



TERRITORY OF GUAM

OFFICE OF THE GOVERNOR

AGAÑA, GUAM 96910

U. S. A.

EXECUTIVE ORDER NO. 87-30

PRIORITY PLACEMENT PROCEDURES

WHEREAS, Section 8 of Public Law 17-4, as amended by Section 13 of Public Law 17-5, provides that there shall be no reduction in force by any Government of Guam department, bureau, or agency, which includes autonomous agencies or other instrumentalities of the Executive Branch of the Government of Guam, until such time that a layoff, demotion, or salary reduction procedure is adopted by the Civil Service Commission and implemented by a department, bureau, agency, or instrumentality; and

WHEREAS, the Civil Service Commission has duly adopted the procedures for layoff, demotion, and salary reduction on May 31, 1984; and

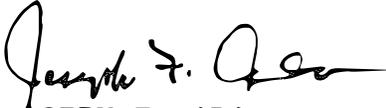
WHEREAS, the Civil Service Commission has determined a need to establish a priority placement procedure in order to promote stability of employment for employees affected by changing manpower requirements, to provide maximum opportunity for placement in the Executive Branch of the government and to minimize the adverse affects on employees caused by actions required for the effective management of government such as, but ~~not~~ limited to consolidation, transfer of functions, lack of work or funds, position classification decisions or reduction-in-force; and

WHEREAS, the Civil Service Commission has duly adopted the Priority Placement Procedure on September <sup>16</sup><sub>6</sub>, 1987.

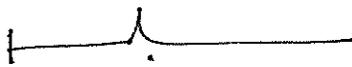
NOW, THEREFORE, I, JOSEPH F. ADA, Governor of Guam, by virtue of the authority vested in me by the Organic Act of Guam and laws of Guam, do hereby order as follows:

1. The attached Priority Placement Procedure duly adopted by the Civil Service Commission, is hereby promulgated.

SIGNED AND PROMULGATED at Agana, Guam this <sup>21<sup>st</sup></sup><sub>18<sup>th</sup></sub> day of September, 1987.

  
JOSEPH F. ADA  
Governor of Guam

COUNTERSIGNED:

  
FRANK F. BLAS  
Lieutenant Governor

## **PRIORITY PLACEMENT PROCEDUR.**

### **I. POLICY:**

It is the policy of the Government of Guam to promote stability of employment for employees affected by changing manpower requirements and to provide maximum opportunity for placement in the Executive Branch of the government. Consistent with this policy, a strong Priority Placement Procedure shall be maintained to minimize the adverse affects on employees caused by actions required for the effective management of government such as, but not limited to, consolidation, transfer of functions, lack of work or funds, position classification decisions or reduction-in-force.

### **II. COVERAGE:**

#### **A. Departments and Agencies**

This procedure is applicable to all departments, bureaus, agencies, commissions, or other instrumentalities, whether autonomous, semi-autonomous, or non-autonomous in the Executive Branch of the Government.

#### **B. Employees**

This procedure covers all probationary and permanent classified employees who are to be or have been issued notice of impending demotion or separation due, but not limited to, consolidation, transfer of functions, lack of work or funds, position classification decisions or reduction-in-force.

### **III. RESPONSIBILITIES:**

A. All department and agency heads shall assure efficient operations of these procedures within their respective department/agency and shall insure that all managers, supervisors and department officials comply with these procedures.

B. Annually, all department and agency heads shall issue a written statement of support to their employees for these procedures and shall insure that all managers and supervisors comply with these procedures, and that employees are notified with respect to these procedures.

C. All personnel offices are responsible for the effective administration of these placement procedures, for counseling employees on the provisions of these regulations, and for informing department heads, managers, supervisors, and employees on the placement requirements.

- D. Affected employees shall be responsible for notifying the respective personnel office of any changes to their employment status i.e., availability, latest address and telephone number, lowest acceptable salary, etc.
- E. The Civil Service Commission shall monitor and enforce compliance of these procedures.

#### IV. ADVANCE PLANNING:

Whenever a consolidation, transfer of functions, lack of work or funds, position classification decisions or reduction-in-force occurs within a department or agency, the following actions shall be carried out:

- A. The department/agency head shall immediately inform, in writing, the servicing personnel office of the positions impacted and the number of employees affected. A copy of the notice shall be provided to all other personnel offices within the Executive Branch and to the Civil Service Commission.
- B. Immediately upon receipt of notice, all other personnel offices shall forward the servicing personnel office and the Civil Service Commission a listing of all position vacancies. Position vacancy listings shall continue to be provided on a monthly basis as long as there are employees on the Priority Placement List who have not been matched to appropriate positions.

#### V. DURING THE NOTICE PERIOD:

- A. The servicing personnel office shall be responsible for the following actions:
  - 1. Obtain from each affected employee a list of positions, but not more than ten, to which they wish to be considered, to include the lowest pay range acceptable, and a completed application form. Affected employees, in determining this listing, shall be provided a copy of the position vacancy listing.
  - 2. Review applications of employees to determine qualifications to positions identified for consideration.

3. Based on positions identified by affected employees, establish and forward a Priority Placement Listing to all personnel offices for placement assistance.
  4. Immediately upon receipt of the Priority Placement Listing, all personnel offices shall freeze all recruitment action and review all vacancies within the respective department(s) for placement assistance, including all classified positions encumbered by unclassified employees appointed on a 120-day basis.
  5. An offer of a position vacancy matching the Priority Placement Listing shall be immediately made to the employee and the releasing department will be immediately notified of the placement. A copy of the appointment action shall be submitted to the Civil Service Commission.
  6. If there are more priority placements to be made than there are vacancies, placement shall be based on retention points whereby those employees with the highest retention points shall be given first offer of employment.
  7. In those instances where inadequate position vacancies exist to those position classifications where employees have indicated an interest in but where there are existing positions in the classifications of interest which are filled by temporary unclassified appointments (120-days), the personnel office shall contact the department head where the position(s) exists to inform him that the 120-day appointment(s) shall be terminated in order to place a priority placement eligible.
- B. Qualification Dispute - The gaining personnel office is not authorized to disqualify a priority placement employee without the mutual agreement of the releasing personnel office. Disagreements of qualification of a priority placement employee shall be submitted to the Civil Service Commission.
- C. Priority placement shall not be applicable in those instances where an affected employee is being considered for promotional opportunities to position levels higher than the position held prior to the demotion or reduction-in-force action.

**VI. AFTER THE NOTICE PERIOD:**

Notwithstanding any other provision of law or regulation, all personnel offices shall continue to monitor their vacancies and offer priority placement assistance as provided in Section V of these procedures to affected employees for a period of two years or until such time that affected employees are matched to a position of no less than that prior to demotion or reduction-in-force.

**VII. RECORDS AND REPORTS:**

1. Each personnel office shall maintain for a 2-year period, an individual folder of each affected employee. The individual folder shall contain the following information:
  - a. Employee's name
  - b. Date(s) of counseling
  - c. Position title, pay range and salary prior to layoff or demotion
  - d. Most recent application form
  - e. Offers received, accepted or declined
  - f. Date removed from the priority placement listing and reason (i.e. acceptance of position, request by employee, etc.)
  - g. Current address and phone number
  - h. Any additional relevant information.