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POLICY MEMORANDUM NO. 04-88

To: Port Employees	Subject: Procedures and Guidelines for Payroll and Timekeeping Personnel
Effective Date: June 3, 1988	Revision Date:
Approved By: DAVID B. TYDINGCO, General Manager	
ALL REVISIONS ARE MARKED WITH AN ASTERISK (*)	

I. **PURPOSE:** To provide standard procedures and guidelines for utilization by payroll and timekeeping personnel to properly record, compute and/or process payments to employees for their worktime and premium pay.

II. **SCOPE:** The provisions of these guidelines shall be utilized by those employees who are responsible for timekeeping or payroll functions.

III. **RESPONSIBILITIES OF**

A. **Payroll Personnel**

1. Preparing and submitting accurate and timely payroll data to the Computer Systems Division.
2. Taking necessary action to avoid delays in processing timecards and other payroll documents.
3. Providing the various divisions/sections preprinted timecards and blank timecards for new employees when a preprinted timecard is not available.
4. Ensuring that newly hired personnel are familiar with the use of timecards, attendance regulations and other payroll services.
5. Auditing timecards to ensure payments are in accordance with current regulations.

B. **Timekeepers and Supervisors**

1. Processing and certifying timecards in accordance with the current regulations.
2. Supervising the attendance and/or timing-in and timing-out of employees.
3. Obtaining and properly posting timecards for employees.
4. Submitting timecards and other payroll documents to the Payroll Section in a timely manner.

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5. Advising employees on payroll matters contained in this and other applicable instructions, and referring employees with unresolved questions to the Payroll Section for further assistance.

C. Employees

1. Ensuring their timesheets reflect accurate record of hours worked and hours not worked.
2. Advising timekeepers, supervisors and payroll personnel of all suspected discrepancies in pay or payroll information immediately upon discovery.
3. Notifying the Payroll Section of suspected or known overpayment.
4. Notifying the Payroll Section of extended periods of leave without pay so that payroll records may be adjusted accordingly.
5. Verifying changes in employment status, such as, promotions and salary adjustments to ensure timely payments and accurate records.

IV. PREPARATION OF TIMECARDS

Timecards, both bi-weekly and daily, must be manually posted in ink. The bi-weekly timecards must be summarized at the end of the pay period. Manual postings will be made by the timekeepers or supervisors utilizing the attendance records.

Changes utilizing correction fluids are not authorized. All changes must be line-thru once with corrected data on timecards and shall be initialed by the person certifying the timecard.

Absences should be recorded by posting the "REGULAR" and "EXTRA" columns with reason for absence, e.g., "Sick Leave", "Leave Without Pay", "Unauthorized Absence", etc.

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A. Bi-weekly Time Columns

1. Enter the number of regular shift hours worked in "REG" column.
2. Enter the number of overtime hours worked in the "OT" column.
3. Enter the additional premium or holiday hours in the "BON" column.
4. Enter the number of paid absence hours in the "L'VE" column.
5. Add up the number of regular hours, paid absence hours and enter the total in the "REG HRS" block at the bottom of the timecard. The number of overtime hours is similarly entered in the "OT HRS" block. Hours for holiday is summarized in the "BONUS" block.

B. Daily Time Columns

1. Enter the number of regular shift hours and overtime hours worked and paid absence hours in the "ACTUAL HOURS" column.
2. Enter the additional premium and holiday hours in the "PREMIUM PAY" column.
3. Enter the straight time work began and ended in the "REG - IN and OUT" column.
4. Enter the overtime work began and ended in the "EXTRA - IN and OUT" column.
5. Summarize the hours in the "TOTAL HOURS" column.

The person certifying the timecard shall certify the front of the timecard in the "Authorized Signature" block.

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C. Errors and Retroactive Actions

Changes to timecards after submission must normally be made by the same person who certified the timecard. Changes shall be line-thru and must be made in the presence of a representative of the Payroll Section. The person making the changes must initial the timecard.

Retroactive action to correct errors may also be done by completing a blank timecard to include all corrected information, the current date, the date and pay period involved. The timecard must be clearly labelled "RETRO".

Overpayments resulting from errors on certified timecards will be deducted from the employee's pay on the first pay period following discovery and corrective action by the Payroll Section, timekeeper or person certifying the timecard.

V. LABOR DISTRIBUTION (PAYROLL CODES)

The following identifies the various types of pay that may be earned by an employee. The appropriate code must be used on the employee's timecard in order to determine the correct labor distribution:

Labor Code -----	Definition -----	Calculation -----
A-1	Regular Work Hours Typhoon Pay (Casual Employees)	Regular rate x # of hours
J-2	Overtime Work Hours Typhoon Pay (Regular Employees)	1 1/2 x rate x # of hours
B-2	Night Differential	10% x rate x # of hours
D-1	Holiday Work Hours	Regular rate x # of hours (not to exceed 8 hours)

