



SECOND NORTHERN MARIANAS CONSTITUTIONAL CONVENTION

SAIPAN, CM 96950

Telephone
6517/6572

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July 8, 1985

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MEMORANDUM

TO : Honorable Herman T. Guerrero, President

FROM : Administrative Officer

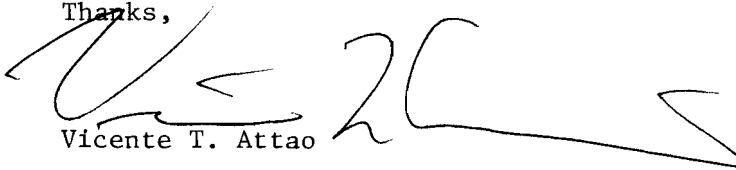
SUBJECT: Car Rental - Pete Dela Cruz
Overtime - Charles Calvo

Your concerns on the said subjects are answered herein by government employees listed herein below:

1. Car Rental - Pete Dela Cruz = Rental of privately-owned vehicle may be leased or rented according to Jess T. Attao, Acting Chief Finance and Accounting.
2. Overtime - Charles Calvo = Public Law 4-32 states that Civil Service employees who worked over 40 hours per week are entitled to an overtime compensation, except ungraded, unclassified or exempted employees. Ungraded, unclassified or exempted employees may be paid only upon obtaining approval from the Civil Service Commission. Nick Santos, Acting Personnel Officer.

I wish to point-out that unless the Civil Service Commission granted such approval for ungraded, unclassified or exempted employees, these employees will only receive their regular hours worked. Payment of overtime will be made once approval is granted.

Thanks,


Vicente T. Attao