



TERRITORY OF GUAM  
OFFICE OF THE GOVERNOR  
AGAÑA, GUAM 96910  
U. S. A.  
EXECUTIVE ORDER NO. 96-24

**RELATIVE TO ADOPTING AND PROMULGATING THE  
DEPARTMENT OF ADMINISTRATION'S PERSONNEL  
RULES AND REGULATIONS GOVERNING THE  
RIGHTS, CONDUCT, AND OBLIGATIONS OF  
EMPLOYEES AND RESPONSIBILITIES AND ACTIONS  
OF MANAGEMENT.**

**WHEREAS**, §4105 of Title 4, Guam Code Annotated, provides that the Director of Administration shall adopt personnel rules and regulations for line departments and agencies, to be approved by the Civil Service Commission and promulgated by Executive Order of the Governor; and

**WHEREAS**, the Director of Administration adopted the Department of Administration's Personnel Rules and Regulations for line departments and agencies relative to employee rights, conduct, and obligations and relative to management responsibilities and actions; and

**WHEREAS**, the Civil Service Commission approved the rules and regulations in its meeting on the 12th day of December, 1995, and after further review and revisions, the Civil Service Commission further approved the revisions on August 1, 1996; and

**WHEREAS**, the Gutierrez-Bordallo Administration is committed to a merit system of personnel administration ; and

**WHEREAS**, the new rules and regulations are in compliance with federal personnel management laws applicable to the territory of Guam, such as the Americans With Disabilities Act, Fair Labor Standards Act, Family Medical Leave Act, Drug-Free Workplace Program, and other pertinent laws; and

**WHEREAS**, the development of the new personnel rules and regulations involved a rigorous and lengthy process, which included public hearings and scrutiny by many groups and individuals; and

**WHEREAS**, the Department of Administration's Personnel Rules and Regulations were last adopted in 1979; and

**WHEREAS**, the finalization of the new personnel rules and regulations is a momentous occasion and marks the beginning of a new era in personnel administration in the government of Guam; and

**WHEREAS**, the implementation of the new personnel rules and regulations will be supportive of Vision 2001 and will serve to improve the work ethic and the morale of public employees as well as the delivery of public services; and

**WHEREAS**, the new personnel rules and regulations include a long awaited Chapter setting forth a cohesive set of ethical standards for government employees; and



**WHEREAS**, the fine efforts and hard work of all who contributed to the development of the new personnel rules and regulations are appreciated and acknowledged, with special thanks to the Personnel Rules and Regulations Task Force Members; the Chairman, John S. Salas, Department of Administration; the Co-Chairman, Eloy P. Hara, Executive Director, Civil Service Commission; and Task Force Leaders: Dan Astorga, Personnel Services Administrator, Department of Administration; John Aguon, Acting Personnel Management Administrator; and Ron Aguon, Administrative Counsel, Civil Service Commission; and

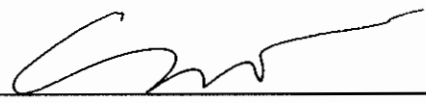
**WHEREAS**, the new personnel rules and regulations will serve as a model for all autonomous agencies to follow; and

**WHEREAS**, 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;

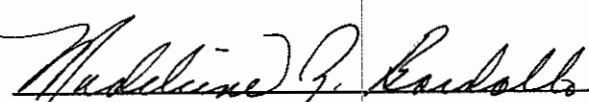
**NOW, THEREFORE, I, CARL T. C. GUTIERREZ**, Governor of Guam, by virtue of the authority vested in me by §4105 of Title 4, Guam Code Annotated, and the Organic Act of Guam, as amended, do order:

1. The attached Department of Administration Personnel Rules and Regulations, adopted by the Director of Administration 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 any conflict.
3. Unless contrary to statute, all autonomous departments and agencies are hereby required to adopt the Department of Administration's Personnel Rules and Regulations to promote uniformity and consistency concerning personnel rules and regulations throughout the Executive Branch.
4. A copy of the Department of Administration's Personnel Rules and Regulations, as promulgated, shall be filed with the Legislative Secretary to take prospective effect on the date of filing. Filing shall be deferred for One Hundred Eighty (180) days from the date of this Executive Order to allow the Department of Administration to conduct orientation sessions for departments and agencies, and for the creation of policies, forms, and procedures that may be immediately necessary for implementation. The Personnel Rules and Regulations shall be filed no later than the Third (3rd) working day after the expiration of the One Hundred Eighty (180) day transition period.

**SIGNED AND PROMULGATED** at Agana, Guam this 1st day of October, 1996.

  
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**CARL T. C. GUTIERREZ**  
Governor of Guam

**COUNTERSIGNED:**

  
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**MADELEINE Z. BORDALLO**  
Lieutenant Governor of Guam