

CHAPTER 6
Training and Incentive Award Programs

- Article 1. Incentive Award Program (Incentive Award Board).
- 2 Administrative Internship Program.
 - 3 Junior Executive Training Program (J.E.T.).
 - 4 In-service Training Program.
 - 5 Special Extension Program (S.E.P.).

NOTE: Rule-making authority cited for formulation of personnel rules and regulations on employee training, 4 GCA §4106.

Article 1
Incentive Award Program (Incentive Award Board)

- §6101. Eligibility.
- §6102. Incentive Award Board.
- §6103. Report.
- §6104. Beneficial Suggestions.

NOTE: In 1964, 4 GCA §1107 - §1109 (P.L. 7-105) was enacted establishing an Incentive Award Program for all employees (with the exception of those in the Unclassified Service and those serving as members of the Board), in which cash or honorary awards for beneficial suggestions would be provided.

Rule-making authority cited for formulation of rules and regulations concerning the processing of suggestions, the preparation of applications for suggestion awards, and all other matters pertaining to the carrying out of this program, 2 GAR §6102.

§6101. Eligibility. Any employee other than those in the unclassified service of the Government and those serving as members of the Incentive Award Board shall be eligible for cash or honorary awards under this program.

§6102. Incentive Award Board. The Incentive Award Board shall meet in regular session at least once a month or at the call of the chairman. A majority of the members of the Board shall constitute a quorum for transacting business; provided, however, that a unanimous vote of the members present shall be necessary to adopt any motion or resolution with reference to the making of awards. The Board, from time to time, will formulate rules and regulations concerning the processing of suggestions, the preparation of applications for suggestion awards, and all other matters pertaining to the carrying out of this

program. The Incentive Award Board shall evaluate each suggestion and shall determine the eligibility of said suggestion for award.

§6103. Report. The Board shall prepare each year an annual report to the Governor covering the preceding fiscal year, pursuant to 4 GCA §1109. This report shall include:

- (a) Information concerning suggestions approved for monetary and commendatory awards.
- (b) Measurable savings to the Government.
- (c) Other pertinent information and statistical data.
- (d) Amounts awarded.
- (e) Administrative costs.

§6104. Beneficial Suggestion. (a) A beneficial suggestion is a constructive idea, conceived and developed by an employee or group of employees and submitted to the Incentive Award Board for evaluation and award consideration based on tangible and/or for evaluation and award consideration based on tangible and/or intangible benefits expected to accrue to the Government.

(b) **Conditions for Awards.** Cash award and honorary recognition of employees shall be considered by the Board under the following conditions:

(1) The employee's suggestion, invention, superior accomplishment or other personal efforts contribute to the efficiency, economy or other tangible improvements of government operation.

(2) The employee's special acts or services in the public interest in connection with or related to his official employment brings credit to himself and to the Government.

(c) **Ineligible Suggestions.** Any suggestions submitted which fall within any of the following categories shall not be eligible for an award:

(1) Ideas that do not address themselves to government service.

(2) Suggestions that the employee can correct through normal or customary action.

(3) Solutions considered to be a normal part of the candidate's position requirements.

(4) Complaints which fail to offer a constructive solution to a problem.

(5) Suggestions made under fictitious names or by anonymous parties.

(6) Changes currently or previously under management consideration awaiting budgetary support.

(d) **Submission of Suggestions.** Suggestions shall be submitted to the Incentive Award Board, Department of Administration.

(e) **Agency Feasibility Review.** Department and agency heads shall appoint investigators to investigate, evaluate and recommend either adoption or non-adoption of beneficial suggestions. The recommendations of investigators shall be submitted to the Incentive Award Board within ten (10) working days of referral for review.

(f) **Awards.** Award to employees for meritorious suggestions shall be as follows:

(1) Suggestions resulting in measurable monetary savings shall be awarded by payment of ten percent (10%) of the savings anticipated during the first year after the adoption of the suggestion, provided, however, that the maximum award shall not exceed One Hundred Dollars (\$100.00).

(2) Suggestion resulting in benefits not clearly measurable in monetary terms shall be awarded Twenty-Five Dollars (\$25.00).

(3) Special acts or services of employees to the public interest which brings credit to himself and to the Government shall be given a commendatory award.

