPINGCO**

TWENTY-FIRST GUAM LEGISLATURE  
1992 (SECOND) Regular Session

Bill No. 700  
As Amended by the  
Committee on Tourism &  
Transportation

Introduced by:

J. P. Aguon  
*J. P. Aguon*  
*M. Manibusan*

AN ACT TO APPROPRIATE ONE HUNDRED FORTY THREE THOUSAND ONE HUNDRED SEVENTY ONE DOLLARS AND FORTY FOUR CENTS (\$143,171.44) FROM THE TOURIST ATTRACTION FUND TO THE GUAM VISITORS BUREAU TO AUTHORIZE RETROACTIVE SALARY ADJUSTMENTS OF CERTAIN OF ITS EMPLOYEES.

1           **BE IT ENACTED BY THE PEOPLE OF THE TERRITORY OF GUAM:**

2           **Section 1. Appropriation.** One Hundred Forty Three Thousand One  
3           Hundred Seventy One Dollars and Forty Four Cents (\$143,171.44) are hereby  
4           appropriated from the Tourist Attraction Fund to the Guam Visitors Bureau  
5           ("GVB") to make for the following five (5) GVB employees retroactive salary  
6           adjustments: Elaine P. Gogue, Aurora F. Roberto, Setsuko E. Cullen, Mark  
7           M. Muna and Vivian I. Hogan.

8           **Section 2. Statutory authority.** §6218.1 of Title 4, Guam Code  
9           Annotated, authorizes the retroactive pay raises set out in Section 1 of this  
10          Act since this Act specifies such retroactivity.

11          **Section 3. GVB accountability.** GVB shall provide to the Civil Service  
12          Commission and to the Committee on Tourism and Transportation of the  
13          Legislature a detailed financial breakdown of all disbursements made to the  
14          five (5) employees pursuant to this Act.



COMMITTEE REPORT  
BILL 700

The Committee on Tourism and Transportation held a public hearing on January 16, 1992 at 9 a. m. in the Legislative Public Hearing Room to receive testimonies on Bill 700.

**BILL 700 AN ACT TO APPROPRIATE THIRTY-TWO THOUSAND ONE HUNDRED FORTY-FOUR DOLLARS (\$32,144) FROM THE TOURIST ATTRACTION FUND TO THE GUAM VISITORS BUREAU TO AUTHORIZE RETROACTIVE SALARY ADJUSTMENT OF CERTAIN OF ITS EMPLOYEES.**

Present at the hearing were Senators John Perez Aguon, Chairman of the Committee on Tourism & Transportation, Pilar C. Lujan, Doris F. Brooks, Marilyn D. A. Manibusan, Antonio R. Unpingco, Ernesto Espaldon, Thomas V. C. Tanaka, Michael Reidy and Anthony C. Blaz.

Signing in to present testimony were Felix Camacho, Executive Director CSC, Joey Cepeda, General Manager GVB, Senator Marilyn Manibusan. Barrigada Mayor and GVB Board member, Raymond Laguana also presented oral testimony.

Mayor Laguana and Senator Manibusan, a former GVB employee, both testified strongly supporting the bill and commended all GVB employees for the tremendous efforts they have shown in promoting Guam as a tourist destination.

GVB General Manager Joey Cepeda in his testimony supporting repeated the comment he made in his December 11, 1991 letter to Committee Chairman, Senator John Aguon, seeking Legislative authorization for payment of retroactive salary adjustments to three of the Bureau's employees. He commented then, that "should the

Legislature see fit to approve the request, it will help bring to a close some three and a half years of frustration that these employees have to endure while waiting for the CSC to hear their appeal". Therefore, he strongly urged passage of Bill 700.

Felix Camacho advised the committee that the Civil Service Commission at its meeting on October 3, 1991 had approved pay conversions from unclassified status to classified status for the three GVB employees affected in Bill 700. These are Elaine P. Gogue, Aurora F. Hanzek (Roberto) and Setsuko Cullen.

Camacho explained that approval of the pay conversion of the three employees resulting from the enactment of Public Law 17-32 was a corrective measure which credited them for their experience and time-in-service to GovGuam. However, Public Law 18-40, Section 6218, prohibited the CSC from granting retroactive pay to both classified and unclassified employees. He Bill 700 will provide retroactive compensation due to the affected GVB employees and strongly supported passage of the bill.

Camacho noted that GVB has filed similar request for Ms. Vivian Indalecio Hogan on October 29, 199, which request is under review and will soon be completed.

Senator Aguon said that he is very supportive of taking care of the employees' problems and that is the reason he introduced Bill 700 but he wanted to know how the situation arises that a separate legislation is needed especially to make retroactive compensation.

Camacho explained that P. L. 18-40 prohibits the commission from making any type of retroactive pay and the authority rests solely with the Legislature.

Camacho further explained that the three GVB positions in question were unclassified employees who were then converted to classified service. As a result of the conversion, the employees felt that they did not get the pay that they should be receiving based on their years of experience and time in service to GovGuam. He said that when the commission conducted an audit, they found that there was a need to amend the steps to be more reflective of the employees' years of service to GovGuam.

Senator Aguon inquired of GVB why weren't the employees provided with the kind of positions that they are qualified and deserving at the time that the decision was made to convert the employees from unclassified to classified? Joey Cepeda responded that the conversion occurred back in 1983 and he was not at GVB at the time.

Deputy GVB General Manager Mike Carlson explained that the GVB at the time chose to slot everybody at the entry level, step 1, and to address questions of seniority and time in service to the government at a later date but management changed before the question was addressed. He said that the three employees in question immediately filed with the incoming GVB management at the time a request for further desk audit on the point of prior years service which has finally been approved by the Civil Service Commission recognizing that they should not have been converted at step 1, entry level, but should have been granted what is reflected in the commission's testimony.

Senator Aguon was concerned that there is another employee mentioned in the CSC testimony who is requesting retroactive pay,

and who knows how many more, asked when was the decision made to convert from unclassified to classified, ? He said that he supported the bill because he does not think that anyone should be put to work and paid less than he deserves.

Carlson explained that when the conversion, as a result of P. L. 17-32 enacted in 1983, was officially accepted by the GVB Board in 1987 the decision made by the management, back then, was that every employee will come in at step 1 regardless of their background, qualification, time in service etc.

Senator Aguon asked if the Bureau is requesting the Legislature to authorize retroactive pay adjustments back to the time that the CSC made the decision. Joey Cepeda responded, "to the time when the employees were converted to classified position in 1983.

Concerned with the sensitivity of the request for retroactive pay adjustments, Senator Aguon asked Cepeda and Carlson, "Has management reviewed the entire organization of GVB to look into these potential problems since the request is already applying to three employees, and I see one more applying, is management certain that they have made the evaluation that if we make this decision for the three employees, and I'm not telling you which direction I'm going to take, we are not in essence discriminating other employees, have you made that evaluation in total, in terms of your organization so that we're not going to be faced with the same kind of problem later on down the road?" The response from GVB was negative.

Senator Aguon continued: "I hope you sympathize with my situation because if I'm going to make a decision it will be for the

entire organization. I'm sure that the question to be asked of me by the entire Legislature will be, 'has the evaluation been made on the entire GVB organization for all employees? That's the sensitivity of the situation now and I don't want to place this committee and the entire management in a negative situation where we might be discriminating. I'd like at this time for management to go back to the organization and review whether in fact other employees could be affected by a decision'".

Mike Carlson attempted to clarify to the Senator saying, "I don't want to differ with my General Manager but we have talked to those employees who were involved in the classification process back in 1987. There were a lot of employees who were not even with GVB, including myself, at the time this took place.

"I understand your concerns but the fourth person mentioned by Mr. Camacho, we are pursuing it and until the commission again is able to come back to us with whatever recommendations by the end of this month, we did not want to group this together. We did look at what we had as far as employees on board at the time of reclassification and determined that this is possibly the only other person who may have a case."

Senator Aguon interjected: "I understand where you're coming from Mike, I sympathize with you because you came in at a much later date. But you know me, I just hate doing things on a peace meal basis; I don't want to be caught in a situation that I would have to address this again later on. I would not ask the Legislature to make a decision until I am very certain that we have taken care of

all the employees. I'm sorry for the other employees, but we want to take care of this and be fair to all.

"I want to go on record and I would ask the General Manager to come back with a written documentation telling me that this is it."

He then turned to CSC Director Felix Camacho and said: "I don't understand why it takes so long. The application came to your office three or four years ago and it's just surfacing now, is this typical all over the government that employees have to wait this long?" Camacho agreed that the waiting period is unreasonable and said that he will go back and ask the analyst why it took so long.

Senator Brooks asked the employees present at the hearing if they received pay increase at the time of conversion and Aurora Hanzek told her that it was very little and that's why they are arguing because they feel that their time in service to the government should be considered to determine their step increase level.

