



PORT AUTHORITY OF GUAM
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POLICY MEMORANDUM 06-88

To:	Subject:
Port Employees	Guidance on Safe Hours of Work
Effective Date: JUN 27 1988	Revision Date:
Approved By:	
DAVID B. TYDINGCO, General Manager	
ALL REVISIONS ARE MARKED WITH AN ASTERISK (*)	

- I. PURPOSE: To ensure that work is performed in a safe manner and that the assignment of overtime work is provided in a fair and equitable way.
- II. DISCUSSION: Regulations governing overtime are designed for the protection of employees by restricting the number of hours an employee will be permitted to work within a given period. The primary concern is the safety and health of Authority employees and should so be interpreted.
- III. COVERAGE: All employees of the Authority, whether permanent or temporary, shall be governed by the provisions of this guidance.
- IV. MAXIMUM HOURS OF WORK:

The following maximum hours of work must be strictly enforced:
 - (1) No employee shall be allowed to work more than 16 hours consecutively, or in one 24-hour day.
 - (2) No employee shall be authorized to work more than 84 hours total within a single seven-day pay period.
 - (3) No employee shall be required to work more than 28 hours within a time span of two 24-hour days.
- V. EXCEPTIONS: Exceptions to the above may be made only if the employee volunteers his/her services and has the specific approval of his/her division head. Should such an occasion arise, written documentation must be submitted by the division head to the General Manager within 48 hours of such occurrence.