
CHAPTER 2

ADMINISTRATION

STATEMENT OF POLICY

This policy sets forth the responsibilities of the Director of Education/Superintendent in the implementation of Titles 4 and 17 of the Guam Code Annotated; these Personnel Rules and Regulations; and other laws.

902.000 **RESPONSIBILITY OF THE SUPERINTENDENT**

- A. The provisions of Title 4 of the Guam Code Annotated and these Rules and Regulations and other applicable statutes shall control personnel administration in DOE.
- B. The Director of Education/Superintendent shall:
 - 1. be responsible for the enforcement of these Personnel Rules and Regulations and other applicable statutes.
 - 2. advise the Board of Education and Civil Service Commission on policies and procedures concerning personnel management matters.
 - 3. maintain an adequate system of review to ensure statutes, executive orders, rules, regulations and standards relating to personnel management are consistently and appropriately applied. Whenever the review with established policies, rules, regulations and standards, reveal that there have been infractions, the Director of Education/ Superintendent shall take such actions as may be appropriate to obtain compliance therewith.
 - 4. exercise and provide leadership in personnel matters.
 - 5. develop and promulgate policies, rules, regulations and standards to promote the efficiency of services.

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6. maintain complete employment records of all employees.
 7. maintain the position classification and pay plan.
 8. carry out such other personnel administration activities as are necessary to assure the promotion of merit-based personnel systems.
 9. provide for initial and periodic orientation to all employees concerning the provisions of these rules and regulations, and the training of all supervisory employees including administrators in their specific responsibilities for advising employees on requirements and provisions of these rules and regulations.
 10. assure that each supervisory employee is provided a copy of these rules and regulations and any subsequent changes.
 11. assure that each employee is provided a copy of the Employee Orientation Handbook.