



ABOUT YOUR FEDERAL EMPLOYMENT

A Guide for New Employees

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WELCOME

Welcome to the Federal civilian community. Like anything else, you will find it takes time to get acclimated to your employment. This handbook, developed through a team effort of the Human Resources Office (HRO), Norfolk staff, will provide you with the basics to get started in your career.

Many people believe that the Federal workplace is one that is filled with acronyms, codes and mystery when it comes to understanding your job status and benefits. We want to get you started on the right foot. This handbook is not intended to provide all the circumstances for all situations. We would like to think of it as the ground floor that you can build from.

One of the first documents that you will receive once you are appointed is the Notification of Personnel Action, SF-50. The document will tell you the type of appointment you have, the type of retirement coverage, etc. Knowing this information will help you better understand your benefits. For your own record, you should establish a personal file to keep all of your important papers. An Official Personnel Folder (OPF) will be established and maintained. It contains a history of your employment and will follow you throughout your entire Federal career. However, it is important that you maintain your own file.

Within this handbook, you will find a summary of your benefits, rights, privileges, and responsibilities as a Federal employee. You may desire to keep it as a ready reference; however, since policies, rules, regulations, and laws change rapidly, this document should only be used as a reference. For up-to-date, detailed information or clarification of items contained in this handbook, you should first consult your immediate supervisor.

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YOUR CAREER IN THE FEDERAL SERVICE

APPOINTMENT

Your appointment to a position in the Department of the Navy may be one of several kinds. The type of appointment affects your status and length of your job. Most appointments are career-conditional, career, temporary, or excepted service appointments. Appointments are made subject to investigation of your character, employment history, and security background.

Any questions concerning your appointment should be directed to your servicing staffing advisor.

Career-Conditional appointments are permanent appointments given when selections are made from a list (called a register) of persons who have passed either a written examination or meet eligibility based on education and experience.

Career-conditional employees serve a probationary period of 1 year. During this year, the new employee's ability, attitude, and work habits are reviewed carefully to determine if he/she is well suited for a career in the Federal service.

A career-conditional appointee can become a career employee after 3 years of continuous service. Should you leave the Federal service prior to completion of 3 years, and not return within 30 days, you would have to complete a new 3-year period before you acquire career status. If you return within 3 years, you may be reinstated without competition. Veterans with preference retain lifetime reinstatement eligibility.

Career appointments confer permanent status. As a career appointee, you have the greatest possible job protection. You also have permanent reinstatement eligibility, which means that, should you leave the Federal service, you may be considered for reemployment no matter how much time has elapsed.

Three years of substantially continuous satisfactory Federal service in a competitive, permanent position as a career-conditional employee are required for conversion to a career appointment.

Term appointments are usually made when there are situations requiring project work, extraordinary workload, reorganizations, or contracting out studies being conducted. This type of appointment is utilized where the need for an employee's services is not permanent, however, is expected to last for more than 1 year but not more than 4 years. Term appointments end automatically on the expiration date of the term appointment unless terminated sooner. Employees serving on term appointments are also subject to a one-year probationary period.

A term appointment does not confer eligibility to be converted non-competitively to a career-conditional appointment. Employees on term appointments are eligible for Federal Employee's Health Insurance and Federal Employee's Group Life Insurance benefits. Employees on term appointments also participate in the Federal Employees Retirement System, accrue annual and sick leave, and are eligible for within-grade-increases.

Temporary appointments are usually made when there are short-term projects that require additional employees for one year or less, but may be extended for up to one year. Temporary appointments expire automatically unless terminated sooner or converted to a new appointment.

A temporary appointment does not confer eligibility to be promoted, reassigned, transferred, or converted noncompetitively to a career-conditional appointment. If your appointment is for less than one year, you are ineligible for Federal Employee's Health Benefits and Federal Employee's Group Life Insurance. Also, if your appointment is for less than 90 days, you are ineligible to earn annual leave (vacation).

Excepted appointment means the appointment is not under competitive merit system requirements. For example, veterans who have served under honorable conditions and handicapped individuals may qualify for certain types of excepted appointments. Upon completion of a 2-year trial period, these may be noncompetitively converted to career-conditional appointments.

Excepted appointing authorities cover a variety of student employment programs that provide job opportunities to students in good standing with their academic institutions. The Student Temporary Employment Program, Federal Junior Fellowship Program and Student Career Employment Program are some of these student programs.

Most persons in legal, consulting, investigative and intelligence positions are on excepted appointments. Some confidential and policy-making positions are excepted.

AWARDS

- **Individual Cash Award** is monetary recognition for superior job performance or recognition of non-recurring, exemplary contributions, either within or outside of normal job responsibilities. Cash awards may also be given for these accomplishments as a group.
- **Honorary Awards** can be presented by the Department of the Navy, Department of Defense, or other Federal agencies, educational institutions, and professional societies.
- **Letters of Commendation** from within the employing activity, as well as from other sources, are the most frequently received form of recognition for a job well done.
- **Length of Service Awards** are generally presented to those who have worked in the Federal service for 10, 20, 30, 40, and 50 years. The awards include certificates and service pins. Forty and fifty years of service are rewarded with a certificate from the Secretary of the Navy.
- **Beneficial Suggestions** are written ideas for improvement of the economy, effectiveness, or efficiency within the employing activity, the Department of the Navy, or in other Federal agencies. You are encouraged to contribute your ideas for improvement of operations. If your idea is adopted, you may receive a cash award. Awards are based on tangible and/or intangible benefits, safety value, and annual monetary savings. Cash awards range from \$25 to \$25,000.
- **Time Off From Duty** can be used alone or in combination with monetary or non-monetary awards to recognize the same kinds of employee contributions as described above.

BADGES AND IDENTIFICATION CARDS

Federal employees are required to have a personal identification badge. These badges are usually issued during the check-in procedure. Specific information on badge requirements will be provided during pre-employment processing.

Your badge is government property; guard it. Lending your badge to another, forging a badge, or fraudulent uses of identification are Federal offenses. If your badge is lost, report it to your supervisor immediately.

BENEFICIARIES

You should be sure that retirement, life insurance, leave, unpaid compensation, and Thrift Savings Plan benefits will be paid in accordance with your wishes. From time to time, there may be changes in family status (marriage, death, birth, divorce), which might affect your preference as to who should receive these benefits. It is not necessary to designate a beneficiary unless you wish payment to be made in a way other than the order of precedence shown below. You should review your situation now, and if you wish to designate a beneficiary or to change a designation, contact the Employee Services Department. You may also download these forms from the internet at the following web address: *www.opm.gov*

If a beneficiary has not been designated, the following order of precedence will apply:

- A valid court order;
- To your spouse.
- If there is none, then to your child or children in equal shares, with the share of any deceased child distributed among the descendants of that child (including adopted and illegitimate but not stepchildren).
- If none of these, then to your parents in equal shares, or the entire amount to the surviving parent.
- If none of these, then to the executor or administrator of your estate.
- If none, then to the other next of kin entitled under the laws of the state in which you live.

BLOOD DONATION

Employees who donate blood may be granted excused time from work without charge to their leave accounts for the time to travel to and from the donation site and the actual donation of blood and recovery. This provision does not cover an employee who gives blood for his or her own use or receives compensation for giving blood. Applicable negotiated union agreements would apply if different.

CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (CEAP)

We all have problems from time to time that may appear to be more than we can handle. When you are experiencing problems that “won’t go away,” whether the issue is drug or alcohol abuse, marital problems, emotional difficulties, or financial problems, talking it out can often give you the direction you need for solving the problem. The Civilian Employee Assistance Program (CEAP) is a program designed to assist you in the identification and resolution of problems which may be causing difficulties on the job.

