

# *National Park Service*

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EMPLOYEE'S HANDBOOK



# United States Department of the Interior

NATIONAL PARK SERVICE  
WASHINGTON, D.C. 20240

IN REPLY REFER TO:

## THE NATIONAL PARK SERVICE – YOUR ORGANIZATION

Welcome to the National Park Service. You are now a part of an organization that is dedicated to serving people and preserving the finest examples of this Nation's natural and cultural heritage. While employed, *you* are a representative of the National Park Service to everyone you meet. Everything you say or do, even your appearance, will affect people's opinions of the National Park Service. Whatever the demands of your position, you share a great responsibility as part of the Federal workforce engaged in public service.

This handbook will provide you with information on your employment and give you a clear understanding of what is expected of you as a Federal employee and what your rights and privileges are. You are encouraged to review this handbook and to keep it as a handy reference whenever questions arise concerning your employment. If you have further questions or need additional or more detailed information, do not hesitate to contact your supervisor, your administrative office, or your servicing personnel office.

Again, welcome to the National Park Service. I wish you well in your career.

Director

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## THE DEPARTMENT OF THE INTERIOR



The Department of the Interior was created by Congress on March 3, 1849. As the Nation's principal conservation agency, the Department is responsible for most of our nationally owned public lands and natural resources. This includes fostering the wisest use of our land and water resources, protecting our fish and wildlife, preserving the environment and cultural values of our national parks and historical areas, and providing for the enjoyment of life through outdoor recreation. The Department assesses our energy and mineral resources and works to ensure that their development is in the best interests of all our people. The Department has a major responsibility for American Indian reservation communities and for people in the island territories under the administration of the United States.

## THE NATIONAL PARK SERVICE



The National Park Service enjoys an interesting history. Yellowstone National Park was the first national park, authorized by Congress on March 1, 1872. (It remained the largest park in the National Park System until 1980, when the vast lands in Alaska were added to the system.) In 1890, Congress authorized Sequoia and Yosemite National Parks, followed by Mount Rainier, Crater Lake, and others. By 1916, 16 national parks had been authorized, and the need for an agency to manage the parks was evident. The National Park Service was established by an act of Congress on August 25, 1916, under the

Department of the Interior to

regulate the use of . . . national parks and monuments . . . to conserve the scenery and natural and historic objects and the wildlife therein and to provide . . . for the enjoyment of the same . . . by such means as will leave them unimpaired for the enjoyment of future generations.

The growth of the National Park System has been tremendous since its establishment. Today it includes 333 areas encompassing a total of 73.7 million acres, and it serves over 358 million visitors annually.

The National Park Service is basically responsible for administering for the American people an extensive system of national parks, monuments, historic sites, and recreation areas. Its major objective is to ensure that these lands are properly administered for the enjoyment and education of the people, to protect their natural environment, and to assist state and local governments and citizen groups in the development of park areas.

The National Park Service develops and implements park management plans, and it staffs the areas under its jurisdiction. Its interpretive programs relate the natural and cultural values and historic significance of these areas to the public through talks, tours, films, exhibits, publications, and other media. Campgrounds and other visitor facilities are operated to provide lodging, food, and transportation services, usually through concessions, to the visiting public for recreational enjoyment.

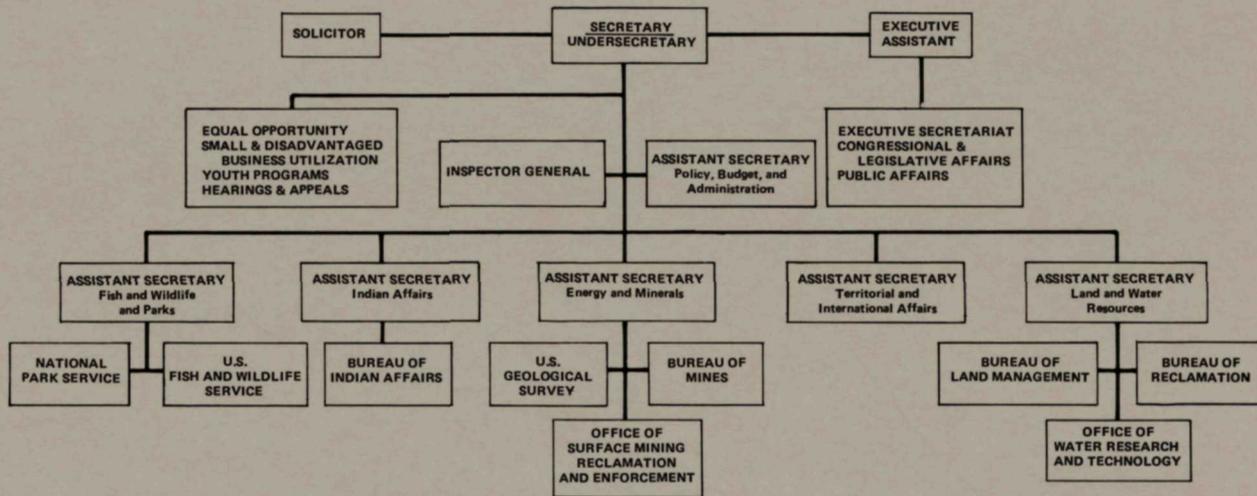
For more effective management of the areas under its jurisdiction, the National Park Service is divided into 10 Regions (see Regions map), each of which is administered by a Regional Director. Each park area is usually managed by a Superintendent, who reports directly to the Regional Director. In addition, there are two service centers, one in Denver, Colorado, and one in Harpers Ferry, West Virginia, both of which are under Managers. The Denver Service Center produces planning documents for parks, designs park facilities, and oversees construction projects. The Harpers Ferry Center produces interpretive exhibits, audiovisual materials, and park visitor publications. The Regional Directors report to the Director of the National Park Service in Washington, D.C.

