



JUDICIARY OF GUAM

Administrative Office of the Courts
Human Resources Office

Guam Judicial Center • 120 West O'Brien Drive • Hagatna, Guam 96910
Telephone: (671)475-3399/3422/3239/3329 • Facsimile: (671) 477-3184



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

March 23, 1998

Memorandum

To: All Employees

From: Administrative Director

Subject: Educational Career Enhancement Training Program

It has been the policy of the Superior Court of Guam to encourage its employees to obtain higher education (through the attendance) of a learning institution such as the University of Guam and the Guam Community College. The purpose of the program is to enhance better job performance in the employee's present job classification and to promote for upward mobility in allowing employees to expand their knowledge, abilities and skills for an efficient workforce.

The Educational Career Enhancement Training Program allows an employee to enroll in one (1) work related course. Work related is defined as a course that will assist the employee in the performance of their present duties and responsibilities.

Eligibility Status:

An employee who is an incumbent of a permanent position. Employees who are serving a probationary period, employed as a Limited Term Appointment (LTA), Provisional Appointment, or placed on light duty status are not eligible to participate in the program.

Program Benefits:

- I. Administrative Leave
- II. Reimbursement Plan

The Human Resources Administrator is tasked with the responsibility of administering the program by designating the Training Officer to coordinate all administrative activities required and to ensure all program policies and procedures are complied with accordingly.

Educational Career Enhancement Training Program Limitations and Provisions

I. Administrative Leave

1. Allowed up to four (4) hours for advisement, registration and pre-examination requirements.
2. Allowed to enroll in one (1) course (up to 4 credit hours) and may be allowed up to five (5) hours administrative leave per week during working hours. This time is inclusive of travel time to and from the institution for employees returning to work status after class attendance.

Travel time will only be granted when the employee is departing from the work site and when the employee is required to return back to work status.

Example a:

Class Scheduled time: Mondays & Wednesdays
2:00 p.m. - 3:20 p.m.
Administrative leave: Depart at 1:30 p.m. to 4:00 p.m. - Return

Example b:

Class Scheduled time: Thursday & Fridays
4:00 p.m. - 5:00 p.m.
Administrative leave: Depart 3:30 p.m. - 5:00 p.m. (employee is not granted travel time for return if not on work status after 5:00 p.m.)

3. Employees are on official official duty while placed on administrative leave to attend classes.
4. Division Heads have the responsibility to monitor and ensure that administrative leave taken is reflective of time taken for class attendance and other activities approved for administrative leave application. Employees are required to submit appropriate administrative leave forms every pay period ending.

5. Employees failing to comply with the policy and procedures set forth may be penalized by charging his/her annual leave retroactively to the beginning of the semester, and the Division Head and/or Supervisor may be placed on Notice in writing for noncompliance.
6. Should the employee fail to complete the course enrolled and is granted administrative leave for class attendance or related activities. The employee may be required to reimburse the Superior Court for the total number of administrative leave hours taken to be charged to the employees personal annual leave.
7. No administrative leave shall be granted without the initial approval of the Administrative Director.
8. No administrative leave will be granted when an employee is on leave status and does not report to duty.
9. Administrative leave is limited to hours within the employee's assigned work schedule.

II. Reimbursement Plan

The Superior Court offers a reimbursement plan to employees participating in the Educational Career Enhancement Training Program. It allows the employee the reimbursement of one (1) work related course per semester to include, registration fees, tuition, textbooks and related fees incurred by the employee:

- a. Upon completion of the course, obtains a certified letter grade of "C" or better; for submission to Human Resources Division.
- b. Completes a reimbursement form obtaining clearance from the Human Resources Division and subsequently files for certification of funding availability with the Financial Management Division by providing original receipts for registration fees, tuition, textbooks, and related fees.

- c. Obtain signature of approval from the Administrative Director on reimbursement form.
- d. Employees may enroll in one (1) work related course after their assigned work schedule for participation in the reimbursement plan. No administrative leave will be granted to employees for class attendance after their assigned work schedule.

