



**Guam Solid Waste Authority
Board of Director's Meeting
Agenda**

Thursday, February 23, 2023, 1:00pm
via video conference

- I. Call to order
- II. Roll Call
- III. Determination of Proof of Publication
- IV. Approval of Agenda Items
- V. Approval of Minutes
- VI. Reports
 - a. Management reports
 - i. Operational Update
 - ii. Financial Update
 - b. Legal Counsel's Report
 - c. Committee Reports
- VII. Unfinished Business
 - a. Ordot Post Closure Plan update
 - b. Island Wide Trash Collection Initiative
 - c. Layon Cells 1 and 2 Closure
 - d. Rate Case with the Public Utilities Commission
- VIII. New Business
 - a. GFT - GSWA Collective Bargaining Agreement
- IX. Communications and Correspondence
- X. Public Forum: members of the public to contact GSWA to be placed on the agenda if they wish to address the board.
- XI. Next meeting
- XII. Adjourn



**GUAM SOLID WASTE AUTHORITY
BOARD OF DIRECTORS' MEETING MINUTES
Thursday, January 12, 2023
1:05 pm – 2:01 pm
Guam Solid Waste Authority Via Video Conference**

I. Call to Order

Chairman Gayle called the meeting to order for the Guam Solid Waste Authority (GSWA) Board of Directors' meeting at 1:05 pm.

II. Roll Call

Board Members:

Andrew Gayle	Chairman
Minakshi Hemlani	Vice Chairwoman
Peggy Denney	Secretary
Cora Montellano	Member

Management & Staff:

Irvin Slike	General Manager
Roman Perez	Assistant General Manager of Operations (Acting)
Katherine Kakigi	Comptroller
Alicia Fejeran	Chief of Administration
Keilani Mesa	Administrative Officer
Ronalene Presto	Administrative Assistant

Guests:

Sandra Miller	Office of the Attorney General
Jesse Chargualaf	Office of Senator Sabina Perez

III. Determination of Proof of Publication

1st Publication with The Guam Daily Post on Thursday, January 5, 2022
2nd Publication with The Guam Daily Post on Tuesday, January 10, 2022.

IV. Approval of Agenda Items

Board member Montellano made a motion to approve the agenda prepared by Chairman Gayle. Chairman Gayle seconded the motion. There was no further discussion. The motion passed unanimously.

V. Approval of Minutes

Board member Montellano made a motion to approve the minutes from the meeting held on Thursday, December 15, 2022. Chairman Gayle seconded the motion. There was no discussion, and the motion passed unanimously.

VI. Reports

a. Management Reports

I. Operational Update

General Manager Slike reported to the Board that despite some refuse trucks being inoperable, GSWA has been able to maintain its operations with its double shifts to service the island. He also updated the Board that the Phase I review packet for the Electric Truck Bid has been provided to



the AG's office for review. Mr. Slike also reported that EPA is offering a grant opportunity called the Solid Waste Infrastructure for Recycling Grant Program. The draft plan is due on January 27, 2023. Mr. Slike also informed the Board that he was working with April Trinidad, who assisted in putting together the grant application for the replacement of diesel trucks with electric trucks. In addition, Mr. Slike presented another grant opportunity which entails converting cooking oil into diesel. With Guam currently producing about 12,000 gallons of cooking oil per month, this approach will convert it into 100% bio-diesel. He would like to request for a grant for about \$426K to purchase this machinery and equipment. Green Group Holdings LLC has committed to utilizing the maintenance building at Layon for this. Fuel usage from GSWA's current diesel fleet and GGH's heavy equipment is roughly the same amount of fuel these machines will produce. This has the capacity to power GSWA's entire collection and disposal fleet through cooking oil, a better alternative than diesel fuel. There are cost savings by not purchasing diesel fuel. He presented to the Board that it will be \$1.4M in cost, and a total operational cost of \$700K, with return on investment in less than a year if this project is approved. GSWA will submit its plan on January 27th. Mr. Slike sees a great opportunity with this approach by mirroring what Hawaii currently does with their cooking oil.

II. Financial Update

Comptroller Kakigi informed the Board that when the budget for GSWA was passed, they adopted the executive budget numbers which was lower than what GSWA projected. Based on that amount GSWA allocated \$18.7M for revenues. The authorization for GSWA was also passed to be able to spend to the level of all revenues that are received. Mr. Slike also informed the Board that when GSWA obtains the new fleet, it will reduce the over-time and labor costs. Comptroller Kakigi also informed the Board that GSWA's enabling legislation, the recommended budget needs to be submitted to the Legislature for approval. Comptroller Kakigi presented commercial and residential revenues to the Board, and reported revenues are stable and positive. As for key indicators, Comptroller Kakigi presented that December's numbers are still pending because it is still early in the month and normally DOA enters all transactions for GSWA after the third week.

b. Legal Counsel's Report

Attorney Miller updated the Board that the Ernst & Young Audit Services Contract has been processed and will be returned to GSWA. The Electric Truck Bid has been re-submitted to the AG's Office and is deemed a priority for review. As for litigation, there will be changes due to the transition into to the new administration at the AG's Office. Heather Zona has been moved and is now the Acting Chief Prosecutor. Attorney Miller is hopeful to have more information on the status of the lawsuit with the Navy case soon. As for the ongoing Receivership case, Attorney Miller informed the Board that the representation has changed from Shannon Taitano to Deputy Joseph Guthrie; however, he has not taken on the case so Attorney Miller is unsure who will be assigned to the case, but will inform the Board when it is decided on.

c. Committee Reports

No discussion

VII. Unfinished Business

a. Ordot Post Closure Plan Update

General Manager Slike updated the Board that there was a court hearing at the US District Court on December 13th. The Receiver recommended rate increases to cover the excessive expenses that Ordot is receiving for the leachate treatment. The Judge suggested to negotiate the rate reduction with GWA before she makes a determination for the Receiver's request for additional funds. US EPA disagreed with the increase the Receiver was requesting as well. In November during a walk-through at the Ordot Landfill,



GSWA noticed a large saturated area. Mr. Slike asked that GWA investigate a possible leak. It was found that a one-inch line had corroded and was leaking. The Receiver then requested that GWA further investigate the 12" main line, which had a substantial crack but has been repaired and backfilled. GSWA and the Receiver agreed that both lines be further investigated by GWA to ensure that potable water is not a potential source for the increase in leachate, EPA also had the same concerns. The transducers have not yet been received as expected in November. The transducers will be placed in select groundwater and gas monitoring wells which instantaneously measure changes in liquid, to determine which wells are being overwhelmed with surface water to better understand where the groundwater influence will be coming from. Mr. Slike also reported to the Board that there was a leak found on the western part of Ordot that was not explored before. Samples were taken with preliminary results but still need to be validated so it has not been shared with GSWA as of yet. He shared that he suspects the leak to be leachate influenced.

b. Island Wide Trash Collection Initiative

Chairman Gayle reported to the Board that he will follow up with the legal office for the timeline of the Bill. The other issue he had mentioned was the funding of the Lifeline Program. The decision is to mimic how the telecommunications companies determine who is eligible for the lifeline subsidy, which will be based on if the individual is a recipient of federal benefits or any type of welfare benefits or a certain percentage of the federal poverty guideline. The last aspect is determining an external funding source for the Lifeline Program. Mr. Slike also advised the board that he's considering implementing a partial trash collection plan for the southern area as a pilot program. He also said he will confirm delivery of diesel fleet that includes side loader; to date it is scheduled for July 2023.

c. Layon Cells 1 and 2 Closure

General Manager Slike reported to the Board that there isn't any update. He is still looking into opportunities to create a master plan of Layon, and to work with Guam Power Authority to place solar panels on the entire landfill footprint.

d. Rate Case with the Public Utilities Commission

General Manager Slike updated the Board that GSWA is still working on the consultant's draft rate model. Comptroller Kakigi reported that there will be a meeting with the consultants on January 19th.

VIII. New Business

a. Procurement of Legal Counsel

Chairman Gayle stated that it may be premature to say what the current AG's position will be on GSWA's MOU for legal services and whether or not it will be available. Attorney Miller informed the Board that she will keep GSWA and the Board members updated when she has information regarding this.

b. GSWA – GFT Collective Bargaining Agreement

Chief of Administration Fejeran reported to the Board that GFT recommended that the bargaining agreement be signed by the GSWA Board Chairman. The CBA will be forwarded to Attorney Miller to review and determine who will be required to sign.

X. Communications and Correspondence

No discussion

XI. Public Forum: Members of the public to contact GSWA to be placed on the agenda if they wish to address the board.



No discussion

XII. Next meeting

The next meeting will be via video conference on Thursday, February 23, 2023, at 1:00 pm.

XIII. Adjourn

Board member Montellano made a motion to adjourn the meeting, and Secretary Denney seconded the motion. The motion passed unanimously, and the meeting adjourned at 2:01 pm.

JOB ANNOUNCEMENT FOR TEMPORARY POSITIONS

2 – CARPENTER (1 YR. EXP.) \$15.58/Hr.

3 – CEMENT MASON (1 YR. EXP.) \$15.66/Hr.

Apply at 3R Incorporated by calling (671) 647-8677 or by emailing cortez_edna@yahoo.com. References required upon request.

PUBLICATION NOTICE

In accordance with the provisions of Guam Code Annotated, Title XI, Chapter III, Section 3315, notice is hereby given that:

T&S GUAM, INC. DBA: T&S GUAM, INC.

has applied for a Class: Three (3) Wholesaler Alcoholic Beverage License said premises being marked as Lot: 2149-1-60-353 Chalan San Antonio RD STE 103, Tamuning-Tumon-Harmon



NOTICE OF PUBLIC HEARING

Buenas yan Háfa Adai! Please be advised that the Committee on Simon Sanchez High School will convene a Public Hearing on Tuesday, February 21, 2023 at 8:20 p.m., in the Public Hearing Room of *Liheslaturan Guåhan*. The agenda includes the following:

- **Bill No. 25-37 (COR)**, "AN ACT TO ADD A NEW ARTICLE 11, CHAPTER 4, TITLE 12, GUAM CODE ANNOTATED, RELATIVE TO ESTABLISHING THE AFFORDABLE HOUSING INFRASTRUCTURE DEVELOPMENT LOAN PROGRAM AND AMEND SECTION 41003, ARTICLE 10, CHAPTER 4, TITLE 12, GUAM CODE ANNOTATED RELATIVE TO THE HOUSING TRUST FUND AUTHORIZED PROGRAMS."

Written testimonies may be delivered to the Office of Senator Roy A. B. Quinata at Suite 807 DNA Building, 238 Archbishop FC Flores Street, Hagåtña, Guam 96910 or via email to officeofsenatorquinata@guamlegislature.org. The Committee requests that testimonies be submitted at least forty-eight (48) hours prior to the scheduled hearing. In compliance with the Americans with Disabilities Act (ADA), individuals requiring assistance or accommodations, should contact the Office of Senator Roy A. B. Quinata via phone call at (671)472-4826 or email at officeofsenatorquinata@guamlegislature.org.

The hearing will broadcast on local television, GTA Channel 21, Docomo Channel 117 or 112-4, and streamed online via *Liheslaturan Guåhan* live feed on YouTube. A recording of the hearing will also be available online via Guam Legislature Media on YouTube after the hearing.

We look forward to your participation!
Si Yu'os Ma'åse'!

(671) 472-4826 • officeofsenatorquinata@guamlegislature.org • www.royforguam.com • [@royforguam](https://www.facebook.com/royforguam)
Suite 807 DNA Bldg, 238 Archbishop FC Flores Street, Hagåtña, Guam, 96910

WILLIAM B. BRENNAN, ESQ.
ARRIOLA LAW FIRM
259 MARTYR STREET, SUITE 201
HAGÁTÑA, GUAM 96910
TEL: (671) 477-9730/33
FAX: (671) 477-9734
wbrennan@arriolafirm.com
Counsel for the Petitioner
JOAQUIN C. ARRIOLA, JR.

IN THE SUPERIOR COURT OF GUAM TERRITORY OF GUAM

IN THE MATTER OF THE ESTATE
OF
ELFRIEDE BERTA TENORIO,
Deceased.

PROBATE CASE NO.: **PR0126-22**

NOTICE OF HEARING PETITION FOR PROBATE OF WILL and LETTERS TESTAMENTARY

**THIS NOTICE IS REQUIRED BY LAW. YOU ARE
NOT REQUIRED TO APPEAR IN COURT
UNLESS YOU DESIRE.**

NOTICE IS HEREBY GIVEN that JOAQUIN C. ARRIOLA JR. has filed a Petition for Probate of Will and Letters Testamentary. The hearing on this Petition will be heard by online remote appearance on **FEBRUARY 28, 2023 at 11:00 a.m.**

To attend or to participate in the hearing, go to <https://guamcourts-org.zoom.us/join> and enter Meeting ID: 752 425 5848; Password: JARB

Dated: January 30, 2023

**SOPHIA S. DIAZ,
CLERK OF COURT**

**/s/ YVONNE L. CRUZ
DEPUTY CLERK**



SENATOR SABINA FLORES PEREZ

Committee on Environment, Revenue and Taxation, Labor, Procurement, and Statistics, Research, and Planning

PUBLIC HEARING
Thursday, February 23, 2023, at 9:00 a.m.
Guam Congress Building, Public Hearing Room

9:00 A.M.

Bill No. 36-37 (COR) – Sabina Flores Perez / Chris Barnett / Roy A. B. Quinata / Joanne Brown / William A. Parkinson / Jesse A. Lujan / Joe S. San Agustin - AN ACT TO ADD A NEW §5428 TO SUBARTICLE A, ARTICLE 9, CHAPTER 5, DIVISION 1, TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO ADMINISTRATIVE REVIEW OF CRITICAL GOVERNMENT OF GUAM PROCUREMENT CONTRACT DECISIONS GENERALLY IN EXCESS OF FIVE MILLION DOLLARS (\$5,000,000).