2 GAR - ADMINISTRATION
DIV. 1 - DEPARTMENT OF ADMINISTRATION

(4) Suggestions recognized by the Board but without sufficient merit to warrant a monetary award may be given a commendatory award.

(g) Beneficial suggestions approved by the Incentive Award Board shall be forwarded to the department or agency concerned via the Bureau of Budget and Management Research for implementation.

(h) To realize the full incentive value of the program and to maintain the interest of employees in the Government's management improvement effort, the Board shall cause awards to be presented promptly and with appropriate ceremony and publicity.

(i) All suggestions submitted to the Incentive Award Board shall become the property of the Board and the government of Guam.

SOURCE: Filed May 13, 1976.

Article 2

Administrative Internship Program

- §6201. Purpose.
- §6202. Qualifications and Requirements.
- §6203. Coordination Between Training and Development Division and Assigned Agency or Department.
- §6204. Intern's Jobs to Be Commensurate With Their Education and Experience.
- §6205. Outline of Intern's Duties and Responsibilities
- §6206. Intern's Work Schedule.
- §6207. Time Sheet.
- §6208. Meetings.
- §6209. Intern's Assignment to Other Departments.
- §6210. AIP Evaluation Forms.
- §6211. Policies and Procedures.

§6201. Purpose. The Administrative Internship Program is designed to encourage college students to seek careers in government service by offering them work experience during their college years and by exposing them to the actual functions of government agencies and departments. Only fifteen (15) Interns can be recruited for FY 72.

§6202. Qualifications and Requirements. An intern must:

- (a) Be a U.S. citizen and a permanent resident of Guam.
- (b) Be a full-time college Junior with a minimum of 60 credit hours (Administrative Aide I); Senior with a minimum of 90 credit hours or graduate students (Administrative Aide II). He must maintain a GPA of C+ (2.5) or better.
- (c) Be able to work 20 hours a week during the school year, and forty (40) hours a week during semester breaks, summer vacations and other interim periods.
- (d) Not be receiving stipends from any other employment, i.e., Teacher training, etc.

§6203. Coordination Between Training and Development Division and Assigned Agency or Department. Training and development shall coordinate closely

with the department or agency head regarding intern's assignment, attendance, progress, etc.

§6204. Intern's Jobs to Be Commensurate With Their Education and Experience. Interns must be assigned jobs commensurate with their education and experience. Major study should be considered for departmental placement. [3]

§6205. Outline of Intern's Duties and Responsibilities. Department or agency, with an assigned intern, shall provide Training and Development an outline of the intern's duties and responsibilities.

§6206. Intern's Work Schedule. Immediate supervisors shall prepare a work schedule with coincides with Intern's class schedule, and shall furnish a copy to Training and Development Division.

§6207. Time Sheet. Time sheet, filled in by the Intern and approved by the supervisor, must be turned in by 4 P.M. Friday before Pay Day to Training and Development Division. Time sheets may be obtained at the same division. [6]

§6208. Meetings. A meeting of all Interns shall be held occasionally to determine the effectiveness of the program.

§6209. Intern's Assignment to Other Departments. Intern's assignment to other departments shall be on a rotational basis and shall take place during the first week of each semester.

§6210. AIP Evaluation Forms. At end of each school year, AIP evaluation forms shall be filled in by all Interns and returned to Training and Development Division.

§6211. Policies and Procedures. Director of Administration may formulate additional policies and procedures governing the Administrative Internship Program.

Article 3
Junior Executive Training Program (J.E.T.)

- §6301. Purpose.
- §6302. Nomination of Employees by Department and Agency Heads.
- §6303. Eligibility.
- §6304. Entrance Placement Test.
- §6305. Selection Committee.
- §6306. Recommendation to The Governor.
- §6307. Full-Time Enrollment in a Nine Month Program.
- §6308. Employee's Pay Checks and Benefits to Continue During Training.
- §6309. Government to Pay Tuition, Textbooks and Registration Fees.
- §6310. Withdrawal From Program.
- §6311. Obligation to Serve Government of Guam.
- §6312. Termination or Dismissal.
- §6313. Failure in Course(s).
- §6314. Termination for Failure to Maintain Grade Point Average.
- §6315. Reporting to Work After Completion of Studies.
- §6316. Resumption of Regular Duties.
- §6317. Physical Disability Causing Termination of Employment.