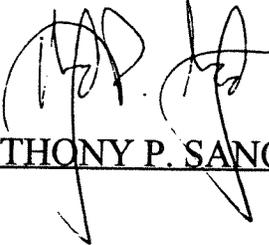
III. Employee Responsibilities

- a. To submit an application to request approval to participate in the Educational Career Enhancement Training Program by their immediate supervisor/division head, the Human Resources Administrator and Administrative Director.
- b. To inform their immediate supervisor/division head, the Human Resources Administrator and the Administrative Director of any change in class schedule or status of course enrolled in during the semester approved to attend.
- c. To submit at the end of the semester a copy of the certified grade report for record purposes.
- d. To complete a Career Enhancement Program Agreement.
- e. To reapply every semester for participation in the program.

STANDARD OPERATING PROCEDURES

- a. Employees interested in applying must obtain the Educational Career Enhancement Training Program application from Resources Division.
- b. Employees requesting have the responsibility of ensuring application form is completed and submitted with all required signatures and clearance prior

- to the semester requesting to attend.
- c. Division Head is required to justify employee's request for participation on the application form.
 - d. Employee must submit application form to the Human Resources Division for clearance. Human Resources will then forward the application form to the Administrative Director for approval.
 - e. Employees have the responsibility of making follow up reviews with the Human Resources Division on the status of the application form.
 - f. Employees requesting for reimbursement are required to submit at the end of the semester a Reimbursement Request Form and to attach original receipts to support reimbursement amount requested.
 - g. Employees requesting for reimbursement have the responsibility of ensuring completeness and submission of form no longer than five (5) weeks after the completion of the semester to the Human Resources Division for processing.
 - h. The Human Resources Division will forward the Reimbursement Request Form for certification of funding to the Financial Management Division and then to the Administrative Director for final approval.
 - i. Once approved by the Administrative Director, the Human Resources Division will forward the Reimbursement Request Form for processing of payment to the Financial Management Division.
 - j. Employees requesting have the responsibility of following up on the status of their Request for Reimbursement Form with the Human Resources Division and with the Financial Management Division for receipt of reimbursement payment.



ANTHONY P. SANCHEZ



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Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

EDUCATIONAL CAREER ENHANCEMENT TRAINING PROGRAM AGREEMENT

As an employee approved to participate in the Judiciary of Guam's Educational Career Enhancement Training Program, I agree to comply with the following terms and conditions set forth by the organization, the Judicial Branch.

1. That I agree to comply with the conditions set forth in the Educational Career Enhancement Training Program policy.
2. That I will provide the Administrator of the Courts and the Human Resources Division of a copy of the registration form, which includes the schedule of course at the end of the first week of the semester which I am enrolled in.
3. That I will provide Human Resources Division the original approved application form and this agreement at the end of the first week of the semester which I am enrolled in.
4. That I understand, should I fail to comply with Item Nos. 2 & 3 of this agreement, I will be penalized by charging my annual leave retroactive to the advisement and registration period, and this will remain in effect until the submission of required documents.
5. That I understand, the approval of my request is on the condition that employment duty is priority over class attendance.
6. That I understand, I am allotted up to a total of four (4) hours administrative leave for advisement and registration period.
7. That I understand, I am allotted up to a total of five (5) hours of administrative leave per week to attend class during working hours which includes travel time to and from the educational institution.
8. That I understand, while I am placed on administrative leave, I am on official duty.

9. That I understand, I must submit leave forms for the administrative leave I am allotted as a participant in the Educational Career Enhancement Training Program. This includes advisement/registration period and class attendance. These leave forms must be submitted every pay period ending and must accompany the official time sheets. They will reflect my absence from work during class attendance which will be attested by my Division Head.
10. That I understand, as a participant of the Educational Career Enhancement Training Program, I am responsible for informing my Division Head, the Administrator of the Courts, and the Human Resources Division of any change in schedule or status of the course enrolled in during the semester approved to attend.
11. That I will provide the Administrator of the Courts and the Human Resources Division, a copy of the certified grade report no later than five (5) weeks after the completed semester.
12. That should I request for reimbursement of the work-related course, I will provide the necessary documents and comply with the guidelines indicated in the Career Enhancement Reimbursement Plan.
13. That I have read in full, understand and agree to comply with the conditions stipulated in the Educational Career Enhancement Training Program policy.

Dated this _____ day of _____, 2006.

Print or Type Name

Employee's Signature

PERRY C. TAITANO
Administrator of the Courts

Date

Division Head's Justification: _____

Approved Disapproved

DIVISION HEAD

DATE

Human Resources Clearance

Remarks: _____

Human Resources Administrator

Date

Approved Disapproved

PERRY C. TAITANO
Administrator of the Courts

Date