Bill No. 45-37 (COR) – Sabina Flores Perez - AN ACT TO AMEND § 5230 OF CHAPTER 5, TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO CLARIFYING THE PROCESS FOR THE DETERMINATION OF RESPONSIBILITY OF BIDDERS AND OFFERORS IN PROCUREMENT.

Bill No. 46-37 (COR) – Sabina Flores Perez / Chris Barnett - AN ACT TO ADD A NEW §5425.2 TO PART A OF ARTICLE 9, CHAPTER 5 OF TITLE 5, GUAM CODE ANNOTATED, RELATIVE TO PROVIDING TEMPORARY EXPEDITED PROCUREMENT PROTEST PROCEDURES FOR ACQUISITIONS FUNDED WITH AMERICAN RESCUE PLAN ACT MONEYS ALLOTTED TO THE GUAM DEPARTMENT OF EDUCATION.

Bill No. 8-37 (COR) – Jesse A. Lujan - AN ACT TO ADD A NEW §5221 TO SUBARTICLE B OF ARTICLE 3, CHAPTER 5, TITLE 5, GUAM CODE ANNOTATED, ENSURING THE ONLINE ACCESSIBILITY AND TIMELY POSTING OF ANY AND ALL GOVERNMENT OF GUAM INVITATIONS FOR BIDS (IFBs) AND

Those interested in participating, please confirm your attendance by contacting the Office of Senator Sabina Flores Perez via email at office@senatorperez.org or via phone at (671) 989-2968, no later than February 20, 2022, for further guidance.

Testimonies should be addressed to Senator Sabina Flores Perez, Chairperson, and will be accepted via hand delivery to our mailbox at the Guam Congress Building at 163 Chalan Santo Papa, Hagåtña, Guam 96910, or via email to office@senatorperez.org, no later than 4pm February 24, 2023. In compliance with the Americans with Disabilities Act, individuals requiring special accommodations or services should contact the Office of Senator Sabina Flores Perez at 989-2968. The hearing will broadcast on local television, GTA Channel 21, Docomo Channel 117, and stream online via *Liheslaturan Guåhan*'s live feed on YouTube. A recording of the hearing will be available online via Guam Legislature Media on YouTube after the hearing. We look forward to your participation!



Guam Solid Waste Authority Board of Directors Regular Meeting

Thursday, February 23, 2023 – 1:00 PM (ChST)

Join Zoom Meeting

Link: <https://zoom.us/j/9140408814?pwd=TjZ3U0dHSVd0ajlKRjBhcWFrclZlZz09>

Meeting ID: 914 040 8814 Passcode: 777546

The Guam Solid Waste Authority Board of Directors will have a board meeting February 23, 2023 at 1:00 PM. The meeting will be conducted via Zoom.

Agenda: I. Call to order; II. Roll Call; III. Determination of Proof of Publication; IV. Approval of Agenda Items; V. Approval of Minutes; VI. Reports a. Management Reports i. Operational Update ii. Financial Update b. Legal Counsel's Report c. Committee Reports; VII. Unfinished Business a. Ordot Post Closure Plan Update b. Island Wide Trash Collection Initiative c. Layon Cells 1 and 2 Closure d. Rate Case with the Public Utilities Commission; VIII. New Business a. GSWA – GFT Collective Bargaining Agreement; IX. Communication and Correspondence; X. Public Forum: members of the public to contact GSWA to be placed on the agenda if they wish to address the board.; XI. Next Meeting XII. Adjourn

Access live stream of the meeting on GSWA website: <https://www.guamsolidwasteauthority.com/>

For more information, please contact GSWA Admin at admin@gswa.guam.gov or 671-646-3215.

Persons needing telecommunication device for the Hearing/Speech Impaired (TDD) may contact 671-646-3111.

This advertisement was paid for by GSWA.

THE GUAM PUBLIC UTILITIES COMMISSION NOTICE OF PUBLIC MEETING

NOTICE IS HEREBY GIVEN that the Guam Public Utilities Commission [PUC] will conduct a regular business meeting, commencing at 6:30 p.m. on February 23, 2023, Suite 703, GCIC Building, 414 W. Soledad Ave., Hagatna.

The following business will be transacted:

AGENDA

- 1. Call to Order**
- 2. Approval of Minutes of January 26, 2023**
- 3. Guam Power Authority**
 - **GPA Docket 23-07, Petition for Contract Review for the Cancellation of the Cabras 41MW Reserve Facility and Modification of the Energy Conversion Agreement, ALJ Report, and Proposed Order**
 - **GPA Docket 23-10, GPA Docket 23-10 Petition for Contract Review, Request for approval of the procurement of Property Insurance including Boiler and Machinery Coverage and Terrorism Coverage, ALJ Report, and Proposed Order**
- 4. Administrative Matters**
 - **PUC Resolution 23-02 authorizing PUC purchase of Time Certificate Deposit [TCD]**
- 5. Adjournment**

Further information about the meeting may be obtained from the PUC's Administrator Lou Palomo at 671-472-1907. Those persons who require special accommodations, auxiliary aids, or services to attend the meeting should also contact Ms. Palomo.

This Notice is paid for by the Guam Public Utilities Commission

GUAM CLEANING MASTERS JOB OPENING

Janitorial and Ground Maintenance Personnel
Rate: \$14-16 per hour
Guam Cleaning Masters Inc.
Office Phone Number: (671) 646-2002

GUAM ENVIRONMENTAL PROTECTION AGENCY AHENSIAN PRUTEKSION LINA'LA GUAHAN

Board of Directors Regular Meeting: Thursday, February 23, 2023 - 4:00 PM
Guam EPA Administration Conference Room, 17-3304 Mariner Ave., Tiyan Barrigada
Google Meet: meet.google.com/fae-jsiw-dqn • Live streamed on [youtube.com/guamepa](https://www.youtube.com/guamepa)



AGENDA: I. Call to Order; **II.** Approval of Agenda; **III.** Approval of 01/26/2023 Meeting Minutes; **IV.** Administrator's Report: Outstanding Notices of Violation, Allocation of funds to DPW for clean up under RRF, Briefing on the Integrated Solid Waste Management Program and Zero Waste Program; **V.** New Notices of Violation; **VI.** Next meeting date and adjournment

Individuals requiring special accommodations, auxiliary aids or services may call Guam EPA at 671.300.4751/9 or email: arlene.acfalle@epa.guam.gov
This advertisement is paid for with local funds

JOB OPENING

Levi's/Guess Guam has openings for
Book-keeper / Warehouse Assistant / Handyman
CALL 671-646-0510/11

FOR RENT

TAM 3BD/1BTH,2BD/1BTH SEC 8 OK
\$1100/\$850
CALL 671-646-0510/0511

FOR RENT

**MAITE APARTMENT
SEC 8 OK
2BR - 3BR /1BA
FURNISHED**

CALL (671) 477-4239
OR (671) 788-1119

PUBLIC NOTICE

The Honorable Elyze M. Iriarte
Judge, Superior Court of Guam
Guam Judicial Center
120 W. O'Brien Drive
Hagatna, GU 96910

**IN THE MATTER OF THE
ADOPTION,
of
G.M.S
Minor,
by
GEORGE M. SUPERLAES and
NORMA W. SUPERALES,
Petitioners**

**Adoption Case No.
AT0016-22
CWS CASE No. H2023-11-0015**

OFFICE OF MICHAEL J GATEWOOD LLC MICHAEL J. GATEWOOD

michael@gatewoodlegal.com
330 Hernan Cortez Avenue, Suite 300
Hagåtña, GU 96910
Tel No. 671.473.6285
Cel No. 671.488.6285

Attorneys for Petitioner
Alan B. Jamison

IN THE SUPERIOR COURT OF GUAM

IN THE MATTER OF THE ESTATE
OF

**BARBARA ANN JAMISON,
Deceased.**

**PROBATE CASE NO. PR0003-23
NOTICE OF HEARING**

**THIS NOTICE IS REQUIRED BY LAW. YOU ARE NOT
REQUIRED TO APPEAR IN COURT UNLESS YOU DESIRE.**

1. NOTICE IS HEREBY GIVEN that **ALAN B. JAMISON** has filed a: Petition for Probate of Will and Letters Testamentary; upon the Estate of decedents named above, reference to which petition is hereby made for further particulars.

2. A hearing on the petition is set for **March 2, 2023 at 9:30 a.m.** before the Honorable Dana A. Gutierrez, judge, Superior Court of Guam.

DATED: Hagatna, Guam, January 18, 2023

PAULINE I. UNTALAN
Chamber/Courtroom Clerk



PORT OF GUAM
ATURIDAT I PUETTON GUAHAN
Jose D. Leon Guerrero Commercial Port
1026 Cabras Highway, Suite 201, Piti, Guam 96915
Telephone: 671-477-5931/35 Facsimile: 671-477-2689/4445
Website: www.portofguam.com



Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

The Port Authority of Guam Board of Directors will hold its Regular meeting on **Thursday, February 23, 2023 at 3:00 p.m.** Meeting will be held virtually. To view, visit: <http://www.portofguam.com/live> or <https://www.facebook.com/portauthorityofguam/>.

Agenda: I. Call to Order; II. Approval of Minutes December 29, 2022 Regular Board Meeting; III. Public Comments; IV. General Managers Report; V. Old Business: Request authorization to create the positions of Chief Financial Officer and General Administration Manager (motion to proceed with the transparency process as required by Title 4, GCA, §6303.1); VI. New Business: 1) Award of RFP-PAG-022-005 Medical Examination Services, 2) Award of IFB-PAG-CIP-022-009 Warehouse I Hardening Project, 3) Employee Incentive Event Request \$10K; VII. Adjournment

For any assistance/access or individuals with disabilities who may need special accommodations, please call 671-477-5931, ext. 302/303 or mduenas@portofguam.com

This ad paid for by PAG



We are seeking a Qualified Individual to fill the following position:

PROJECTS ENGINEER

Candidate will be responsible for Management of SPPC's Cabras Distribution Terminal's Facility Maintenance, Repair and Construction ensuring Safety, Health, and Environmental Compliance.

Responsibilities shall include, but is not limited to;

- Supervision of Preventative, Routine, and Repair Maintenance.
- Supervision of third-party contractors and service providers and enforcing Safe Operations and Responsibilities (SOAR) compliance.
- Performing cost analyses, seek bids, select contractors/vendors for capital and expense projects.
- Leading implementation of SOAR systems and action items.
- Administering SPPC Contracts, Purchase Orders, and Work Orders.
- Supervision of immediate reports and performing annual performance appraisals.

A Qualified Individual should possess a Bachelor's Degree in Engineering and project engineering experience. Previous oil industry experience is strongly preferred.

Must be able to obtain a T.W.I.C. card.

Please submit resume and complete an application packet between 9 AM thru 3 PM, Monday through Friday at our main office EVA Bldg. 1 across from St. John's School in Upper Tumon.
Deadline for application submission is February 28th, 2023.

South Pacific Petroleum Corporation
816 N Marine Corps Dr. FL 2
Tamuning Guam 96913-4431
ATTN: HRO Recruitment

SPPC IS AN EQUAL OPPORTUNITY EMPLOYER



Guam Solid Waste Authority Board of Directors Regular Meeting Thursday, February 23, 2023 – 1:00 PM (ChST)

Join Zoom Meeting

Link: <https://zoom.us/j/9140408814?pwd=TjZ3U0dHSVd0ajlKRjBhcWFrZlZYZz09>

Meeting ID: 914 040 8814 Passcode: 777546

The Guam Solid Waste Authority Board of Directors will have a board meeting February 23, 2023 at 1:00 PM. The meeting will be conducted via Zoom.

Agenda: I. Call to order; II. Roll Call; III. Determination of Proof of Publication; IV. Approval of Agenda Items; V. Approval of Minutes; VI. Reports a. Management Reports i. Operational Update ii. Financial Update b. Legal Counsel's Report c. Committee Reports; VII. Unfinished Business a. Ordot Post Closure Plan Update b. Island Wide Trash Collection Initiative c. Layon Cells 1 and 2 Closure d. Rate Case with the Public Utilities Commission; VIII. New Business a. GSWA – GFT Collective Bargaining Agreement; IX. Communication and Correspondence; X. Public Forum: members of the public to contact GSWA to be placed on the agenda if they wish to address the board.; XI. Next Meeting XII. Adjourn

Access live stream of the meeting on GSWA website: <https://www.guamsolidwasteauthority.com/>

For more information, please contact GSWA Admin at admin@gswa.guam.gov or 671-646-3215.

Persons needing telecommunication device for the Hearing/Speech Impaired (TDD) may contact 671-646-3111.

This advertisement was paid for by GSWA.

Solid Waste Operations Fund
 Operating Balance Sheet
 As of January 31, 2023 and September 30, 2022
 (Unaudited)

	As of 31-Jan-23	As of 30-Sep-22	Change	% Change
ASSETS				
Cash and cash equivalents, unrestricted	5,488,897	5,991,669	-502,772	-8%
Cash and cash equivalents, restricted	4,285,567	4,737,594	-452,027	-10%
Receivables, net:				
Tipping Fees	3,265,864	3,316,064	-50,200	-2%
Due from other funds				
Due from component units				
Deposits and other assets				
Total assets	<u>13,040,327</u>	<u>14,045,327</u>	<u>-1,005,001</u>	-7%
LIABILITIES AND FUND BALANCES (DEFICIT)				
Liabilities:				
Accounts payable	0	0	0	
Accrued payroll and other	1,645,773	1,719,767	-73,994	-4%
Due to component units				
Due to other funds	1,150,340	2,135,111	-984,772	-46%
Deferred revenue			0	
Deposits and other liabilities			0	
Total liabilities	<u>2,796,113</u>	<u>3,854,878</u>	<u>-1,058,765</u>	-27%
Fund balance (deficit):				
Non-spendable				
Restricted	3,462,868	3,617,798	-154,930	-4%
Committed	0	0	0	
Assigned	6,781,346	6,572,651	208,695	3%
Unassigned	0	0	0	
Total fund balance (deficit)	<u>10,244,214</u>	<u>10,190,449</u>	<u>53,765</u>	1%
Total liabilities and fund balances (deficit)	<u>13,040,327</u>	<u>14,045,327</u>	<u>-1,005,001</u>	-7%

Note:
 This report is based on preliminary month end numbers and is subject to change based on DOA updates and accounting adjustments.