§6301. Purpose. The Junior Executive Training Program (J.E.T.) is designed to enable employees with supervisory potentials to upgrade and further develop themselves through a broader knowledge and understanding of managerial and supervisory responsibilities.

§6302. Nomination of Employees by Department and Agency Heads. Department and agency heads shall nominate not more than three (3) employees who have demonstrated outstanding ability and supervisory capability.

§6303. Eligibility. To be eligible' an employee with permanent employment status must be a high school graduate or have passed the General Education Development (G.E.D.) test.

§6304. Entrance Placement Test. Each employee must take the Entrance Placement Test to be administered by the

University of Guam, before being considered by the Selection Committee herein created.

§6305. Selection Committee. The Selection Committee shall consist of the Director of Administration as Chairman, Director of Education, and the President of the University of Guam.

§6306. Recommendation to The Governor. The Selection Committee shall recommend to the Governor for his approval, twenty (20) or twenty-five (25) employees who have taken the test and fulfilled the academic requirements set forth by the University of Guam.

§6307. Full-Time Enrollment in a Nine Month Program. Selected employees shall become full-time enrollees in the program for a period of nine (9) months.

§6308. Employee's Pay Checks and Benefits to Continue During Training. Employees will continue to receive their regular biweekly pay checks and all benefits entitled to permanent employees from the employing department or agency while undergoing training.

§6309. Government to Pay Tuition, Textbooks and Registration Fees. Tuition, textbooks, and registration fees shall be borne by the government of Guam.

§6310. Withdrawal From Program. Withdrawal from the program for reason(s) other than prolonged illness obligates employee to reimburse the government for training expenses incurred. If employee withdraws from the program because of serious illness, as certified by a physician, he must return all books used in connection with the training or reimburse the government for amount due.

§6311. Obligation to Serve Government of Guam. Each selected employee shall be required to sign an agreement obligating himself to serve the government of Guam upon completion of training: For every nine (9) months of training, the Employee shall obligate himself to serve the Government a period of two (2) years.

§6312. Termination or Dismissal. If an employee terminates or is dismissed from government service, he shall reimburse the Government for all expenses incurred during training period. In addition, the employee shall forfeit the equivalent number of annual leave days accumulated to the period of required service obligation. Furthermore, he shall be responsible for all expenses incurred in connection with any legal action taken to collect amount owed to the government.

§6313. Failure in Course(s). Should an employee fail a course or two during the program, he is required to make up for the course(s) during the following semester at his own time and expense.

§6314. Termination for Failure to Maintain Grade Point Average. The Director of Administration has the right to terminate employee from the program if said employee fails to maintain a grade point average of 2.0 (C) or better after the first semester and/or fails to attend classes three (3) consecutive days without legitimate excuse.

§6315. Reporting to Work After Completion of Studies. At the end of training period, the employee must report to work on the first Monday, following completion of studies.

§6316. Resumption of Regular Duties. Upon completion of training, employee shall resume his regular duties with the Government and within thirty (30) days thereafter, must submit a report covering his training to the Training and Development Division of the Department of Administration. [15]

§6317. Physical Disability Causing Termination of Employment. If employee terminates employment by reason of physical disability, not discharge for cause, he shall not be obligated to reimburse the government for expenses incurred as required in §§6311-6312 of this subchapter.

Article 4
In-service Training Program

- §6401. Purpose.
- §6402. Eligibility.
- §6403. In-service Training Examination.
- §6404. In-Service Training Application.
- §6405. Criteria for Selection of Employees.
- §6406. Length of Training. §6407. In-Service Training Agreement.
- §6408. Funding of In-service Training Programs.
- §6409. Expenses.
- §6410. Training Abroad.
- §6411. Per Diem Allowance and Continuation of Salary and benefits.
- §6412. Prohibition Against Part-Time Employment.
- §6413. Formulation of Personnel Policies.
- §6414. Periodic Narrative Report of Employee's Progress.
- §6415. Training and Evaluation Report.
- §6416. Termination or Dismissal of Employee.
- §6417. Termination Because of Physical Disability.
- §6418. Periodic Report by Training and Development Division.
- §6419. Sabbatical Leave Excluded.

