



BEFORE THE 2022 JUDICIAL COUNCIL OF GUAM

RESOLUTION NO. JC22-019

**RELATIVE TO APPROVAL OF THE REVISED JUDICIARY OF GUAM
PERSONNEL RULES AND REGULATIONS**

- WHEREAS,** the Judiciary of Guam Court Personnel Rules and Regulations were adopted by the Judicial Council in 1984 (the “1984 Rules”) and have not been revised since that time; and
- WHEREAS,** since the promulgation of the 1984 Rules, the Judiciary has seen much growth in its organization, mandates and in the duties and responsibilities of its employees; and
- WHEREAS,** in June of 2021, the Judicial Council approved the Revised Judiciary of Guam Code of Conduct for Judicial Employees, which since 1996 had not been revised; and
- WHEREAS,** along with developing the Revised Code of Conduct, the Judiciary’s Human Resources Division (“HR”) was revising and updating the 1984 Rules to bring them in line with the Revised Code of Conduct and changes in applicable personnel laws and regulations; and
- WHEREAS,** in December of 2021, HR presented the proposed revised Judiciary of Guam Personnel Rules and Regulations (the “Proposed Rules”) in a memorandum (Attachment 1) to the Judicial Council with a schedule and timeline to introduce and provide notice of the Proposed Rules to all Judiciary employees; and
- WHEREAS,** in December of 2021, the Proposed Rules were circulated by court-wide memorandum (Attachment 2) distributed by email and posted on the Judiciary’s intranet webpage for all employees to download and review and a feedback form was attached to the memorandum and posted on the Judiciary’s intranet for employee access; and
- WHEREAS,** in February of 2022, in a court-wide memorandum (Attachment 3) employees were informed of virtual Question & Answer sessions and through March of 2022, HR held thirty-one (31) Q&A sessions with all Judiciary Divisions on the Proposed Rules; and
- WHEREAS,** HR thoroughly reviewed and considered all employee comments received in feedback forms and at the Q&A sessions, which were compiled and summarized in Comment Tables; and
- WHEREAS,** in June of 2022, in a memorandum (Attachment 4) to the Judicial Council, HR presented a comment report containing employee comments and HR’s responses to each comment, and marked-up revisions of each chapter of the Proposed Rules, if any, as a result of employee feedback; and

WHEREAS, at the August 2022 Judicial Council meeting, HR received questions from the Judicial Council on the Proposed Rules and reported to the Judicial Council a proposed court-wide informational and training plan on the Proposed Rules (Attachment 5).

NOW, THEREFORE, BE IT RESOLVED, that the revised Judiciary of Guam Personnel Rules and Regulations presented to the Judicial Council at its June 2022 meeting are APPROVED.

BE IT FURTHER RESOLVED, that the revised Judiciary of Guam Personnel Rules and Regulations shall be effective on October 1, 2022.



F. PHILIP CARBULLIDO, Chairman

Dated: 08/19/22

ATTEST:



Petrina M. Ula, Executive Secretary

Dated: 08/19/22



JUDICIARY OF GUAM

Administrative Office of the Courts Human Resources Office

Guam Judicial Center • 120 West O'Brien Drive Hagåtña, Guam 96910
Telephone: (671)475-3399/3239/3329/3422/3583 • Fax: (671)477-3184



F. Philip Carbullido
Chief Justice

Alberto C. Lamorena III
Presiding Judge

Kristina L. Baird
Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

December 15, 2021

MEMORANDUM

TO: Chief Justice F. Philip Carbullido
Chairman, Guam Judicial Council

VIA: Administrator of the Courts *KLB*

FROM: Human Resources Administrator

SUBJECT: **REVISED - Judiciary of Guam ("Judiciary") Personnel Rules and Regulations**

Hafa Adai Chief Justice Carbullido:

Presented to you and members of the Judicial Council, are the Proposed Revised Judiciary of Guam Personnel Rules and Regulations for review and consideration. The Proposed Rules are provided in electronic files by individual chapter which are attached to the email transmittal.

