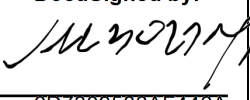
 GUAM WATERWORKS AUTHORITY	STANDARD OPERATING PROCEDURE	No.	SOP-1200-HR-003
	GWA Outside Employment Policy Implementation Procedures	Effective Date	11/8/2021
		Final Approver	DocuSigned by:  6D7309586AF446A... Miguel C. Bordallo, P.E. General Manager
		Revision Letter	A

1.0 Purpose

To provide standardized guidance and procedures to request for outside employment while employed with Guam Waterworks Authority (GWA) in accordance with Title 4 Guam Code Annotated (GCA), Chapter 4, §4105(d)(4), GWA Personnel Rules and Regulations (PR&R) Chapter 7, §7.950 and the General Manager's Memorandum dated December 7, 2020 (see **Attachment 1**).

2.0 Scope

This Standard Operating Procedure (SOP) applies to all GWA employees in the classified and unclassified service. This SOP covers an employee's responsibilities in requesting for outside employment in compliance with established laws and rules and regulations. Outside employment includes self-employment or business ownership as defined in this SOP.

3.0 Policy

Any approved outside employment must void interference and conflicts of interest, to include any appearance of conflicts with GWA's mission and more specifically must not hinder an employee's primary job performance or their schedule while employed at GWA.

4.0 Definitions

- 4.1. **Business Ownership:** any activity where the employee provides products or services to an individual or entity, other than GWA, in return for direct or indirect compensation.
- 4.2. **Conflict of Interest:** A conflict of interest occurs when a person is in a position to benefit from actions or decisions made in their official capacity. For example, working for a GWA vendor may create a conflict of interest.
- 4.3. **Outside Employment:** 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 and/or who own a business.
- 4.4. **Request for Approval of Outside Employment and Business Activities:** Required document to obtain written approval for outside employment is shown in **Attachment 2**. This form must be submitted on an annual basis, upon hire, or upon a change in status and placed in the employee's personnel file.

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5.0 Roles and Responsibilities

5.1.	General Manager (GM)	Generally, supervises the implementation of this SOP for the entire authority. Person with final approving authority for all outside employment requests.
5.2.	Assistant General Manager for Administration and Support (AGM-AS)	Oversees the development, revision and implementation of this SOP as the Policy Owner.
5.3.	Personnel Services Administrator (PSA)	Reviews this SOP annually and recommends to AGM-AS any changes. Reviews all Requests for outside employment to ensure compliance with this SOP and transmit the Requests to the GM for final approval.
5.4.	Supervisors, Managers or Administrators	Ensures employees are informed of the guidelines and procedures stated in this SOP for full compliance. Reviews employee's request to ensure that it is not in conflict with or related to GWA's work assignments and scheduled hours or may create an actual or the appearance of a conflict of interest.
5.5.	GWA Employees	Strictly abide by the guidelines and procedures stated in this SOP and conduct their activities accordingly.

6.0 Procedure Description

- 6.1. A GWA employee who is seeking to work or is currently working outside GWA must complete and submit the *Request for Approval of Outside Employment and Business Activities* Form as shown in **Attachment 2**. The form can be obtained from the Human Resources (HR) Department or can be downloaded from the GWA HR web page at <http://quamwaterworks.org/human-resources/> under HR Documents and Forms.
- 6.2. The Employee shall complete the form with the required information prior to submitting the form to his/her Supervisor/Manager/Administrator.
- 6.3. Prior to approval, the Supervisor/Manager/Administrator shall review the employee's request for outside employment and ensure it is not in conflict with or related to his/her GWA work assignments and duly scheduled hours, nor bring the GWA into disrepute. The approved/signed form shall then be forwarded to HR for review.
- 6.4. HR designated staff shall review the form to ensure compliance with established laws, rules, and regulations stated in this SOP. The PSA will initial the form prior to transmittal to the GM for final review and approval.

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- 6.5. The GM will review the submitted form to approve or disapprove the request for outside employment in accordance with the guidelines stated in this SOP and transmit the signed form to HR.
- 6.6. The HR will then inform the requesting employee and his/her Supervisor/Manager/Administrator of the approval or disapproval of the request. A copy of the form signed by the GM can be provided upon request.
- 6.7. All forms signed by the GM will be filed in the employee's personnel file for recordkeeping purposes.
- 6.8. Employees must disclose the circumstances of the outside employment and provide updates during the year to his/her Supervisor/Manager/Administrator and HR if that status changes.
- 6.9. The *Request for Outside Employment and Business Activity* form must be submitted on an annual basis, upon hire, or upon a change in status. Expiration of approved status is one year from the date the form was approved by the GM.