At this point, Senator Brooks deferred to Senator Aguon who addressed Cepeda, "back then when the decision was made, was it a decision to convert all unclassified positions to classified?" Cepeda responded that everybody was classified except the General Manager and the Executive Secretary, and now every new position is classified by law except again the GM, the Executive Secretary and the Deputy GM.

Carlson told the committee that the conversion process in 1983 affected maybe eight or nine employees which was all the Bureau had at the time.

Senator Brooks said that she too shared the Chairman's concern as to how many more are affected by the request because she is sure that if other employees see what's happening they would be coming out of the woodwork, so to speak, and that concerns her too.

Senator Unpingco wanted to know what happen to the other five affected by the conversion process that only four filed complaint. Carlson said that they are satisfied with where they are slotted. Senator Unpingco said that that doesn't mean that they don't have any claim to the government.

"If we were to provide the four with the compensation, this would establish the precedent. That doesn't mean that we're exhonored from paying."

Carlson said it doesn't mean that but also if you don't have the employee filing a grievance, at which point Senator Aguon said: "But I don't want to wait for that step, it's got to come from management Now it is very revealing that there is inequity as a result of the decision made by the commission. Since that is already brought before this committee, it is incumbent upon your office to check whether the other five are also deserving, because they may not be, but let's make certain because we know now that there is a way that we can correct this inequity and we can cover them with this one bill.

"I know Senator Unpingco will ask me the same question if I present this to the full Legislature, 'what happened to the other five employees'".

Probing for more background information on the reason for the pay adjustments request, Senator Unpingco asked, Aurora F. Hanzek and Elaine Gogue two of the employees present at the hearing, what happened back in 1983?

Aurora informed the Senator that the enactment of P. L. 17-32 in 1983 classified all GVB employees. "Our problem began when we had this Option I & II pay adjustments because it adversely affected our years of service," Aurora said.

Elaine added: "The reason we initiated this grievance procedure with management was that, at the time the employees became classified, the three of them that filed the grievance had X-number of years of service more than those who were just on board for three years, Lola had put in about 15 years, I had put in about 12 years, and we were dissatisfied that the years of service that we had are to be considered at entry level. We brought this to management at the time that this was not fair and the response we got from them was, 'we'll cross that bridge when we come to it, what want to do is get you guys classified', although the law had already classified us. And when the people from Civil Service Commission came in to audit us, we wanted to bring this to their attention, we went through the whole procedure of audit, we listed all our experience and everything down and when it was presented to management for review, they knocked off a lot off a lot of the things because they were trying to establish a position description for the particular positions that we were holding at the time'".

Senator Tanaka commented that he is glad that the recommendation for the retroactive pay was coming from the CSC



and not from the Legislature. He wants to see continued support to the Civil Service Commission to review grievance cases and to be responsive.

Senator urged the commission to expedite the review of the fourth request for pay adjustments and any others that may be filed. He indicated that he will like to act on the bill in the next session some time in March.

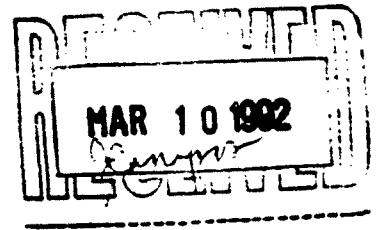
“Right now, we are more or less blaming previous management”, Senator Aguon said, “so if I don’t make a good decision now, several years from now, they’re going to be blaming me. I don’t want to be blamed several years from now. If we’re going to correct it, let’s do it right and make sure that, like Senator Tanaka stated, the recommendation is coming from the commission and we’re not just entertaining it through legislation bypassing the commission. With that in mind, this hearing is now adjourned”.

#### RECOMMENDATION

Upon receipt of final documentation from GVB management regarding number of employees who were affected by the pay adjustment request, the Committee on Tourism and Transportation amended Bill 700 and recommended that it be passed as amended.



**Guam Visitors Bureau**  
*Setbision Bisitan Guahan*



March 10, 1992

Senator John P. Aguon  
Vice Speaker  
Chairman, Committee on Tourism  
and Transportation  
Twenty-First Guam Legislature  
155 Hessler Place  
Agana, GU 96910

Dear Senator Aguon:

The Civil Service Commission has completed a review of the additional employees of the Guam Visitors Bureau, to determine credit for experience conversion, in accordance with Public Law 17-32. The review was pursuant to your memorandum dated January 27, 1992 requesting that all affected employees be reviewed for seniority consideration.

Evaluation included the following employees: Mrs. Aurora Flores Roberto, Ms. Elaine P. Gogue, Ms. Setsuko Cullen, Ms. Vivian I. Hogan, Mr. Mark M. Muna, Ms. Freida A. Jose, Ms. Mayumi Tsukano, Ms. Dorothy M. S. Perez, Ms. Doris Ada, Ms. Regina Kono and Ms. Esperanza Sablan.

Civil Service Commission determined that Mesdames Doris Ada, Regina Kono and Esperanza Sablan were employed after November 1983 and are not covered by the conversion mandated by Public Law 17-31. Ms. Mayumi Tsukano was well above the recommended step based on her experience and no recommendation is proposed. Ms. Freida A. Jose and Ms. Dorothy M. S. Perez do not require any adjustment in salary.

Employees requiring an adjustment in salary are: Mrs. Aurora Flores Roberto, Ms. Elaine P. Gogue, Ms. Setsuko E. Cullen, Mr. Mark M. Muna and Ms. Vivian I. Hogan. Based on recommendations submitted by Civil Service Commission, attached is the Bureau's findings of employees due for a salary adjustment.

P.O. Box 3520, Agana, Guam 96910  
North Marine Drive, Suite 201-205 Upper Tumon, Guam 96911 • (671)646-5278/9 • Cable: GUAMTOUR • FAX: (671) 646-8861



000872

Senator John P. Aguon  
Seniority Recommendation and  
Adjustment, Guam Visitors Bureau  
May 10, 1992 / Page 2 of 2

The employees have been patiently awaiting results and approval of their adjustments for three years. It is our sincere hope that the Legislature will take the appropriate actions required to ensure due compensation. Total funds required to fund these adjustments is \$143,171.44. Please refer to attachments for breakdown of funds being requested.

We hope this information will be sufficient. Please do not hesitate to contact my office should you require additional information.

Sincerely,



JOBY B. CEPEDA  
General Manager

Attachments

CIVIL SERVICE COMMISSION  
STAFF REPORT

PREPARED BY: JOHN F. AGUON  
PERSONNEL MANAGEMENT ANALYST III

JANUARY 16, 1991  
AUGUST 26, 1991

RE: Classification Appeal of Findings, Recommendations for Pay  
Range Assignment, and Pay Conversion Adjustment

I. REQUEST

- The Guam Visitor's Bureau (GVB) General Manager, in his memorandum dated August 5, 1987, requested the Civil Service Commission to conduct a second classification review of five positions at GVB. (See page 9)
- The General Manager, in his memorandum dated March 4, 1988, also requested CSC to conduct a desk audit of the Marketing and Promotions Manager position. (See page 12)
- During the Commission's Hearing of November 28, 1989, the chair requested staff to conduct a third review of three (3) classifications in the Guam Visitor's Bureau.
- The General Manager, in his memorandum dated November 6, 1989, requested the compensation review of the Assistant to the Marketing Manager position. (See page 13)

II LEGAL AUTHORITY

Reference to Classification Circular No. 6, dated January 16, 1975, Subject: Policy and Procedures on Allocation and Reallocation of Positions, states:

"The Classification and Compensation Plan of the Government of Guam states that the Personnel Directors, subject to post audit by the Commission, shall allocate/reallocate every position in the government service within their respective area of assigned jurisdiction to an assigned class."

Public Law 17-32 states:

"On the effective date of this Act, present employees of the Guam Visitors Bureau shall continue to be employees of the Guam Visitors Bureau, members of the Government of Guam Retirement Fund, and with the exception of the General Manager, Deputy Manager, and Secretary, their positions shall be classified.

### III. METHODOLOGY

The CSC staff analyst conducted interviews with GVB management and staff to obtain the necessary descriptive job factors and to obtain supplemental information needed to update files in the Commission. The Hay Report was used as a reference to compare salary data, and as a basis of comparison for CSC's analyst.

