

**BEFORE THE 2006 JUDICIAL COUNCIL OF GUAM
RESOLUTION NO. JC 06-003**

**RELATIVE TO ADOPTING ADMINISTRATIVE POLICY UJ06-05 REGARDING
METHODOLOGY FOR STEP AND SALARY ELIGIBILITY FOR
UNCLASSIFIED APPOINTMENTS**

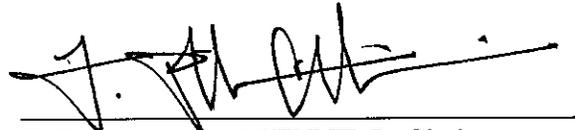
WHEREAS, it is the desire of the Unified Judiciary to establish and articulate a compensation policy and methodology for step placement of unclassified appointments as it is critically important to the successful functioning of the Judiciary to be able to recruit and/or retain qualified and exceptional employees who desire to fill unclassified positions with the Judiciary of Guam; and

WHEREAS, Guam law requires that administrative policies related to Judiciary employee compensation issues by adopted by the Judicial Council; and

WHEREAS, the contemplated compensation policy prescribes procedures relative to proposing a salary offer when recruiting individuals to fill unclassified positions;

NOW THEREFORE BE IT RESOLVED, that Administrative Policy UJ06-05 which appears as Exhibit "A" hereto is **HEREBY ADOPTED.**

DULY ADOPTED this 15th day of February, 2006 at a duly noticed meeting of the Judicial Council of Guam.



F. PHILIP CARBULLIDO, Chairman

Dated: _____

3/10/06

ATTEST:



ANNABELLE C. MAJILLO, Secretary

Dated: _____

3/10/06



ADMINISTRATIVE OFFICE OF THE COURTS

ADMINISTRATIVE COMPENSATION
POLICY #UJ06-05

REF: METHODOLOGY FOR STEP AND SALARY
ELIGIBILITY FOR UNCLASSIFIED APPOINTMENTS

Section 1. BACKGROUND/AUTHORITY

This compensation policy is established to articulate and adopt a methodology for step placement of unclassified appointments. Legal authority for adoption of this compensation-related policy is found at Title 4 GCA §§ 6301 and 6302 as well as in the Organic Act of Guam at 48 U.S.C. 1424-1 (b).

Section 2. POLICY

It is the intent of the Judicial Council to recruit and/or retain qualified and exceptional employees who desire to fill unclassified positions with the Judiciary of Guam. Individuals selected and appointed to unclassified positions are termed "at-will" employees who serve "at the pleasure" of the appointing authority. The Administrator of the Courts serves as the appointing authority for the Judiciary of Guam. This compensation policy shall prescribe the procedures and processes relative to proposing a salary offer when recruiting individuals to fill unclassified positions.

For purposes of this compensation policy, "exceptional qualifications" is defined on the basis of two criteria:

- a. **Relevant Experience:** Step allocation may be allowed for relevant experience and education that surpass the minimum requirements as prescribed in the official job standard.
- b. **Education & Training:** Step allocation may be allowed for any education that surpass the minimum educational requirements as prescribed in the official job standard. This may include any professional credentials, certification and licenses.

The rating system utilized by the Human Resources Division to assess and award points relative to an applicant's excess experience and education will be the basis of granting one step allocation for every one point earned.

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Section 3. SALARY ELIGIBILITY, OFFER AND APPOINTMENT

- 3.1 An employee/applicant profile must be prepared by the Human Resources Officer. This profile will list the acquired education and experience possessed by the employee being considered for a job offer. This profile may be created based on an initial or updated employment application or an assessment of the employee's official personnel file or a combination of both, if applicable.
- 3.2 The profile will indicate the salary eligibility and offer based on minimum qualifications and **additional**, if any, step allocations for relevant experience, education and training.
- 3.3 The Administrator of the Courts is allowed discretionary authority to hire, appoint and authorize salary placement up to a maximum Step 10 of the unclassified position's designated pay grade.
- 3.4 Any and all salary offers beyond Step 10 of the unclassified position's designated pay grade shall require the approval of the Chief Justice.

Section 4 ADMINISTRATIVE AUTHORITY OF THIS POLICY

Any changes to this policy shall require action by the Judicial Council. Nothing in this administrative policy shall limit the discretionary authority of the Administrator of the Courts to make a lesser or greater salary offer or to establish other policies and procedures on other issues not covered or specified by this policy.