



UNIVERSITY OF GUAM
UNIBETSEDÁT GUÅHAN
Board of Regents

Resolution No. 22-15

**RELATIVE TO APPROVING THE PROCEDURES, REGULATIONS, AND POLICIES MANUAL
FOR PROFESSIONAL, TECHNICAL, FEDERAL AND EXTERNALLY FUNDED EMPLOYEES
(PTE)**

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges Senior College and University Commission serving the post-secondary needs of the people of Guam and the Western Pacific region;

WHEREAS, pursuant to 17 GCA § 16112, the Board of Regents (BOR) shall adopt rules and regulations governing selection, compensation, promotion, performance evaluation, disciplinary action and other terms and conditions of employment affecting academic personnel, and professional, technical, federal and externally funded personnel;

WHEREAS, Public Law 35-114 created a new professional, technical, federal, and externally funded (hereinafter referred to as “Professional & Technical Employees” or *PTE*) personnel. PTEs are defined as professional and technical positions that are not management positions but require significant training and education, including four (4) year degrees or other professional designations or specialized skills and federal grant and externally funded limited-term personnel that perform specified functions and possess unique skills necessary to carry out a designated scope of work;

WHEREAS, positions under the PTE category are non-classified, at-will, positions at UOG;

WHEREAS, the Manual provides employers, prospective employees, and new PTEs the guidance they need to create successful working environments and relationships; and

WHEREAS, the Administration and the BOR Committees on Academic, Personnel, and Tenure; and Budget, Finance, and Audit, having reviewed and discussed the Procedures, Regulations, and Policies Manual for PTEs, recommend the enclosed manual to the BOR for approval.

NOW, THEREFORE, BE IT RESOLVED, that the BOR approves the Procedures, Regulations, and Policies Manual for PTEs.

Adopted this 21st day of April, 2022.



Liza J. Provido, Chairperson

ATTESTED:



Thomas W. Krise, Ph.D., Executive Secretary

UOG Human Resources Office & Equal Employment Opportunity

Procedures, Regulations, and Policies Manual for:

***Professional, Technical, Federal and
Externally Funded (PTE) Employees***

Version: March 24, 2022



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University of Guam Policy / Procedure Face Sheet Template

| | | | | | |
|--|--|--|--------------------------------------|--|-----------------------------------|
| Policy Type | [] Board; [X] Board-approved; [] President; [] President-approved; [] Other | | | | |
| Policy/Procedure Manual Name | HRO policies for Professional, Technical, Federal and Externally Funded (PTF) Personnel | | | | |
| Article No. | | Article Title | Policies of the UOG Board of Regents | | |
| Insert Policy / Procedure in | Human Resources Office Manual | | | | |
| Approval Authority | Board of Regents | Effective | <u>4/21/2022</u> | Most Recent Review | _____ |
| Responsible Executive | Secretary of the Board of Regents | Resolution No. (or other tracking no.) | <u>22-15</u> | Date of Next Required Review (date set by Board) | <u> </u> / <u> </u> / <u> </u> |
| Responsible Office | Office of the Secretary of the Board of Regents | Revision Tracking | | | |
| Policy/Procedure Contact & Website where document is maintained | 671.735.-2350/1; uoghro@triton.uog.edu ; https://www.uog.edu/policy-procedures-library/ | | | | |
| Who Should Review (not in specific order) | [] Creating group; [X] Unit Administrator(s); [] Unit Academic Affairs Committee; [X] Human Resources Office; [] Business Office; [] Facilities & Maintenance; [] Institutional Safety Committee; [] Faculty Senate; [X] Faculty Union; [] Student Government Association; [X] Administrative Council; [] Academic Officers Council; [X] Vice President Administration & Finance/Chief Business Officer; [X] Senior Vice President & Provost; [X] UOG General Counsel; [X] UOG President; [X] UOG Board of Regents; [] Guam Legislature; [] Governor of Guam | | | | |
| Initiation / Review / Consultation / Approval History | Created by working group: HRO, Jim Hollyer (OTP), reviewed by groups within the governance pathway. | | | | |
| NOTE: All approved changes to policy/procedures need to be made on the hardcopy of this document within 5 workdays and posted on https://www.uog.edu/policy-procedures-library/ within 10 workdays from the date approved. | | | | | |

Policy Parameters

1. Policy/Procedure Statement

This policy identifies the University's Professional, Technical, Federal, and Externally Funded (PTE) employees' processes for job descriptions, job advertising, hiring, compensation, promotion, performance evaluation, salary increases, disciplinary actions, and other terms and conditions of employment.

2. Reason for the Policy/Procedure

To provide structure for hiring a new class of employees as approved by the Guam Legislature (Dec 1, 2020) and signed by the Governor of Guam via Bill 197-35(LS), herein referred to as Public Law 35-114, as an amendment to the University of Guam Charter.

3. Scope of Policy/Procedure and Exclusions

All members of the university community may be affected by this policy/procedure, except minors.

4. Who Should Read this Policy/Procedure

Administrators, employers, support staff and potential and actual Professional, Technical, Federal and Externally Funded (PTE) employees.

5. Responsibilities (list those essential to the administration, compliance, review, or reporting of the policy)

Compliance, monitoring, and review

- The Human Resources Office maintains this manual and is responsible for making sure it is kept updated, posted on the UOG website, and manages the required three (3) year comprehensive review.

Records management

- The Human Resources Office is the custodian of the University's Professional, Technical, Federal, and Externally Funded (PTE) Employees Procedures, Regulations, and Policies Manual.

6. PTE Definitions

- PTE Employees are defined as professional and technical positions that are not management positions but require significant training and education, including four (4)-year degrees or other professional designations or specialized skills and federal grant and externally funded limited-term personnel that perform specified functions and possess unique skills necessary to carry out a designated scope of work.
- Federal Grant, Externally Funded, and Auxiliary employees are defined as persons who perform specified functions and possess unique skills necessary to carry out a designated scope of work. Persons in this category are supported from federal funds and/or grants and contracts.

7. Feedback

University employees and students may provide feedback about this document by emailing the Human Resources Office at uoghro@triton.uog.edu.

Procedures, Regulations, and Policies Manual for Professional, Technical, Federal and Externally Funded (PTE) Employees

Introduction

Public Law 35-114 (signed Dec 1, 2020), from the Bill 197-35(LS), signed by the Governor, Dec 11, 2020, allowed the University of Guam to create an additional employee position type: Professional, Technical, Federal, and Externally Funded (PTE) within the University of Guam Charter. The manual provides employers, prospective employees, and new PTE employees the guidance they need to create successful working environments and relationships. One key feature of this new job type is that the jobs are "at-will." Many other aspects of this type of position are similar to existing position types.

Nothing within can conflict with the Agreement §16111. Construction With Other Laws. Insofar as the provisions of this Chapter are inconsistent with the provisions of any other law, the provisions of this Chapter shall be controlling; and in particular but not by way of limitation, except as may be provided in this Chapter, no provision of any law with respect to employment of personnel, shall be applicable to the University unless the Legislature shall specifically so state; provided, however, that the University may utilize in its operations the procedures and facilities provided by any such law or by the executive agencies of the government of Guam.

At-Will Employment

PTE positions at the University of Guam are considered as "at-will" employment. "At-Will" is defined as the ability of the employer to terminate an employee at any time for any reason, except for an illegal one, or for no reason without incurring legal liability. Likewise, an employee is free to leave a job at any time for any or no reason with no adverse legal consequences.

Appointment may be on a limited-term or regular appointment basis. Nothing in this policy shall be interpreted to conflict with or to eliminate or modify in any way the employment-at-will status of the University of Guam employees.

PTEs are to be provided with clear employment expectations, signed acknowledgements for PTE Policy Manual guidelines, and receive appropriate training.

Classification

It is important to "classify" a position in order to create and maintain a compensation plan for PTE personnel. The UOG President may delegate, to the appropriate Vice President, the authority to establish, hire, and administer the approved classification and compensation plan for PTE employees. The President will report to the Board of Regents, as appropriate, on new employee hires or significant actions under this classification.

PTE Position Types and Funding

There are three (3) types of PTE positions and the type of position offered is listed on the UOG Job Announcement:

90-workday, 18-work weeks hire (Based on Limited Need)

Short term hiring needs can be solved with a 90-workday hire. Employees will get a UG1 personnel action. Only one (1) extension, of the same duration is allowed. A second extension is not allowed and if there is a need for a longer-term position, then a position must be advertised using normal HRO processes. The recruitment process should begin no later than five (5) work weeks prior to the term expiration.

UOG Human Resources & EEO – PTE Policy Manual (Resolution # 22-15)

All procedures and policies are subject to change and amendment. Refer to the UOG Policy and Procedure Library website (<https://www.uog.edu/policy-procedures-library/>) for the official, most recent version.

Limited-Term Position (Based on Limited Funding)

Limited term PTE positions are generally positions that have a specific, limited term or non-sustaining purpose based on its functions to be performed and/or its limited funding source. Examples are grant or discretionarily funded positions that have a known budget and termination date; even if the end date might eventually be extended by the granting agency or funding source.

Regular Appointment

Regular Appointment PTE positions are positions which generally support sustaining critical functions within an organization and/or a sustainable funding source. Examples of such positions would generally be funded under Government of Guam or General Operation Appropriations. However, these positions are still subject to fiscal exigency situations, and year-to-year employee performance review. So, while they are considered regular appointment positions, employment in this category is subject to validation of sufficient funding allocations, performance evaluation review, fiscal exigency situations, or re-organizational restructuring requirements. Additionally, a “regular” appointment PTE position may be hired under limited term conditions if a limited term funding source is used to support the hire. In such cases, the employment documents will reflect this condition of limited term hire.

PTE positions are not to be used to replace BOR-approved faculty lines, including those unfilled. PTE positions may be titled, "teacher, trainer, facilitator, educator," for non-college level course instruction. Teaching college level/credit bearing courses shall not be part of their assigned duties nor in their job description, but they can guest lecture if they are subject matter experts. Nor can PTE employees, outside of instances where they are under faculty supervision, have independent duties that include the other three (3) faculty primary endeavors/roles of: “Extension & Community Activities,” “Creative/Scholarly Activity, and Research,” or “Library Academic and Research Support,” as defined in the UOG Faculty Comprehensive Faculty Evaluation System (CFES) document. Academic Divisions' faculty members may, however, consider PTE employees for inclusion in their part-time faculty pool to teach college level/credit bearing courses, outside scheduled workhours or through allowed flexible scheduling, following the BOR-Union Agreement's procedures and BOR Res 17-35, *Relative to Approving an Interim Compensation Scale for Part-time Faculty and Instructional Overload for Full-time Faculty*.

PTE Supervision

PTE employees may be supervised by BOR-approved administrators and other supervisors; tenure-track, full-time, adjunct, and part-time faculty, and instructors; PTE employees; limited-term hires; graduate and undergraduate students; seasonal hires; Classified and Exempt Classified employees. PTE employees may provide direction to, supervision of, and evaluation of PTE employees under their direct purview; notwithstanding other policies to the contrary.