If you or a family member are experiencing a personal problem and you believe that it has progressed to the point where job performance has been or soon will be affected by it, you should contact the CEAP Coordinator by calling (757) 444-7414. If your servicing Human Resources Office is located at the Fleet Industrial Supply Center, you should contact the CEAP representative at 443-1049.

The initial CEAP counseling session is provided to you at no cost. If you need additional assistance beyond this initial appointment, the counselor will work with you to secure the most cost-effective help available. The service is strictly confidential. Your supervisor will not be given any information unless you sign a release. The Department of Navy policy prohibits discrimination in employment matters solely on the grounds that an employee seeks help through CEAP. Accordingly, your job security, promotion opportunities, or other employment benefits will not be jeopardized if you seek the help you need.

If you need assistance outside of normal work hours, help is available from GHE Healthcare through an agreement with HRO Norfolk. GHE may be reached by dialing toll free 866-443-3277. When calling, identify yourself and indicate that you are a civilian employee working at an activity serviced by HRO Norfolk.

CLASSIFIED INFORMATION

Military information of value to a potential enemy of the United States is classified. Clearances, ranging from Confidential to Top Secret, are required for employees with access to classified material. Employees should not disclose classified information to persons other than those in the government who have a “need to know” and are granted access. Information available to those with appropriate clearances is privileged and should never be discussed with anyone who does not have the need to know. Under no circumstances is classified information to be taken from the workplace without proper authority. Caution must be used in handling all classified matters. Failure to comply with regulations may result in serious penalties. If you have any questions about classified information or your security clearance, ask your supervisor or activity Security Manager.

DISCIPLINE AND ADVERSE ACTIONS

Although relatively few employees ever face disciplinary or adverse actions, you should realize that it can happen. Such actions include admonishment, caution, reprimand, suspension, demotion, or removal.

Such actions can be taken for a wide variety of reasons involving some form of improper conduct on or off the job or poor performance. Examples include attendance problems, work performance deficiencies, insubordination, safety violations, violations of established rules, falsification of records, etc. Disciplinary action is taken for the purpose of correcting employee behavior, and it is generally the policy to take the minimum action which can be expected to correct the behavior. Nevertheless, it is important to know that improper conduct can result in serious consequences and could result in the loss of your job.

Employees may contest letters of reprimand and suspensions of 14 days or less under the Navy Administrative Grievance Procedure or, if represented by a union, under a negotiated grievance procedure. Adverse actions (removal, suspension of more than 14 days, indefinite suspension, reduction in grade, furlough of 30 days or less) may be appealed to the Merit Systems Protection Board. Recipients of disciplinary or adverse actions will be notified in writing of their right to appeal or grieve and the time limits for doing so.

For further information, contact the Labor and Employee Relations Department.

DRUG-FREE WORKPLACE PROGRAM

The primary mission of the Department of Navy (DON) is to protect the United States by the effective prosecution of war at sea and to maintain freedom of the seas. The performance of every civilian employee must, at all times, support this mission through a high level of productivity, reliability, and judgment. Illegal drug use has a negative impact on employee performance and is incompatible with the mission of DON. For further information, contact the Employment and Employee Placement Department.

A condition of employment within DON is to refrain from using illegal drugs on or off duty. DON has a compelling obligation to eliminate illegal drug use by its employees due to its national defense responsibilities and the sensitive nature of its work. The use of illegal drugs cannot be tolerated. The DFWP subjects all civilian employees to drug testing (urinalysis) under the following conditions

- When there is a reasonable suspicion that the employee uses illegal drugs
- As part of an authorized examination regarding an accident or unsafe practice
- As a part of or as a follow-up to counseling or rehabilitation for illegal drug use

In addition, specific civilian employees will be subject to random drug testing on a recurring basis if they are in a Testing Designated Position (TDP). Any position that has been determined to be directly related to public safety, public health or national security is a TDP. If you are in a TDP, the cover sheet of your position description will be stamped – Testing Designated Position.

Employees who have a substance abuse problem should seek assistance through the Civilian Employee Assistance Program (CEAP)

For further information, contact the Drug Free Workplace Coordinator.

EMPLOYMENT INFORMATION

Positions are filled on the basis of merit without regard to race, religion, sex, color, politics, national origin, marital status, age, handicap, sexual orientation, or any other non-merit reasons. It is the Navy's goal to fill positions with highly qualified and skilled employees, while ensuring that employees' skills and potential are fully utilized.

The Navy has implemented an inventory-based approach to filling vacancies. The Standard Automated Inventory Referral System (STAIRS) is an automated recruitment tool. The system scans a resume into an electronic image that supports matches against knowledges, skills and abilities (KSA's) identified for a vacancy.

Job opportunity announcements are posted on the internet at www.donhr.navy.mil under Jobs, Jobs, Jobs. You can search for job opportunities by position title, by all open positions, or by geographic regions. Job opportunity announcements are updated daily.

You should carefully read the announcement, as not all announcements require the same information. Some jobs require unique requirements and/or special application procedures.

You can apply for most job opportunities with a Resume. However, some announcements may require special application forms. Check the "How to Apply" section in the announcement to determine the correct application format. Prior to starting your resume, you may want to get some helpful hints by reading the How to Prepare a Resume section. A software program called Resume Builder has been developed to help you create and submit your resumes. The Resume Builder will prompt you block-by-block to enter all necessary information needed to create an electronic resume.

ETHICAL CONDUCT STANDARDS

As an Executive Branch employee, you must adhere to the general principles of ethical conduct. The following is a list of general principles that broadly define the obligations of public service. Following these principles helps to ensure that citizens have complete confidence in the integrity of government operations and programs.

- Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws, and ethical principles above private gain.
- Employees shall not hold financial interests that conflict with the conscientious performance of duty.
- Employees shall not engage in financial transactions using nonpublic government information or allow the improper use of such information to further any private interest.
- An employee shall not, except pursuant to such reasonable exceptions as are provided by regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
- Employees shall put forth honest effort in the performance of their duties.
- Employees shall make no unauthorized commitments or promises of any kind purporting to bind the government.
- Employees shall not use the public office for private gain.
- Employees shall act impartially and not give preferential treatment to any private organization or individual.
- Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.
- Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official government duties and responsibilities.
- Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
- Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those such as Federal, state or local taxes that are imposed by law.

- Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap or sexual orientation.
- Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or ethical standards.

EQUAL EMPLOYMENT OPPORTUNITY

The Department of the Navy is firmly committed to an aggressive affirmative action policy to assure equal employment opportunity for employment and advancement to all qualified persons regardless of race, color, religion, sex, age, national origin, or handicap (physical/mental). Both the letter and the spirit of equal employment are to be carried out in employment, promotion, and training opportunities. The names, official locations, and telephone numbers of your Equal Employment Opportunity (EEO) counselors should be posted on official bulletin boards at your activity. If you have any questions, contact the EEO Programs Department.

If you believe you have been discriminated against regarding employment because of your race, color, religion, sex (sexual harassment, pregnancy), age (40+), national origin, or handicap (physical/mental) you may pursue the matter through a formal discrimination complaint process established by law. The first step in this process is to contact an Equal Employment counselor within 45 calendar days of the alleged discriminatory action at (757) 445-1664.

- **Sexual Harassment** is a serious deterrent to mission accomplishment, and it will not be condoned or tolerated in the Department of the Navy. It adversely affects morale, discipline, and working relationships. Sexual harassment is defined as a form of sex discrimination that involves unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - ◇ Submission to, or rejection of, such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.
 - ◇ Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person.
 - ◇ Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

Employees who believe they have been subjected to sexual harassment may file a discrimination complaint under the procedures mentioned above, or may report the incident directly to their Commanding Officer under Title 10, Section 1561 procedures. Under Title 10 procedures, the Commanding Officer is required to initiate an internal investigation within 72 hours of receipt of the complaint, to complete the investigation within 14 days of its commencement, and to provide feedback to the employee within six days of receiving the findings. For further information on this process, contact the EEO Programs Department

GRIEVANCES

There is an administrative grievance procedure which can be used to request review of management decisions and other situations which affect your working conditions. If you work in an organization which has a negotiated agreement with a union, the agreement will contain a grievance procedure as well. These grievance procedures are applicable to many, but not all, problems you may encounter.

