

# NEW EMPLOYEE ORIENTATION

**Human Resources and  
Organizational  
Management Branch**

**Employee Management  
Advisory Services  
Section (EMAS)**

**AR Division, HQMC**





# WHAT WE'LL COVER

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- Benefits
- Performance Appraisal
- Standards of Conduct
- Employee Rights
- A Little Labor Relations
- Grievance Procedure
- Awards
- Leave Policies
- Hours of Duty
- Injury Compensation
- Civilian Employee Assistance Program
- Drug Free Workplace
- Resources (human and paper)



# FEDERAL BENEFITS

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- **Federal Employee's Health Benefits (FEHB)**
- **Federal Employee's Dental and Vision Insurance Program (FEDVIP)**
- **Flexible Spending Account (FSA)**
- **Federal Employee's Group Life Insurance (FEGLI)**
- **Federal Long Term Care Insurance (FLTC)**
- **Thrift Savings Plan (TSP) and TSP Catch-up**
- **Retirement Plans:**
  - **Civil Service Retirement System (CSRS/CSRS OFFSET)**
  - **Federal Employee Retirement System (FERS)**



# BENEFIT OPEN SEASON

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- **For 2011: 14 November thru 12 December**
- **Eligible employees may change their FEHB, FEDVIP:**
  - **from one plan or option to another**
  - **from self only to self and family**
  - **may cancel enrollment**
- **FSA – must reenroll annually**
- **Open Season elections are generally effective first day of the first full pay period in January**



# DO YOU HAVE BENEFIT QUESTIONS or NEED HELP?

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- Two main sources of information and ways to make changes to benefits:
  - Employee Benefits Information System (EBIS)
    - <https://www.civilianbenefits.hroc.navy.mil/>
    - Great Resources!
  - The Benefits Line
    - 1-888-320-2917

## **BENEFITS CHANGES**

- SICK LEAVE CREDIT FOR THOSE UNDER FERS
- ABILITY TO KEEP DEPENDENT CHILDREN ON HEALTH INSURANCE UNTIL AGE 26



# STANDARDS OF CONDUCT

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- All employees expected to adhere to acceptable standards of conduct
- Some things are obvious
  - Follow proper orders of your supervisor
  - Don't sleep on duty
  - Arrive at work on time
- Other things are not so obvious
  - Policy on use of government equipment for personal use
  - Rules on using a government vehicle

**CHECK WITH YOUR SUPERVISOR WHENEVER  
YOU DO NOT KNOW OR UNDERSTAND  
A WORKPLACE RULE OR POLICY**

# HATCH ACT

- Governs what federal employees can and cannot do with respect to political activities – examples:
  - May wear political buttons while on duty
  - May not engage in political activity while on duty
- Penalties are very severe for a Hatch Act violation
  - More info at [www.osc.gov](http://www.osc.gov)





# LABOR RELATIONS

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- If you are part of a bargaining unit, you are covered by the negotiated agreement between the union and management
  - Clinic has a negotiated agreement
  - MCB, MCCDC, MCAF have a negotiated agreement
- Will address some provisions as we go through slides
- Union President will provide more info





# SO, HOW DO YOU KNOW IF YOU ARE IN A BARGAINING UNIT?

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- Check your SF-50 (Notification of Personnel Action)
  - If block 37 shows any number other than "8888" or a "7777" you are in the bargaining unit
- If you are a supervisor, a management official, a confidential employee, or an employee engaged in intelligence or investigative work you are excluded from the bargaining unit



# PERFORMANCE MANAGEMENT SYSTEM

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- Two-level appraisal system
- Applies to all General Schedule (GS) employees

**BUT, THERE ARE TWO DIFFERENT TWO-LEVEL APPRAISAL SYSTEMS:**

- One system applies to employees who are in the bargaining unit
- The other system applies to everyone else converting from NSPS to GS



# BARGAINING UNIT

## TWO-LEVEL APPRAISAL SYSTEM

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- Critical elements & related performance standards
  - Elements rated as Acceptable or Unacceptable
  - Supervisors establish individual elements and standards
- Overall rating of Acceptable or Unacceptable
  - Rating of Unacceptable on one or more critical elements results in an overall rating of Unacceptable
- Rating period may vary from command to command