7.0 Document Approvals

Role	Position	Name of Approver	Approval Signature	Date Approved
Author	HR Manager	Zina Pangelinan-Charfauros	Approval on File	11-Oct-2021
Policy Owner	Assistant General Manager for Administration & Support (AGM-AS)	Christopher M. Budasi	Approval on File	18-Oct-2021
Final Approver	General Manager	Miguel C. Bordallo, P.E.	Page 1	11/8/2021

In accordance with existing Guam and federal laws, the contents of this SOP were reviewed thoroughly by its policy owner and was found to be:

- appropriate for publication in GWA website without compromising the security of GWA's system or of the public's health and safety.
- not appropriate for publication in GWA website because it might jeopardize the security of GWA's system or of the public's health and safety.

8.0 Records of Revisions

All suggestions for improvement shall be directed to the policy owner indicated below. The policy owner will consider input received, develop recommendations on how to address the suggestions and obtain authorization to make the recommended changes. Updates, revisions, corrections and waivers to this SOP shall be made in writing and be approved by the GM.

- 8.1. Policy Owner: Assistant General Manager – Administration & Support (AGM-AS)
- 8.2. Authorization: General Manager

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Effective Date	Revision Letter	Document Author	Description of Change
11/8/2021	A	Zina Pangelinan-Charfauros	Initial Release of Policy/Procedure

9.0 References

- 9.1. Title 4 of the Guam Code Annotated (4GCA) Chapter 4, § 4105(d)(4).
- 9.2. GWA Personnel Rules & Regulations Chapter 7, §7.950.
- 9.3. General Manager's Memorandum on Outside Employment dated December 7, 2020.

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Attachment 1: Existing Laws Relative to Outside Employment

Title 4 Guam Code Annotated (GCA), Chapter 4, §4105(d)(4):

(4) that employees may work at outside employment not in conflict with their government service, nor such as would bring the government of Guam or its employees into disrepute, but that any employee may undertake such employment only if such is not in conflict with that person's duly scheduled hours and only with the consent of that person's department or agency head, which consent may not be unreasonably withheld; and

Personnel Rules and Regulations (PR&R) Chapter 7, §7.950:

7.950 OUTSIDE EMPLOYMENT

Employees may be permitted to work at outside private employment not in conflict with their government service, nor such as would bring the government of Guam or its employees into disrepute. Any employee may undertake outside employment only if such is not in conflict with his work assignments and duly scheduled hours of his government employment, and only with the consent in writing of his department or agency head. Consent may not be unreasonably withheld. The Director may review the adequacy of such request and the approval shall be renewed on an annual basis. In the case of an employee placed on furlough, the Furlough Policy shall govern.


GWA Outside Employment Policy Implementation Procedures

Attachment 1: GWA's Memo Relative to Outside Employment (Cont.)



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

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@quamwaterworks.org.

attachment

MCB/cb/zpc

"Better Water. Better Lives."
Gloria B. Nelson Public Service Building
688 Route 15, Mangilao, Guam 96913

GWA Outside Employment Policy Implementation Procedures

Attachment 2: Request for Approval of Outside Employment and Business Activities Form



Suite 200, Gloria B. Nelson Public Service Building
 688 Route 15
 Mangilao, Guam 96913
gwahhr@guamwaterworks.org
 Telephone: (671) 300-6899
 Fax Number: (671) 300-6896

**OUTSIDE EMPLOYMENT & OTHER ACTIVITIES
 REQUEST FOR APPROVAL**

Page 1 of 1

<input type="checkbox"/> New Application	<input type="checkbox"/> Renewal of Application	Date
NAME & BADGE NO.:		BUSINESS UNIT NAME & NO.:
POSITION TITLE:		WORK SCHEDULE (SPECIFY DAYS & 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 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 to comply with the above cited rule of the GWA Personnel Rules and Regulations.

APPROVED

DISAPPROVED

Employee Signature & Date: _____

Reviewed by: _____
 Supervisor/Division Head Signature & Date

 Miguel C. Bordallo, P.E.
 General Manager

 Date

COMMENTS/CONDITIONS:

cc: Employee Personnel Jacket

HR NOTES:	STAMPED RECEIVED