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LOURDES A. LEON GUERRERO
Governor (Maga'ähga)

JOSHUA F. TENORIO

Lt. Governor (Sigundo Maga'ähga)

January 31, 2022

HRD NO: 22-099

MEMORANDUM

To: Fire Chief, Guam Fire Department
Chief of Police, Guam Police Department
Director, Department of Corrections
Director, Customs & Quarantine Agency
Director, Department of Youth Affairs
Director, Department of Revenue & Taxation
Director, Department of Parks & Recreation
Director, Guam Behavioral Health & Wellness Center
Adjutant General, Department of Military Affairs
Attorney General of Guam, Office of the Attorney General
Executive Director, A.B. Won Pat International Airport Authority
Director, Bureau of Budget & Management Research
Chief Payroll Officer, Department of Administration

From: Director, Department of Administration

Subject: Implementation Guidelines and Application of Pay Differentials
RE: 2021 Law Enforcement/Public Safety Pay Plan

Buenas yan Háfa Adail This is issued to serve as a guideline to regulate the implementation and administration of the 2021 Law Enforcement/Public Safety Compensation Pay Plan (LEPP), that was signed by Governor Lourdes A. Leon Guerrero on January 18, 2022, as Executive Order No. 2022-01.

Section I. EFFECTIVE DATE:

The implementation of the 2021 LEPP is effective on January 30, 2022, to ensure consistent implementation of all impacted employees.

Note: Non-line agencies (A.B. Won Pat International Airport Authority and the Office of the Attorney General) must coordinate the effective date with their respective payroll divisions).

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Section II. AFFECTED POSITIONS:

The 2021 LEPP is restricted to the positions currently under the existing Law Enforcement Pay Plan (LEO).

Section III. TRANSITION STEP-TO STEP:

Transition to the new pay plan shall be applied directly "step-to-step" from the existing LEO to the 2021 LEPP utilizing the pay scale attached as Attachment #1. The means for the transition will be through the Government of Guam Request for Personnel Action (GG1) with the Nature of Action to read: "Pay Adjustment," and the Remarks section to read: "Pursuant to the 2021 LEPP approved by the Governor of Guam on January 18, 2022, as Executive Order No. 2022-01."

Example:

A Fire Fighter I at Pay Grade IL04 Step 03 at \$33,686.80 P/A, will be directly slotted to the 2021 LEPP to Pay Grade IL21 Step 03 at \$39,750.00 P/A.

Example:

A Customs & Quarantine Officer I at Pay Grade HL04 Step 17 at \$53,368.00 P/A, will be directly slotted to the 2021 LEPP to Pay Grade HL21 Step 17 at \$62,974.00 P/A.

Section IV. TRANSITION REASSIGNMENT OF PAY GRADE:

An updated assignment of pay grades assigned to various law enforcement positions has been established for the following departments:

- Guam Police Department
- Customs & Quarantine Agency
- Department of Corrections
- Department of Agriculture
- Department of Military Affairs
- Department of Youth Affairs
- Department of Revenue & Taxation

Slotting into the new pay grades will occur *after* the initial transition step-to-step pay adjustment has been accomplished (Section III, above). Transition from the step-to-step to the new pay grades will be applied "closest to, but not less than," the salary from the step-to-step pay adjustment to the new pay grade. The means for the transition will be through the Government of Guam Request for Personnel Action (GG1) with the Nature of Action to read: "Reassignment of Paygrade", and the Remarks section to read: "Pursuant to the 2021 LEPP approved by the Governor of Guam on January 18, 2022, as Executive Order No. 2022-01".

Example:

A Police Major at Pay Grade newly slotted at Pay Grade QL21 Step 12 at \$107,114.00 P/A, will be transitioned to the new pay grade and step under the 2021 LEPP at the sum closest to, but not less than, the current salary to Pay Grade RL21 Step 10 at \$109,633.00 P/A.

Example:

A Custom & Quarantine Officer I newly slotted at Pay Grade HL21 Step 8 at \$46,197.00 P/A, will be transitioned to the new pay grade and step under the 2021 LEPP at the sum closest to, but not less than, the current salary to Pay Grade IL21 Step 7 at \$47,702.00 P/A.

Section V. SALARY INCREMENTS STEP-TO-STEP:

The salary increment schedule for incumbents transitioned into the 2021 LEPP shall not be impacted, as the direct "step-to-step" transition will not interrupt an incumbent's increment anniversary date.