## NATIONAL PARK SERVICE REGIONS

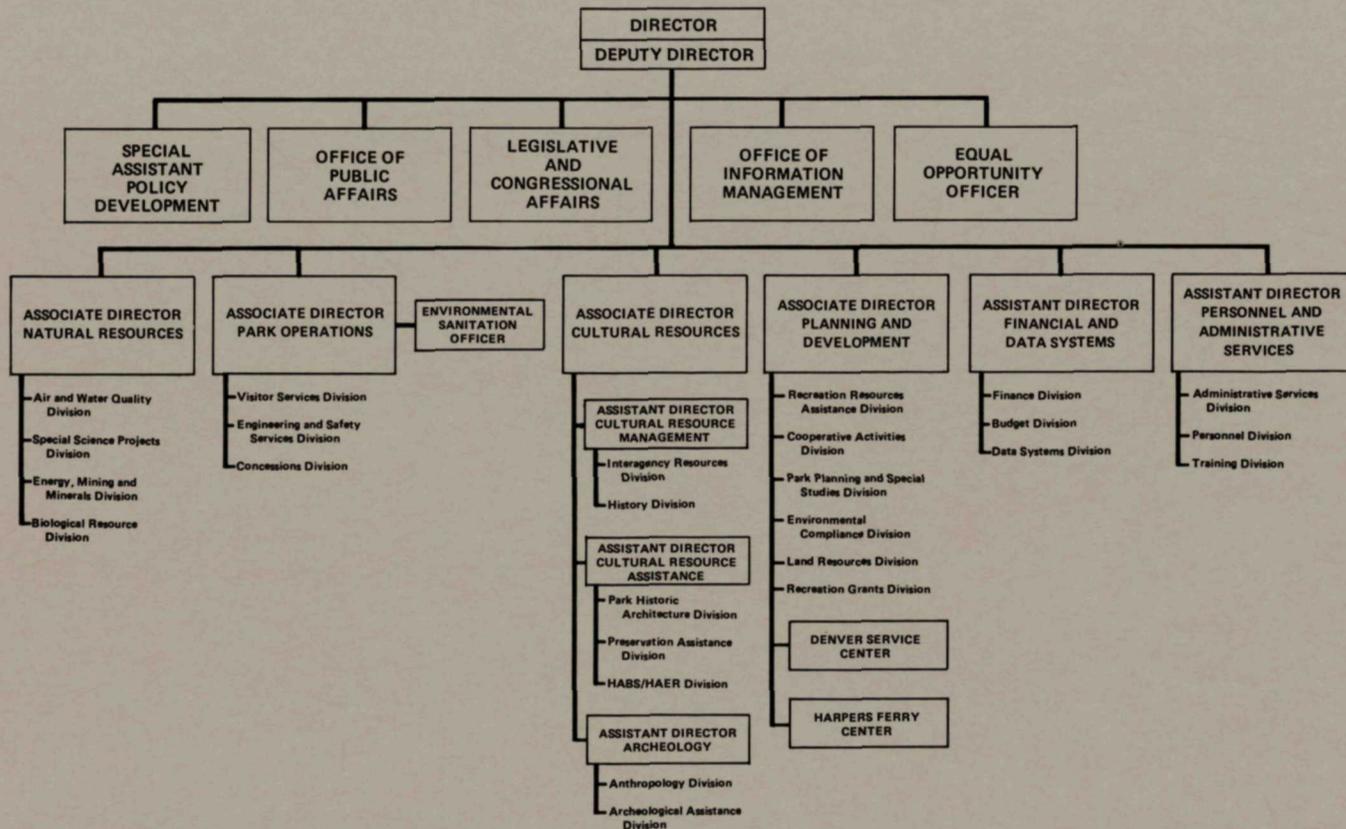


The Western Region also includes park areas in Guam and Hawaii, and the Southeast Region includes areas in Puerto Rico and the U.S. Virgin Islands.

# U.S DEPARTMENT OF THE INTERIOR



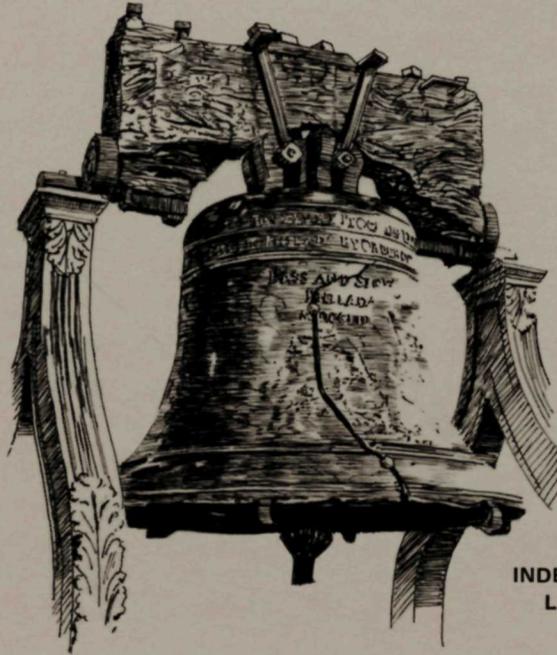
# NATIONAL PARK SERVICE



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INDEPENDENCE NATIONAL HISTORICAL PARK  
Liberty Bell

## YOUR APPOINTMENT

Your selection and appointment were made in accordance with Federal laws and regulations of the Department of the Interior and Office of Personnel Management, and they were based on the merit principle. The merit principle means that applicants are evaluated for positions using solely job-related factors. There is no discrimination for or against individuals because of race, creed, color, national origin, sex, age, or other nonmerit factors. Within 30 days after your entrance on duty, you will receive a Standard Form 50 (Notification of Personnel Action), which shows in Item 12 the type of appointment you were given.

