

# **Guam Public Library System Performance Reviews**

Guam Public Library System is a line department within the Executive Branch and employees are governed to abide with the Government of Guam, Department of Administration, Personnel Rules and Regulations.

## **Performance Reviews**

Guam Public Library System management will refer to the Department of Administration, Personnel Rules and Regulations Manual on the proper procedure in handling the offense committed.

In particular, attached are pages (106) thru ( 111) from said Manual.

### **Chapter 10 – Employee Performance Statement of Policy**

#### **10.000 – Employee Performance Evaluation**

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- 10.002      Performance Evaluation Training**
- 10.003      Performance Evaluation Records**
- 10.004      Appointing Authority’s Responsibility for Performance Evaluations**
- 10.005      Supervisor’s Responsibility for Performance Evaluations**
- 10.006      The Performance Evaluation Form**
- 10.007      Performance Evaluation Period**
- 10.008      Salary Increments – Permanent Employee**
- 10.009      Performance Evaluations for Probationary Employees**

#### **10.100 – Appeal Procedure for Redetermination of Performance Rating**

- 10.101      Purpose**
- 10.102      Coverage**

- 10.103 Representation**
- 10.104 Freedom from Reprisal or Interference**
- 10.105 Management's Responsibility for Timely Action**
- 10.106 Informal Appeal Procedure – Department Head**
- 10.107 Formal Appeal Procedure o- Director of Administration  
– Performance Rating Board of Review**

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**See Appendix K - (Performance Report re: Probationary Employee)**

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## CHAPTER 10

# EMPLOYEE PERFORMANCE

### STATEMENT OF POLICY

This chapter encourages efficiency and productivity among employees and the orderly and constructive relationships between management and employees in the interest of effective personnel management, and the efficient operation of the government of Guam.

### 10.000 EMPLOYEE PERFORMANCE EVALUATION

#### 10.001 Performance Evaluation

The Director shall establish and maintain a performance evaluation system for the fair and objective appraisal of work performance of employees. The performance evaluation system may be used to:

- A. improve individual performance.
- B. strengthen supervisor/employee relationships.
- C. recognize employee accomplishments and good work.
- D. identify job standards.
- E. identify training need.
- F. grant or deny pay increments.
- G. determine order of layoffs.
- H. determine whether a probationary employee shall be given a permanent appointment.

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- I. determine eligibility for promotion.
  - J. determine whether disciplinary action is required.

**10.002 Performance Evaluation Training**

The Director shall be responsible for providing periodic training for all levels of management concerning the performance evaluation system, including the development of performance standards, performance interview techniques and performance ratings.

**10.003 Performance Evaluation Records**

- A. A copy of the performance evaluation report shall be transmitted to the Director, 30 days prior to the anniversary date. Upon receipt of the performance evaluation report and recommendations, the Director shall effect the appropriate personnel action in accordance with the recommendation of the appointing authority. No action will be taken by the Director until receipt of the performance evaluation report.
- B. Records of the performance evaluation report shall be filed in the employee's personnel file.

**10.004 Appointing Authority's Responsibility for Performance Evaluations**

The appointing authority shall be responsible for the effective implementation and administration of the performance evaluation system within his respective department or agency. He shall approve all performance ratings made within his department or agency, and shall insure that supervisory personnel receive adequate training in the performance evaluation system. He shall insure that performance evaluations and reports are completed and submitted on a timely basis.



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**10.005 Supervisor's Responsibility for Performance Evaluations**

- A. The performance standards shall be developed and the performance rating shall be completed by the supervisor immediately responsible for the employee's work with input from the employee. The rater should be the individual who oversees, reviews and checks the daily work performance of the employee being rated, or is the supervisor who is most closely acquainted with the employee's daily work performance. The supervisor shall also be responsible for the timely preparation and submission of performance reports for all employees under his supervision. The employee's supervisor must have supervised the employee for at least 90 days to render a fair evaluation. Before a supervisor retires, resigns or transfers, he shall render an evaluation for the assigned employees before leaving the department/agency or government service.
- B. For employees on temporary assignments due to work injury, disability (light duty), details, etc., for 120 days or more, the supervisor may establish additional performance standards to reflect current duties. A composite rating for the temporary assignment and permanent position may be made.

