

## Appendix D

### Hazardous Pay Policy



Eddie Baza Calvo  
Governor  
Ray Tenorio  
Lieutenant Governor

# Department of Youth Affairs

Dipårtamenton Asuntón Manhoben

Government of Guam

P.O. Box 23672 GMF

Barrigada, Guam 96921

Tel: (671)735-5010 Fax: (671)734-7536



Adonis J. Mendiola  
Director  
Peter A. Ada  
Deputy Director

September 18, 2016

## Memorandum

To: All Concerned

From: Director DYA 

Subject: **Hazardous Pay Policy – Mitigating Factors**

Please be advised that effective this date and by virtue of the discharge of my responsibilities to mitigate and render by a determination of factors this Hazardous Pay Policy. All Divisions, Units, or Sections will be guided by the forgoing standard for all employees whether classified or otherwise under the authority of DYA or where otherwise authorized under the hand of this office.

The following conditions outline the need for hazardous pay claims by employees only during sanctioned work times or duties and tasks assigned for any and all clients under the direct active custody of DYA:

1. **Status Offenders** – A claim may be paid if and when the client is within 50 feet of a staff member and for any number of minutes of exposure or direct unfettered contact or interaction. All total time must be documented or logged and claimed accordingly.
2. **Non-Status Offenders** – A claim may be paid if and when the client is within 75 feet of a staff member, for more than 15 minutes of exposure or direct unfettered contact or interaction, and when unrestrained by any mechanism or apparatus deemed appropriate for their any level of offense and classification, or when unaccompanied or unguarded directly by a Youth Service Worker;
3. **Within the confines of DYA Gates 2, 3, 4, 5, Building H, G, or the inner perimeter of the Youth Corrections Compound** – All classified or unclassified staff working under the purview of DYA whether GDOE Faculty or associated staff may be paid a claim when entering the facility whether clients exposed to, status or non-status are present, with or without apparatus restraints, or while conducting business related to their duties and while on scheduled work time.
4. **Resource Centers & Social Work duties** – A claim may be paid when home visits are ordered, shuttling status or non-status **active** clients, or where 24 hour crisis interventions are conducted in increments of 15 minutes of exposure where direct unfettered contact or interaction is necessary.

The presence of the Superintendent, Youth Service Supervisors, and Youth Service Workers or designated responsible staff assigned to guard or supervises along with the standard restraints or mechanisms will actively ensure that any and/or all active clients are not only distanced but rendered safe and non-hazardous.

Claims shall be filed according to the time and payroll certification forms, verified and signed by supervising authorities and forwarded for processing. Any questions or need for further clarification should be forwarded to my office for further disposition.



DYA: "It's all about youth helping youth!"