8. The responsibilities giving credence to the responsibility of the Administrator's level are:
  - a. The position must administer the budget with the approval of the General Manager.
  - b. The position reports to the Department head/General Manager.
  - c. The position must justify expansion of promotional activities for amounts above \$1,000 before the GVB Board and its 13 committees.
  - d. Working with the GVB Board and General Manager are integral functions required of the Marketing and Promotions Manager and therefore places demands on the position for superior performance. (See position descriptions on pages 16-27)

**V. CONVERSION OF THREE GVB EMPLOYEES - UNCLASSIFIED TO CLASSIFIED SERVICE**

- The transition of three employees from unclassified service to classified service is an issue of concern, particularly in compensation. In interviews with Mr. Joey Cepeda, General Manager, and Mr. Michael Carlson, Deputy General Manager, the three affected employees wanted their past experiences, both government and private employment, credited as experience when this conversion took effect.
- With this in consideration, the Commission's staff requested for copies of personnel actions and related documents, such as employment contracts that can substantiate their employment with the Government of Guam or the private sector.
- As a result of this review, CSC staff summarized each candidate's employment work history which appears cumulatively as follows:

<u>EMPLOYEE</u>	<u>WORK HISTORY</u>
Elaine P. Gogue	Seventeen years & Six months

- \* Earlier documents list her name as Elaine R. Perez. Her work experience was gained from the Guam Visitor's Bureau and the Guam Economic Development Authority.

Aurora F. Hanzsek

Twenty-one years & Four months

- Ms. Hanzsek's work history mainly was credited from the Guam Visitor's Bureau.

Setsuko E. Cullen

Fourteen years & Seven months

- Ms. Cullen's work experience is primarily with the Guam Visitor's Bureau.

(See page 28)

- The current job titles and pay for the three employees are:

<u>EMPLOYEE/POSITION TITLE</u>	<u>PR/STEP/SALARY</u>
Elaine P. Gogue/Community Development Officer	PR46-5/\$35,476
Aurora F. Hanzsek/Finance & Budget Officer	PR51-5/\$40,583
Setsuko Cullen/Marketing Officer - Japan	PR46-4/\$34,696

(See personnel actions on page 49A & 49C)

- The Commission's staff used as a guide, pay adjustment procedures normally used in non-autonomous agencies and departments.

Based on annual salary increments, up to Step 7, and eighteen (18) months from Step 8 to 10, and a three (3) year wait for increments beyond Step 10, the attached breakdown will appear as listed on Table A. This is based on 4GCA, Section 6201, pertaining to the pay range schedule. (See Table A on page 29 & 30)

- In determining the appropriate step the concerned employee's are deserving of, several adjustments must be made. The balance of the total number of years of service, less the number of years required for the position, will then determine the appropriate step the incumbent should be placed at.

- Ms. Aurora Hanzsek must have a minimum of five years experience in professional accounting work before receiving the minimum of Step 1 for the Finance and Budget Officer. (See GVB Class Standard on page 44) Therefore, the corrected adjustment may read 51-10, (52-10), to credit this change.

To reconstruct the rates effective October 1, 1982, this would place Ms. Gogue at PR29-1, \$14,320 per annum; Ms. Hanzsek at PR45-2, \$25,240 per annum; and, Ms. Cullen at PR24-1, 12,448 per annum.

Since all three employees were employed with GVB on November 22, 1983, their incremental anniversary dates should reflect this. Seven years have passed since this date. Ms. Gogue may be placed at Step 7 since this is the time she had earned. Ms. Hanzsek would be placed at Step 8, because of the effective date of the law. Ms. Cullen may be placed at Step 7 to reflect the passage of time.

**VII. RECOMMENDATIONS**

To recommend an Option II and I salary for the Marketing and Promotions Administrator position at Pay Range 48 and 53 respectively, pursuant to public Law 19-52.

To defer the reassignment of pay range for the Marketing and Promotions Administrator until the implementation of the Hay Evaluation System.

To defer the assignment of pay range for the Assistant Marketing and Promotions Administrator for secondary approval by the Hay Group and the uplifting of the moratorium for pay range reassignments.

To recommend the following pay adjustment, pursuant to Public Law 17-32:

<u>EMPLOYEE/POSITION TITLE</u>	<u>FROM</u>	<u>TO</u>
Elaine P. Gogue/Community Development Officer	PR46-5	PR46-7
* Effective the seventh year since November 1983		
Aurora P. Hanzsek/Finance and Budget Officer	PR51-5	PR51-8
* Effective the seventh year since November 1983		
Setsuko Cullen, Marketing Officer - Japan	PR46-4	PR46-7
* Effective the seventh year since November 1983		

These salaries, when approved, should be used as the adjustment salaries for conversion into the Hay Classification and Compensation System.



Table A

Guam Visitors Bureau  
 Experience and Training Summary  
 Conversion Breakdown  
 March 27, 1991

Elaine R. Perez: Grand Total of sixteen years and five months experience.

Balance	Year Needed to Advance	Step
16-5	1 year	1
15-5	1 year	2
14-5	1 year	3
13-5	1 year	4
12-5	1 year	5
11-5	1 year	6
10-5	1 year	7
9-11	1 year 6 mos.	8
8-5	1 year 6 mos.	9
6-11	1 year 6 mos.	10
3-11	3 years	X
0-11	3 years	2X

Aurora F. Hanzsek Grand Total of twenty years and three months of experience

Balance	Year Needed To Advance	Step
20-3	1 year	1
19-3	1 year	2
18-3	1 year	3
17-3	1 year	4
16-3	1 year	5
15-3	1 year	6
14-3	1 year	7
12-9	1 year six mos.	8
11-3	1 year six mos.	9
9-9	1 year six mos.	10
6-9	3 years	x
3-9	3 years	2x
0-9	3 years	3x

Setsuko Cullen Grand Total of fourteen years and one month.

Balance	Year Needed To Advance	Step
13-1	1 year	1
12-1	1 year	2
11-1	1 year	3
10-1	1 year	4
9-1	1 year	5
8-1	1 year	6
7-1	1 year	7

page 2  
Continued

5-7	1 year 6 mos.	8
4-1	1 year 6 mos.	9
2-7	1 year 6 mos.	10

Note: The waiting period to go beyond step 10 is three years for the government of Guam.

AURORA F. HANZSEK  
 F&B OFFICER  
 PAY RANGE 51

<u>DATE</u>	<u>YEARS TO ADVANCE</u>	<u>STEP</u>
07-07-70	1 YEAR	1
07-07-71	1 YEAR	2
07-07-72	1 YEAR	3
07-07-73	1 YEAR	4
07-07-74	1 YEAR	5
07-07-75	1 YEAR	6
07-07-76	1 YEAR	7
01-07-78	1YEAR 6MOS	8
07-07-79	1YEAR 6MOS	9
01-07-81	1YEAR 6MOS	10
01-07-84	3 YEARS	X
01-07-87	3 YEARS	2X
01-07-90	3 YEARS	3X
01-07-93	3 YEARS	4X

RECOMMENDED SALARY SCHEDULE:

<u>DATE</u>	<u>BASIS</u>	<u>SALARY</u>
10-01-87	PR52-10	42,243
08-01-90	PR52-10	48,842
10-01-90	PR53-10	50,444
10-01-93	PR54-10	52,110

ADJUSTED SALARY HISTORY:

<u>DATE</u>	<u>SALARY</u>	<u>ADJ. SALARY</u>	<u>DIFFERENCE</u>
10-01-87	30,338	42,243	11,905
10-01-88	33,021	42,243	9,222
10-01-89	35,413	42,243	6,830
08-01-90	40,853	48,842	1,229
10-01-90	42,122	50,444	8,322
GROSS:			37,508
RET:			4,916
TOTAL:			42,424

PROJECTED SALARY SCHEDULE:

<u>DATE</u>	<u>SALARY</u>	<u>ADJ. SALARY</u>	<u>DIFFERENCE</u>
10-01-91	43,034	50,444	7,410
GROSS:			7,410
RET:			971
TOTAL:			8,381

AMOUNT NEEDED TO FUND SALARY ADJUSTMENT:

50,805

ELAINE P. GOGUE  
 CDC OFFICER  
 PAY RANGE 46

<u>DATE</u>	<u>YEARS TO ADVANCE</u>	<u>STEP</u>
05-27-73	1 YEAR	1
05-27-74	1 YEAR	2
05-27-75	1 YEAR	3
05-27-76	1 YEAR	4
05-27-77	1 YEAR	5
05-27-78	1 YEAR	6
05-27-79	1 YEAR	7
11-27-80	1YEAR 6MOS	8
05-27-82	1YEAR 6MOS	9
11-27-83	1YEAR 6MOS	10
11-27-86	3 YEARS	X
11-27-89	3 YEARS	2X
11-27-92	3 YEARS	3X

RECOMMENDED SALARY SCHEDULE:

<u>DATE</u>	<u>BASIS</u>	<u>SALARY</u>
10-01-87	PR47-10	36,263
10-01-89	PR48-10	37,594
08-01-90	PR48-10	43,034
10-01-92	PR49-10	44,407

ADJUSTED SALARY HISTORY:

