




GUAM POWER AUTHORITY STANDARD OPERATING PROCEDURE	No.: *SOP-114	Issued: Feb. 27, 2003
	Prepared By:  Mario J. Polanco, Word Processing Secretary II	
	Concurred By:  Julie L. Quinata, Personnel Services Administrator	
Title: ISSUANCE OF EMPLOYEE BADGES	Approved By:  John M. Benavente, General Manager	
Effective Date: February 27, 2003 Supersedes No.:		Page 1 of 1

I. PURPOSE:

To guide all employees regarding the issuance of employee badges and the replacement procedure thereof should their badges be lost or damaged or the information therein is not legible.

II. SCOPE:

This policy applies to all employees in classified, unclassified, temporary positions and non-paid employees (i.e., CWEP, INTERNS, etc.) of the Authority.

III. POLICY DESCRIPTION:

- A. Upon employment with Guam Power Authority (GPA), each employee is issued a GPA Employee Badge by the Human Resources Division (HRD) that must be worn/displayed by the employee within the Authority's premises at all times.
- B. In the event that the issued Badge is lost, the employee is required to pay five (\$5.00) dollars to the GPA Cashier and forward the receipt to HRD to cover the cost for the re-issuance of an employee identification.
- C. If the issued badge has been damaged or the information therein is not legible, the employee must return the damaged badge to HRD for a replacement at no cost.

Distribution A, B, C, D.