



**PORT OF GUAM**

ATURIDAT I PUETTON GUAHAN

**Jose D. Leon Guerrero Commercial Port**

1026 Cabras Highway, Suite 201, Piti, Guam 96925

Telephone: 671-477-5931/35 Facsimile: 671-477-2689/4445

Website: [www.portguam.com](http://www.portguam.com)



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 J. Respicio*

Subject: Outside Employment Requests

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*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

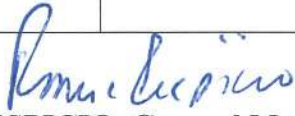


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## **POLICY MEMORANDUM NO. 2022-GM02**

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

### **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.



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Governor of Guam**Joshua F. Tenorio**  
Lieutenant Governor

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

**REQUEST FOR OUTSIDE EMPLOYMENT**

Employee's Name:	Employee Number:
Position Title:	Division/Section:

**OUTSIDE EMPLOYMENT INFORMATION**

Name of Employer:	Address:
Nature of Work:	Salary:
Hours of Work:	Date Employment is to begin:

_____ Signature of Employee	_____ Date
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/\_\_\_/ APPROVED    /\_\_\_/ DISAPPROVED    /\_\_\_/ APPROVED    /\_\_\_/ DISAPPROVED

_____ Division Head	_____ General Manager
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Date: \_\_\_\_\_ Date: \_\_\_\_\_

REMARKS: Subject to renewal on the first working day of calendar year \_\_\_\_\_. Upon termination of outside employment, please notify your Division Head and the Human Resources Office in writing.

Upon completion, this form must be submitted to the Human Resources Division for filing in the employee's personnel jacket.