



PORT AUTHORITY OF GUAM
ATURIDAT I PUETTON GUAHAN
GOVERNMENT OF GUAM
1026 Cabras Highway
Suite 201
Piti, Guam 96925

Telephone: (671) 477-9931/35
(671) 477-2683/85
Telex: (721) 6689 PAGGUM
Telecopier: (671) 477-2689

POLICY MEMORANDUM NO. 02-88

To:	Port Employees	Subject:	TOOL PURCHASE PROGRAM
Effective Date:	MAY 09 1988	Revision Date:	
Approved By:	DAVID B. TYDINGCO, General Manager		
ALL REVISIONS ARE MARKED WITH AN ASTERISK (*)			
<p>I. PURPOSE:</p> <p>To establish a tool purchase program to:</p> <ol style="list-style-type: none">1) enable employees to purchase basic hand tools required for effectively carrying out his/her assigned duties;2) foster employee-management relationship;3) meet the organization goals and objectives of the Authority. <p>II. SCOPE:</p> <p>Only those employees occupying position titles, as indicated on the attached list, will be eligible to participate in this Program.</p> <p>Participation in this Program is strictly voluntary.</p> <p>III. DISCUSSION:</p> <p>The Authority is required to provide power and special tools needed by employees to carry out their responsibilities. Employees, on the other hand, are required to furnish their own personal hand tools for performance of their assigned tasks. However, employees have expressed concern that they are encountering difficulties in obtaining the necessary funds to purchase such tools. Therefore, in order to meet this work requirement and in the spirit of fostering employee-management relationship,</p>			

the Authority will purchase the basic tools. These tools will then be resold to employees and payment will be made on an installment basis as outlined in Section IV below.

IV. PROCEDURES:

1. Employees wishing to participate in this Program will be provided with a Basic Tool List from his/her immediate supervisor. Only those tools listed will be authorized for purchase.
2. The employee's re-payment schedule plan will be established by the Financial Affairs Controller. The schedule will take into consideration the employee's salary, existing debts and his/her ability to repay. The employee shall sign a promissory note and other documents concerning the repayment of the price of the tools.
3. In the event the employee separates from employment and the tools are not fully paid, the Authority will recover the unpaid balance through its regular debt recovery procedure.

V. SPECIAL PROVISION:

Employees purchasing tools through this program are required to have these tools available at all times while on the job for the performance of their assigned duties.