

Civilian Personnel What's Changed?

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Human Resources Office
Washington

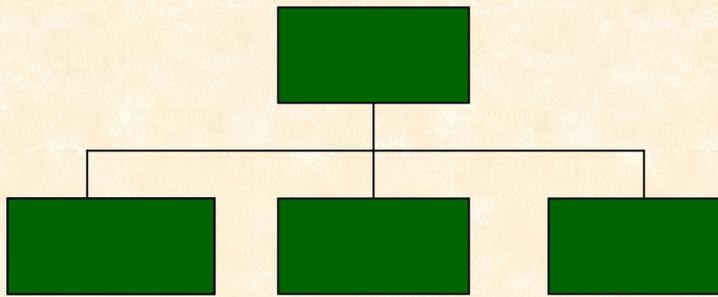
Civilian Personnel Update

Outline of Topics

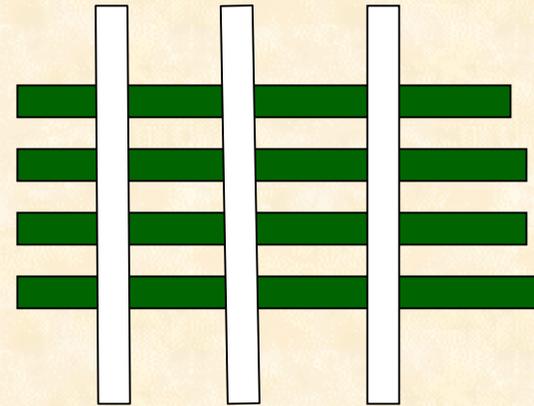
- Realignment and Classification Concerns
- Inventory-Based Staffing
- Sexual Harassment
- Performance Management and Recognition
- Leave
- Telework

