

GOVERNMENT OF GUAM  
OFFICE OF THE GOVERNOR  
AGANA, GUAM

EXECUTIVE ORDER NO. 74-15

TO	Initial	Date
Legal	BK	5/17
Ramsey	[Signature]	5/18
J	A	5/20
Gov.	[Signature]	5/27
FILES		

AMENDMENT TO THE PERSONNEL RULES & REGULATIONS  
PERSONNEL FILES & REINSTATEMENT OF ACCUMULATED SICK LEAVE  
DEPARTMENT OF EDUCATION

*Revised 6/1/76*

WHEREAS, Section 4004, Government Code of Guam requires that the Governor promulgate personnel rules and regulations by Executive Order subject to criteria established by Title V, Chapter J, Government Code of Guam; and

WHEREAS, the Civil Service Commission, in its meeting of May 6, 1976, approved as adopted by the Territorial Board of Education, the amendments of certain provisions of the Department of Education Personnel Rules and Regulations relative to personnel files and reinstatement of accumulated sick leave;

NOW, THEREFORE, I, RICARDO J. BORDALLO, Governor of Guam, by virtue of the authority vested in me by the Organic Act of Guam, as amended, and by Sections 4004 and 4007 of the Government Code of Guam, do hereby approve and promulgate the following amendments to the Department of Education Personnel Rules and Regulations relative to personnel files and reinstatement of accumulated sick leave.

Rule 656 Personnel Files

The Associate Superintendent of Personnel shall maintain an official personnel folder for each employee of the Department of Education. Such file shall be available during office hours for inspection by the Director of Education, Deputy Director of Education, Associate Superintendent, Division Head or Principal to which the employee is assigned, or a prospective principal where a transfer is under consideration, the employee or his authorized designee, in the presence of the authorized custodian; and the files shall not be removed from the office except as required by the Civil Service Commission, Attorney General's Office, the Courts of Guam or to other governmental agencies in cases of interdepartmental transfers.

Rule 704.9 Reinstatement of Accumulated Sick Leave

Any employee of the Department of Education who terminates voluntarily, a permanent position, who is laid-off because of lack of work or funds, or because of reorganization, or whose contract was not renewed for other than adverse reasons, who is drafted or voluntarily enlists in the Armed Forces of the United States, and who is re-employed by the Department of Education within three (3) years after date of termination for those who terminated voluntarily or who were drafted, or within five (5) years from date of termination for those who enlisted in the Armed Forces, shall be entitled to have all the sick leave accumulated and not used as of the date of termination reinstated upon reemployment to a permanent position. The effective date of this policy shall be August 18, 1975.

All prior rules, regulations, policies, memoranda or Executive Orders in conflict with this order are hereby superseded.

This order shall be effective upon approval of the Governor.

Signed and promulgated at Agana, Guam this 27<sup>th</sup> day of May, 1976.



RICARDO J. BORDALLO  
Governor of Guam

COUNTERSIGNED:

/s/ RUDOLPH G. SABLAN

RUDOLPH G. SABLAN  
Lieutenant Governor