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A-3	Annual Leave	Regular rate x # of hours
A-4	Sick Leave (Regular or Advanced)	Regular rate x # of hours
A-6	Holiday Leave	Regular rate x # of hours
A-7	Other Leave	Regular rate x # of hours
	Maternity Leave	
	Paternity Leave	
	Bereavement Leave	
	Military Training Leave	
	Jury Duty	
	Witness Leave	
	Unusual Weather Conditions	
	On-The-Job Injury	
	Official Meetings/Conferences	
	On or Off-Island	
	GovGuam Personnel Examination	
	Armed Forces Physical Examination	
	Medical Examination	
	Apprentice Release Time	
	Approved Leave Without Pay	
	Compensatory Time-Off	
	Typhoon Leave	
H-1	Hazard Pay 1	4% x rate x # of hours
	Hot Work	
	Poison (Toxic Chemicals)	
	Low Degree Hazard	
H-2	Hazard Pay 2	25% x rate x # of hours
	Work in Open Trenches	
	Underground Work	
	High Work	
	Dirty Pay	
	Work in Unsafe Structures	

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H-3	Hazard Pay 3	50% x rate x # of hours
	High Voltage Electrical	
P-1	Penalty Pay 1	# of hours x \$0.20
	Work in Reefer Cargoes	
P-2	Penalty Pay 2	# of hours x \$0.25
	Work with Cement Cargoes	
P-3	Penalty Pay 3	# of hour x \$0.50
	Work with Hazardous Cargoes (Explosive Devices)	

VI. CHART OF ACCOUNTS

The attached appendix contains the chart of accounts by division. The timekeepers are to enter the appropriate account number on the Job Account Block next to the summary of hours worked, etc.

VII. CERTIFICATION OF TIMECARDS

- A. Persons certifying timecards are legally responsible for ensuring that the time reported in a duty and non-duty status constitutes the actual attendance record of the employee. Timecards for supervisors and non-supervisors alike must be certified by the employee's immediate supervisor in the chain of command, and be based on direct knowledge of attendance. When the immediate supervisor is not available, any supervisory employee authorized to certify timecards and who has personal knowledge of the employee's attendance may certify the timecard.
- B. An employee may not certify his/her own timecard.
- C. Timecards and timesheets certified prior to the actual completion time or timing out of the employee must be controlled by the certifying supervisor and must be in the agreement with the actual time of time out.

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- D. In the event of transfer or loan of an employee from one supervisor to another, the timecard and timesheet must be initialed by the first supervisor and certified by the last supervisor.
- E. The use of facsimile signature or facsimile initials for certifying timecards is prohibited. The signature or initials should correspond to the specimen submitted to the Payroll Section.

VIII. SUBMISSION OF TIMECARDS

Bi-weekly timecards must be submitted to the Payroll Section no later than 1200 noon of the Friday preceding the end of the pay period. Daily timecards must be turned in no later than 1200 noon for the preceding day.

At the beginning of the pay period, daily timecards which cover Saturday and Sunday work hours, must be turned in on Monday or in the case of a holiday, the next working day, at 1200 noon. On the closing Friday of a pay period, the timecards for Friday's hours of work must be turned in by noon, same day.

In unusual circumstances, the Payroll Section may request that timecards be submitted earlier.

If for any reason the timecard submission is delayed, the Payroll Supervisor must be notified of the cause and the expected delivery time. No guarantee can be made that the employees will receive pay checks on the scheduled payday when the timecards are delivered late.

IX. TIMECARD LOG

The purpose of the timecard log is to:

- A. track both daily and bi-weekly timecards submitted to the Payroll Section for processing;
- B. communicate with the timekeepers on the timecard non-deliveries and discrepancies;

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- C. track the completion date of the timecard data entered by the Payroll Clerks on a daily basis.
- D. monitor the log to ensure the "BATCH" totals are correct on the daily and end of the pay period listings.

The log is separated in two areas as indicated below:

Timekeeper's Information

- Column 1: Enter assigned department number.
- Column 2: Enter the date timecards are delivered to the Payroll Section.
- Column 3: Record the date timecards are submitted. If submitting more than one day, record timecards for each day separately.
- Column 4: Print initials or sign full name legibly.

Payroll Information

- Column 5: Payroll Clerk signs name or prints initials.
- Column 6: Assign a "Payroll Timecard Batch Control" form and record the calculated batch total of hours on the timecards. Sign in the "Key Punch By" block and use "Remarks" block for any timecard errors or discrepancies. The Payroll Supervisor will refer to both the "Log" and "Batch Control" forms to communicate problems with the timekeepers.
- Column 7: The Payroll Clerk assigned to keypunch the timecards entry program must sign or print his/her initials. This will confirm that the timecards were delivered for data entry.
- Column 8: Record the date the Payroll Clerk returns the timecards and daily timecard entry listing.

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This will indicate that the timecards delivered for the day and date by timekeeper has been entered, reviewed, corrected (if necessary) and completed.

The Computer System Division will print a listing of all timecard entries at the end of the day. The listing will be available to the Payroll Section the following morning.

It is the responsibility of the Payroll Section to review and audit the listing against the timecards. If corrections are necessary, annotations on the listing should be made with the initials of the reviewing Payroll Clerk.

X. PAYROLL DEDUCTIONS

Certain deductions from the employee's pay are required by law and other deductions are made at the employee's request for his/her benefit and convenience. The required and optional deductions are as follows:

Required: Withholding Tax and Retirement.

Optional: Health benefits, Group Life Insurance and Credit Union dues.

The employee may authorize deductions for hospital bills, home mortgages, personal loans, etc. from their pay. Additionally, banking through the payroll deduction system can be performed.

Application for Deductions

"Payroll Authorization" forms may be obtained from the Payroll Section. The form must be signed by the employee and third party, i.e., financial institution. Assistance in completing the form will be provided by the Payroll Section.