The current personnel rules were adopted by the Judicial Council in 1984 and have not been revised since then. These Proposed Revised Rules are intended to bring our Personnel Rules current by incorporating Judiciary administrative policies adopted since 1984, certain provisions of the Government of Guam Department of Administration Personnel Rules and Regulations, the Port Authority of Guam Personnel Rules and Regulations, and laws applicable to Judiciary employees. Overall, the revised rules modernize our administrative processes and are aligned with the Judiciary's mission and vision statement.

Judiciary-wide review of the Proposed Revised Personnel Rules and Regulations will include the following time-line for notice, comment, review and approval:

Dec. 16, 2021	Introduction and notice of the Proposed Rules to the Judicial Council and Judiciary employees.
Dec. 20, 2021 – Feb. 7, 2022	Comment period during which employees may submit questions and comments regarding the Proposed Rules.
Feb. 7, 2022 – Mar. 30, 2022	Question and answer sessions to be scheduled by HR both virtual and in-person.
Mar. 31, 2022 – May 23, 2022	Consideration of employee comments and further revision of the Proposed Rules by HR and the Administration.
June 16, 2022	Presentation of the revised Proposed Rules to the Judicial Council for consideration.
August 18, 2022	Judicial Council questions, comments, adoption or rejection.
Oct. 1, 2022	Anticipated effective date of the Revised Personnel Rules and Regulations.

ATTACHMENT 1

Subject: REVISED – Judiciary of Guam (“Judiciary”) Personnel Rules and Regulations

December 15, 2021

Page 2

By or before December 20, 2021, HR will post the Proposed Revised Rules on the Judiciary intranet for employees to access and advise employees how and where to submit comments and questions. HR will then schedule not less than three Q&A sessions and announce the dates and times of the sessions. We believe this schedule allows adequate time for consideration of the Proposed Revised Rules by all Judiciary employees.

Thank you.



BARBARA JEAN T. PEREZ

Attachments: Electronic File – Proposed Revised Judiciary of Guam Personnel Rules & Regulations



JUDICIARY OF GUAM

Administrative Office of the Courts
Human Resources Office

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F. Philip Carbullido
Chief Justice

Alberto C. Lamorena III
Presiding Judge

Kristina L. Baird
Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

December 22, 2021

MEMORANDUM

TO: All Judiciary Employees

VIA: Administrator of the Courts
Kristina L. Baird

FROM: Human Resources Administrator

SUBJECT: **REVISED – Proposed Judiciary of Guam (“Judiciary”) Personnel Rules and Regulations**

Hafa Adai:

At the December 16, 2021 Judicial Council meeting, Human Resources presented the Proposed Revised Judiciary of Guam Personnel Rules and Regulations to Chief Justice F. Philip Carbullido and Judicial Council Members. The Proposed Rules are provided by individual chapters which are attached to this memorandum and posted on the Judiciary's intranet.

Our current personnel rules were adopted by Judicial Council in 1984 and have not been revised since then. A working committee, comprised of myself, Ms. Rhonda Nelson Calvo, Senior Human Resources Management Officer, Ms. Joleen M. Cruz, Senior Human Resources Management Officer, Mr. Andrew S. Quenga, Staff Attorney and Mr. Daniel F. Mensching, Staff Attorney, have worked arduously to modernize our Rules. The Proposed Rules incorporate certain provisions from GovGuam Department of Administration's Personnel Rules and Regulations, the Port Authority of Guam Personnel Rules and Regulations and laws applicable to Judiciary employees.

Employees will have an opportunity to read, review and submit comments and/or concerns to Human Resources by completing the attached fillable **Employee Feedback Form** from Wednesday, December 22, 2021 through Monday, February 7, 2022. The form may be submitted via email to hr@guamcourts.org or delivered to the HR Front Counter. The form will be posted on the Judiciary's Intranet as well.

Additionally, Human Resources will be scheduling Question and Answer (Q&A) sessions, virtually and in person, from Monday, February 7, 2022 through Wednesday, March 30, 2022. The specific dates and times will be announced at a later date.

“The Judiciary of Guam is an equal opportunity provider and employer.”

