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Benita A. Manglona
Director
George A. Santos
Deputy Director

MEMORANDUM

August 12, 2011

To: All Employees

From: Director, Department of Administration

Subject: **General Notice of Proposed Layoff**

Buenas yan Håfa Adai. This is a very difficult decision for me to make, especially during these times of austerity. However, the problem of finding funds to cover the budget shortfall for the remainder of the fiscal year, still needs to be addressed. In addition to promoting efficiency, the government's financial crisis still exists and we must be prepared to face the problem at the earliest stage.

Therefore, as a last resort and, in an effort to continue to provide the critical services, such as health, education, safety and welfare, to the people of Guam, it is necessary at this time to give notice to all employees of a proposed layoff. The Layoff Policy prescribed in Appendix B of the Personnel Rules and Regulations will be applied to ensure equity and fairness. A Retention Register for employees will be developed to determine the order of layoff based on length of government service and performance. You will be notified of your specific retention score if your position has been identified for abolishment or is impacted.

However, in lieu of a layoff, employees may elect to voluntarily transfer, demote or accept a salary reduction. Provided funds are available or if an employee refuses transfer or demotion, the employee shall have the right to displace (bump) another employee with lower retention points, after receipt of the employees' Written Individual Notice of Layoff. The Written Individual Notice of Layoff shall be given no earlier than 30 days from receipt of the General Notice of Proposed Layoff. Upon receipt of your Written Individual Notice of Layoff, you have another 60 days before being affected by this process. During this time you will be informed of where you may inspect the regulations and records pertinent to your retention standing. Upon request you may be provided a copy of the Layoff Procedures, and your right to appeal to the **Civil Service Commission** the Layoff Action within 20 calendar days of either receipt of the Written Individual Notice of Layoff or upon separation.

Employees who are released or voluntarily demoted will be placed on the Layoff Reinstatement List and at the employee's discretion, under the Priority Placement Program (PPP).

Again, this memorandum is to give you **advanced notice** of plans to conduct employee layoffs throughout this department. However, layoffs will not become effective until after the affected employees receive their Written Individual Notices.

Lastly, it is with regret that this action has become necessary for our employees. I ask for your continued support and understanding during these hard times. With your assistance and cooperation, we can overcome any difficulty, which faces our government.

You may contact the Human Resources Division of the Department of Administration at 475-1288 or 475-1225 for additional information regarding this subject. *Si Yu'os Ma'ase.*


BENITA A. MANGLONA

cc: HRD DOA
Civil Service Commission