POSITION CLASSIFICATION

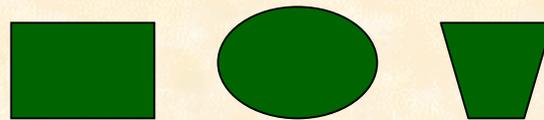
Organizing Work



Hierarchy



Matrix



Self-Directed Teams

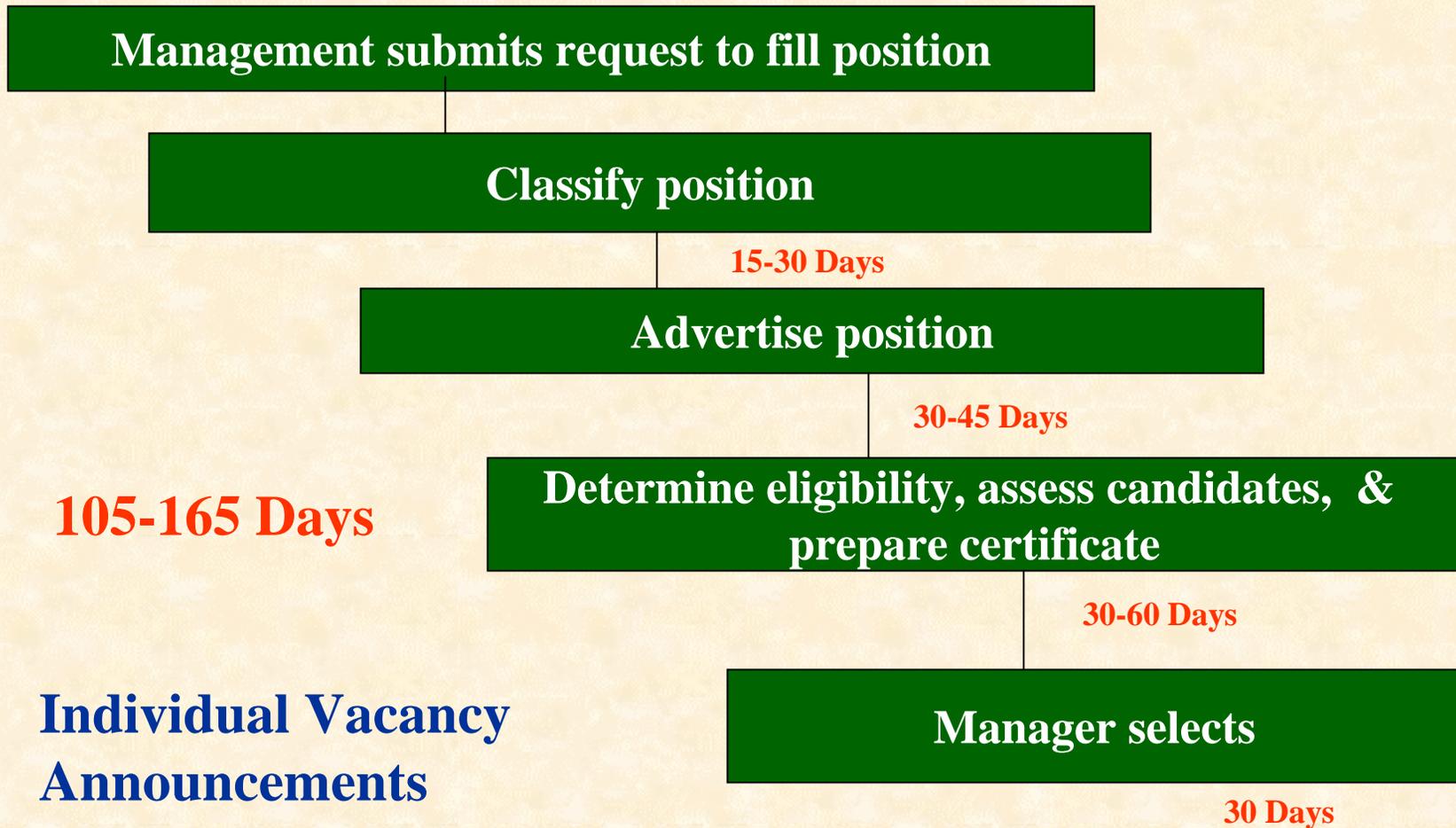
Position Classification

What Do We Consider?

- Mission of the Command
- Mission of the Organization
- Individual Position
 - Complexity
 - Scope and Effect
 - Level of Supervision
- Supervisory Positions
 - Base Level of Work Supervised
 - Degree of Supervision (% of time spent)

Recruitment and Staffing

Case Approach to Merit Promotion Process



Recruitment and Staffing

Inventory Approach to Merit Promotion Process

Management writes brief summary of duties and job requirements and sends out memo of intent to fill

15 Days

Classify position

15 Days

Discussion with manager to settle on AOC and skills needed

15-18 Days

80-83 Days

Determine eligibility & prepare certificate

5 Days

Vacancy announcement is open continuously

Manager selects

30 Days

DON SEXUAL HARASSMENT POLICY

Definition: Any unwelcome sexual advance, request for sexual favors and other verbal or physical conduct of a sexual nature

Requirements for Command Action on Complaints Alleging Sexual Harassment

- Within 72 hrs CO forwards detailed description of allegation to next supervisor officer in chain of command
- Advise complainant of commencement of investigation
- Complete investigation no later than 14 days from commencement
- Forward a final report including any action taken forwarded up chain of command within 20 days of start of investigation

DON SEXUAL HARASSMENT Annual Training

- Must provide annual training in the prevention of sexual harassment annually
- Course is available on web at the following address:



<http://www.newmedialearning.com/psh/usnhrowashington>

PERFORMANCE MANAGEMENT

DON Approach

- November 2001 -- NAPA study of DON performance management program
 - Keep the two-level system
 - Emphasize two-way communication throughout the performance year
 - Tie recognition more directly to actual performance
 - Give recognition immediate after noteworthy performance
 - Use a wide range of recognition options

Leave

Clarifying Roles

- Employees earn leave and are entitled to use leave when requirements for that type of leave are met and supervisor approves.
 - Scheduled
 - Unscheduled
- Supervisor approves or denies leave
 - Works with employees to insure balance of employee desires and work demands
 - Weighs mission with employee needs

The Family and Medical Leave Act

What Does it Authorize?



- 12 administrative workweeks of **unpaid** leave during **any** 12 month period
- For specified family and medical needs
- Applies to full-time and part-time personnel

NOTE: Employee must have completed a total of 12 months of service

The Family and Medical Leave Act

What Family and Medical Needs?

- Birth of son or daughter of the employee and subsequent care
- Placement of son or daughter with the employee for adoption or foster care
- Care of a spouse, son, daughter or parent of the employee who has serious health condition
- Serious health condition of the employee that renders the employee unable to perform any one or more of the **essential** function of his or her position

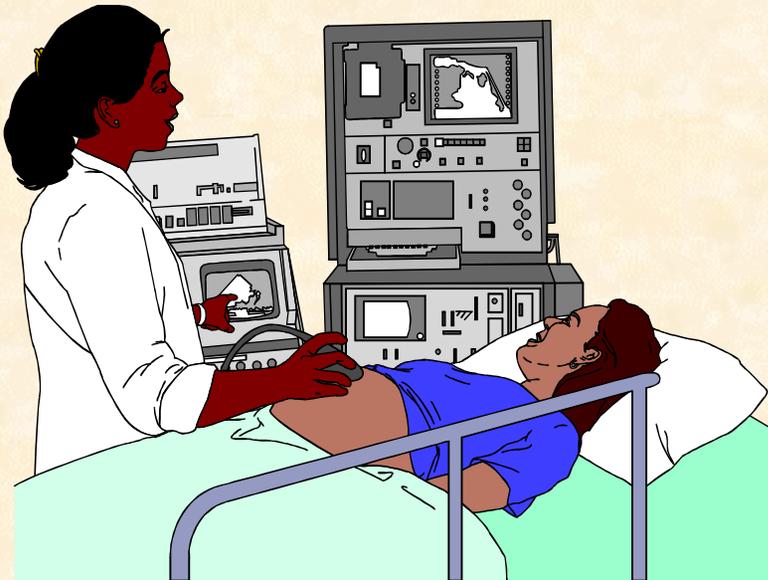
The Family and Medical Leave Act

How Much Time Is Granted?