Incumbents transitioned into the 2021 LEPP that have not received their increment due for the period prior to the transition will be considered on a case-by-case basis. For line agencies, proper documentation to grant any pending salary increments must be submitted for the update pursuant to this Act to take effect. It must be ensured that all salary increments are effectuated properly to avoid any delays in processing of the pay adjustments.

Section VI. SALARY INCREMENTS REASSIGNMENT OF PAY GRADE:

Upon implementation into the new pay grades, incumbents whose salary increment anniversary dates are due on January 30, 2022, or after, shall maintain their previous salary increment anniversary dates upon transition into the new pay grade and step, and shall receive their increments as scheduled based on Satisfactory or higher rating. Thereafter, the new waiting period shall commence.

Section VII. PAY DIFFERENTIALS:

All current differentials pay will remain in effect as the intent of those differentials that are currently being applied were designed to address specific issues within the respective departments/agencies.

For positions within the Guam Police Department, a "Guam Police Department Police Officer Recruitment and Pay Differential," is established and approved by the Director of Administration, on January 18, 2022. Please refer to the Police Officer Recruitment & Retention Differential Pay Policy, Attachment # 5.

Section VIII. NEW HIRES, TRANSFERS, PROMOTIONS, ETC.:

All subsequent new hires of authorized positions under the 2021 LEPP, to include probationary appointments, temporary appointments of retired law enforcement personnel (P.L. 36-54, Chapter XII, Miscellaneous Provisions, Sections 2 through 7), re-employments and any transfers, promotions, demotions, detail appointments and extensions thereof, shall be compensated under the 2021 LEPP pay scale.

Section IX. RETURNING LAW ENFORCEMENT OFFICERS FROM APPOINTED POSITIONS:

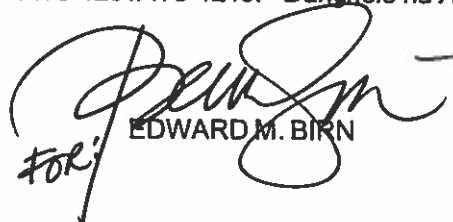
The Director of Administration shall have the authority to adopt policy governing the slotting of law enforcement officers who return to classified status at the conclusion of service as an agency head or deputy. Such policy shall ensure that employees shall be slotted in accordance with the provisions of the 2021 LEPP implementation policy.

Section X. PRIOR APPROVAL REQUIRED:

Any and all law enforcement public safety positions created *after* the implementation of the 2021 LEPP, must obtain prior written approval from the Director, Department of Administration, for inclusion in the 2021 LEPP.

The above guidelines will remain in effect unless otherwise amended and/or modified in writing by the Director, Department of Administration.

Should you have any questions or require further information, please do not hesitate to contact our Classification and Pay Branch at 475-1131/475-1201/475-1219. *Dangkolo na Agradesimiento!*