## TYPES OF APPOINTMENTS

A *career-conditional appointment* is the first step taken by a new employee towards permanent employment in the competitive service. It usually means that the appointee has been selected from a list of eligible candidates certified by the Office of Personnel Management, or under its authority, and given to an employing office. The first year of employment is a probationary period. During this time, new employees may be separated for failure to meet established performance standards. If performance has been satisfactory at the end of three years, career-conditional appointments are automatically converted to *career appointments*. Both appointments are covered by the Civil Service Retirement System. In the event of a reduction-in-force, career-conditional employees are dismissed before career employees, but with respect to other civil service appointments, they have certain retention and reassignment rights.

*Part-time career or career-conditional appointments* are made under the same competitive laws and regulations as full-time career or career-conditional appointments. The difference is that a part-time employee may only work up to 32 hours per week. Part-time career or career-conditional employees receive the same benefits (on a prorated basis) and privileges as full-time career or career-conditional employees.

A *temporary appointment* is made to fill a specific administrative need. The appointment usually lasts for one year or less, but it may be extended for an additional year in certain cases. Temporary appointments are used to fill a temporary or permanent position for a limited period, and they may be terminated at any time. Employees on temporary appointments are not covered under the Civil Service Retirement System; deductions are made for Social Security.

*Excepted appointments* are those that, by the nature of the position or the qualifications of the appointees, are excepted from civil service competitive regulations. These appointments include those in the excepted service such as attorneys, special agents, summer employees, student employees, and handicapped persons. Generally, summer and student appointments, which have a specific time limit, are

under Social Security, not Civil Service Retirement. Appointments for attorneys, special agents, or handicapped persons do not have specific time limits and are covered by Civil Service Retirement. In most cases, excepted appointments do not confer competitive status.

*Career seasonal appointments* are commonly known as "Subject to Furlough" employment. Employees in these positions are given either a career-conditional, career, temporary, or excepted appointment. Positions and work schedules are subject to a condition of employment whereby the employees are placed in a nonduty and nonpay status because of conditions such as weather or fluctuations in workload. Employees work full-time for a minimum of 13 pay periods, but generally no more than 24 pay periods in any year.

In addition to the appointments discussed above, the National Park Service uses other types of appointments geared to specific programs or projects:

A *veterans readjustment appointment* (VRA) is a noncompetitive appointment that leads to competitive status and career-conditional tenure upon satisfactory completion of service and education or training. Vietnam-era veterans who served on active duty for a period of more than 180 days are eligible for consideration. The Vietnam era is defined as the period from August 5, 1964, through May 7, 1975.

Appointments under the *cooperative education program (co-op)* provide periods of study-related, fully paid employment for college students to gain work experience while pursuing baccalaureate degrees in a qualifying educational institution. Students work full- and part-time schedules while enrolled in school and are paid at the same level as other employees of the same grade.

Excepted *handicap appointments* provide employment opportunities to severely handicapped persons. Individuals are hired noncompetitively and are converted to competitive status after two

years of satisfactory performance. Certain requirements under this authority must be met prior to appointment.

*Term appointments* are used to fill positions that are expected to last longer than one year but less than four years. The work is clearly project-oriented, and the appointment terminates when the project is completed.

## **INVESTIGATIONS OF APPOINTEES**

All initial appointments are made subject to investigation as to character, employment history, and security requirements. Additional investigations are required in connection with jobs that are designated as "sensitive" with regards to national security. Unfavorable findings of such investigations will result in termination of the appointment.

## **MERIT PROMOTION POLICY**

The NPS Merit Promotion Plan is one of several methods used to fill competitive positions. The plan requires selection from among the best qualified candidates without regard to sex, race, color, religion, national origin, politics, age, or any other nonmerit factor. Persons applying for promotion consideration are evaluated solely on job-related factors.

When a position becomes vacant, it may be advertised by means of a vacancy announcement, which gives the title, series, and grade of the position; the duties that are to be performed; and the qualifications necessary to apply.

As you gain experience, skill, and competence, your possibilities for promotion increase. You may apply for promotion consideration under any vacancy announcement for which you feel qualified and for which you are eligible to be considered. Eligibility is based not only on education and experience but also on how long you have been in your present grade (that is, time-in-grade). You usually must be in your present grade one year before you may be considered for promotion to the next higher grade.

Your servicing personnel office can provide you with a copy of the NPS Merit Promotion Plan and additional information about merit promotions.

## **DETAILS**

A *detail* is a temporary assignment of a career or career-conditional employee to another position for a specified period of time. Details may be made noncompetitively, in 120-day increments, to the same or lower graded positions for up to one year. Detailed employees officially continue to occupy and receive the pay of their regular positions.

## **TEMPORARY PROMOTIONS**

Details to higher graded positions are most appropriately filled through *temporary promotion*. With a temporary promotion, the employee performs the duties of the higher graded position and receives the

higher rate of pay. Although an employee may be detailed to a higher graded position without a temporary promotion, it is the usual practice to temporarily promote the employee when the detail will be for an extended period of time. Temporary promotions may be made noncompetitively for up to 120 days. If an assignment is expected to last longer than 120 days, competitive procedures must be followed, as specified in the NPS Merit Promotion Plan.

## **YOUR POSITION**

### **POSITION DESCRIPTION**

You will receive a written description of your position, which specifies your principal duties and responsibilities and your working relationship with your supervisor. This description is compared to standards established by the Office of Personnel Management to determine the grade level of your position. Positions are classified to different grade levels based on substantial differences in the difficulty and responsibility of the work required to be performed.

