

GOVERNMENT OF GUAM

CIVIL SERVICE COMMISSION KUMISION I SETBISION SIBIT

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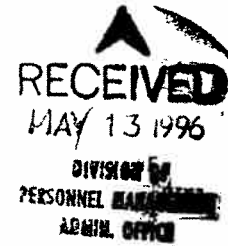


CSC NO. 96-397

06 MAY 1996

MEMORANDUM

TO: All Department and Agency Heads
All Personnel Services Administrators - *DOA*
Chief of Payroll, DOA
Chief of Payroll, DOE



FROM: Executive Director

SUBJECT: REVISED UNIFIED PAY SCHEDULE

Hafa Adai! Attached is the revised Unified Pay Schedule for your use and reference. Please replace and disregard the unified pay schedule initially provided to you by the Commission in 1991.

A few minor corrections to the hourly rates have been made as follows:

<u>FROM</u>	<u>TO</u>
G11 - \$13.97	G11 - \$13.98
IT10 - \$15.98	IT10 - \$15.99
IT15 - \$18.98	IT15 - \$18.99
MT15 - \$25.58	MT15 - \$25.59

The Commission regrets the discrepancies. Please insure that the corrected hourly rates are reflected in the official personnel and payroll documents of all affected employees retroactive to 01 OCTOBER 1991.

Should there be any questions, contact the Commission at 475-1300~1303. Si Yuus Maase!

Attachment(s)



Commonwealth Now!

E. Hara
ELOY P. HARA

CIVIL SERVICE COMMISSION
 UNIFIED PAY SCHEDULE PUBLIC LAW 21-59
 EFFECTIVE 01 OCTOBER 1991

PAY GRADE	STEP 1 STEP 11	STEP 2 STEP 12	STEP 3 STEP 13	STEP 4 STEP 14	STEP 5 STEP 15	STEP 6 STEP 16	STEP 7 STEP 17	STEP 8 STEP 18	STEP 9 STEP 19	STEP 10 STEP 20
A /Annuu	\$13,990	\$14,865	\$15,739	\$16,614	\$17,488	\$18,188	\$18,887	\$19,587	\$20,286	\$20,986
/2080 hrs	\$6.73	\$7.15	\$7.57	\$7.99	\$8.41	\$8.74	\$9.08	\$9.42	\$9.75	\$10.09
Steps 11-20	\$21,721	\$22,481	\$23,268	\$24,082	\$24,925	\$25,797	\$26,700	\$27,635	\$28,602	\$29,603
/2080 hrs	\$10.44	\$10.81	\$11.19	\$11.58	\$11.98	\$12.40	\$12.84	\$13.29	\$13.75	\$14.23
B /Annuu	\$14,534	\$15,443	\$16,351	\$17,260	\$18,168	\$18,895	\$19,621	\$20,348	\$21,075	\$21,802
/2080 hrs	\$6.99	\$7.42	\$7.86	\$8.30	\$8.73	\$9.08	\$9.43	\$9.78	\$10.13	\$10.48
Steps 11-20	\$22,565	\$23,355	\$24,172	\$25,018	\$25,894	\$26,800	\$27,738	\$28,709	\$29,714	\$30,754
/2080 hrs	\$10.85	\$11.23	\$11.62	\$12.03	\$12.45	\$12.88	\$13.34	\$13.80	\$14.29	\$14.79
C /Annuu	\$15,133	\$16,079	\$17,024	\$17,970	\$18,916	\$19,673	\$20,429	\$21,186	\$21,943	\$22,699
/2080 hrs	\$7.28	\$7.73	\$8.18	\$8.64	\$9.09	\$9.46	\$9.82	\$10.19	\$10.55	\$10.91
Steps 11-20	\$23,493	\$24,316	\$25,167	\$26,048	\$26,959	\$27,903	\$28,879	\$29,890	\$30,936	\$32,019
/2080 hrs	\$11.29	\$11.69	\$12.10	\$12.52	\$12.96	\$13.41	\$13.88	\$14.37	\$14.87	\$15.39
D /Annuu	\$15,840	\$16,830	\$17,820	\$18,810	\$19,800	\$20,592	\$21,384	\$22,176	\$22,968	\$23,760
/2080 hrs	\$7.62	\$8.09	\$8.57	\$9.04	\$9.52	\$9.90	\$10.28	\$10.66	\$11.04	\$11.42
Steps 11-20	\$24,592	\$25,452	\$26,343	\$27,265	\$28,219	\$29,207	\$30,229	\$31,287	\$32,382	\$33,516
/2080 hrs	\$11.82	\$12.24	\$12.66	\$13.11	\$13.57	\$14.04	\$14.53	\$15.04	\$15.57	\$16.11
E /Annuu	\$16,656	\$17,697	\$18,738	\$19,779	\$20,820	\$21,653	\$22,486	\$23,318	\$24,151	\$24,984
/2080 hrs	\$8.01	\$8.51	\$9.01	\$9.51	\$10.01	\$10.41	\$10.81	\$11.21	\$11.61	\$12.01
Steps 11-20	\$25,858	\$26,763	\$27,700	\$28,670	\$29,673	\$30,712	\$31,787	\$32,899	\$34,051	\$35,242
/2080 hrs	\$12.43	\$12.87	\$13.32	\$13.78	\$14.27	\$14.77	\$15.28	\$15.82	\$16.37	\$16.94

