

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

HRO NOTES

JULY 2021

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-nafacctg-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 / 4154 / 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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Benefits /
MWR & AAFB
Staffing & Recruitment

Emily Sanders
HR Assistant
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Security Admin /
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Norma Yoshida
HR Assistant
349-3154
HR Admin Processing /
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Staffing & Recruitment

Cheryle Ochai
HR Assistant
349-1154
NGIS Staffing & Recruitment

James Nilo
HR Assistant
349-4154
HR Admin Processing



We are on the Web!
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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 overtime **MUST** be approved by your supervisor in advance. Requests should be submitted in writing using Overtime/Compensatory Time Request and Authorization Form (NAVCOMPT FORM 2282). Repeated unauthorized overtime will result in disciplinary action. Your pay plan determines how you are paid for overtime.

The following guidelines will be followed:

- 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 pay-band employees.
- Positions are classified as exempt or non-exempt under the FLSA. Your PD indicates your FLSA exempt or non-exempt status. Eligible exempt employees shall not be paid overtime, except under special circumstances, but may be granted compensatory time in place of overtime worked for extreme circumstances.

COMPENSATORY TIME

Compensatory time is defined as time off on an hour-for-hour basis in lieu of overtime pay. It is granted to an employee at management's discretion. It must be approved in writing, in advance, and is credited hour for hour. Compensatory time off "in lieu of" overtime may be requested by the employee or directed by the supervisor for exempt white-collar NAF employees only. Compensatory time off is not authorized for non-exempt employees except for religious purposes.

Management may also limit the amount of compensatory time an employee may accumulate. Compensatory time may be carried from pay period to pay period, but cannot exceed a total of 80 hours. Compensatory time must be used within 26 pay periods after the pay period in which it is earned. Compensatory time does not apply to CT employees. Except in emergency situations, all Compensatory Time **MUST** be approved by your supervisor in advance. Requests should be submitted in writing using Overtime/Compensatory Time Request and Authorization Form (NAVCOMPT FORM 2282).

UPCOMING HOLIDAYS OF THE YEAR

- Independence Day — Sunday, July 4 (observed Monday, July 5)
- Labor Day — Monday, September 6
- Columbus Day — Monday, October 11
- Veteran's Day — Thursday, November 11
- Thanksgiving Day — Thursday, November 25
- Christmas Day — Saturday, December 25 (observed Friday, December 24)

***** Please help us welcome Mr. James Nilo, our newest team member to the NAF Human Resources Office. *****