PTE Position Qualifications and Examples of Positions

In general, a baccalaureate degree is a minimum requirement for PTE positions, but significant work experience may substitute as approved by the appropriate Vice President. These positions are found at UOG in the core areas of research, classroom education, and extension & outreach, as well as in support services offices (e.g., Auxiliary Units) and may include the following Career Groupings, as well as others:

- Academic Counseling/Support Services
- Academic Support
- Allied Health

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- Athletics
- Extension, Outreach, and/or Research Support
- Facilities Management & Services
- Information Technology
- Institutional Support
- Instructional and Student Support
- Legal Affairs
- Marketing, Communications, Public Relations, and Publications
- Preservation

These positions, and the people who occupy them, for the most part have a skillset that is in demand at UOG for particular professional positions (Table 1). (*Note: The Career Groupings and Position names are examples and may not cover all possible positions that could be needed over time.*)

Table 1. Career Groupings and Possible Position Titles for PTE Positions (**EXAMPLES**).

| Career Grouping | PTE Positions (<i>Example Titles most NOT current positions</i>) |
|---|--|
| Academic Counseling/Support Services | Behavioral Counseling Supervisor Student Academic Counselor Student Academic Counseling Specialist |
| Academic Support | Academic Advisement & Assessment Coordinator Academic Assistant Outreach Coordinator |
| Allied Health | Certified Nursing Assistant/Aide Dietician Nursing Teaching Assistant/Aide Nutrition Counselor Respiratory Therapy Teaching Assistant/Aide |
| Athletics | Administrative Coordinator (Field House) Athletic Sports Trainer Recreation Sports Coordinator |
| Extension, Outreach and/or Research Support | Extension Assistant Extension Associate Research Assistant Research Associate CEDDERS Associate Director CEDDERS Data Specialist CEDDERS Fiscal Manager CEDDERS Grant Assistant CEDDERS Grant Budget Supervisor CEDDERS Grant Specialist CEDDERS Interop Data Manager CEDDERS Research Associate CEDDERS Training Associate |
| Facilities Management & Services | Campus Maintenance Manager Compliance Officer Contract/Procurement Manager Director of Plant Operations Facilities Administrator Facilities Coordinator Facilities Coordinator/Supervisor Facilities Maintenance Analyst Facilities Designer Facilities Director Facilities Helpdesk Lead Facilities Management Executive Facilities Operations Coordinator Facilities Planning Analyst |

| | |
|---|---|
| | Facilities Program Analyst Facilities Strategic Planner Facilities Strategist Facilities Supervisor Facilities System Specialist Field Operations Manager Field Service Coordinator Lodging Facilities Manager Manager of Real Estate Move Coordinator Occupancy and Space Planner Office Services Manager Property Manager Real Estate Analyst Real Estate Strategic Manager Service Manager Space & Facility Management Specialist Space Management Specialist Space Planner Space Planning & Logistics Leader Space Planning Manager Strategic Facilities Planner Strategic Site Planner Technical Manager Workplace Services Manager Workplace Strategist Workspace Manager |
| Information Technology | Computer Center Assistant Database Specialist IT Support Technician Computer Operator Information Security Analyst Network Engineer Programmer/Analyst Web Application Developer Computer Operator Programmer/Analyst |
| Institutional Support | Administrative Supervisor Inventory Associate Program Assistant Project Coordinator Triton Store Manager |
| Instructional and Student Support | Community Outreach Worker ESL Educator Residence Life Assistant |
| Legal Affairs | Contract Administrator Contract Analyst Mediator Paralegal |
| Marketing, Communications, Public Relations, and Publications | Administrative Support Specialist Auxiliary Services Manager Communications Manager Communications Specialist Creative Services Manager Digital Marketing Specialist Digital Media Specialist Marketing Communications Coordinator Marketing Manager Multimedia Graphic Designer Social Media Specialist |
| Preservation | Archivist Archivist Specialist |

| | |
|--|---|
| | Cultural Expert Curation Specialist Curator |
|--|---|

Length of Contracts for Limited Term At-Will Employees

The length of the contract on a UG1 for an at-will limited term employee is normally driven by the availability of funding to support the at-will employee's employment. For example, a multi-year approved grant can include hiring of personnel to perform the grant work; however, the employee's employment dates is on a year-to-year basis since the funds are disbursed on a year-to-year basis, for the multi-year term, based on project performance and budget of the funding agency.

Limited term PTEs hired for a specific grant or project may be processed through a personnel action (UG1) form and include the overall grant project summary. This can include the overall contract length of the project; however, the employment terms on the UG1 are still on a year-to-year basis, contingent on the approval/receipt of grant funds for that year and contingent on performance.

Job announcements identify the Unit or grant project name and summary. Part of this includes an explanation of the project term, and those individuals hired will work on the objectives and deliverables for that grant or Unit's work.

Compensation

PTE positions, as well as Classified and other UOG positions, are governed by BOR Resolution No. 15-01 (2/19/2015), *Relative to Adopting the University of Guam General Pay Plan (UGPP)* (Appendix 1). For PTE positions, clusters of Grades are arranged into Bands. In addition to pay, and based on the full-time or part-time status of an employee, a PTE employee may also receive other benefits as described below. The University of Guam General Pay Plan for PTE Employees is also available on HRO's website: www.uog.edu/hro

Concept of Bands of Grades

PTE personnel are organized into four (4) Bands that coincide with a cluster of Grades in the UGPP. With a comprehensive and complete Job Description form, the UOG HRO Office will help the employer decide the most appropriate Band that a new position should be in based on the professional expertise, responsibility, and independence of the position. The bands are:

BAND A – Positions that perform professional work at the entry/intermediate/independent level. Generally, these positions shall include Grades A through F.

BAND B – Positions that perform moderately complex professional work of considerable difficulty and diversity of tasks. These positions involve the application and interpretation of policies and procedures in the delivery of work and/or as a working team leader/supervisor of subordinate professionals. Positions may include the delivery of a full range of services in a subject-matter area or field of expertise. Generally, these positions shall include Grades G through L.

BAND C – Positions that are recognized as senior expert technical advisors, leaders, and subject-matter experts responsible for performing advanced and highly complex professional work beyond senior/lead workers or working supervisor level in a specialized subject area or program. These positions provide the full range of technical support services in an area or field of expertise. Generally, these positions shall include Grades M through R.

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BAND D – Positions that function as a program manager responsible for setting the direction for a highly complex specialized subject-area or a program with considerable depth and breadth of complexities. These positions provide the overall leadership, planning, direction, organization, program evaluation, development of programmatic short- and long-range goals, objectives, and plans. These positions also develop system-wide policies with inherent responsibility to serve as a highly influential advisor to senior executives and/or policy expert on the program and its administrative requirements. Generally, these positions shall include Grades S through X.

Professional Development Support

Hiring, fostering, advancing, and retaining the best employees over time helps UOG units and projects create even greater impacts and provide a higher return on investments made on the employee's behalf.

THIS SECTION WAS REMOVED AND IS AWAITING RESOLUTION ON A CAMPUS-WIDE STAFF EDUCATION SUPPORT PROGRAM

Employee Advancement

Professional growth and progression are parts of a healthy UOG work environment. Advancing a qualified PTE, in-place, reduces turn-over and associated replacement costs, and keeps valuable historical knowledge within the Unit or project. There are three (3) options for in-place advancement.

1. Receiving a 2-step increment upon attainment of a higher degree that is relevant to the current position

PTE who independently pursue a higher degree are encouraged to do so. All academic education programs for employees must follow the April 9, 2019 UOG President's memo on, "Personnel Pursuing Degrees and Additional Education." In order for an employee to be considered for a 2-Step increment at their current position, the following conditions must be met:

- 1) The employee and their supervisor must have a discussion, which is documented in writing, a copy of which is shared with the Human Resources Office, prior to the employee starting the degree program, or continuing a program when first hired, with a clear understanding of the possible benefits to a project or unit of an employee gaining new knowledge or skills.
- 2) The new knowledge or skills are clearly pertinent to the position or an upgraded version of the position.
- 3) The employee's final grade point average in all courses pertaining to the job be an average of 3.0.

Process

PTE's revised salary is calculated at 2 Steps from the salary prior to graduation.

2. Receiving a raise, in place, with significantly more duties WITHOUT transitioning to a next level position.

There are times when a current PTE is called upon to permanently take on more advanced tasks than what they were originally hired to do. This is a "position reallocation" via a "position review." In this situation, solid, detailed justification must be written to allow for a current employee to be considered for compensation for permanently performing additional work without going through the process of an advertised position upgrade.

Process

In order for an employee to be considered for a 2-Step increment, the following conditions must be met:

- 1) The employee and their supervisor must have a discussion, which is documented in writing, outlining the job duties on the current job description and the additional, permanent, duties the employee is asked to take on.
- 2) A request is then made to the UOG Human Resources Office to conduct a "position review."
- 3) This position review document is submitted to the appropriate Vice President for consideration and the 2-Step permanent increase. Their decision is final. PTE's new salary is calculated at 2-Steps from the salary prior to position modification.

3. Transitioning an existing employee to a next level position with significantly more duties.

PTE's have an opportunity to apply, compete, and transition into upward career promotional positions through in-house, or university-wide, merit-based recruitment processes. Preferred Qualifications/Selective Factors must be listed on the job announcement.

Process

Position must be advertised per HRO guidelines.

Leave Types

It shall be the policy of the University of Guam to afford an opportunity for PTE to take leave for valid reason(s). PTEs are encouraged to plan and submit their leave request to their superiors in a timely manner to avoid any unnecessary disruption to the work operation. To be a "full-time" employee, the PTEs must work a minimum of 40 hours/week.

| Leave Type | PTE Eligibility |
|---|---------------------|
| Administrative Leave | Full-time/Part-time |
| Annual Leave | Full-time |
| Emergency Leave | Full-time |
| Family Medical Leave Act (FMLA) | Full-time |
| Leave for Child School-Related Purposes | Full-time/Part-time |
| Military Leave | Full-time/Part-time |
| Parental Leave | Full-time |
| Pregnancy-Related Medical Leave | Full-time |
| Sick Leave | Full-time |

A) Administrative Leave

Authorized administrative leave may be granted to PTE who are engaged in official University business activity or function and are excused from duty without loss of pay and without charge to Annual Leave for their absence.

Administrative leave may be authorized for the following reasons:

1. For participation in conferences, trainings, workshops, or meetings on/off-campus;
2. For unusual weather conditions such as a typhoon or major disaster which creates hazardous conditions and unsafe working conditions as determined by University officials;
3. For jury duty service;
4. For pregnancy related-leave;
5. For participation in child school-related purposes; or
6. For occupational injury or illness sustained during the performance of duties and responsibilities.

B) Annual Leave

PTEs may be entitled to annual leave accrual, subject to the availability of funds. Accrual occurs during the leave year, meaning the period from the beginning of the first complete pay period in a fiscal year and ending immediately before the first day of the first complete pay period in the following fiscal year. Annual Leave shall be accrued for complete bi-weekly periods in which the PTEs are in paid status, at the following criteria:

| Full-Time Service Years* | Accrual Rate |
|--|--|
| Less than 5 Years of Service | One-half day (4 Hours) for each full bi-weekly pay period |
| Minimum 5 Years, but less than 15 Years of Service | Three-fourths day (6 Hours) for each full bi-weekly pay period |
| 15 Years and 15+ Years of Service | One (1) day (8 Hours) for each full bi-weekly pay period |

*NOTE: PTEs shall be credited for full-time employment with the Executive, Judicial, and/or Legislative Branch of the Government of Guam.

