



JUDICIARY OF GUAM

Administrative Office of the Courts
Human Resources Office

Guam Judicial Center • 120 West O'Brien Drive • Hagåtña, Guam 96910
Phone (671)475-3399/3329/3422 • Fax (671)477-3184 • TDD: (671)477-6953



F. PHILIP CARBULLIDO
Chief Justice

ALBERTO C. LAMORENA III
Presiding Judge

PERRY C. TAITANO
Administrator of the Courts

BARBARA JEAN T. PEREZ
Human Resources
Administrator

SUPERIOR COURT OF GUAM

PEDRO "DOC" SANCHEZ SCHOLARSHIP PROGRAM IN-HOUSE POLICY (P.L. 19-45 as amended, repealed and reenacted by P.L. 23-111, as amended)

In order to provide opportunities for professional academic growth and development in the field of public management, the Pedro "DOC" Sanchez Scholarship Program was established by Public Law 19-45, repealed and reenacted by P.L. 23-111, as amended. The scholarship is available to all classified employees of the Government of Guam in the Executive Branch and the Judiciary, who desire to take up undergraduate or graduate studies in Public Administration, or in any other undergraduate degree programs offered at the College of Business and Public Administration, College of Agriculture and Life Science, and the College of Arts and Science, or who wish to enroll in the graduate M.P.A. or M.B.A. programs offered at the University of Guam, subject to the conditions of Public Law 19-45, as repealed and reenacted by P.L. 23-111, as amended. Undergraduate Doc Sanchez recipients majoring in non Public Administration majors must minor in Public Administration.

The Superior Court supports the objectives of the Pedro "DOC" Sanchez Scholarship Program (hereinafter referred to as the "Program"). An in-house policy for Superior Court Program Recipients is necessary to ensure that the Court's operations are not hampered while recipients are attending classes. It is the objective of this policy to implement the provisions of P.L. 19-45 and reenacted by P.L. 23-111, as amended, and to provide guidance in maintaining recipients' employment obligations as well as scholarship. The Superior Court is a proponent in furthering the educational and professional growth of its workforce, thus better serving the community.

I. SCHOLARSHIP APPLICATION PROCESS

Upon acceptance by the College of Business and Public Administration of the University of Guam to participate in the scholarship program, grantee shall:

1. Enroll for an undergraduate or graduate degree in Public Administration or any other undergraduate degree under the College of Business and Public Administration, College of Agriculture & Life Science, and the College of Arts & Science at the University of Guam immediately after being awarded the scholarship.

4. Apply for administrative leave for class attendance and authorized activities on a biweekly basis, to be submitted for approval by his/her immediate supervisor/division head and by the Administrative Director. The approved administrative leave form must be attached to the time sheet every pay period ending.
5. Submit to the Administrative Director and the Human Resources Office, a course progress report at the conclusion of each semester. This report shall contain the following information:
 - a) Subjects enrolled each semester which satisfy the requirements of the undergraduate or graduate degree. (Refer to Amendment to policy, SOP)
 - b) The subjects completed with corresponding grades and academic units at the end of each semester. (Refer to Amendment to policy, SOP)
 - c) Other matter pertinent to the scholarship program which may be required from time to time by the Administrative Director.
6. While under the scholarship program, recipients must maintain a satisfactory or better performance evaluation rating during their regular evaluation period.
 - a) An “**Unsatisfactory**” rating may be cause to limit classes to be taken during working hours for the following semester.
 - b) The Scholarship Committee has the purview of terminating a recipient from the Program if the recipient receives an “**Unsatisfactory**” rating.
 - c) Neglect of duty or conflict of class with work responsibilities may be a cause for an unsatisfactory evaluation rating.
 - d) Scholar recipients should always bear in mind that work responsibilities are a priority over studies. The scholarship privilege is **not** a right. At no point in time should work responsibilities be neglected.
7. Recipients will be required to maintain a **minimum overall grade point average (GPA) of 2.5 for undergraduate and 3.0 for graduate courses** throughout the scholarship. Any recipient who fails a registered course subject shall reimburse the Program via the University of Guam for all costs incurred for that failed subject.
 - a) Recipients who withdraw from the program in good academic standing (no D, F, or UW), and continue service in the Government of Guam will not be required to reimburse the scholarship fund.