Operating Budget Revenues, Expenditures, Reserves

As of January 31, 2023

<i>Unaudited</i>	FY2023 Actuals to Date	FY2022 Actuals to Date	Variance	% Increase (Decrease)
Revenues:				
Commercial Fees (Large)	3,230,546	3,116,946	113,600	3.6%
Others - Government/Commercial Fees	302,239	325,122	-22,883	-7.0%
Residential Collection Fees (net 3%)	2,650,363	2,588,747	61,616	2.4%
Host Community Fees	112,381	110,545	1,836	1.7%
Other Revenues	143,051	175,987	-32,936	-18.7%
Interest Income	520	863	-343	-39.7%
Prior Year Revenues	21,185	0	21,185	n/a
Total Revenues	6,460,285	6,318,210	142,075	2.2%
ARPA Budget Allocation	1,263,094	693,565	569,529	82.1%
Transfers In- Reimb from Cell 3	0	850,194	-850,194	-100.0%
Transfers In - Recycling Revolving Fund	133,333	0	133,333	n/a
Total Other Resources/Transfers In	1,396,427	1,543,759	-147,332	-9.5%
Total Revenues/Other Resources/Transfers In:	7,856,712	7,861,969	-5,257	-0.1%
Expenditures by Object:				
Salaries and wages - regular	631,555	523,158	108,397	20.7%
Salaries and wages - overtime	80,936	59,577	21,359	35.9%
Salaries and wages - fringe benefits	252,229	218,698	33,531	15.3%
	964,720	801,433	163,287	20.4%
Contractual services:				
Layon Operations	1,292,970	1,270,000	22,970	1.8%
Layon Others	266,138	196,067	70,071	35.7%
Harmon Hauler Station Operations	1,176,577	1,076,165	100,412	9.3%
Ordot Postclosure care (OPCC)	821,818	745,447	76,370	10.2%
Recycling/Other Programs	328,185	353,021	-24,836	-7.0%
GEPA Appropriation	0	18,429	-18,429	n/a
Contractual Employees	566,743	449,463	117,280	26.1%
Vehicle Maintenance	470,145	333,950	136,195	40.8%
PUC/Legal Expenses	112,100	69,667	42,433	60.9%
Other Contractual	86,128	69,811	16,317	23.4%
Total Contractual	5,120,802	4,582,021	538,784	11.8%
Receiver	214,957	97,182	117,775	121.2%
Travel	7,542	2,137	5,405	252.9%
Supplies	184,666	142,051	42,615	30.0%
Worker's compensation	0	0	0	n/a
Drug testing	1,127	130	997	766.9%
Equipment	15,242	10,240	5,002	48.8%
Utilities - power	38,105	30,943	7,162	23.1%
Utilities - water	2,201	3,685	-1,484	-40.3%
Communications	19,780	18,868	912	4.8%
Capital outlays	0	0	0	n/a
Miscellaneous	106,234	113,262	-7,028	-6.2%
Reserves	0	0	0	n/a
Transfers to Host Community Fund	112,381	110,545	1,836	1.7%
Transfer out to General Fund (Debt Service), Cell 3 Expe	1,015,187	1,014,646	541	0.1%
Other Expenditures	1,502,465	1,446,509	55,959	3.9%
TOTAL EXPENDITURES:	7,802,946	6,927,145	875,805	12.6%
Excess (deficiency) of revenues over (under expenditures)	53,765	934,824	-881,059	-94.2%
Other financing sources (uses), Transfers in from other funds	0	0	0	
Transfers out to other funds	0	0	0	
Total other financing sources (uses), net	0	0	0	
Net Change in Fund Balance:	53,765	934,824	-881,059	-94.2%
Beginning Fund Balance, 09-30 (unaudited)	10,190,449	9,987,486	202,963	2.0%
Ending Fund Balance, January (unaudited)	10,244,214	10,922,310	-678,096	-6.2%

Note:

This report is based on preliminary month end numbers and is :
accounting adjustments.

**Operating Budget Revenues, Expenditures, Reserves
As of January 31, 2023**

Unaudited

	Fund Balance				Total Budget	Allocated Budget	ACTUALS	Variance		
	Annual Budget Operations	Equipment/Layon Carry over SWOF	Carryover ARPA	FY23 ARPA						
Revenues:										
Commercial Fees (Large)	9,318,705			0	9,318,705	3,140,404	3,230,546	90,142	2.9%	
Others - Government/Commercial Fees	788,267			0	788,267	265,646	302,239	36,593	13.8%	
Residential Collection Fees, net 3% Bad Debt	7,881,596			0	7,881,596	2,656,098	2,650,363	(5,734)	-0.2%	
Host Community Fees	327,003			0	327,003	110,200	112,381	2,180	2.0%	
Other Revenues	435,289			0	435,289	146,693	143,051	(3,642)	-2.5%	
Interest Income	0			0	0	0	300	300	n/a	
Prior Year Revenues	0			0	0	0	21,185	21,185	n/a	
Total revenues	18,750,860	0	0	0	18,750,860	6,319,040	6,460,066	141,025	2.23%	
ARPA Budget Allocation	0		9,008,811	3,000,000	12,008,811	1,263,094	1,263,094	0	0.00%	
Fund Balance		1,479,157			1,479,157	0	0	0		
Transfer In - Recycling Revolving Fund	400,000				400,000	133,333	133,333	0		
Total Revenues/Transfers In/ARPA Allocation	19,150,860	1,479,157	9,008,811	3,000,000	32,638,831	7,715,467	7,856,493	141,025	1.83%	
Expenditures by Object:										
Salaries and wages	3,436,316			0	3,436,316	1,006,232	964,720	(41,512)	-4.1%	
Contractual services:										
Layon Operator	1,800,000			2,000,000	3,800,000	1,300,000	1,292,970	(7,030)	-0.5%	
Layon Operations	615,378	66,271	8,811	0	690,460	241,457	266,138	24,682	10.2%	
Harmon Hauler Station Operations	2,400,000			1,000,000	3,400,000	1,133,333	1,176,577	43,244	3.8%	
Ordot Postclosure care	2,000,000			0	2,000,000	666,667	666,667	0	0.0%	
Recycling Programs	864,807			0	864,807	351,047	328,185	(22,862)	-6.5%	
GEPA Appropriation	202,992			0	202,992	0	0	0	n/a	
Contractual Employees	1,100,000			0	1,100,000	550,890	566,743	15,853	2.9%	
Vehicle Maintenance	1,346,564			0	1,346,564	448,855	470,145	21,290	4.7%	
PUC/Rate Study Consultant/Legal Expenses/Ordot E	213,300	82,886		0	296,186	112,100	112,100	0	0.0%	
Others	272,918		1,080,000	0	1,352,918	90,973	86,128	(4,844)	-5.3%	
Total contractual services:	10,815,959	149,157	1,088,811	3,000,000	15,053,927	4,895,321	4,965,653	70,332	1.4%	
Receiver	50,000			0	50,000	50,000	214,957	164,957	329.9%	
Travel	24,000			0	24,000	7,542	7,542	0	n/a	
Supplies	584,342			0	584,342	194,781	184,666	(10,115)	-5.2%	
Worker's compensation	3,500			0	3,500	0	0	0	n/a	
Drug testing	1,500			0	1,500	564	1,127	(373)	-24.8%	
Equipment	34,034			0	34,034	15,242	15,242	0	0.0%	
Utilities - power	102,053			0	102,053	34,018	38,105	4,087	12.0%	
Utilities - water	18,214			0	18,214	6,071	2,201	(3,870)	-63.7%	
Communications	57,631			0	57,631	19,210	19,780	570	3.0%	
Capital outlays	261,843	1,330,000	7,920,000	0	9,511,843	87,281	87,281	0	0.0%	
Miscellaneous	236,842			0	236,842	98,947	106,234	7,287	7.4%	
Reserves - Layon Landfill	200,000			0	200,000	66,667	66,667	0	n/a	
Transfers to Host Community Fund	327,003			0	327,003	109,001	112,381	3,380	3.1%	
Transfer out to General Fund (Debt Service), Cell 3 Exp	2,997,625			0	2,997,625	999,208	1,015,187	15,979	1.6%	
Other Expenditures	4,848,588	1,330,000	7,920,000	0	14,098,587	1,638,533	1,656,415	17,319	1.1%	
TOTAL EXPENDITURES:	19,150,860	1,479,157	9,008,811	3,000,000	32,638,831	7,590,085	7,801,746	211,096	2.8%	
Excess (deficiency) of revenues over (under expenditures)								54,747		

Note:

This report is based on preliminary month end numbers and is subject to change based on DOA updates and accounting adjustments.

ARPA Funds revenues are allocated based on when they are expended.

Bad debt expense was based on FY2022 write off approximately 3% of Residential Revenues.

Public Law 36-107 allocated to GEPA \$202,992 to fund duties and responsibilities related to the closure, monitoring and opening of the island's landfill.

P.L. 36-107 allocated \$18,750,860 to fund GSWA's budget.

P.L. 36-115 allocated \$400,000 to from the Recycling Revolving Fund to GSWA to fund the Residential Recycling Program and is a continuing appropriation.

GUAM SOLID WASTE AUTHORITY FUNDS

FUND BALANCE as of January 31, 2023

Unaudited

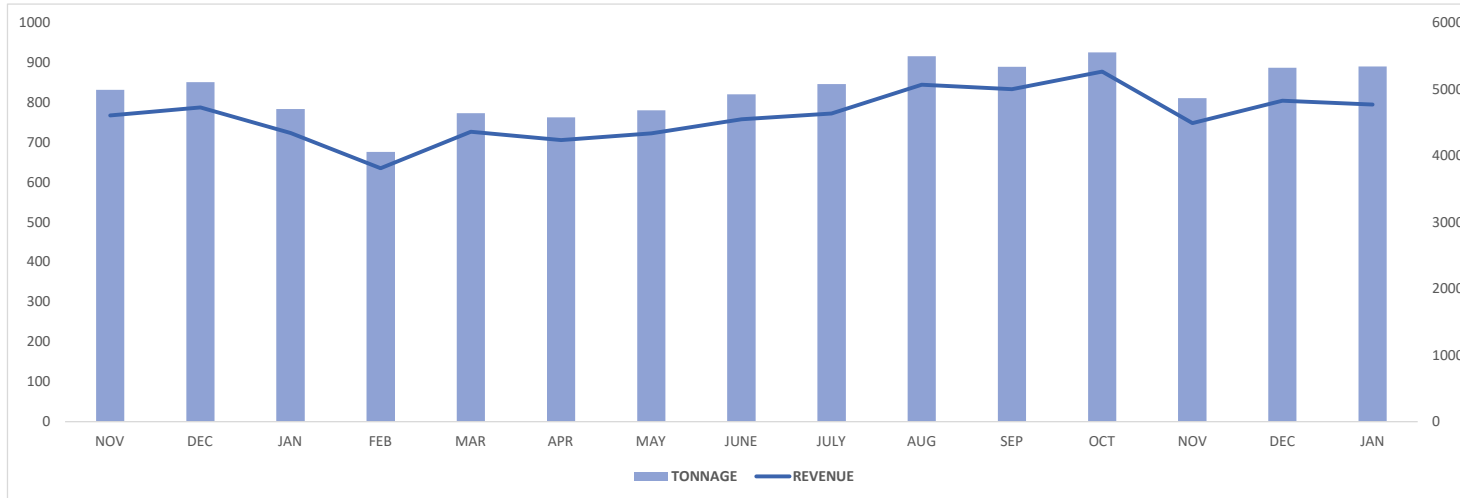
	Operational Fund	Ordot Post Closure Fund	Total
Projected Fund Balance, September 30, 2022, <i>(unaudited)</i>	6,572,651	3,617,798	10,190,449
<i>Revenues/Other Sources:</i>	7,856,493	666,888	8,523,381
<i>Expenditures/Reserves:</i>	7,801,746	821,818	8,623,563
<i>Net Operating Budget</i>	54,747	-154,930	-100,182
<i>Add back:</i>			
<i>Capital Outlay - Equipment Replacement reserves set asides</i>	87,281	0	87,281
<i>Layon Reserves</i>	66,667	0	66,667
Total Net change in Fund Balance	208,695	-154,930	53,765
Ending Fund Balance, January 31, 2023 <i>(unaudited)</i>	6,781,346	3,462,868	10,244,214

