



Felix P. Camacho
Governor
Michael W. Cruz, M.D.
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)
DIRECTOR'S OFFICE
(Ufisinan Direktot)

Post Office Box 884 * Hagatna, Guam 96932
TEL: (671) 475-1101/1250 * FAX: (671) 477-6788

MAR 23 2009



Lourdes M. Perez
Director
Joseph C. Manibusan
Deputy Director

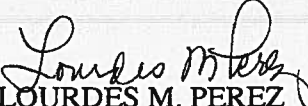
DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO. 2009-011

To: All Line Departments and Agencies
From: Director, Department of Administration
Subject: SPECIAL ACHIEVEMENT AWARDS PROGRAM

Buenas! Through Title 4 of the Guam Code Annotated (GCA), §6301(4), the Director of the Department of Administration is authorized to establish compensation structures and administrative policies that recognize and reward individual employees commensurate with performance. This authority is further authorized through §6302(a) and (c) of the same chapter. This program shall be viewed as a privilege and not a right extended to employees and subject to the availability of funds of the department/agency who wish to reward their respective employees.

This awards program was established for the purpose of recognizing full-time government of Guam employees, who demonstrate extraordinary performance and who are within the jurisdiction of the Department of Administration. This program encourages a policy of appreciation and recognition for those employees, divisions, and agencies amongst the government of Guam.

For your convenience, please find attached a copy of the Department of Administration's Special Achievement Awards Program Policy and Procedures. Should you have any questions, please contact the Human Resources Division at 475-1138 or 475-1249. Si Yu'os Ma'ase.


LOURDES M. PEREZ

Attachment



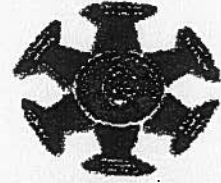
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Department of Administration
Special Achievement Awards Program

Objective: To establish an awards program for the purpose of recognizing full-time government of Guam employees who demonstrate extraordinary performance and who are within the jurisdiction of the Department of Administration. This program encourages a policy of appreciation and recognition for those employees, divisions, and agencies amongst the government of Guam.

Authority: Through Title 4 of the Guam Code Annotated (GCA), §6301(4) and §6302 (a) and (c), the Director of the Department of Administration is authorized to establish this Employee Recognition Awards Program. This program shall be viewed as a privilege and not a right extended to employees and subject to the availability of funds of the department/agency who wish to reward their respective employees.

Purpose: To allow an appointing authority to grant a lump sum cash award of up to 3.5% of employees' base salary for an extraordinary accomplishment that provides substantial value to a department's products or services. Granting of this cash award must be uniformly applied to all awardees within a department/agency, for the same accomplishment.

General Requirements: This cash award will provide departments and agencies with a means of recognizing employees for extraordinary or exceptional efforts which contribute in a great way towards achieving their department's mission, goals and objectives and which makes a significant positive impact to its public image. This program provides a mechanism for appointing authorities to improve performance, increase morale, and support and enhance departmental missions, goals, and objectives, documented by external auditing, regulatory, professional or rating authorities that recognize extraordinary or exceptional achievements.

The cash award granted by an appointing authority is to recognize extraordinary accomplishments/performances or efforts, which may otherwise be unrecognized. These awards are not intended to replace other methods of recognition, such as salary increment step increases but rather to increase appointing authorities' options in rewarding and reinforcing employees' special efforts. These awards are also intended to provide an incentive for employees to continue with their employment with the government of Guam, and at the time it is given, whether it be an individual, section, unit, division or department/agency-wide award, shall be awarded to only those employees in active work status during the period of accomplishment (e.g., work accomplished between 05/08 to 06/08, an employee must have been in active work status between these two time periods). Furthermore, the lump sum cash award of up to 3.5% of an employee's base salary shall be consistent with the time period of accomplishment.

This cash award may be granted to an individual, however may also be granted to a section, unit, division or department/agency. If an award is to be granted at a section, unit, division or department/agency wide level, must be done within an organization's funding levels.

This award will not be used as a substitute for overtime pay, promotion, or any other purpose not compatible with the eligibility requirements described in this policy.

Nominations for this cash award must clearly show how the factors warranting nomination linked to the

department/agency's missions, goals or objectives. These factors must clearly point to exceeding ordinary expectations, and with some form of evidence or confirmation from recipients of the product or service being acknowledged as extraordinary, must be sufficiently difficult in nature to accomplish, and which must be well established prior to the period in question, and accomplishments well documented.

Eligibility: All full-time employees who have served within their respective government of Guam department/agency for at least three months (on work status) are eligible for this cash award. When an appointing authority is considering granting a department-wide award, the approval of the Governor is required.

Evaluation Period: The evaluation period for this award will be for work accomplished the previous fiscal year. Employees shall be eligible for one award per fiscal year.

Contributions Eligible for Recognition: Examples of the types of contributions that are eligible for recognition include tangible and non-tangible contributions, which have been certified by a recipient of the product or service as extraordinary in nature, but are not limited to the following examples:

Tangible—where a direct dollar savings can be calculated (e.g. savings in expenditure, work or work hours):

1. Reduction in operating cost through some improved process or processes.
2. Contributed to an increase in revenue of products or services that benefit the department/agency and/or the government.
3. Extraordinary performance results of audits resulting in cost savings, increased collections or revenues, unqualified opinions.

Non-tangible—where dollar savings are difficult to calculate, or dollar savings per se may be non-existent: (e. g. improvements in safety or morale).

1. Completing special projects or assignments in an exceptionally competent or timely manner.
2. Successfully resolving disputes or problems leading to a greater degree of cooperation and understanding between the Department/Agency and its customers thus contributing to improving the government's public image
3. Extraordinary performance results of audits resulting in improved public image, efficient and effective processes, better workforce environment, etc.
4. Improvement to the value of a product, activity, program, or service to the public.

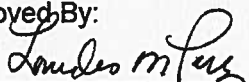
Amount of Award: This lump sum cash award is up to 3.5% of an employees' base salary and is limited to one cash award per fiscal year. This cash award will be issued in the net amount of the cash award.

Approval: An appointing authority shall conditionally approve this cash award. The Human Resources Division is responsible for reviewing nominations made by the appointing authority and determining whether requirements have been met. The final approval rests with the Director of Administration, except when a department-wide award is being recommended; the Governor's approval is required. Departments/agencies shall utilize the attached form identified as "Department of Administration Employee Recognition Awards Program." This form may be utilized in granting cash awards by section, unit, division, or department/agency.

Processing Requirements: An appointing authority shall submit the conditionally approved award (form) to the Director of Administration. The Director of Administration shall make a determination and reply to the department/agency. If final approval is granted, the department/agency will proceed with the Request for Personnel Action (GG-1).

Responsibility: The Human Resources Division of the Department of Administration provides policy and program direction/guidance and is tasked to ensure that this general policy is updated and/or amended should more additional employee recognition type awards be desired or required. This policy may change from time to time.

Approved By:


Lourdes M. Perez 11/9/09
Date