The use of leave is a privilege to be taken for the convenience of both the PTE and the University of Guam. It shall be the policy of the University to afford PTEs the opportunity to take

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leave, and whenever possible, prevent loss of leave by unintentional forfeiture. Leave, however, is subject to the approval by the immediate supervisor. When the services of PTEs are required after full consideration of the request, the University's operational needs may outweigh the employee's request for leave. Under extenuating circumstances, absence or tardiness from duty of less than fifteen (15) minutes may be excused by the immediate supervisor without charge to leave.

This leave is also applicable to a Guam National Olympic committee recognized-athlete or coach who represent Guam and it must be applied consistent with 4GCA §4109 (f)(1).

Unused Annual Leave in excess of 320 hours, up to maximum of 100 excess hours, shall be credited into the PTE's sick leave account at the end of the fiscal year. All other excess accrued leave (beyond 320 hours) shall be automatically forfeited at the end of the fiscal year.

In order to avoid unnecessary disruption of work, for leaves longer than 40 hours, PTEs are required to request approval for leave four (4) workweeks prior to that leave. For leaves shorter than 40 hours, leave requests must be made to immediate supervisor no less than 48-hours before leave. Failure to provide appropriate notice may cause absence to be charged as unauthorized leave of absence without pay. Leave requests submitted less than the 48-hour time period may be considered due to extraordinary or unavoidable circumstances.

Annual Leave shall not be granted in advance of being earned. PTEs who have insufficient leave to cover the requested approved period of absence shall be placed on approved leave of absence without pay.

Upon separation of employment from the University of Guam, PTEs shall be entitled to compensation for any earned unused annual leave (up to 320 hours) to his/her credit at the PTE's normal base rate of pay. The official end date shall be the last date of active employment.

C) Emergency Leave

Emergency Leave with pay may be authorized for the convenience of the PTE in an emergency situation involving the illness or death of the employee's parent, spouse, child, brother or sister. Emergency leave shall be for not more than five (5) business days. For the purpose of this section, travel time shall not be included in the computation of off-island emergency leave. In extraordinary circumstances, emergency leave may also be granted for an emergency situation involving the illness or death of someone other than the employee's parent, spouse, child, brother or sister when approved by the immediate supervisor. PTEs may request to extend the leave of absence by choosing to use annual, sick leave or approved leave of absence without pay.

D) Family Medical Leave Act (FMLA) Leave

PTEs are eligible for FMLA leave if he or she has been employed for at least twelve (12) months and has worked at least 1,000 hours during the twelve (12) month period immediately preceding the leave.

An eligible employee may request and will be granted up to twelve (12) business weeks of unpaid FMLA leave during any twelve (12) month period for one or more of the following events:

- a. The birth and first year care of a child;
- b. The placement of a child for adoption or foster care in the employee's home;

- c. The care of the employee's spouse, child, or parent with a serious health condition; or
- d. The employee's serious health condition which renders him or her unable to perform the functions of the employee's position.

PTEs shall provide no less than 30 days' notice, before the date the leave is to begin, to his/her immediate supervisor of the employee's intention to take leave. In the event the 30 days' notice is not possible, the employee shall provide notice as is practicable.

PTEs who are approved for FMLA Leave to care for a child, spouse, parent, who has a serious health condition may be required to submit a certification issued by the health care provider of the individual requiring care. The certification shall include the following:

1. Date on which the serious health condition commenced;
2. Probable duration of the condition;
3. Estimate of the amount of time that the health care provider believes the employee needs to care for the individual requiring the care; and
4. Statement that the serious health condition warrants the participation of a family member to provide care during a period of the treatment or supervision of the individual requiring the care.

PTEs who request for leave because of his or her own serious health condition may be required to submit certification issued by his or her health care provider. The certification shall include the following:

1. Date on which the serious health condition commenced;
2. Probable duration of the condition;
3. Statement that, due to the serious health condition, the PTE is unable to perform the functions of his/her position.

The University may require that PTEs obtain subsequent certification regarding the employee's serious health condition on a reasonable basis, if additional leave is required. As a condition of an employee's return from leave taken because of the employee's own serious health condition, the University may require the PTE to obtain certification from his/her employee's health care provider that the employee is able to resume work.

E) Leave for Child School-Related Purposes

Eligible PTEs who are parents shall be granted Administrative Leave for the purpose of child school-related activities. School related activities include but are not limited to the following:

1. Finding, enrolling, or re-enrolling an employee's child in a school or with a licensed childcare provider;
2. Meeting with a teacher or other school official concerning the child's performance;
3. Volunteering parental-involvement time at the child's school; or
4. Participating in activities of the school or licensed childcare provider of the employee's child, including attendance at a graduation, school play, or school fair.

PTEs may use up to a maximum of four (4) hours every two (2) pay periods of Administrative Leave for child school-related activities, which may be utilized at the arrangement of the employee with the employee's immediate supervisor and may be split into smaller separate segments over the two (2) pay period timeframe, but shall not carry over to the next two (2) pay periods or thereafter. "Parent" means a biological mother/father, guardian, stepparent, foster parent, or grandparent of, or a person who stands in loco parentis to, a child.

Child (plural: children) (a) Child means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. A child shall be either of the following: (1) under eighteen (18) years of age; or (2) an adult dependent child.

Childcare provider emergency or school emergency means that an employee's child cannot remain in a school or with a child care provider due to one (1) of the following: (A) The school or child care provider has requested that the child be picked up, or has an attendance policy, excluding planned holidays, that prohibits the child from attending or requires the child to be picked up from the school or child care provider; (B) Behavioral or discipline problems; (C) Closure or unexpected unavailability of the school or child care provider, excluding planned holidays; or (D) A natural disaster, including, but not limited to, fire, earthquake, or flood.

PTEs are required to provide documentation from the school or licensed childcare provider as proof that he or she engaged in the child-related activities permitted. Documentation shall include the date, time, and certification signature of the child's school official or representative.

F) Military Leave

Military leave of absence may be granted to PTEs presenting military orders requiring temporary active duty for training with a reserve unit of the United States Army, Navy, Air Force, Marine Corps, Coast Guard or National Guard Unit for a period not exceeding fifteen (15) calendar days. Authorized annual leave with pay or authorized leave of absence without pay may be applied in excess of the 15-day limitation. It shall be the PTE's responsibility to submit a military leave request to his/her immediate supervisor in advance, supported with a copy of the military orders. A copy of the military orders shall also be provided to the University's Human Resources Office and Payroll Office.

G) Parental Leave

Eligible PTEs may use the Parental Leave upon birth of his or her child or the adoption of a child five years old or younger. Parental leave allows for paid leave not to exceed twenty (20) working days, encompassing the date of childbirth or adoption of a child five years old or younger.

H) Pregnancy-Related Medical Leave

Eligible PTEs may use pregnancy-related medical leave for pregnancy, childbirth, or medical conditions related to such. This paid administrative leave is for a max of ten (10) workdays which should encompass the date of childbirth.

After the use of pregnancy related medical leave, the eligible female employee can take additional leave in combination, not to exceed 130 workdays of total leave surrounding childbirth. The employee may use parental leave (20 working days), sick leave, annual leave, compensatory leave, and Leave Without Pay (LWOP) in that order. If the employee is eligible for pregnancy related medical leave, that form of paid administrative leave will be used immediately prior to parental leave. All leave used shall not exceed 130 workdays or two (2) consecutive academic years, including pregnancy related medical leave and parental leave and other types of leave noted in the law.

Employee is responsible to provide the immediate supervisor at least 90 days of notification of intent to use pregnancy related medical leave. If less than 90 days, notice shall be given as soon as is reasonably practical.

l) Sick Leave

Eligible PTEs may be entitled to accrue sick leave at the rate of four (4) hours each bi-weekly pay period in which they are in paid status. Sick Leave shall be granted upon approval by the immediate supervisor for the following reasons:

1. For absence due to personal illness, injury or temporary disability. A physician certification is required for temporary disability indicating approximate length of absence;
2. For medical, dental, or optical examination or treatment of any mental health examination, counseling or treatment;
3. For absence due to compensable injury arising out of the course of University employment;
4. For exposure to a contagious disease to avoid jeopardizing the health of others, or to give care to an immediate family member who has a contagious disease.

Sick Leave will be charged in the amount used with a minimum of one (1) hour. PTEs shall accrue sick leave without limitation and carried over from year to year. Sick Leave accrual shall continue when PTEs are on paid status.

PTEs are required to notify their immediate supervisor as early as possible and no later than the starting of the normal workday when unable to report for work due to illness or injury, giving reason(s) for absence. PTEs who are absent due to illness, injury, or quarantine in excess of three (3) consecutive workdays shall be required to furnish a physician certification to be turned into the immediate supervisor upon return to work; otherwise, the absence shall be charged as unauthorized leave of absence without pay and may result further in appropriate disciplinary action. The physician certification shall contain information as to any restriction(s) to the PTEs performance of duties normally assigned. Falsification of a physician statement shall be considered as sufficient authorized cause for disciplinary action.

Sick leave, with pay, up to a maximum of thirteen (13) days, may be granted in advance of earning such leave, under the conditions described in 4GCA §4108, (a, b, d, f-3, f-4).

Upon separating from the University of Guam, PTEs sick leave balance shall remain in their account. Sick leave shall not be converted to cash. PTEs returning to active employment shall have their accrued sick leave account restored. Upon retirement, sick leave hours are converted to hours toward retirement time.

Overtime Pay and Compensatory Time-off

It is possible for a full-time PTE to be compensated for overtime provided Overtime requirements/eligibility are met, including a work request is made and approved in advance of the Overtime dates, and that the work performed is "non-exempt," and that a unit/project can afford the additional cost. In the event Overtime funding is not available, Compensatory Time-Off (CTO) in lieu of overtime may be considered (See BOR Resolution 21-19).

Voluntary Leave Sharing Program

Full-time PTE employees are eligible for the GovGuam Voluntary Leave Sharing Program as both providers of their leave hours and receivers of someone else's leave time assuming all rules are followed. PTE employees who have exhausted their leave but need more time to care for a sick family member, attend to their own medical or personal needs, or who are called to military duty, are appropriate recipients. The Program allows an employee to transfer earned sick or annual leave to another employee (the recipient) within any department or agency. Before the donated leave can be transferred and used, the recipient must first exhaust all sick and annual leave or any compensatory time they may have earned. Other conditions apply.

Transfer of Earned GovGuam Leaves to New PTE Positions

If the employee in the new PTE position is entitled to all fringe benefits such as leave accrual, then the employee's leave balance (from a previous Classified or non-Classified position) is maintained with that employee. The key is that the employee did not separate from the University; therefore, his/her leave balance remains and is transferable. The burden of the cost of the leave will commensurately be transferred to the new employer and their unit or project. If a unit or project cannot afford some or all of the cost of the accumulated leave, the employer may request that the new employee cash out their unused leave (up to 320 hours) before starting the PTE position.

