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## CHAPTER 1

# PURPOSE AND SCOPE OF PERSONNEL RULES AND REGULATIONS

## STATEMENT OF POLICY

This chapter establishes the fundamental character of the system of personnel administration governed by these rules and regulations, consistent with merit principles and the principles of Equal Employment Opportunity; provisions of Title 4 and Title 17 of the Guam Code Annotated; and other paramount laws pertaining to employment in the Department of Education.

### 901.000      **COVERAGE**

- A.    These rules shall apply to all employees occupying classified positions employed in the Department of Education, hereinafter referred to as DOE.
- B.    Unclassified employees occupying unclassified positions are not governed by these rules, unless specifically stated in these rules and regulations.
- C.    These rules and regulations may be supplemented by administrative policies and procedures established by the Board of Education or the Director of Education/Superintendent.
- D.    In the event of a Labor Union Contract affecting the Personnel Rules and Regulations, the Labor Union Contract shall be deemed to be controlling.

### 901.100      **GUIDING PERSONNEL PRINCIPLES**

The following merit system principles shall guide personnel administration:

- A.    Recruiting, selecting applicants and advancing employees on the

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basis of their knowledge, abilities, and skills;

- B. Providing a uniform compensation policy;
- C. Training employees to improve performance;
- D. Retaining employees based on performance;
- E. Classifying positions systematically through job evaluation; and
- F. Providing fair, expedient, and responsive processes for grievance, adverse action, and conflict resolution;

## **901.200 EQUAL EMPLOYMENT OPPORTUNITY**

- A. It is the policy of DOE that there shall be no discrimination in employment against any person on the basis of race, color, sex, religion, creed, national origin, age, marital status, disability, or political affiliation, except for bona fide occupational qualifications or legal requirements.

\* Sex discrimination includes Sexual Harassment

- B. The Director of Education/Superintendent shall implement Equal Employment Opportunity programs pursuant to the guidelines of the Civil Service Commission.
- C. The EEO program calls for positive results-oriented actions toward equal opportunity. Affirmative efforts will be made by the Director of Education/Superintendent to assure equal opportunity in employment and to assure non-discrimination in programs and activities offered by DOE.
- D. In order for the EEO program to become a management objective, all levels of management, which includes first line supervisors, will continue to be trained in the legal requirements of equal employment opportunity.

## **901.300 PENALTIES**

Any penalty imposed on any employee for violation of these rules shall be in accordance with applicable rules and regulations and statutes.