Once authorized, the deduction will remain in effect until cancelled by the employee, in writing, to the Payroll Section.

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XI. DISTRIBUTION OF PAY CHECKS

- A. Pay Day: The pay day is established by the General Manager. Each employee will be paid by check on a bi-weekly basis, generally on Tuesdays, however, such day is subject to change as circumstances warrant.
- B. Distribution of Checks: Division heads shall be responsible for distributing pay checks to employees once the checks are released by the Payroll Section.

Missing checks for employees should be reported immediately to the Payroll Section in order for a tracer action to be initiated. Additionally, checks inadvertently received for employees of another division should be reported immediately.

Undelivered checks must be returned to the Payroll Section, by the close of business on pay day, unless being held for a shift employee for distribution later on the same day. Checks not delivered must be returned to the Payroll Section who will forward it to the General Accounting Section for retention or disposition.

Checks representing an inaccurate amount of compensation should be immediately reported by the employee to the Payroll Section for cancellation and appropriate special payment action. If this is not possible, checks should be hand-delivered to the Payroll Section following notification by telephone.

Personnel departing on leave or off-island may have checks mailed to them by his/her respective division head. A record must be kept of the name of the employee, check's serial number and amount, date of check, address mailed to and date check mailed. The employee may request another person to pick-up the check, provided a written authorization by the employee is presented to the person distributing such check.

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XII. DEFINITION OF WORKWEEK AND WORKDAY

- A. Workweek: The Authority's workweek is defined as a regular recurring seven (7) consecutive 24-hour interval, which need not coincide with a calendar week. It may begin any day of the week at any hour of the day.
- B. Workday: Workday is defined as a regular recurring period of eight (8) consecutive hours, exclusive of lunch hour.

XIII. DEFINITION OF WORKWEEK CATEGORIES: An employee's scheduled forty (40) hour workweek is to be determined on one of the following categories listed below:

- A. Administrative Workweek: The basic administrative workweek consists of five (5) consecutive workdays, normally Monday through Friday, of eight (8) hours each, totaling forty (40) hours a week and two (2) days off. Normally, the employee's workday under this category is 0800 to 1700 hours.
- B. Shift Workweek: Shift workers have a defined administrative workweek, depending on their scheduled shifts. The workday is either 0700 to 1500, 1500 to 2300, or 2300 to 0700 hours.
- C. Operations Workweek: The workweek of personnel directly involved in the loading and unloading of cargoes is normally dependent upon vessel arrivals/departures. The workday of employees under this category normally consists of twelve (12) hour shift during vessel operations.

Normally, shift hours are from 0700 to 1900 hours, or 1900 to 0700 hours. In the event there are no vessels in port, the employee's workday shall consist of eight (8) hours, normally 0800 to 1700 hours in order to complete the scheduled forty (40) hour workweek.

XIV. POSTING OF OPERATIONS EMPLOYEE WORKTIME: The posting of worktime for employees under Section XIII.C. shall be administered in the following manner:

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- A. Whenever the employee's workday commences at either 0700, 1300, 1600 or any hours in between, the hours worked by the employee shall be posted and paid on the day work was performed.

Example: When an employee is assigned to work beginning at 0700 or 1600 hours on Monday, the employee's worktime shall be posted on Monday.

- B. Whenever the employee's workday commences at either 1700, 1900, 2400 or any hours in between, the hours worked by the employee shall be posted and paid on the next day.

Example: When an employee is assigned to work beginning at 1900 or 2400 hours on Saturday, the employee's worktime shall be posted on Sunday.

Below are illustrations on how to post such types of work assignments:

Example 1:

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
-----	-----	-----	-----	-----	-----	-----
0700- 1600	OFF		1600- 0100	OFF		0800- 1700
(8)	1900- 0400 →	(8)	(8)	1700- 0200 →	(8)	(8)

TOTAL HOURS: 40 hours straight time

Example 2:

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
-----	-----	-----	-----	-----	-----	-----
OFF	0700- 1600	0800- 1700		1900- 0400 →	(8)	
	(8)	(8)			1900- 0400 →	(8)
		1900- 0400 →	(8)			

TOTAL HOURS: 40 hours straight time

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XV. OVERTIME

- A. Definition of Overtime Work: Authorized and approved hours of work performed in excess of eight (8) hours in a day or in excess of forty (40) hours in a workweek to which employees are entitled for payment.
- B. Types of Overtime Work: Overtime work are of two types:
 - 1. Regular overtime work means overtime work which is scheduled as part of the employee's regularly scheduled workweek.
 - 2. Irregular or occasional work means overtime work which is not scheduled as part of the employee's regularly scheduled workweek.
- C. Payment for Overtime Work: Payment of overtime work shall be at a rate of one and one half times the employee's basic rate of pay.

In the absence of funds for overtime pay, compensatory time-off (comptime) shall be granted within four (4) pay periods from the date in which it is earned. The maximum hours of comptime an employee can accumulate is 240.

Any comptime not used within four (4) pay period intervals shall be converted to overtime pay the following pay period. Any overtime hours not paid an employee within fifteen (15) working days after the request for payment is submitted shall earn interest at a rate of ten percent (10%) per annum.

It shall be the responsibility of the Payroll Section to notify employees of their accrued comptime hours prior to the fourth pay period.

