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|---|--|--------------------------------------|--------------------------------------|
| TO: All Employees                                 |  | SUBJECT: Port Training and Education |                                      |
| POLICY MEMORANDUM NO. 88-01                       |  | EFFECTIVE DATE:<br>August 16, 1978   | REVISION DATE:<br>September 27, 1979 |
| APPROVED BY: GREGORIO C. SANCHEZ, General Manager |  |                                      |                                      |

FIRST REVISION TO POLICY MEMORANDUM DATED AUGUST 16, 1978.

PURPOSE

Provide financial assistance to expand opportunities for Port employees and to develop greater skills in their line of work.

ELIGIBLES

To be eligible, the applicant must be a full-time employee. (NOTE: Employees who desire training or education, but who desire neither financial assistance nor administrative leave, are not bound by the following provisions; however, it has been the general practice to inform the immediate supervisor of any training or education activities undertaken.)

SELECTION PROCEDURES

The following procedures shall govern participation:

- (a) Employees interested in participating in training or education undertaking must pass the necessary entrance examinations, if any, required by the training institution.
- (b) Upon passing the entrance examination, the employee must submit an application (attached) via his or her division head with the following information:
  1. subjects to take (which directly relates to the applicant's work), number of credits, cost of tuition, textbooks, registration fees, and length of training; and
  2. reasons or objectives for taking the course(s).
- (c) If the division head approves the request, it must then be submitted with his or her recommendations to the Personnel Office indicating the extent of need for said training in his or her division. The Personnel Office shall review the request to insure that the course(s) to be taken is/are job related and it shall recommend approval to the General Manager.

The General Manager shall make the final approval, subject to availability of funds.

PROGRAM REQUIREMENTS

- (a) The employee shall continue to work full-time while undergoing training. If a certain course is taught only during the day, training may be allowed if it does not impede the operations of the division. Such release time shall be duly authorized and shall be charged to administrative leave.
- (b) If, during the training, the employee fails to maintain a 2.0 grade average point, or does not successfully complete the training for reasons other than death or disability, or terminates employment before the Port can reasonably benefit from the training or education for reasons other than death or disability, the employee shall be obligated to reimburse the Authority for training expenses incurred. Such reimbursement shall either be in lump sum payment to the Port or shall be via payroll deduction at the rate of \$2.00 per day for every working day. (NOTE: Rate per day may be subject to change given unique or special circumstances.)
- (c) Within one month after completion of training, the employee shall submit a report summarizing the benefits of his or her training to the Personnel Office who in turn will submit an overall report to the General Manager.

LIMITATIONS

- (a) Applicants may register for the maximum of two subjects per semester, unless he or she can submit sufficient rationale to the supervisor and the General Manager to waive this limitation.
- (b) Approval of training is subject to availability of funds only. Therefore, each request must be certified by the Port's Certifying Officer or his/her authorized representative.
- (c) Training expense may be fully or partially paid by the Port, depending on the individual's needs.



# PORT AUTHORITY OF GUAM

GOVERNMENT OF GUAM

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## EMPLOYEE APPLICATION AND AGREEMENT

for

### TRAINING AND EDUCATION

Pursuant to the Port Authority of Guam policy memorandum dated August 16, 1978,

I, \_\_\_\_\_, being currently employed as a full-time employee of the Port Authority of Guam, intend to participate in the below described training.

Training and Education Description (to include cost estimate and expected skill improvements) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Further, I understand that failure to maintain a 2.0 grade point, or failure to successfully complete the training for reasons other than death or disability, or if I terminate employment before the Port can reasonably benefit from this training or education for reasons other than death or disability, shall obligate me to reimburse the Authority for any expenses incurred. Such reimbursement shall either be in a lump sum payment to the Port, or shall be via payroll deductions at the rate of \$2.00 per day for every paid working day. I also understand that I shall submit a report summarizing the benefits of this training to the Personnel Office upon completion of this training.

\_\_\_\_\_  
GENERAL MANAGER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CERTIFIED FUNDS AVAILABLE

\_\_\_\_\_  
DIVISION HEAD

\_\_\_\_\_  
DATE

Date: \_\_\_\_\_

\_\_\_\_\_  
PERSONNEL OFFICE

\_\_\_\_\_  
DATE