



TERRITORY OF GUAM
OFFICE OF THE GOVERNOR
AGAÑA, GUAM 96910
U. S. A.

EXECUTIVE ORDER NO. 2000-37

**RELATIVE TO RULE 6.09 OF THE GUAM POWER
AUTHORITY'S PERSONNEL RULES AND
REGULATIONS REGARDING DETAIL ASSIGNMENTS.**

WHEREAS, §4105 of Title 4, Guam Code Annotated, provides that the Guam Power Authority Board of Directors shall adopt personnel rules and regulations to be approved by the Civil Service Commission and promulgated by Executive Order; and

WHEREAS, the existing Guam Power Authority rules and regulations, which were signed and promulgated on October 4, 1982, did not include Rule 6.09, Detail; and

WHEREAS, the Guam Power Authority has requested that Rule 6.09 be incorporated into their rules and regulations for consistency and uniformity with the Department of Administration's Detail Assignments Policy Rule 4.506; and

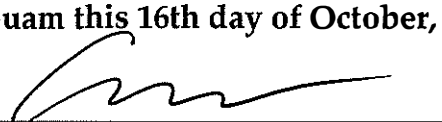
WHEREAS, the Civil Service Commission approved the incorporation of Rule 6.09 Detail Assignments of the Guam Power Authority's Personnel Rules and Regulations (Attachment A) effective immediately in its meeting on the 14th day of September, 2000; and

WHEREAS, the Gutierrez-Bordallo Administration is committed to a merit system of personnel administration and it is the policy of the Gutierrez-Bordallo Administration that personnel rules and regulations for the Executive Branch be uniform in substance and consistent in application to the fullest extent possible;

NOW, THEREFORE, I, CARL T.C. GUTIERREZ, I Maga'Lahen Guåhan, Governor of Guam, by virtue of the authority vested in me by the Organic Act of Guam, as amended, do order:

1. The Attached Rule 6.09 of the Guam Power Authority's Personnel Rules and Regulations regarding Detail Assignments adopted by the Board of Directors and approved by the Civil Service Commission, are hereby promulgated.
2. All prior rules, regulations, policies, memoranda, or Executive Orders in conflict with this Executive Order are hereby rescinded to the extent of such conflict.
3. A copy of Rule 6.09 of the Guam Power Authority's Personnel Rules and Regulations regarding Detail Assignments, as promulgated, shall be filed with the Legislative Secretary to take prospective effect on the date of filing, which is Monday, October 16, 2000.

SIGNED AND PROMULGATED at Hagåtña, Guam this 16th day of October, 2000.



CARL T. C. GUTIERREZ
I Maga'Lahen Guåhan
Governor of Guam

6.09 **Detail Assignments**

- A. A detail is the temporary assignment to meet management needs of an employee to another position or to a group of specific duties and responsibilities for a specified period with the employee returning to his regular duties at the end of the detail. A position is not filled by a detail as the employee continues to be the incumbent of the position from which he is detailed, and his salary during the detail does not change. For details to unbudgeted positions, or to a group of specific duties and responsibilities, the General Manager shall provide a position description upon the 30th day of the detail appointment.

- B. Details shall be made only for meeting temporary needs of the Authority such as:
 - 1. emergency details – to meet emergencies occasioned by abnormal workload, change in organization, or unanticipated absences; or

 - 2. pending description and formal classification of a new position; or

 - 3. to replace an incumbent who is undergoing training.

- C. All details in excess of 30 calendar days must be documented by the General Manager. No personnel action shall be transacted unless proper documentation is provided.

- D. An employee shall not be detailed while serving a probationary period.

EXHIBIT "A"

- E. No employee shall be temporarily assigned or detailed to a position, nor shall the employee assume the duties and responsibilities of a position other than the one to which he has been appointed for a period in excess of 120 days within a calendar year, unless the General Manager obtains an exemption upon written application to the Civil Service Commission. Such exemption shall not extend beyond an additional 120 days within the calendar year.
- F. An employee in an unclassified position, or an individual employed under a contract, will not be detailed to a position in the classified service.
- G. Nothing in this regulation is intended to infringe on management's prerogatives in day-to-day operational activities which may occasionally require that an employee be assigned work normally performed by another employee for brief periods up to 30 calendar days.
- H. Employees serving on a detail in excess of 30 calendar days in a position having a higher pay grade than his regular position shall receive a payment differential in accordance with the CSC Resolution No. 97-002 and CSC Memorandum No. 97-527, provided the detail appointment is consistent with classification principles as determined by the General Manager.
- I. Employees serving a detail in excess of 30 calendar days in a position having a lower pay grade shall not have their pay adjusted to the lower pay.
- J. An employee may not be detailed beyond 120 calendar days to any classified position unless that employee has met all of the qualification requirements for the position.