



DEPARTMENT OF EDUCATION OFFICE OF THE SUPERINTENDENT

www.gdoe.net

500 Mariner Avenue

Barrigada, Guam 96913

Telephone: (671)475-0457 or 300-1547/1536 • Fax: (671)472-5001

Email: jonfernandez@gdoe.net



JON J. P. FERNANDEZ
Superintendent of Education

STANDARD OPERATING PROCEDURES

SOP#: 800-009

SUBJECT: Reclassification of Teachers

INQUIRIES: Human Resources Division

I. REFERENCES: In accordance with Section 904.701 (Reclassification of Teachers) of the GDOE Personnel Rules and Regulations.

II. APPLICABILITY: This SOP applies to all Guam Department of Education (GDOE) teacher personnel requesting in the reclassification.

III. PURPOSE: The purpose of this Standard Operating Procedure (SOP) is to establish the procedures for reclassification of teacher, roles, guidelines, and workflow process for the reclassification teacher process .

IV. PROCEDURES: This SOP applies to the reclassification of a teacher from the time an employee submits a reclassification teacher application to the time the reclassification and salary adjustment is processed.

In conjunction with GDOE Personnel Rules and Regulations, pursuant to Public Law 32-068, Chapter XI. Section 2 Titled as "*Government of Guam Competitive Wage Act of 2014*", the Policies and Procedures shall be utilized as applicable to pay.

I. ROLES AND RESPONSIBILITIES:

- **Step 1 – Employee**
Responsible for submitting the teacher reclassification application form and appropriate documentation i.e., official transcripts and teacher certification. The teacher reclassification application form must be filed no later than November 1 for the first semester and April 1 for the second semester.
- **Step 2 - Personnel Specialist**
Responsible for the review and evaluation of the application for reclassification and determining the qualifying appropriate classification level and salary increase based on qualification requirements.

Initiates the Personnel Action Form (PAF) to coincide with the information of the reclassification teacher level and salary, documentation is retained in the employee master record file. Upon completion, this is sent into workflow to the Personnel Services Administrator.

- **Step 3 - Personnel Services Administrator**
Responsible for the review, accuracy and ensuring the reclassification teacher level in accordance to the submission of employee's credentials, salary increase based on qualification requirements. Upon completion, this is sent into workflow to Federal Programs Office for federally funded employees. If it is not a federally funded employee, the workflow moves to budget office (Step 5).
- **Step 4 - Federal Programs Office (only applies to incumbents who are federally funded)**
Responsible for review as applicable, approval process based on federal compliance with terms and conditions of grant application. If it is compliant the federal programs office forwards the reclassification action to the Budget Office. If it is non-compliant it is returned to the Human Resources Division.
- **Step 5 - Budget Office**
The Management Analyst is responsible for review and certification of funds in accordance to the budget requirements. Upon budget certification by the Management Analyst, it is sent into workflow to the Deputy Superintendent of Finance and Administrative Services then forwarded into workflow to the Superintendent.
- **Step 6 - Superintendent**
Responsible for the review and approval process of the personnel action. Upon completion, this is sent into workflow to the Human Resources Division.
- **Step 7 - Human Resources Division**
The Personnel Services Administrator or designated HR Staff is responsible for the output post record to "live" in MUNIS which results in the teacher reclassification and salary change. This action occurs prior to payroll processing week on a non-pay week.
- **Step 8 - Payroll Office**
Is responsible for processing of the new pay increase in MUNIS.

II. Reclassification

Pursuant to GDOE Personnel Rules and Regulations, Section 904.701 (Reclassification of Teachers), the following guidelines shall apply:

- Reclassification shall be independent of the Teachers salary Increment.
- Reclassification shall be made effective only at the beginning of each school semester.
- The Teacher must apply for the reclassification; the application must be supported by official transcripts of college credits, and must be filed no later than November 1 for the first semester and April 1 for the second semester.
- Where the reclassification is administratively delayed, the reclassification shall be made effective retroactive to the date it was properly due.
- No retroaction will occur if the Teacher fails to submit the reclassification application form and supporting documentation on time.

V. WORKFLOWS

Employee→Personnel Specialist→PSA→Federal Programs Office (if applicable)→Management Analyst→Deputy Superintendent of Finance and Administrative Services→Superintendent→Human Resources→Payroll

VI. INTERNAL CONTROLS:

- Teacher Reclassification Application form and related credentials.
- Personnel Specialist review and evaluation
- Personnel Action Form (PAF)
- Certification of funds by Management Analyst
- Deputy Superintendent of Finance and Administrative Services review
- Human Resources Staff action entries in MUNIS system
- Superintendent approval
- Action Entries and output post which results as "live" record in MUNIS system

VII. TRAINING:

Training will occur within 60 days of approval and may occur at least annually thereafter.

VIII. REPORTS:

Human Resources Division is responsible for the periodic reports on an as need basis and the submission of a copy of the Personnel Action Form to the applicable outside Government of Guam entities.

XI. PENALTY:

Failure to adhere to this SOP may result in disciplinary action in accordance with the GDOE Personnel Rules & Regulations.

X. EFFECTIVE DATE:

Upon date of approval and signature, unless otherwise noted.

XI. CHANGE(S):

This SOP should be reviewed periodically to determine if changes are required and if so, a revised SOP should be created to reflect those changes and signed off by all authorized personnel.

Where there may be conflict in rule, governing law supersedes. Changes to these procedures shall be effectuated by the Superintendent of Education or his/her designee.

Approved By:



Antonette Muña Santos
Personnel Services Administrator



Date



Taling M. Taitano

Deputy Superintendent of Finance and
Administrative Services



Date



JON L. P. FERNANDEZ
Superintendent of Education



Date