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PAY GRADE	STEP 1 STEP 11	STEP 2 STEP 12	STEP 3 STEP 13	STEP 4 STEP 14	STEP 5 STEP 15	STEP 6 STEP 16	STEP 7 STEP 17	STEP 8 STEP 18	STEP 9 STEP 19	STEP 10 STEP 20
F /Annum	\$17,635	\$18,737	\$19,840	\$20,942	\$22,044	\$22,926	\$23,808	\$24,689	\$25,571	\$26,453
/2080 hrs	\$8.48	\$9.01	\$9.54	\$10.07	\$10.60	\$11.02	\$11.45	\$11.87	\$12.29	\$12.72
Steps 11-20	\$27,379	\$28,337	\$29,329	\$30,355	\$31,418	\$32,517	\$33,656	\$34,834	\$36,053	\$37,315
/2080 hrs	\$13.16	\$13.62	\$14.10	\$14.59	\$15.10	\$15.63	\$16.18	\$16.75	\$17.33	\$17.94
G /Annum	\$18,723	\$19,893	\$21,064	\$22,234	\$23,404	\$24,340	\$25,276	\$26,212	\$27,149	\$28,085
/2080 hrs	\$9.00	\$9.56	\$10.13	\$10.69	\$11.25	\$11.70	\$12.15	\$12.60	\$13.05	\$13.50
Steps 11-20	\$29,068	\$30,085	\$31,138	\$32,228	\$33,356	\$34,524	\$35,732	\$36,983	\$38,277	\$39,617
/2080 hrs	\$13.98	\$14.46	\$14.97	\$15.49	\$16.04	\$16.60	\$17.18	\$17.78	\$18.40	\$19.05
H /Annum	\$19,974	\$21,223	\$22,471	\$23,720	\$24,968	\$25,967	\$26,965	\$27,964	\$28,963	\$29,962
/2080 hrs	\$9.60	\$10.20	\$10.80	\$11.40	\$12.00	\$12.48	\$12.96	\$13.44	\$13.92	\$14.40
/1680 hrs	\$11.89	\$12.63	\$13.38	\$14.12	\$14.86	\$15.46	\$16.05	\$16.65	\$17.24	\$17.83
Steps 11-20	\$31,011	\$32,096	\$33,219	\$34,382	\$35,585	\$36,831	\$38,120	\$39,454	\$40,835	\$42,264
/2080 hrs	\$14.91	\$15.43	\$15.97	\$16.53	\$17.11	\$17.71	\$18.33	\$18.97	\$19.63	\$20.32
/1680 hrs	\$18.46	\$19.10	\$19.77	\$20.47	\$21.18	\$21.92	\$22.69	\$23.48	\$24.31	\$25.16
HT /Annum	\$20,682	\$21,975	\$23,267	\$24,560	\$25,852	\$26,886	\$27,920	\$28,954	\$29,989	\$31,023
/2080 hrs	\$9.94	\$10.56	\$11.19	\$11.81	\$12.43	\$12.93	\$13.42	\$13.92	\$14.42	\$14.91
/1680 hrs	\$12.31	\$13.08	\$13.85	\$14.62	\$15.39	\$16.00	\$16.62	\$17.23	\$17.85	\$18.47
Steps 11-20	\$32,108	\$33,232	\$34,395	\$35,599	\$36,845	\$38,135	\$39,469	\$40,851	\$42,280	\$43,760
/2080 hrs	\$15.44	\$15.98	\$16.54	\$17.11	\$17.71	\$18.33	\$18.98	\$19.64	\$20.33	\$21.04
/1680 hrs	\$19.11	\$19.78	\$20.47	\$21.19	\$21.93	\$22.70	\$23.49	\$24.32	\$25.17	\$26.05
I /Annum	\$21,389	\$22,726	\$24,062	\$25,399	\$26,736	\$27,805	\$28,875	\$29,944	\$31,014	\$32,083
/2080 hrs	\$10.28	\$10.93	\$11.57	\$12.21	\$12.85	\$13.37	\$13.88	\$14.40	\$14.91	\$15.42
/1680 hrs	\$12.73	\$13.53	\$14.32	\$15.12	\$15.91	\$16.55	\$17.19	\$17.82	\$18.46	\$19.10

