



OFFICE OF THE GOVERNOR
AMERICAN SAMOA GOVERNMENT

November 23, 2022

GENERAL MEMORANDUM NO. 229 – 22

To: Directors and Agency Heads
From: Governor of American Samoa
Subject: Performance Evaluations and Pay Increment Increases

One of the essential roles of a supervisor is to take care of their employees. That includes providing counseling, guidance, and evaluations so their employees can be more effective and progress in their careers. This is reflected in A.S.A.C. § 4.0409, which requires annual evaluations of employees. Annual pay increment increases are not an entitlement, but they are due to employees who receive satisfactory performance evaluations for performing their jobs to standard.

It has come to my attention that this is not happening in every department. I want to ensure everyone understands that evaluations are required for every career service and contract employee. There have been times when pay increment increases were suspended due to fiscal concerns. Governor Lolo lifted the last pay increment increase suspension in 2015. See General Memorandum No. 158-15. This administration attempted to remedy the lack of pay increments by giving employees step increases based on longevity. See General Memorandum No. 121-21. Now it is incumbent on supervisors and directors to do their part.

Each director is responsible for designating a supervisor to rate each employee. In accordance with A.S.A.C. § 4.0409, each rating supervisor **shall** complete an evaluation of each employee no later than 60 days before each employee's step increment due date. Typically, the anniversary of the date they were hired. The evaluations shall be on forms approved by the Director of Human Resources.

When agencies submit their quarterly reports, they shall include a report with the number of employees who were granted, denied, or ineligible to receive step increases for the prior year.

Take care of your employees.

LEMANU P. S. MAUGA
Governor

4.0409 Step-Increment Increases for Length of Service-Pay Schedule Structure.

- (a) Every employee is entitled to an annual step-increment increase at the beginning of the pay period immediately following his service year preceding such increase.
- (b) A service year is 52 weeks of continuous service in present grade and step, which shall include credit for leave without pay:
 - (1) To pursue a course of instruction approved by the director which is related to the employee's area of work;
 - (2) To recuperate from an injury for which workers' compensation weekly payments are made;
 - (3) For military service when so provided by territorial or federal law; and
 - (4) For any other authorized purpose but for no more than 10 workdays.
- (c) The compensation of an employee denied an increment because of substandard performance in his job in the service year preceding may subsequently be increased as of the date his performance has been brought up to standard and has so continued for a 3-month period. His increment anniversary date will be adjusted accordingly.
- (d) Ninety days prior, to each employee's step-increment due date, a notice will be sent to the employee, his department head, and immediate supervisor. This notice will call for the submission of an annual employee performance evaluation, which must be completed and returned to the office of manpower resources.
 - (1) If the performance evaluation is satisfactory or better, the employee will receive a step increment.
 - (2) If the performance evaluation is unsatisfactory, a written justification on same must be submitted to manpower resources 60 days prior to the date the increment is due. If the justification is approved, the computer center will be notified not to effect the increment.
 - (3) If no performance evaluation is received, no increment will be processed.
- (e) When the date of promotion and the periodic step-increment date coincide, the periodic increment shall be made prior to the promotional increase.

History: Rule 10-81, eff 29 Jul 81, § 4.9; and Rule 4-84, eff 30 Apr 84. § 1.