Commercial/Military Revenue & Tonnage

Period November 2021 - January 2023

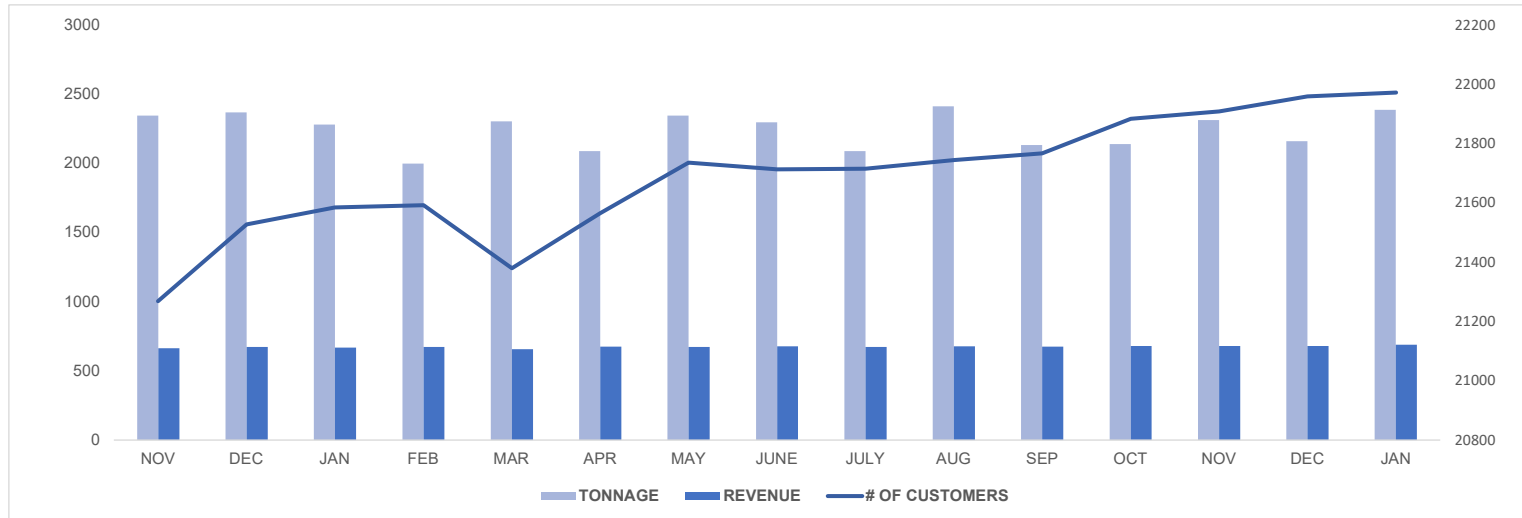
Fifteen (15) Months

	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN
TONNAGE	4,997	5,113	4,709	4,065	4,646	4,583	4,693	4,930	5,084	5,508	5,347	5,562	4,874	5,333	5,350
REVENUE	\$ 769	\$ 789	\$ 725	\$ 636	\$ 728	\$ 707	\$ 724	\$ 759	\$ 774	\$ 846	\$ 835	\$ 879	\$ 750	\$ 806	\$ 796



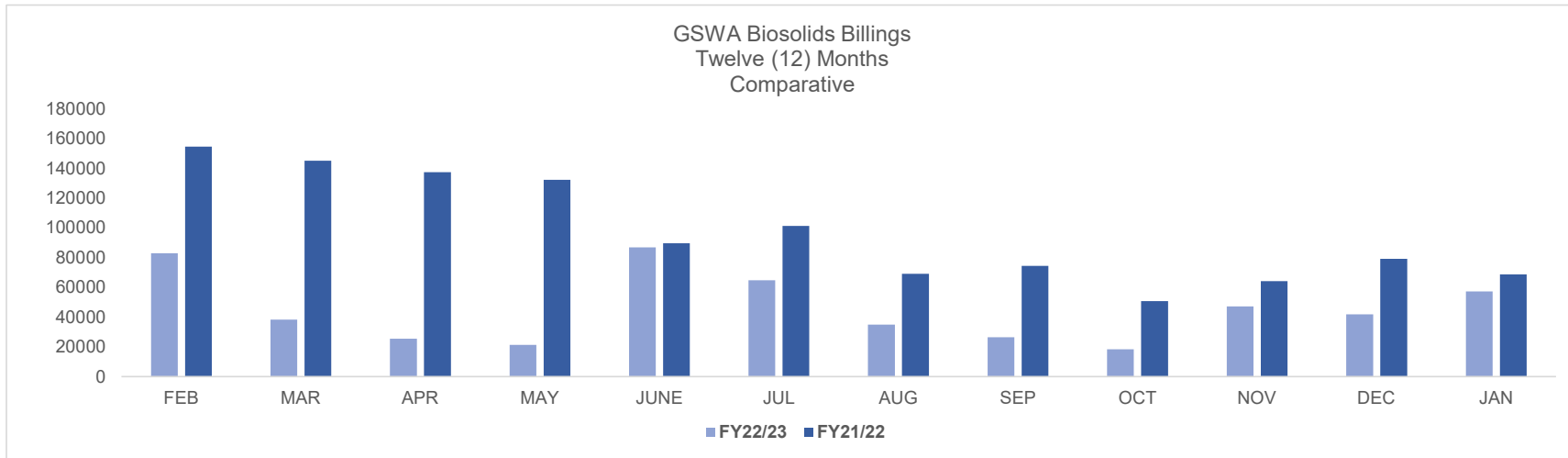
Residential Revenue & Tonnage
November 2021 - January 2023
Fifteen (15) Months

	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	JAN
TONNAGE	2,347	2,370	2,281	1,998	2,304	2,088	2,347	2,297	2,089	2,414	2,133	2,141	2,314	2,160	2,389
REVENUE	\$ 663	\$ 674	\$ 668	\$ 674	\$ 657	\$ 676	\$ 673	\$ 678	\$ 674	\$ 677	\$ 675	\$ 681	\$ 680	\$ 681	\$ 690
# OF CUSTOMER	21,268	21,528	21,585	21,593	21,380	21,566	21,736	21,714	21,716	21,745	21,767	21,884	21,919	21,960	21,970



**Guam WaterWorks Authority Biosolids
Billings Comparative
Twelve (12) Months Comparative**

	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEP	OCT	NOV	DEC	JAN
FY22/23	\$ 82,964	\$ 38,424	\$ 25,468	\$ 21,457	\$ 86,755	\$ 64,783	\$ 35,015	\$ 26,430	\$ 18,316	\$ 47,135	\$ 41,967	\$ 57,200
FY21/22	\$ 154,538	\$ 144,941	\$ 137,254	\$ 132,140	\$ 89,595	\$ 101,208	\$ 69,096	\$ 74,370	\$ 50,803	\$ 64,098	\$ 79,087	\$ 68,668



KEY INDICATORS
As of January 31, 2023

Indicators	Target	22-Nov	Dec-22	Jan-23
Days in Cash	90	61.11	61.4	50.63
Collection Ratio				
* Month to Date	98%	107%	97%	98%
* Year to Date	98%	102%	101%	100%
Account Receivable Days	60	64.57	65.63	65.97
Account Payable Days	40 days	31	32	Pending
Residential Customers	21,691	21909	21960	21972
Trucks Procured/Purchased - FY2022	3	3	3	3
Trucks Procured/Purchased - FY2023	10	3	3	3
Plastic	5%	8%	4%	5%
Contamination Rate	25.0%	74%	82%	85%

COLLECTIVE BARGAINING AGREEMENT

For

GUAM SOLIDWASTE AUTHORITY

AND

GUAM FEDERATION OF TEACHERS UNION

AFT LOCAL 1581 AFL-CIO

"A Union of Professionals"



EFFECTIVE DATE: _____

**COLLECTIVE BARGAINING AGREEMENT
BETWEEN
THE GUAM SOLIDWASTE AUTHORITY
AND
THE GUAM FEDERATION OF TEACHERS UNION
AFT LOCAL 1581 AFL-CIO**



ORIGINAL

ARTICLE I

1.A. PREAMBLE

This Agreement is entered into by and between the Guam Solid Waste Authority hereinafter referred to as ("GSWA"), and the Guam Federation of Teachers' Union hereinafter referred to as ("GFT"), and collectively referred to as the "Parties."

1.B. RECITALS

WHEREAS, pursuant to 4 G.C.A. §10105 and 12 G.C.A §14109.5, GSWA's employees have the right to form, join, assist, and participate in the management of employee organizations of their own choice; and

WHEREAS, in compliance with the requirements set forth in 4 G.C.A §10109, GSWA's Management hereby recognizes GFT as the exclusive representative of GSWA's; and

WHEREAS, pursuant to 4 G.C.A §10113(b), GFT has the right, as the exclusive representative of GSWA's employees, to negotiate written agreements with GSWA's management reflecting bilateral determination of specific terms and conditions of employment, subject to paramount law and regulations.

NOW THEREFORE, in compliance with the above premises and mutual promises set forth herein and terms and conditions hereinafter set forth, GSWA and GFT hereby covenant and agree as follows:

1.C. RECOGNITION AND BARGAINING UNIT

1.C.1. The Guam Solid Waste Authority recognizes GFT as the sole and exclusive bargaining agent with respect to the terms and conditions of employment for the employees within the collective bargaining unit as defined in Section 2 of this Article.

1.C.2. The recognized unit includes all non-management employees within the Guam Solid Waste Authority.

1.D. CONTRACT TERM

This contract shall be effective on the date the last signature is affixed hereto. The contract shall be for a period of five (5) years; Terms of this agreement may be modified, terminated or discharged, in whole or in part, by an instrument in writing signed by both parties hereto, or their respective successors or permitted assigns.

ARTICLE II

2.A. GENERAL PROVISIONS

2.A.1. It is the policy and purpose of this Agreement and the parties hereto, that it is in the public interest, to promote orderly and constructive relationships between management and its public

employees by providing an opportunity for effective participation by employees in the formulation and implementation of policies and procedures affecting conditions of their employment. The Union shall have the right to provide meaningful representation for public employees in grievances, disciplinary matters and negotiate with government management officials for establishing rules and procedures affecting terms and conditions of employment, subject to applicable laws and regulations.

2.A.2. Neither the Union nor the Management shall discriminate against any employee covered by this Agreement on the basis of race, color, religion, sex, age, handicap, or national origin. Covered employees shall have the right to form, join, assist, and participate in the Union and to act as organization representative or to refrain from any such activity, without interference, restraint, coercion, or discrimination and without fear of penalty or reprisal.

2.B. PAYROLL DEDUCTION OF UNION DUES

2.B.1. Management agrees to deduct from covered employee's paycheck each month, union dues, lawful fees and assessments as certified by the Union and agreed to by the employee, as verified and authorized by the employee in a GSWA Payroll Deduction Form and a GFT Payroll Deduction Form, and GSWA shall remit the same to the Union. The Union agrees that in the event of any change in the Union's dues structure, it will notify the Employer within twenty (20) workdays prior to implementing the change. The Employer agrees to furnish the Union with a current GSWA Staffing Pattern within 30 days of a written quarterly request.

2.B.2. GSWA agrees that it will deduct bi-weekly from covered employees' wages that amount voluntarily allotted for Union dues and forward that amount deducted to the Union within seven (7) working days from the pay-period ending date where such deductions were made. The Employer shall submit a list of the names of employees on whose behalf dues have been deducted.

2.C. DEFINITIONS

2.C.1. Administrative leave: Leave with pay without charge to the employee's accumulated leave, granted at the discretion of the Appointing Authority.

2.C.2. Appointing Authority: The General Manager of the Guam Solid Waste Authority or his/her designee.

2.C.3. Classified Service: Government service of which employees have attained permanent status and cannot be removed from employment without cause.

2.C.4. Compensatory Time Off: Time off in lieu of overtime pay and managed in accordance with the FLSA applicable Guam Law and Guam Rules and Regulations; both as may be amended from time to time, and Article V, Section 5.E. The amount of time off shall be granted at time and one-half.

2.C.5. Continuation of Pay (COP):



Means employees are entitled to COP because of temporary total disability or temporary partial disability due to a job-related injury that is substantiated by medical report(s); in accordance with applicable Guam Law and Guam Rules and Regulations; both as may be amended from time to time.

2.C.6. Day: Shall mean calendar day unless otherwise specified.

2.C.7. Demotion: The involuntary change of an employee's position to a position with a lower maximum salary rate for just cause. Employee shall be slotted into the step of the respective pay grade closest to, but not more than the salary received in the pay grade he/she held prior to the demotion for cause.

2.C.8. Demotion (Voluntary): The voluntary movement of an employee from a higher to a lower position with the same or lower salary in the same department/agency.

2.C.9. Detail: The temporary assignment of an employee by the General Manager to perform a particular function.

2.C.10. Disability: The inability to perform the job to which they are assigned due to medical reasons. The disability can be temporary or permanent and partial or complete.

2.C.11. Dismissal: Separation, discharge, termination or removal for cause of an employee from his/her position.

2.C.12. Duty: A task assigned to an employee by a responsible management authority.

2.C.13. Emergency: Situations which may jeopardize human life, health and property or agency operations.

2.C.14. Employer: Guam Solid Waste Authority

2.C.15. Employee: Any non-management person employed by the Guam Solid Waste Authority covered under this agreement.

2.C.16. Grievance: Complaints which relate to the working condition and relationship to policies, rules and regulations, and this agreement.

2.C.17. Immediate Family: With respect to leave, immediate family is defined as the employee's spouse, common-law, mother, father, grandparents, guardian, children, grandchildren, in-loco parentis, sister, brother, mother-in-law and father-in-law. Step, adoptive, and spouse of adoptive parents/children/grandchildren would also be considered "immediate family."

2.C.18. Injury: This term means accidental injury, illness, or death arising out of and from the course of employment.

2.C.19. Layoff: The involuntary termination of an employee for reasons other than disciplinary actions and which does not negatively reflect on the Employee's service to GSWA and includes reductions-in-force as a result of reorganization or lack of funds.

2.C.20. Management: The line of authority from the General Manager down to the first level supervisors.

2.C.21. Performance Rating: The appraisal or evaluation of the work performance of an employee.

2.C.22. Position: The work consisting of the duties, functions, and responsibilities assignable to an employee.

2.C.23. Probationary Period: It is that period in which a covered employee initially serves to attain permanent status as a GSWA employee. This also applies to former employees who have not been employed in the Government of Guam service after four years of separation in good standing. Probationary periods shall not be less than 3 months nor more than 12 months.

2.C.24. Overtime: Actual hours worked in excess of 40 hours in a workweek.

2.C.25. Permanent Status: Permanent status is attained once an employee completes a satisfactory probationary period.

2.C.26. Position Description: A statement of the duties and responsibilities comprising the work assigned to an employee/position.

2.C.27. Promotion: The movement of a permanent employee to a position with a higher maximum salary rate.

2.C.28. Resignation: The voluntary termination of employment by an employee submitted in writing to the GSWA General Manager. The effective date of the resignation shall be the date stated in the letter, or if no date is stated, it shall be deemed to be effective the next business day.