**10.006 The Performance Evaluation Form**

Performance evaluations shall be accomplished on a form prescribed by the Director, consistent with the performance evaluation system in effect. The performance evaluation forms shall be filed in the employee's permanent records.

**10.007 Performance Evaluation Period**

In accordance with the system and procedures prescribed by the Director, supervisors shall evaluate the work performance for employees:

- A. Every 12 months of service for permanent employees in Pay Steps 1 through 6, every 18 months of service for permanent employees in Pay Steps 7 through 9, and every 24 months of service for permanent employees in Pay

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Steps 10 through 19, to coincide with the employee's employment anniversary date or increment due date.

**(NOTE: Supervisors are also required to conduct mid-term performance assessments for all their subordinates.)**

- B. No later than the end of the probationary period for those employees serving original or new probationary appointments, including those whose probationary periods have been extended. The final Probationary Performance Report shall be submitted and received by the Director, no later than 10 work days from the end of the probationary period.

**10.008 Salary Increments - Permanent Employees**

Every classified employee shall be entitled to a one step salary increment for satisfying performance, except as otherwise provided by statute.

**10.009 Performance Evaluations for Probationary Employees**

- A. An overall performance rating of at least Satisfactory shall be necessary before an employee serving an original or new probationary period may receive a permanent appointment in the class of position he occupies.
- B. When an employee serving an original or new probationary period receives an overall performance rating of Marginal, the probationary period shall be extended for a minimum period of 60 days during which the employee has the opportunity to improve his work performance, provided the total probationary period does not exceed 12 months.
- C. When an employee, serving an original or new probationary period, receives an overall performance rating of Unsatisfactory, the employee serving the original probationary period shall be terminated from government employment while the employee serving a new probationary period shall be allowed to return to his former or comparable position consistent with these rules. If such



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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.

**10.100 APPEAL PROCEDURE FOR RE-DETERMINATION OF PERFORMANCE RATING**

**10.101 Purpose**

This procedure outlines the responsibilities and procedures to be followed by management and employees in handling performance rating appeals.

**10.102 Coverage**

Employees covered in this procedure are those employees who have satisfactorily completed their original and new probationary period and have attained permanent status in the government of Guam. Such employee who believes he was unjustly rated may request for re-determination of his performance rating. Original probationary period performance ratings are not appealable under this procedure.

**10.103 Representation**

An employee has the right to present an appeal with or without representation. He also has the right to be accompanied, represented, and advised by a representative of his choice at any step of the appeal proceedings.

**10.104 Freedom from Reprisal or Interference**

An employee and his representative shall be free to appeal a performance rating without restraint, interference, coercion, discrimination, or reprisal.

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**10.105 Management's Responsibility for Timely Action**

Management shall expedite the processing of an appeal and shall abide by the allotted time. Failure to render a decision within the allotted time at any step constitutes denial, and the employee may then proceed to the next step of the appeal procedure.

**10.106 Informal Appeal Procedure - Department Head**

- A. The employee who believes he was unjustly rated shall bring the matter to the attention of his immediate supervisor not later than five work days after he was notified of his performance evaluation rating by his supervisor. The employee may present his informal appeal either orally or in writing to the department/agency head or his representative.
- B. A review of the rating shall be afforded the employee by the rater and/or higher level supervisor. Settlement of aggrieved matters is encouraged at the lowest possible administrative level and in the shortest possible time. The employee shall be notified of the decision not later than five work days after presentation of his informal appeal to his department/agency head or his representative.
- C. If the employee's concerns are not resolved, or that a decision is not issued within five work days, the employee may file a formal appeal to the Director of Administration.

**10.107 Formal Appeal Procedure - Director of Administration - Performance Rating Board of Review**

- A. When the decision of the department head fails to satisfy the employee, the employee may file a formal appeal to the Performance Rating Board of Review via the Director of Administration. The appeal shall be in writing to the Director and filed within five work days after the appellant receives the department head's decision.