§6401. Purpose. In-service training is a program designed to upgrade the proficiency of employees in their line of work in order to be more productive.

NOTE: This policy statement supersedes government of Guam Memorandum No. 68-3 relative to In-service training policy.
§6402. Eligibility. All regular employees who have been gainfully employed by the government of Guam for a period of at least one (1) year and have completed a minimum of fifteen (15) college credits shall be eligible for in-service training.

- (a) Those who have previously participated in any type of government of Guam training must first fulfill 2/3 of his required service obligation before becoming eligible to apply. This excludes short duration seminars or institute type of training.
- (b) Regular employees does not include employees on a contract basis or hired under a limited or temporary appointment.

§6403. In-service Training Examination. Eligible employees must pass the In-service Training Examination. This examination may be waived upon the approval of the Director of Administration.

§6404. In-Service Training Application. Applicants for in-service training shall be required to provide the following:

- (a) Location of training.
- (b) Type and length of training (including courses to be taken).
- (c) Training cost breakdown.
- (d) Letter of acceptance from college university, institute or sponsoring agency.
- (e) Transcript from last school or college attended.
- (f) Physical examination certified by physician - (regarding fitness of applicant to undergo such training).
- (g) Other necessary documents relative to request.

§6405. Criteria for Selection of Employees. Criteria for selection of employees will be based on particular job to be filled, qualification, age, departmental needs, availability of funds and local training facilities, etc.

- (a) The department/agency head shall screen the in-service training application. After review, the department/agency head shall forward such request, together with pertinent documents, to the Director of Administration with recommendation for action.
- (b) The Director of Administration shall make the necessary review, determine the authenticity of documents, and make referral to the Civil Service Commission for action.
- (c) The Civil Service Commission shall review the recommendations of the department/ agency head and the Director of Administration relative to the employee's training request. After review, the

Commission shall forward its recommendations to the Governor of Guam for final decision.

§6406. Length of Training. Length of training shall be a maximum of one (1) year and not less than three (3) months. The Governor may grant in certain cases an extension up to six (6) months. Extension beyond six (6) months must be reviewed by Civil Service Commission.

§6407. In-Service Training Agreement. The employee selected by the Governor for training abroad shall sign an in-service training agreement prior to the commencement of his training. Such an agreement shall obligate the employee to the government of Guam one (1) full year of service for every three (3) months of training. The employee selected for local training, shall be obligated to the government of Guam one (1) full year of service for every four (4) months (equivalent to one (1) semester) of training.

§6408. Funding of In-service Training Programs. Funding of in-service training programs shall be borne by the sponsoring department or agency.

§6409. Expenses. Expenses such as books, tuition, registration fees, etc. which the Director of Administration determines necessary for the employee's training, shall be considered an integral part of the training costs. Said Director shall certify the propriety of the bill for payment.

§6410. Training Abroad. If training is abroad, the Government shall provide the employee's air transportation at tourist-class rate to and from the training area.

§6411. Per Diem Allowance and Continuation of Salary and Benefits. (a) Employee on training continues to receive his regular salary and other fringe benefits such as annual and sick leaves, hospital and life insurance, etc.

(b) Employee attending training abroad, is authorized per diem allowance of Three Hundred Twenty-Five Dollars (\$325.00) per month for the first three (3)

months, Two Hundred Twenty- Five Dollars (\$225.00) per month for the next three (3) months, and One Hundred Twenty-Five Dollars (\$125.00) per month thereafter, but not to exceed one (1) year. However, if training extension is granted, the One Hundred Twenty- Five Dollars (\$125.00) per month shall prevail. Training allowance includes lodging and personal expenses.

NOTE: Amended by Governor's memo dated February 9, 1973.

§6412. Prohibition Against Part-Time Employment.

Employee shall be prohibited from part-time employment while undergoing training unless authorized by the Governor, upon the recommendation of the Director of Administration.

§6413. Formulation of Personnel Policies. The Director of Administration shall be responsible for the overall formulation and administration of personnel policies relative to in-service training, subject to Governor's approval.

§6414. Periodic Narrative Report of Employee's Progress.

During the training period, local or abroad, the Training and Development Division of the Department of Administration shall Development Division of the Department of Administration shall request the training institution to submit a periodic narrative report of the employee's progress.