It shall be the responsibility of supervisors to assure employees who accumulate comptime are properly scheduled to exhaust said hours.

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D. Posting of Overtime Hours: The posting of overtime work for employees shall be administered in the following manner:

1. Work in excess of eight (8) hours in a workday shall be posted at overtime rate.

Example: Monday

 0700-1900

TOTAL: 8 hours straight time
 3 hours overtime

2. In a situation where an employee was required to perform work beyond his regular shift hours, the hours worked shall be paid at overtime rate.

Example: Monday Tuesday
 ----- -----
 0700-1900

(8 hours straight time)
(3 hours overtime)

1900-0700----->(11 hours overtime)

TOTAL: 8 hours straight time
 14 hours overtime

XVI. HOLIDAY

A. Legal Holidays: The Authority observes the following legal holidays:

- | | |
|----------------------------|-------------------------|
| 1. New Year's Day | January 1 |
| 2. Martin Luther King, Jr. | 3rd Monday in January |
| 3. President's Day | 2nd Monday in February |
| 4. Guam Discovery Day | 1st Monday in March |
| 5. Good Friday | |
| 6. Memorial Day | Last Monday in May |
| 7. Independence Day | July 4 |
| 8. Liberation Day | July 21 |
| 9. Labor Day | 1st Monday in September |

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|-----------------------------|--------------------------|
| 10. Columbus Day | 2nd Monday in October |
| 11. Veteran's Day | November 11 |
| 12. Thanksgiving Day | 4th Thursday in November |
| 13. Lady of Camarin Day | December 8 |
| 14. Christmas Day | December 25 |
| 15. Islandwide Election Day | November 4 |

In addition to the above, other holidays may be designated by proclamation of the Governor.

If any of the above holiday falls on a Sunday, the following Monday is a holiday and if a holiday falls on a Saturday, the preceding Friday is a holiday.

- B. Holiday Work Schedule: As approved by the Board of Directors, no vessel operations will be performed on the following holidays and times:

- | | |
|-------------------------|---|
| 1. Christmas Eve & Day | 1900 hours December 24 to
0700 hours December 26 |
| 2. New Year's Eve & Day | 1900 hours December 31 to
1200 hours January 1 |
| 3. Good Friday | 1200 hours to 1700 hours |

C. Holiday Pay

1. Employees who are required to work on holidays shall be paid at the rate equivalent to double their hourly rate of pay for the first eight (8) hours. If the employee is required to work beyond the eight (8) hours, payment shall be at the overtime rate:

Example: Tuesday (HOLIDAY)

0700-1900

TOTAL: 8 hours holiday pay
8 hours holiday work
3 hours overtime

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In a situation where there are two consecutive holidays and the employee has completed his/her required 40-hour of worktime on the first holiday, the hours worked on the second holiday shall be posted in the following manner:

Example:	Thursday (HOLIDAY) ----- 0700-1900	Friday (HOLIDAY) ----- 0700-1900
	8 hours holiday pay 8 hours holiday work 3 hours overtime	8 hours holiday pay 11 hours overtime

2. Employees who are absent from work and are on leave without pay status before and after a holiday shall not be eligible for holiday pay. This also includes employees who are on unauthorized leave of absence.

Example:	Monday ----- LWOP	Tuesday ----- HOLIDAY	Wednesday ----- LWOP
----------	-------------------------	-----------------------------	----------------------------

3. Employees who are on paid leave status before and/or after a holiday shall be entitled to holiday pay.

Example:	Monday -----	Tuesday -----	Wednesday -----
a.	PAID LEAVE	HOLIDAY	PAID LEAVE
b.	LWOP	HOLIDAY	PAID LEAVE

TOTAL: 16 or 8 hours paid leave status
8 hours holiday pay

- D. Posting of Operations Workweek Whenever a Holiday Occurs: The posting of worktime for employees under Section XIII.C. shall be administered in the following manner:

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- | Friday | Saturday | Sunday | Monday
HOLIDAY | Tuesday | Wednesday | Thursday | Friday |
|--|----------------|----------------|-------------------|-----------|----------------|-----------|--------|
| 1900-0700 | 1900-0700 | 1900-0400 | 1800-0300 | 1900-0700 | | 1300-2200 | OFF |
| (8 ST
3 OT) | (8 ST
3 OT) | (8 ST
3 OT) | (8 HW) | (8 ST) | (8 ST
3 OT) | (8 OT) | |
| TOTAL: 32 hours straight time
8 hours holiday pay
8 hours holiday work
17 hours overtime | | | | | | | |

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- XVII. CALLBACK OVERTIME PAY: If an employee is called back to work to perform unscheduled overtime work, callback overtime payment of at least two (2) hours will be granted whether or not work is performed.

In a situation, where an employee is called to return to his/her work and the two (2) hours callback overlaps his/her normal shift and works through, the employee will be paid time and a half for those hours.

For example: Employee is called back at 2300 hours and his/her shift begins at 2400 hours and works through, he/she would receive time and a half from 2300 to 0100 hours. After 0100, hours should be reverted to straight time.

Hours worked at time and a half within the shift would be counted for overtime purposes.

- XVIII. CANCELLATION PAY: Whenever employees of the Port are assigned to work on water carriers and the work assignments are cancelled prior to the commencement of work, at the start of work, or prior to completion, such employees shall be compensated for cancellation of work.