Observed Government of Guam Holidays

1. New Year's Day
2. Martin Luther King, Jr. Day, the third Monday in January
3. Guam History and Chamorro Heritage Day, the first Monday in March
4. Memorial Day, the last Monday in May
5. Independence Day, July 4th
6. Liberation Day, July 21st
7. Labor Day, the first Monday in September
8. All Souls' Day, November 2
9. Veterans' Day, November 11
10. Thanksgiving, the fourth Thursday in November
11. Our Lady of Camarin Day, December 8; and
12. Christmas, December 25th

Whenever a holiday falls on a Saturday, the preceding workday (normally on a Friday) shall be a holiday. When the holiday falls on a Sunday, the subsequent workday (normally on a Monday) shall be a holiday. In addition to the holidays specified, I Maga'lahaen/Maga'hagan Guåhan may declare by Executive Order additional non-permanent holidays for special purposes. No holiday declared by Executive Order shall be continued beyond the year in which the Executive Order is issued.

Medical and Dental Benefits

Each fiscal year, fixed amounts are negotiated and is dependent on the employee's status (e.g., single class I, family class II, III, or IV.) Please refer to the Government of Guam Fiscal Year Group Health Insurance Program Medical and Dental Rates for exact amounts. Rates subject to change see [insert link](#)

<https://www.uog.edu/administration/administration-finance/human-resources/forms.php>

Retirement Benefits

PTEs may be eligible for retirement participation into one of the following plans: Defined Benefits (DB) Plan, Defined Benefits 1.75 Plan, Defined Contributions (DC) Plan, or Social Security (Student Hires Only). There are eligibility criteria requirements for plan participation. Please refer to the Government of Guam Retirement Fund (GGRF) website for more information: www.ggrf.com

| Benefit(s) | Eligibility | Employee Share (Bi-weekly) | Employer Share (Bi-weekly) | UOG General Fringe Cost Estimate** (Benefits, including contributions to employee retirement, and some contribution to unfunded retirement liability) |
|--|--------------------------------|-------------------------------|----------------------------|---|
| Retirement | | | | |
| Defined Benefits (I)/Inclusion Plan | Full-Time (40 hours per week) | 10.50% | | 26.79% |
| DB 1.75 Plan | Full-Time (40 hours per week) | 9.50% | | 26.79% |
| 457 Plan (mandatory only to DB 1.75 members) | Full-Time (40 hours per week) | 1% | None | |
| DC Plan* | Full-Time (40 hours per week) | 6.20% | 6.20% | 26.79% |
| DC Plan* | Part-Time (<40 hours per week) | 6.20% | 6.20% | 26.79% |
| DC/Retirement Disability | \$19.01 per pay period | | \$19.01 | |
| Social Security (Student hires Only, does not include Medicare) | Full-Time/Part-Time | 6.20% | 6.20% | |
| Medicare | Full-Time/Part-Time | 1.45% | 1.45% | |
| Life Insurance | Full-Time | Refer to insurance rate sheet | \$7.03 | |
| * Employee must work to the first day of their 6th year to be vested and have UOG match their retirement contribution. ** Benefits, and thus costs, may differ by individual appointment. | | | | |

Life Insurance - The Standard

PTEs may be eligible for life insurance. Coverage may include the basic life insurance coverage of \$10,000 at no cost to the PTE. If the PTE is interested in additional life insurance coverage, he or she may qualify up to \$120,000.00. Application may be made during the life insurance open enrollment period, or with required Medical Statement Form – subject to insurance provider approval. Premium deductions are based on age banded rates, unless otherwise specified. Rates subject to change see [insert link](#)

| Coverage Amount | Employee's Age as of Jan 1 st <31 | Employee's Age as of Jan 1 st 31-40 | Employee's Age as of Jan 1 st 41-50 | Employee's Age as of Jan 1 st 51-60 | Employee's Age as of Jan 1 st 61-70 | Employee's Age as of Jan 1 st 71+ |
|-----------------|--|--|--|--|--|--|
| \$30,000 | \$1.44 | \$2.91 | \$8.73 | \$15.99 | \$50.88 | \$83.61 |
| \$35,000 | \$1.68 | \$3.40 | \$10.19 | \$18.66 | \$59.36 | \$97.55 |
| \$40,000 | \$1.92 | \$3.88 | \$11.64 | \$21.32 | \$67.84 | \$111.48 |
| \$45,000 | \$2.16 | \$4.37 | \$13.10 | \$23.99 | \$76.32 | \$125.42 |
| \$50,000 | \$2.40 | \$4.85 | \$14.55 | \$26.65 | \$84.80 | \$139.35 |
| \$55,000 | \$2.64 | \$5.34 | \$16.01 | \$29.32 | \$93.28 | \$153.29 |
| \$60,000 | \$2.88 | \$5.82 | \$17.46 | \$31.98 | \$101.76 | \$167.22 |
| \$65,000 | \$3.12 | \$6.31 | \$18.92 | \$34.65 | \$110.24 | \$181.16 |
| \$70,000 | \$3.36 | \$6.79 | \$20.37 | \$37.31 | \$118.72 | \$195.09 |
| \$75,000 | \$3.60 | \$7.28 | \$21.83 | \$39.98 | \$127.20 | \$209.03 |
| \$80,000 | \$3.84 | \$7.76 | \$23.28 | \$42.64 | \$135.68 | \$222.96 |
| \$85,000 | \$4.08 | \$8.25 | \$24.74 | \$45.31 | \$144.16 | \$236.90 |
| \$90,000 | \$4.32 | \$8.73 | \$26.19 | \$47.97 | \$152.64 | \$250.83 |
| \$95,000 | \$4.56 | \$9.22 | \$27.65 | \$50.64 | \$161.12 | \$264.77 |
| \$100,000 | \$4.80 | \$9.70 | \$29.10 | \$53.30 | \$169.60 | \$278.70 |
| \$105,000 | \$5.04 | \$10.19 | \$30.56 | \$55.97 | \$178.08 | \$292.64 |
| \$110,000 | \$5.28 | \$10.67 | \$32.01 | \$58.63 | \$186.56 | \$306.57 |
| \$115,000 | \$5.52 | \$11.16 | \$33.47 | \$61.30 | \$195.04 | \$320.51 |
| \$120,000 | \$5.76 | \$11.64 | \$34.92 | \$63.96 | \$203.52 | \$334.44 |

Note: Life Insurance: Fixed amount \$6.83 biweekly (information provided by UOG Payroll/update to fixed amount normally in January).

Recruitment Process

To initiate the recruitment of a PTE position, the following must be obtained:

- Using the PTE Job Description template, write a memo to request to HRO via the appropriate VP and/or President with hiring authority approval(s) signatures to initiate recruitment process.
- Funds certification by an accountant at the UOG Business Office (GL account number and fund source; accounting certification signature).
- PTE position description, using the provided template, which includes the minimum qualifications requirements, and other duties and responsibilities.
- Establishment of a Selection Interview Board (SIB), with one (1) EEO representative

PTE job announcement(s) shall be posted via general circulation/general distribution and on the Human Resources Office's website for a minimum posting of ten (10) business days. Advertisement in local newspaper/journal vendor(s) or other media source(s) may be available, subject to funding availability.

Only applications received by the job announcement closing date will be accepted and considered for the position. Applications will be evaluated based on the PTE position's minimum experience, education, and training. Preference may be considered for applicants meeting the position's preferred qualifications, if any.

Qualified applicants will be referred to the appropriate Unit for further review and consideration, including scheduling of interviews. The referral memo to the Unit shall include the applicant(s) name(s) deemed qualified for the position. Upon completion of interviews, an interview board shall submit a recommendation report including strengths and weaknesses of each candidate interviewed. The report shall include information obtained from the reference checks conducted. The report is forwarded to the appropriate administrator and/or hiring authority for final selection.

Non-selection notifications shall be sent by HRO to all applicants unsuccessful in the recruitment.

The President will report to the Board of Regents, as appropriate, on new employee hires or significant actions under this classification.

Job Description

PTE job announcements will include the following topics.

Position Title:

Position Number:

Hiring Unit:

Location:

Date Posted:

Closing Date:

Salary Information:

Benefits Included:

Full-Time/Part-Time:

Limited Term/Regular Appointment:

Reports to:

Other Conditions:

Job Description:

Major Duties and Responsibilities:

Duties and Responsibilities (**denotes essential functions):

Judgement Exercised:

Controls Over Position:

Supervision Exercised:

Fiscal Approvals:

Minimum Qualifications:

Preferred Qualifications:

PTE Work Planning and Performance Review:

To Apply:

Required Documents to Include:

Required Documents When Offered Position:

Inquiries:

EEO/AA, Clery Act, ADA:

Performance Evaluation

PTE positions are evaluated by the following timeframes. Employees who meet performance expectations may be entitled to an "increment" at the appropriate time and as the budget allows.

Table 3. Evaluation Time Periods for PTE Employees.

| Evaluation | Period | Status |
|-----------------------|------------|--|
| Probation | 0-3 Months | Preliminary performance review for continued employment (progress review status) |
| Probation (extension) | 3-6 Months | Final performance review for continued employment (final recommendation) |
| Steps 1 -7 | 12 Months | Performance Review/salary increase (1 year) |
| Steps 7-10 | 18 Months | Performance Review/salary increase (1 year, 6 months) |
| Steps 10-18+ | 24 Months | Performance Review/salary increase (2 years) |

Note: Salary increases are subject to both a successful performance review AND the availability of funds.

PTEs are expected to perform prescribed Major Duties and Responsibilities of the position hired for, and to engage with his/her superior(s) regarding work-related assignment activities. Performance review(s) resulting in less than the minimum satisfactory level may result in appropriate disciplinary action for correction, and/or termination.

As part of each evaluation period, PTEs will document their work assignments/tasks/projects using the PTE evaluation tool that has:

1. Employer supplied Expected Duties and Responsibilities
2. Employee supplied Evidence of Accomplishment
3. Employer rating
4. Employee response and acknowledgement of feedback
5. HRO processing of evaluation

The PTE Work Planning Form and Performance Evaluation Review Forms are accessible on HRO's Website. Forms may be downloaded/accessible at: <https://www.uog.edu/hro>.

WORK PLANNING FORM (WPF)
Page 1

Taking Duties and Responsibilities from the original Job Description, this Excel file ([link to be put here](#)) captures the employer's expectation of basic and more advanced work to be performed at the start of a performance period. At the evaluation time, the employee provides the employer with evidence of accomplishment in the Future Plan of Work section.