# NON-BARGAINING UNIT TWO-LEVEL APPRAISAL SYSTEM

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- Critical elements & related performance standards
  - Elements rated as Acceptable or Unacceptable
  - Acceptable performance rated at one of three levels (1, 2, or 3)
    - Average of levels used to determine awards eligibility
- Overall rating of Acceptable or Unacceptable
  - If one or more elements rated Unacceptable, overall performance is rated Unacceptable



# NON-BARGAINING UNIT TWO-LEVEL APPRAISAL SYSTEM

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- Supervisors establish critical elements
- Navy-wide pre-established standards will be used to evaluate performance on each element and will be based on the “career stage” of the employee:
  - Entry
  - Journey
  - Expert
- Standardized rating period throughout Navy
  - 1 Oct – 30 Sep



# BOTH TWO-LEVEL APPRAISAL SYSTEMS

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- If performance is Unacceptable:
  - Reasonable opportunity to improve performance will be provided
- If performance remains Unacceptable after the opportunity period, the employee will be removed from the position



# EMPLOYEE RIGHTS

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- You have the right to file a grievance to resolve disputes over working conditions within the control of the agency
  - Administrative grievance procedure
  - Negotiated grievance procedure
- You have the right to be represented in certain situations such as during grievance proceedings and during adverse action proceedings



# EMPLOYEE RIGHTS

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- You have the right to reply to proposed adverse actions
- You have the right to review the material relied upon in adverse actions
- You have the right to appeal to the Merit Systems Protection Board significant adverse actions
  - Employees covered by the union may elect file a grievance instead





# EMPLOYEE RIGHTS

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- In many cases, you have the right to advance notice of an adverse decision (e.g., a suspension without pay, a termination)
  - The amount of advance notice you get depends on the severity of the action



# BUT, IF YOU ARE IN PROBATION...

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- Your rights are really, really, really limited
  - You may be given a letter terminating you the same day as the letter is issued
  - Narrow appeal rights apply



# PROVISIONS FOR EMPLOYEES COVERED BY A LABOR AGREEMENT

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- Right to union representation during all grievance meetings
- Right to representation during investigative examinations if you reasonably believe the examination will result in you being disciplined
- Union representative is your exclusive representative



# ADMINISTRATIVE GRIEVANCE PROCEDURE

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- Formal grievances must be in writing and must:
  - Identify the issues being grieved
  - Identify the personal relief requested
- The decision on the grievance will be made by an official at a higher level than any individual having a direct interest in the issues being grieved
- Grievance decisions are final and are not subject to further review or appeal



# NEGOTIATED GRIEVANCE PROCEDURE

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- Provisions set forth in the applicable labor agreement
- Usually a 2 or 3 step process with the final step being arbitration
  - Only the union can invoke arbitration



# AWARDS

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- Performance based cash awards
- Quality step increases
- Special act or service awards
- Time off awards
- Letters or certificates of appreciation or commendation
- Informal Recognition and Honorary awards

# LEAVE POLICIES & PROCEDURES



- General rules
  - You should schedule leave in advance
  - Unscheduled leave should be limited to emergency situations only
- Unscheduled leave
  - Time limits for reporting unscheduled absences
- Supervisor has authority to approve/disapprove
  - Within certain limitations

# MAIN TYPES OF LEAVE

- Annual leave
- Sick leave
- Leave without pay
- Excused absence/administrative leave







# ANNUAL LEAVE

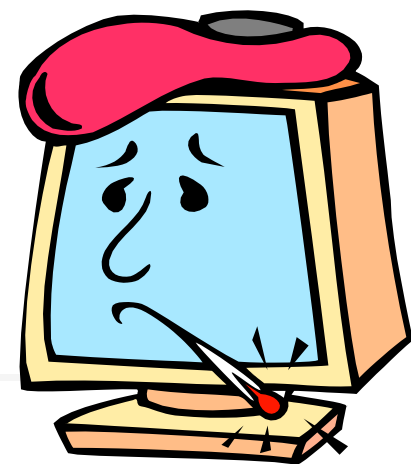
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- Use of annual leave may be denied if you have no annual leave to use or if your services are needed at work
- The amount of annual leave you may be advanced is what you will earn in the remainder of the leave year
- You may carry over a maximum of 240 hours of annual leave to the next leave year