Employees have the right to file grievances or appeals without fear of reprisal. You should always attempt to first resolve problems informally before filing a formal grievance. Further information on grievance procedures can be obtained by contacting the Labor and Employee Relations Department.

HEALTH INSURANCE

The Federal Employee's Health Benefits (FEHB) Program is a voluntary program. Employees have a choice of available plans and may select the one most suited to their needs. The cost is shared between the employee and the Government. All employees, except those excluded by law or regulation, are eligible to participate.

As an eligible employee, you may elect this coverage without a medical examination or restriction because of age, current health or pre-existing conditions. You have **60 days** from the date of your eligible appointment to elect coverage. Once you elect your health insurance coverage plan, it will be effective the beginning of the next pay period. Time is an important consideration since you will not have any type of coverage until you make the election.

Your choices in health insurance range from a Health Maintenance Organization (HMO) to a Fee for Service Plan. You must review the various plans and make a determination that is best for you.

Your health insurance cost is paid by payroll deduction. You will automatically be participating in FEHB premium conversion. This means your FEHB premiums will be paid with pre-tax dollars unless you waive participation. Participation will reduce your Federal taxable income. However, it also reduces the gross pay for Social Security wages.

Each year you have the opportunity to change your enrollment during the "Open Season," which occurs during mid-November through mid-December of each year. Any other changes in your enrollment are allowed only if they meet the definition of a "Qualifying Life Event," such as changes in marital or family status.

Your health insurance coverage may be continued after retirement if you have been enrolled from your first opportunity or for at least 5 years prior to your retirement. Benefits and costs are the same for retirees as for employees. If you resign, you have the right to convert to an individual policy.

INDEBTEDNESS

Employees are expected to pay debts. Those who contract debts and then willfully neglect or avoid payments may be asked to explain this delinquency and may be subject to disciplinary action. Indebtedness may result in denial or revocation of security clearance or garnishment of an employee's pay. Questions regarding security considerations should be directed to activity Security Managers.

Your pay can be garnished for just debts. Debts that may be subject to garnishment:

- enforce obligations of alimony and child support
- indebtedness to the United States
- satisfy a tax liability
- commercial debts

INFORMATION SERVICES

There are several sources of information for you. These include staff meetings in your work area, bulletin boards, and various other bulletins and announcements.

In addition, the following web sites provide other useful information:

- www.hronorfolk.navy.mil (HRO Norfolk home page)
- www.donhr.navy.mil (DON Human Resources home page)
- www.opm.gov (Office of Personnel Management home page)
- www.tsp.gov (Thrift Savings Plan home page)
- www.ssa.gov (Social Security home page)
- www.civilianbenefits.hroc.navy.mil (Employee Benefits Information System)

LEAVE

All types of leave discussed below are subject to approval. Questions concerning leave should be directed to the Labor and Employee Relations Department.

- **Annual Leave**

Annual leave is paid leave provided to you for vacations and personal business. Before taking annual leave, you must first request and obtain approval from your supervisor. The amount earned is as follows:

<u>Years of Service</u>	<u>Annual Leave Each Year</u>
Up to 3 years	13 workdays (4 hours each pay period)
3 to 15 years	20 workdays (6 hours each pay period)
Over 15 years	26 workdays (8 hours each pay period)

Part-time employees with regularly scheduled hours of duty earn annual leave that is pro-rated according to the number of hours they work.

Special provisions exist for 12-hour, 24-hour and other shift workers.

Annual leave may be charged in increments ranging from 6 minutes to 1 hour; it depends on the policy of your activity and servicing payroll office. Check with your supervisor for the policy at your activity.

Normally, the maximum number of hours of annual leave that you can accumulate and carry over from one year to the next is 240 hours. Annual leave over this amount must be used or it will be lost before beginning the first pay period of the new calendar year.

Annual leave is granted at the discretion of management, based on your request and considerations of workload and mission requirements. Check with your supervisor on the activity's policy for requesting leave. Unused annual leave in excess of the specified carryover may be subject to forfeiture. This forfeited annual leave may be restored in the case of administrative error, exigencies of the public business or sickness which prevented you from using the annual leave that was scheduled and approved for at least three full pay periods prior to the end of the leave year. A request for restoration of leave should be forwarded through your supervisor to the Activity Head for a decision.

If you leave Federal service, you will receive a lump-sum payment for your unused annual leave.

▪ **Court Leave**

Court Leave is an authorized absence from duty, without charge to annual leave or loss of compensation, for jury duty or for appearing in court in a non-official capacity as a witness in a case in which the Federal, state, or local government is a party. If the absence is for appearance in court as a witness in which the Federal, state or local government is not a party, the absence must be charged to either annual leave or leave without pay. Employees who are Virginia residents may keep an amount prescribed by Virginia state law when called as a juror or witness. Employees who are residents of other states may be required to submit jury or witness fees to their servicing payroll office. Employees on leave without pay or on jury duty outside of normal working hours may keep any attendant fees.

If you are summoned by a court for the purpose of qualifying for jury duty, you are entitled to court leave for the period of absence whether or not you are actually selected. If you appear in court in an official capacity, or if you serve as a witness on behalf of the Federal or District of Columbia government, you are considered to be in a duty status.

Should the court recess or adjourn prior to the end of a regularly scheduled workday, an employee on court leave should return to work provided a reasonable amount of time remains.

▪ **Excused Absences**

Under some circumstances approved by your supervisor, you may receive pay for short periods when not actually on the job. Examples of these excused absences include: blood donation, civil defense or disaster programs, registration to vote, elections, and extreme weather and emergency conditions.

▪ **Family and Medical Leave Act**

The Family and Medical Leave Act (FMLA) provides covered Federal employees with entitlement to 12 workweeks of unpaid leave during any 12-month period for:

- ❖ The birth of a son or daughter of the employee and the care of such son or daughter;
- ❖ The placement of a son or daughter with the employee for adoption or foster care;
- ❖ The care of a spouse, parent, son or daughter (under 18 years of age, unless mentally or physically disabled) who has a serious health condition; or
- ❖ A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position.

An employee may elect to substitute annual leave or sick leave (only in those situations in which the use of sick leave is permitted) for the unpaid leave under FMLA. An employee must provide thirty (30) days advance notice when the need for FMLA leave is foreseeable. If the need for leave is not foreseeable; e.g., medical emergency, the employee must provide notice within a reasonable period of time appropriate to the circumstances.

For further guidance on requirements, exceptions, job benefits and protection, and medical certification requirements, contact the Labor and Employee Relations Department.

▪ **Leave for Bone Marrow Donation**

Employees are entitled to use seven (7) days of paid leave, without charge to sick or annual leave, per calendar year to serve as a bone-marrow donor.

▪ **Leave for Maternity Reasons**

The policy for granting leave for maternity reasons is the same as leave for other purposes. You may use a combination of sick, annual, and leave without pay (LWOP). Sick leave may be used for the time required for physical examinations and during the period you are medically certified as incapacitated. Time needed after delivery and recuperation when you are not medically certified as incapacitated is chargeable to annual leave or LWOP and is subject to approval by the leave-approving official.

▪ **Leave for Organ Donation**

Employees are entitled to receive up to thirty (30) days of paid leave, in addition to their sick and annual leave, per calendar year when they donate their organs.

