



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