


## MEMORANDUM

TO: All Employees

FROM: Miguel C. Bordallo, P.E., General Manager 

Via: Chris M. Budasi, Assistant General Manager – Administration & Support

Subject: Outside Employment

Date: December 7, 2020

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The Guam Waterworks Authority's (GWA) Personnel Rules and Regulations Section 7.950 allows outside employment as long as the employment does not conflict with work assignments and scheduled hours of government employment. The General Manager must approve of the outside employment in writing.

What is Outside Employment? Outside employment means any activity where the Employee provides products or services to an individual or entity, other than GWA, in return for direct or indirect compensation. Any employee who is paid by another employer, organization or individual for providing goods or services is considered to have Outside Employment. This includes those employees who are self-employed or own a business.

Employees must disclose the circumstances of the outside employment and provide updates during the year if that status changes. The GWA Outside Employment Disclosure form must be submitted on an annual basis, upon hire, or upon a change in status. Disclosure forms are placed in the employee's personnel file.

The Outside Employment rule is not meant to discourage employees but to avoid interference and conflicts with GWA's mission, more specifically employee's primary job performance at the GWA.

Employees currently working outside the GWA must complete and submit the GWA Outside Employment Disclosure form for approval this fiscal year (October 1, 2020 to September 30, 2021). For employees still needing to submit the form for the current fiscal year, please complete the attached form and submit it to the Human Resources department as soon as possible.

Should you have any questions about the Outside Employment Rule please submit them to [faisen@guamwaterworks.org](mailto:faisen@guamwaterworks.org).

attachment

MCB/cb/zpc



### REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT

<input type="checkbox"/> New Application	<input type="checkbox"/> Renewal Application	Date:
Name & Badge No.:		Business Unit Name & No.:
Position Title:		Work Schedule (Specify Days and Time):

#### **OUTSIDE EMPLOYMENT AND BUSINESS ACTIVITY INFORMATION**

Employer:	Location:
Nature of Work:	Contact No.
Work Schedule (Specify Days & Time):	Anticipated Effective Date (Must not be prior to approval of this request):

I have read and understood the provisions of Chapter 7.950 of the Guam Waterworks Authority's Personnel Rules and Regulations. If there should be any changes to this request, I must notify the General Manager by submitting an annual renewal application to the Human Resources Division. All requests must be approved prior to undertaking outside employment and/or business activities.

*I agree and comply with the above cited rule of the GWA Personnel Rules and Regulations.*

Employee Signature & Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Supervisor/Division Head Signature & Date

APPROVED       DISAPPROVED

Date: \_\_\_\_\_

**Miguel C. Bordallo, P.E.**  
General Manager

HR NOTES:	Stamped Received:

cc: Employee Personnel Jacket

Updated: July 2020