• **Leave for Paternity Reasons**

Leave may be granted to male employees for purposes of assisting or caring for their minor children or the mother of their newborn child while she is incapacitated for maternity reasons.

▪ **Leave Without Pay**

Leave without pay (LWOP) is an approved temporary absence from duty in a non-pay status at an employee's request. Its approval is a determination made by management. Some examples of situations in which it would be proper to approve extended LWOP are:

- Pending final action on an application of disability retirement after all leave has been exhausted;
- During the first year an injured employee is receiving injury compensation;
- To enable disabled veterans to receive medical treatment when sick or annual leave is not available;
- Dependents of military and civilian personnel being transferred may request 90 days LWOP for the purpose of obtaining Federal employment at the new location; and
- For maternity or paternity reasons to enable parents to care for newborn children without a break in service.
-

- **Military Leave**

Employees who are reservists of the armed forces or members of the National Guard earn 15 calendar days of military leave each year. Application for military leave should be made in writing as soon as you receive military orders and, upon completion, must be supported by a certified copy of your orders showing completion of duty. Employees may carry over up to 15 days military leave into the next year, not to exceed 30 days in any leave year.

- **Sick Leave**

Sick leave is used for absence due to illness, pregnancy, medical confinement, injury, or visits to the medical doctor, optometrist, or dentist. It may also be used when you have been exposed to a contagious disease which would jeopardize the health of others (as determined by local health authorities). Employees may use sick leave when caring for a family member who has contracted a contagious disease requiring quarantine, isolation, or restricted movement for a specified period of time as prescribed by the local health authority having jurisdiction.

Sick leave is earned at the rate of 4 hours every pay period. There is no limit on the amount of sick leave that you may accumulate.

Part-time employees earn sick leave on a pro-rata basis. Employees on 12- and 24-hour shifts have special accrual provisions.

Employees requesting sick leave will notify their supervisor, or other official authorized to approve leave, within the time limits specified by their activity. If there is a bargaining agreement, it may specify otherwise. The employee shall notify the supervisor of the nature and possible duration of the illness.

Sick leave requests for non-emergency medical, dental, optical examination or treatment should be submitted and approved in advance.

No payment is made for unused sick leave if you resign, but it will be re-credited if you are re-employed with the Federal government.

Unusual cases of sick leave, such as illness or injury while on travel status, should be reported to your supervisor at your earliest opportunity.

- **Sick Leave to Care for a Family Member**

Most covered Federal employees may use up to 104 hours (13 days) of sick leave each leave year to care for a family member or to arrange for or attend the funeral of a family member. In addition, most Federal employees may use a total of up to 12 administrative workweeks of sick leave each leave year to care for a family member with a "serious health condition" as defined in the Family and Medical Leave Act. However, an employee is limited to a total of 12 weeks of sick leave each year for ALL family care purposes. Full-time employees may use 40 hours (5 days) of sick leave for these purposes without regard to their current sick leave balance. Additional hours may be used only if the employee maintains a balance of at least 80 hours of sick leave in his/her sick leave account at all times while using sick leave for any family care purposes.

Family member is defined as:

- ❖ Spouse and parents thereof;
- ❖ Children, including adopted children, and spouses thereof (includes adult children whether disabled or not);
- ❖ Parents;
- ❖ Brothers and sisters, and spouses thereof; and
- ❖ Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

For specific guidance regarding the terms and conditions of the Family Friendly Leave-Act, contact the Labor and Employee Relations Department.

▪ **Tardiness**

You are expected to report to work on time. Occasional tardiness may be excused; however, special administrative action may be initiated if offenses continue. If you are late for work, your supervisor will decide how to charge the time, depending on the circumstances. You may be excused without charge to leave, or you may be required to take leave. If your supervisor does not excuse your tardiness or approve a subsequent request for leave, you will be considered to be in an unauthorized absence (UA) status.

▪ **Federal Leave Sharing Program**

This program allows a Federal employee to transfer annual leave to another Federal employee who has been approved as a leave recipient, experiencing a medical emergency. When you are approved as a leave recipient, fellow workers may volunteer to donate some of their leave to you. To be eligible, you must be faced with loss of income, generally for at least 3 workdays (or 24 hours), because of a medical emergency. Your request must be forwarded through your supervisor and other appropriate channels. This program is strictly voluntary for recipients and donors.

LIFE INSURANCE

Federal Employees' Group Life Insurance (FEGLI) is term insurance with no cash value. As a new employee, you are automatically enrolled in the Basic Life Insurance unless you waive the coverage. Within the first 31 days after your eligible appointment, you may elect optional insurance coverage. You may elect without a medical examination. Any options not elected will be deemed as waived. To elect options, you must also have Basic coverage.

Your insurance must be paid through payroll deductions. Your employer pays part of the cost of the Basic coverage; you pay the full cost of any Optional coverage elected. During any periods while in a leave-without-pay status (up to 12 months), Basic and Optional coverage are continued at no cost to you.

Currently, the FEGLI program has *Basic; Option A-Standard; Option B-Additional; and Option C-Family coverage.*

- ◇ ***Basic*** coverage is your annual salary, rounded up to the next \$1,000 plus \$2,000. (Example: Annual salary is \$33,781, rounded up to \$34,000, plus \$2,000 equals \$36,000 worth of insurance.) In addition, there is an Extra Benefit if you are under age 45 at no additional cost. There is also an Accidental Death and Dismemberment insurance included in the Basic coverage provided at no additional cost. You may cancel at any time.

Cost of Basic Life Insurance is based on the total amount of your coverage, \$0.155 per \$1,000.

Basic coverage may be continued into retirement. To continue the Basic coverage, you must have at least 5 years of coverage immediately preceding retirement or must have had it from the first time that it was available to you.

- ◇ ***Option A-Standard*** coverage has an insurance value of \$10,000. You **must** be enrolled in Basic coverage to be eligible to elect Option A-Standard coverage.

If you elect Option A-Standard coverage, you may cancel it at any time without waiving your Basic coverage insurance or other options that you may have elected. Option A-Standard coverage also has an Accidental Death and Dismemberment insurance included at no additional cost.

The amount of the premium is based on your age, increasing in 5-year increments (25, 30, 35, 40, etc.)

This optional coverage may continue into retirement, however, you must be eligible to continue the Basic coverage. In addition, you must have had the optional coverage for the 5 years service immediately preceding your retirement or for all of your service during which it was available to you.

- ◇ **Option B-Additional** coverage. You **must** be enrolled in Basic coverage to be eligible to elect Option B-Additional (an amount equal to one, two, three, four, or five times your annual basic pay {after first rounding up to the next \$1,000}). The amount of the premium depends on your age and salary which increase when you move into a higher age/salary bracket. If you elect Option B-Additional, you may cancel it at any time without waiving your Basic coverage or other options that you may have elected.

- ◇ **Option C-Family** coverage. You **must** be enrolled in Basic coverage to be eligible to elect Option C-Family coverage. This does not provide coverage on your life but that of your spouse and eligible dependent children. When you elect Option C, all of your eligible family members are automatically covered. You may elect from one to five multiples of coverage. Each multiple is equal to \$5,000 for spouse and \$2,500 for each eligible dependent child. The amount of the premium depends on your age and increases when you move into a higher age bracket. If you elect the Option C-Family, you may cancel it at any time without waiving your Basic coverage or other options that you may have elected.

If you decline the Basic coverage, you cannot later enroll for at least 1 year and then, only, if you are under age 50 and in good health and have a physical examination at your own expense. Your insurability will be determined by the Office of Federal Employees' Group Life Insurance based on the results of your physical – unless there is an open season. Open seasons for life insurance are uncommon and are scheduled by the Office of Personnel Management. You may not increase your Family coverage through this process.

The Notification of Personnel Action you receive will have a code and explanation of your elected coverage.