<u>DATE</u>	<u>SALARY</u>	<u>ADJ. SALARY</u>	<u>DIFFERENCE</u>
10-01-87	25,558	36,263	10,705
10-01-88	27,690	36,263	8,573
10-01-89	29,256	37,594	8,338
08-01-90	30,036	43,034	2,000
10-01-90	36,256	43,034	6,778
GROSS:			36,394
RET:			4,770
TOTAL:			<u>41,163</u>

PROJECTED SALARY SCHEDULE:

<u>DATE</u>	<u>SALARY</u>	<u>ADJ. SALARY</u>	<u>DIFFERENCE</u>
10-01-91	36,919	43,034	6,115
GROSS:			6,115
RET:			<u>801</u>
TOTAL:			6,916

AMOUNT NEEDED TO FUND SALARY ADJUSTMENT:

48,079

SETSUKO E. CULLEN  
 MRKTING OFCR II  
 PAY RANGE 46

<u>DATE</u>	<u>YEARS TO ADVANCE</u>	<u>STEP</u>
01-10-77	1 YEAR	1
01-10-78	1 YEAR	2
01-10-79	1 YEAR	3
01-10-80	1 YEAR	4
01-10-81	1 YEAR	5
01-10-82	1 YEAR	6
01-10-83	1 YEAR	7
07-10-84	1YEAR 6MOS	8
01-10-86	1YEAR 6MOS	9
07-10-87	1YEAR 6MOS	10
07-10-90	3 YEARS	X
07-10-93	3 YEARS	2X

RECOMMENDED SALARY SCHEDULE:

<u>DATE</u>	<u>BASIS</u>	<u>SALARY</u>
10-01-87	PR46-10	34,994
08-01-90	PR46-10	40,434
10-01-90	PR47-10	41,703
10-01-93	PR48-10	43,034

ADJUSTED SALARY HISTORY:

<u>DATE</u>	<u>SALARY</u>	<u>ADJ. SALARY</u>	<u>DIFFERENCE</u>
10-01-87	26,754	34,994	8,240
10-01-88	28,476	34,994	6,518
10-01-89	29,256	34,994	5,738
08-01-90	34,696	40,434	883
10-01-90	35,476	41,703	6,227
GROSS:			27,606
RET:			3,618
TOTAL:			29,789

PROJECTED SALARY SCHEDULE:

<u>DATE</u>	<u>SALARY</u>	<u>ADJ. SALARY</u>	<u>DIFFERENCE</u>
10-01-91	35,057	41,703	6,646
GROSS:			6,646
RET:			871
TOTAL:			7,517

AMOUNT NEEDED TO FUND SALARY ADJUSTMENT:

37,306

MARK M. MUNA  
 ADMINISTRATIVE ASSISTANT  
 PAY RANGE 35

<u>DATE</u>	<u>YEARS TO ADVANCE</u>	<u>STEP</u>
8/15/86	1	1
8/15/87	1	2
8/15/88	1	3
8/15/89	1	4
8/15/90	1	5
8/15/91	1	6

RECOMMENDED SALARY SCHEDULE:

<u>DATE</u>	<u>BASIS</u>	<u>SALARY</u>
08/15/86	PR30-5	\$18,596
10/01/86	PR30-5	\$12,750
01/01/87	PR30-5	\$12,500
10/01/87	PR30-1	\$14,017
10/01/88	PR30-2	\$17,036
10/01/89	PR30-4	\$18,076
08/01/90	PR35-5	\$21,167
10/01/91	PR35-6	\$27,257

RECOMMENDED ADJUSTED SALARY:

<u>DATE</u>	<u>BASIS</u>	<u>SALARY</u>	<u>BASIS</u>	<u>ADJ. SALARY</u>	<u>DIFFERENCE</u>
09/11/91	PR35-6	\$27,257	PR35-7	\$28,037	\$ 41.44

	GROSS:	\$ 41.44
	RETIREMENT:	<u>5.43</u>
AMOUNT NEEDED TO FUND SALARY ADJUSTMENT:		\$ 46.87

VIVIAN INDALECIO HOGAN  
 MARKETING OFFICER II  
 PAY RANGE 46

<u>DATE</u>	<u>YEARS TO ADVANCE</u>	<u>STEP</u>
10/01/87	1	1
10/01/88	1	2
10/01/89	1	3
10/01/90	1	4
10/01/91	1	5

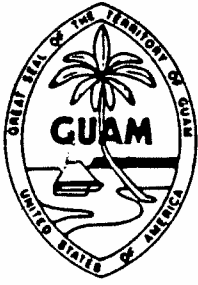
RECOMMENDED SALARY SCHEDULE:

<u>DATE</u>	<u>BASIS</u>	<u>SALARY</u>
10/01/86	PR38-1	\$20,517
10/01/87	PR46-1	\$26,497
10/01/87	PR46-2	\$27,690
10/01/88	PR46-3	\$28,083
07/29/90	PR46-4	\$29,256

RECOMMENDED ADJUSTED SALARY:

<u>DATE</u>	<u>BASIS</u>	<u>SALARY</u>	<u>BASIS</u>	<u>ADJ. SALARY</u>	<u>DIFFERENCE</u>
07/29/90	PR46-4	\$29,256	PR46-6	\$35,837	\$1,137.60
10/01/90	PR46-6	\$35,476	PR46-7	\$38,042	2,125.44
10/01/91	M-5	\$35,848	M-7	\$38,716	<u>2,868.00</u>
					\$6,131.04

	GROSS:	\$6,131.04
	RETIREMENT:	<u>803.53</u>
AMOUNT NEEDED TO FUND SALARY ADJUSTMENT:		\$6,934.57



GOVERNMENT OF GUAM

CIVIL SERVICE COMMISSION  
KUMISION I SETBISION SIBIT

Century Plaza, 2nd Floor, Upper Tamuning  
P.O. Box 3156, Agana, Guam 96910

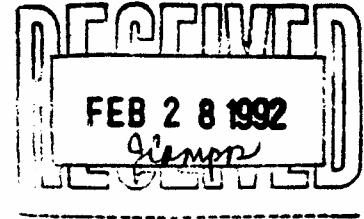
Tel: (671) 649-4272, 649-7955/57 • Fax: (671) 649-1272



FEB 27 1992

CSC NO. 92-0309

Senator John P. Aguon  
Vice Speaker  
Chairman, Committee on Tourism  
and Transportation  
Twenty-First Guam Legislature  
155 Hessler Place  
Agana, Guam 96910



**RE: Seniority Recommendation and Adjustment, Guam Visitors Bureau**

Dear Senator Aguon:

Enclosed is a copy of the report detailing seniority recommendations for the remaining three active employees of the Guam Visitors Bureau, Ms. Vivian I. Hogan, Mr. Mark M. Muna, and Ms. Freida A. Jose. Although Ms. Mayumi Tsukano and Ms. Dorothy M.S. Perez are no longer employees of the Guam Visitors Bureau, we have extended our evaluation of the seniority credit to them since they fall within the covered period of Public Law 17-31.

Mesdames Doris Ada, Regina Kono, and Esperanza Sablan were employed by the Guam Visitors Bureau after November 1983, and are not covered by the conversion mandated by Public Law 17-31.

We hope this information will be helpful to you. Please do not hesitate to contact this office for more information.

FELIX P. CAMACHO

Enclosure(s)



Commonwealth Now!

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Rough Draft

Civil Service Commission  
Staff Report

Prepared by: John F. Aguon  
February 20, 1992

Re: Public Law 17-32, coverage of GVB Employees on Unclassified to Classified Conversion---Experience review for credit

I. Request

The GVB General Manager on memorandum dated October 23, 1991 and January 30, 1992 is requesting that additional employees be included on the credit for experience conversion in accordance with Public Law 17-32.

Senator John Perez Aguon on memorandum dated January 27, 1992 has requested all affected employees be reviewed pursuant to this seniority consideration.

(See pages 5 - 6).

II. Authority

Public Law 17-32 which became effective on November 22, 1983 states as follows:

"On the effective date of this Act, present employees of the Guam Visitors Bureau, members of the Government of Guam Retirement Fund and, with the exception of the General Manager, Deputy Manager, and Secretary, their positions shall be classified positions. The previous legal status of the Bureau shall not detrimentally affect the rights of employees, past and present, whose contributions to the Retirement Fund were made prior to the effective date of of this act."

Pursuant to 4GCA, Section 4403, which states as follows:

"It may set aside and declare null and void any personnel action taken by any entity of the Government under its jurisdiction when it has found that such action was taken without compliance with personnel laws or rules, provided, however, that this section shall not be deemed to permit appeals by employees by adverse actions not covered by subsection(b), above."