GOVERNMENT OF GUAM  
WORK PLANNING & PERFORMANCE EVALUATION SYSTEM

EMPLOYEE: _____	SS NO.: _____
POSITION TITLE: _____	DEPT./DIV.: _____
RATING PERIOD: FROM: _____	TO: _____
PERIOD OF SUPERVISION: FROM: _____	TO: _____
SUPERVISOR: _____	REVIEWER: _____

DETAILED INSTRUCTIONS FOR COMPLETING THIS FORM CAN BE FOUND IN THE SUPERVISOR'S HANDBOOK

**I. WORK PLANNING**

This stage takes place at the beginning of the rating period. Supervisor and employee meet to discuss and establish primary job tasks and performance standards for the rating period. List job tasks and performance standards on the reverse of this form.

**COMMENTS ATTACHED**

- EMPLOYEE
- SUPERVISOR

**INDIVIDUAL DEVELOPMENT PLAN ATTACHED?**

- YES
- NO

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE/DATE

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE/DATE

**II. WORK PROGRESS**

This stage may take place at anytime during the rating period. Supervisor and employee meet to review the employee's work progress in relation to the established performance standards. Comments may be made on reverse side of this form under each job task, or attached on a separate form or sheet.

**COMMENTS ATTACHED**

- EMPLOYEE
- SUPERVISOR

**III. MID-PERIOD PERFORMANCE ADVISORY**

This stage takes place within one month before or after the approximate mid-point of the rating period. Supervisor and employee meet to discuss advisory ratings assigned for the employee on each job task and overall for the first half of the rating period.

**Overall Advisory Rating:**

- Outstanding (Explain)
- Highly Satisfactory (Explain)
- Satisfactory
- Marginal (Explain)
- Unsatisfactory (Explain)

**SUPERVISOR'S COMMENTS:**

**COMMENTS ATTACHED**

- EMPLOYEE
- SUPERVISOR
- REVIEWER

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE/DATE

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE/DATE

\_\_\_\_\_  
REVIEWER'S SIGNATURE/DATE

**IV. FORMAL PERFORMANCE EVALUATION and V. PERFORMANCE EVALUATION INTERVIEW**

This is the final two stages of the evaluation process. The supervisor evaluates and the supervisor and employee meet to discuss the performance ratings assigned for the employee on each job task and overall for the rating period.

**OVERALL PERFORMANCE RATING:**

- OUTSTANDING (Explain)
- SATISFACTORY
- UNSATISFACTORY (Explain)
- RECOMMENDED
- NOT RECOMMENDED

**SALARY INCREMENT:**

**SUPERVISOR'S COMMENTS:**

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE/DATE

- EMPLOYEE:  I AGREE  
 I DISAGREE

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE/DATE

COMMENTS:

**REVIEWER'S DETERMINATION:** On the basis of my review, I have determined that the Supervisor's ratings are appropriately justified.

\_\_\_\_\_  
REVIEWER'S SIGNATURE/DATE

COMMENTS:

**APPOINTING AUTHORITY:** My signature below indicates that I concur with the Supervisor's evaluation of the employee, approve the recommended rating, and certify funds availability should a salary increment be recommended.

\_\_\_\_\_  
APPOINTING AUTHORITY'S SIGNATURE/DATE

COMMENTS:



**WORK PLANNING & PERFORMANCE EVALUATION SYSTEM  
JOB TASKS/PERFORMANCE STANDARDS**

List the employee's primary job tasks for this rating period and the performance standards which will be used to evaluate the employee's performance of these tasks in the appropriate spaces below. Attach additional copies as needed.