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Steps 11-20	\$33,206	\$34,368	\$35,571	\$36,816	\$38,105	\$39,438	\$40,819	\$42,247	\$43,726	\$45,256
/2080 hrs	\$15.96	\$16.52	\$17.10	\$17.70	\$18.32	\$18.96	\$19.62	\$20.31	\$21.02	\$21.76
/1680 hrs	\$19.77	\$20.46	\$21.17	\$21.91	\$22.68	\$23.48	\$24.30	\$25.15	\$26.03	\$26.94
IT /Annum	\$22,166	\$23,551	\$24,936	\$26,322	\$27,707	\$28,815	\$29,924	\$31,032	\$32,140	\$33,249
/2080 hrs	\$10.66	\$11.32	\$11.99	\$12.65	\$13.32	\$13.85	\$14.39	\$14.92	\$15.45	\$15.99
/1680 hrs	\$13.19	\$14.02	\$14.84	\$15.67	\$16.49	\$17.15	\$17.81	\$18.47	\$19.13	\$19.79
Steps 11-20	\$34,412	\$35,617	\$36,863	\$38,153	\$39,489	\$40,871	\$42,301	\$43,782	\$45,314	\$46,900
/2080 hrs	\$16.54	\$17.12	\$17.72	\$18.34	\$18.99	\$19.65	\$20.34	\$21.05	\$21.79	\$22.55
/1680 hrs	\$20.48	\$21.20	\$21.94	\$22.71	\$23.51	\$24.33	\$25.18	\$26.06	\$26.97	\$27.92
J /Annum	\$22,942	\$24,376	\$25,810	\$27,244	\$28,678	\$29,825	\$30,972	\$32,119	\$33,266	\$34,414
/2080 hrs	\$11.03	\$11.72	\$12.41	\$13.10	\$13.79	\$14.34	\$14.89	\$15.44	\$15.99	\$16.55
/1680 hrs	\$13.66	\$14.51	\$15.36	\$16.22	\$17.07	\$17.75	\$18.44	\$19.12	\$19.80	\$20.48
Steps 11-20	\$35,618	\$36,865	\$38,155	\$39,491	\$40,873	\$42,304	\$43,784	\$45,317	\$46,903	\$48,544
/2080 hrs	\$17.12	\$17.72	\$18.34	\$18.99	\$19.65	\$20.34	\$21.05	\$21.79	\$22.55	\$23.34
/1680 hrs	\$21.20	\$21.94	\$22.71	\$23.51	\$24.33	\$25.18	\$26.06	\$26.97	\$27.92	\$28.90
K /Annum	\$24,656	\$26,197	\$27,738	\$29,279	\$30,820	\$32,053	\$33,286	\$34,518	\$35,751	\$36,984
/2080 hrs	\$11.85	\$12.59	\$13.34	\$14.08	\$14.82	\$15.41	\$16.00	\$16.60	\$17.19	\$17.78
/1680 hrs	\$14.68	\$15.59	\$16.51	\$17.43	\$18.35	\$19.08	\$19.81	\$20.55	\$21.28	\$22.01
Steps 11-20	\$38,278	\$39,618	\$41,005	\$42,440	\$43,925	\$45,463	\$47,054	\$48,701	\$50,405	\$52,170
/2080 hrs	\$18.40	\$19.05	\$19.71	\$20.40	\$21.12	\$21.86	\$22.62	\$23.41	\$24.23	\$25.08
/1680 hrs	\$22.78	\$23.58	\$24.41	\$25.26	\$26.15	\$27.06	\$28.01	\$28.99	\$30.00	\$31.05
L /Annum	\$26,520	\$28,178	\$29,835	\$31,493	\$33,150	\$34,476	\$35,802	\$37,128	\$38,454	\$39,780
/2080 hrs	\$12.75	\$13.55	\$14.34	\$15.14	\$15.94	\$16.58	\$17.21	\$17.85	\$18.49	\$19.13
/1680 hrs	\$15.79	\$16.77	\$17.76	\$18.75	\$19.73	\$20.52	\$21.31	\$22.10	\$22.89	\$23.68