III. Methodology

The CSC staff reviewed copies of personnel actions and employment agreements to ascertain the starting dates of employment for three employees claiming credit for experience gained prior to their conversion to the

classified service.

The promotion of the employee during and after the notice period does affect the seniority benefit in that the employee starts a new position outside of Public Law 17-32.

In a case where the promotion was actually effected, the promotion policy is checked for compliance with the currently acceptable GVB personnel rules and regulations.

Secondly, the Commission evaluated the qualifications of the incumbent to time the employee's conversion as early as possible in order to time his seniority.

#### IV. Facts

1. The CSC staff had questioned the management on whether coverage for crediting experience for seniority purposes was extended to all employees during the notice period and the reply was in the affirmative. Subsequent to our review in October 1991 three additional employees were notified by management and included in this conversion.
2. In telephone verification checks on February 21, & 24, 1992, Ms. Doris Ada came on board in 1986 and Ms. Regina Kono started employment in December, 1983 which makes them fall outside the covered year. Esperanza S.N. Sablan, Mayumi Tsukano, and Dorothy M.S. Perez are no longer employees of Guam Visitors Bureau. Ms. Esperanza S.N. Sablan was hired in July 1986 and her service period does not lie within the period of coverage. (See page 68).
3. The three employees are as follows: (Titles shown before the conversion in November, 1983) Vivian Indalecio Hogan, Marketing and Promotions World; Mark Muna Matthew, Administrative Aide; and Frieda A. Jose, Executive Secretary.
4. For Ms. Freida A. Jose, the adjustment for the experience requirement was done on October 1, 1986, when she received PR-25, (5x), \$21,167 per annum for Administrative Assistant.  
Following Table A, incumbent based on the aging of this process, should have at least 25 years and six months of experience prior to the adjustment on October 1, 1986. It is our estimate she possessed 21 years and 4 months of experience prior to the adjustment.  
She should have received PR-3x if a one to one correspondence in experience was credited.  
A promotion subsequent to this adjustment on October 1, 1987 which promoted her to Special Projects Officer was a new personnel action carried out by Guam Visitors

Bureau which was a totally new action outside of Public Law 17-32.

5. In the case of Vivian Indalecio Hogan, the incumbent appears to have followed the seniority schedule when she reached step 5 on October 1, 1991. (See table A, pages 9 to 10 ).
6. Another alternative is to assess employees qualifications for the position which is to determine the step based on a new effective date when the employee met the minimum qualifications and provided further that the incumbent remained in the same position before and after November 23, 1983. How each employee measures up to each other is weighed into the final determination.

Proposal A:

Vivian Indalecio Hogan: Ms. Hogan should have been qualified for the Marketing and Promotions Officer as of July 29, 1985. This is considering the required three years experience in tourism sales promotions or related areas and graduation from a recognized college or university with a Bachelor's degree.

Her service record would appear as follows:

Step	Service Time	Increment Date
1	1 yr.	7/29/85
2	1 yr.	7/29/86
3	1 yr.	7/29/87
4	1 yr.	7/29/88
5	1 yr	7/29/89
6	1 yr.	7/29/90
7	1 yr	7/29/91

(See pages 11 -30)

Mark Muna Matthew:

He is evaluated under any equivalent combination of experience and training which is five years of staff work involving personnel, budget, and other management operations . Mr. Matthew would be qualified for the Administrative Assistant position on September 11, 1985 and his seniority schedule should appear as follows:

(See pages 31 - 44 & 48 - 50).

Step	Service Time	Increment Date
1	1 yr.	9/11/85
2	1 "	9/11/86
3	1 "	9/11/87
4	1 "	9/11/88
5	1 "	9/11/89

6	1 "	9/11/90
7	1 "	9/11/91

This increment schedule should apply only to those positions when the incumbent held the position of Administrative Assistant since seniority applies to the time in service for each position held.

Freida Jose:

The training and experience required for the Special Projects Officer prior to the Hay Report was three years of experience in planning, developing, coordinating or implementing programs or projects or closely related work and graduation from a recognized college or university with a Bachelor's degree.

(See pages 53 - 67 & 51 - 52).

Step	Service time	Increment date
1	1 yr.	10/1/87
2	1 yr.	10/1/88
3	1 yr.	10/1/89
4	1 yr.	10/1/90
5	1 yr.	10/1/91

When Ms. Jose was appointed to the position of Administrative Assistant on October 1, 1986, the incumbent received a salary of PR25(5X), \$21,167 which is more than sufficient based on the seniority schedule at the time.

The promotion to the Special Projects Officer does affect the seniority for the position but this action can't be amended since there are changes in title during this time.

Conversely, the length of gov Guam service for both Vivian Hogan and Freida Jose are the same and additional credit should be extended during this notice period.

7. Ms. Dorothy Perez was qualified for the position of Research and Information Analyst on November, 1985. There were no class standards available so the Commission substituted the class standard of Research/ Publicity Specialist for this position. The incumbent should be on Step 3, effective November, 1987 for Pay Range 34. Before she resigned in October, 1987, she should have been placed at Step 2 of Pay Range 40. (See pages 69 - 78).

Page 5

8. Ms. Mayumi Tsukano was qualified for the position of Tourism Industry Relations Officer as of November, 1984. Prior to her resignation on November, 1986 she should have been at Step 3, Pay Range 34. Her last Pay Range and Step was listed as pay range 34, step 10. (See pages 79-88).

Recommendation:

To approve the adjustment in the following manner:

	From	To	EffectiveDate
Vivian Indalecio Hogan Marketing Officer II	46-4	46-6	7/29/90
Mark Muna Matthew, Administrative Assistant	35-5	35-7	9/11/91
Freida Jose, Special Projects Officer	46-4	46-6	10/01/90

For Ms. Jose this is to address the unfair impact of the conversion for the same relative number of years of experience accumulated by Ms. Vivian Indalecio Hogan. No retroactive adjustment prior to October 1, 1990 is indicated.

Dorothy P. Harris	34-1	34-1	11/85
	34-1	34-2	11/86
	34-1	34-3	11/87

Ms. Mayumi Tsukano was well above the recommended step based on her experience and no recommendation is proposed.

To further authorize adjustments when converting into Hay Grade and Classification pursuant to Public Law 21-59 for active employees employed on or before October, 1991.



**SENATOR JOHN PEREZ AGUON**  
VICE SPEAKER  
CHAIRMAN, COMMITTEE ON TOURISM & TRANSPORTATION  
21ST GUAM LEGISLATURE

155 Hessler Place, Agana, Guam, U.S.A. • 96910 • (671)472-3435/472-3497 • Telefax: (671)477-8358

January 27, 1992

Felix Camacho, Director  
Civil Service Commission  
P. O. Box 3156  
Agana, Guam 96910



Dear Mr. Camacho:

Hafa adai! Per our understanding at the public hearing on Bill 700 on January 16, 1992, your organization and the Guam Visitors Bureau are to get together to finalize your review of the application for retroactive pay adjustment of Ms. Vivian Indalecio Hogan and any other GVB employee who may be eligible to submit similar application for your consideration.

As you know, I cannot schedule a mark-up meeting on Bill 700 to present the Committee's recommendation to the whole Legislature until I receive a complete listing of all GVB employees deserving of consideration in this one bill. I, therefore, appreciate very much if you would advise me when will I receive the final documentation of eligible employees so that I may schedule a mark-up meeting on Bill 700.

Your continued cooperation for the good of the dedicated employees is greatly appreciated.

