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**DEPARTMENT OF
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LOURDES A. LEON GUERRERO
Governor (Maga'hôga)

JOSHUA F. TENDRIO
Lt. Governor (Sigundo Maga'láhi)

August 5, 2021

DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2021-024

To: All Line Department/Agency Heads

From: Director, Department of Administration

Subject: Relative to Amending the Date of Implementation of the Second Tier of the Minimum Wage Increase from March 1, 2021 to September 1, 2021.
RE: Public Law 36-1

Buenas yan Hâfa Adai! Please be advised that pursuant to Public Law 36-1, signed by Governor Lourdes A. Leon Guerrero on February 26, 2021, the Guam Minimum Wage will be set at "not less than Nine Dollars and Twenty-Five Cents (\$9.25) per hour, effective September 1, 2021."

Accordingly, the Classification and Pay Branch has identified the line agency classified positions that will be impacted by the increase, and provide the following slotting guidance:

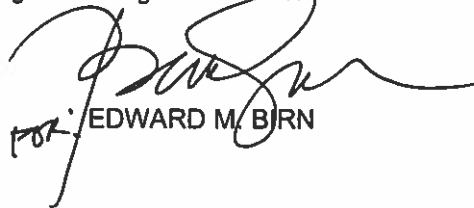
POSITION TITLE	PAYGRADE & STEP		SALARY
	FROM	TO	
Automotive Service Worker I	D-01	D-02	\$9.50 P/H - \$19,761.00 P/A
Auxiliary Worker	B-01 through B-04	B-05	\$9.31 P/H - \$19,371.00 P/A
Building Custodian	C-01 through C-03	C-04	\$9.55 P/H - \$19,866.00 P/A
Clerk I	C-01 through C-03	C-04	\$9.55 P/H - \$19,866.00 P/A
Clerk II	D-01	D-02	\$9.50 P/H - \$19,761.00 P/A
Clerk Typist I	D-01	D-02	\$9.50 P/H - \$19,761.00 P/A
Grounds Worker	D-01	D-02	\$9.50 P/A - \$19,761.00 P/A
Housekeeper I	C-01 through C-03	C-04	\$9.55 P/H - \$19,866.00 P/A
Housekeeper II	D-01	D-02	\$9.50 P/H - \$19,761.00 P/A
Maintenance Custodian	D-01	D-02	\$9.50 P/H - \$19,761.00 P/A
Messenger Clerk	D-01	D-02	\$9.50 P/H - \$19,761.00 P/A
Office Aide	C-01 through C-03	C-04	\$9.55 P/H - \$19,866.00 P/A
Public Health & Soc. Svc. Aide	D-01	D-02	\$9.50 P/H - \$19,761.00 P/A
Public Health Aide	D-01	D-02	\$9.50 P/H - \$19,761.00 P/A
Recreation Leader I	D-01	D-02	\$9.50 P/H - \$19,761.00 P/A

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Recreation Leader I (MC)	D-01	D-02	\$9.50 P/H - \$19,761.00 P/A
Tool Clerk	D-01	D-02	\$9.50 P/H - \$19,761.00 P/A
Trades Helper	D-01	D-02	\$9.50 P/H - \$19,761.00 P/A

Therefore, a Request for Personnel Action (GG-1) for existing employees holding any of the above positions affected by the minimum wage increase, must be prepared by your department/agency, routed for approval by BBMR, and submitted to our Human Resources Division for processing.

If you have any questions or require further information, please do not hesitate to contact the Classification Branch at 475-1131/1219/1265. *Dangkolo na Agradesimjento!*


EDWARD M. BJR