Your position description should be complete, accurate, and up-to-date. Any inaccuracies in the description, or permanent changes in your duties that you believe should be reflected in the description, should be discussed with your supervisor.

### **PERFORMANCE STANDARDS AND EVALUATION**

Your supervisor will identify the performance elements and critical elements of your position based on the duties identified in your position description. *Critical elements* are those aspects of your job that

must be performed to standards set by your supervisor; performance below this level requires remedial action. *Performance standards* are levels of performance that are required to achieve a satisfactory performance level. You are encouraged to study the performance standards for your position. Your supervisor will discuss both the critical and performance elements with you and help you meet them.

If you have been in your position for 90 days or more, and you occupy a position with a tenure of 120 days or more, you will receive a performance appraisal annually. Your supervisor will discuss this official performance appraisal with you. This appraisal is considered in connection with most personnel actions such as promotions, demotions, transfers, salary increases, awards, removals, and reductions-in-force.

## **YOUR SUPERVISOR**

Your supervisor assigns your work, establishes written standards of performance, determines training needs, evaluates your performance, and acts on requests for leave. He or she directs your work and is a general source of information. Your supervisor is interested in your success, and problems and questions concerning your work should be taken to him or her.

## **YOUR OFFICIAL PERSONNEL FOLDER**

Your official personnel folder is maintained in the personnel office that services your area. It contains all permanent records of personnel actions and other documents relating to your employment, and it will accompany you throughout your entire Federal career, even if you transfer from one area or agency

to another. If you want complete information on your education, outside training and study, experience, and activity with work groups and professional organizations included in your personnel folder, you must furnish this information to the personnel office. Also if someone writes a letter of commendation on your behalf or initiates other means of official recognition, that person should be encouraged to furnish a copy for inclusion in your folder or you may furnish a copy. Your official personnel folder is maintained for official use only. You may review the nonconfidential material in the folder at any time. Other than yourself, or persons you designate in writing, only your supervisor or other authorized officials (such as promotion panel members) may have access to your folder.

**FIRE ISLAND NATIONAL SEASHORE**  
**William Floyd Estate**



**YOUR PAY**

**HOW YOUR PAY IS DETERMINED**

**Pay Systems**

The policy “equal pay for equal work” applies to all Federal employees, regardless of what pay system is used. Employees are generally covered under one of the following pay systems:

**General Schedule (GS).** Administrative, professional, and clerical employees are usually covered under the General Schedule and are graded GS-1 through GS-18. These grades are based on the duties and responsibilities of the job. GS employees receive within-grade increases based on length-of-time in the job and may receive quality increases based on exceptional performance on the job.

**Merit Pay (GM).** Employees classified as managers and supervisors are graded similarly to grades GS-13, 14, and 15, but they are under the Merit Pay System. Unlike GS employees who receive within-grade pay increases based on length of time in grade, Merit Pay employees receive “merit pay” increases based on summary performance appraisal ratings.

**Wage Grade (WG, WL, WS).** Many trade, craft, and labor employees are paid prevailing rates for similar jobs within their geographic area. Under the wage grade system, pay is at the same rate for all Federal agencies in a geographic area and is comparable to similar positions in private industry in the same area.

**Executive.** Executive positions are under the Senior Executive Service. All entry level rates and rate adjustments are determined by the Department of the Interior’s Executive Resources Board.

### **Computation of Pay**

Your annual salary is reflected on your Notification of Personnel Action and on the payroll statement that accompanies your salary check. For computation purposes, a pay year is considered to be 52 weeks with five workdays per week – a total of 260 workdays or 2,087 working hours per year. Therefore, the annual salary rate is divided by 2,087 to determine the hourly rate.

### **Premium Pay**

Premium pay is granted for overtime work, for work on Sundays and holidays, and for work at night. You earn overtime pay when you work more than 8 hours in a day or more than 40 hours in a week. If you are on compressed or irregular schedules, you are eligible for overtime for any hours worked in excess of your regularly scheduled hours. The rate for overtime pay is 1½ times the usual hourly rate of pay except that a General Schedule employee may not be paid over 1½ times the rate of a GS-10, Step 1. If your rate exceeds this maximum pay level, you may at the discretion of the operating unit receive compensatory time off from duty in lieu of overtime pay; however, if you have a lower rate you must be paid for approved overtime work unless you request compensatory time off.

## **PAYDAY**

As a Department of the Interior employee, you will normally be paid every other Tuesday. Your salary check covers a two-week period ending 10 days before payday. The delay allows time for payroll preparation and issuance of checks.

## **YOUR SALARY CHECK**

You may have your salary check directly deposited in a bank, credit union, or other financial organization by completing Standard Form 1198. Otherwise, it will be mailed to you.

Each payday you will receive a payroll statement that reflects your gross pay for the pay period, the amounts of deductions, the net pay, and the status of your accrued leave. This statement should show the reasons for any variance in your salary; however, if you are unable to determine the reasons for a change, contact your supervisor or your local payroll office. If you detect any errors, contact your payroll office immediately.

### **Compulsory Deductions**

The following compulsory deductions will be withheld from your salary:

**Federal Income Tax.** Your Federal income tax withholding is determined by the amount of your gross annual pay and the number of exemptions you claim. At the beginning of your employment, you must complete Form W-4, Employee's Withholding Allowance Certificate, to report the number of exemptions you claim. At the end of the year, you will receive a W-2 Form that reflects your total earnings and withholdings for Federal tax. This form is to be filed with your Federal income tax return.

**State Income Tax.** State income tax is withheld if you are a resident of the District of Columbia or any State that assesses an income tax. As indicated above, you will have to complete a W-4 Form when you start your employment. Your W-2 Form will reflect the amount withheld for State tax.

