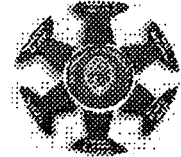




Felix P. Camacho
Governor
Kaleo S. Moylan
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)
DIRECTOR'S OFFICE
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Post Office Box 884 * Hagatna, Guam 96932
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Lourdes M. Perez
Director
Joseph C. Manibusan
Deputy Director

OCT 29 2003

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 04-001

To: All Non-Autonomous Department/Agency Heads
From: Director, Department of Administration
Subject: Outside Employment Requests

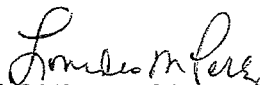
Buenas! This is to reiterate the provision of Chapter 7.950 of the Personnel Rules and Regulations with regard to outside employment requests.

Title 4 Guam Code Annotated §4105(d) and Chapter 8.003 of the Personnel Rules and Regulations prohibits employees from taking leave (with or without pay) to work at their outside employment. Supervisors must be alert to this rule. Employees who take off from work to earn extra income are in violation of this rule. No leave shall be authorized for this purpose.

As an example, the Guam Board of Accountancy is inviting the assistance of some government of Guam employees in the conduct of the two-day Certified Public Accountant (CPA) examination for a salary.

If any government of Guam employee is approved to assist/participate in this GBA examination, the appointing authorities from all non-autonomous departments/agencies are advised to adjust the employee's work schedule for that workweek to accommodate this examination. For example, the next scheduled CPA examination is set for Thursday, November 6, 2003 and Friday, November 7, 2003. If the employee's normal workweek schedule is from Monday to Friday, 8:00am - 5:00pm, the employee must make up the 16 hours during the same workweek from Sunday, November 2, 2003 through Wednesday, November 5, 2003, (Thursday and Friday off) and Saturday, November 8, 2003. It is the responsibility of the respective supervisor and division head to ensure this is complied with pursuant to the Personnel Rules and Regulations. Failure to adhere to this policy, would result in the employee being placed on unauthorized absence and shall warrant disciplinary action.

If you have any questions, please contact the Employee-Management Relations Branch of the Human Resources Division at 475-1131 or 475-1225. Si Yu'os Ma'ase for your compliance to this circular.


LOURDES M. PEREZ

FOR DOA USE ONLY
HRD JACKET NO _____
CONTROL NO.: _____
PROCESSED BY: _____

REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT AND BUSINESS ACTIVITIES

() New Application	() Renewal	Date:
Name of Employee	Department	SS No:
Position Title	Work Schedule (Specify Days and Time):	

OUTSIDE EMPLOYMENT AND BUSINESS ACTIVITY INFORMATION

Employer:	Location:
Nature of Work:	Contact No.:
Work Schedule (Specify Days and Time):	Desired Employment Date (Must not be prior to approval of this request):

I have read and understood the provisions of Chapter 7.950 of the Department of Administration's Personnel Rules and Regulations. If there should be any changes to this request, I must notify the Director, Department of Administration.

(EMPLOYEE SIGNATURE)

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED _____ DIVISION HEAD/SUPERVISOR'S SIGNATURE / DATE	REMARKS:
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED _____ DEPARTMENT HEAD SIGNATURE / DATE	REMARKS:

cc: Human Resources Division - DOA