2. Court employees enrolled in the program will be allowed to attend classes during working hours as provided by P.L. 19-45 and reenacted by P.L. 23-111. However, class schedules must be coordinated with and approved by the division head to maximize time for work as well as time for class. If possible, classes should all be taken either in the morning or in the afternoon sessions to minimize work disruptions. This would enable the Program recipient to concentrate on his/her work and classes.
3. It will be the responsibility of each division head to require his/her employees participating in the Program to provide him/her the work/class schedule for each semester with proof of registration. Such work/class schedule and proof of registration must also be submitted to the HR Office for record purposes.

A. Use of Administrative Leave

Although administrative leave is granted for classes taken during working hours, program recipients must take into consideration the Court's need for its employees to attend to their work. In view of this, it will be the policy of the court to limit granting administrative leave for the following situations:

1. Scheduled **initial** registration, advisement, orientation, examinations, and required academic conferences.

Pre-registration for the second semester and thereafter takes place before the end of each semester therefore, no administrative leave will be granted.

2. Class attendance during working hours will be subject to approval by Division Head and Administrative Director. Arrangements should be made between recipient and division head for the benefit of both the employee and the court.
3. Travel time up to a maximum of 30 minutes to and from court/university. However, if the recipient does not return to work or goes straight to school from home, no travel time will be granted for such hours.
4. Graduate M.P.A. or M.B.A. students shall be granted full administrative leave on their last semester to write their Thesis or Special Project requirement subject to approval by the Administrative Director of the Court and the M.P.A./M.B.A. Program Coordinator from the University of Guam.

B. Limitations of Administrative Leave

1. No administrative leave will be granted for study time or for research.



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IN-HOUSE APPLICATION FOR PEDRO "DOC" SANCHEZ SCHOLARSHIP

Name: _____
Last First M.I. Social Security Number

_____ Date Requested
Division / Section

_____ Date of Employment
Position Title

Semester: // Fall ____ // Spring ____ // Summer ____ // Intercession ____

Degree: // Undergraduate // Graduate

ACKNOWLEDGMENT

I have obtained a copy of the rules, regulations and guidelines of the Pedro "DOC" Sanchez Scholarship in Public Administration as contained in Public Law 19-45, repealed and reenacted by P.L. 23-111, as amended, and the In-House Policy of the Superior Court of Guam for DOC Sanchez Program, and I understand that if approved to participate in the Program, I hereby agree to abide by the provisions of the said rules, regulations, guidelines and policy, and any applicable Personnel Rules and Regulations governing my employment with the Superior Court of Guam.

Signature of Applicant

APPROVED BY:

Immediate Supervisor

Division Head

Administrator of the Courts



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AGREEMENT

Pedro "DOC" Sanchez Scholarship Program

I have been selected as a recipient of the Pedro "DOC" Sanchez Scholarship Program administered by the University of Guam (Letter of Acceptance attached), and I agree to comply with the following terms and conditions set forth by the Superior Court of Guam:

1. That I agree to comply with all conditions, rules, regulations and guidelines set forth in the Scholarship Program as contained in Public Law 19-45, repealed and reenacted by P.L. 23-111, as amended, and the In-house Policy for the Program;
2. That I will provide the Administrative Director and the Human Resources Office a copy of the registration form for every semester I am enrolled in, which includes the schedule of courses as approved by my supervisor/division head for my class/work schedule;
3. That I understand while attending classes at the University of Guam (U.O.G.) during working hours, these hours are applied to administrative leave;
4. That I am aware that no overtime pay (OT) or compensatory time off (CTO) will be paid to me until after completion of forty (40) hours of actual work per week;
5. That I will provide the Administrative Director and the Human Resources Office a copy of my academic subjects completed for every semester, with the corresponding grades and weights in academic units;
6. That should I obtain my degree under the Program, or withdraw from the Program, I will have to continue my government service (service payback) as provided in Public Law 19-45, repealed and reenacted by P.L. 23-111, as amended, or payback the Scholarship Fund for all expenses incurred while under the Program;

8. That I have read in full, wholly understand and agree to the terms and conditions contained in Public Law 19-45, repealed and reenacted by P.L. 23-111, as amended, and the In-house policy of the Superior Court of Guam for the DOC Sanchez Program.