Sincerely yours,  
  
JOHN PEREZ AGUON

c: Joey Cepeda, GVB

## CSC Summary of Employment History

Guam Visitors Bureau as of February 11, 1992

Name	Employment Period	Length	Title and Salary	Nature of Action	Document
Vivian Indalecio Hogan Maiden Name: Indalecio	AA. 7/29/82	0-0	Promotions Specialist(World)	Unclassified	Employment Agreement dtd. 7/22/82
	A.8/15/86	4-1	none indicated	Pay Adjustment Per P.L.20-65	P.A. dated 12/31/90
	8/24/85-9/30/86	none	none indicated	Retroactive Payment	P.A. dated 11/07/89
	B.1/01/87	0-5, a to b	Marketing and Prom. Offcr. World	COLA Payments	P.A. dated 12/01/87
	C.10/01/87	0-9,bto c	none indicated	COLA	PA dtd.10/01/87
	D.10/01/87	0-0	PR-38-1,\$20,517	Option 1	PA dtd. 10/01/87
	E.10/01/86	0-0	Marketing and Prom. Offcr. World PR-38-1,\$20,517	Option II	PA dated 10/01/87
	F.10/01/87	0-0	no change PR-46-2,\$27,271	Classified Position P.L.19-10	PA dtd.8/15/88
	G.10/01/87	0-0	No change	Option 1	PA dated 10/14/88
	H.10/01/88	2-0,E to H	No change	Pay adjustment	PA dated2/23/88
	I.10/01/89	1-0,H to I	No change	Step Increase	PA dtd. 11/07/89
	J.10/01/90	1-0,I to J	No change	Pay adjustment	PA dtd.12/04/90
	K.8/01/90	0-0	No change PR-46-4,\$34,696	pay adjustment	PA dated 9/21/90
	L.10/01/91	1-0,J to L	Marketing Officer II PR-46-5,\$35,057	Step Increase	PA dtd. 10/18/91
	M.10/01/91	1-2,K to L	Marketing Officer II M-5,\$37,848	Pay Conversion	PA dated 10/18/91
8/15/86 to 11/01/91 Mark Muna Matthew	GRAND TOTAL:	9-4			
	AA.9/11/79	0-0	Admin. Aide,\$6864	Unclassified Appmt.	Employment Agreement dtd. September 11, 1979
	A.7/22/86	0-0	Assistant Membership Officer None indicated	Retroactive Pay	PA dtd.10/01/87
	B.8/15/86	0-1,A to B	Administrative Assistant PR-35-5,\$21,167	Pay Adjustment	PA dtd.9/18/90
	C.10/01/86	0-1,B to C	Administrative Assistant PR-25-1,\$14,017	Option II	PA dtd. 10/01/87
	D.01/01/87	0-3,C to D	Membership Officer \$12,750 per annum	None	PA dtd. 7/07/87
	E.10/01/87	0-9,D to E	None indicated	COLA	PA dtd. 10/01/87
	F.10/01/87	0-0	No change PR30-1,\$16,097	Option 1	PA dtd. 10/01/87
	G.10/01/87	0-0	No change	Option I-40%	PA dtd.10/14/88
	H.10/01/88	1-0,G to H	No change	Option I/Balance 40%	PA datd. 10/01/88
	I.10/01/88	0-0	No change PR-30-4,\$18,076	Increase	PA dated 2/23/89
	J.10/01/89	1-0,I to J	No change PR-30-5,\$18596	Step Increase P.L.20-41	PA dated 11/7/89
	K.8/24/85 - 9/30/86	None	No change	Retroactive Payment	PA dated 11/7/89
	L.8/01/90	0-10,J to L	Administrative Assistant PR-35-5,\$26,607	Pay Adjustment P.L. 20-220	PA dtd. 9/21/90
	M.10/01/91	1-2,L to M	No change F-12,\$28,277	Pay Conversion P.L. 21-59	PA dtd. 10/18/91
	Grand Total:	12-2			
Freida A. Jose	A.9/01/82	0-0	Executive Secretary \$14,000	Appointment	Employment Agreement dated Dated 9/3/85
	A(1).8/15/86	0-0	no change	Pay adjustment	PA dated 12/31/90
	B.10/01/86	4-1,A to B	Administrative Assistant PR-25(5x), \$21,167	Change of Position	PA dated 10/01/87
	C.10/01/87	1-0,B to C	Special Projects Officer PR-46-1,\$26,497	Change of Position	PA dated 10/01/87
	D.10/01/87	0-0	No change	COLA payments '84-'87PA	dated10/01/87.

E.10/01/87	0-0	No change					
F.10/01/87	0-0	Special Projects Officer PR-46-2, \$27,271	COLA payments of \$419PA dated 12/01/87. P.L. 10				
G.10/01/87	0-0	No change	Step Increase				
H.10/01/88	1-0, C to H	Step 1DCRS\$ PR-46-3, \$28,746	Pay adjustment of \$2080				
I.10/01/88	0-0	No change	Pay Adjustment				
J.8/24/85- 9/30/86	0-0	Step Increase	Pay Adjustment \$2132 \$5,936				
K. 10/01/89	1-0, H to K	No change PR-46-4, \$29,256	Step Increase P.L. 20-41				
L.10/01/90	1-0, K to L	Special Projects Officer PR-46-5, \$35,476	Pay Adjustment P.L. 90-220				
M.8/01/90	0-0.	Special Projects Officer PR-46-4, \$34,696	Pay Adjustment P.L. 20-220				
N.10/01/91	1-0, L to M	No change PR-46-7, \$39,128	Pay Adjustment P.L. 21-55				
Grand Total:	9-2						
A.8/23/82	0-0	Research Publicity Specialist \$13,000 per annum	Contractual Appt. Employment Agreement dtd. 8/23/82				
B.8/24/85-9/30/86	0-0	None indicated	Retroactive Adjustment PA dtd. 11/7/89				
C.8/15/86	4-0	None indicated	Pay Adjustment				
D.10/01/86	0-2	Research and Information Asst. PR-34-1, \$18,119	Option II 8/28/86 Option dtd.				
E. 10/01/87	1-0	No change	COLA				
F.10/01/87	0-0	No change	Option 1				
G.10/01/87	0-0	Resignation	Option 1-40X				
H.10/01/87	0-0	No change	COLA				
I. 10/01/88	1-0	No change	Option 1-40X balance				
Grand Total:	5-2						
A.2/08/82	0-0	Deputy Manager(Japan)	Contractual Appt. Employment Agreement dated 2/18/82				
B.9/15/85	3-7	Contractor	Contractual appt.				
C.7/31/87	1-10	Resignation Officer, PR34-10, \$24,933	Apptt. Employment Agreement dated 7/31/87				
Grand Total:	5-5						

Mayumi Tsukano  
Held 1982-88, of  
July 31, 1987

Dorothy P. Harris  
Held Name: Perez  
Employed as of 10/01/87  
Resigned as of 10/01/87



Table A

Guam Visitors Bureau  
Experience and Training Summary  
Conversion Breakdown  
February 20, 1992

Vivian Indalecio Hogan: Grand Total of nine years and two months of experience  
(7/29/82 to 10/01/91)

Requirement: Three years experience in tourism sales promotions or related areas, two years of supervisory experience, and graduation from a recognized college or university with a Bachelor's degree.

Based on application dated June 18, 1987: The applicant showed 3 months as a management intern at GVB; one year and five months as an Administrative Assistant Muscular Distrophy Association; Eleven months as a Community Programs Coordinator, Guam Visitors Bureau.  
A total of two years and seven months of related experience prior to November, 1983.

Deduction: Less three years experience for the minimum requirements. Creditable experience is six years and five months.

Balance	Year for Next Step	Step	Year
6-5	1	1	10/1/87
5-5	1	2	10/1/88
4-5	1	3	10/1/89
3-5	1	4	10/1/90
2-5	1	5	10/1/91
1-5	1	6	

Mark Muna Matthew: Grand Total of Twelve years and two months of experience  
(9/11/79 to 11/11/91)

Requirement: Three years of staff work involving personnel, budget, and other management operations and graduation from a recognized college or university with an Associate's degree. Or any equivalent combination of experience and training.

Deduction for minimum experience: 12-2 less 5 yrs. experience  
No prior govGuam experience related to minimum requirements.

Balance	Year for Next Step	Step	Year
7-2	1	1	8/15/86
6-2	1	2	8/15/87
5-2	1	3	8/15/88
4-2	1	4	8/15/89
3-2	1	5	8/15/90
2-2	1	6	8/15/91
1-2	1	7	

Frieda Jose: Grand Total of Nine years and two months  
(9/1/82 to 11/91)

Admin. Assistant requirements: Three years of staff work involving personnel, budget, and other management operations and graduation from a recognized college or university with an Associate's degree.

Shows:

Seventeen years and three months prior non -govGuam experience as related staff work experience based on Application dated June 19, 1987 and a bachelor's degree.

No deductions on govGuam service is to be made.

Balance	Year for Next Step	Step	Year	PA Change	PR
9-2	1 year	2	9/83		
8-2	1	3	9/84		
7-2	1	4	9/85		
8-2	1	5	9/86	Admin.Asst.	
7-2	1	6	9/87	Spec.Project	
6-2	1	7	9/88		
4-6	1 yr six mo.	8	3/90		
3-6	1 yr. six mo.	9	9/91		
2-0	1 yr. six mo.	10	3/93		

Dorothy P. Harris (resigned as of 10/01/87)

Last Title held: Research and Information Analyst

Grand total of service: Five years and two months  
(8/23/82 to 7/31/87)

Qualifications: On record, Research/Publicity Specialist, A) 3 years experience in research, journalism, communications or closely related work, and Bachelors degree.

Incumbent shows on application dated June 22, 1987, Bachelors degree in Communication and five years and two months in research with Guam Visitors Bureau.

Less 3 years to qualify for the position, balance of 2 years and two months.

Balance	Year for Next Step	Step	Year
2-2	One year	1	11/85
1-2	One year	2	11/86
0-2	One year	3	11/87

The incumbent was not qualified to begin with the position until 11/85.