FOR: EDWARD M. BIRN

Attachments

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
UL21	\$ 97,926	\$104,046	\$110,165	\$116,286	\$122,407	\$127,303	\$132,200	\$137,096	\$141,991	\$146,888
TL21	\$ 88,745	\$ 94,293	\$ 99,839	\$105,386	\$110,932	\$115,369	\$119,806	\$124,244	\$128,681	\$133,118
SL21	\$ 80,419	\$ 85,446	\$ 90,472	\$ 95,499	\$100,524	\$104,545	\$108,566	\$112,587	\$116,608	\$120,629
RL21	\$ 73,088	\$ 77,657	\$ 82,225	\$ 86,793	\$ 91,361	\$ 95,015	\$ 98,669	\$102,323	\$105,977	\$109,633
QL21	\$ 66,662	\$ 70,828	\$ 74,994	\$ 79,161	\$ 83,327	\$ 86,661	\$ 89,993	\$ 93,326	\$ 96,659	\$ 99,992
PL21	\$ 60,876	\$ 64,681	\$ 68,485	\$ 72,290	\$ 76,094	\$ 79,137	\$ 82,182	\$ 85,225	\$ 88,270	\$ 91,313
OL21	\$ 55,856	\$ 59,346	\$ 62,839	\$ 66,329	\$ 69,820	\$ 72,614	\$ 75,406	\$ 78,199	\$ 80,991	\$ 83,784
NL21	\$ 51,318	\$ 54,526	\$ 57,732	\$ 60,941	\$ 64,147	\$ 66,713	\$ 69,278	\$ 71,845	\$ 74,411	\$ 76,977
ML21	\$ 47,376	\$ 50,338	\$ 53,298	\$ 56,261	\$ 59,221	\$ 61,590	\$ 63,959	\$ 66,328	\$ 68,697	\$ 71,066
LL21	\$ 43,811	\$ 46,550	\$ 49,287	\$ 52,026	\$ 54,764	\$ 56,954	\$ 59,145	\$ 61,335	\$ 63,526	\$ 65,717
KL21	\$ 40,732	\$ 43,277	\$ 45,823	\$ 48,369	\$ 50,915	\$ 52,952	\$ 54,988	\$ 57,024	\$ 59,061	\$ 61,098
JL21	\$ 37,900	\$ 40,269	\$ 42,638	\$ 45,007	\$ 47,376	\$ 49,271	\$ 51,166	\$ 53,061	\$ 54,955	\$ 56,852
IL21	\$ 35,335	\$ 37,543	\$ 39,750	\$ 41,959	\$ 44,168	\$ 45,934	\$ 47,702	\$ 49,467	\$ 51,235	\$ 53,001
HL21	\$ 32,997	\$ 35,060	\$ 37,122	\$ 39,185	\$ 41,247	\$ 42,897	\$ 44,546	\$ 46,197	\$ 47,847	\$ 49,497
GL21	\$ 30,930	\$ 32,863	\$ 34,798	\$ 36,731	\$ 38,663	\$ 40,210	\$ 41,756	\$ 43,302	\$ 44,850	\$ 46,396
FL21	\$ 29,133	\$ 30,954	\$ 32,776	\$ 34,596	\$ 36,417	\$ 37,874	\$ 39,331	\$ 40,786	\$ 42,243	\$ 43,700
EL21	\$ 27,516	\$ 29,235	\$ 30,955	\$ 32,675	\$ 34,395	\$ 35,771	\$ 37,147	\$ 38,521	\$ 39,897	\$ 41,274
DL21	\$ 26,168	\$ 27,803	\$ 29,439	\$ 31,074	\$ 32,710	\$ 34,018	\$ 35,326	\$ 36,635	\$ 37,943	\$ 39,252

Grade	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
UL21	\$152,029	\$157,350	\$162,857	\$168,557	\$174,456	\$180,562	\$186,883	\$193,423	\$200,193	\$207,199
TL21	\$137,777	\$142,599	\$147,590	\$152,755	\$158,103	\$163,636	\$169,363	\$175,290	\$181,426	\$187,776
SL21	\$124,852	\$129,221	\$133,744	\$138,424	\$143,270	\$148,284	\$153,474	\$158,845	\$164,405	\$170,159
RL21	\$113,471	\$117,442	\$121,553	\$125,806	\$130,211	\$134,767	\$139,485	\$144,367	\$149,418	\$154,649
QL21	\$103,491	\$107,114	\$110,862	\$114,743	\$118,759	\$122,915	\$127,219	\$131,671	\$136,278	\$141,049
PL21	\$ 94,509	\$ 97,817	\$101,240	\$104,783	\$108,450	\$112,247	\$116,175	\$120,241	\$124,450	\$128,805
OL21	\$ 86,717	\$ 89,752	\$ 92,894	\$ 96,145	\$ 99,510	\$102,992	\$106,597	\$110,329	\$114,190	\$118,186
NL21	\$ 79,671	\$ 82,460	\$ 85,346	\$ 88,332	\$ 91,423	\$ 94,623	\$ 97,936	\$101,363	\$104,912	\$108,583
ML21	\$ 73,554	\$ 76,127	\$ 78,792	\$ 81,549	\$ 84,404	\$ 87,358	\$ 90,416	\$ 93,579	\$ 96,853	\$100,245
LL21	\$ 68,016	\$ 70,397	\$ 72,861	\$ 75,410	\$ 78,050	\$ 80,783	\$ 83,609	\$ 86,537	\$ 89,565	\$ 92,700
KL21	\$ 63,235	\$ 65,449	\$ 67,740	\$ 70,111	\$ 72,564	\$ 75,105	\$ 77,733	\$ 80,454	\$ 83,269	\$ 86,185
JL21	\$ 58,841	\$ 60,901	\$ 63,032	\$ 65,239	\$ 67,522	\$ 69,886	\$ 72,331	\$ 74,864	\$ 77,484	\$ 80,195
IL21	\$ 54,856	\$ 56,776	\$ 58,763	\$ 60,820	\$ 62,949	\$ 65,152	\$ 67,433	\$ 69,792	\$ 72,235	\$ 74,763
HL21	\$ 51,230	\$ 53,023	\$ 54,878	\$ 56,799	\$ 58,786	\$ 60,845	\$ 62,974	\$ 65,178	\$ 67,459	\$ 69,820
GL21	\$ 48,020	\$ 49,700	\$ 51,440	\$ 53,241	\$ 55,104	\$ 57,034	\$ 59,029	\$ 61,096	\$ 63,234	\$ 65,447
FL21	\$ 45,230	\$ 46,813	\$ 48,452	\$ 50,146	\$ 51,903	\$ 53,718	\$ 55,600	\$ 57,546	\$ 59,560	\$ 61,644
EL21	\$ 42,717	\$ 44,212	\$ 45,760	\$ 47,363	\$ 49,020	\$ 50,736	\$ 52,512	\$ 54,349	\$ 56,252	\$ 58,220
DL21	\$ 40,626	\$ 42,047	\$ 43,519	\$ 45,042	\$ 46,618	\$ 48,250	\$ 49,938	\$ 51,686	\$ 53,495	\$ 55,368