**City Income Tax.** City taxes may be withheld where appropriate. Your personnel office will provide the necessary forms at the time you are employed.

**Civil Service Retirement.** If you are eligible for Civil Service Retirement, 7 percent of your gross salary will be withheld from your biweekly paycheck. The Government contributes an equal share to the fund. If you leave your Federal job, you may receive a refund of the deductions you have contributed if you file at least 31 days before the starting date of an annuity.

**Social Security.** These deductions will be withheld if you are not eligible for Civil Service Retirement. However, all employees pay the Medicare hospital insurance portion of the Social Security (FICA) tax. This amounts to 1.3 percent of your annual wages up to \$35,700. Starting in January 1984 all new Federal employees covered under the Civil Service Retirement System will have an additional Social Security deduction withheld from their pay.

### **Optional Deductions**

You may also authorize the following optional deductions to be withheld from your salary:

**Life Insurance.** See the discussion of Federal Employees' Group Life Insurance in part two, under the heading "Your Benefits," for an explanation.

**Health Insurance.** See the discussion of the Federal Employees' Health Benefits Program in part two, under the heading "Your Benefits," for an explanation.

**U.S. Savings Bonds.** You may authorize deductions for the purchase of U.S. Savings Bonds. The amount deducted depends on the size of the bond and on the number of bonds you want. Bond deductions may be changed or cancelled at any time.

**Allotments.** You may also authorize allotments for savings and checking accounts at a financial institution, for the Combined Federal Campaign, or for a labor organization. Forms and instructions are available from your personnel office.

## **PAY INCREASES**

Periodically, pay schedules are revised as a result of executive action authorized by law, Federal wage system operation, collective bargaining, or administrative determinations. In addition, the following pay increases may be effected:

### **General Schedule Employees**

**Within-Grade Increases.** Each GS grade level has 10 pay rates or steps to which an employee may progress while within the same position and grade. A within-grade increase may be granted when your supervisor certifies that your performance is of an acceptable level of competence, and the following waiting periods have been met:

<b>Step in Grade</b>	<b>Waiting Period</b>
Steps 2, 3, 4	52 calendar weeks
Steps 5, 6, 7	104 calendar weeks
Steps 8, 9, 10	156 calendar weeks

Within-grade increases are not made for employees in appointments for limited periods of time or for employees in step 10.

**Quality Increases.** General Schedule employees may receive a quality increase (an additional within-grade increase) when all the critical elements of the performance appraisal have been met or

exceeded and the summary rating is level I or II. Performance must be of a characteristically high quality and is expected to continue. The receipt of a quality increase does not change the anniversary date (month/day) of a regular within-grade increase; however, in a few instances where there is a change in waiting periods, it may cause an additional year's waiting period. (Quality increases are further discussed in part two under the heading "Incentive Awards.")

**Promotions.** For promotions, General Schedule employees are guaranteed the equivalent of an increase in pay of not less than two within-grade increases above the grade from which the employee is promoted.

### **Merit Pay Employees**

Merit Pay employees receive salary increases based on their summary performance appraisal ratings. Generally, employees who receive level I summary ratings are entitled to twice the salary increase of those receiving level III summary ratings.

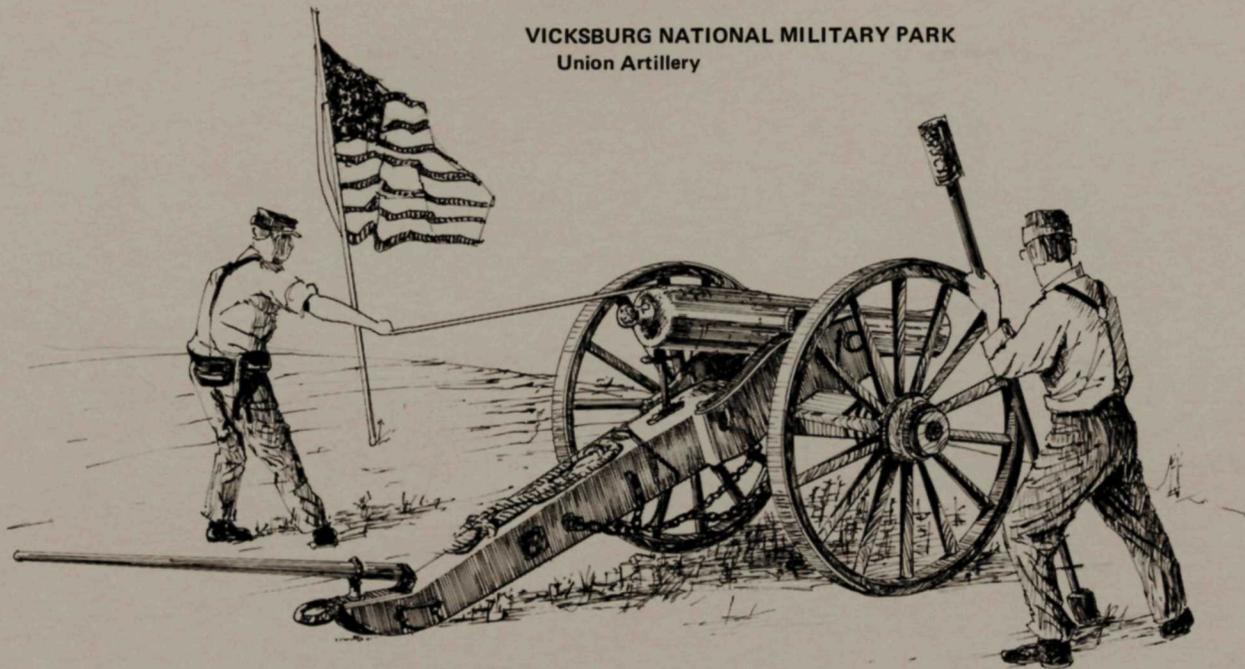
### **Wage Grade Employees**

Wage Grade employees receive within-grade increases for achieving or maintaining satisfactory work performance. The waiting periods are as follows:

<b>Step in Grade</b>	<b>Waiting Period</b>
2	26 calendar weeks
3	78 calendar weeks
4 & 5	104 calendar weeks

Within-grade increases are not awarded for employees who are at the top step of the grade (step 5). Within-grade increases are earned for all periods of active duty, regardless of the type of appointment (permanent, temporary, etc.) so long as there is no break in service over 52 weeks.

