

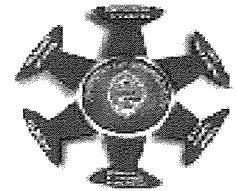


**Felix P. Camacho**  
Governor  
**Michael W. Cruz, M.D.**  
Lieutenant Governor

GOVERNMENT OF GUÅHAN  
(GUBETNAMENTON GUÅHAN)

DEPARTMENT OF ADMINISTRATION  
(DIPATTAMENTON ATMENESTRASION)

**DIRECTOR'S OFFICE**  
(Ufisinan Direktot)  
Post Office Box 884 \* Hagåtña, Guam 96932  
TEL: (671) 475-1101/1250 \* FAX: (671) 477-6788



**Lourdes M. Perez**  
Director  
**Joseph C. Manibusan**  
Deputy Director

SEP 16 2010

**DEPARTMENT OF ADMINISTRATION CIRCULAR NO.:** 2010-026

To: All Employees

From: Director, Department of Administration

Subject: Update to DOA Circular No. 2010-20  
**RE: Status of the Government-wide Position Classification,  
Compensation and Benefits Study**

Buenas yan Håfa Adai! In our last update as referenced above we indicated that proposed legislation, compensation policies and implementation procedures were being developed. Today, we are happy to announce that the new salary implementation policies and procedures and updated pay plans are completed pending formal approval by the Governor and additional funding by the Legislature. Overall, the Administration has accepted the Hay Group recommendations to have six pay plans instead of one unified pay plan and to change our pay structure to emphasize pay for performance with yearly performance evaluations and to change our compensation philosophy to allow pay administration to be more responsive to changes in the market affecting the government of Guam.

A series of orientation sessions are being planned to answer any questions you may have regarding the new pay structures and compensation policies which must be approved by the Governor. This information will be posted on our web site at [www.hr.doa.guam.gov](http://www.hr.doa.guam.gov) before the orientations begin. If you have any questions before the orientations begin, we ask that you email your questions to the address indicated at the end of this circular so that we can put them together and respond to them accordingly at the orientation sessions and/or post the questions and answers on our web site.

Please take note of the following planned events.

- Phase I:
- Governor formally adopts new pay plan via Executive Order. This plan includes the proposed legislation and proposed compensation policies and implementation procedures.
  - Proposed legislation is transmitted to the Legislature along with the Governor's Executive Order.
  - Legislature addresses provisions of the proposed legislation and submits the approved bill to the Governor for his signature and to enact into law.

- Phase II:
  - Notification and employee orientation of new pay structures and new compensation policies.
  - Implementation of new pay structures and new compensation policies in Fiscal Year 2011.
- Phase III:
  - Employee request for review period.
- Phase IV:
  - Maintenance of new position classification and pay plans.

The legislation we have proposed is requesting for additional appropriations in order to implement the recommendations by Hay Group Inc. and the repeal, re-enactment, and amendment of pay related statutes. As soon as it is enacted into law, we will be able to implement the results of this study. More information on how this will affect you directly will be disseminated accordingly.

For example, each employee will receive a letter from our department indicating your current pay grade and step and the pay grade and step or salary you will be slotted or placed at under the new pay structures. On our website ([www.hr.doa.guam.gov](http://www.hr.doa.guam.gov)), you will find the latest report dated August 2010 which identifies the new pay structures. We will soon be posting on our website the positions covered under each pay structure. For example, teachers and principals are covered under the Educator Pay Plan (Edu). Police Officers and Firefighters are covered under the Law Enforcement Officer Pay Plan (LEO).

Additionally, after implementation there will be a "Request for Review" period afforded to management and employees who wish to have the job evaluations and corresponding pay grades of their respective positions reviewed once again to ensure that information provided for purposes of this study was appropriately considered and evaluated.

Should you have any questions, you may contact Ms. Cecilia G. Martinez, Human Resources Manager, Mrs. Rose A. N. Cruz, Assistant Human Resources Manager, Mr. Francis N. Flisco, Personnel Specialist IV, or Mr. Shane G. Ngata, Personnel Specialist IV at 475-1132/1288 or via email at [compstudy@doa.guam.gov](mailto:compstudy@doa.guam.gov). Dângkolo na Agradesimiento!

  
LOURDES M. PEREZ