A. Cancellation Time (Prior):

1. If an employee has been properly notified of the cancellation of work, four (4) hours or more prior to a scheduled operation, he/she shall not be eligible for cancellation pay.
2. However, if an employee has been notified of a cancellation of work, four (4) hours or less prior to a scheduled operation, he/she shall be entitled to two (2) hours of cancellation pay.
3. Employees who were not notified and reported to work shall be compensated two (2) hours of cancellation pay provided the requirements of Policy Memorandum 79-08 are met.
4. Employees who were not notified and failed to report as assigned shall not be eligible for cancellation pay.

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C. Cancellation Time (During):

1. Whenever a cancellation notice is received at the start or during a scheduled operation but actual operation has not started and work is not performed, the employee should be assigned to perform other Port work.
2. If this is not feasible, the employee is released and compensated for:
 - a. four (4) hours for four or less hours of stand-by time;
 - b. eight (8) hours of stand-by time in excess of four but less than eight.

D. Cancellation Time (Completion):

1. When the assignment is completed before the scheduled completion time, the employee shall be compensated for:
 - a. four (4) hours for four or less hours of work; or
 - b. eight (8) hours for work in excess of four but not more than eight.

If an employee is compensated under this category, a notation of No Work Provided is to be indicated on the timecard.

- XIX. NIGHT DIFFERENTIAL PAY: Employees who are required to perform work between 6:00 p.m. to 6:00 a.m. or 1800 hours to 0600 hours shall be entitled to night differential pay to be computed at a rate of ten percent (10%) of the employee's hourly rate.

Example:

Monday	Tuesday
-----	-----
0700-1900	1900-0700
(1 hour ND)	(10 hours ND)

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XX. TYPHOON PAY: Employees are required to work during or after a typhoon shall be compensated for such period. Compensation shall be made in the following manner:

A. Employees occupying permanent positions whose regularly scheduled hours of work fall within the emergency period but whose presence are not required shall be granted administrative leave.

Example 1:	Monday	Tuesday	Wednesday
	-----	(TYPHOON)	-----
	0800-1700	ADM LEAVE	0800-1700

TOTAL: 16 hours straight time
8 hours typhoon (administrative) leave

Employees on approved leave shall have their leave form adjusted to reflect the appropriate hours of administrative leave as a result of a typhoon.

Example 2:	Monday	Tuesday	Wednesday
	(TYPHOON)		
	-----	-----	-----
	PAID LEAVE	ADM LEAVE	PAID LEAVE

TOTAL: 16 hours paid leave
8 hours typhoon (administrative) leave

B. Employees occupying permanent positions in the classified service who were required to report to work during the emergency period shall be paid at the overtime rate for all hours worked plus any applicable differential or premium pay.

Example 3:	Monday	Tuesday	Wednesday
		(TYPHOON)	
	-----	-----	-----
	1900-0700	1300-1700	OFF

TOTAL: 16 hours straight time
8 hours overtime

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- C. Employees occupying temporary positions and whose presence are not required shall not be eligible for administrative leave.

Example 4:	Monday	Tuesday (TYPHOON)	Wednesday
	-----	-----	-----
	0800-1700	OFF	0800-1700

TOTAL: 16 hours straight time

- D. Employees occupying temporary positions in the classified service and who were required to report to and did work during the emergency period shall be paid at their regular rate of pay for all hours worked plus any applicable differential or premium pay.

Example 5:	Monday	Tuesday (TYPHOON)	Wednesday
	-----	-----	-----
	1900-0700	1300-1700	OFF

TOTAL: 12 hours straight time
3 hours overtime
10 hours night differential

- E. It shall be the responsibility of the Payroll Section to issue a memorandum to all division timekeepers identifying days in which typhoon pay must be paid.

XXI. ENVIRONMENTAL DIFFERENTIAL PAYMENT: An environmental differential is paid to an employee who is exposed to a hazard, physical hardship or working condition of an unusually severe nature.

Such payment shall be authorized for:

- A. Exposure of an unusually severe hazard which could result in a significant injury, illness or death, such as, working on a high structure (when hazard is not practically eliminated by protective facilities) or on an open structure when adverse conditions, such as, darkness, lightening, steady rain, or high wind velocity exists.

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- B. Exposure to an unusually severe physical hardship circumstances which cause significant physical discomfort or distress (not practically eliminated by protective devices); or
- C. Exposure to an unusually severe working condition under circumstances involving exposure to fumes, dust or noise which cause distress or discomfort in the form of nausea, skin, eye, ear, or noise irritation or conditions, etc. (and where the distress or discomfort is not practically eliminated.)

XXII. CATEGORIES WHICH ENVIRONMENTAL DIFFERENTIAL IS PAID: Below are some of the environmental differentials listed which are payable whenever the criteria in the category definition are met. The others are payable only if protective facilities, devices or clothing have not practically eliminated the hazard, physical hardship or working conditions of an unusually severe nature.

