

**GUAM COMMUNITY COLLEGE
Board of Trustees**

PAY ADJUSTMENT ON PROMOTION OR DEMOTIONS

WHEREAS, Public Law 22-137 amended Section 6103 of Title 4, Guam Code Annotated, to maintain the accreditation of the Guam Community College by giving the Board of Trustees full authority over its academic personnel; and

WHEREAS, Section 1 of Public Law 22-137 grants the Board of Trustees exclusive authority to hire and dismiss, and to set the selection, qualification, classification, compensation, tenure, and promotion criteria for academic personnel; and

WHEREAS, the Guam Community College Personnel Rules and Regulations does not set criteria for pay adjustment on promotion.

NOW, THEREFORE, BE IT RESOLVED, that the Guam Community College Board of Trustees hereby adopts the following procedures on PAY ADJUSTMENT ON PROMOTION OR DEMOTION affecting academic personnel only:

Permanent full-time employees of the Guam Community College who are promoted or demoted competitively, or by reclassification, or temporarily, to a higher Pay Grade, shall receive a salary as follows:

Compensation Adjustment Following a Promotion

The pay adjustment is effectuated by initially increasing the employee's current base salary by six (6) sub-steps on the grade they are currently allocated. If this figure is:

- a) below the minimum of the new implementation range they would be slotted at the minimum of the new implementation range.
- b) above the minimum of the new implementation range they would be slotted at the closest sub-step (just on the high side) of the new grade.
- c) The President, with approval from the Board, may grant up to three (3) additional sub-steps, based on superior performance, significant contributions made to the business unit or College as a whole, or demonstration of personal enrichment and development related to and beyond the job requirement. All requests for additional sub-step placement must be justified in writing.

If it is not possible to increase the employee's current base salary by six (6) sub-steps on the grade they are currently allocated then identify the closest sub-step (just on the high side) of the grade they are being promoted to and then increase this by a further six (6) sub-steps.

Page 2: GCC Board of Trustees Policy 425 – Pay Adjustment on Promotion or Demotions

Compensation Adjustment Following a Demotion

With a demotion, the pay adjustment is effectuated by initially decreasing the employee's current base salary by six (6) sub-steps on the grade they are currently allocated. If this figure is:

- a) below the minimum of the new implementation range they would be slotted at the minimum of the new implementation range.
- b) above the minimum of the new implementation range they would be slotted at the closest sub-step (just on the low side) of the new grade.

If it is not possible to decrease the employee's current base salary by six (6) sub-steps on the grade they are currently allocated then identify the closest sub-step (just on the low side) of the grade they are being demoted to and then decrease this by a further six (6) sub-steps.

BE IT FURTHER RESOLVED, that the Pay Adjustment on Promotion procedures be effective July 22, 1994, the date the Governor signed Public Law 22-137.

Amended & Adopted: September 9, 2022
Resolution 15-2022

Reviewed with no changes: August 11, 2017

Amended & Adopted: January 8, 2009
Resolution 4-2009

Adopted: January 4, 1995
Resolution 6-95