



# RESEARCH CORPORATION OF THE UNIVERSITY OF GUAM

## Resolution No. 21-03

### RELATIVE TO AMENDING THE EMPLOYEE HANDBOOK AND POLICY MANUAL

**WHEREAS**, the Research Corporation of the University of Guam (RCUOG) was established as a public corporation by Public Law (PL) 32-114; and,

**WHEREAS**, PL 32-114 states that the Board of Directors shall adopt rules and regulations governing the terms and conditions of employment for RCUOG personnel; and,

**WHEREAS**, the Employee Handbook and Policy Manual was initially approved by the Board in 2014 and has undergone several amendments to add or revise policy; and,

**WHEREAS**, the Employee Handbook and Policy Manual underwent review in 2020 and 2021 by the RCUOG core team to ensure that policy and practice are aligned which resulted in several edits to the document including modifications to language referencing dual employment, hiring processes, faculty hires, the approval process for an employee to work on a holiday, salary increment process, and the employee resignation process; and

**WHEREAS**, individually these modifications reflect minor changes to the document, but when combined they warrant approval by the Board of Directors; and,

**WHEREAS**, edits made to the document clarify existing policy and processes.


**NOW, THEREFORE, BE IT RESOLVED**, that the Board hereby adopts the attached RCUOG Employee Handbook and Policy Manual, as amended.

Adopted this 24<sup>th</sup> Day of September, 2021

  
Thomas Krise (Sep 29, 2021 13:32 GMT+10)

Dr. Thomas W. Krise, Chairperson

**ATTESTED:**

  
Cheryl R. Sangueza (Sep 29, 2021 15:29 GMT+10)

Dr. Cheryl Sangueza, Secretary