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shall not extend beyond an additional three hundred sixty (360) calendar days. No exemption shall be granted to the Department on the three hundred sixty (360) day limitation except upon approval by the Civil Service Commission; provided, however, that no further temporary assignment to the same position shall be allowed beyond a total period of seven hundred twenty (720) days, unless extraordinary extenuating circumstances as found by the Civil Service Commission justify further temporary assignment to such position. In any such temporary assignments, the assignee shall suffer no loss of pay while so assigned. Pursuant to Public Law 22-39.

- L. An employee who is a Teacher and is detailed to the position of School Principal or Assistant School Principal shall be entitled to accumulate annual leave following the provisions of annual leave accumulations during the duration of the Detail Appointment. The teacher so detailed shall have all accumulated annual leave during the detail appointment banked, and use thereof shall be in accordance with leave provisions.

## **904.600 TYPES OF APPOINTMENTS**

### **904.601 Permanent Appointment**

A permanent appointment is granted an employee after successfully completing a probationary period in the permanent position.

### **904.602 Probationary Appointment**

- A. Probationary Period

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The probationary period shall be utilized as fully as possible to determine the fitness of the employee for the position.

B. Original Probationary Period

An original probationary period shall be required when an individual who does not have permanent status is appointed to a permanent position.

This also applies to former employees who have not been employed in the Government of Guam/DOE service after four years of separation in good standing.

C. New Probationary Period

1. A new probationary period shall be required of a permanent employee when he:

- a. is promoted to a permanent position;
- b. is transferred to a permanent position in another class;
- c. receives a voluntary demotion to a permanent position.; or
- d. is reappointed to a permanent position.

D. Duration of Probationary Period

1. Original and new probationary periods will be for six months, except that all certificated employees shall be required to serve a probationary period of one (1) year and except that service as a result of the 700 hour employment program may be credited consistent with statute. Employees holding classified positions under temporary employment, who are subsequently appointed to the same position under a permanent appointment, shall be credited for time served towards their probationary period under the temporary

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appointment.

2. The Director of Education/Superintendent may extend an original probationary period, or a new probationary period not to exceed a total of 12 months. Written notice of the extension shall be given to the employee by the Director of Education/Superintendent prior to the expiration of the probationary period.

E. Discontinuance of a Probationary Appointment

1. If an employee fails to render satisfactory service during the original probationary period, he may be dismissed by the Director of Education/Superintendent provided he has served a probationary period of at least three months. The dismissal notice to the employee shall indicate the effective date of the action and is issued no later than the established end of the probationary period. Failure to issue a probationary letter by the expiration date does not grant permanent status.
2. If an employee fails to satisfy a new probationary period, the employee shall be served a notice of non-performance with intent to remove from the position appointed to. Such employee shall be permitted to return to the position he last occupied on a permanent basis, or he may request to be placed in a comparable position for which he meets the minimum qualification requirements and if such position is not available, the employee shall be placed on a priority placement list and given first offer of employment upon availability of such position. The employee has the right to request for a review of the removal with the CSC.

*NOTE: New probationary employees may be disciplined for misconduct with right to appeal under adverse action procedures.*

**904.603**     **Temporary Appointment**