ATTACHMENT 2

Subject: REVISED – Proposed Judiciary of Guam (“Judiciary”) Personnel Rules and Regulations
December 22, 2021
Page 2

Upon completion of the Q&A Sessions, the Committee will compile, examine and summarize all employee feedback. A summary report will be presented to the Chief Justice and Judicial Council Members.

The time to provide feedback is now. I encourage each of you to participate in the process and share your concerns. The Revised Proposed Rules is the framework that supports the administration of our operations and workforce.

Human Resources is available to answer and respond to any inquiries. You may contact me at x157, Ms. Rhonda Nelson Calvo, Senior Human Resources Management Officer, x583, or Ms. Joleen M. Cruz, Senior Human Resources Management Officer, x422.

Thank you.



BARBARA JEAN T. PEREZ

Attachments:

Electronic File – Revised Proposed Judiciary of Guam
Personnel Rules & Regulations
Employee Feedback Form

cc: Chief Justice F. Philip Carbullido & Judicial Council Members
Judicial Officers
Administrator of the Courts
Division Managers

ATTACHMENT 2



REVISED PROPOSED PERSONNEL RULES AND REGULATIONS (EMPLOYEE FEEDBACK)

This form may be submitted to the Human Resources Office via email at hr@guamcourts.org, placed in HR's drop box near Post 1 Alpha, or directly to the HR Front Counter. You may use additional sheets if necessary.

EMPLOYEE: _____

POSITION TITLE: _____

DIVISION: _____

DATE: _____

CHAPTER 1: PURPOSE, SCOPE AND STATUTORY AUTHORITY

CHAPTER 2: ADMINISTRATION AND RESPONSIBILITIES

CHAPTER 3: REVISED CODE OF CONDUCT

ATTACHMENT 2

CHAPTER 4: FILLING POSITIONS IN THE JUDICIARY

CHAPTER 5: CERTIFICATION AND APPOINTMENT

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

ATTACHMENT 2

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

ATTACHMENT 2

CHAPTER 16: RESIGNATION, SEPARATION AND CLEARANCE



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Chief Justice

Alberto C. Lamorena III
Presiding Judge

Kristina L. Baird
Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

February 4, 2022

MEMORANDUM

TO: Judiciary Employees

FROM: Human Resources Administrator

SUBJECT: **Revised Proposed Personnel Rules and Regulations
Virtual Question & Answer (Q&A) Sessions**

The Human Resources (HR) Office will be conducting virtual Question and Answer (Q&A) sessions for the **Revised Proposed Judiciary of Guam Personnel Rules and Regulations**, copies were disseminated to all employees on December 22, 2021. The Q&A sessions are scheduled by division/sections. You may login with the following link during your respective division time slot:

<https://guamcourts-org.zoom.us/j/83112677718?pwd=Qnk2NGxtb3V5MUVya1pFaGsvUEVZZz09>

DIVISION/SECTION	DATE	DAY	TIME
SUPREME COURT	2/8	Tues	9:30 am- 10:30 am / 3:00 pm - 4:00 pm
CLIENT SERVICES & FAMILY COUNSELING	2/10	Thurs	9:30 am- 10:30 am / 3:00 pm - 4:00 pm
JUDGES CHAMBERS	2/15	Tues	9:30 am- 10:30 am / 3:00 pm - 4:00 pm
MANAGEMENT INFORMATION SYSTEMS	2/17	Thurs	9:30 am- 10:30 am / 3:00 pm - 4:00 pm
ADMINISTRATOR OF THE COURTS' OFFICE	2/22	Tues	9:30 am- 10:30 am / 3:00 pm - 4:00 pm
HUMAN RESOURCES	2/24	Thurs	9:30 am- 10:30 am / 3:00 pm - 4:00 pm
COURT PROGRAMS	3/1	Tues	9:30 am- 10:30 am / 3:00 pm - 4:00 pm
FINANCIAL MANAGEMENT	3/3	Thurs	9:30 am- 10:30 am / 3:00 pm - 4:00 pm

ATTACHMENT 3

Subject: Proposed Personnel Rules and Regulations Question & Answer (Q&A) Sessions