VICKSBURG NATIONAL MILITARY PARK  
Union Artillery



## WORKING HOURS AND TIME OFF

### BASIC WORKWEEK

Unless the conditions of your appointment specify otherwise, normally you will work a 40-hour week, 8 hours a day, for 5 days a week. Some offices have been authorized to use alternative work schedules. Your supervisor will explain to you what schedule you may work.

You are, of course, expected to be at your assigned workplace on time. Habitual or unwarranted tardiness is charged to annual leave or AWOL (absence without approved leave) and may lead to disciplinary action.

## OVERTIME AND COMPENSATORY TIME

Your official position description and Notification of Personnel Action indicate whether you are *exempt* (excluded) or *nonexempt* (covered) from the overtime provisions of the Fair Labor Standards Act (FLSA).

If you are *exempt* and you work ordered or approved overtime, you will either be paid 1½ times your scheduled hourly rate (but not more than the overtime rate for GS-10, Step 1) or be given compensatory time off by the head of your office in lieu of overtime (provided your scheduled rate is in excess of GS-10, Step 10). Employees whose scheduled rate is GS-10, Step 10 (or less) may request compensatory time off instead of overtime pay. Nothing in the law precludes an exempt employee from voluntarily working extra time.

If you are *nonexempt* and you work overtime, you must be compensated. Under FLSA this overtime is computed at 1½ times your regular hourly rate for overtime worked in excess of 40 hours of completed actual work in a week. Nonexempt employees are entitled to benefits under FLSA, or other statutes, whichever benefit is greater. Under certain circumstances, employees may receive overtime under different statutes at different rates. The situations for which nonexempt employees may be given compensatory time off are extremely complex. In all likelihood, if you are nonexempt, you will be paid for overtime.

If you have any questions about overtime or compensatory time, you should see your supervisor or personnel office.

## HOLIDAYS

The following are legal public holidays and employees are excused from work:

New Year's Day	January 1
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25
Inauguration Day	January 20 (each fourth year) (applicable only in the Washington, D.C., metropolitan area)

If the holiday falls on Saturday, the preceding Friday is observed as the legal holiday; if the holiday falls on Sunday, the following Monday is observed as the legal holiday. An employee who is required to work on a legal holiday receives holiday pay at twice the regular hourly rate.

## LEAVE

Congress has provided that Federal employees with regular tours of duty be entitled to earn sick and annual leave. Other leave privileges also may be extended to employees when certain conditions prevail. All periods of absence from your assigned duties during established working hours must be covered by one of the several types of approved leave.

### **Annual Leave**

Annual leave is intended to provide you yearly vacations as well as the opportunity to be away from your work throughout the year for shorter periods for personal reasons. Supervisors and employees have a mutual responsibility to ensure that annual leave is scheduled for use throughout the year to avoid situations in which employees approach the end of the leave year with a significant amount of annual leave to be used or forfeited.

The leave system provides for greater annual leave benefits as your length of service increases, as indicated below:

<b>Amount of Service</b>	<b>Leave Earned Per Year</b>
Less than 3 years	13 days (4 hours per biweekly pay period)
3 to 15 years	20 days (6 hours per biweekly pay period, plus 4 additional hours added to last pay period in year)
Over 15 years	26 days (8 hours per pay period)

Generally, the maximum amount of accrued annual leave that can be carried from one year to the next is 30 days for employees in the United States and the District of Columbia and 45 days for employees stationed outside the United States. Normally any annual leave in excess of the maximum permissible carry-over must be forfeited at the end of the leave year. Legislation, however, temporarily suspends this rule under the following three conditions:

to correct an administrative error causing loss of annual leave

when annual leave was approved and scheduled in advance but its use was administratively denied because of major office demands of such significance as to justify the cancellation of leave

when annual leave was approved and scheduled in advance but was not used because of illness, injury, or any other medical condition for which paid sick leave was approved

When you wish to take annual leave, you must apply for it and have it approved in advance. This practice enables your supervisor to plan the work program with due consideration to the absence of employees. The approval of annual leave in field areas may be governed by the season of the year. You should not expect to be granted annual leave during periods of work emergency.

Annual leave is charged at the rate of one hour for every hour or fraction thereof taken. The minimum charge is one hour.

Insofar as practicable, employees may be absent on annual leave to attend or participate in the observance of recognized holy days of their faith. In addition, the Federal Employees' Flexible and Compressed Work Schedules Act of 1978 provides that a Federal employee may work compensatory overtime in order to take time off without charging it to leave when personal religious beliefs require that the employee abstain from work during certain periods of the workday or workweek.

### **Sick Leave**

You will earn sick leave at the rate of 13 days a year. There is no limit to the amount of accumulated sick leave that can be carried over to your credit from one year to the next. Sick leave is granted only when you are unable to perform your duties because of illness or injury, when the doctor requires that you absent yourself from your work because of contagious disease in your family, or when you undergo medical, dental, or optical examination or treatment. In most cases a doctor's certificate will be required

for absences longer than three workdays. A one-hour period is the minimum sick leave charge. Illness should be reported as early as possible on the first day of absence on sick leave. Further, you should make yourself aware of, and follow, the procedures in your office for keeping your supervisor currently advised of your illness or condition while on sick leave.

