



DIVISION OF PERSONNEL

3438 Kronprindsens Gade, GERS Building, 3rd Floor, Charlotte Amalie, St. Thomas, V.I. 00802-5712 (340) 774-8588 FAX (340) 714-5040
3009 Orange Grove Shopping Center, Bays # 6, 7, 8, Christiansted, St. Croix, V.I. 00820 (340) 773-0341 FAX (340) 773-5669



Kenneth L. Hermon, Jr. PHR
Director

www.dopusvi.org
60th Anniversary



SAMPLE

February 5, 2008

John Doe
P. O. Box 1778
St. Thomas, VI 00802

Dear Mr./Ms./Mrs. Doe:

As you may be aware, Acts 6934 and 6984 required the Division of Personnel to begin the process of identifying what was owed to unionized employees for negotiated wages that were not implemented in accordance with the established wage agreements.

Based on this requirement, the Division conducted an extensive review of your Official Personnel Records (OPR) which covers your employment history with the Government of the Virgin Islands. Unfortunately, our research revealed that you are not entitled to any unionized retro active wages. This determination was made based on one of the following:

- You worked in the exempt class during the period in question.
- You worked in a semi-autonomous or autonomous branch of government during the period in question.
- You were not a member of a Bargaining Unit when retro active wages occurred.
- Your Union waived all retro active salaries owed.
- Other: _____

If you are not in agreement with our determination, you may contact the Retro Active Commission to present evidence that would substantiate your belief. The Commission's offices are located on the first floor of the GERS bldg in St. Thomas and within the Orange Grove location of the Division of Personnel office on St. Croix. You may schedule an appointment by calling 340-774-8588 or 340-773-0341.

Sincerely,

Kenneth L. Hermon, Jr. PHR
Chairman

cc: Official Personnel Record
Retro Commission File
Government Employees Retirement System