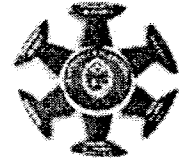




Felix P. Camacho
Governor
Kaleo S. Moylan
Lieutenant Governor

DEPARTMENT OF ADMINISTRATION
(DIPATTAMENTON ATMENESTRASION)
DIRECTOR'S OFFICE
(Ufisinan Direktot)

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Lourdes M. Perez
Director
Joseph C. Manibusan
Deputy Director

HRD No. 06-0970

SEP 07 2006

Memorandum

To: Fire Chief, Guam Fire Department
From: Director, Department of Administration
Subject: Enforcement of Grievance Review Board Decision

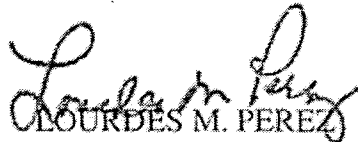
Buenas! Pursuant to the Department of Administration's Grievance Procedures, Step 4, the Grievance Review Board conducted a hearing on October 27, 2005, to review the grievance appeal of Mr. Douglas Sherwin, Fire Fighter I.

On December 19, 2005, the Grievance Review Board rendered a decision and recommended that Mr. Sherwin be compensated for duties he had performed as an Emergency Medical Technician. The Grievance Review Board also recommended that all other fire personnel who were affected with this same issue file a compensation request with the Fire Chief of the Guam Fire Department for processing. According to an August 1, 2006 letter from the Guam Federation of Teachers, who represents Mr. Sherwin, he has yet to be compensated.

Since you failed to appeal the Grievance Review Board's decision to the Civil Service Commission at Step 5 within 5 days of receipt of that decision, the Step 4 decision becomes final and enforceable.

My office would like to remind you that pursuant to Executive Order 2001-01 and the Grievance Review Board decision, your department is obligated to pay Mr. Sherwin and any other employee who has justified a similar claim with your office. Failure to do so would be in violation of said Executive Order and the Department of Administration's Personnel Rules and Regulations 12.802 (A), which states, "...the Director of Administration shall appoint a Grievance Review Board, which has the responsibility and authority to resolve the grievance." [cited in part]

If you have any questions, please do not hesitate to call Tony Aguon, Personnel Management Analyst III, at the Human Resources Division at 475-1138 or 475-1249. Si Yu'os Ma'ase.


LOURDES M. PEREZ

cc: President, Guam Federation of Teachers