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Steps 11-20	\$41,172	\$42,613	\$44,105	\$45,648	\$47,246	\$48,900	\$50,611	\$52,383	\$54,216	\$56,114
/2080 hrs	\$19.79	\$20.49	\$21.20	\$21.95	\$22.71	\$23.51	\$24.33	\$25.18	\$26.07	\$26.98
/1680 hrs	\$24.51	\$25.36	\$26.25	\$27.17	\$28.12	\$29.11	\$30.13	\$31.18	\$32.27	\$33.40
LT /Annum	\$27,599	\$29,325	\$31,049	\$32,775	\$34,499	\$35,879	\$37,259	\$38,639	\$40,019	\$41,399
/2080 hrs	\$13.27	\$14.10	\$14.93	\$15.76	\$16.59	\$17.25	\$17.91	\$18.58	\$19.24	\$19.90
/1680 hrs	\$16.43	\$17.46	\$18.48	\$19.51	\$20.54	\$21.36	\$22.18	\$23.00	\$23.82	\$24.64
Steps 11-20	\$42,848	\$44,348	\$45,900	\$47,506	\$49,169	\$50,890	\$52,671	\$54,515	\$56,423	\$58,397
/2080 hrs	\$20.60	\$21.32	\$22.07	\$22.84	\$23.64	\$24.47	\$25.32	\$26.21	\$27.13	\$28.08
/1680 hrs	\$25.50	\$26.40	\$27.32	\$28.28	\$29.27	\$30.29	\$31.35	\$32.45	\$33.59	\$34.76
M /Annum	\$28,678	\$30,471	\$32,263	\$34,056	\$35,848	\$37,282	\$38,716	\$40,150	\$41,584	\$43,018
/2080 hrs	\$13.79	\$14.65	\$15.51	\$16.37	\$17.23	\$17.92	\$18.61	\$19.30	\$19.99	\$20.68
/1680 hrs	\$17.07	\$18.14	\$19.20	\$20.27	\$21.34	\$22.19	\$23.05	\$23.90	\$24.75	\$25.61
Steps 11-20	\$44,524	\$46,082	\$47,695	\$49,364	\$51,092	\$52,880	\$54,731	\$56,646	\$58,629	\$60,681
/2080 hrs	\$21.41	\$22.15	\$22.93	\$23.73	\$24.56	\$25.42	\$26.31	\$27.23	\$28.19	\$29.17
/1680 hrs	\$26.50	\$27.43	\$28.39	\$29.38	\$30.41	\$31.48	\$32.58	\$33.72	\$34.90	\$36.12
MT /Annum	\$29,871	\$31,739	\$33,605	\$35,473	\$37,339	\$38,833	\$40,326	\$41,820	\$43,314	\$44,807
/2080 hrs	\$14.36	\$15.26	\$16.16	\$17.05	\$17.95	\$18.67	\$19.39	\$20.11	\$20.82	\$21.54
/1680 hrs	\$17.78	\$18.89	\$20.00	\$21.11	\$22.23	\$23.11	\$24.00	\$24.89	\$25.78	\$26.67
Steps 11-20	\$46,375	\$47,998	\$49,678	\$51,417	\$53,217	\$55,079	\$57,007	\$59,002	\$61,067	\$63,205
/2080 hrs	\$22.30	\$23.08	\$23.88	\$24.72	\$25.59	\$26.48	\$27.41	\$28.37	\$29.36	\$30.39
/1680 hrs	\$27.60	\$28.57	\$29.57	\$30.61	\$31.68	\$32.79	\$33.93	\$35.12	\$36.35	\$37.62
N /Annum	\$31,064	\$33,006	\$34,947	\$36,889	\$38,830	\$40,383	\$41,936	\$43,490	\$45,043	\$46,596
/2080 hrs	\$14.93	\$15.87	\$16.80	\$17.74	\$18.67	\$19.41	\$20.16	\$20.91	\$21.66	\$22.40
/1680 hrs	\$18.49	\$19.65	\$20.80	\$21.96	\$23.11	\$24.04	\$24.96	\$25.89	\$26.81	\$27.74