February 4, 2022

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DVISION/SECTION	DATE	DAY	TIME
PROCUREMENT & FACILITIES MANAGEMENT	3/8	Tues	9:30 am- 10:30 am
JUDICIAL HEARINGS	3/8	Tues	3:00 pm - 4:00 pm
COURTS & MINISTERIAL	3/10	Thurs	9:30 am- 10:30 am / 3:00 pm - 4:00 pm
	3/15	Tues	9:30 am- 10:30 am / 3:00 pm - 4:00 pm
MARSHALS	3/17	Thurs	9:30 am- 10:30 am / 3:00 pm - 4:00 pm
	3/22	Tues	9:30 am- 10:30 am / 3:00 pm - 4:00 pm
PROBATION	3/24	Thurs	9:30 am- 10:30 am / 3:00 pm - 4:00 pm
	3/29	Tues	9:30 am- 10:30 am / 3:00 pm - 4:00 pm

While the revised rules are currently before the Judicial Council for review and approval, the Q&A sessions provide employees the opportunity to address any questions or concerns with HR. Upon completion of the Q&A sessions, HR will compile and summarize employee feedback for presentation to the Chief Justice and Judicial Council Members. The feedback process is important and gives each of you a chance to participate in the policy making process. Therefore, I highly recommend, each of you, take the time to read and review the revised proposed rules and regulations.

As a reminder, Employee Feedback forms may continue to be submitted to the Human Resources Office on or before Tuesday, March 29, 2022. The forms may also be emailed to hr@guamcourts.org, placed in the HR Drop Box located at Post 1 Alpha, or delivered to the HR Front Counter. A copy of the division/section schedule, link and Feedback Form is located on the Judiciary's Intranet.

Should you have any questions, please contact the HR Office at ext. 399, 344, 239, 422 or 583.



BABARA JEAN T. PEREZ

**cc: Chief Justice F. Philip Carbullido & Judicial Council Members
All Judicial Officers
Administrator of the Courts
Deputy Administrator of the Courts**



JUDICIARY OF GUAM

Administrative Office of the Courts Human Resources Office

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F. Philip Carbullido
Chief Justice

Alberto C. Lamorena III
Presiding Judge

Kristina L. Baird
Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

June 14, 2022

MEMORANDUM

To: Chief Justice F. Philip Carbullido
Chairman, Judicial Council

Via: Administrator of the Courts *KLB*

From: Human Resources Administrator

Subject: **PROPOSED PERSONNEL RULES AND REGULATIONS; Transmittal of Employee Comment Report and Revisions to the Proposed Personnel Rules and Regulations**

Håfa Adai Chief Justice Carbullido:

This memorandum transmits the report of the Human Resources Division ("HR") on employee comments and questions regarding the Proposed Revised Judiciary of Guam Personnel Rules and Regulations (the "Proposed Rules") along with revisions to the Proposed Rules recommended by HR as a result of its review of the employee comments. The update and summary of events provided below will apprise the Council of HR's efforts to modernize the Personnel Rules for the first time since their adoption by the Judicial Council in 1984.

UPDATE AND SUMMARY

Please recall at the Judicial Council meeting of December 16, 2021, HR initially submitted the Proposed Rules to the Council for its consideration. As part of the review of the Proposed Rules, HR also submitted a timeline for notice, comment and review by all court staff in the table below. The memorandum transmitting the Proposed Rules to the Judicial Council is attached here as Attachment 1.

Dec. 16, 2021	Introduction and notice of the Proposed Rules to the Judicial Council and Judiciary employees.
Dec. 20, 2021 – Feb. 7, 2022	Comment period during which employees may submit questions and comments regarding the Proposed Rules.
Feb. 7, 2022 – Mar. 30, 2022	Question and answer sessions to be schedule by HR both virtual and in-person.
Mar. 31, 2022 – May 23, 2022	Consideration of employee comments and further revision of the Proposed Rules by HR and Administration.

"The Judiciary of Guam is an equal opportunity provider and employer."