### **Leave Without Pay (LWOP)**

Leave without pay is a temporary nonpay status from regular duties. It is the practice in the National Park Service to grant leave without pay only when it will be of mutual benefit and interest to the agency and the employee. Leave without pay may not be granted for the purpose of private employment. It may be granted for educational purposes, for service with non-Federal public or quasi-public organizations when the job is of temporary character, for recovery from illness or disability not of a permanent nature, for reasons of maternity, in some cases for performing duties as an elected or appointed union officer, or depending on the merits of the case, for care of family members during illness.

### **Military Leave**

Up to 15 calendar days military leave may be granted to career, career-conditional, and indefinite-term employees who are members of military or naval reserve organizations. Advance notice of ordered military leave is required so that your supervisor may make appropriate work adjustments.

### **Court Leave**

An employee holding a career, career-conditional, or indefinite appointment with a prearranged tour of duty may be granted leave with pay when officially summoned for jury duty or as a witness on behalf of the United States, a State or local government, or the District of Columbia, or on behalf of a private party when the United States, District of Columbia, or a State or local government is a party to the proceeding. Such leave is not available to intermittent (when actually employed) personnel. As a usual practice, the Department of the Interior does not ask to have personnel excused from such duty.

Pay received for service as a juror or as a witness while on court leave during days for which regular salary payment is made may not be kept by the employee. If the witness service in a nonofficial capacity is in a judicial proceeding involving only private parties, absence must be charged to annual leave or leave without pay.

### **Leave for Maternity Reasons**

A female employee may be granted sick leave for any period her doctor certifies that she is incapacitated for duty in her position for maternity reasons. If her sick leave balance is insufficient to cover the entire time, up to 30 days of sick leave may be advanced, annual leave may be granted, or leave without pay may be requested if the employee has an insufficient annual leave balance. The length of absence from work is to be determined by the employee, her physician, and her supervisor on an individual basis.

If the employee desires maternity-related time off when she is not incapacitated for duty, annual leave may be requested. If there is an insufficient annual leave balance for this purpose, a request for leave without pay may be approved, depending on the circumstances.

### **Annual Leave for Paternity Reasons**

A male employee may request only annual leave or leave without pay for purposes of assisting or caring for his minor children or the mother of his newborn child while she is incapacitated for maternity reasons. Approval of leave for this reason is the same for approving other types of requests, and each request is considered on its own merits.

### **Home Leave**

Home leave is granted to employees who have completed at least 24 months of continuous service abroad (excluding Alaska and Hawaii) and who sign a renewal agreement for a minimum period of one year. Employees who are recruited for worldwide service overseas will earn 15 days of home leave each year. All other employees serving abroad will earn 15, 10, or 5 days of home leave each year, depending on the amount of pay differential authorized for the post of assignment.

**Administrative Leave**

Brief periods of administrative leave may be authorized (not chargeable to other leave) because of voting during elections, donating blood, inclement weather, breakdown of maintenance facilities, or other special occasions as appropriate.

An employee who is on annual or sick leave at the time administrative leave is authorized for all employees may not have his or her annual or sick leave changed to administrative leave. Supervisors have the discretion to maintain such workforce as deemed appropriate when administrative leave is authorized.

Employees granted administrative leave will be compensated at their regular rate of pay.



CANYONLANDS NATIONAL PARK  
Angel Arch

## **YOUR RESPONSIBILITIES**

### **CODE OF ETHICS FOR GOVERNMENT SERVICE**

Any Government employee or office holder should:

Put loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department.

Uphold the Constitution, laws, and legal regulations of the United States and all governments therein and never be a party to their evasion.

Give a full day's labor for a full day's pay, giving earnest effort and best thought to the performance of duties.

Seek to find and employ more efficient and economical ways of getting tasks accomplished.

Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept favors or benefits under circumstances that might be construed by reasonable persons as influencing the performance of governmental duties.

Make no private promises of any kind binding upon the duties of office, because a Government employee has no private word that can be binding on public duty.

Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of governmental duties.

Never use any information acquired confidentially in the performance of governmental duties as a means for making private profit.

Expose corruption wherever discovered.

Uphold these principles, ever conscious that public office is a public trust.

These responsibilities are authorized under Public Law 96-303, unanimously passed by the Congress of the United States on June 27, 1980, and signed into law by the President on July 3, 1980.

## **CONDUCT**

### **Official Conduct**

As a Federal employee, you are expected to comply with Federal laws and to observe the regulations of the Office of Personnel Management, the Department of the Interior, the National Park Service, and your office. You are urged to cultivate those personal qualities that characterize a good Federal employee – loyalty to the United States, a sense of responsibility for the public trust, and a standard of personal deportment that will be a credit to you as an individual. Off-the-job conduct is of concern to the Department and the National Park Service if it reflects adversely upon the dignity, integrity, and prestige of the Federal service.

You should have received a copy of the booklet “Employee Responsibilities and Conduct,” which was issued by the Department of the Interior and which provides information on conduct of employees and outside work. You should read this carefully. As an employee, you should be guided by these regulations in your official as well as nonofficial conduct.

### **Misconduct**

Loud, abusive, or objectionable language, loitering, creation of hazards, improper disposal of rubbish and waste, and any other unseemly conduct are prohibited on Federal property. Gambling and use of intoxicants in the buildings, offices, and areas of the Department of the Interior are regarded similarly. Criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct on the part of an employee is cause for removal.

### **Selling or Soliciting**

Employees and other persons are prohibited from selling or soliciting for personal gain within any building occupied or used by the Department of the Interior without proper permission. However, token solicitations for floral remembrances, retirement gifts, and similar purposes are permitted.