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Steps 11-20	\$48,227	\$49,915	\$51,662	\$53,470	\$55,341	\$57,278	\$59,283	\$61,358	\$63,506	\$65,728
/2080 hrs	\$23.19	\$24.00	\$24.84	\$25.71	\$26.61	\$27.54	\$28.50	\$29.50	\$30.53	\$31.60
/1680 hrs	\$28.71	\$29.71	\$30.75	\$31.83	\$32.94	\$34.09	\$35.29	\$36.52	\$37.80	\$39.12
O /Annum	\$33,811	\$35,924	\$38,038	\$40,151	\$42,264	\$44,355	\$46,445	\$48,536	\$49,026	\$50,717
/2080 hrs	\$16.26	\$17.27	\$18.29	\$19.30	\$20.32	\$21.13	\$21.94	\$22.76	\$23.57	\$24.38
Steps 11-20	\$52,492	\$54,329	\$56,231	\$58,199	\$60,236	\$62,344	\$64,526	\$66,785	\$69,122	\$71,541
/2080 hrs	\$25.24	\$26.12	\$27.03	\$27.98	\$28.96	\$29.97	\$31.02	\$32.11	\$33.23	\$34.39
P /Annum	\$36,850	\$39,153	\$41,456	\$43,759	\$46,062	\$47,904	\$49,747	\$51,589	\$53,432	\$55,274
/2080 hrs	\$17.72	\$18.82	\$19.93	\$21.04	\$22.15	\$23.03	\$23.92	\$24.80	\$25.69	\$26.57
Steps 11-20	\$57,209	\$59,211	\$61,283	\$63,428	\$65,648	\$67,946	\$70,324	\$72,785	\$75,333	\$77,969
/2080 hrs	\$27.50	\$28.47	\$29.46	\$30.49	\$31.56	\$32.67	\$33.81	\$34.99	\$36.22	\$37.49
Q /Annum	\$40,352	\$42,874	\$45,396	\$47,918	\$50,440	\$52,458	\$54,475	\$56,493	\$58,510	\$60,528
/2080 hrs	\$19.40	\$20.61	\$21.83	\$23.04	\$24.25	\$25.22	\$26.19	\$27.16	\$28.13	\$29.10
Steps 11-20	\$62,646	\$64,839	\$67,108	\$69,457	\$71,888	\$74,404	\$77,009	\$79,704	\$82,493	\$85,381
/2080 hrs	\$30.12	\$31.17	\$32.26	\$33.39	\$34.56	\$35.77	\$37.02	\$38.32	\$39.66	\$41.05
R /Annum	\$44,242	\$47,008	\$49,773	\$52,538	\$55,303	\$57,515	\$59,727	\$61,939	\$64,151	\$66,364
/2080 hrs	\$21.27	\$22.60	\$23.93	\$25.26	\$26.59	\$27.65	\$28.71	\$29.78	\$30.84	\$31.91
Steps 11-20	\$68,687	\$71,091	\$73,579	\$76,154	\$78,820	\$81,578	\$84,434	\$87,389	\$90,447	\$93,613
/2080 hrs	\$33.02	\$34.18	\$35.37	\$36.61	\$37.89	\$39.22	\$40.59	\$42.01	\$43.48	\$45.01
RT /Annum	\$46,461	\$49,366	\$52,269	\$55,173	\$58,077	\$60,400	\$62,723	\$65,046	\$67,369	\$69,692
/2080 hrs	\$22.34	\$23.73	\$25.13	\$26.53	\$27.92	\$29.04	\$30.16	\$31.27	\$32.39	\$33.51
Steps 11-20	\$72,131	\$74,656	\$77,269	\$79,973	\$82,772	\$85,669	\$88,668	\$91,771	\$94,983	\$98,307