ATTACHMENT 4

Subject: PROPOSED PERSONNEL RULES AND REGULATIONS; Transmittal of Employee Comment Report and Revisions to the Proposed Personnel Rules and Regulations

June 14, 2022

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June 16, 2022	Presentation of the revised Proposed Rules to the Judicial Council for consideration.
August 18, 2022	Judicial Council questions, comments, adoption or rejection.
Oct. 1, 2022	Anticipated effective date of the Revised Personnel Rules and Regulations.

On December 22, 2021, HR provided notice to all Judiciary employees of the Proposed Rules by court-wide memorandum distributed by email and posted on the Judiciary's intranet webpage (See Attachment 2 – Memorandum to Judiciary Employees dated Dec. 22, 2021). The Proposed Rules were also posted on the Judiciary's intranet for employee downloading and review. A feedback form was attached to this memorandum and posted on the Judiciary's intranet webpage for employee access.

On February 4, 2022, HR provided notice to all Judiciary employees of virtual Q&A sessions for all divisions (see Attachment 3 – Memorandum to Judiciary Employees dated Feb. 4, 2022). A total of 31 virtual Q&A sessions were held by HR. A total of 78 employees attended these Q&A sessions (see Attachment 4 – Q&A Session Summary).

COMMENT TABLES AND REVISED CHAPTERS

HR has compiled employee comments and questions into the comment tables that are transmitted electronically to Council members with this memo. There is one comment table for each chapter of the Proposed Rules. Each comment table contains: (1) employee comments and questions, (2) HR's response to each comment or question, and (3) revisions, if any, to the corresponding rule as a result of HR's review. Revisions are tracked by strike-through or underline edits.

HR also provides individual chapters of the Proposed Rules with revisions tracked by strike-through or underline edits, highlighted in yellow. The chapters are transmitted electronically to Council members with this memo. HR recommends opening the comment table and corresponding chapter side-by-side on your monitors for review.

Please note that employee comments regarding typographical or grammatical errors were not included in the comment tables and corrections, if necessary, have been incorporated into the chapters transmitted with this memo. In addition, a few comments from employees contained individual or personal work-related circumstances and have not been included in the comment tables. Such comments will be addressed by HR and the Administrator of the Court as necessary.

The comment tables and chapters are submitted for review and consideration by the Council. HR will appear before the Council at its regular meeting in August 2022 to address any questions the Council may have on the Proposed Rules and employee feedback. We look forward to favorable consideration and approval of the Proposed Rules at the August meeting.

Thank you.

ATTACHMENT 4

**Subject: PROPOSED PERSONNEL RULES AND REGULATIONS; Transmittal of Employee
Comment Report and Revisions to the Proposed Personnel Rules and Regulations**

June 14, 2022

Page 3



BARBARA JEAN T. PEREZ

Attachments:

**Attachment 1: Memorandum dated December 15, 2021 Subject: Judiciary of Guam ("Judiciary")
Personnel Rules and Regulations**

**Attachment 2: Memorandum dated December 22, 2021 Subject: Revised – Proposed Judiciary of
Guam ("Judiciary") Personnel Rules and Regulations**

**Attachment 3: Memorandum dated February 4, 2022 Subject: Revised Proposed Personnel Rules
and Regulations Virtual Question & Answer (Q&A) Sessions**

Attachment 4: Q&A Session Summary

Chapters.zip Folder

Comments Tables. zip Folder



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Barbara Jean T. Perez
Human Resources Administrator

December 15, 2021

MEMORANDUM

TO: Chief Justice F. Philip Carbullido
Chairman, Guam Judicial Council

VIA: Administrator of the Courts *KLB*

FROM: Human Resources Administrator

SUBJECT: **REVISED - Judiciary of Guam ("Judiciary") Personnel Rules and Regulations**

Hafa Adai Chief Justice Carbullido:

Presented to you and members of the Judicial Council, are the Proposed Revised Judiciary of Guam Personnel Rules and Regulations for review and consideration. The Proposed Rules are provided in electronic files by individual chapter which are attached to the email transmittal.

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Judiciary-wide review of the Proposed Revised Personnel Rules and Regulations will include the following time-line for notice, comment, review and approval:

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ATTACHMENT 4

Subject: REVISED – Judiciary of Guam (“Judiciary”) Personnel Rules and Regulations

December 15, 2021

Page 2

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Thank you.



