



BUREAU OF BUDGET & MANAGEMENT RESEARCH

OFFICE OF THE GOVERNOR

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BBMR CIRCULAR NO. 08-03

To: All Line Department and Agency Heads
From: Director, Bureau of Budget and Management Research
Subject: Detail Appointments – BBMR Prior Approval

During a Cabinet Meeting in July 2007, Chief of Staff, George Bamba, announced a directive requiring BBMR's prior approval of all detail appointments prior to their implementation. The directive is part of continuing efforts towards improved budgetary discipline to include proper justification of such appointments and to determine their funding impact in advance.

Since the directive, BBMR has continued to receive GG-1's for detail appointments that did not receive BBMR's prior approval. To assist in compliance with this directive, BBMR has developed form **BBMR F-16** which is available for your use on BBMR website bbmr.guam.gov.

Also attached to this Circular for your guidance are excerpts from the Personnel Rules and Regulations governing detail assignments (4.506) and compensation following a detail appointment (6.008).

Meantime, all GG-1's for detail appointments received by BBMR to date without the prior approval required will be returned pending compliance with this Circular. **Please note that no detail appointment pay adjustment (if approved) shall have an effective date prior to the BBMR approval date.**

Your cooperation is appreciated.

BERTHA M. DUENAS
Acting

Attachments

Employee Name:			
Current Position Title:			
Current Grade & Step:			
Current Salary Per Annum:	\$	-	Per hr. \$ -
Proposed Detail Position Title:			
Proposed Grade & Step:			
Proposed Salary Per Annum	\$	-	Per hr. \$ -
Pay Differential Per Hour:			\$ -
120-Day Detail Pay Salaries Impact			\$ -
120-Day Detail Pay Benefits Impact			\$ -
Total Funding Impact			\$ -

DETAIL JUSTIFICATION *(specific to the need for the delivery of critical services):*

Certified Funds Available:

(Signature of Certifying Officer)

Date: _____

APPROVED:

(Signature of Department Head)

Date: _____

Approved

Disapproved

(Signature - BBMR)

Date: _____

EXAMPLE

Employee Name:	John Doe		
Current Position Title:	Program Coordinator I		
Current Grade & Step:	K-1		
Current Salary Per Annum:	\$ 24,656.00	Per hr.	\$ 11.85
Proposed Detail Position Title:	Program Coordinator IV		
Proposed Grade & Step:	N-1		
Proposed Salary Per Annum	\$ 31,064.00	Per hr.	\$ 14.93
Pay Differential Per Hour:			\$ 3.08
120-Day Detail Pay Salaries Impact			\$ 2,957.54
120-Day Detail Pay Benefits Impact			\$ 754.76
Total Funding Impact			\$ 3,712.30

DETAIL JUSTIFICATION *(specific to the need for the delivery of critical services):*

Certified Funds Available:

(Signature of Certifying Officer)

Date: _____

APPROVED:

(Signature of Department Head)

Date: _____

Approved

Disapproved

(Signature - BBMR)

Date: _____

4.506 Detail Assignments

- A. A detail is the temporary assignment to meet management needs of an employee to another position or to a group of specific duties and responsibilities for a specified period with the employee returning to his regular duties at the end of the detail. A position is not filled by a detail as the employee continues to be the incumbent of the position from which he is detailed, and his salary during the detail does not change. For details to unbudgeted positions, or to a group of specific duties and responsibilities, the appointing authority shall provide the Director a position description upon the 30th day of the detail appointment.
- B. Details shall be made only for meeting temporary needs of department or agency programs such as:
 - 1. emergency details - to meet emergencies occasioned by abnormal workload, change in organization, or unanticipated absences; or
 - 2. pending description and formal classification of a new position; or
 - 3. to replace an incumbent who is undergoing training.
- C. All details in excess of 30 calendar days must be documented by the appointing authority with a copy furnished to the Director. No personnel action shall be transacted unless proper documentation is provided.
- D. An employee shall not be detailed while serving a probationary period.
- E. No employee shall be temporarily assigned or detailed to a position nor, shall the employee assume the duties and responsibilities of a position other than the one to which he has been appointed for a period in excess of 120 days within a calendar year, unless the appointing authority obtains an exemption upon written application to the Civil Service Commission. Such exemption shall not extend beyond an additional 120 days within that calendar year.
- F. An employee in an unclassified position, or an individual employed under a contract will not be detailed to a position in the classified service.
- G. Nothing in this regulation is intended to infringe on management's prerogatives in day-to-day operational activities which may occasionally require that an employee be assigned, for brief periods up to 30 calendar days, work normally performed by another employee.

- H. Employees serving on a detail in excess of 30 calendar days in a position having a higher pay grade than his regular position, shall receive a payment differential in accordance with Rule 6.008 provided, the detail appointment is consistent with classification principles as determined by the Director.
- I. Employees serving a detail in excess of 30 calendar days in a position having a lower pay grade, shall not have their pay adjusted to the lower pay.
- J. An employee may not be detailed beyond 120 calendar days to any classified position, unless that employee has met all of the qualification requirements for the position.

6.008 Compensation Following a Detail Appointment

- A. Employees serving a detail appointment, consistent with Rule 4.506, in excess of 30 consecutive calendar days in a position having a higher pay grade than his regular position, shall receive a salary increase closest to and not less than a one step increase in the current pay grade. Payment of the differential shall be deferred until the employee has served at least 30 consecutive calendar days in a detail.

- B. At the discretion of the appointing authority, employees detailed to an unclassified position, whose detailed step does not exceed Step 10, may receive up to Step 10 of the unclassified position.