2.C.29. Supervisor: A person having supervisory authority over any other employee.

2.C.30. Suspension: The temporary removal of an employee from his/her position with loss of pay for cause.

2.C.32. Union: Guam Federation of Teachers' Union.

2.C.33. Workday: The time an Employee is scheduled to work excluding the period of time the employee is scheduled for lunch.

2.C.34. Work Week: A regularly recurring period of seven consecutive 24-hour intervals. A workweek need not coincide with a calendar week. It may begin any day of the week at any hour of the day. A workweek shall remain the same unless any change is intended to be permanent.



2.D. UNION RIGHTS

2.D.1. CONFERENCES

The General Manager or authorized designee and the GFT President or authorized designee shall meet upon request of either party within five working days of a request.

2.D.2. WORK SITE VISITS

The President of the Union or designated representative, or full-time Union employees may visit worksites for matters pertaining to this Agreement and other policies after providing 48 hours advance notice to the GSWA General Manager of the facilities the union wishes to visit. If conferences with covered employees are necessary, they shall be scheduled before or after the duty day or during lunch period.

2.D.3. PRESIDENT'S RELEASE TIME

In the event that a covered employee is elected President of the Union the following shall apply:

2.D.3.a. Upon written request from the Union, GSWA shall grant the president of the Union leave of absence, without pay, during the president's term of office to conduct Union business. GSWA may temporarily fill the position in the President's absence.

2.D.3.b. The president's leave of absence shall commence within thirty days of such request. The Union agrees to reimburse GSWA, on a current basis, for the Government of Guam retirement contribution that it makes on behalf of the president.

2.D.3.c. The president shall suffer no loss of benefits or rights, as defined by law or this Agreement, as a result of this leave. The president's seniority shall be treated the same as any other member of the bargaining unit who is on leave from their worksite.

2.E. BULLETIN BOARDS

The Union has the right to the use of a bulletin board paid for by the Union and consisting of a maximum of 16 square feet. The location of the board is subject to GSWA approval. The board shall be placed in an employee high traffic area. Management may remove inappropriate postings with immediate notification to the Union.

2.F. UNION STEWARDS

2.F.1. The number and need of stewards shall be determined by the Union and appointments thereof will be made by the President. The Union agrees to limit the number of stewards to a maximum of one (1) per shift per GSWA organizational division.

2.F.2. The Union shall supply Management a current and complete list of all authorized stewards.

2.F.3. Management agrees to recognize the Stewards officers and duly designated



representatives of the Union and shall be kept advised, in writing, by the Union of the names of its officers and representatives.

2.F.4. Management agrees that in the event it plans to transfer a Steward from one GSWA organizational division to work another, GSWA shall inform the Union five (5) days prior to taking such action, except for transfers of Stewards for disciplinary, safety, sexual harassment actions, or for homeland security or regulatory compliance.

2.F.5. Union Leave Bank with pay for Union Business. The Union will have a bank of Union Leave with pay for Union Business; which shall accrue for forty hours per calendar year, and said leave shall not accumulate, but expire at the end of each year, and begin again at the beginning of a new calendar year. The Union will give GSWA Management notification whenever such Leave is utilized and will also provide the name(s) of the involved Union Steward(s); who will not lose pay or seniority or promotion because of such utilization of this leave.

2.F.6. Authorized stewards may participate in the preparation and revision of GSWA Policies and Procedures at a subcommittee level. Participation is limited to one steward per subcommittee, and the same steward can be on one or all of the subcommittees. GFT may submit positions on proposed policies in writing to the General Manager or coordinate through authorized stewards participating on a subcommittee.

ARTICLE III

3. GRIEVANCE PROCEDURE

3.A. STATEMENT OF POLICY

It shall be the policy of the GSWA to promote favorable relations between management and its employees by resolving complaints expeditiously; assuring fair and equitable treatment of all employees; and promoting harmonious working relationships among all levels of employees.

The purpose of this grievance procedure is to secure, at the lowest possible administrative level, a prompt and mutually acceptable solution to grievances that may arise periodically over issues involving personnel actions or employment conditions.

In the interest of ensuring that grievances are resolved expeditiously, time limits are given for appropriate stages in this procedure. These are for guidance. If it is not practicable to adhere to these time limits, they may be amended by mutual agreement.

GSWA encourages the use of mediation by an impartial person as a means to resolve conflict by facilitating communication between parties to promote reconciliation, settlement and understanding. By mutual agreement, parties may enter mediation at any point during the grievance procedure and such voluntary participation will immediately suspend the timelines.

All Department Heads, Managers and Supervisors and Leads are required to participate in grievance procedure training every three (3) years. All new employees and any employee who is hired or promoted into a supervisory position must receive training on grievance procedures within sixty (60) days of hire or promotion.



3.B. APPLICABILITY

The regulations in Article III shall apply to all covered employees in the classified service.

3.C. DEFINITION

Grievance: Any question or complaint filed by a covered employee alleging that there has been a misinterpretation, misapplication, or violation of this agreement, a personnel statute, rule, regulation, or written policy which directly affects the employee in the performance of his/her official duties; performance evaluation matters, or has received prejudicial, unfair, arbitrary, capricious, hostile, intimidating or unprofessional treatment in his/her working conditions, or work relationships.

Days: "Days" as used in these procedures mean workdays. In counting the number of days for each step, if the last day falls on the employee's weekend, the filing time or receipt time will apply to the employee's next workday.

Mediation: a form of alternative dispute resolution outside of GSWA's formal grievance process in which an impartial person, a mediator, facilitates communication between disputing parties to promote reconciliation, settlement, and understanding.

3.D. COVERAGE

Grievances may include, but are not limited to, such matters as employee supervisor relationships, duty assignments not related to position description, shift and job locations, assignments, hours worked, working facilities and conditions, policies for granting leave, promotional matter, and other related matters.

3.E. EXCLUSIONS

3.E.1. GENERAL EXCLUSIONS: The following actions are not covered by these grievance procedures:

- a. Disqualifications of an applicant
- b. Disqualification of an eligible
- c. Examination of ratings
- d. Removal during original probationary period
- e. Appeals from classification determinations
- f. Appeals from adverse personnel actions
- g. Allegations or complaints of discrimination
- h. Position description and job qualification minimum
- i. Non-selection of eligible applicant

3.E.2. EQUAL EMPLOYMENT OPPORTUNITY DISCRIMINATION COMPLAINT:

When an aggrieved employee submits a written allegation of discrimination on the grounds of race, color, religion, sex, national origin, marital status, age, disability, or political affiliation in connection with a matter which is subject to the government's grievance procedures, as well as the EEO discrimination complaint procedures, that allegation shall be processed under the EEO discrimination complaint procedures.

3.F. GENERAL GRIEVANCE PROCEDURES

3.F.1. FREEDOM FROM REPRISAL OR INTERFERENCE

An employee and his/her representative shall be free to use the grievance system without restraint, interference, coercion, discrimination, or reprisal.

3.F.2. An employee, whether acting in an official capacity or on any other basis, must not interfere with, or attempt to interfere with, another employee's exercise of his/her rights under this grievance system. Statements or actions which have the appearance of a threat, interference or intimidation are not allowed and the interfering employee may be subject to disciplinary action.

3.F.3. EMPLOYEE'S STATUS DURING GRIEVANCE PROCEDURES

An employee shall be on regular work status during each procedural level unless the employee is on leave status.

3.F.4. RIGHT TO SEEK ADVICE: Employees may communicate with and seek advice from the following, however, not for the purpose of circumventing these grievance procedures:

- a. The GSWA Personnel Office;
- b. An Equal Employment Opportunity Officer;
- c. The supervisor or management official of higher rank than the employee's immediate supervisor; or
- d. The Union.

3.F.5. REPRESENTATION

- a. An employee has the right to present a grievance without representation.
- b. An employee has the right to present a grievance with representation.
 - i. An employee has the right to be accompanied, represented, and advised by a representative of his/her choice at any stage of the grievance proceedings.
 - ii. An employee may change his/her representative, but to do so, he/she must notify the General Manager within two (2) working days of the change in writing.
 - iii. A person chosen by the employee must be willing to represent him/her.

3.F.6. OFFICIAL TIME FOR PRESENTATION OF THE GRIEVANCE

- a. An employee must be given a reasonable amount of official time to present his/her grievance.
- b. An employee's representative, if he/she is an employee of the GSWA must be given a reasonable amount of official time to present the grievance.
- c. Official time for the presentation does not include time relating to the investigation or preparation of a grievance, nor does it include travel time in excess of 45 minutes, travel expenses, per diem travel allowances or



consultation with private attorney.

3.F.7. TERMINATION OF A GRIEVANCE

- a. An employee who has filed a grievance may terminate the grievance at any time by notifying the General Manager at any time in writing.
- b. Failure on the part of the employee to proceed to a higher step of the grievance procedure within the time period specified will automatically terminate the grievance.

3.F.8. MANAGEMENT'S RESPONSIBILITY FOR TIMELY ACTION AND SETTLEMENT AT THE LOWEST POSSIBLE LEVEL

- a. It shall be the responsibility of management to settle grievances fairly and promptly at the organizational level where the grievance was brought to their attention by the employee.
- b. Failure by management to render a decision to the employee within the allotted time automatically allows the employee to proceed to the next step of the grievance procedures.

3.G. STEP 1 - INFORMAL GRIEVANCE PROCEDURES

3.G.1. MANAGEMENT RESPONSIBILITY

An employee's grievance may, or may not be objectively justified. What is important is that the grievance is real to the employee. When the grievance is well-founded, management has both a duty and a need to eliminate the cause. When the grievance is not well-founded, it is equally important to reach an understanding based on the full facts. Therefore, the informal procedure should assure consideration of every employee's grievance with a degree of promptness, understanding, fairness, and competence, which convinces the employee that he/she has been treated fairly. The employee may present his/her grievance under the informal procedures, either orally or in writing, and he/she should not be prevented from submitting a written explanation if he/she desires.

3.G.2. SUPERVISOR'S RESPONSIBILITY

- a. Normal day-to-day discussions between employees and supervisors regarding working conditions and related employment matters are the most constructive and expeditious means of developing and enhancing favorable and effective working relationships.
- b. Each employee has the right to present matters to his/her supervisor and each supervisor has the obligation to act promptly and fairly upon them, seeking the advice and assistance of others when necessary.

3.G.3. EMPLOYEE'S RESPONSIBILITY

- a. Employees are responsible to promptly inform management about a grievance.
- b. Employees may obtain reports of personnel interviews, statements of witnesses and copies of decisions in support of his/her grievance.
- c. Each employee is expected to make a good faith effort to achieve informal

- settlement of his/her grievance.
- d. Tolling Period - In counting the number of days for each step, if the last day of the period falls on a weekend or legal holiday, the filing time or receipt time falls on the next working day.

3.G.4. HUMAN RESOURCES OFFICE'S RESPONSIBILITY

- a. Training management about grievance procedures;
- b. Coordinating all logistics related to the grievance procedures including scheduling meetings and management adherence to time limits;
- c. Monitoring the step process and documentation to ensure that management and employee are informed in advance about timelines, submission of paperwork and any other relevant information related to the grievance procedure.

3.G.5. USING THE INFORMAL GRIEVANCE PROCEDURE - STEP 1

3.G.5.a. MANDATORY USE OF THE PROCEDURE

An employee must complete the step by step process as outlined in the procedure.

3.G.5.b. INITIATION BY EMPLOYEE

In keeping with the personal nature of matters covered by grievance procedures, grievances can be initiated only by employees, they may not be initiated by employee organizations. Employee organizations may be permitted to present a grievance on behalf of an employee, or a group of employees when requested to do so by the employee or employees.

3.G.5.c. INITIAL FILING OF GRIEVANCE AND TIME LIMIT

- i. An employee may present a grievance to his/her supervisor concerning a continuing practice or condition at any time. Grievances concerning a particular act or occurrence.
- ii. The initial presentation of a grievance must be presented to the grieving employee's immediate supervisor except when an employee is filing a grievance against another employee. In this case the grievance must be given directly to the other employee's supervisor. In the event that the grievance relates to the manager who would normally deal with a grievance at this stage, the grievance should be referred to the line manager's immediate manager or to the HR manager
- iii. Grievances must be presented within fifteen (15) workdays after the incident, action or cause of the grievance, . Day 1 starts on the day after the incident, action or cause of grievance.
- iv. The immediate supervisor shall render a decision within ten (10) workdays of the presentation of the grievance or notification mediation conclusion described in section 3.G.5.g.vi. However, this period is tolled during the pendency of any declared emergency related to natural disasters.



3.G.5.d. FORM OF THE GRIEVANCE

An employee may present a grievance under the informal procedure either orally or in writing. Employee must state that he or she is grieving. Any grievance initiated either orally or in writing shall be transcribed into the Grievance Inquiry Form by the employee, supervisor or Human Resources (HR) Representative. The grieving employee is required to review, correct and sign the Grievance Inquiry to affirm the accuracy of the information in describing the matter being grieved.

3.G.5.e. NON-REJECTION PROVISION

A grievance may not be rejected in the informal procedure for any reason. If the grievance consists of a matter not covered under the grievance system, the employee should be so advised, but he/she must be allowed to submit his/her grievance under the formal procedures if he/she insists.

3.G.5.f. MANDATORY USE OF THE INFORMAL PROCEDURE

An employee must complete the informal procedure before Management may accept from him/her a grievance concerning the same matter under the formal procedure.

3.G.5.g. MEDIATION

Within 48 hours after the presentation of a grievance in writing, the supervisor, division head, or other authority must offer outside mediation selected from a list of up to five mediators agreed upon by both GFT and GSWA. The approved list shall automatically renew on October 1 unless updated in writing. The choice shall be presented on the Grievance Inquiry form which shall contain the name of the grievant and all parties grieved against. The form will identify the parties involved and a checkbox to indicate an interest to proceed with mediation. If the Grievant does not wish to proceed with mediation, the case shall not proceed to Mediation.