**JOB TASK:**

**Performance Standard:** (Employee successfully meets job requirements if):

**Work Progress Review Comments:**

**ADVISORY JOB TASK RATING:**

- Exceeds Work Performance Standards (Explain)
- Highly Meets Work Performance Standards (Explain)
- Meets Work Performance Standards
- Barely Meets Work Performance Standards (Explain)
- Below Work Performance Standards (Explain)

**COMMENTS:**

**FORMAL JOB TASK RATING:**

- EXCEEDS Work Performance Standards (Explain)
- MEETS Work Performance Standards
- BELOW Work Performance Standards (Explain)

**COMMENTS:**

**JOB TASK:**

**Performance Standard:** (Employee successfully meets job requirements if):

**Work Progress Review Comments:**

**ADVISORY JOB TASK RATING:**

- Exceeds Work Performance Standards (Explain)
- Highly Meets Work Performance Standards (Explain)
- Meets Work Performance Standards
- Barely Meets Work Performance Standards (Explain)
- Below Work Performance Standards (Explain)

**COMMENTS:**

**FORMAL JOB TASK RATING:**

- EXCEEDS Work Performance Standards (Explain)
- MEETS Work Performance Standards
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**COMMENTS:**

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- Exceeds Work Performance Standards (Explain)
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- Below Work Performance Standards (Explain)

**COMMENTS:**

**FORMAL JOB TASK RATING:**

- EXCEEDS Work Performance Standards (Explain)
- MEETS Work Performance Standards
- BELOW Work Performance Standards (Explain)

**COMMENTS:**



MEMORANDUM

TO:

FROM: Director, Department of Administration

SUBJECT: PERFORMANCE REPORT  
RE: Probationary Employee

Chapter 10A.9 of the Government of Guam Personnel rules and Regulations requires the appointing authority to evaluate the performance of employees serving an original or new probationary period to determine their employment status. This office requires that the probationary employee named below be evaluated. This form must be returned to the Department of Administration no later than \_\_\_\_\_, ten (10) work days from the established end of the probationary period. Please provide a copy of this form to the employee concerned and retain a copy for your files.

DIRECTOR, DEPARTMENT OF ADMINISTRATION

<b>PERFORMANCE EVALUATION REPORT</b>	<b>PROBATIONARY EMPLOYEE</b>												
NAME: _____													
POSITION TITLE: _____													
DATE PROBATION ENDS: _____													
TYPE OF PROBATION: <input type="checkbox"/> ORIGINAL (Complete Box A ONLY) <input type="checkbox"/> NEW (Complete Box B ONLY)													
<b>A. ORIGINAL PROBATION</b>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>OVERALL PERFORMANCE RATING</b></td> <td style="width: 50%;"><b>RECOMMENDATION (Employee Shall Be)</b></td> </tr> <tr> <td><input type="checkbox"/> Outstanding</td> <td><input type="checkbox"/> Given a permanent appointment in the classified service.</td> </tr> <tr> <td><input type="checkbox"/> Highly Satisfactory</td> <td><input type="checkbox"/> Continued on probationary status for additional ____ days.</td> </tr> <tr> <td><input type="checkbox"/> Satisfactory</td> <td><input type="checkbox"/> Dismissed from the position. Notice to employee attached.</td> </tr> <tr> <td><input type="checkbox"/> Marginal (Must extend probation)</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Unsatisfactory</td> <td></td> </tr> </table>	<b>OVERALL PERFORMANCE RATING</b>	<b>RECOMMENDATION (Employee Shall Be)</b>	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Given a permanent appointment in the classified service.	<input type="checkbox"/> Highly Satisfactory	<input type="checkbox"/> Continued on probationary status for additional ____ days.	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Dismissed from the position. Notice to employee attached.	<input type="checkbox"/> Marginal (Must extend probation)		<input type="checkbox"/> Unsatisfactory		
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<b>B. NEW PROBATION PERIOD:</b>													
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> TRANSFER	<input type="checkbox"/> VOLUNTARY DEMOTION											
<input type="checkbox"/> RE-APPOINTMENT	<input type="checkbox"/> OTHER:												
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_____ SUPERVISOR'S NAME	_____ SIGNATURE/DATE												
_____ EMPLOYEE'S NAME	_____ SIGNATURE/DATE												
_____ DEPARTMENT HEAD'S NAME	_____ SIGNATURE/DATE												