Category	Differential Rate
-----	-----
A. <u>Hot Work:</u> Working in confined spaces wherein the employee is subjected to temperatures in excess of 110 degrees fahrenheit where such exposure is practically eliminated by the mechanical equipment or protective devices being used.	4%
B. <u>High Voltage Electrical Energy:</u> Working on energized electrical lines at 4.160 volts or more which are suspended from utility poles or towers, when adverse weather conditions, such as, steady rain, high winds, lightning or similar environmental factors make the work usually hazardous.	50%
C. <u>Work in Open Trenches:</u> Working in an open trench 15 feet or more deep until proper shoring has been installed.	25%

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- D. Poison (Toxic Chemicals) - Low Degree Hazard: Working with or in close proximity to poisons (toxic chemicals other than tear gas or similar irritating substances) in situations for which the nature of the work does not require the individual to be in direct contact with, or exposure to, the more toxic agents as in the case with the work described under high hazard for this class of hazardous agents and wherein protective devices or safety measures have not practically eliminated the potential for personal injury. 4%

Example: Handling for shipping, marking, labeling, hauling and storing loaded containers of toxic chemical agents that have been monitored.

- E. Micro-Organisms - Low Degree Hazard: Working with or in close proximity to micro-organisms in situations for which the nature of work does not require the individual to be in direct contact with primary containers of organisms pathogenic for man, such as, culture flasks, culture test tubes, hypodermic syringes and similar instructions and biopsy and autopsy material and wherein the use of safety measures have not practically eliminated the potential for personal injury. 4%

- F. Underground Work: Working underground performed in the construction of tunnels and shafts; and the inspection of such underground construction, until the necessary lining of the shaft and tunnel has eliminated the hazard. 25%

- G. High Work: Working in any structure of at least fifty (50) feet above the base level, ground, deck, floor, roof, etc. under open conditions, if the structure is unstable or if scaffolding guards or other

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protective devices are used, or if performed under adverse conditions, such as, darkness, lightning, steady rain, or high wind velocity.

25%

Examples:

Stevedoring personnel working on the second container and higher stacked on top of the vessels. All documented periods in which they are performing said type of work qualify for payment differential.

Documented periods of Preventive Maintenance Mechanics working fifty (50) feet above the base level, under open conditions and where the structure is unsafe and no protective devices can adequately protect the worker from injury.

H. Dirty Work: Performing work which subjects the employee to soil of body or clothing.

25%

1. Beyond that normally to be expected in performing the duties of the classification; and
2. Where the condition is not adequately alleviated by the mechanical equipment or protective devices being used, or which are readily available, or when such devices are not feasible for use due to health considerations (excessive temperature, asthmatic conditions, etc.); or
3. When the use of mechanical equipment or protective devices, or protective clothing results in an unusual degree of discomfort.

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Examples:

Employees assigned to actual trash duties, i.e., the lifting of trash receptacles onto the dump truck and emptying the trash receptacles at the sanitation landfill are eligible for dirty pay. However, this payment does not include travel time to and from the sanitation landfill.

Employees assigned to the discharging/issuing of cement and exposure results in soil to body and clothing are eligible for dirty pay. However, employees who are operating equipment with cabs while issuing/discharging cement cargoes are not eligible.

- I. Work in Unsafe Structures: Working within or immediately adjacent to a building or structure which have been severely damaged by earthquake, fire, typhoon, flood or similar cause, when the structure has been declared unsafe by competent technical authority and when such work is considered necessary for the safety of personnel or recovery of valuable material or equipment and the work is authorized by competent authority.

25%

Example: Working on board a vessel which ran aground in order to discharge containers.

- J. Work in Vessel Hatch: Working in the hatch of a vessel when performing or handling the following: cleaning ship's oil tanks; noxious cargo; bulk or explosive cargo; and reefer cargo shall be in accordance with the rates established in the Port Tariff Terminal.

4%

XXIII. WHEN ENVIRONMENTAL DIFFERENTIAL IS PAID: Environmental differential pay shall be paid in the following manner:

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- A. When an employee is entitled to an environmental differential which is paid on an actual exposure basis, he/she shall be paid:
 - 1. at a minimum of one hour's differential pay for exposure.
 - 2. for exposure beyond one hour, payment shall be made in increments of one-quarter hour for each fifteen (15) minutes and portion thereof in excess of fifteen (15) minutes.
- B. When an employee is exposed at intermittent times during a day to an unusually severe hazard, physical hardship or working condition:
 - 1. each exposure is considered separately and the amount of time is not added together;
 - 2. pay for the environmental differential shall not exceed the number of hours of active duty by the employee on the day of exposure.
- C. When an employee is exposed to unusually severe hazard, physical hardship or working condition for which an environmental differential is payable on a shift basis and on the same day he/she is exposed to an unusually severe hazard, physical hardship or working condition for which an environmental differential payable on an actual exposure basis at the higher rate is authorized:
 - 1. he/she shall be paid the environmental differential on the basis of actual exposed for that exposure; and
 - 2. the environmental differential on the basis of the shift for the remaining hours in the pay status that day.
- D. When an employee is exposed to an unusually severe hazard, physical hardship or working condition during an overtime period for which he/she is entitled to overtime pay:

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1. the employee shall be paid no less than the minimum amount of environmental differential to which he/she would otherwise be entitled to.
- E. When an employee is exposed to more than one category listed in Section XXII, each category is considered separately in computing the amount of environmental differential pay.

XXIV. ABSENCE FROM DUTY:

- A. Annual Leave: Annual leave is provided for personal or emergency purposes and to allow vacation time with full pay to eligible employees.
 1. Eligibility: Employees occupying permanent positions shall accrue annual leave each bi-weekly pay period as follows:
 - a. Less than 3 years of creditable service - 4 hours.
 - b. Three but less than 15 years of creditable service - 6 hours bi-weekly with exception of the last pay period of the fiscal year, 10 hours.
 - c. Fifteen or more years of creditable service - 8 hours.
 2. Employee's Responsibility: Employees shall be responsible for coordinating the use of their annual leave with their supervisor at least 48 hours in advance to avoid unnecessary disruption of work.