Name: Mayumi Tsukano  
Last Title Held: Tourism Industry Relations Officer  
Grand Total of Service: Five years and five months  
(2/08/82 to 7/31/87)

Qualifications for position: A) Three years experience in planning, developing, coordinating and implementing programs or projects or closely related work, and graduation from a recognized college or university with a Bachelor's degree.

Incumbent shows a Bachelors degree in English and Lit. and five years and seven months of experience in tourism planning and developing. (Source: Application dated June 19, 1987.)

Balance of two years and five months .

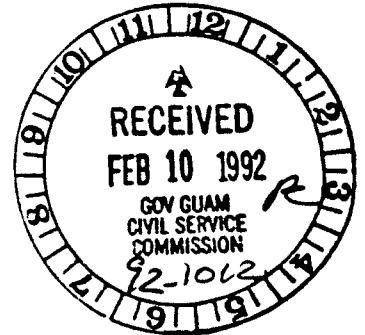
Balance	Year for Next Step	Step	Year
2-2	1	1	11/84
1-2	1	2	11/85
0-2	1	3	11/86

Mayumi was not qualified for this position until November, 1984.



**Guam Visitors Bureau**  
*Setbision Bisitan Guahan*

February 7, 1992



**MEMORANDUM**

**To:** Executive Director  
Civil Service Commission

**From:** General Manager  
Guam Visitors Bureau

**Subject:** Classification Appeal, Step Reassignment

Per your memorandum dated February 4, 1992, I am requesting that Ms. Freida Jose's employment history with the Bureau be reviewed for possible credit conversion. Copies of the employee's personnel actions accompany this memorandum for your staff's review.

For your records, all GVB employees cited in the listing contained in your memorandum who meet the criteria of having been employed by the Bureau on or before November 23, 1983, have now been identified as eligible and are to undergo review by your staff.

Please contact me, or Deputy General Manager Mike Carlson, should there be any questions on this request.

*Mike Carlson*  
per JOEY B. CEPEDA

**attachments**

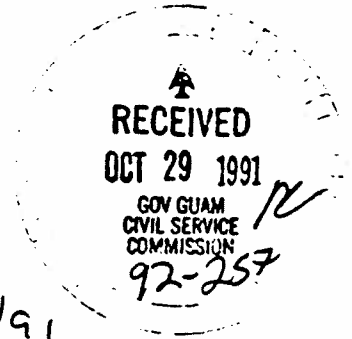
**xc: F. Jose**





**Guam Visitors Bureau**  
*Setbision Bisitan Guahan*

October 23, 1991



**MEMORANDUM**

**To:** Executive Director  
Civil Service Commission

**From:** General Manager  
Guam Visitors Bureau

**Subject:** Classification Appeal, Step Reassignment

On October 3, 1991, the Civil Service Commission ruled that certain Guam Visitors Bureau (GVB) employees were entitled to a step reassignment as a result of the information resulting from a study conducted by CSC staff (CSC Board Decision No. 92-0025). Another GVB employee has raised the same issue and is seeking similar consideration as that previously provided by the CSC.

I am requesting that the same study be performed on this second case as was done for the initial case. Copies of the employee's personnel actions accompany this memorandum for your staff's review.

Please contact me, or Deputy General Manager Mike Carlson, should there be any questions on this request.

  
JOEY B. CEPEDA

xc: V. Indalecio Hogan





**Guam Visitors Bureau**  
*Setbision Bisitan Guahan*

June 27, 1991

**TO:** General Manager  
**FROM:** Marketing Officer, NA/Europe  
**SUBJECT:** Pay Range, Assigned Step

This memo is being filed as it affects my status regarding the above subject matter.

My greatest concern is that I have occupied my current position of Marketing Officer for 9 years, although the position was called differently some years ago. Prior to our classification, I held this position for 5 years. With this in mind, I do not believe that consideration was given to credit me for my length of service when the steps were assigned. When GVB's employees were finally classified and pay ranges were established, my salary started at Step 1 as though I was a new employee. No credit for years of service was given.

Joey, I recently learned that other staff members have brought this matter to your attention years ago. I understand that their problem was never resolved. It is only fair that I also be given the same consideration and management's attention to this matter to establish or grant the proper step assignment.

It is important to note, that I was never given a copy of the results of my desk audit performed by the Civil Service Commission. I never saw a report which established the pay ranges. I was told that Civil Service merely determined the pay ranges for various positions based on the job responsibilities and education and/or experience required. Civil Service did not determine the starting steps for existing employees holding officers positions. This was left up to management and the Board to decide. Is this correct?

Although I realize that you were not involved in the classification process, this issue was brought to the attention of Mr. Ray Aflague, former Deputy General Manager by several staff members, and he assured that it would be looked into as soon as GVB received classification status.

I also do not believe that it is fair that I should be making the same salary and be assigned the same step as other employees who have a shorter tenure with the Bureau. I can only assume that this was an oversight and not something that was done intentionally. Additionally, I feel that I, as well as other employees with similar situations should be compensated for this oversight since it is long overdue.

P.O. Box 3520, Agaña, Guam 96910

1220 Pale San Vitores Rd. Tumon, Guam 96911

(671) 646-5278/9

Cable: GUAMTOUR

Telex: 6432

Fax: (671) 646-8861



General Manager  
Page 2

I am not sure if this matter must be brought before the Civil Service Commission for proper action. Therefore, I am anxious to meet with you at your earliest convenience to discuss this matter further and the course of action that will be taken.

Respectfully yours,



VIVIAN INDALECIO HOGAN

cc: Deputy General Manager *MSZ 7-9-91*



# SENATOR JOHN PEREZ AGUON

VICE SPEAKER

CHAIRMAN, COMMITTEE ON TOURISM & TRANSPORTATION  
21st GUAM LEGISLATURE

155 Hessler Place, Agana, Guam, U.S.A. • 96910 • (671)472-3435/472-3497 • Telefax: (671)477-8358

January 27, 1992

Joey B. Cepeda, General Manager  
Guam Visitors Bureau  
P. O. Box 3520  
Agana, Guam 96910

**FILE**

Dear Mr. Cepeda:

Hafa adai! Per our understanding at the public hearing on Bill 700, January 16, 1992, your organization and the Civil Service Commission are to get together to finalize the review of the application for retroactive pay adjustment of Ms. Vivian Indalecio Hogan and any other GVB employee who may be eligible to submit similar application for your consideration.

As you know, I cannot schedule a mark-up meeting on Bill 700 to present the Committee's recommendation to the whole Legislature until I receive a complete listing of all GVB employees deserving of consideration in this one bill. I, therefore, appreciate very much if you would advise me when will I receive the final documentation of eligible employees so that I may schedule a mark-up meeting on Bill 700.

Your continued cooperation for the good of the dedicated employees is greatly appreciated.

Sincerely yours,

  
JOHN PEREZ AGUON

c: Felix Camacho, CSC





GOVERNMENT OF GUAM



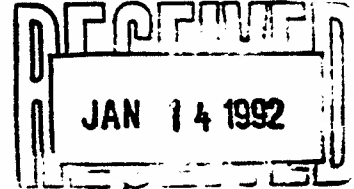
CIVIL SERVICE COMMISSION  
KUMISION I SETBISION SIBIT

Century Plaza, 2nd Floor, Upper Tamuning  
P.O. Box 3156, Agana, Guam 96910  
Tel: (671) 649-4272, 649-7955/57 • Fax: (671) 649-1272

JAN 13 1992

CSC NO. 92-0206

Senator John P. Aguon  
Chairman, Committee on Tourism  
and Transportation  
Twenty-First Guam Legislature  
Agana, Guam 96910



REF: Bill No. 700 - An Act to appropriate \$32,144 from the Tourist Attraction Fund to the GVB to authorize retroactive salary adjustments of certain employees.

Dear Senator Aguon:

The Civil Service Commission would like to thank you for the opportunity to comment on Bill No. 700.

The Commission, at its meeting on October 3, 1991, approved pay conversions for the following Guam Visitor's Bureau employees:

<u>EMPLOYEE</u>	<u>CURRENT POSITION TITLE</u>	<u>PAY RANGE</u>	
		<u>FROM</u>	<u>TO</u>
Elaine P. Gogue	Community Development Officer	46-5	46-7
Aurora F. Hanzek	Finance & Budget Officer	51-5	51-8
Setsuko Cullen	Marketing Officer II	46-4	46-7

Public Law 17-32 converted the above employees from unclassified to classified employment status. The Commission's approval of the step adjustment was a corrective measure which credited the incumbents for their experience and time-in-service to GovGuam. The pay conversion took effect on November 23, 1990 and adjusted salaries were further used as the basis for slotting into the New Pay Grades. Additionally, the anniversary date for increment purposes was changed to November 23 as based on Public Law 17-32, referenced to enclosed CSC Memo Nos. 92-0025 and 92-0064.