LONG TERM CARE INSURANCE

Long term care insurance pays benefits to cover services that individuals may need because they are unable to care for themselves due to a chronic mental or physical condition. Your current Federal health insurance does not cover these long-term care services. The program, which will be available in October 2002, will offer a flexible benefits package that covers a variety of services including: nursing home care, home health care, assisted living facilities, and adult day care.

There will not be any government contribution to this insurance. Participants will be responsible for 100% of the cost. The cost will depend on the individual's age at the time of enrollment and the package and options selected.

Key Elements in a Long Term Care Policy include:

Daily Benefit: The maximum dollar amount that the policy will pay you each day.

Benefit Period/Policy Maximum: This determines the total value of your policy and is calculated by multiplying the number of days you wish to receive benefits by your selected daily benefit.

Elimination Period: Similar to a deductible, this is the number of days that must be satisfied before the policy begins to pay benefits.

Inflation Protection: An available rider that systematically increases the daily benefit to account for inflationary increases, even while receiving benefits.

MORNING AND EVENING COLORS

Civilian personnel should show proper respect for the American flag during raising and lowering by standing still and facing the flag. Personnel should place the right hand over the heart. Personnel with hats should remove them. Vehicles should come to a complete stop.

MOTOR VEHICLES

If you wish to drive on the area Naval bases, you must register your motor vehicle with the Base Pass Office. You will be issued a decal to attach to your vehicle or a temporary pass to place in your front window. You are expected to adhere to base parking and traffic regulations. Parking areas are designated for general, visitor, individually reserved, and car-pools. Failure to adhere to parking and traffic regulations will result in a ticket or towing of your vehicle without further warning. Additionally, you and any passengers are required to wear seat belts at all times while the vehicle is in motion. **Unless otherwise posted, the speed limit is 25 miles per hour.**

OFF-DUTY CONDUCT

Aside from restrictions set forth in the Code of Ethics, conduct during off-duty hours should not reflect discredit on the employing activity, the Department of the Navy, or the Federal government. Outside activities should not interfere with efficiency or the quality of work. Executive Order 12564 requires all Federal employees to refrain from the use of illegal drugs, both on and off-duty.

OUTSIDE EMPLOYMENT

Outside employment is permitted as long as it does not impair performance in the government position. Supervisors should be consulted if a second position raises any doubt about propriety or conflict of interest. You should check with your supervisor concerning any special approvals that may be required by your command for outside employment.

PAY

Your pay will be disbursed from the Defense Finance and Accounting Service (DFAS). There are three DFAS civilian payroll offices. DFAS is currently moving toward all Navy civilian employees being paid by the payroll office in Charleston, South Carolina. Each activity has a Customer Service Representative that you should consult concerning pay issues. Your supervisor will be able to provide you with the name of this representative.

- **Standard Deductions from Pay:** Your pay is subject to a number of standard tax and benefit-related deductions. Most types of pay are subject to Federal, state, and local (if applicable) tax withholding. In addition to income tax deductions, your pay may also be subject to the following deductions: retirement, social security, and medicare. Any benefits elected will also be deducted from your pay, i.e., health insurance, life insurance and thrift savings plan, allotments for U.S. Savings Bonds, donations to charity, and union dues. These deductions should be verified on your Leave and Earnings Statement (LES) each pay period and the payroll customer service representative should be notified of any deficiencies.
- **Frequency and Timing of Paychecks:** Employees are paid every other week. Each pay period is two weeks long, beginning on a Sunday and ending on a Saturday. Each year has 26 pay periods. Your exact payday may vary from activity to activity depending on the servicing payroll office. There are approximately 6 days between the end of the pay period and payday. You are required to have your paycheck paid by Direct Deposit through Electronic Funds Transfer to a savings or checking account at a financial institution.
- **Leave and Earnings Statements (LES):** The LES will itemize your salary and deductions and will be sent to your home unless you designate otherwise. You should receive it within 3 days of your payday. Should you fail to receive an LES, contact your payroll customer service representative for a replacement. You should check your LES carefully to ensure that the information is correct. Check your current annual and sick leave balances and your annual leave accrual rate. The grade, step and base (annual) pay rate are self-explanatory. The “Pay Period Ending” date identifies the pay period which is covered on the LES.

There are five sections identified on the LES: General Pay Data, Current Earnings, Deduction, Leave, and Remarks.

- ◇ The **General Pay Data** section identifies your personal data, including your tax exemptions and your cumulative total of Navy retirement funds. If you have transferred between Federal services (Army, Air Force, etc.), your prior retirement monies have been forwarded to the Office of Personnel Management.
- ◇ **Current Earnings** are self-explanatory.
- ◇ Pay period and year-to-date totals are shown in the **Deductions** section.

- ◇ The **Leave** section identifies prior leave balances, accruals, used and current balances. The Use-Lose/Term Date column is a projection of the amount of leave that will be lost if not taken by the end of the leave year.
- ◇ The **Remarks** section contains new or changed information that the payroll office has processed during the pay period.

IT IS THE EMPLOYEE'S RESPONSIBILITY TO REVIEW THE INFORMATION PRESENTED ON EACH LES FOR CORRECTNESS, TO NOTIFY THE PAYROLL OFFICE OF ERRORS, AND RETAIN THE LES FOR RECORD PURPOSES

- **Within-Grade Increases**

For employees occupying General Schedule (GS) positions, your grade includes 10 steps. While you are in that particular grade, you may receive periodic pay increases, which are advances to the next step if your work is acceptable and if you have not yet reached the top step of that grade level. The waiting period for a within-grade increase is 52 weeks to reach steps 2, 3, and 4; 104 weeks for steps 5, 6, and 7; and 156 weeks for steps 8, 9, and 10. Increases may be withheld if work is not acceptable; however, such action would follow written notification from the supervisor.

If you are a Wage Grade (WG) employee, your grade level includes 5 pay steps. Advancement to step 2 comes after 26 weeks of service. After 78 weeks in step 2, the employee is eligible for step 3. Advancement to steps 4 and 5 take another 104 weeks for each. As with the GS employees, performance of the job must be satisfactory. If you do not meet the performance requirements, your within-grade increase will be withheld until your performance is satisfactory.

- **Employee/Member Self Service (E/MSS)**

DFAS has developed a voluntary Employee/Member Self Service (E/MSS), a self-service tool that allows you to make changes directly to your pay account using either an interactive voice response telephone system or the internet. You can make federal and state income tax withholdings changes, home address change, display your current LES plus the previous 2 pay periods, start or change an allotment, start or change a savings bond allocation and view your latest W-2. The telephone number for E/MSS is (877) 363-3677. The website address is www.dfas.mil.

PERFORMANCE APPRAISAL

Employees are evaluated annually on their job performance. It begins upon entry into your position or at the beginning of a new performance cycle. Your supervisor should review with you the *critical elements* of your position, as well as the performance requirements (*performance standards*) for each element. Department of Navy (DON) utilizes a two-level system to rate employees: Acceptable/Unacceptable.

When you report to your job, your supervisor should provide you with a copy of the written description of the duties of your position, as well as a copy of the critical elements and performance standards. This should be done within 30 days. If you do not receive them within 30 days of reporting to the job, you should ask your supervisor for copies.

A *critical element* is a component of a position that is of such importance that unacceptable performance in the element would result in unacceptable performance in the position.

A *performance standard* is a statement of the expectations or requirements established for the critical elements. It may include factors such as quality, quantity, timeliness, etc.

Each activity has a fixed rating cycle. All employees will be rated at the close of the cycle except for: (1) an employee who has not served 90 days under the performance standards at the same grade level, under the same supervisor; and (2) when a within-grade increase is due and management's decision to grant or deny the increase is not supported by the most recent rating of record. In these cases, the rating would be deferred to provide the 90-day period.