Dated this _____ day of _____, _____.

Scholarship Recipient

Administrator of the Courts



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DOC SANCHEZ RECIPIENT REPORTING FORM STANDARD OPERATING PROCEDURES

In compliance with the requirements of the University of Guam, DOC Sanchez Rules and Regulations, and the provisions of the Superior Court's DOC Sanchez In-House Policy, the following standard operating procedures will apply when reporting the grades, class and work hour schedules of DOC Sanchez Recipients.

- A. Upon receipt of copies of the registration form for the incoming semester and a copy of the grade report for the semester ended signed by the Program Coordinator, DOC Sanchez recipients must complete the DOC Sanchez Recipient Reporting Form.
 - I. List of courses completed from last semester attended with corresponding grades and weights in academic units. Since grade reports are usually computer generated, it should be signed by the DOC Sanchez Program Coordinator as provided in the DOC Sanchez Rules and Regulations, #10.e(3). Attach signed grade report with this form.
 - II. List of proposed course schedule for the new semester. Pre-registration for the new semester is done at the end of each semester.
 - a) Upon registration, submit the completed reporting form for approval. Attach copy of registered courses with this form.
 - b) If there are any changes in the registered courses during the "add and drop period" at the University of Guam, submit an amendment to the course schedule by completing only Part II of the Reporting Form and the required signatures for approval. Attach a copy of the original course schedule submitted.
 - III. Schedule of work hours. Exclude the administrative leave allowable for travel time and class time.

- C. Upon completion of schedules, submit for approval. If class schedule needs to be changed at the division level, changes should be made prior to submission of form to the Human Resources Office and the Administrative Director's approval.
- D. Recipient is responsible in following up approval of Reporting Form.
- E. A copy of this form is to be submitted to the Human Resources Office for the DOC Sanchez file, and to the Financial Management Division for administrative leave purposes.
 - a) Recipient is responsible in providing a copy of this form to the Financial Management Division. Payroll Section shall not process administrative leave for DOC Sanchez recipients without a copy of the approved class and work schedule.
- F. The DOC Sanchez Recipient Reporting Form shall be submitted within one (1) month prior the beginning of the semester and no later than one week prior to commencement of classes.
 - a) Administrative leave will be granted only upon approval of class and work schedule.
- G. Recipients should be cognizant of all other Scholarship Recipient Responsibilities. (Refer to DOC Sanchez Rules and Regulations).



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PEDRO "DOC" SANCHEZ RECIPIENT REPORTING FORM

TO: Administrator of the Courts

FROM: (Recipient's Name)

SUBJECT: Course Schedule and Grade Report

As a requirement of the DOC Sanchez Rules and Regulations and the Superior Court In-House Policy, submitted are the following:

I. Course(s) Completed for Semester _____
(Attach signed grade report)

Course Title	Grade	Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

II. Proposed Course Schedule for Semester _____
(Attach copy of registered courses)

Course Title	Days	Class Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

III. Work Schedule (Hours) for Semester _____

_____	_____
_____	_____
_____	_____

IV. Responsibilities and Limitations of Scholarship Recipients

I, _____, understand that as a recipient of the DOC Sanchez Scholarship Program, my duties and responsibilities as an employee of the Superior Court of Guam are priority over my studies. I am aware of my reporting responsibilities as provided in the DOC Sanchez Rules and Regulations, to regularly submit on a semestral basis the subjects enrolled in and any changes thereof, and a signed grade report by the Program Coordinator, showing the completed courses for the semester ended with the corresponding grades and weights in academic units. I further understand that the Administrator of the Courts, as the appointing authority, reserves the right to approve or disapprove my class and work schedule as necessary to meet the needs of the organization.

Recipient's Signature

Date

DIVISION APPROVAL:

/ / Approved / / Disapproved

Supervisor

Date

/ / Approved / / Disapproved

Division Head

Date

HUMAN RESOURCES OFFICE:

/ / Recommend Approval

/ / Recommend Disapproval

Human Resources Administrator

Date

Remarks: _____

FINAL APPROVAL:

/ / Approved / / Disapproved

PERRY C. TAITANO
Administrator of the Courts

Date

Remarks: _____