Normally, supervisors shall grant annual leave consistent with the employee's request. Denial of the requested leave shall be made only when the loss of the employee's service are on days for which leave being requested leave shall be made only when the loss of the employee's service are

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on days for which leave being requested would result in the discontinuance of critical service to the public.

It is understandable there may be times, due to emergencies, the employee may not be able to request leave in advance. In situations like this, the employee is required to contact his/her supervisor at the beginning of the workday to report such absence.

3. Minimum Charge of Leave:

- a. The minimum charge of annual leave is one (1) hour and additional charges are in multiples of one hour.

Example: An employee requests to leave work an hour and a half before the end of the workday, he/she shall be charged for two (2) hours annual leave.

- b. An employee who is unavoidably absent from work or tardy for an adequate reason may be excused without charge to annual leave up to a period of one hour. Absences in excess of one (1) hour shall be charged to annual leave. Supervisors shall be responsible for assuring that this privilege is not abused.

4. Accrual of Leave: An employee can accumulate up to 90 days or 720 hours of annual leave provided that the General Manager certifies and approves the additional accumulation to be continued service of an employee at the request, and for the convenience of the Authority. Otherwise, the annual leave earned by employees in excess of 480 hours shall be automatically credited to the employee's sick leave, provided that it is not more than 100 hours.

5. Basis of Accrual: Eligible employees shall accrue annual leave each bi-weekly pay period in which they are in pay status for the entire ten (10) days.

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6. Special Payment of Accrued Annual Leave: Employees may request for special payment of accrued annual leave for vacation purposes. The request must be accompanied with the appropriate leave forms and timecards. However, if the employee returns to duty prior to the expiration of the pre-paid leave, reimbursement of the unexpired portion must be made.

Request for advance annual leave hours is prohibited.

- B. Sick Leave: Sick leave is a fringe benefit provided to eligible employees for their use when they:

- a. Become ill, injured, pregnant or confined;
- b. Receive medical, dental or optical examination/treatment or any mental health examination, counseling and treatment;
- c. Provide care to an immediate family who is afflicted with a contagious disease; or

Example: Chicken pox, measles, TB, etc.

- d. Jeopardize the health of co-workers by their presence at work because of exposure to a contagious disease.

1. Employee's Responsibility: Employees are responsible for informing their supervisor on the day they are absent from work for any of the above reasons, within two (2) hours after work has commenced.

2. Minimum Charge to Leave: The minimum charge of sick leave is one (1) hour and additional charges are in multiples of one hour.

Example: Any employee who is absent for 1 1/4 quarters due to an appointment would be charged two (2) hours of sick leave.

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3. Basis of Accrual: Employees occupying permanent positions shall accrue four (4) hours of sick leave for each bi-weekly pay period provided that they are in pay status for the entire ten (10) days; otherwise there shall be no accrual for such period.
 4. Unlimited Accrual of Leave: Sick leave may be accrued without limitation and carried over from year to year.
 5. Physician's Certification: Absence for reasons stated in Section XXIV.B., in excess of three (3) consecutive days must be substantiated with a physician's or other administratively acceptable certification.
- C. Advance Sick Leave: An employee who suffers from a serious illness or ailment and exhausted his/her sick leave and who intends to return to work may submit a written request for advance of sick leave hours, not to exceed thirteen (13) working days. Each request for advance sick leave must be accompanied by a physician's certification.
- D. Maternity Leave: A female employee occupying a permanent position who is absent from work because of childbirth will be granted maternity leave, not to exceed ten (10) working days. Such leave should be taken around the date of childbirth and must be substantiated with a physician's or other administratively acceptable certification.
- E. Paternity Leave: Two (2) days excused absence with pay is granted to a male employee occupying a permanent position for the purpose of assisting/caring for the mother and/or child. Such leave will not be charged to the employee's annual or sick leave.

The employee may use the leave in the following manner:

1. 2 days before childbirth;
2. 2 days after the childbirth; or

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3. 1 day before and 1 day after the delivery date.

F. Bereavement Leave: Two (2) days bereavement leave is granted upon the death of the employee's spouse, mother, father, guardian, children, sister, brother, mother-in-law, or father-in-law. Leave may be used in the following manner:

1. The day before the funeral and the day of the funeral;
2. The day of the funeral and the following day; or
3. Four (4) hours of two different days for funeral arrangements and eight (8) hours on the day of the funeral.

G. Military Training Leave: Military training leave, not to exceed 15 days in any calendar year, will be granted if the employee is a member of the Reserve Component of the U.S. Armed Forces.

The request for leave must be submitted along with a copy of the military orders or other documents which would place the employee on military duty.

H. Unusual Weather Conditions: When unusual weather conditions, such as, typhoon or any other major disasters, create hazardous and unsafe working conditions, the employee may be excused from duty with pay and without charge to leave. Such leave is granted only when there is an official proclamation of the hazardous condition by an executive order or equivalent announcement by the Governor of Guam.