Professional, Technical, Federal and Externally Funded Employee
Work Performance Evaluation Form

Directions: Evaluate PTFEF employees at the required intervals using this form. Use the most current job description and Major Duties and Responsibilities to provide an accurate assessment of performance.

| GENERAL INFORMATION | | | |
|---------------------|-----------|-----------------|--------------------------|
| Date of Evaluation | | | |
| First & Last Name | Tom Jones | Project Name | |
| Job Title | | Evaluation Type | 12 mo. / 18 mo. / 24 mo. |
| Period From / To | | | |

CURRENT JOB DUTIES / RESPONSIBILITIES
Directions: Performing these Job Duties / Responsibilities is what the employee will be evaluated on for the most recent interval. Review it for completeness and accuracy and make necessary changes, with employees involvement, for the next evaluation. **Importance: P = Primary, E = Essential.**

From Job Description

| Importance | Duty / Responsibility No. | % time spent in a typical month | Duty / Responsibility Description |
|------------|---------------------------|---------------------------------|---|
| | 1. | | |
| | 2. | | |
| | 3. | | |
| | 4. | | |
| | 5. | | |
| | 6. | | |
| | 7. | | |
| | 8. | | Performs other duties as assigned. (Required duty/responsibility, but can't be more than 10%) |
| | Total (100%) | 0% | |

CURRENT JOB DESCRIPTION VERIFIED

Supervisor: Is the employee's Job Description's Major Duties and Responsibilities, on which this evaluation is based, an accurate reflection of the work that needs to be done by this position? IF, NO, update job description at the earliest possible time in consultation with the employee.

| | | | |
|-----|--|----|--|
| YES | | NO | |
|-----|--|----|--|

FUTURE PLAN OF WORK AND EVIDENCE OF ACCOMPLISHMENT AT THE END OF REVIEW PERIOD

Directions: This section serves as a Plan of Work for the upcoming evaluation period and at the end, final accomplishments are listed against plans. If Plans of Work are not part of this job position, do not fill out. Else, simply list planned activities/assignments/tasks/projects with as much detail as possible. For example, if a major role is to provide training to employees, please list the specific training name, training objective(s) and deliverable(s), targeted

For higher Band positions that have more independence

| Planned Activities | A. Expected Evidence of Accomplishment | B. Actual Accomplishment |
|--------------------|--|--------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |

WORK PLANNING FORM (WPF)
Page 2

The employer reviews the employee's input and scores their efforts in the Performance Competencies box.

First & Last Name:

RATING DEFINITIONS

Directions: With the above Job Duties / Responsibilities in mind, how well did this employee perform at work. Use the rating definitions to evaluate the Performance of the employee, since the last evaluation, on page 2.

| | | |
|-------------------|---|--|
| Merit | 3 | Sustained exceptional performance. Achievements are clearly the best among peers or have significance to project outcomes. |
| Satisfactory | 2 | Performance satisfies the requirements of the job. Performance meets standards set for the position on a consistent basis. |
| Needs Improvement | 1 | Improvement needed in job performance (e.g., job competence, knowledge, skills, abilities, conduct, etc.) |
| Unsatisfactory | 0 | Performance completely fails standards established for the job. |

PERFORMANCE COMPETENCIES

Directions: Using the Rating's above, score the employee on each of the Performance Competencies. Provide Comments in the box below the table, especially on deficiencies.

| | Rating 0-3 |
|---|------------|
| 1. Attendance/Work Habits: Appropriate use of paid/unpaid leave, reliable to meet project's workload, maintains required hours, effective use of time. | |
| 2. Cooperation: Ability and willingness to work with associates, superiors and others. Develops cooperation while working toward solutions and goals. | |
| 3. Communication: Communicates timely and effectively to superiors/coworkers. | |
| 4. Dependability/Commitment to Work: Conscientious, responsible, reliable with respect to work completion. | |
| 5. Initiative: Works independently toward project's or job's goals. Improves working skills and abilities. | |
| 6. Learning Ability/Knowledge of Job: Readily grasps new job requirements. Has a clear understanding of facts or factors pertinent to the job. | |
| 7. Productivity: Completes all assignments on time within acceptable standards. Submits assignments timely. Operates with a clear sense of priorities. | |
| 8. Quality of Work: Thoroughness, accuracy and neatness of work. Takes appropriate action to reduce errors. | |
| 9. Overall Support & Contributions to Success of Project: Measurable contributions that produced significant impact to the success of the program or project during the rating period. | |
| 10. Safety Awareness: Contributes to and encourages a safe work environment. Follows safety rules, follows good practices, takes proper care of equipment. | |
| Total Score for Performance Competencies | 0 |
| Total Score for Performance Competencies | #DIV/0! |

WORK PLANNING FORM (WPF)
Page 3

The employer provides the employee with written feedback of their performance during the evaluation period along with any suggestions for improvement. The employee signs this form to acknowledge that they have been given feedback.

First & Last Name:

PERFORMANCE NARRATIVE

1) Demonstrated strengths and accomplishments.

2) Areas requiring improvement.

3) Actions needed by employee to demonstrate improvement in work performance and/or job competence.

EMPLOYEE COMMENTS

Employees: provide comments below. If more space is needed, provide additional sheets. Those sheets need to be reviewed and signed by supervisor.

EMPLOYEE ACKNOWLEDGEMENT

By signing below, I am only acknowledging that my supervisor reviewed this performance evaluation with me.

Print name
Signature

Date

CONCLUSION OF EMPLOYEE EVALUATION PROCESS

WORK PLANNING FORM (WPF)
Page 4

The UOG Human Resources Offices processes the evaluation form and takes action, as indicated.

ADMINISTRATIVE REVIEW AND COMMENT

First & Last Name:

Average score from Page 2:

| Overall Rating | Scoring/Rating Ranges |
|-------------------|-----------------------|
| Merit | 2.4 - 3.0 |
| Satisfactory | 1.6 - 2.3 |
| Needs Improvement | 1.0 - 1.5 |
| Unsatisfactory | 0.0 - 0.9 |

Performance Recommendation Relative to the Employee Earning an Increment

Supervisor - person performing this employee review and providing the above recommendation

Print name Date

Signature

Principal Investigator - Job Description Certification

YES NO

Print name Date

Signature

University of Guam Human Resources Office

Print name Date

Signature

Disciplinary Action for PTE Employees

This section sets forth the guidelines and procedures by which the President (or appropriate Vice President) may take appropriate disciplinary action on a PTE Employee.

The University of Guam's disciplinary action policy explains the steps to address PTE's failure to perform. Although these guidelines outline the disciplinary steps below, PTEs work At-Will, and can be terminated at any time, for appropriate reasons. Note: Not every infraction leads to Progressive Discipline.

| NATURE OF OFFENSE | |
|-------------------|---|
| A | Unauthorized absence. |
| B | Falsifying attendance record for oneself or another employee. |
| C | Leaving job to which assigned at any time during working hours without proper permission. |
| D | Unexcused or unauthorized absence on one or more scheduled days of work or assigned overtime. |
| E | Unexcused tardiness. |
| F | Actual or attempted theft of government property or property of others. |

| CONDUCT | |
|---------|---|
| A | Criminal dishonest, infamous or notoriously disgraceful conduct adversely affecting the employee/ employer relationship (on duty or off duty). |
| B | Disobedience to constituted authorities, or deliberate refusal to carry out any proper order from any supervisor having responsibility for the work of the employee; Insubordination. |
| C | Disorderly conduct; fighting threatening or attempting to inflict bodily injury to another; engaging in dangerous horseplay or resisting competent authority. |
| D | Disrespectful conduct; use of insulting, abusive, or obscene language to or about other personnel. |
| E | Falsification, misstatement, or concealment of material fact in connection with any official record. |
| F | False testimony or refusal to testify in an inquiry, investigation or other official proceeding. |
| G | Knowingly make false or malicious statements with the intent to harm or destroy the reputation of authority, or other official standing of individuals or organizations. |
| H | Gambling or unlawful betting during working hours. |
| I | Promotion of gambling on Government premises. |
| J | Willful damage to Government property or the property of others. |
| K | Engaging in prohibited Political Activity (Appendix R) acts covered in Title 4 GCA Section 9102. |

| DISCRIMINATION | |
|----------------|---|
| A | Discriminating against an employee or applicant because of race, color, creed, religion, age, sex, political affiliation, marital status, national origin, disability, sexual orientation or other prohibited discriminatory practices. |

| INTOXICANTS | |
|-------------|---|
| A | Reporting for duty or being on duty under the influence of intoxicants, unauthorized possession of or attempting to bring intoxicants on Government premises. |
| B | Reporting for duty while under the influence of a narcotic or dangerous drug, or use of same on Government property or on duty. |

UOG Human Resources & EEO – PTE Policy Manual (Resolution # 22-15)

All procedures and policies are subject to change and amendment. Refer to the UOG Policy and Procedure Library website (<https://www.uog.edu/policy-procedures-library/>) for the official, most recent version.

| | |
|---|--|
| C | Authorized sale or transfer of narcotic or dangerous drug Government or property or during duty hours. |
|---|--|

| PERFORMANCE | |
|-------------|--|
| A | Careless workmanship resulting in spoilage or waste of materials or delay in production. |
| B | Covering up or attempting to conceal defective work; removing or destroying same without permission. |
| C | Failure or delay in carrying out orders, work assignments or instructions of superiors. |
| D | Loafing, wasting time, or in-attention to duty. |
| E | Sleeping on duty where life or property is endangered. |
| F | Unauthorized use or possession of, loss of or damage to Government property or the property of others. |

| SAFETY | |
|--------|--|
| A | Failure to observe precautions for personal safety posted rules, signs, written or oral safety instructions, or to use protective clothing or equipment. |
| B | Violation of safety regulations which endangers life or property. |
| C | Endangering the safety of or causing injury to personnel through carelessness. |
| D | Failure to observe no smoking regulations or carrying matches in restricted areas. |
| E | Violating traffic regulations, reckless driving on government premises, or improper operation of government motor vehicles. |
| F | Criminal convictions for felonies or misdemeanors that are nexus to the position while employed. |

Steps in UOG's Progressive Disciplining Process:

1. Verbal warning

This is typically the first step in the discipline process. In this step the PTE receives verbal warnings in private. The exact nature of what took place and why it is a violation of policy, or how it falls short of performance expectations, should be explained, along with corrective action(s). The supervisor will document the verbal discussion with the employee. This is for the supervisor's files only and not a part of the employee's personnel file. Include the employee's acknowledgement of the document.

2. Formal written warning

The immediate supervisor should use a write-up form to describe the incident and corrective actions. The PTE should read and acknowledge receipt of the form. This form is available at the HRO website – <https://www.uog.edu/hro>

3. Formal disciplinary meeting

In this step, the immediate supervisor and the Chief Human Resources Officer (CHRO), or the appropriate designee, meet to discuss the problem(s). Then, the CHRO investigates and then informs the parties of the investigation results. The PTE is informed of the appropriate disciplinary action, which may lead to, and include termination.

4. Suspension or loss of privileges

In this step, the PTE may receive penalties, such as leave of absence without pay, suspension from some of or all duties, or other appropriate penalties.

5. Termination of Employment

In this step, the PTE is terminated for continued inappropriate behavior and/or lack of performance.

Grievance Procedures for PTE Employees

The University recognizes that PTEs may need to express their concerns or complaints within the workplace. The University provides the following grievance procedure to promote prompt and responsible resolution of issues raised by PTEs. This procedure may be used freely without fear of retaliation, and HRO is available to assist throughout the procedure. If the grievance involves discrimination, including sexual harassment, reference to those policies should be made to initiate a complaint with the EEO/ADA/Title IX Office. When unsure which policy applies, contact should be made with the HRO or the EEO/ADA/Title IX Office for assistance.

1. Right to Present Grievance

A grievance for this purpose is defined as a complaint by a PTE governed by these policies that there has been a violation of any of the provisions of these rules or the established policies of the Board.