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/2080 hrs	\$34.68	\$35.89	\$37.15	\$38.45	\$39.79	\$41.19	\$42.63	\$44.12	\$45.66	\$47.26
S /Annum	\$48,680	\$51,723	\$54,765	\$57,808	\$60,850	\$63,284	\$65,718	\$68,152	\$70,586	\$73,020
/2080 hrs	\$23.40	\$24.87	\$26.33	\$27.79	\$29.25	\$30.43	\$31.60	\$32.77	\$33.94	\$35.11
Steps 11-20	\$75,576	\$78,221	\$80,959	\$83,792	\$86,725	\$89,760	\$92,902	\$96,153	\$99,519	\$103,002
/2080 hrs	\$36.33	\$37.61	\$38.92	\$40.28	\$41.69	\$43.15	\$44.66	\$46.23	\$47.85	\$49.52
T /Annum	\$53,720	\$57,078	\$60,435	\$63,793	\$67,150	\$69,836	\$72,522	\$75,208	\$77,894	\$80,580
/2080 hrs	\$25.83	\$27.44	\$29.06	\$30.67	\$32.28	\$33.58	\$34.87	\$36.16	\$37.45	\$38.74
Steps 11-20	\$83,400	\$86,319	\$89,340	\$92,467	\$95,704	\$99,053	\$102,520	\$106,108	\$109,822	\$113,666
/2080 hrs	\$40.10	\$41.50	\$42.95	\$44.46	\$46.01	\$47.62	\$49.29	\$51.01	\$52.80	\$54.65
U /Annum	\$59,277	\$62,982	\$66,686	\$70,391	\$74,096	\$77,060	\$80,024	\$82,988	\$85,951	\$88,915
/2080 hrs	\$28.50	\$30.28	\$32.06	\$33.84	\$35.62	\$37.05	\$38.47	\$39.90	\$41.32	\$42.75
Steps 11-20	\$92,027	\$95,248	\$98,582	\$102,032	\$105,603	\$109,299	\$113,125	\$117,084	\$121,182	\$125,423
/2080 hrs	\$44.24	\$45.79	\$47.40	\$49.05	\$50.77	\$52.55	\$54.39	\$56.29	\$58.26	\$60.30
V /Annum	\$65,620	\$69,721	\$73,823	\$77,924	\$82,025	\$85,306	\$88,587	\$91,868	\$95,149	\$98,430
/2080 hrs	\$31.55	\$33.52	\$35.49	\$37.46	\$39.44	\$41.01	\$42.59	\$44.17	\$45.74	\$47.32
Steps 11-20	\$101,875	\$105,441	\$109,131	\$112,951	\$116,904	\$120,996	\$125,230	\$129,614	\$134,150	\$138,845
/2080 hrs	\$48.98	\$50.69	\$52.47	\$54.30	\$56.20	\$58.17	\$60.21	\$62.31	\$64.50	\$66.75