IMPACTED POSITIONS – REASSIGNMENT OF PAY GRADES

GUAM POLICE DEPARTMENT		
TITLE	PREVIOUS PAY GRADE	LPP21 PAY GRADE
POLICE MAJOR	QL04	RL21
POLICE CAPTAIN	OL04	PL21
POLICE LIEUTENANT	NL04	OL21
CUSTOMS & QUARANTINE AGENCY		
CHIEF OF CUSTOMS & QUARANTINE (DEPUTY DIRECTOR)	QL04	RL21
ASSISTANT CHIEF OF CUSTOMS & QUARANTINE	OL04	PL21
CUSTOMS & QUARANTINE OFFICER SUPVR	ML04	NL21
CUSTOMS & QUARANTINE OFFICER III	JL04	KL21
CUSTOMS & QUARANTINE OFFICER II	IL04	JL21
CUSTOMS & QUARANTINE OFFICER I	HL04	IL21
DEPARTMENT OF CORRECTIONS		
CHIEF PAROLE OFFICER	PL04	RL21
PAROLE OFFICER II	LL04	ML21
PAROLE OFFICER I	KL04	LL21
DEPT. OF AGRICULTURE		
CONSERVATION LIEUTENANT	ML04	NL21
COMMODITY INSPECTOR III	JL04	KL21
COMMODITY INSPECTOR II	IL04	JL21
COMMODITY INSPECTOR I	HL04	IL21
ANIMAL CONTROL OFFICER I	EL04	FL21
DEPT. OF MILITARY AFFAIRS		
SECURITY GUARD SUPERVISOR	GL04	IL21

DEPARTMENT OF YOUTH AFFAIRS		
TITLE	PREVIOUS PAY GRADE	LPP21 PAY GRADE
YOUTH CORRECTIONS SUPERINTENDENT	NL04	PL21
YOUTH SERVICE SUPERVISOR	IL04	LL21
YOUTH SERVICE WORKER II	HL04	IL21
YOUTH SERVICE WORKER I	FL04	HL21
YOUTH SERVICE WORKER ASSISTANT	EL04	GL21
DEPARTMENT OF REVENUE & TAXATION		
COMPLIANCE INSPECTOR SUPERVISOR	KL04	LL21
COMPLIANCE INSPECTOR I	GL04	HL21



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LOURDES A. LEON GUERRERO
Governor (Maga'hága)

JOSHUA F. TENORIO
Lt. Governor (Sigunda Maga'háhi)

**POLICE OFFICER RECRUITMENT & RETENTION
DIFFERENTIAL PAY POLICY**

SUBJECT: Police Officer Recruitment & Retention Differential Pay Policy

**EFFECTIVE
DATE:** Upon Approval

INQUIRIES: Department of Administration, Personnel Services Division

- I. **STATEMENT OF POLICY:** It is the policy of the Director of Administration to ensure that the total compensation package of government employees be consistent with Title 4 Guam Code Annotated, Chapter 6, §6301 and based on §6304 of the same chapter that differential pay be developed and uniformly administered in the government. It is the policy of the Department of Administration (DOA) that this recommended Police Officer Recruitment & Retention Differential be administered for uniformed personnel within the Guam Police Department (GPD) according to the positions indicated under Section IV. of this Policy.
- II. **STATEMENT OF PRACTICE:** The provisions contained herein be implemented uniformly within the department and its employees while properly documenting its administration within said department for accountability purposes and to ensure conformance with all requirements established by this policy.
- III. **REFERENCES:** Title 4 Guam Code Annotated, Chapter 6, §§6301 and 6304.
- IV. **APPLICABILITY:** This policy applies to probationary and permanent classified GPD employees appointed to the positions of Police Officer Trainee through Police Colonel, and who meet the requirements of eligibility according to this policy. Employees appointed in the unclassified service (e.g. temporary, limited term) to these positions are not eligible for the differential.