# SICK LEAVE

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- Personal medical conditions/medical appointments, adoption
- May use up 104 hours for general family care and bereavement purposes
- May use up to 12 weeks to care for family member with serious health condition
- No limit on how much sick leave can be accumulated and carried over
- May be advanced up to 240 hours



# LEAVE WITHOUT PAY

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- Generally, approval of LWOP is discretionary
- Family and Medical Leave Act
  - Up to 12 weeks of LWOP in any 12 month period
    - Birth and care of employee's child
    - Placement of child with employee for adoption/foster care
    - Care of spouse, son/daughter, parent of employee with serious health condition
    - Serious health condition of the employee
- Up to 90 days will be granted to employees whose family member is transferring when the employee intends to seek federal employment in the new location



# HOURS OF DUTY

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- Consult with your supervisor
- Various options may be available
  - Standard 8 hour fixed tours of duty
  - Alternative Work Schedules
    - Flexible Schedules
    - Compressed Schedules
- Telework schedules
  - Telecommuting center or home office

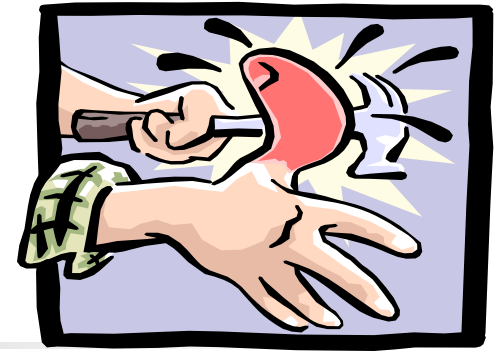


# EXCUSED ABSENCE ADMINISTRATIVE LEAVE

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- Time off from duty without a charge to leave and without a loss of pay
- Most common situations
  - “59 minute” rule
  - Blood donations
  - Voting
  - Closures and early dismissals due to weather or other emergency conditions

# INJURY COMPENSATION



- Federal Employees Compensation Act (FECA)
  - Provides benefits to employees for disability due to injury or disease sustained in the performance of duty
    - The Office of Worker's Compensation at the Department of Labor makes all decisions regarding entitlement to FECA benefits
  - Payments to dependents if injury or disease causes death



# TYPES OF FECA CLAIMS

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- Traumatic Injury
  - Break leg, cut finger, strain back
  - Continuation of Pay (COP) for 45 days
    - Must have medical documentation for COP
- Occupational Illness or disease
  - Stress, lung disease, carpel tunnel
  - No COP

**AS WITH JUST ABOUT EVERYTHING ELSE IN LIFE,  
THERE ARE FORMS YOU WILL HAVE TO  
COMPLETE TO SUBMIT A FECA CLAIM**



# CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (CEAP)

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- Assistance to employees who have:
  - Alcohol or drug problems
  - Personal or family problems which have, or may have, an adverse effect on job performance or adherence to acceptable standards of conduct
- Assistance to family members of employees



# DRUG FREE WORKPLACE



- Policy
  - Eliminate illegal use of drugs by civilians by:
    - Required random testing of employees in certain positions
      - Test Designated Positions (TDPs)
    - Testing of any civilian based on “reasonable suspicion” of illegal drug use or unsafe practices/accidents



# TEST DESIGNATED POSITIONS (TDPs)

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- Department of Navy identifies the TDPs Navy wide. A few examples:
  - Firefighters
  - Motor Vehicle Operators
  - Civilians with certain security clearance levels
  - Nurses
  - Air Traffic Controllers

# POSITIVE DRUG TEST RESULT

- A positive test result is bad news
  - Employees have a right to explain why the test was positive
- Severe penalties, to include removal



# SAFE HARBOR



- One time opportunity to self-identify
  - Insulates for self-admitted past acts of illegal drug use
    - Not drug trafficking, not future use
- Agree to CEAP, follow up testing
- Cannot enter after drug test notification



# Test Your Knowledge

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How much leave can I take? Do I have to come to work? What are my rights?





# JUST IN CASE I DON'T GET THE JOB

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You have requested 120 days of leave without pay so that you can look for a job in the private sector that pays more.

