



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

EXECUTIVE ORDER NO. 87-25

DEPARTMENT OF ADMINISTRATION
RESIGNATION PROCEDURES

WHEREAS, Section 4106, Title 4, Guam Code Annotated, provides that the Director of Administration shall adopt personnel rules and regulations governing separation from the service of employees by resignation; and

WHEREAS, Section 4105, Title 4, Guam Code Annotated, provides that rules and regulations be approved by the Civil Service Commission and be promulgated by Executive Order of the Governor; and

WHEREAS, the Director of Administration has adopted such personnel rules and regulations relative to resignation; and

WHEREAS, the Civil Service Commission has approved said rules and regulations in its meeting on the 21st day of May 1987.


NOW, THEREFORE, I, JOSEPH F. ADA, Governor of the Territory of Guam, by virtue of the authority vested in me by Section 4105, Title 4, Guam Code Annotated and by the Organic Act of Guam, do hereby order as follows:

1. The attached Personnel Rules and Regulations relative to Resignations duly adopted by the Director of Administration and approved by the Civil Service Commission, to be effective upon filing with the Legislative Secretary.



2. All prior rules, regulations, policies, memoranda or Executive Order in conflict with this order are hereby rescinded to the extent of such conflict.

SIGNED AND PROMULGATED, this 27th day of July 1987.



JOSEPH F. ADA
Governor of Guam

COUNTERSIGNED:



FRANK F. BLAS
Lieutenant Governor of Guam

DEPARTMENT OF ADMINISTRATION
PERSONNEL RULES AND REGULATIONS

RULE XVI

RESIGNATION PROCEDURES

16.01 Statement of Policy: The purpose of this rule is to provide for orderly, uniform and fair procedures for the non-disciplinary separation of employees from Government of Guam service.

16.02 Coverage: This rule shall apply to all classified employees within the jurisdiction of the Department of Administration.

16.03 Notice of Resignation: An employee may resign at any time by giving written or verbal notice of the resignation to the appointing authority. Preferably, the employee should notify the appointing authority at least fourteen calendar days before the date of separation. Verbal notices should be given in the presence of a witness.

16.04 Withdrawal of Resignation: A resignation may be withdrawn at any time prior to the effective date of the resignation.

16.05 Resignation in Good Standing: A resignation shall be deemed to be in good standing when it is made voluntarily and not as a direct result of a final adverse action or criminal conviction. With the exception of an employee serving an initial probationary period, an employee who resigns in good standing shall have reemployment rights consistent with 4 GCA, §2108, Rule 5.21, and amendments thereto.

16.06 Resignation Pending Adverse Action: An employee who resigns after receipt of a notice of proposed adverse action is deemed to have resigned voluntarily and has no right to appeal to the Civil Service Commission. Any employee who resigns under this section who is subsequently convicted of a crime based on the same facts which form the basis of the adverse action, shall be deemed not to resign in good standing.