- 12 month period begins with the first day leave is taken under the act
- Only for the period to meet the need
- Employee may use other leave in conjunction with FMLA, e.g., annual, sick, etc.
- The leave may be scheduled intermittently
- The employee may ask for a reduced work schedule

NOTE: If the employee is granted a reduced work schedule, the employee must be placed in the same or an alternative position upon return

But what about ...?



- Federal Employees Family Friendly Leave Act of 1994
- Expanded Family and Medical Leave Policies of 1997
- White House Memorandum -- New Tools to Help Parents Balance Work and Families -- May 1999

Federal Employees Family Friendly Leave Act

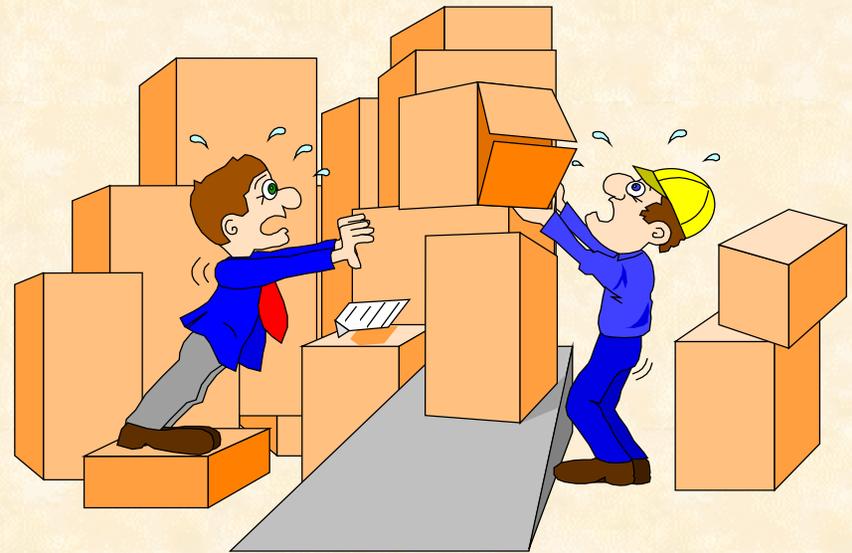
- May use a limited amount of **sick** leave to provide care for family members
 - physical and mental illness; injury; pregnancy, childbirth; medical, dental and optical exams and treatment
 - Death
- Expanded definition of “family member” -- includes brothers and sisters and individuals of blood or affinity is equivalent to a family relationship

Federal Employees Family Friendly Leave Act

- Authorizes up to 40 hours of **sick** leave per year for any full-time employee

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- Plus additional 64 hours of **sick** leave per year if employee maintains a balance of at least 80 hours of sick leave



Federal Employees Family Friendly Leave Policy

- Encourages 24 hours of unpaid leave during any 12 month period to fulfill family obligations
 - School and early childhood educational activities
 - Routine family medical purposes
 - Elderly relatives' health or care needs
- **Preventive Health Screenings and Exams**
 - Grants employees with fewer than 80 hours of accrued sick leave up to 4 hours of excused absence each year.

Telework -- The Law

■ SEC. 359 of P. L. 106-346 of October 23, 2000

Each executive agency shall establish a policy under which eligible employees of the agency may participate in telecommuting to the maximum extent possible without diminished employee performance. No later than six months after the date of enactment of the Act, the Director of the Office of Personnel Management shall provide that the requirements of this section are applied to 25 percent of the Federal workforce, and to an additional 25 percent of such workforce each year thereafter.

Telework -- Two Types

- **Regular and recurring -- an approved work schedule where employee regularly works at least one day per biweekly pay period at an alternate work site. **Must sign a telework agreement.****
- **Ad hoc -- an approved telework arrangement performed at an alternate work site on an occasional, one-time or irregular basis. **May sign a telework agreement.****

Telework -- Success Characteristics of Work

- **Easy to measure such as data or word processing, telephone surveys, case work, computer programming;**
- **Project-oriented with a specific product such as data analysis, proposal or literature reviews, and written reports.**
- **Distance learning**

Telework -- Success Characteristics of Employee

- **Organized, highly disciplined self-starter**
- **Requires minimal supervision and has a history of successful and timely completion of assignments.**
- **Must be trained and knowledgeable of both the job requirements and the expectation of customers.**
- **It is inappropriate for trainees to telework because of the need for supervision.**

Telework -- Who Decides?

- Management to decide whether the employee can work at an alternative work site. **An employee does not have the right to telework.**
- Management also has **the right to end** an employee's use of telework if the employee's performance declines or if the arrangement no longer meets the organization's needs.