BARBARA JEAN T. PEREZ

Attachments: Electronic File – Proposed Revised Judiciary of Guam Personnel Rules & Regulations



JUDICIARY OF GUAM

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F. Philip Carbullido
Chief Justice

Alberto C. Lamorena III
Presiding Judge

Kristina L. Baird
Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

December 22, 2021

MEMORANDUM

TO: All Judiciary Employees

VIA: Administrator of the Courts
Kristina L. Baird

FROM: Human Resources Administrator

SUBJECT: **REVISED – Proposed Judiciary of Guam (“Judiciary”) Personnel Rules and Regulations**

Hafa Adai:

At the December 16, 2021 Judicial Council meeting, Human Resources presented the Proposed Revised Judiciary of Guam Personnel Rules and Regulations to Chief Justice F. Philip Carbullido and Judicial Council Members. The Proposed Rules are provided by individual chapters which are attached to this memorandum and posted on the Judiciary's intranet.

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Employees will have an opportunity to read, review and submit comments and/or concerns to Human Resources by completing the attached fillable **Employee Feedback Form** from Wednesday, December 22, 2021 through Monday, February 7, 2022. The form may be submitted via email to hr@guamcourts.org or delivered to the HR Front Counter. The form will be posted on the Judiciary's Intranet as well.

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ATTACHMENT 4

Subject: REVISED – Proposed Judiciary of Guam (“Judiciary”) Personnel Rules and Regulations
December 22, 2021
Page 2

Upon completion of the Q&A Sessions, the Committee will compile, examine and summarize all employee feedback. A summary report will be presented to the Chief Justice and Judicial Council Members.

The time to provide feedback is now. I encourage each of you to participate in the process and share your concerns. The Revised Proposed Rules is the framework that supports the administration of our operations and workforce.

Human Resources is available to answer and respond to any inquiries. You may contact me at x157, Ms. Rhonda Nelson Calvo, Senior Human Resources Management Officer, x583, or Ms. Joleen M. Cruz, Senior Human Resources Management Officer, x422.

Thank you.



BARBARA JEAN T. PEREZ

Attachments:

Electronic File – Revised Proposed Judiciary of Guam
Personnel Rules & Regulations
Employee Feedback Form

cc: Chief Justice F. Philip Carbullido & Judicial Council Members
Judicial Officers
Administrator of the Courts
Division Managers

ATTACHMENT 4



REVISED PROPOSED PERSONNEL RULES AND REGULATIONS (EMPLOYEE FEEDBACK)

This form may be submitted to the Human Resources Office via email at hr@guamcourts.org, placed in HR's drop box near Post 1 Alpha, or directly to the HR Front Counter. You may use additional sheets if necessary.

EMPLOYEE: _____

POSITION TITLE: _____

DIVISION: _____

DATE: _____

CHAPTER 1: PURPOSE, SCOPE AND STATUTORY AUTHORITY

CHAPTER 2: ADMINISTRATION AND RESPONSIBILITIES

CHAPTER 3: REVISED CODE OF CONDUCT

ATTACHMENT 4

CHAPTER 4: FILLING POSITIONS IN THE JUDICIARY

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Chief Justice

Alberto C. Lamorena III
Presiding Judge

Kristina L. Baird
Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

February 4, 2022

MEMORANDUM

TO: Judiciary Employees

FROM: Human Resources Administrator

SUBJECT: **Revised Proposed Personnel Rules and Regulations
Virtual Question & Answer (Q&A) Sessions**

The Human Resources (HR) Office will be conducting virtual Question and Answer (Q&A) sessions for the **Revised Proposed Judiciary of Guam Personnel Rules and Regulations**, copies were disseminated to all employees on December 22, 2021. The Q&A sessions are scheduled by division/sections. You may login with the following link during your respective division time slot:

<https://guamcourts-org.zoom.us/j/83112677718?pwd=Qnk2NGxtb3V5MUVya1pFaGsvUEVZZz09>