Revised: April 30, 1996.CSC


ELOY P. HARA
 Executive Director

CIVIL SERVICE COMMISSION
UNIFIED PAY SCHEDULE
PUBLIC LAW 21-59
EFFECTIVE 01 OCTOBER 1991

EXECUTIVE PAY SCHEDULE

PAY GRADE PER ANNUM PER HOUR

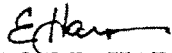
L6	\$50,440.00	\$24.25
L5	\$55,303.00	\$26.59
L4	\$60,850.00	\$29.25
L3	\$67,150.00	\$32.28
	\$75,208.00*	\$36.16
L2	\$74,096.00	\$35.62
	\$82,988.00*	\$39.90
L1	\$82,025.00	\$39.44

*Salary as authorized by the CSC for specific department/agency heads.

EXECUTIVE BRANCH
ELECTED OFFICIALS

VICE-MAYOR	M2 = \$42,264.00	\$20.32
MAYOR	M1 = \$46,062.00	\$22.15
LT. GOVERNOR	\$85,000	\$40.87
GOVERNOR	\$90,000	\$43.27

Revised: April 30, 1996.CSC


ELOY P. HARA
Executive Director

CIVIL SERVICE COMMISSION
UNIFIED PAY SCHEDULE PUBLIC LAW 21-59
EFFECTIVE 01 OCTOBER 1991

A. RATE OF COMPENSATION UPON INITIAL RECRUITMENT:

1. CLASSIFIED POSITIONS:

As provided in Subsection 6205 of Public Law 21-59, Step 1 of the Pay Grade assigned to a classified position shall be the regular rate for initial employment in any department or agency. The appointing authority may petition the Commission, . . . , for recruitment at a higher step not to exceed Step 10, because of recruitment difficulty or exceptional qualifications. This petition shall be made before an applicant is hired. Every petition shall be scrutinized and amply justified before being approved. Increment schedule consisting of Steps 11 through 20 shall not be used for recruitment above-step. (emphasis added)

2. UNCLASSIFIED POSITIONS:

Appointment to fill unclassified positions may be made at any step within the first ten steps (1-10) of the assigned grade, but not to exceed Step 10, at the discretion of the appointing authority. Salary adjustments within Steps 1 through 10 may be made without conformance with the salary increment waiting periods requirement.

B. SALARY INCREMENTS:

1. Classified Employees.

As provided in Subsection 6202 of Public Law 21-59, every classified employee in pay grades A through V shall be entitled to an increment after twelve (12) months of satisfactory performance. Employees at Steps 7 through 9 shall be entitled to an increment after eighteen (18) months of satisfactory performance. Employees at Step 10 shall be entitled to an increment equivalent to 3.5% of an employee's based salary after twenty-four months (24) of satisfactory performance; the Commission shall prepare an increment schedule consisting of at least Steps 11 to 20 to implement the 3.5% increment policy.

2. Unclassified Employees.

As approved by the CSC on 28 July 1994, unclassified employees, exclusive of all department/agency heads - directors and deputy directors and whatever equivalent title denominated - are entitled to an increment equivalent up to 3.5% within the respective grades of the employee's base salary after twenty-four (24) months of satisfactory performance, provided that the maximum salary allowance shall not exceed the closest equivalent of step 20; effective October 01, 1993.

Revised: April 30, 1996.CSC