2. Informal Resolution

PTEs are encouraged to seek informal resolution of grievances and absent extraordinary circumstances, PTEs shall discuss their grievance with the appropriate administrator prior to filing a formal grievance.

3. Time Limit for Present Grievance

PTEs may submit a formal grievance to the appropriate administrator at any time after becoming aware of any grievable matter but not later than twenty (20) business days after the date the PTE became aware of or reasonably should have become aware of the matter being grieved. If a grievance is not submitted on or before the expiration of the time period, the PTE shall forfeit the right to pursue that grievance. Grievances alleging a violation of the University's non-discrimination and affirmative action policies shall not be subject to the twenty (20) day time limit, but may be brought within the time permitted by law for pursuing discrimination complaints with governmental bodies.

4. Form of Grievance

A grievance shall be in writing and shall set forth a statement of action grieved, the specific term or provision of the University policy(cies) or practice(s) violated and the specific remedy sought.

The grievance shall be filed with the Administrator of Unit in which the PTE works. If the grievance is against that Administrator, the grievance shall be filed with the administrator's supervisor. The Administrator shall have a copy of the grievance made and sent to the appropriate University personnel administrator.

Grievances against the President shall be filed with the Board of Regents who shall consider the grievance through an *ad hoc* procedure.

5. Grievance Levels

Step 1

Absent extraordinary circumstances, the Administrator with whom the grievance has been filed shall, within ten business (10) days, conduct a formal conference with the grievant and the person grieved against, permitting them to provide any necessary information relevant to the grievance. Absent extraordinary circumstances, the Dean or Director shall render a written decision within ten (10) business days of the conference.

Step 2

If not satisfied with the results from Step 1, the grievant may, within five (5) business days, appeal to the Supervisor of the Administrator with whom the grievance was filed. If that supervisor is the President, the process moves to Step 3.

Absent extraordinary circumstances, the appropriate Vice President shall hold a hearing within fifteen (15) business days of the receipt of the appeal or grievance and, absent extraordinary circumstances, shall render a written decision within ten (10) business days of such hearing. The hearing shall be open or closed at the discretion of the supervisor upon consideration of the wishes of the grievant and other interested persons and the person grieved against. The grievant shall be afforded the opportunity to testify, to call witnesses and to introduce documentary evidence. The grievant and the administrative officer representing the opposing view shall have the right to cross-examine all witnesses.

Step 3

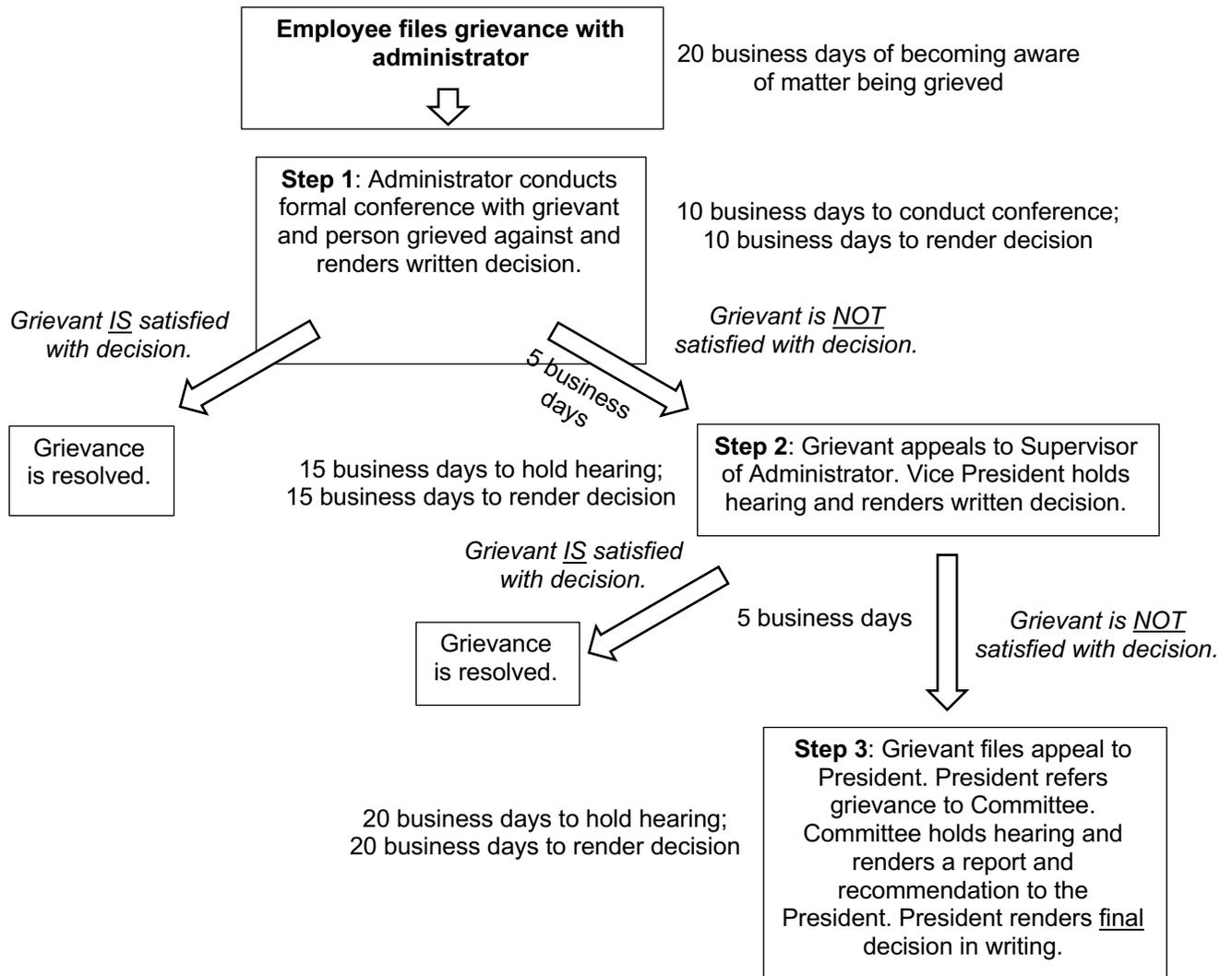
If not satisfied with the results of Step 2, the grievant may file an appeal with the President (or his or her Vice President designee) within five (5) business days of the receipt of the Step 2 decision. Absent extraordinary circumstances, the President shall, within five (5) business days, refer the grievance to the Non-Classified Employee Adjudication Committee (NCEAC).

The NCEAC shall consist of three (3) persons chosen from a standing panel appointed annually by the President. The standing panel shall consist of twelve (12) University employees representing administrators, and other non-classified employees. The Committee shall be formed to hear the grievance as follows: one (1) person from the panel shall be appointed by the President, one (1) person from the panel shall be appointed by the grievant and the third person from the panel shall be chosen by the first two (2) members. Any member of the panel, whose term of appointment has expired, shall nevertheless continue to serve on any committee to which he or she has been appointed until completion of hearing and the rendering of a decision thereon.

The Step 3 hearing shall be held as soon as practicable and normally within twenty (20) business days of referral of the grievance to the NCEAC by the President. The hearing shall be open or closed at the discretion of the Committee upon consideration of the express desires of the grievant and other interested parties. The grievant and the person grieved against shall have the right to call witnesses, to testify and to present relevant documentary evidence. The grievant and the appropriate person representing the opposing view will have the right to cross-examine witnesses. A recording of the proceedings shall be made, and a copy shall be given at cost to the grievant. Following the hearing, the Committee shall, absent extraordinary circumstances, render a report and recommendation to the President within twenty (20) business days following the hearing. The report shall contain specific findings of fact and recommendations. Upon consideration of the report and recommendation, the President's decision shall be final.

6. Special Procedures for Grievances Alleging Discrimination, Including Sexual Harassment
All grievances alleging discrimination, including sexual harassment, shall be referred to the Director, EEO and Title IC/ADA Coordinator, and handled according to the policies and procedures for these complaints.

Table 4. Grievance Procedures Illustrated.



PTE Staff Employee Grievance Form - Initial

| | | | |
|-----------------------------|--|------------------------|--|
| Employee Name: | | Position Title: | |
| Supervisor's Name: | | Position Title: | |
| Administrator's Name | | Position Title: | |
| College/Unit: | | | |

Statement of Grievance(s) (Attach another sheet if necessary):

1. State alleged violation(s) of University policy(cies).

2. State the relevant facts supporting your position, i.e., date(s), event(s), name(s), position title(s) of person(s) involved, and any witness(es).

3. Remedy sought:

Employee Signature

Date

PTE Staff Employee Grievance Form – Step 1

| | | | |
|-----------------------------------|--|------------------------|--|
| Employee Name: | | Position Title: | |
| Supervisor's Name: | | Position Title: | |
| Administrator's Name | | Position Title: | |
| College/Unit: | | | |
| Date of Formal Conference: | | | |
| Administrator's Decision: | | | |

Administrator's Signature

Date

PTE Staff Employee Grievance Form – Step 2
Appeal to Supervisor of Administrator

| | | | |
|---|--|------------------------|--|
| Employee Name: | | Position Title: | |
| Supervisor's Name: | | Position Title: | |
| Administrator's Name: | | Position Title: | |
| Appropriate Vice President's Name: | | Position Title: | |
| College/Unit: | | | |
| Reason for appeal: | | | |

 Employee Signature

 Date

PTE Staff Employee Grievance Form – Step 2

| | | | |
|--|--|------------------------|--|
| Employee Name: | | Position Title: | |
| Supervisor's Name: | | Position Title: | |
| Administrator's Name | | Position Title: | |
| Appropriate Vice President's Name | | Position Title: | |
| College/Unit: | | | |
| Date of Vice President's Hearing: | | | |
| Vice President's Decision: | | | |

Vice President's Signature

Date

PTE Staff Employee Grievance Form – Step 3
Appeal to the President

| | | | |
|---|--|------------------------|--|
| Employee Name: | | Position Title: | |
| Supervisor's Name: | | Position Title: | |
| Administrator's Name: | | Position Title: | |
| Appropriate Vice President's Name: | | Position Title: | |
| College/Unit: | | | |
| Reason for Appeal: | | | |

 Employee Signature

 Date

PTE Staff Employee Grievance Form – Step 3

| | | | |
|---|--|------------------------|--|
| Employee Name: | | Position Title: | |
| Supervisor's Name: | | Position Title: | |
| Administrator's Name: | | Position Title: | |
| Appropriate Vice President's Name: | | Position Title: | |
| College/Unit: | | | |
| Date of Committee Hearing: | | | |
| Committee's Recommendation: | | | |
| President's Decision: | | | |

President's Signature

Date

Separation of Employment

It is the policy of the University of Guam to ensure that employee separations, including completion of appointment, resignation, retirement, and separation due to the death of an employee, are handled in a professional manner with minimal disruption to the workplace.

Completion of Appointment

Completion of Appointment occurs when an employee completes the employment period of their personnel action and will not be renewed.

Procedures

1. The unit will notify HRO that the employee will not be renewed at least two (2) weeks prior the employee's last day.
2. HRO will issue the employee a Separation Clearance form. The employee is to obtain signatures to clear them of any obligations starting with their unit. The employee will return all university property to their unit. If the employee has medical insurance, HRO will have them sign forms to terminate their insurance coverage. HRO will also have them complete an exit interview form. The employee's input on the exit interview form will assist the University in improving their services to the community.