During the performance cycle, a progress review should be conducted approximately midway. This progress review is to inform you of the level of your performance as compared to the performance standards for the position. Your supervisor and you will sign the appraisal form.

A written close-out rating should be prepared if either you or your supervisor leave your position, provided you have been under your current performance standards for at least 90 days. Once a year, a rating of record will be prepared evaluating the level of your performance as compared to the performance standards. As with the mid-year review, you and your supervisor will sign the appraisal form. Your signature only signifies that the appraisal has been discussed with you, not that you agree with it. You should be provided with a copy of the completed performance rating.

The original performance rating form is sent to the Employee Services Department for review and input into an automated personnel record and for subsequent filing in your employee performance file.

If an employee receives an "Unacceptable" rating on even one critical element, then the overall rating is considered "Unacceptable." The employee will be notified in writing and, depending on the resolution of the situation, the employee may be reassigned, involuntarily changed to lower grade, or removed from the position.

If you receive a rating that you believe is unfair, you may file a grievance utilizing either the administrative grievance procedure or the negotiated grievance procedure, depending upon whether you are a member of a bargaining unit. Grievable issues include:

- ◇ Failure to inform employees of critical elements and performance standards within the required timeframe.
- ◇ Failure to conduct required close-out appraisal.
- ◇ Rating levels on individual critical elements and on overall performance rating level (summary ratings).

Questions on performance appraisals may be directed to the Employee Services Department.

PERSONAL MAIL

The Navy Mail System is to be used for official business only. Official Navy Mail is defined as any correspondence dealing directly with the “business of the U.S. Government.” Distribution of personal correspondence, either incoming or outgoing through the Navy Mail System, is NOT allowed. This includes the local area correspondence distribution system, sometimes known as “guard mail.”

PERSONNEL RECORDS

Each Federal employee has a personnel record called an official personnel folder (OPF). It contains all official documents pertaining to your employment with the Federal government and is a history of the personnel actions effected during your Federal civilian service. You will receive copies of all Notification of Personnel Actions (SF-50s) which are prepared on you. You are strongly encouraged to retain all of these documents in a safe, accessible file as a personal record of your dates of employment, positions held, rates of pay, location, duties, etc. These copies will also prove most beneficial should you leave Federal service and need to establish your reinstatement entitlements at a later date. Their importance cannot be emphasized enough.

While serviced by HRO Norfolk, your OPF will be maintained by the Human Resources Service Center (HRSC) East located at the Norfolk Naval Shipyard compound. You may review your OPF in the presence of an HRO representative. In order to review your OPF, you need to call your HRO Norfolk office, who will have your OPF forwarded from the HRSC East. You will be contacted when your OPF is available for review.

If you transfer to an activity outside of the HRO Norfolk serviced community, your OPF will be forwarded to your new human resources office. Should you leave the Federal government, your folder will be transferred to National Personnel Records Center, St. Louis, Missouri, for storage.

Your OPF is available only to officials who have a need to know, such as HRO Norfolk Personnel Specialists, supervisors and management officials, and investigators who need information on which to base decisions affecting you or in the performance of their assigned functions. All information in your OPF is safeguarded under the Privacy Act.

POLITICAL ACTIVITIES

The Hatch Act is a Federal law that limits the political activities of Federal and postal employees. In general, Department of Navy employees are subject to political activity restrictions. Part-time and temporary employees are included. Under the 1993 Hatch Act reform law, most employees generally MAY:

- ❖ Run as candidates for public office in non-partisan elections; register and vote as they choose; assist in voter registration drives; express opinions about candidates and issues; contribute money to political organizations; attend political fund-raising functions; attend and be active at political rallies and meetings; join and be an active member of a political party or club; sign nominating petitions; campaign for/against referendum questions, constitutional amendments, and municipal ordinances; campaign for/against candidates in partisan elections; make campaign speeches for candidates in partisan elections; distribute campaign literature in partisan elections; and hold office in political clubs or parties.

All such activity must be done on the employee's own time and away from the worksite.

Under the law, employees generally MAY NOT:

- ❖ Use official authority or influence to interfere with an election; solicit or discourage political activity of anyone with business before their agency; solicit or receive political contributions (may be done in certain limited situations by federal labor or other employee organizations); be candidates for public office in partisan elections; engage in political activity while on duty, in any government office, while wearing an official uniform or while using a government vehicle; or wear partisan political buttons on duty.

Questions concerning political activity should be directed to the Labor and Employee Relations Department.

POSITION DESCRIPTION

All Federal service jobs have an official written description of the duties, responsibilities, and supervisory relationships required by management in the respective position. This written description is called a position description (PD). The process of preparing a PD begins with the supervisor deciding what work needs to be done and how the work will be organized.

Once the PD is written, the duties and factor descriptions are compared with classification standards issued by the Office of Personnel Management. The result of this analysis determines the title, series, and grade (and, therefore, the pay scale) of the position.

Within the first few days of employment, your supervisor should provide you with a copy of your PD and explain what your job involves. If you do not receive a copy, ask your supervisor for one.

It is not necessary for a PD to set forth every duty you may be expected to perform. Supervisors have full authority to assign duties to employees as they see fit within the scope of their operations. Assignments should, however, be reasonably related to the employee's position. Should you refuse to perform a reasonable task properly assigned by your supervisor, it may be considered insubordination and could result in disciplinary action.

PDs should be kept up-to-date. Your supervisor is responsible for ensuring your PD is updated when extra or different major duties are permanently assigned.

Employees have the right to appeal the classification of their positions. Appeals must be made in writing and must be submitted to the Department of Defense and/or the Office of Personnel Management. The written decision will be provided to you. For further information, contact the Position Classification and Compensation Department.

RESERVISTS

Civilian employees who are members of the Armed Forces Reserves and who are called to active duty military service (or volunteer for active duty) are entitled to federal job rights and protections that are guaranteed by Public Law 103-353 and the Uniformed Services Employment and Reemployment Rights Act of 1994. The rights and benefits include restoration to civilian duty following active military service and retention protections during and upon restoration.

Should you be called to active duty or are aware that you may be called to active duty, you should notify your supervisor immediately and contact your servicing HRO Staffing Advisor for additional information on your entitlements.

RETIREMENT BENEFITS

Generally, all new employees are participants in the Federal Employees' Retirement System (FERS). This is one of the most important benefits you receive as a Federal employee. Many of the FERS features are "portable," so that if you leave Federal employment, you may still qualify for the benefits. FERS enables you to take an active role in securing your future.

FERS is a three-tiered retirement plan consisting of a basic benefit plan, social security benefits and the Thrift Savings Plan (TSP). You pay full social security taxes and a small contribution to the basic benefit plan. Your TSP account is the part of your retirement that you control – you decide how much of your pay you put in, how to invest it, and when you retire, how you want your money paid out.

You should familiarize yourself with the features of FERS. The Office of Personnel Management has a brochure that provides an overview of your benefits including such things as when you can retire, what types of employment count towards retirement, military service, and how your retirement is figured.

SAFETY

Safety and health are high priorities in your new employment. Prevention of accidents and injuries begins with you. You are responsible for adhering to safety regulations and to report unsafe conditions immediately. Safety training shall be provided by your supervisor or responsible Safety Office at your activity.

SALARY OTHER THAN GOVERNMENT

No official or employee may receive any salary for government services other than Federal salary, with the exception of contributions from states, counties, or municipalities. No person, association, or corporation is permitted to supplement the salary of an employee who performs a service as part of an official government job.

SECURITY

The extent of building and personnel security will depend on the mission of the command for whom you are employed. Command instructions regarding security procedures should be available in your command security office. Your supervisor is the best source for information relating to security at your command.