Is your supervisor required to approve your request?



# A FEW HOURS OR THE WHOLE DAY?

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You have requested a day of sick leave to take your child to the eye doctor. The appointment is scheduled for 1:30 p.m. You have 267 hours of sick leave available to use.

May you use sick leave for the entire day?

# **BUT I HAVEN'T SEE AUNT AGNES IN 57 YEARS!**

Your supervisor tells the entire section that in two weeks, on a Saturday, there will be 8 hours of mandatory overtime for everyone in the section. You have a family reunion planned for the same day. You believe your supervisor cannot tell you what to do on your own personal time and you make a decision that you will simply not report to work.

On a scale of 1 to 10,  
how smart is this decision?



# IT SURE WAS NICE SEEING AUNT AGNES

You have just been issued a notice that your supervisor proposes to suspend you for 3 days because you failed to show up for a mandatory overtime assignment.

**True or False:** You have the right to file a grievance on the proposal to suspend you.



# FEVERS, ACHES, AND PAINS

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What is the maximum amount of sick leave you can use for general family care and bereavement purposes?

What is the maximum amount of sick leave you can use to care for a family member with a serious medical condition?



# LOVE THAT SNOW!

You are at home on Friday on your regular day off under a compressed work schedule. You hear on TV the base is closed because there is 18 inches of snow on the ground and more on the way. Non-essential & non-emergency employees are excused from work without a charge to leave and still get paid for the day

You are in a non-essential/non-emergency position. Do you get any time off because of the closure or are you just out of luck?



# **I WANT MY UNION REP AT THIS MEETING, WAH, WAH, WAH**

Your supervisor is meeting with you tomorrow to talk about your performance appraisal. You think the discussion is not going to be a good one because you and your supervisor don't see eye to eye on how things should be done. You tell your supervisor that unless you can have a union rep at the meeting, you won't attend it.

Do you have a right to union representation at this meeting?



# SPELLING THE BEANS

You were a witness to a fight between two employees. You are being questioned about what you witnessed. You want a union rep present while you are being questioned.

Do you have a right to a union rep?

Do you have the right to refuse to answer questions?



# I DON'T NEED YOUR HELP!

You have filed a negotiated grievance and don't want the union at the grievance meeting. You think you can get better results on your own, plus you want to keep your problems private. When you show up for the grievance meeting, a union representative is present. You are taken aback as you specifically said in your grievance you were representing yourself. You want the union rep to leave.

Can you force this to happen?

# HELPFUL WEBSITES



- [www.hrom.usmc.mil](http://www.hrom.usmc.mil) (local HROM site; info on job announcements; training; benefits; labor relations; drug free workplace; and much more)
- [www.opm.gov](http://www.opm.gov) (info on government-wide HR personnel policies and programs)
- [www.donhr.navy.mil](http://www.donhr.navy.mil) (info on general Navy HR personnel policies and programs)
- [www.cpms.osd.mil/](http://www.cpms.osd.mil/) (info on general DoD HR personnel policies and programs, NSPS)



# POINTS OF CONTACT FOR KEY EMAS AREAS

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- **Performance management, discipline, awards, leave, benefits, hours of duty, labor relations**
  - **HQMC, MCRC, C4, MCNOSC, IGMC, 8<sup>th</sup> & I:**
    - **Nikki Davis (supervisor), 571-256-8205**
    - **Lauren LaFaye, 571-256-9535**
  - **ALL OTHERS:**
    - **Susan Galloway (supervisor), 784-3120**
    - **Stephanie McLeod, 784-0564**
    - **Shavona Wright, 784-0561**
    - **Elaine Brown, 784-1305**
    - **Elvin Nazario, 784-1314**





# POINTS OF CONTACT FOR KEY EMAS AREAS

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- **Civilian Employee Assistance Program**
  - Pentagon Employee Referral Services, 703-692-8917
- **Injury Compensation**
  - Stephanie McLeod, 703-784-0564
  - Elvin Nazario, 703-784-1314
- **Drug Free Workplace**
  - Sam Butler, 703-614-2027
- **Leave Transfer Program**
  - Lauren Lafaye, 571-256-9535