Resignation

A resignation occurs when an employee submits a written notice of resignation to his or her supervisor.

Procedures

1. Employees are requested to provide a minimum of two weeks notice of their intention to separate employment. The employee should provide a written resignation notification to his or her supervisor indicating their last day of work.
2. Upon receipt of an employee's resignation letter, the supervisor shall sign the letter to acknowledge receipt of their resignation and provide HRO with a copy of the letter.
3. HRO will process a resignation personnel action (UG1) and have the appropriate administrators, and the employee sign the UG1. HRO will distribute copies to the unit, the employee, GovGuam Retirement Fund, and Payroll.
4. HRO will issue the employee a separation clearance form. The employee is to obtain signatures on-campus to clear them of any obligations starting with their unit. The employee will return all university property to their unit. If the employee has medical insurance, HRO will have them sign forms to terminate their insurance coverage. HRO will also have them complete an exit interview form. The employee's input on the exit interview form will assist the University in improving their services to the community.

Retirement

A retirement occurs when an employee submits a written notice of retirement with their supervisor's acknowledgement signature and a retirement eligibility form (issued by the Government of Guam Retirement Fund (GGRF) or Empower Retirement) to HRO.

Procedures

1. Employees who are on the DB, DB (I), DB 1.75 plan and intend to retire will contact GGRF to determine if they meet the requirements to retire. If the employee is eligible to retire, GGRF will issue a retirement eligibility form to the employee. Employees who are on the DC plan and intend to retire will contact Empower Retirement to determine if they meet the requirements to retire. If the employee is eligible to retire, Empower Retirement will issue a retirement eligibility form to the employee.
2. Employees are requested to provide a minimum of two (2) week's notice of their intention to separate employment. The employee should provide a written retirement notification to his or her supervisor indicating their last day of work.
3. Employees should have their retirement notification signed by their supervisor and provide the notification and their retirement eligibility form to HRO.
4. HRO will process a retirement personnel action (UG1) and have the appropriate administrators and the employee sign the UG1. HRO will distribute copies to the unit, the employee, GovGuam Retirement Fund, and Payroll.
5. HRO will issue the employee a Separation Clearance form. The employee is to obtain signatures on-campus to clear them of any obligations starting with their unit. The employee will return all university property to their unit. If the employee has medical insurance, HRO will have them sign forms to terminate their insurance coverage. The Employee Separation Clearance Form is available on HRO's website – www.uog.edu/hro .

Death of an Employee

A separation due to the death of an employee will be made effective as of the date of death.

Procedures

1. Upon receiving notification of the death of an employee, the employee's supervisor should immediately notify HRO and advise next of kin to contact HRO.
2. The next of kin should provide the HRO with the employee's death certificate.
3. HRO will process a separation (death) personnel action (UG1) and have the appropriate administrators sign the UG1. HRO will distribute copies to the unit, GovGuam Retirement Fund, and Payroll.
4. The employee's supervisor should ensure that the payroll office receives the deceased employee's timesheet.
5. HRO will provide the payroll office with the employee's designation of survivor's form. Payroll will process the employee's last paycheck and release it to the individual(s) listed on the form.
6. If the employee was entitled to fringe benefits such as life insurance and retirement, HRO will notify the appropriate providers and connect the employee's beneficiaries with the providers' point of contacts. The providers will work with the beneficiaries in issuing payouts of the employee's life insurance policy or retirement plan.

Other Separation Procedures

Final Pay

An employee who separates from the University will be paid through the last day of work, plus any unused annual leave to not exceed 320 hours. In cases of an employee's death, the final pay due to that employee will be paid to the deceased employee's survivor(s) or estate (if no survivors are identified).

Health Insurance

Health insurance coverage terminates effective the pay period ending of when the employee separates employment. An employee will be required to pay his or her share of insurance premiums through that last pay period.

Return of Property

Employees must return all university property at the time of separation, including but not limited to, uniforms, cellphones, keys, laptops and employee identification cards. Failure to return items may result in delays in out-processing the employee. In some circumstances, the University of Guam may pursue criminal charges for failure to return University property.

Exit Interview

HRO will also ask the separating employee to voluntarily complete an exit interview form. The employee's input on the exit interview form will assist the University in improving their services to the community. The Exit Interview Form is available on HRO's website – www.uog.edu/hro

Appendix 1. University of Guam General Pay Plan with Bands.