- V. **PURPOSE:** The purpose of this policy is to establish the guidelines within which the Police Officer Recruitment & Retention Differential shall be implemented within the GPD based on two (2) groups of positions: non-managerial level, and managerial level:

Non-Managerial Level:

Police Officer Trainee, Police Officer I, Police Officer II, Police Officer III, Police Sergeant I, Police Sergeant II

Managerial Level:

Police Lieutenant, Police Captain, Police Major, Police Colonel

- VI. **SCOPE:** This policy applies to those uniformed employees of the GPD which are established by the DOA as meeting the eligibility requirements to qualify for the differential. The differential only applies to probationary and permanent employees appointed to the positions of Police Officer Trainee through Police Colonel, grouped according to Section V. of this Policy.

These employees must be performing the duties of their positions, unless officially assigned to another department on a temporary and/or emergency basis. Employees who the DOA has determined to be misclassified, whereby they are performing duties on a regular basis unrelated to their position, may be determined as ineligible for the differential.

VII. **IMPLEMENTATION:**

- a. A ten percent (10%) differential pay will be applied to those probationary or permanent GPD employees appointed to the non-managerial level positions of Police Officer Trainee through Police Sergeant II. A fifteen (15%) differential pay will be applied to those probationary or permanent GPD employees appointed to the management level positions of Police Lieutenant through Police Colonel.
- b. The differentials shall be calculated on the base salary of an employee. The differential is only to be applied to a covered employee's base salary. The differential is not to be paid at overtime premium.
- c. The differential pay is authorized beginning the time employees report for work / duty, and will continue until the end of the shift or regular work schedule. This differential shall not be paid when an employee is on any status other than regular work status (i.e. annual, sick, administrative leave, etc...).

- d. Employees who permanently hold a non-managerial level GPD position, and are officially detailed to a managerial level position pursuant to DOA Personnel Rules & Regulations, Rule 4.506, shall receive the 15% differential after serving on the detail in excess of 30 calendar days in accordance with Rule 4.506.
- e. If covered employees are temporarily assigned to other departments, or assigned duties on a regular basis that are unrelated to their position, the GPD shall inform DOA of such assignment in an effort to ensure that the administration of the differential pay remains accountable.
- f. Reviews and assessments may be conducted by the DOA Payroll, or Personnel Services Division upon determination of the necessity of a review. Findings of a review, or assessment for compliance or any other purpose with respect to the policy will be forwarded to the Director of Administration for review and determination.

VIII. FISCAL CONTROL:

- a. Implementation and payment of this differential is contingent upon the availability of funding.
- b. Covered departments and agencies shall request approval for funding from the Bureau of Budget and Management Research (BBMR) prior to initial implementation of the applicable differential.
- c. Approval by the BBMR in regards to the initial implementation of the differential shall be forwarded to the DOA Personnel Services Division and Payroll Services Division for record purposes.
- d. Payment of the differential for covered employees may be suspended based on the lack of availability of funding as certified by the BBMR.

IX. ADMINISTRATIVE REVIEW: This policy shall be reviewed by the DOA Personnel Services Division every three (3) years to determine whether any adjustments or amendments need to be made to the authorized differential or policy requirements. Any recommended changes will be forwarded to the Director of Administration for review and approval.

X. AMENDMENTS: Requests for amendments to the policy can be made by GPD. Requests shall be in writing and addressed to the Director of Administration. The requests shall be limited to administrative items and employees covered by this policy.

XI. **PENALTY FOR NON-COMPLIANCE:** In the event that any review or assessment finds that policy requirements were not complied with; it may be determined by the Director of Administration that any employee or employees found to receive the differential pay in a manner which does not comply with the regulations contained herein, may have their eligibility revoked and will no longer be able to receive the authorized differential.

XIII. **EFFECTIVE DATE:** Upon Approval

APPROVED
 DISAPPROVED



EDWARD M. BIRN, Director
Department of Administration
Date: January 18, 2022