TRAINING

Managers and supervisors are responsible for evaluating employee performance, reviewing current and anticipated missions, determining where training can be used to bridge between employee performance and mission demands, and assuring that training is achieved and evaluated. Line managers are responsible for ensuring their employees possess the competencies to perform their duties effectively.

If training is needed, your supervisor should initiate a training request. ALL training, even during non-duty hours, must be approved prior to an employee attending training or making any commitment to training.

TRAVEL AND TEMPORARY DUTY

You may be required to travel in accordance with the conditions and procedures prescribed by the Department of Defense Joint Travel regulations, Department of Navy regulations, Office of Personnel Management regulations, and where applicable, the provisions of collective bargaining agreements. Employees required to travel receive per diem and travel allowances as provided in the applicable directives.

It is the Department of Navy's policy that all frequent travelers (3 or more times per year) utilize a government travel charge card for official travel.

UNIONS

There are various labor unions represented among the many activities serviced by HRO Norfolk. The law entitles unions to organize and represent Federal employees. Civilian employees are free to form, join, or assist a union or to refrain from such activity.

Employees of an activity who are eligible to be represented by a union are in a group called the “bargaining unit.” Certain employees of the Federal government are excluded by law from being eligible to join or be represented by a union. They are: management officials, supervisors, personnel specialists, employees engaged in intelligence, investigative or security work affecting national security, auditors, and persons who administer the Federal labor relations law.

Unions are required by law to represent all employees in the bargaining unit regardless of whether or not they choose to become dues paying members of the union.

By law, Federal labor unions cannot:

- ◇ Deny membership because of race, color, creed, national origin, sex, age, preferential or non-preferential civil service status, political affiliation, marital status, or handicapping condition.
- ◇ Advocate the overthrow of the constitutional form of government in the United States.
- ◇ Participate in the conduct of a strike against the government or impose a duty or obligation to conduct, assist, or participate in such a strike.

For additional information, contact the Labor and Employee Relations Department.

VERIFICATION OF EMPLOYMENT

The DON offers an automated employment verification service provided by The Work Number for Everyone, that allows you to have your employment and salary verified within a matter of minutes. This fast, secure service is used for mortgage applications, reference checks, loan applications and apartment leases.

To have your employment verified, you should call the Work Number at 1-800-EMP-AUTH (800-367-2884) or visit www.theworknumber.com. You will be prompted to enter a Company Code. The Company code for all Department of Defense employees is 10365. After you have entered this code, you will be prompted to provide your social security number and a 4 digit PIN (your PIN number will be your birthday (mm/dd)). You will then be provided with an authorization code. You should record this authorization number. You may have up to 3 authorization codes active at one time. Each code can be used only once by the verifier and codes are active for six months.

Once you have an authorization code, you should provide code to the lender/verifier. The lender/verifier should call 1-900-555-WORK for verification.

If you have a problem with the Work Number, you should call their service center at 1-800-996-7566.

VOTING

Most states will allow employees to vote by absentee ballot if they must be away from their home state. County Clerks can provide information. General election information may be obtained from the Absentee Voters' Bureau maintained by the political parties in Washington.

Polls in Virginia open at 6:00 a.m. and close at 7:00 p.m. Employees who desire to vote or register in any election or referendum on a civic matter in their community may be excused that length of time which will permit them three full hours after the polls open or before the polls close, whichever is the lesser amount of time off.

WASTE, FRAUD AND ABUSE

Navy policy is to manage effectively all resources entrusted to its care. Navy is totally committed to eliminating fraud, waste and mismanagement in all its programs and operations, whenever and wherever they occur.

The Navy Hotline Program represents a significant corrective mechanism to be used in this vital effort to combat waste, fraud, mismanagement, and related improprieties. Prompt, responsive, and impartial action will be taken to examine substantive allegations, to pursue corrective measures in accordance with applicable laws, regulations, and directives, and to report the result of such inquiries via the chain of command.

The Navy's toll free Hotline is 800-522-3451. In reporting waste, fraud and mismanagement, you may remain anonymous.

WORK SCHEDULE

- **Workweek**

The regular 40-hour workweek is 8 hours a day, Monday through Friday, with a specified amount of time for lunch. Some employees may work shift-work or be on an alternate work schedule or flex-time. You may have to occasionally work overtime. Check with your supervisor to find out what schedule you will be working.

- **Recording Your Attendance**

The hours you have worked each day during the pay period are recorded. You will receive instructions from your supervisor or department timekeeper on the procedures for recording your time each day. Some activities require employees to punch in and out using time clocks, others have timekeepers that keep daily records on your attendance. Insure that you follow the procedures for your activity. It is extremely important that accurate records are kept since your pay is based on these records.

- **Holidays**

Ten regular holidays are observed as non-work days:

New Year's Day	1 January
Martin Luther King's Birthday	third Monday in January
Presidents' Day	third Monday in February
Memorial Day	last Monday in May
Independence Day	4 July
Labor Day	first Monday in September
Columbus Day	second Monday in October
Veterans Day	11 November
Thanksgiving Day	fourth Thursday in November
Christmas Day	25 December

WORKERS' COMPENSATION PROGRAM

The Federal Employees' Compensation Act (FECA) provides compensation, medical care and other benefits for employees for disability due to personal injuries sustained while in the performance of duty, and diseases proximately caused by employment. FECA is the exclusive method of compensation available to Federal employees in the event of work-related injury, illness or death.

FECA benefits can include continuation of your pay while totally disabled for a period of time; direct compensation for lost wages from the Department of Labor, Office of Workers' Compensation Programs (OWCP), if the disability is prolonged; direct payment or reimbursement for medical expenses; and even, in extreme cases, vocational rehabilitation expenses or death benefits.

What should an employee do when injured at work?

- ◇ REPORT TO SUPERVISOR Every job-related injury, regardless of how minor, should be reported as soon as possible to your supervisor.

- ◇ OBTAIN MEDICAL CARE If medical treatment is required, you may obtain a Dispensary Permit (OPNAV 5100/9) from your supervisor and report to a government clinic for treatment, or you may elect to be treated by any licensed physician in private practice who is not excluded. Except for referral by your attending physician, any change in treating physician after the initial choice must be authorized by (OWCP). If you are unable to return to work, call your supervisor and provide the return-to-work date established by the physician. Present any medical evidence to your supervisor. Any absence due to an on-the-job injury must be authorized by the attending physician in order to be eligible for continuation of pay (COP) or compensation. It is the employee's responsibility to submit to the supervisor, or arrange for submission of medical evidence of traumatic injury within 10 workdays.

- ◇ FILE WRITTEN NOTICE In a traumatic injury, complete the employee's portion of form CA-1. You may obtain the form from your supervisor or the Employee Services Department. Submit the completed form to your supervisor as soon as possible, but not later than 30 days following the injury. For occupational illness/disease, form CA-2 is used instead of form CA-1. **NOTE: A claim is not considered filed until a written notice (CA-1) is received by the employer. Employees who file their claims more than 30 days after their injury, lose their entitlement to COP.**

- ◇ SUBMIT CLAIM FOR
- ◇ COP/LEAVE AND/OR
- ◇ COMPENSATION FOR

If disabled due to traumatic injury, you may claim COP not to exceed 45 calendar days or use leave. A claim for COP must WAGE LOSS be submitted no later than 30 days following the injury. Submit to your supervisor within 10 days medical evidence that you sustained a disabling traumatic injury. If disabled beyond the COP period, or if not entitled to COP, or if disabled due to occupational disease, you may claim compensation for wage loss on form CA-7 or use leave. A claim for compensation for wage loss must be submitted as soon as possible after it is apparent you are disabled and will enter a non-pay status.