- i. Participation in mediation is voluntary;
- ii. The mediation process is confidential, and the information discussed shall not be used in any other steps of the grievance process or other GSWA personnel related matters;
- iii. All documents generated during the mediation process will be retained by the mediator;
- iv. The mediator will generate a final report documenting whether or not an agreement was reached and submit to GSWA HR Department to include in the grievance file.
- v. Any grievance resolved is considered a contract between parties. The terms and conditions must be documented, signed by both parties and submitted to GSWA HR Department to include in the grievance file.
- vi. Following unsuccessful mediation, both parties shall be provided the report issued in step 3.G.5.g.iv by the GSWA HR Department. After notification to both parties, grievance procedure timelines shall be reinstated and proceed to step 2.

3.G.5.h. FAILURE TO RESPOND

In the event that a Supervisor fails to answer or respond to an informal grievance within ten (10) workdays after such informal grievance is presented to him/her, such action shall be considered as a denial of the informal grievance and the employee may proceed with a formal grievance (Step 2). At no time shall a grievance be remanded back to a lower level due to a failure by a management official to respond to the employee's grievance.

3.H. STEP 2 - FORMAL GRIEVANCE PROCEDURES – NEXT ADMINISTRATIVE LEVEL

3.H.1. PRESENTATION OF THE GRIEVANCE - STEP 2

3.H.1.a. An employee is entitled to present a grievance under the formal procedure if:

- i. He or she has completed the informal procedures; and
- ii. The Employee believes that grievance is not satisfactorily resolved at the informal level; or
- iii. The immediate supervisor failed to render a decision as specified in step 1, item 3.G.5.h within 10 workdays of the presentation of the grievance at the informal level.

3.H.1.b. The grievance presented in Step 2 must:

- i. Be in writing on the Grievance Complaint form (see Appendix A);
- ii. Contain sufficient detail to identify and clarify the basis for the grievance;
- iii. Specify the specific relief requested by the employee; and
- iv. Be submitted to department or division manager of the immediate supervisor within five (5) workdays after the receipt of the decision in Step 1, or after the decision was due.

3.H.2. RESPONSIBILITY OF DEPARTMENT OR DIVISION MANAGER

3.H.2.a. The department or division manager must determine whether the grievance was timely, is covered by the grievance procedure and has been processed through the informal procedure.

3.H.2.b. The department or division manager shall make a positive attempt to resolve the grievance. He/she shall render a decision, in writing, to the employee within fifteen (15) work days after receipt of the Grievance Complaint Form required in Section 3.H.1.b.i.

3.I. STEP 3 - FORMAL GRIEVANCE PROCEDURES – GENERAL MANAGER

3.I.1. PRESENTATION OF THE GRIEVANCE - STEP 3

An employee is entitled to present a grievance to the General Manager under Step 3, if:

3.I.1.a. He or she has completed Step 2 of the procedures; and,

3.I.1.b. The Employee believes the grievance is not satisfactorily resolved at the Step 2 level; and,



3.I.1.c. He or she has specified the personal relief sought; and

3.I.1.d. He or she has submitted the entire grievance record to the General Manager within ten (10) work days after receipt of the answer in Step 2, or after the answer was due.

3.I.2. THE GENERAL MANAGER'S WRITTEN DECISION

The General Manager shall render a written decision to the employee within fifteen (15) work days after the General Manager is presented with the employee's grievance. The General Manager's written decision shall include:

3.I.2.a. Whether-or-not the grievance has been granted or denied; and, grounds for the decision.

3.I.2.b. Remedy or relief provided (if appropriate).

3.I.2.c. Any other pertinent facts.

3.J. STEP 4 - APPEAL TO THE CIVIL SERVICE COMMISSION OR ARBITRATION

3.J.1. PRESENTATION OF THE GRIEVANCE

3.J.1.a. An employee is entitled to present a grievance appeal under Step 4, if:

- i.** He has completed Step 3 of these procedures;
- ii.** The Employee believes the grievance is not satisfactorily resolved at the Step 3 level; Or
- iii.** The General Manager failed to render a decision within fifteen (15) working days of the submission of the complete grievance, in writing, at the Step 3 level;

3.J.1.b. The grievance presented in Step 4, must:

- i.** Be in writing;
- ii.** Contain sufficient details to identify and clarify the basis of the grievance;
- iii.** Include complete copies of the grievance forms submitted in Steps 2 and 3;
- iv.** Specify the personal relief requested by the employee;
- v.** Be submitted to the Civil Service Commission or Arbitration Panel within ten (10) workdays after receipt of the answer in Step 3, or after the answer was due; and
- vi.** Contain complete information of Employee and Representative (if appropriate).

3.J.1.c. If employee and management agree to arbitration then a three-member arbitration panel shall be selected, where each party selects one arbitrator, and the presiding arbitrator is selected by agreement of the parties. **Unless otherwise agreed, arbitration fees will be equally paid by each party.**

ARTICLE IV

4. TRANSFERS AND DETAIL ASSIGNMENTS

4.A. TRANSFERS

4.A.1. When management identifies a temporary need for an employee in another position classification, an employee may be transferred to that position with the employee's consent. Transfers and subsequent changes to employee compensation shall be in accordance with Guam Law and Guam Rules and Regulations; both as may be amended from time to time.

4.A.2. Increments shall not be affected during a voluntary temporary transfer.

4.B. VOLUNTARY DEMOTIONS

Demotions may be made when the employee meets the minimum qualification requirements of the position to which he/she seeks movement. Such demotion shall require the prior approval of the General Manager and the written consent of the employee.

4.D. DETAIL ASSIGNMENTS

4.D.1. A detail is the temporary assignment to meet management needs of an employee to another position or to a group of specific duties and responsibilities for a specified period not to exceed ninety (90) days with the employee returning to his/her regular duties at the end of the detail.

4.D.2. Details shall be made only for meeting temporary needs of a division, department, or section programs including but not limited to the following:

- a. emergency details - to meet emergencies occasioned by abnormal workload, change in the organization or unanticipated absences; or
- b. pending description and formal classification for a new position; or
- c. to replace an incumbent who is undergoing training and to replace any employee who is unavailable for work for any reason including filling vacancies on a temporary basis.

4.D.3. All details in excess of 30 calendar days must be documented.

4.D.4. Temporary assignments and details shall conform to applicable Guam Law and Guam Rules and Regulations; both as may be amended from time to time on the subject.

4.D.5. An employee in an unclassified position, or an individual employed under a contract shall not be detailed to a position in the classified service.

4.D.6. Nothing in this regulation is intended to infringe on management's prerogatives in day-to-day operational activities which may occasionally require that an employee be assigned, for brief periods up to 90 calendar days, work normally performed by another employee.



4.D.7. Employees serving on a detail in a position having a higher pay grade than his/her regular position shall receive the pay grade assigned to that position at the employee's current step.

4.D.8. Employees serving a detail in a position having a lower pay grade, shall not have their pay adjusted to the lower pay. An Employee whom has filed a complaint or grievance of any sort against the agency or its management may be detailed or temporarily reassigned with written justification therefore.

ARTICLE V

5. HOURS OF WORK, OVERTIME AND PREMIUM PAY

5.A. STATEMENT OF POLICY

This chapter sets forth the standard for hours of work, wages, overtime compensation, compensating time-off in lieu of overtime pay, observance of holidays and a system under which the pay of certain employees shall be adjusted for certain hours, days or conditions of work. These provisions shall be in addition to the Fair Labor Standards Act (FLSA).

5.B. GENERAL PROVISIONS

The following provisions shall apply to all employees covered under this agreement:

5.B.1. The basic workweek is 40 hours. Alternatively, a workweek is a regularly recurring period of 168 consecutive hours – seven consecutive 24 hour periods. The workweek need not coincide with the calendar week. It may begin any day of the week and any hour of the day, but it must in each case, be established in advance. The workweek may be changed, but only if the change is intended to be permanent and is not made to evade overtime requirements or policies.

5.B.2. An employee's workweek may be in accordance with office hours, with designated shifts, or with such flexible or variable hours program as are implemented by individual departments. A work week shall not be less than 40 hours unless a Bonafede financial need is declared by law, GSWA Governing Board or General Manager.

5.B.3. A full-time employee shall be allowed a 15-minute break period in the first half and second half of the work day.

5.B.4. Full-time employees shall be allowed a minimum of 30 minutes and up to a one-hour meal period during each work day.

5.B.5. Normally the schedule of workweek for shift workers shall be prepared and prominently posted at least two weeks in advance so that the employees affected will be informed. Such schedule shall not be less than one week and may not be changed, except for good cause. Whenever possible, work schedules shall permit an employee to enjoy a holiday on the day it is observed.

5.B.6. The General Manager may permit flexible work schedules as may be appropriate.



5.C. HOURS WORKED

All times during which an employee is required by the Supervisor of higher authority to be at work, is considered as hours worked, except for meals or other periods when he/she is released from duty, or for any such time that an employee is engaged in personal business. Hours worked does not include "*Happy Labor*" (work performed voluntarily and without expectation of compensation).

5.D. HOURLY RATE OF PAY

5.D.1. OVERTIME

5.D.1.a COVERAGE

- i. Upon the occurrence of overtime work, covered classified employees shall be entitled to receive overtime compensation calculated at the rate of 1 and ½ times the regular rate of pay for each hour or portion of the hour of overtime worked.
- ii. In determining the number of hours worked by an employee within a given workweek or work period, time spent off on annual, administrative (except for training), sick, compensatory time-off, other leave (with or without pay), or holidays will not be counted as time worked. Such time off with pay, shall be included in straight time pay, but it is not included in computing whether a covered employee has worked in excess of 8 hours in a day or 40 straight time hours in a workweek.
- iii. Any fraction of an hour of overtime worked shall be converted to the nearest 30 minutes.
- iv. Covered employees include those positions that are not exempted by the Fair Labor Standards Act.

5.D.1.b. OCCURRENCE OF OVERTIME WORK

- i. Overtime work may be authorized by Management in cases of emergency, or when the best interest of GSWA service indicate that overtime work is required.
- ii. It shall be the responsibility of Management to determine that the provisions of overtime pay are administered in the best interest of GSWA services. Recognizing that Management is responsible for the manner in which overtime work is authorized, it is especially important to control unauthorized overtime.
- iii. Management is responsible for internal controls which will provide a means of reviewing and evaluating the use of overtime.
- iv. Overtime work will occur when an employee renders service renders service in excess of 40 hours per workweek.

5.D.1.c. COMPENSATION FOR OVERTIME WORK



- i. Where an established post of duty must be covered 24 hours per day, and an employee is not available to cover that post on a given shift.
- ii. When danger to life, health, or well-being of the public, employees, patients, inmates or other persons could occur if an employee is not required to be on duty or where danger to property is eminent.
- iii. Other situations where the Governing Board or General Manager determines that the responsibilities prescribed for GSWA cannot be accomplished unless overtime work is authorized.
- iv. Employees who work during emergency periods as declared by the Governor of Guam.

5.D.1.d. COMPENSATION FOR OVERTIME WORK

- i. Payment for overtime work shall be made no later than two pay periods after the overtime work is performed.
- ii. Overtime compensation shall be at the rate of 1 and ½ times the regular rate of pay for each hour, or 30-minute portion of the hour of overtime worked.
- iii. An employee who is subject to the maximum 120 hours of compensatory time under this agreement, shall be paid cash wages of time and one-half the regular rate of pay for overtime hours in excess of this maximum.
- iv. The requirement that overtime must be paid after 40 hours a week may not be waived by an agreement between management and the employee, except as provided in this agreement.
- v. Employees who work during emergency periods as declared by the Governor of Guam, shall be compensated in accordance with Guam Law and Guam Rules and Regulations; both as may be amended from time to time.

5.E. COMPENSATORY TIME OFF (CTO) IN LIEU OF OVERTIME PAY

5.E.1. In the absence of any funds for overtime compensation, compensatory time off shall be granted in lieu of overtime pay by mutual agreement between the employee and management, before the work is performed. A record of this agreement must be kept with the GSWA Payroll Office. Employees shall submit a leave-form requesting CTO.

5.E.2. The number of hours of overtime work shall be converted to compensatory time credit at the rate of 1 and ½ hours for each hour of overtime work, or portion of the hour.

5.E.3. Employees may accrue not more than 120 hours of compensatory time.

5.E.4. Any additional overtime work performed by employees, who have already accumulated the maximum 120 hours of compensatory time shall be compensated not later than two pay periods following the period during which the overtime was worked.



5.E.5. When sickness lasting one or more days occurs during a scheduled compensatory time off, and the employee provides a doctor's certification substantiating his/her illness, the employee shall be charged sick leave and permitted to reschedule his compensatory time off. Application for such substitution of sick leave for compensatory time off shall be made within three work days upon return to duty, and shall be in conformance with the requirements for using sick leave.

5.E.6. An employee who has requested the use of compensatory time off shall be permitted to use such time, within a reasonable period after making the request, if the use of the compensatory time does not unduly disrupt the operations of GSWA.

5.E.7. An employee on compensatory time off shall be deemed to be on official leave with pay status.

5.E.8. Management may require an employee to use any accumulated compensatory time off.

5.F. CONVERSION OF COMPENSATORY TIME OFF TO CASH

5.F.1. The employee may request in writing that accrued CTO be converted cash payment. All such requests are subject to the approval of the General Manager and if approved shall be paid at the rate at which it was earned. Such requests shall not be unreasonably denied.

5.F.2. At the time of separation, the employee shall be paid in cash for all unused compensatory time credit earned at the rate at which it was earned.

5.G. HOLIDAY PAY

Employees who are required, because of an emergency or other reason, to work on holidays shall be paid at a rate equivalent to double their hourly rate of pay exclusive of any additional pay, except as otherwise provided by Guam Law and Guam Rules and Regulations; both as may be amended from time to time. For purposes of this agreement, holidays are declared to be those identified in Section 1000, Chapter 10 of Title 1 of the Guam Code Annotated.

