

Personnel Rules & Regulations (PR&R) **FACT SHEET**

PR&R approved and adopted by the Judicial Council on 8/19/22.
Purpose: Modernize and update our PR&R by incorporating existing administrative policies and applicable federal and local laws.

COMPRISED OF 16 CHAPTERS

CHAPTER 1: PURPOSE, SCOPE AND STATUTORY AUTHORITY

CHAPTER 2: ADMINISTRATION AND RESPONSIBILITIES

CHAPTER 3: JUDICIARY OF GUAM CODE OF CONDUCT FOR JUDICIAL EMPLOYEES

CHAPTER 4: FILLING POSITIONS IN THE JUDICIARY

CHAPTER 5: CERTIFICATION

CHAPTER 6: INITIAL PROBATIONARY PERIOD AND STATUS

CHAPTER 7: CLASSIFICATION AND COMPENSATION

CHAPTER 8: PAY ADMINISTRATION

CHAPTER 9: PERFORMANCE EVALUATION

CHAPTER 10: HOURS OF WORK

CHAPTER 11: LEAVE OF ABSENCE

CHAPTER 12: HEALTH AND SAFETY

CHAPTER 13: EMPLOYEE ADVANCEMENT AND WELLNESS PROGRAMS

CHAPTER 14: GRIEVANCE PROCEDURE

CHAPTER 15: ADVERSE ACTIONS AND JUDICIAL COUNCIL OF GUAM HEARING OFFICER PROCEDURES

CHAPTER 16: RESIGNATION, SEPARATION AND CLEARANCE

GLOSSARY

EXHIBITS:

GENERAL PAY PLAN (GPP) (6%)

ATTORNEY PAY PLAN (APP) (6%)

EXECUTIVE PAY PLAN (EPP) (6%)

LAW ENFORCEMENT PAY (LEP) (7%)

CHAPTER 1: COVERAGE:

- Employees occupying classified, permanent, full time positions;
- Employees appointed to unclassified positions, however, other sections i.e., grievance, compensation, hours of work, and leave are applicable as indicated; and
- Rules may be supplemented with appendices & administrative policies.

CHAPTER 3: Incorporates Code of Conduct approved by the Judicial Council on 6/17/21 and effective October 1, 2022.

CHAPTER 6: AOC may extend initial probationary period not to exceed a total of 12 months from initial date of employment.

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CHAPTER 8:

Incorporates the Competitive Wage Act to include the new pay scales: (General Pay Plan, Attorney Pay Plan, Executive Pay Plan at 6% and Law Enforcement Pay Plan at 7%).

CHAPTER 11:

Leave of Absence now includes:

- Revocation of Leave – DM, HRA & AOC authorized to revoke
- Jury & Witness Leave procedures
- Military Leave USERRA guidelines
- Military Family Leave in support of families of reservists

Administrative Leave:

- Natural Disaster and Emergency Conditions
- Absence Pending Formal Investigation
- Pregnancy Related Medical Leave /Parental Leave
- Blood Donor Leave / Medical Donor Leave
- Voting Leave
- Leave for Volunteers for Disaster Relief
- Early Childhood Intervention Leave
- Child School – Related Leave Act
- Volunteer Leave Act of 1999
- Educational Career Enhancement Scholarship Program
- Pedro “Doc” Sanchez Scholarship Program
- Leave for Victims of Domestic Violence

Other Leave of Absence:

- TGI Thursday
- Quality Time Program
- Voluntary Leave Transfer Program - minimum of 5 consecutive workdays; 40 hours
- Donated Leave Bank

CHAPTER 13: EMPLOYEE ADVANCEMENT AND WELLNESS PROGRAMS

- Employee Assistance Program (EAP)- voluntary, work-based program that provides cost-free employee referrals to employees experiencing personal or work-related problems that may affect attendance, work performance or conduct.

CHAPTER 15: ADVERSE ACTION & JUDICIAL COUNCIL OF GUAM HEARING OFFICER PROCEDURES

Employee Discipline

- General Provisions
- Progressive Discipline: Steps 1. Verbal warning – 5 days 2. Written warning – 5 days from verbal
- Performance/Conduct Subject to progressive discipline: illegal actions not subject to progressive discipline and may result in adverse action.
- Authorized causes for adverse action – more descriptive examples for cause
- 90 Day Rule
- Employee status during imprisonment
- Service of Proposed and Final Notices of Adverse Action – adverse action shall be personally served. Service at the employee’s dwelling or registered mail can be done.
- Range of Penalties – descriptive examples

CHAPTER 16: RESIGNATION, SEPARATION & CLEARANCE

- Withdrawal of Resignation: with AOC’S approval employee may withdraw resignation at any time prior to effective date of resignation.
- Resignation pending Adverse Action: resignation after receipt of notice of proposed adverse action no right to appeal to Judicial Council, but if convicted of crime resignation is not in good standing
- Layoff & Furlough Procedures
Restrictions: The AOC may not furlough any employee not intended to be recalled to duty in the same position within 1 year; or separate an employee through layoff while an employee with lower retention points in the same competitive level is on furlough.