

REGIONAL NONAPPROPRIATED FUNDS (NAF) HUMAN RESOURCES OFFICE (HRO)

HRO NOTES

JULY 2022

Announcement(s):

- * Our office is now accepting customers by **appointment only**. We are available by email / telephone Monday – Friday 8:00 a.m. to 4:00 p.m.
- * Questions about resetting your iPAY or Tax Documents? Please contact our NAF Accounting Office at 671-349-1357 or by email at m-gu-jrm-nafactg-gs@fe.navy.mil. Please be sure to use the subject title PAYROLL for all payroll inquiries.

Regional NAF HRO

Physical Address:
Joint Region Marianas
Bldg 203 Halsey Dr.
Nimitz Hill, Piti, Guam

Website:
www.militarymwrguam.com/jobs

Office Email:
M-GU-JRM-NAFHRO-N9@fe.navy.mil

To Submit Resumes/Applications for Jobs:
NAFJOBS@fe.navy.mil

Telephone:
(671) 349 - 1154 / 2154 / 2210 / 3154 / 5154

Open:
Monday – Friday
8:00 a.m. to 4:00 p.m.

Closed:
Federal Holidays

PAY ENTITLEMENTS

It is important to understand your pay plan to ensure that you are being paid correctly. Factors such as Sunday Premium, Overtime, Shift Differential, Holiday Premium, and work schedules determine how you are compensated. Also, the Fair Labor Standards Act (FLSA) establishes whether you are a non-exempt or exempt status employee.

- You are in a non-exempt status if you are in a NF-01, NF-02, non-supervisory NF-03, CY-01, CY-02, NA, NL, or NS-07 and below graded position.
- You are in an exempt status if you are in a supervisory NF-03 and above, NF-04 and above, or NS-07 and above graded position.

See entitlements below. We highly encourage you to visit our website at <https://www.militarymwrguam.com/programs/c53b6e64-d22c-49dd-8a14-ed75380bed7b> for our NAF Employee Personnel Desk Guide and other useful guides, forms, and links.

PAY PLAN, FLSA TYPE, CATEGORY	ENTITLEMENTS					
	*Holiday Pay (Paid Time Off for Regularly Scheduled Hours Worked)	Holiday Premium (Double Time)	Shift Differential **1500-2400 7.5% **2300-0800 10% ***1800-0600 10%	Sunday Premium (25%)	Overtime (1.5%)	**** Comp Time
NF/CY, Non-Exempt/Exempt, RFT	X	X	X	X	X	X
NF/CY, Non-Exempt/Exempt, RPT/FLEX	X	X	X		X	X
NA/NL/NS, Non-Exempt/Exempt, RFT/RPT/FLEX	X	X	X	X	X	X

* RPT and FLEX employees are paid holiday pay only if the observed holiday falls on a day they are regularly scheduled to work.
 ** Applies to NA/NL/NS
 *** Applies to NF/CY
 **** Comp Time not authorized for Non-Exempt NF/CY unless for religious purposes. Comp Time not authorized for NA/NL/NS unless requested by employee.

*** Most topics addressed in this newsletter pertain to **NAF EMPLOYEES** ***

NAF HRO Team

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HR Director

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Lead HR Specialist
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Employee Relations

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HR Specialist
349-5154
Benefits/CYP/WFS Staffing &
Recruitment

Jordan Anderson

HR Assistant
349-2154
HR Customer Service/Admin

Cheryle Ochai

HR Assistant
349-1154
MWR Staffing & Recruitment/
Admin



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OVERTIME

When unusual or urgent work situations arise, your supervisor may require you to work overtime. Except in emergency situations all requests for overtime must be approved in advance, in writing using NAVCOMPT FORM 2282, Overtime/Compensatory Time Request and Authorization, by the applicable Installation Program Director or designee. Any requests for more than 8 hours per employee per pay period requires approval by Region J9. Repeated unauthorized overtime will result in disciplinary action. Your pay plan and FLSA status determines how you are paid for overtime.

The following guidelines apply:

- For CT (NA/NL/NS) employees, any hours worked more than 8 hours a day or more than 40 hours a week is considered overtime.
- For payband (NF/CY) employees, any hours worked more than 40 hours a week is considered overtime.
- Overtime for Periods of paid leave (i.e., annual leave, sick leave, holidays, etc.) are not included as time worked toward the 40 hours overtime requirement for payband employees.
- If you are an exempt employee, your manager/supervisor may direct you to take compensatory time in lieu of overtime.

COMPENSATORY TIME

Compensatory time is defined as time off on an hour-for-hour basis in lieu of overtime pay. Except in emergency situations, all requests for compensatory time must be approved in advance, in writing using NAVCOMPT FORM 2282, Overtime/Compensatory Time Request and Authorization, by the applicable Installation Program Director or designee. Any requests for more than 8 hours per employee per pay period requires approval by Region J9.

Compensatory time off “in lieu of” overtime may be requested by the employee or directed by the manager/supervisor for exempt white-collar NAF employees only. Compensatory time does not apply to CT employees or non-exempt pay-band employees except for religious purposes.

No exempt employee will be permitted to accumulate more than 80 hours of compensatory time. Compensatory time will be used within a reasonable period of time, not to exceed 26 pay periods.

UPCOMING HOLIDAYS OF THE YEAR

- Independence Day – Monday, July 4
- Labor Day – Monday, September 5
- Columbus Day – Monday, October 10
- Veteran’s Day – Friday, November 11
- Thanksgiving Day – Thursday, November 24
- Christmas Day – Sunday, December 25 (observed Monday, December 26)