DIVISION/SECTION	DATE	DAY	TIME
SUPREME COURT	2/8	Tues	9:30 am- 10:30 am / 3:00 pm - 4:00 pm
CLIENT SERVICES & FAMILY COUNSELING	2/10	Thurs	9:30 am- 10:30 am / 3:00 pm - 4:00 pm
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HUMAN RESOURCES	2/24	Thurs	9:30 am- 10:30 am / 3:00 pm - 4:00 pm
COURT PROGRAMS	3/1	Tues	9:30 am- 10:30 am / 3:00 pm - 4:00 pm
FINANCIAL MANAGEMENT	3/3	Thurs	9:30 am- 10:30 am / 3:00 pm - 4:00 pm

ATTACHMENT 4

Subject: Proposed Personnel Rules and Regulations Question & Answer (Q&A) Sessions

February 4, 2022

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DVISION/SECTION	DATE	DAY	TIME
PROCUREMENT & FACILITIES MANAGEMENT	3/8	Tues	9:30 am- 10:30 am
JUDICIAL HEARINGS	3/8	Tues	3:00 pm - 4:00 pm
COURTS & MINISTERIAL	3/10	Thurs	9:30 am- 10:30 am / 3:00 pm - 4:00 pm
	3/15	Tues	9:30 am- 10:30 am / 3:00 pm - 4:00 pm
MARSHALS	3/17	Thurs	9:30 am- 10:30 am / 3:00 pm - 4:00 pm
	3/22	Tues	9:30 am- 10:30 am / 3:00 pm - 4:00 pm
PROBATION	3/24	Thurs	9:30 am- 10:30 am / 3:00 pm - 4:00 pm
	3/29	Tues	9:30 am- 10:30 am / 3:00 pm - 4:00 pm

While the revised rules are currently before the Judicial Council for review and approval, the Q&A sessions provide employees the opportunity to address any questions or concerns with HR. Upon completion of the Q&A sessions, HR will compile and summarize employee feedback for presentation to the Chief Justice and Judicial Council Members. The feedback process is important and gives each of you a chance to participate in the policy making process. Therefore, I highly recommend, each of you, take the time to read and review the revised proposed rules and regulations.

As a reminder, Employee Feedback forms may continue to be submitted to the Human Resources Office on or before Tuesday, March 29, 2022. The forms may also be emailed to hr@guamcourts.org, placed in the HR Drop Box located at Post 1 Alpha, or delivered to the HR Front Counter. A copy of the division/section schedule, link and Feedback Form is located on the Judiciary's Intranet.

Should you have any questions, please contact the HR Office at ext. 399, 344, 239, 422 or 583.



BABARA JEAN T. PEREZ

**cc: Chief Justice F. Philip Carbullido & Judicial Council Members
All Judicial Officers
Administrator of the Courts
Deputy Administrator of the Courts**

ATTACHMENT 4

Q&A SESSION SUMMARY

DIVISION	DATE	DAY	TIME	# OF ATTENDEES
SUPREME COURT	2/8	Tues	9:30 am- 10:30 am	5
			3:00 pm - 4:00 pm	2
CLIENT SERVICES & FAMILY COUNSELING	2/10	Thurs	9:30 am- 10:30 am	7
			3:00 pm - 4:00 pm	1
JUDGES CHAMBERS	2/15	Tues	9:30 am- 10:30 am	1
			3:00 pm - 4:00 pm	0
MANAGEMENT INFORMATION SYSTEMS	2/17	Thurs	9:30 am- 10:30 am	8
			3:00 pm - 4:00 pm	2
ADMINISTRATOR OF THE COURTS' OFFICE	2/22	Tues	9:30 am- 10:30 am	0
			3:00 pm - 4:00 pm	0
HUMAN RESOURCES	2/24	Thurs	9:30 am- 10:30 am	4
			3:00 pm - 4:00 pm	0
COURT PROGRAMS	3/1	Tues	9:30 am- 10:30 am	5
			3:00 pm - 4:00 pm	0
FINANCIAL MANAGEMENT	3/3	Thurs	9:30 am- 10:30 am	3
			3:00 pm - 4:00 pm	3
MAINTENANCE	3/8	Tues	8:00 am - 9:00 am	9
PROCUREMENT			9:30 am- 10:30 am	6
JUDICIAL HEARINGS			3:00 pm - 4:00 pm	0
COURTS & MINISTERIAL	3/10	Thurs	9:30 am- 10:30 am	2
			3:00 pm - 4:00 pm	0
	3/15	Tues	9:30 am- 10:30 am	1
			3:00 pm - 4:00 pm	0
MARSHALS	3/17	Thurs	9:30 am- 10:30 am	0
			3:00 pm - 4:00 pm	2
	3/22	Tues	9:30 am- 10:30 am	0
			3:00 pm - 4:00 pm	0
PROBATION	3/24	Thurs	9:30 am- 10:30 am	1
			3:00 pm - 4:00 pm	0
	3/29	Tues	9:30 am- 10:30 am	4
			3:00 pm - 4:00 pm	12