§6415. Training and Evaluation Report. One month after training, employee shall submit a training and evaluation report to his department/agency head, to the Director of Administration for information and review.

§6416. Termination or Dismissal of Employee. (a) If an employee terminates or is dismissed from government service he shall reimburse the Government for all expenses incurred including air transportation, tuition fees, textbooks and other expenses. In addition, the employee shall be charged the equivalent number of annual leave days accumulated to the period of required service.

- (b) If, at the time of termination or dismissal, said employee has less annual leave days accrued to the required service, he is legally obligated to pay the balance in cash on a pro rated basis. Furthermore, he shall be responsible for all expenses connected with any legal action taken to collect balance owed.

§6417. Termination Because of Physical Disability. In terminating because of physical disability as certified by a physician, not discharge for cause, the employee shall not be obligated to make reimbursement provided for in §6416 of this subchapter.

§6418. Periodic Report by Training and Development Division. The Training and Development Division of the Department of Administration shall submit to the Governor a periodic report regarding the in-service training program.

§6419. Sabbatical Leave Excluded. Pursuant to 4 GCA §4110, this policy does not cover Sabbatical leave taken by teachers, vice-principals, assistant principals and principals of the Department of Education, or instructors and professors of all ranks of the University of Guam.

Article 5
Special Extension Program (S.E.P.)

- §6501. Purpose and Scope of Program.
- §6502. Eligibility.
- §6503. Entrance Examination.
- §6504. Application for S.E.P. Program.
- §6505. Selection of Candidates for Program.
- §6506. Contents of Application.
- §6507. Costs and Fees.
- §6508. Restriction on Part-Time Employment.
- §6509. Training Agreement.
- §6510. Failure to Maintain Grade Point Average or Termination of Employment.
- §6511. Repayment of Expenses.
- §6512. Submission of Report to Training and Development Division.

§6501. Purpose and Scope of Program. The Special Extension Program is designed to provide opportunities for employees to develop greater skills in their line of work. The program will consist of a course of instructions at the University of Guam or the Guam Trade and Technical School. The Director of Administration shall be responsible for the effective implementation of the program.

§6502. Eligibility. To be eligible, the applicant must be a U.S. Citizen, a resident of Guam, and on permanent employment status in the Government of Guam.

§6503. Entrance Examination. Employees interested in attending the University must pass the entrance examination. No entrance examination is required by the Trade and Technical School.

§6504. Application for S.E.P. Program. Upon passing the entrance examination, the employee must submit an application to his department head, who shall forward it with his recommendation to the Director of Administration for final selection.

§6505. Selection of Candidates for Program. The Director of Administration shall select 20 candidates from among the applicants who will undergo training per semester. Selection will be based on the employee's

objectives for taking the course and the extent of the need in his division or department.

§6506. Contents of Application. Applicants must specify subject(s) to take (which directly relates to the applicant's work), number of credits, cost of tuition, textbooks, registration fees, and length of training (one or two semesters). Applicants may register for the maximum of two subjects per semester.

§6507. Costs and Fees. The government of Guam will assume the cost of tuition, textbooks, registration fees, and other fees for those attending the University; for those attending the Trade School, the Government will pay for textbooks and other fees.

§6508. Restriction on Part-Time Employment. Employee shall continue to work full-time while undergoing training at night at the University and Trade School. If a certain course is taught only during the day, training may be allowed if it does not impede with the operation of the division or department.

§6509. Training Agreement. An agreement will be executed before training commences, between the employee and the Director of Administration, upon certification by the Chief Controller on the availability of funds.

§6510. Failure to Maintain Grade Point Average or Termination of Employment. If, during the training, the employee fails to maintain a 2.0 average or terminates employment for reason other than death or disability without completing the program, he is obligated to reimburse the Government for training expenses incurred.

§6511. Repayment of Expenses. Upon completion of the program, the employee will be credited at the rate of Two Dollars (\$2.00) for every day that he works for the Government thereafter. If employee terminates employment before he accumulates enough work credit to offset the total cost of his training expenses, he shall reimburse the Government for the balance.

§6512. Submission of Report to Training and Development Division. Within one (1) month after completion of training, the employee shall submit a report regarding his training to the Training and Development Division which in turn will submit an overall report to the Governor. [12]