



DEPARTMENT OF EDUCATION

OFFICE OF THE SUPERINTENDENT

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K. ERIK SWANSON, PH.D.
Superintendent of Education

STANDARD OPERATING PROCEDURES

SOP#: 800-013

SUBJECT: **EMPLOYMENT OF GOVERNMENT OF GUAM RETIREES
FACILITIES & MAINTENANCE PERSONNEL (GDOE)**

EFFECTIVE DATE:

INQUIRIES: **SUPERINTENDENT OF EDUCATION
HUMAN RESOURCES DIVISION**

I. REFERENCES: Public Law 37-34
Board Policy No. 904.309

II. APPLICABILITY: This Standard Operating Procedure (SOP) applied to Government of Guam Retirees who are seeking employment in the Facilities and Maintenance Division at the Guam Department of Education

III. PURPOSE: The purpose of this SOP is to establish the procedures, roles, responsibilities and guidelines related to recruitment of retired Government of Guam Facilities and Maintenance personnel. This SOP implements a system of recruitment and selection of employees in accordance with merit system principles and equal opportunity guidelines.

IV. GENERAL: The primary objectives are as follows:

- a. **Retention of Maintenance Positions:** The Guam Department of Education recognizes the importance of maintaining a skilled workforce for the upkeep and maintenance of school buildings and facilities. By employing Government of Guam retirees, the Board aims to attract and retain valuable expertise and experience.
- b. **Compliance with Regulatory Requirements:** The introduction of new regulatory requirements mandates the provision of safe, healthy, and clean school buildings and facilities. By employing retirees, the Department intends to leverage their knowledge and skills to ensure compliance with these regulations and enhance the learning environment for students.
- c. **Every Child is Entitled to an Adequate Public Education Act (Public Law 28-45):** The policy aligns with the principles outlined in the "Every Child is Entitled to an Adequate Public Education Act," emphasizing the Board's commitment to providing quality education through improved infrastructure and facilities.

VII. POLICIES: Board Policy No. 904.309
Personnel Rules & Regulations Chapter 4, Section 904.000

Personnel Rules & Regulations Chapter 6, Section 906.000

VIII. PROCEDURES: The policy has been approved by the Guam Education Policy Board to fulfill its authority granted by Section 2 of Public Law 37-34. Board Policy No. 904.309 enables the Superintendent of Education to establish terms and conditions for employment of Government of Guam retirees. Guidelines are as follows

- a. **Eligibility Criteria:** Retirees seeking employment must be recruited and selected in accordance with the Merit System Principles and Equal Employment Opportunity guidelines (see *Personnel Rules & Regulations, Chapter 4: Filling Positions in the Department of Education, Section 904.000 Appointment through the Merit System*).
- b. **Temporary Employment:** Under the established board policy, employment of Government of Guam retirees is conducted on a temporary 12-month basis. The nature of the employment status will be Limited Term Full-Time.

Once a qualified candidate is identified, the limited term employee will be terminated within one month. In accordance with Guam Department of Education Personnel Rules and Regulations Section 904.603 A (5), "Limited term appointments are unclassified appointments and may be terminated at any time to the expiration of one year."

- c. **Compensation:** Retirees will be compensated in accordance with Pay Actions related to Appointments (see *Personnel Rules & Regulations, Chapter 6 Pay Administration, Section 906.000 Pay Actions related to Appointments*).

Recruitment will be as initial appointment which will be the first step of the appropriate pay grade.

IX. PENALTY: Failure to adhere to this SOP may result in disciplinary action in accordance with the DOE Personnel Rules & Regulations

X. EFFECTIVE DATE: Upon date of approval and signature, unless otherwise noted.

XI. CHANGE(S): Changes to this policy shall be effectuated by the Superintendent of Education.

APPROVED



K. Erik Swanson, Ph.D.
Superintendent of Education



5/21/24
Date

DISAPPROVED