TOTAL ATTENDEES

78



JUDICIARY OF GUAM

Administrative Office of the Courts Human Resources Office

Guam Judicial Center • 120 West O'Brien Drive Hagåtña, Guam 96910
Telephone: (671)475-3399/3239/3329/3422/3583 • Fax: (671)477-3184



F. Philip Carbullido
Chief Justice

Alberto C. Lamorena III
Presiding Judge

Kristina L. Baird
Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

August 15, 2022

MEMORANDUM

TO: Chief Justice F. Philip Carbullido &
Judicial Council Members

VIA: Administrator of the Courts

FROM: HR Administrator

SUBJECT: **PROPOSED PERSONNEL RULES AND REGULATIONS (PR&R);
EMPLOYEE PR&R POSTING & VIRTUAL TRAINING SCHEDULE**

In anticipation of the adoption of the Proposed Personnel Rules & Regulations, the Human Resources Division will create a Revised Personnel Rules page on the Judiciary's Intranet which will include: (1) a complete set of the Revised PR&R; (2) a fact sheet highlighting important updates to the PR&R; (3) a Q&A section on common personnel rule issues; and (4) other information related to the Revised PR&R.

Additionally, Human Resources will schedule the following virtual training sessions:

DIVISION	DATE	DAY	TIME
SUPREME COURT	11/1	Tues	9:00 am- 10:00 am
			2:00 pm - 3:00 pm
CLIENT SERVICES & FAMILY COUNSELING	11/3	Thurs	9:00 am- 10:00 am
JUDGES CHAMBERS	11/3	Thurs	2:00 pm - 3:00 pm
MANAGEMENT INFORMATION SYSTEMS	11/8	Tues	9:00 am- 10:00 am
ADMINISTRATOR OF THE COURTS' OFFICE	11/8	Tues	2:00 pm - 3:00 pm
HUMAN RESOURCES	11/10	Thurs	9:00 am- 10:00 am
COURT PROGRAMS	11/10	Thurs	2:00 pm - 3:00 pm
FINANCIAL MANAGEMENT	11/15	Tues	9:00 am- 10:00 am
JUDICIAL HEARINGS	11/15	Tues	2:00 pm - 3:00 pm

Subject: PROPOSED PERSONNEL RULES AND REGULATIONS (PR&R)
EMPLOYEE PR&R POSTING & VIRTUAL TRAINING SCHEDULE

August 15, 2022

Page 2

DIVISION	DATE	DAY	TIME
MAINTENANCE	11/17	Thurs	9:00 am- 10:00 am
PROCUREMENT	11/17	Thurs	2:00 pm - 3:00 pm
COURTS & MINISTERIAL	11/22	Tues	9:00 am- 10:00 am
			2:00 pm - 3:00 pm
MARSHALS	11/29	Tues	9:00 am- 10:00 am
			2:00 pm - 3:00 pm
PROBATION	12/1	Thurs	9:00 am- 10:00 am
			2:00 pm - 3:00 pm

This submission is for informational purposes and will be acted upon should the Judicial Council approve and adopt the revised PR&R.

If you have any questions, please contact me at ext. 157 or 422.



BARBARA JEAN T. PEREZ