



PORT OF GUAM
ATURIDAT I PUETTON GUAHAN
Jose D. Leon Guerrero Commercial Port
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Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

January 27, 2022

INTER-OFFICE MEMORANDUM

To: All Employees
From: Rory J. Respicio, General Manager *Rory Respicio*
Subject: Outside Employment Requests

Hafa Adai! Attached is Policy Memorandum No. 2022-GM02, Subject: Guidance on Outside Employment Requests.

Employees who anticipate in engaging in any outside employment must obtain written approval from this office. Also, employees who currently have outside employment are reminded to renew their requests by the first business day of each calendar year.

Should you have any questions regarding this matter, please feel free to contact our Human Resources Office at (671) 477-5931/4, ext. 307 or 368. *Si Yu'os Ma'ase.*

Attachment

Cc: Deputy General Manager, Administration & Finance
Deputy General Manager, Operations & Maintenance
Corporate Services Manager
Acting Personnel Services Administrator

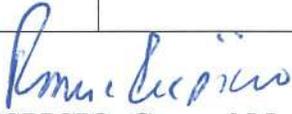


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POLICY MEMORANDUM NO. 2022-GM02

To: All Employees	Subject: Guidance on Outside Employment Requests
Effective Date: January 27, 2022	Revision Date:
Approved by:  RORY J. RESPICIO, General Manager	

I. PURPOSE

To provide guidance in order to ensure that outside employment requests as provided for in Rule 8.950 of the Port Authority of Guam’s Personnel Rules and Regulations are granted in a consistent manner.

II. SCOPE

This guidance is applicable to all employees of the Port Authority.

III. DISCUSSION

Regular employment with the Port is considered the primary employment of each employee. An employee shall not engage in any outside employment without first obtaining written approval from his division head and the General Manager on the official Outside Employment Request form. Failure to comply with this guidance may result in disciplinary actions.

IV. LIMITATIONS

Approval for outside employment will be limited by any of the following provisions:

1. Outside employment shall not interfere with or be in conflict with the expected performance of the employee’s duties and scheduled work hours with the Port.
2. Association with any business considered as having a questionable reputation that would affect unfavorably upon the employee or the Port.

3. Employee shall not have or hold any employment or contractual relationships with any business entity or agency which engages in business or contractual agreement with the Port.
4. The number of hours worked per week in outside employment shall not normally exceed one half (1/2) of the employee's scheduled work week with the Port. However, management has the prerogative to approve additional or fewer hours in said outside employment and the nature of work involved when compared to the employee's official job classification.
5. Outside employment requests shall be renewed within the first business day of each calendar year.

V. RESPONSIBILITIES

1. Employees are responsible for completing the official Outside Employment Request form from the Human Resources Division and furnishing the necessary information prior to the start date of his outside employment. Employees are also responsible for notifying their Division Heads and Human Resources Division in writing of their termination of their outside employment activities.
2. Division heads shall ensure that the requested hours of work will not conflict with the employee's scheduled work hours.
3. The General Manager may approve the outside employment request, subject to the approval of the Division Head. Consent to the outside employment request may not be reasonably withheld by the Division Head and/or General Manager.
4. After signatures have been acquired by the Division Head and General Manager, a copy of the completed form shall be provided to the employee as well as to be filed in the employee's personnel jacket.

VI. CANCELLATION OF OUTSIDE EMPLOYMENT

The employee's outside employment activities may be cancelled at any time by the General Manager or his authorized designee upon ten (10) calendar days of written notice to the employee, if the employee's job performance falls below satisfactory level as documented by his immediate supervisor and Division Head.