5.H. NIGHT DIFFERENTIAL PAY

Work performed between the hours of 6:00 p.m. and 6:00 a.m. shall be compensated as follows:

Any employee who works between the hours of 6:00 p.m. to 6:00 a.m. shall be entitled to night differential pay, calculated at the rate of their regular wage plus 10% for all periods worked between the hours of 6:00 p.m. and 6:00 a.m., except as otherwise provided by Guam Law and Guam Rules and Regulations; both as may be amended from time to time statute.

5.J. OUTSIDE EMPLOYMENT

Employees shall be permitted to work at outside private employment not in conflict with their government service, nor such as would bring GSWA or its employees into disrepute. Any employee may undertake outside employment only if such is not in conflict with his/her work assignments and duly scheduled hours of his/her government employment. All outside employment requests must be in writing and must be approved in advance by the GSWA



General Manager and such requests for outside employment shall be made at least once annually.

5.K. HAZARDOUS PAY

The following guidelines shall apply relative to requests for payment of hazardous duty pay differential which involves exposure to hazardous conditions.

5.K.1. Employees shall not be compelled to Work in Unsafe Conditions. Following the determination of an unsafe working condition by GSWA's Safety and Compliance Officer, no employee may be compelled or in any way coerced to work in an unsafe working condition. An extremely unsafe condition is one that threatens immediate and unavoidable physical harm. The determination of GSWA's Safety and Compliance Officer shall be in the form of a written report which covers the location of the extremely unsafe condition, a description of the nature of the extremely unsafe condition, the length of time the condition is estimated to exist along with a recommendation on how the extremely unsafe condition will be alleviated and/or fixed. The report shall be immediately delivered to the General Manager when completed. The GSWA Safety and Compliance Manager shall treat any report of an extremely unsafe working condition as their top priority.

Refusal to work in an unsafe working condition after a reporting of an unsafe working condition shall not be considered in evaluating job performance or be considered as a factor in the promotion or demotion or adverse action of said employee.

GSWA shall take reasonable steps based on GSWA's budget, capital plan and regulatory needs, Guam laws, emergency declarations, existing circumstances and income to eliminate or reduce hazardous working conditions in order to assure every employee of GSWA a safe workplace and healthful working conditions free from recognized hazards that are causing or likely to cause death or serious physical harm.

5.K.2. Hazardous Duty Pay. Hazardous duty pay as established under GSWA's Hazardous Pay Policy (which may be amended from time-to-time by GSWA's Governing Board for CTP employees) may be added to the base pay of employees who are temporarily exposed to hazardous duty for a minimum of 15 minutes for each assigned hazardous duty that is not included within their job duties or pay structure. All hazardous pay requests shall comply with GWA's Hazardous Pay Policy.

ARTICLE VI

6. PERFORMANCE EVALUATIONS AND SALARY ADJUSTMENTS

6.A. PURPOSE

The GSWA shall establish and maintain a performance evaluation system to reward employees for their satisfactory job performance. The performance evaluation system may be used to:

1. Facilitate feedback and open discussion on performance.
2. Facilitate positive and constructive conversations about progress on goals and performance that are also documented.
3. Review performance every six months to allow performance improvement as



necessary. Any necessary improvements must be documented as a Performance Improvement Plan (PIP) indicating a time allotted by the employee to improve such performance.

4. Identify training needs of the employee.
5. Grant or deny salary adjustments.

6.B. PERFORMANCE EVALUATION RECORDS

6.B.1. Performance evaluation forms shall be transmitted to the General Manager for approval. The General Manager may accept the supervisor's recommendations and written justification or make his/her own as authorized.

6.B.2 Records of the performance evaluation report shall be filed in the employee's personnel file.

6.C. RESPONSIBILITY FOR SUPERVISORS

The supervisor is responsible to conduct performance evaluations of subordinates in a timely manner. The employee shall sign the PE forms acknowledging the performance discussion; the employee's signature does not imply agreement but indicates the PERFORMANCE evaluation has been conducted. In the event the employee has substantial disagreement and refuses to sign, the supervisor shall state such fact on the signatures page of the performance evaluation form. The Division head shall sign the PE forms acknowledging the evaluation of the employee.

6.D. PERFORMANCE EVALUATION REQUIREMENTS

6.D.1. Job factors shall be developed, and the performance rating shall be completed by the supervisor immediately responsible for the employee's work with input from the employee (the level of input to be determined by the Supervisor). The rater should be the individual who oversees reviews and checks the daily work performance of the employee being rated, or is the supervisor who is most closely acquainted with the employee's daily work performance. The supervisor shall also be responsible for the timely preparation and submission of performance reports for all employees under his/her supervision. The employee's supervisor must have supervised the employee for at least 90 days to render a fair evaluation. Before a supervisor retires, resigns, or transfers, he/she shall render an evaluation for the assigned employees before leaving the division/section or GSWA.

6.D.2. For employees on temporary assignments due to work injury, disability (light duty), etc. for 120 days or more, the supervisor may establish additional performance standards to reflect current duties. A composite rating for the temporary assignment and permanent position may be made.

6.D.3 The General Manager shall approve all performance ratings made within GSWA.

6.E. THE PERFORMANCE EVALUATION FORM

Performance evaluations shall be accomplished on a form prescribed by the General Manager consistent with the performance evaluation system in effect.



6.F. PE SALARY ADJUSTMENTS

Employees may receive a salary adjustment increase based upon their performance evaluation.

6.F.1 Failure to meet expectations/unsatisfactory. An employee with unsatisfactory performance is not eligible for a salary adjustment.

6.F.2 Meets expectations/satisfactory. The salary adjustment of 2% shall be granted to an employee based on satisfactory, above satisfactory, or outstanding performance.

6.G. APPEAL OF PERFORMANCE EVALUATION RATING

Employees whom are dissatisfied with a performance evaluation or rating may invoke the grievance procedures laid forth in this agreement.

6.H. COMPENSATION ADJUSTMENT FOLLOWING A PROMOTION

6.H.1 Method 1: An employee, when promoted either by competition, reclassification, or pay grade reassignment or temporary appointment shall receive a salary increase closest to and not less than a one step increase in the pay grade held prior to promotion.

6.H.2 Method 2: For employees on Step 20 prior to the promotion, a 3.5% rate increase is added to the salary at Step 20 for the purpose of slotting the employee into the higher grade at the salary which is closest to, and not less than the slotting rate.

6.I. COMPENSATION ADJUSTMENT FOLLOWING A DEMOTION

6.I.1 Method 1: A pay adjustment resulting in a decrease either by demotion, voluntary, reclassification, or pay grade reassignment shall be to the salary in the new pay grade closest to, but not more than, the employee's salary at the time of demotion.

6.I.2 Method 2: Employees demoted for adverse action shall have their compensation reduced at least one step and may, upon the discretion of the General Manager, have their compensation reduced to the lowest step on the pay grade of the position to which they are demoted.

6.I.3 Method 3: Employees demoted involuntarily due to fiscal constraints or lack of funds, shall be compensated at a rate which is less than the rate held prior to the demotion.

ARTICLE VII

7. LEAVE

7.A ANNUAL LEAVE

7.A.1. REQUEST FOR ANNUAL LEAVE

Requests for annual leave shall be submitted to the appropriate supervisor by the employee, at least 48 hours in advance, for leaves in excess of 40 consecutive hours; and 24 hours in advance



for leaves less than 40 hours, in order to avoid unnecessary disruption of work. Reasonable consideration shall be afforded for emergency situations.

7.A.2. MINIMUM CHARGE FOR ANNUAL LEAVE

Annual leave requests shall be made and such requests shall only be granted in increments of half hours.

7.A.3. ACCRUAL OF ANNUAL LEAVE

Accrual of Annual Leave shall be computed pursuant to Guam Law and Guam Rules and Regulations; both as may be amended from time to time statute.

7.A.4. LUMP SUM PAYMENT FOR ANNUAL LEAVE UPON SEPARATION OR TRANSFER

When an employee is separated from the GSWA service, he/she shall be given a lump sum payment for any accrued and unused annual leave as of the date of separation.

7.A.5. ADVANCE LUMP SUM PAYMENT FOR ANNUAL LEAVE

In accordance with Section 4111, Chapter 4 of Title 4 of the Guam Code Annotated, an employee may, prior to taking authorized annual vacation leave, receive a lump sum payment in advance for the period of leave authorized. No employee who received a lump sum payment in advance may return to work prior to the expiration period of such leave.

7.B. SICK LEAVE

7.B.1. PURPOSE AND ELIGIBILITY

- a. Sick leave shall be allowed to an employee when the employee:
 - i. Receives medical, dental or optical examination or treatment or any mental health examination, counseling or treatment;
 - ii. Is incapacitated for the performance of duties by sickness, injury, complications due to pregnancy, medical confinement; or would jeopardize the health of others by his/her presence at his/her duty assignment because of exposure to a contagious disease; or
 - iii. Is compelled to be absent from duty to provide health care for a member of the employee's immediate family as a result of an illness or injury.
- b. Sick leave with pay shall be allowed during leaves of absence or vacations, provided, however, that any sick leave taken by an employee while on vacation must be supported by a certificate issued by a licensed physician.

7.B.2. NOTIFICATION OF SICKNESS

Notification of absence on account of sickness shall be given as soon as possible on the first day of absence or, if impractical, as soon thereafter as circumstances permit.

7.B.3. SICK LEAVE

Sick leave shall be granted in accordance with Guam Law and Guam Rules and Regulations;



both as may be amended from time to time statute.

7.B.4. SICK LEAVE CHARGED ONLY FOR WORKING HOURS

An employee shall be charged for sickness for only those hours for which he/she was, or would have been scheduled to work.

7.B.5. ACCRUAL OF SICK LEAVE

Sick leave shall be accrued pursuant to Guam Law and Guam Rules and Regulations; both as may be amended from time to time statute.

7.B.6. MINIMUM CHARGE FOR SICK LEAVE

Sick leave requests shall be made and such requests shall only be granted in increments of half hours.

7.B.7. ACCUMULATION AND CARRY OVER OF SICK LEAVE

Unused sick leave may be accumulated and carried over to succeeding leave years without limitation.

7.B.8. ADVANCE OF SICK LEAVE

- a. An employee, who has suffered a serious illness or ailment and has exhausted his/her sick leave and who intends to return to work, may submit a written request, for advance of sick leave, to the General Manager. Each request for advance of sick leave must be accompanied by a certification by the employee's physician. An advance of sick leave may not exceed 13 days and shall be subject to approval by the General Manager.
- b. If the employee is medically certified as being unable to return to work after all accrued and/or advanced sick leave credits have been used, the employee shall be allowed to use any accrued compensatory or annual leave credits before being placed on leave without pay or FMLA leave.

7.B.9. PHYSICIAN'S CERTIFICATION OF INCAPACITATION

- a. An employee who is absent in excess of three consecutive days because of illness, injury, quarantine, or to provide health care for a member of the employee's immediate family may be required to furnish a certification as to the incapacitation by a licensed physician or furnish other administratively acceptable evidence.
- b. Supervisor may require certification for other periods of illness when there is adequate proof of abuse of sick leave or when suspicious patterns of leave develop. Supervisors shall notify the affected employee in advance that medical certification will be required for such other periods.
- c. If the certification required is not furnished, all absences which would have been covered by such certification shall be indicated on the payroll as leave of absence without pay and the employee may be subject to disciplinary action.
- d. If the medical certification furnished by the employee is not acceptable to



the General Manager, he/she may require the employee to submit to an independent medical examination which shall be paid for by GSWA.

- e. Based on the medical certification, the General Manager:
 - i. may disapprove further use of sick leave if the employee is medically evaluated as fit for work
 - ii. Shall allow the employee to use accrued sick leave if GSWA's medical evaluation as unfit to return to work. In the event the employee exhausts his/her accrued sick leave the provisions of these Rules shall apply.

7.C. ON-THE-JOB INJURY

It is the policy of GSWA and the Union that employees are provided with as safe working conditions as is practicable. However, in the event that an employee incurs a job-related injury he/she is entitled up to 45 calendar days of COP because of temporary total disability or temporary partial disability that is substantiated by medical report(s). A maximum of 45 calendar days per injury is allowed. The 45 calendar days begin the day following the injury.

7.D. EXCUSED ABSENCES/ADMINISTRATIVE LEAVE

Employees are entitled up to 45 calendar days of COP because of temporary total disability or temporary partial disability due to a job-related injury that is substantiated by medical report(s). A maximum of 45 calendar days per injury is allowed. The 45 calendar days begin the day following the injury.

7.D.1 JURY DUTY

- a. An employee who is called for jury duty in any court in the Island of Guam, shall be excused from duty with full pay and without charge to leave for all hours required for such duty, not to exceed the number of hours in the employee's normal work day. However, if the jury duty does not require absence for the entire work day, the employees shall return to duty immediately upon release by the court if more than two remain in employee's work shift.
- b. An employee called for jury duty is required to show the Jury Duty Call Notification to his/her supervisor.
- c. Supervisors are responsible for advising employees that all compensation earned for such jury service, except allowances for travel, must be paid to GSWA, in accordance with Section 6505, Chapter 6, Title 4 of the Guam Code Annotated. An employee may elect to request for annual leave for the purpose of jury duty service, in which case the employee may keep the compensation earned for such jury duty.

7.D.2. NATURAL DISASTERS AND OTHER EMERGENCY CONDITIONS

- a. Administrative leave, unless required to work, shall be granted to employees when natural disasters or other emergency conditions create unsafe working conditions.
- b. Excused absence, for natural disaster or other emergency conditions, may be granted only when there has been an official proclamation of the



hazardous conditions from the Governing Board, GSWA General Manager, or the Governor of Guam.