- ◇ RETURN TO WORK
- ◇ AS SOON AS YOUR
- ◇ DOCTOR ALLOWS YOU
- ◇ TO DO SO

Light duty is provided to employees who have not yet fully recovered. You must ask your doctor to specify your work restrictions. You must advise your supervisor immediately of your doctor's instructions concerning your return to work. COP may be terminated if you refuse work which is within your medical restrictions.

Additional information can be obtained by contacting the Employee Services Department.

WORKPLACE DISPUTES

Conflicts in the work place with always exist, but there is a constructive way to handle those conflicts at an early stage, in an expeditious, cost-effective, and mutually satisfactory manner.

Human Resources Office (HRO), Norfolk has an established program call **HEAR** (Helping Employers/Employees Alternatively Resolve) **WORKPLACE DISPUTES PROGRAM** that utilizes Alternative Dispute Resolution (ADR) methods for addressing workplace disputes and issues of discrimination under Title VII. Since the program's inception at the beginning of Fiscal Year 1999, over 180 ADR sessions has been conducted. The ADR resolution rate for Fiscal Year 2001 is 77%.

HEAR WORKPLACE DISPUTES PROGRAM offers a collaborative, voluntary dispute resolution approach that involves a neutral person who assists the parties in resolving their issues and concerns. A variety of ADP problem-solving processes are used to resolve conflicts quickly, resulting in enhanced moral, improved job performance, use of fewer monetary resources, greater customer satisfaction, and avoidance of litigation or other adversarial proceedings. The goal of the Program is to promote resolution between the parties at the earliest opportunity, by the fastest and least expensive method possible. However, persons participating do not waive their right to proceed in an applicable forum if a resolution is not reached.

To find out more about this Program, contact the ADR Program Manager at (757) 444-7957.

APPENDIX A

HRO NORFOLK DEPARTMENT LISTING

Human Resources Office, Norfolk

1530 Gilbert Street, Suite 2300
Norfolk, VA 23511-2734
Commercial (757)
DSN (564)

Human Resources Officer

Location: HRO Norfolk Headquarters
Naval Station, Norfolk (Bldg N-26) Phone: (757) 444-4147
Fax: (757) 445-0346

Function: Responsible for the overall administration of the human resources management program. HRO Norfolk services over 170 commands and activities throughout the Tidewater Area and several states. The program has been divided among the various departments and locations which follow:

Position Classification

Location: Naval Station, Norfolk (Bldg U-69) Phone: (757) 444-2987
Fax: (757) 445-8656

Function: Provide Position Management advice/technical assistance as requested. Provide position classification advice and training. As needed, provide position classification advisory evaluation on proposed position descriptions. Represent serviced activities on position classification and wage administration matters involving other activities.

Employment & Employee Placement

Location: Naval Station, Norfolk (Bldg U-69) Phone: (757) 444-7985
Fax: (757) 445-8656

Function: Provide complete advisory services concerning recruitment, evaluation of applicants and referrals for selection from alternative sources/programs. Process recruitment

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requests to Human Resources Service Center-East. Coordinate reduction-in-force and/or functional transfer and resultant out-placement efforts. Represent serviced activities on all staffing issues with higher echelons of authority. Provide advice and training on the Drug Free Work Place. Carry out Drug Program Coordinator responsibilities of the serviced activity for appropriated fund civilian employees.

Labor & Employee Relations

Location: Naval Station, Norfolk (Bldg U-69) Phone: (757) 444-4717
Fax: (757) 444-4327

Function: Provide labor relations (LR) and employee relations (ER) advisory services and technical assistance regarding unfair labor practices, disciplinary and adverse actions, performance-based actions, grievances and arbitration, ethics, Freedom of Information/Privacy Act, and leave entitlement programs. Negotiate collective bargaining agreements. Represent management in third party hearings.

Employee Services

Location: Naval Station, Norfolk (Bldg U-69) Phone: (757) 444-6417
Fax: (757) 444-4327

Function: Provide full range of advisory services to managers, supervisors and employees on performance management, incentive awards, civilian employee assistance programs, injury compensation, indebtedness, life and health insurance programs, death benefits, and retirement. Act as the servicing activity's liaison with the Human Resources Service Center-East concerning employee benefit issues.

Equal Employment Opportunity Programs

Location: Naval Station, Norfolk (Bldg N-26) Phone: (757) 445-1664
Fax: (757) 445-5438

Function: Manage serviced activity's Civilian EEO program. Provide EEO counseling and complaint processing services. Manage the Alternative Dispute Resolution program, securing neutrals to participate in scheduled mediation sessions.

Administration Office

Location: Naval Station, Norfolk (Bldg N-26) Phone: (757) 444-4147
Fax: (757) 445-4251

Function: Provide administrative, resource management, acquisition, facilities, and supply support for HRO Norfolk.

Information Systems Office

Location: Naval Station, Norfolk (Bldg U-69) Phone: (757) 444-7986
Fax: (757) 445-5388

Function: Provide IT services for HRO Norfolk. Act as the servicing activity's management interface with the Human Resources Service Center East concerning personnel records systems access and required reports.

Satellite Offices

Location: FISC Satellite Office	Phone: (757) 443-1491
Naval Station, Norfolk (Bldg W-143)	Fax: (757) 443-1053
FTSCLANT Satellite Office	Phone: (757) 443-3872
Naval Station, Norfolk (Bldg LF-18)	EXT:1821
	Fax: (757) 443-3687
Little Creek Satellite Office	Phone: (757) 462-4438
Naval Amphibious Base, Little Creek (Bldg 3129)	Fax: (757) 462-8645
Oceana Satellite Office	Phone: (757) 433-3459
Naval Air Station, Oceana (Bldg 280)	Fax: (757) 433-3260
Portsmouth Satellite Office	Phone: (757) 953-5771
Naval Medical Center, Ports (Bldg 215)	Fax: (757) 953-7603
PWC Satellite Office	Phone: (757) 444-4461
Naval Station, Norfolk (Bldg A-81)	Fax: (757) 445-6614
Shipyard Satellite Office	Phone: (757) 396-5726
Norfolk Naval Shipyard (Bldg 65)	Fax: (757) 396-4694
Yorktown Satellite Office	Phone: (757) 887-4921
Naval Weapons Stations (Bldg 466)	Fax: (757) 887-4428

Function: Provide operational, advisory services, and day-to-day human resources operations for serviced populations geographically aligned with the particular satellite office. Some functions, such as the Drug Free Workplace Program, Equal Employment Opportunity, and Employee Services, have been centralized and are being performed at the functional department located on the Naval Station, Norfolk. The degree of on-site services provided are broadly reflected under the functional headings. Each Satellite Office serves as senior advisor to serviced Commanding Officers and other senior management officials and provides initial and immediate guidance on the full spectrum of human resources issues.

APPENDIX B

FREQUENTLY USED PERSONNEL ACRONYMS

AL	Annual Leave
CEAP	Civilian Employee Assistance Program
COP	Continuation of Pay
DFAS	Defense Finance and Accounting Service
DFWP	Drug Free Work Place
DOD	Department of Defense
DON	Department of Navy
EBIS	Employee Benefit Information System
EEO	Equal Employment Opportunity
E/MSS	Employee/Member Self Service
FECA	Federal Employees Compensation Act
FEGLI	Federal Employees Group Life Insurance
FEHB	Federal Employees Health Benefits
FERS	Federal Employees Retirement System
FFLA	Family Friendly Leave Act
FMLA	Family Medical Leave Act
HRO	Human Resources Office
HRSC	Human Resources Service Center
KSA's	Knowledges, Skills and Abilities
LES	Leave and Earnings Statement
LWOP	Leave without Pay
OPF	Official Personnel Folder
OWCP	Office of Workers' Compensation Program

SCD	Service Computation Date
SL	Sick Leave
STAIRS	Standard Automated Inventory Referral System
TSP	Thrift Savings Plan
VA	Veterans' Administration