| UNIVERSITY GENERAL PAY PLAN | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------------------|----------|-------------|-------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| 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 | | | | | | | | |
| BAND D | X ANNUAL | \$96,175.00 | \$99,819.00 | \$103,602.00 | \$107,527.00 | \$111,601.00 | \$115,830.00 | \$120,219.00 | \$124,833.00 | \$129,669.00 | \$134,729.00 | \$140,000.00 | \$144,999.00 | \$149,600.00 | \$154,346.00 | \$159,243.00 | \$164,296.00 | \$169,509.00 | \$174,886.00 | | | | | | | |
| | X HOURLY | \$46.24 | \$47.99 | \$49.81 | \$51.70 | \$53.65 | \$55.69 | \$57.80 | \$59.93 | \$62.12 | \$64.37 | \$66.69 | \$69.07 | \$71.51 | \$74.00 | \$76.56 | \$79.19 | \$81.89 | \$84.64 | \$87.44 | | | | | | |
| BAND C | W ANNUAL | \$91,595.00 | \$95,066.00 | \$98,668.00 | \$102,407.00 | \$106,287.00 | \$110,314.00 | \$114,494.00 | \$118,827.00 | \$123,314.00 | \$127,956.00 | \$132,757.00 | \$137,717.00 | \$142,836.00 | \$148,114.00 | \$153,551.00 | \$159,148.00 | \$164,905.00 | \$170,822.00 | \$176,899.00 | | | | | | |
| | W HOURLY | \$44.04 | \$45.70 | \$47.44 | \$49.23 | \$51.10 | \$53.04 | \$55.05 | \$57.13 | \$59.29 | \$61.52 | \$63.82 | \$66.19 | \$68.63 | \$71.14 | \$73.71 | \$76.34 | \$79.03 | \$81.78 | \$84.59 | \$87.44 | | | | | |
| BAND B | V ANNUAL | \$86,820.00 | \$90,110.00 | \$93,524.00 | \$97,068.00 | \$100,746.00 | \$104,563.00 | \$108,525.00 | \$111,668.00 | \$115,021.00 | \$118,600.00 | \$122,326.00 | \$126,209.00 | \$130,250.00 | \$134,459.00 | \$138,837.00 | \$143,384.00 | \$148,100.00 | \$152,986.00 | \$158,042.00 | \$163,269.00 | | | | | |
| | V HOURLY | \$41.74 | \$43.32 | \$44.96 | \$46.67 | \$48.44 | \$50.27 | \$52.18 | \$54.13 | \$56.13 | \$58.18 | \$60.28 | \$62.43 | \$64.63 | \$66.88 | \$69.18 | \$71.53 | \$73.93 | \$76.38 | \$78.87 | \$81.40 | \$83.97 | | | | |
| BAND A | U ANNUAL | \$81,522.00 | \$84,611.00 | \$87,816.00 | \$91,144.00 | \$94,597.00 | \$98,182.00 | \$101,902.00 | \$105,755.00 | \$109,741.00 | \$113,860.00 | \$118,113.00 | \$122,500.00 | \$127,021.00 | \$131,676.00 | \$136,465.00 | \$141,388.00 | \$146,445.00 | \$151,636.00 | \$156,961.00 | \$162,420.00 | \$168,014.00 | | | | |
| | U HOURLY | \$39.19 | \$40.68 | \$42.22 | \$43.82 | \$45.48 | \$47.20 | \$48.99 | \$50.85 | \$52.78 | \$54.77 | \$56.82 | \$58.93 | \$61.09 | \$63.31 | \$65.58 | \$67.90 | \$70.27 | \$72.69 | \$75.16 | \$77.68 | \$80.24 | \$82.84 | | | |
| BAND A | T ANNUAL | \$76,188.00 | \$79,075.00 | \$82,071.00 | \$85,181.00 | \$88,408.00 | \$91,756.00 | \$95,239.00 | \$98,861.00 | \$102,621.00 | \$106,521.00 | \$110,564.00 | \$114,753.00 | \$119,089.00 | \$123,574.00 | \$128,209.00 | \$132,996.00 | \$137,936.00 | \$143,029.00 | \$148,275.00 | \$153,675.00 | \$159,229.00 | \$164,938.00 | | | |
| | T HOURLY | \$36.63 | \$38.02 | \$39.46 | \$40.95 | \$42.50 | \$44.11 | \$45.79 | \$47.54 | \$49.34 | \$51.19 | \$53.09 | \$55.04 | \$57.04 | \$59.09 | \$61.19 | \$63.34 | \$65.54 | \$67.79 | \$70.08 | \$72.41 | \$74.78 | \$77.19 | \$79.64 | | |
| BAND A | S ANNUAL | \$70,873.00 | \$73,558.00 | \$76,345.00 | \$79,238.00 | \$82,241.00 | \$85,357.00 | \$88,591.00 | \$91,946.00 | \$95,425.00 | \$99,031.00 | \$102,766.00 | \$106,643.00 | \$110,664.00 | \$114,830.00 | \$119,142.00 | \$123,601.00 | \$128,208.00 | \$132,964.00 | \$137,870.00 | \$142,927.00 | \$148,135.00 | \$153,494.00 | \$159,005.00 | | |
| | S HOURLY | \$34.07 | \$35.36 | \$36.70 | \$38.10 | \$39.54 | \$41.04 | \$42.59 | \$44.19 | \$45.84 | \$47.54 | \$49.29 | \$51.09 | \$52.94 | \$54.84 | \$56.79 | \$58.79 | \$60.84 | \$62.94 | \$65.09 | \$67.29 | \$69.54 | \$71.84 | \$74.19 | \$76.54 | |
| BAND A | R ANNUAL | \$65,623.00 | \$68,110.00 | \$70,690.00 | \$73,369.00 | \$76,149.00 | \$79,034.00 | \$82,029.00 | \$85,139.00 | \$88,368.00 | \$91,719.00 | \$95,196.00 | \$98,793.00 | \$102,513.00 | \$106,358.00 | \$110,330.00 | \$114,430.00 | \$118,659.00 | \$123,018.00 | \$127,508.00 | \$132,129.00 | \$136,882.00 | \$141,758.00 | \$146,757.00 | \$151,879.00 | |
| | R HOURLY | \$31.55 | \$32.75 | \$33.99 | \$35.27 | \$36.61 | \$38.00 | \$39.44 | \$40.93 | \$42.47 | \$44.06 | \$45.70 | \$47.39 | \$49.13 | \$50.92 | \$52.76 | \$54.65 | \$56.59 | \$58.58 | \$60.62 | \$62.71 | \$64.85 | \$67.04 | \$69.28 | \$71.56 | \$73.89 |
| BAND A | Q ANNUAL | \$60,482.00 | \$62,773.00 | \$65,152.00 | \$67,620.00 | \$70,183.00 | \$72,842.00 | \$75,600.00 | \$78,461.00 | \$81,429.00 | \$84,507.00 | \$87,698.00 | \$90,995.00 | \$94,399.00 | \$97,913.00 | \$101,536.00 | \$105,270.00 | \$109,116.00 | \$113,075.00 | \$117,148.00 | \$121,336.00 | \$125,639.00 | \$130,058.00 | \$134,593.00 | \$139,245.00 | |
| | Q HOURLY | \$29.08 | \$30.18 | \$31.32 | \$32.51 | \$33.74 | \$35.02 | \$36.35 | \$37.73 | \$39.16 | \$40.64 | \$42.16 | \$43.73 | \$45.34 | \$46.99 | \$48.69 | \$50.44 | \$52.24 | \$54.08 | \$55.97 | \$57.90 | \$59.88 | \$61.90 | \$63.96 | \$66.06 | \$68.20 |
| BAND A | P ANNUAL | \$55,498.00 | \$57,590.00 | \$59,773.00 | \$62,037.00 | \$64,386.00 | \$66,823.00 | \$69,350.00 | \$71,971.00 | \$74,680.00 | \$77,480.00 | \$80,375.00 | \$83,368.00 | \$86,462.00 | \$89,658.00 | \$92,958.00 | \$96,364.00 | \$99,877.00 | \$103,498.00 | \$107,228.00 | \$111,068.00 | \$115,018.00 | \$119,078.00 | \$123,248.00 | \$127,528.00 | \$131,909.00 |
| | P HOURLY | \$26.88 | \$27.69 | \$28.74 | \$29.93 | \$30.96 | \$32.13 | \$33.35 | \$34.60 | \$35.90 | \$37.24 | \$38.62 | \$40.04 | \$41.51 | \$43.02 | \$44.57 | \$46.16 | \$47.79 | \$49.46 | \$51.17 | \$52.92 | \$54.71 | \$56.54 | \$58.41 | \$60.32 | \$62.27 |
| BAND A | O ANNUAL | \$49,897.00 | \$51,787.00 | \$53,750.00 | \$55,786.00 | \$57,900.00 | \$60,094.00 | \$62,371.00 | \$64,735.00 | \$67,189.00 | \$69,736.00 | \$72,370.00 | \$75,094.00 | \$77,910.00 | \$80,819.00 | \$83,823.00 | \$86,924.00 | \$90,124.00 | \$93,424.00 | \$96,825.00 | \$100,328.00 | \$103,934.00 | \$107,643.00 | \$111,456.00 | \$115,374.00 | \$119,397.00 |
| | O HOURLY | \$23.99 | \$24.90 | \$25.84 | \$26.82 | \$27.84 | \$28.89 | \$29.99 | \$31.13 | \$32.31 | \$33.53 | \$34.79 | \$36.09 | \$37.43 | \$38.81 | \$40.23 | \$41.69 | \$43.19 | \$44.73 | \$46.31 | \$47.93 | \$49.59 | \$51.29 | \$53.03 | \$54.81 | \$56.63 |
| BAND A | N ANNUAL | \$45,014.00 | \$46,720.00 | \$48,490.00 | \$50,328.00 | \$52,236.00 | \$54,214.00 | \$56,266.00 | \$58,396.00 | \$60,607.00 | \$62,902.00 | \$65,285.00 | \$67,758.00 | \$70,323.00 | \$72,981.00 | \$75,735.00 | \$78,587.00 | \$81,539.00 | \$84,593.00 | \$87,750.00 | \$91,011.00 | \$94,378.00 | \$97,852.00 | \$101,434.00 | \$105,126.00 | \$108,928.00 |
| | N HOURLY | \$21.64 | \$22.46 | \$23.31 | \$24.20 | \$25.11 | \$26.06 | \$27.05 | \$28.08 | \$29.14 | \$30.23 | \$31.35 | \$32.50 | \$33.68 | \$34.89 | \$36.13 | \$37.40 | \$38.70 | \$40.03 | \$41.39 | \$42.78 | \$44.19 | \$45.63 | \$47.10 | \$48.60 | \$50.12 |
| BAND A | M ANNUAL | \$40,762.00 | \$42,307.00 | \$43,910.00 | \$45,574.00 | \$47,301.00 | \$49,093.00 | \$50,953.00 | \$52,875.00 | \$54,862.00 | \$56,918.00 | \$59,047.00 | \$61,252.00 | \$63,536.00 | \$65,901.00 | \$68,348.00 | \$70,879.00 | \$73,496.00 | \$76,199.00 | \$79,000.00 | \$81,900.00 | \$84,900.00 | \$88,000.00 | \$91,200.00 | \$94,500.00 | \$97,900.00 |
| | M HOURLY | \$19.60 | \$20.34 | \$21.11 | \$21.91 | \$22.74 | \$23.60 | \$24.50 | \$25.43 | \$26.40 | \$27.40 | \$28.43 | \$29.49 | \$30.58 | \$31.69 | \$32.83 | \$34.00 | \$35.20 | \$36.43 | \$37.69 | \$38.98 | \$40.29 | \$41.63 | \$43.00 | \$44.40 | \$45.83 |
| BAND A | L ANNUAL | \$37,100.00 | \$38,506.00 | \$39,965.00 | \$41,479.00 | \$43,051.00 | \$44,682.00 | \$46,375.00 | \$48,132.00 | \$49,956.00 | \$51,840.00 | \$53,786.00 | \$55,796.00 | \$57,872.00 | \$59,916.00 | \$62,029.00 | \$64,212.00 | \$66,466.00 | \$68,792.00 | \$71,191.00 | \$73,664.00 | \$76,212.00 | \$78,836.00 | \$81,536.00 | \$84,312.00 | \$87,164.00 |
| | L HOURLY | \$17.84 | \$18.51 | \$19.21 | \$19.94 | \$20.70 | \$21.48 | \$22.30 | \$23.14 | \$24.01 | \$24.91 | \$25.84 | \$26.80 | \$27.79 | \$28.80 | \$29.83 | \$30.89 | \$31.98 | \$33.09 | \$34.22 | \$35.37 | \$36.54 | \$37.73 | \$38.94 | \$40.17 | \$41.42 |
| BAND A | K ANNUAL | \$33,911.00 | \$35,196.00 | \$36,530.00 | \$37,914.00 | \$39,350.00 | \$40,841.00 | \$42,389.00 | \$43,996.00 | \$45,664.00 | \$47,395.00 | \$49,191.00 | \$51,054.00 | \$52,986.00 | \$54,988.00 | \$57,061.00 | \$59,206.00 | \$61,424.00 | \$63,716.00 | \$66,093.00 | \$68,556.00 | \$71,105.00 | \$73,740.00 | \$76,462.00 | \$79,272.00 | \$82,169.00 |
| | K HOURLY | \$16.30 | \$16.92 | \$17.56 | \$18.23 | \$18.92 | \$19.64 | \$20.38 | \$21.13 | \$21.91 | \$22.71 | \$23.54 | \$24.40 | \$25.29 | \$26.20 | \$27.13 | \$28.09 | \$29.07 | \$30.07 | \$31.09 | \$32.13 | \$33.19 | \$34.27 | \$35.37 | \$36.48 | \$37.61 |
| BAND A | J ANNUAL | \$31,076.00 | \$32,253.00 | \$33,476.00 | \$34,744.00 | \$36,061.00 | \$37,427.00 | \$38,845.00 | \$40,316.00 | \$41,841.00 | \$43,422.00 | \$45,059.00 | \$46,754.00 | \$48,507.00 | \$50,319.00 | \$52,191.00 | \$54,124.00 | \$56,118.00 | \$58,174.00 | \$60,292.00 | \$62,473.00 | \$64,717.00 | \$67,025.00 | \$69,397.00 | \$71,834.00 | \$74,336.00 |
| | J HOURLY | \$14.94 | \$15.51 | \$16.09 | \$16.70 | \$17.34 | \$17.99 | \$18.68 | \$19.37 | \$20.09 | \$20.84 | \$21.61 | \$22.41 | \$23.23 | \$24.07 | \$24.94 | \$25.83 | \$26.74 | \$27.67 | \$28.61 | \$29.57 | \$30.55 | \$31.55 | \$32.57 | \$33.60 | \$34.65 |
| BAND A | I ANNUAL | \$28,595.00 | \$29,679.00 | \$30,803.00 | \$31,970.00 | \$33,182.00 | \$34,439.00 | \$35,744.00 | \$37,098.00 | \$38,503.00 | \$39,959.00 | \$41,468.00 | \$43,031.00 | \$44,649.00 | \$46,323.00 | \$48,054.00 | \$49,843.00 | \$51,691.00 | \$53,598.00 | \$55,565.00 | \$57,592.00 | \$59,679.00 | \$61,826.00 | \$64,043.00 | \$66,330.00 | \$68,687.00 |
| | I HOURLY | \$13.75 | \$14.27 | \$14.81 | \$15.37 | \$15.95 | \$16.56 | \$17.18 | \$17.83 | \$18.50 | \$19.19 | \$19.90 | \$20.63 | \$21.38 | \$22.15 | \$22.94 | \$23.75 | \$24.58 | \$25.43 | \$26.30 | \$27.19 | \$28.09 | \$29.01 | \$29.94 | \$30.89 | \$31.85 |
| BAND A | H ANNUAL | \$26,520.00 | \$27,525.00 | \$28,568.00 | \$29,650.00 | \$30,774.00 | \$31,940.00 | \$33,150.00 | \$34,402.00 | \$35,697.00 | \$37,036.00 | \$38,420.00 | \$39,850.00 | \$41,326.00 | \$42,849.00 | \$44,419.00 | \$46,036.00 | \$47,700.00 | \$49,411.00 | \$51,169.00 | \$52,974.00 | \$54,826.00 | \$56,725.00 | \$58,671.00 | \$60,664.00 | \$62,704.00 |
| | H HOURLY | \$12.75 | \$13.23 | \$13.73 | \$14.25 | \$14.80 | \$15.36 | \$15.94 | \$16.54 | \$17.16 | \$17.80 | \$18.46 | \$19.14 | \$19.84 | \$20.56 | \$21.30 | \$22.06 | \$22.84 | \$23.64 | \$24.46 | \$25.30 | \$26.16 | \$27.04 | \$27.94 | \$28.86 | \$29.80 |
| BAND A | G ANNUAL | \$24,729.00 | \$25,666.00 | \$26,638.00 | \$27,648.00 | \$28,696.00 | \$29,783.00 | \$30,911.00 | \$32,081.00 | \$33,294.00 | \$34,551.00 | \$35,853.00 | \$37,201.00 | \$38,595.00 | \$40,036.00 | \$41,524.00 | \$43,059.00 | \$44,641.00 | \$46,270.00 | \$47,946.00 | \$49,670.00 | \$51,442.00 | \$53,262.00 | \$55,130.00 | \$57,046.00 | \$59,010.00 |
| | G HOURLY | \$11.89 | \$12.34 | \$12.81 | \$13.29 | \$13.80 | \$14.32 | \$14.86 | \$15.43 | \$16.01 | \$16.61 | \$17.22 | \$17.84 | \$18.48 | \$19.14 | \$19.81 | \$20.50 | \$21.20 | \$21.92 | \$22.65 | \$23.40 | \$24.16 | \$24.94 | | | |