- c. When Emergency has been declared, the General Manager shall determine whether affected facilities or portions thereof, covered by the proclamation, are to be closed.
- d. Except for those employees determined by the General Manager to be necessary for providing essential services, employees shall be released from duty with pay, without charge to leave, for the period the facility is closed.
- e. Employees who are on annual or sick leave status when an emergency condition is declared and are not required to report to duty, shall be considered as released from duty with pay without charge to leave for the period the work facility is closed.

7.D.3. ABSENCE PENDING FORMAL INVESTIGATION

An employee, who is under formal investigation for misconduct, or violation of a rule or statute, may be placed on excused absence from duty without charge to leave, when the employee's absence from the work location is essential to the investigation.

7.D.4. BEREAVEMENT LEAVE

An employee, upon request, shall be granted two days of excused absence with pay, and without charge to leave upon the death of any member of the employee's immediate family.

7.D.5. PATERNITY LEAVE

- a. Paternity leave shall be granted to a male employee occupying a permanent position upon the birth of a child, or children by his/her wife, including common-law.
- b. Paternity leave shall not exceed 20 days of paid leave and must encompass the date of childbirth.

7.D.6. MATERNITY LEAVE

- a. Pregnant employees are responsible for notifying their supervisor, in advance, of their intention to request leave for maternity purposes including the type of leave, approximate dates and anticipated date of return to duty, to allow the agency time to prepare for any staffing adjustments which may be necessary. The supervisor is responsible for providing gainful employment and making use of the employee's skills for as long as the employee is not incapacitated for duty.
- b. Sick leave shall be made available during pregnancy to cover for physical examinations and periods of incapacitation based on certification by the employee's physician. An employee may request for annual or sick leave, or leave without pay (in addition to the authorized maternity leave) to provide for a reasonable period of adjustment, or to make arrangements for the care of the child.
- c. An employee who wishes to return to work following delivery shall be assured continued employment in her position or a position of like

seniority, status and pay upon presentation of her personal physician's certification of fitness for duty.

- d. The marital status of the pregnant employee shall not adversely affect her right to continued employment or use of leave.
- e. Maternity leave shall be granted to a female employee occupying a permanent position who is absent from work as a result of childbirth. Such maternity leave shall not exceed 20 days encompassing the date of childbirth. Any additional leave taken for such childbirth purpose, may be charged against accumulated sick leave, or may be unpaid leave, at the option of the employee.
- f. Total leave, whether maternity, sick or unpaid leave, shall not exceed twenty days without approval of the employee's supervisor, and must be based on medical need as certified by a licensed doctor.

7.D.7. LIBERAL CONSIDERATION OF ANNUAL LEAVE REQUESTS UPON BIRTH OR ADOPTION OF A CHILD

Employees may, upon the birth or adoption of a child, submit a request on the appropriate leave form for annual leave for the purposes of assisting or caring for the child. Such requests should be liberally considered by supervisors and for other leaves set forth in the Family and Medical Leave Act (FMLA) in addition to maternity and paternity leave, for a maximum of six (6) months.

7.D.8. PARENTAL INVOLVEMENT INITIATIVE LEAVE

- a. An employee of the Government of Guam, who is a parent or legal guardian and who is not otherwise prohibited from such contact with his/her child by order of a court, may use up to four (4) hours every two (2) pay periods to meet with a teacher or other school official concerning the employee's child's performance or behavior or to volunteer parental-involvement time at his/her child's school.
- b. The four (4) hours every two (2) pay periods may be utilized at the arrangement of the employee with the employee's supervisor and may be split into smaller separate segments over the two (2) pay period time frame.
- c. An employee requesting such leave shall submit a request to his/her supervisor in advanced and is required to obtain from his/her child's teacher or school official a signed certification that the employee has visited the school for an official conference or function. Such requests may be denied for good cause.

7.D.9. LEAVE WITHOUT PAY

- a. Leave without pay is a temporary non-pay status and an absence granted in response to an employee's request. Leave without pay covers only those hours which an employee would otherwise work or, for which he/she would be paid. Employees may request leave without pay for good cause when their current authorized annual or sick leave with pay, will not cover the total period of requested leave. Such request may be denied for good



- cause. All LWOP requests must be approved by the GSWA G.M.
- b. When an employee is on leave without pay status, accrual of sick, annual or retirement credit is not allowed.

ARTICLE VIII

8. EMPLOYEES WITH DISABILITIES

8.A. PLACEMENT OF EMPLOYEES WHO BECOME MEDICALLY NON-QUALIFIED

8.A.1. The provisions of this section shall apply to permanent employees who become medically non-qualified and to original probationary employees with a service-connected disability.

8.A.2. It is the responsibility of GSWA to assure, to the extent possible, the continued employment of employees who become disabled as a result of an injury, accident or illness that is not a result of misconduct, or who are found to be medically non-qualified for their present position, but who are medically qualified for other types of positions within GSWA.

8.A.3. The employee shall be examined at the expense of GSWA by a government or private physician or physicians, in such field or fields of medicine and/or psychiatry as may be applicable to evaluate the employee's qualifications for his/her present position, or assess his/her current physical and emotional capacities and/or evaluate his/her qualifications for a vacancy for which he/she is being considered under the provisions of this section.

8.A.4. Employees affected by this rule shall be considered for those vacancies for which they qualify.

8.A.5. In the placement of employees with a disability, the following should be taken into account:

- a. The ability of the employee to safely perform the duties of the position without undue interruption to the work program and/or undue hardship on the operations of the program.
- b. The ability of the employee to absorb any required training or retraining.
- c. The mutual interest of both GSWA and the employee.
- d. If demotion is involved, whether or not initiated by the employee, he/she shall be compensated in accordance with GSWA Personnel Rule and Regulation.

8.B. PLACEMENT OF EMPLOYEES WITH DISABILITIES

8.B.1. After medical, physical, or psychological reevaluation, an employee who is no longer qualified to perform the duties of his/her position satisfactorily within a stated reasonable period of time and in spite of reasonable accommodations due to a permanent medical physical or mental incapacity, the General Manager shall take the following action:

- a. Transfer and re-assign the employee to an equivalent position elsewhere in



- GSWA;
- b. Promote the employee; or
- c. Reassign the employee to a lower graded position elsewhere in GWA, if no equivalent position is available.

8.B.2. If there is no appropriate position in which the employee can be placed within GSWA, the General Manager will coordinate placement of the employee in a suitable position with other Government of Guam departments and agencies. If an appropriate vacancy is found, the receiving department or agency may process the appropriate action to employ the employee who is medically disabled consistent with personnel rules of that department or agency and provisions of the ADA.

8.C. REASONABLE ACCOMMODATION

Every effort shall be made by the General Manager to provide reasonable accommodations to assure continued employment.

8.D. TERMINATION OF EMPLOYMENT

The General Manager shall terminate the employment of the employee:

8.D.1. If no suitable placement can be made or if the employee refuses placement in a suitable position.

8.D.2. If the employee refuses retirement.

8.D.3. If the General Manager has evidence that the employee is permanently disabled from performing the job, or will be disabled for a long time that termination is necessary in light of demonstrated business realities. Such termination action shall be consistent with Adverse Action Procedures.

ARTICLE IX

9. MISCELLANEOUS PROVISIONS

9.A. RESIGNATION PENDING ADVERSE ACTION

An employee who resigns after receipt of a notice of proposed adverse action is deemed to have resigned voluntarily. No record of the proposed adverse action shall be kept by the agency.

9.B. SAFETY STANDARDS

The minimum safety standards shall be those established in the Occupational Safety and Health Code (Chapter 87, Title 10 of the Guam Code Annotated) and administered by the Division of Occupational Safety and Health, Department of Labor.

9.C. DRUG FREE WORK PLACE

9.C.1. Written Policy. Employer must carry out drug or alcohol testing or retesting within the terms of a written policy that has been provided to every employee subject to testing and is



available for review by employees.

The employer's written policy must provide uniform requirements for what disciplinary actions an employer will take against an employee upon receipt of a confirmed positive test result for drugs or alcohol or upon the refusal of the employee to provide a testing sample. The policy must provide that any action taken against an employee will be based only on the results of the drug or alcohol test.

9.C.2. Reconsideration of Written Policy. GSWA shall reconsider its Drug and Alcohol-Free Workplace Policy if either of the following conditions change:

- a. When marijuana is removed from the Federal Schedule 1 controlled substance list;
- b. When Guam law establishes a THC impairment level and a reliable test is developed that can determine THC impairment, or
- c. When DOA submits its plan for a revised Drug and Alcohol-Free Workplace Policy for the Government of Guam.

9.D. PERSONNEL FILE

9.D.1. Personnel File Material: GSWA shall notify the employee if information that may negatively affect the employee's qualification for employment, promotion, transfer, additional compensation or the possibility that the employee will be subject to adverse action is placed in his/her file.

9.D.2. Right to Respond: The employee shall have the right to submit a response to material or statements that may negatively affect the employees. Such response shall be attached to and filed with the material or statement in the employee's official personnel file. No anonymous reports shall be filed in the employee's personnel file.

9.D.3. Employee's Right to Access File

Besides the right to inspect his/her personnel file and the right to an opportunity to respond to material or statements that may negatively affect the employee's his/her file, as delineated above, each employee shall have the following rights regarding his/her personnel file:

- a. No material in the file may be made confidential as to the employee; he/she must have the opportunity to know its contents.
- b. In the event the employee disagrees with or considers any documented information or material untrue, he/she may resort to the grievance procedures;
- c. The employee shall have the right to duplicate any material in his/her file including employment application forms, police clearance, TB clearance, High School/College Diploma and/or Transcripts, etc.
- d. The employee shall have the right to submit to the Personnel Office for his/her personnel file any material of merit which is relevant to his/her performance within the GSWA.
- e. GSWA may reject any material that is irrelevant or inappropriate that is

submitted under item #4.

9.D.4. Duration of Progressive and/or Disciplinary Action

Memorandum of Counseling, Warning, or Reprimand and/or Disciplinary Action filed against an employee will be kept in the Human Resource secure file room, separate from the employee's personnel record.

9.D.5 Ergonomic Assessment of Work Environment

GSWA is committed to providing employees work environments free from known or potential hazards and will allow employees to be productive and comfortable. GSWA also recognizes employees may at times need differently configured workstations due to an injury or an accommodation in accordance with the American with Disabilities Act (ADA). To determine whether an employee's workstation is appropriate or if the workstation arrangement needs to be modified, employees shall complete and submit an ergonomic evaluation request form to his or her immediate supervisor. Supervisors shall review the request for accuracy and submit to HR Department within 5 business days. Within 5 business days of receipt of the employee's request, HR Department will review the request and communicate with the employee regarding the status of the request.

9.D.6 Bi-Annual Updates

GSWA General Manager shall coordinate bi-annual meetings to update employees on GSWA's outlook, progression and future plans.

ARTICLE X

MISCELLANEOUS PROVISIONS

10.A. SEVERABILITY

In the event that any portion of this Agreement, in whole or in part, is declared to be illegal, void or invalid by any court of competent jurisdiction, all other items, conditions and provisions of this Agreement shall remain in full force and effect to the same extent as if that provision had never been incorporated in this Agreement, and in such event the remainder of this Agreement shall continue to be binding upon the parties thereto.

10.B. SAVINGS

10.B.1 Grievances initiated under this Agreement (or as extended) and pending on the execution hereof beyond the life of this Agreement are saved and may be prosecuted by the aggrieved party as though the Agreement is still in force.

10.B.2 Leave entitlement and balances are not affected by expiration of the Agreement.

10.C. NEGOTIATIONS

10.C.1 If either party desires to modify any or all parts of this Agreement for a successive term, that party may give written notice of the same to the other party at any time. A jointly developed schedule for negotiations shall be completed and negotiations shall commence not later than 60 days thereafter.



10.C.2 Upon the request of either party, the other shall make available for inspection and copying, documents and records pertinent to the subject of negotiations. Both parties have the right to request that their most recent proposals be answered by a written counter proposal.

10.C.3 An article, or portion thereof, is considered a tentative agreement only when mutually signed and dated by both parties. All tentative agreements are subject to formal ratification by the Board and the Union.

10.C.4 When tentative agreements have been negotiated on all matters submitted by the parties, the Agreement shall be reduced to writing and presented to the Union for ratification. The Union shall have fifteen (15) days in which to present a written report to the Board of their action. Following such ratification, the Agreement shall be subject to ratification by the Board that shall take place within fifteen (15) days of the date the Union notifies the Board of ratification. The Agreement shall then be forwarded to the Attorney General and the Governor.

10.D. PRINTING AND POSTING OF THIS AGREEMENT

Both the Union and the Board retain the right to print this Agreement, and subsequent modifications, if any. The Union shall be responsible for the printing and distribution of the Agreement to its dues paying members. The Board agrees that it shall be responsible for printing and distribution of this Agreement for the managers of the GSWA. Copies of the Agreement shall be posted on both the Guam Solid Waste Authority's and the Unions web site. Both the Union and Board may make printed copies of the Agreement available for purchase to all others.

10.E. EFFECTIVE DATES OF AGREEMENT, TERM AND AMENDMENTS.

10.E.1 This Agreement may be amended in whole or in part as specified in Section 10.C. (subject to GSWA board approval and other approvals required to be obtained by the Union). Both parties agree to review and negotiate any request in good faith.

10.E.2 This contract shall be effective on the date the last signature is affixed hereto. The contract shall be for a period of one-year term subject to annual renewal upon the mutual written consent of the parties.



In Witness Whereof, the parties hereto, through their duly authorized representatives, hereby execute this Agreement on the date indicated below:

Approved by GSWA:



Irvin L. Slike, GSWA General Manager

Date: 10/25/22

Andrew Gayle Jr., GSWA Chairperson

Date: _____

APPROVED AS TO FORM:

Leevin L. Camacho, Esq. Attorney General

Date: _____


APPROVAL BY GOVERNOR:

- APPROVED
- DISAPPROVED

Lourdes A. Leon Guerrero, Governor of Guam

Date: _____

Ratified for the Union:



Timothy F. Fedenko, GFT President

Date: 12/28/2022