I. On-the-Job Injury: An employee will be carried on full pay status without charge to leave if they suffer from an on-the-job injury. Such pay status shall not exceed thirty (30) working days and shall be granted only upon a certification from a physician indicating the employee unfit for regular or light duty status.

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Absence from duty for medical treatment of on-the-job injury will be granted with pay and without charge to leave.

An employee who is able to work part-time light duty while recuperating from an on-the-job injury, shall receive full pay without charge to hours not worked provided a statement from his/her physician certifies eligibility for excused absences on a part-time basis, is submitted.

- J. Official Meetings/Conferences On or Off-Island: The supervisor of an employee must initiate a written request for an excused absence citing the purpose of the meeting/conference, dates involved and costs to the General Manager. The General Manager will evaluate the related costs, availability of funds, potential for employee's development and desirability of the agency's representative when approving the request.
- K. Government of Guam Personnel Examination: When an employee is participating in a competitive examination scheduled by the Personnel Office, he/she shall be excused from work with pay and without charge to leave for the time required for the examination. Employees are required to report back to their work location after completion of the examination.
- L. Armed Forces Physical Examination: When participating in an armed forces physical examination prior to enlistment/induction or upon direction, the employee shall submit a copy of the request for medical examination and other documents administratively acceptable.
- M. Medical Examination: If an employee is required to undergo a medical examination requested by the Agency, to determine his/her fitness for the position, he/she shall be entitled to excuse absence from duty only for the time required for the examination.
- N. Apprentice Release Time: Employees who are under the Government of Guam Apprenticeship Program and who are required to take courses after working hours are

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entitled to excuse absence from work for the same amount of time spent in the classroom.

- O. Jury Duty: Employees will be excused from work with full pay only for the hours devoted to jury duty in any Territory of Guam court. A certification from the Court Clerk showing the time spent while on jury duty must be submitted with the leave request.
- P. Witness Leave: Employees will be excused from work with full pay when they are called to testify or produce official documents on behalf of the Government of Guam in any court in the Territory of Guam. A certification showing the time devoted to witness service must accompany the leave request.

Settlement of Jury Duty and Witness Leave Fees

- 1. Employees are not entitled to receive dual compensation of either witness or jury duty fees and wages. However, employees are responsible for collecting all fees and allowances from court and submitting same to the Payroll Section.

The Payroll Section is responsible for ensuring that the fees are collected from the employee or court to off-set the employee's paid wages and to make sure dual compensation does not occur.

The employee may request the court to remit fees to the Port through an agreement. A copy of the agreement must be provided to the Payroll Section.

- 2. Employees are entitled to keep any fees over the amount of compensation due them had they been on work status. They are also entitled to keep an amount equal to the actual expenses for travel to and from court provided justification is submitted.
- 3. Employees performing jury duty or witness services and such services does not interfere with their regularly scheduled hours, the fees and travel expenses may be retained by the employee.

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4. Fees not collected or turned in will be settled by withholding from the employee's pay a sum equal to the jury duty and witness fees paid for the period of time or leave involved at the current court established rates. The Payroll Section has the option to deduct the equal amount of annual leave for the period of jury/witness leave paid to the employee.

It is the responsibility of the Payroll Section to provide advance notice to the employee prior to taking such action and to advise the employee to remit fees received by the court two weeks after notice has been provided.

- Q. Leave Without Pay: Leave without pay is a temporary non-pay status and absence granted in response to an employee's request. Such leave shall cover only those hours which the employee would have worked and be paid for.

Authorizing such leave is a matter of administrative discretion and not a right, except in cases where disabled veterans are in need of medical treatment or members of the reserve components of U.S. Armed Forces are to perform military training duties.

A request for leave without pay should only be submitted when an employee does not have sufficient annual and sick leave and must indicate reasons for the leave and expected return date.

In some instances, leave without pay will be granted for:

1. Educational purposes, where the course(s) of study are in line with the employee's duties and responsibilities;
2. The service the employee is to perform will contribute to the public's welfare;
3. The experience he/she will gain will serve in the Port's interest; or

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4. To recover from temporary illness or disability if continual employment or immediate return of the employee to work would threaten impairment of co-worker's health.

Such absences shall not exceed one year for any of the above reasons. Any other request for leave of absence without pay may be authorized for a period not to exceed sixty (60) days.

- R. Authorized Signatory: Final approval of all requests for administrative leave will be the General Manager or his/her designated representative.

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APPENDIX

Appendix A	Daily Time and Attendance Sheet
Appendix B	Bi-Weekly Time & Labor Distribution Card
Appendix C	Daily Time & Labor Distribution Card
Appendix D	General Ledger - Chart of Accounts



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JAN 31 1992

MEMORANDUM GM92- 100

To: Division Heads
Timekeepers

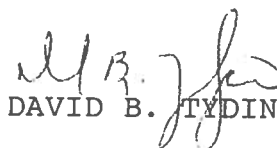
From: General Manager

Subject: Amendment on Policy Memorandum 04-88 (Dirty Work)

To provide consistency with other Government of Guam agencies, the differential rate for Dirty Work as outlined in Policy Memorandum 04-88, Subject: Procedures and Guidelines for Payroll and Timekeeping Personnel, Page 24, is amended to read 4 percent instead of 25 percent.

The labor code for dirty work shall be categorized under H-1 instead of H-2.

Please ensure that such changes are reflected in all future payments for such type of work.


DAVID B. TYDINGCO

cc: Personnel Office - original
Controller



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