000620



Commonwealth Now!

Page 2 - CSC Memo No. 92-0206  
Senator John P. Aguon

Public Law 18-40, Section 6218, prohibits the Commission from granting retroactive pay to both classified and unclassified employees. Bill No. 700 will provide for retroactive compensation due to the affected GVB employees.

It should be noted that GVB has filed another similar request for Ms. Vivian Indalecio Hogan, Marketing Officer II, on October 29, 1991. This request is under review and will soon be completed.

The Commission is in support of Bill No. 700 and hopes these comments are helpful. Thank you for allowing the Commission the opportunity to provide testimony.

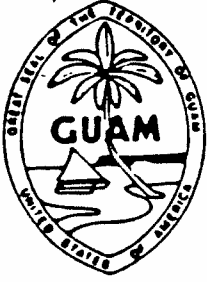


FELIX P. CAMACHO  
Executive Director

Enclosure(s)



Commonwealth Now!



GOVERNMENT OF GUAM



CIVIL SERVICE COMMISSION  
KUMISION I SETBISION SIBIT

Century Plaza, 2nd Floor, Upper Tamuning  
P.O. Box 3156, Agana, Guam 96910  
Tel: (671) 649-4272, 649-7955/57 • Fax: (671) 649-1272

OCT 13 1991

CSC NO. 92-0064

MEMORANDUM

TO: General Manager, Guam Visitors Bureau

FROM: Executive Director  
Civil Service Commission

SUBJECT: Supplement Amendment of CSC Board Decision No. 92-0025,  
Dated October 7, 1991

The Civil Service Commission amends its memorandum of October 7, 1991, to authorize the incremental scheduling of step adjustments as proposed in the staff report submitted to the Commission on October 4, 1991. Such authorization permitted by Public Law 17-32, but proscribed by Public Law 18-40, or 4GCA, Section 6218, is prohibiting retroactive pay adjustments unless so specified by law.

In the incremental scheduling of the three incumbents, the Commission finds that the following increments should be part of the compensation procedure:

<u>NAME/POSITION TITLE</u>	<u>EFFECTIVE DATE</u>	<u>PR/STEP</u>
Elaine P. Gogue/Community Development Officer	11/22/83	46-1
	11/22/84	46-2
	11/22/85	46-3
	11/22/86	46-4
	11/22/87	46-5
	11/22/88	46-6
	11/22/89-90	46-7
Aurora F. Hanzsek	11/22/83	51-1
	11/22/84	51-2
	11/22/85	51-3
	11/22/86	51-4
	11/22/87	51-5
	11/22/88	51-6
	11/22/89	51-7
	11/22/90	51-8

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Setsuko Cullen/Marketing	11/22/83	46-1
Officer II	11/22/84	46-2
	11/22/85	46-3
	11/22/86	46-4
	11/22/87	46-5
	11/22/88	46-6
	11/22/89-90	46-6

These step adjustments are provided to correct the pay conversion in accordance with Public Law 17-32, giving credit for the seniority of the incumbents. This is not to be construed as to include retroactive pay adjustments.

Your attention to this matter is appreciated.

  
RONALD B. AGUON  
Acting

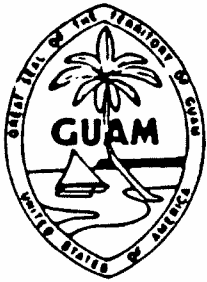
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RBA:JFA/cta

OCTOBER 18, 1991

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GOVERNMENT OF GUAM



CIVIL SERVICE COMMISSION  
KUMISION I SETBISION SIBIT

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P.O. Box 3156, Agana, Guam 96910  
Tel: (671) 649-4272, 649-7955/57 • Fax: (671) 649-1272

OCT 07 1991

CSC NO. 92-0025

MEMORANDUM

TO: General Manager, Guam Visitor's Bureau  
FROM: Executive Director  
Civil Service Commission  
SUBJECT: Classification Appeal of Findings, Recommendations for Pay Range Reassignment, and Pay Conversion for Five (5) Positions at the Guam Visitor's Bureau

The Civil Service Commission, at its meeting on October 3, 1991, approved the pay conversion for the following employees:

<u>NAME/CURRENT POSITION TITLE</u>	<u>PAY RANGE</u>	
	<u>FROM</u>	<u>TO</u>
Elaine P. Gogue/Community Development Officer	46-5	46-7
Aurora F. Hanzsek/Finance & Budget Officer	51-5	51-8
Setsuko Cullen/Marketing Officer II	46-4	46-7

COPY


This pay conversion for the above salaries shall take effect on November 23, 1990, and should be used as the adjustment salaries for conversion into the Hay Classification and Compensation System. The anniversary date shall change to November 23, for increment purposes, as based on Public Law 17-32.

Additionally, the Civil Service Commission disapproved the pay range reassignments for the Marketing and Promotions Administrator and Marketing and Promotions Assistant Administrator, as well as



the pay adjustment for the Option I and II equivalency, pursuant to Public Law 19-52. This matter will be reviewed within the Hay Classification and Compensation reevaluation period.

Please be guided accordingly.

  
RONALD B. AGUON  
Acting

cc: Chrono  
File

RBA:JFA/cta

OCTOBER 4, 1991

023.JFA/MEMOS.4

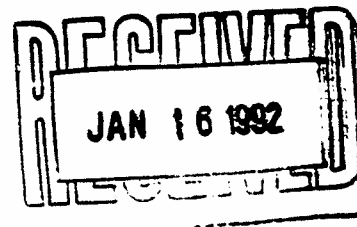
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**Guam Visitors Bureau**  
*Setbision Bisitan Guahan*

January 10, 1992

**The Honorable Senator John P. Aguon**  
**Chairman, Committee on Tourism**  
**and Transportation**  
21st Guam Legislature  
Agana, Guam 96910



**Dear Senator Aguon:**


I would like to express my sincere appreciation to you and your colleagues at the 21st Guam Legislature for sponsoring the Bill which allows for payment of compensation to specific employees of the Guam Visitors Bureau. Furthermore, I thank you for allowing us the opportunity to attend the public hearing which will address this Bill.

Please accept my sincere apology for not being able to attend the important hearing in person to speak in favor of the Bill's passing. I will be attending a valuable workshop on the Japan market in Anaheim, California which will expand my knowledge of tourism and the promotion of our lovely island of Guam. Plans for my attendance at this workshop were set into action well before our notification of this special public hearing.

I wish to state that what is being requested in this Bill is just compensation due to dedicated, hard-working public servants employed at the Guam Visitors Bureau. Therefore, your favorable consideration and support in the passing of this Bill will be most appreciated.

Dangkulo na Si Yu'us Ma'ase.

Sincerely,

  
**SETSUKO E. CULLEN**  
Marketing Officer, Japan

cc: **General Manager**  
**Acting Marketing Manager**

P.O. Box 3520, Agana, Guam 96910  
1270 North Marine Drive, Suite 201-205 Upper Tumon, GU 96911 • (671) 646-5278/9 • Cable: GUAMTOUR • Fax: (671) 646-8861



6 3 9


Introduced

JAN 07 '92

TWENTY-FIRST GUAM LEGISLATURE  
1992 (SECOND) Regular Session

Bill No. 700(LS)

Introduced by:

J. P. Aguon 

---

AN ACT TO APPROPRIATE THIRTY-TWO THOUSAND ONE HUNDRED FORTY-FOUR DOLLARS (\$32,144) FROM THE TOURIST ATTRACTION FUND TO THE GUAM VISITORS BUREAU TO AUTHORIZE RETROACTIVE SALARY ADJUSTMENTS OF CERTAIN OF ITS EMPLOYEES.

1 **BE IT ENACTED BY THE PEOPLE OF THE TERRITORY OF GUAM:**

2 **Section 1. Appropriation.** Thirty-Two Thousand One Hundred Forty-  
3 Four Dollars (\$32,144) are hereby appropriated from the Tourist Attraction  
4 Fund to the Guam Visitors Bureau ("GVB") to make for the following three (3)  
5 GVB employees retroactive salary adjustments: Elaine P. Gogue, Aurora F.  
6 Roberto, and Setsuko E. Cullen.

7 **Section 2. Statutory authority.** §6218.1 of Title 4, Guam Code  
8 Annotated, authorizes the retroactive pay raises set out in Section 1 of this  
9 Act since this Act specifies such retroactivity.

10 **Section 3. GVB accountability.** GVB shall provide to the Civil Service  
11 Commission and to the Committee on Tourism and Transportation of the  
12 Legislature a detailed financial breakdown of all disbursements made to the  
13 three (3) employees pursuant to this Act.