### **Negotiations for Employment**

You are prohibited from negotiating for future non-Federal employment with persons or organizations having business with the Department of the Interior.

### **Government Property**

In the course of your work, you have the use of government property. Use it wisely and for official purposes only. You are responsible for loss and damage if you are careless or neglectful. Government-owned supplies, tools, equipment, and other property (including passenger cars, trucks, and tractors) are not to be taken, lent, or borrowed for private or unauthorized use. Any employee who uses or authorizes the use of Government property for other than official purposes is subject to disciplinary action up to and including removal.

You should strive to keep in good condition jointly used facilities such as buildings, washrooms, grounds, drinking fountains, and eating spaces.

### **Lands and Resources**

Statutes and regulations impose restrictions concerning owning interests in the public land, controlling mineral wealth of lands whose title is in the United States, executing surveys or examinations for private parties or corporations, trading with Indians, and having a personal interest in certain mines.

These restrictions have been specifically extended to those NPS employees who are required to file a Confidential Statement of Employment and Financial Interests. However, other employees should be mindful of these and all other provisions of the regulations governing employee responsibility and conduct. Questions should be directed to your supervisor or the designated ethics counselor for your office.

### **Disclosure of Public Information**

You may disclose information concerning the activities of the Department of the Interior provided it is factual, recorded, not detrimental to national security, and within the scope of your authority.

**Political Affiliation**

Employment in a position within the competitive civil service is made without regard to political affiliation.

**Political Activity**

You have the right to vote, express political opinions privately, contribute to political organizations, attend political meetings, be a member of a political club, petition Congress, and become a candidate in a nonpartisan local election in which party designation, nomination, and sponsorship are completely absent.

Prevailing law limits certain other political activities. You may not use your official authority or influence for the purpose of interfering with or affecting the result of an election. You are also restricted from taking an active part in political management or in political campaigns of a partisan nature. Consult your supervisor or personnel officer or the departmental booklet, "Employee Responsibilities and Conduct," for further information on political activity.

**Holding State or Local Office**

Under certain conditions, you may hold a position in a state or local government if it does not conflict with your employment and if advance approval has been obtained. Consult your supervisor for information.

**Gifts**

You are not to accept gifts, loans, or gratuitous services from persons or firms with which you deal officially. The same is true of entertainment that could be interpreted as placing you under obligation. You are forbidden by law from presenting or soliciting contributions, or making a donation for a gift or present for your official supervisor, and as a supervisor you may not accept such a gift. This does not refer to a voluntary gift or contribution of nominal value made on a special occasion such as marriage, illness, or retirement.

### **Financial Responsibility**

You are required to handle your personal obligations in such a way that creditors will not complain to your supervisor or personnel office. Any employee who without adequate reason repeatedly fails to pay his just debts may be subject to disciplinary action.

### **Financial Interests**

You may not have direct or indirect financial interests that conflict or appear to conflict with your Federal employment. You may not directly or indirectly engage in financial transactions resulting from information obtained through your employment.

### **Employee Responsibilities**

You are responsible for complying with published regulations and are expected to consult with your supervisor or personnel office about any questions concerning their application or about other questions you may have with respect to your conduct.

## **OUTSIDE WORK**

Outside work covers all employment, including self-employment and other services, in which any full-time employee of the Department of the Interior may engage beyond official duties.

You are permitted to have another job if it does not prevent you from devoting your primary interests, talents, and energies to your Federal position. For example, abuse of leave privileges to engage in outside work will be treated as an interference with official performance. Also, there shall be no conflict of interest. A "conflict of interest" situation may be defined as one in which a Federal employee's private interest, usually of an economic nature, conflicts with, or raises a reasonable question of conflict with, his or her public duties and responsibilities. Outside work may not be conducted on Government time, nor may it involve the use of Government funds, facilities, or equipment.

Outside employment shall not reflect discredit on the Government or agency.

You should familiarize yourself with the regulations governing outside work, and before accepting another job, you are encouraged to consult with your supervisor or personnel office.

## **USE OF TELEPHONES**

Government telephones are provided for conducting official business and should not be used for personal calls. Request friends and relatives not to call you while at work, except in an emergency.

Official long-distance telephone calls should be made over the Federal Telecommunications System (FTS), a network of long-distance lines leased by the General Services Administration. Detailed information regarding this system is available in your office.

## **PERSONAL MAIL**

Personal mail should be addressed to your home. Delivery of personal mail to your place of work interferes with Government business. Be sure your correspondents know your home address, and request them to send mail to you there.

## **CHANGES IN NAME, HOME ADDRESS, AND HOME PHONE**

Notify your supervisor of any change of name resulting from marriage, divorce, or other legal proceedings, and of any changes of home address or telephone number. You should also check with your servicing personnel office to determine what documents need to be changed when any of these changes occur.

## **COMMUNITY AND PROFESSIONAL ACTIVITIES**

You are encouraged to participate in professional societies and civic organizations if it does not adversely affect your performance or create a conflict of interest.

## **DISCIPLINARY AND ADVERSE ACTIONS**

Employees are expected to maintain high standards of integrity, conduct, and effectiveness. When such standards are not met, it is essential that prompt and just corrective action be taken. When a disciplinary action or adverse action is warranted, the discipline will be in proportion to the character of the offense or series of offenses. NPS policies and principles for disciplinary and adverse actions are contained in NPS Federal Personnel Manual (FPM) 752, which may be obtained from your personnel office.

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**GOLDEN SPIKE NATIONAL HISTORIC SITE**

*Jupiter* Locomotive of the  
Central Pacific Railroad



## **TRAINING AND CAREER DEVELOPMENT**

Training cuts job-learning time, speeds production, and improves the quality of service. Training allows you to avoid learning by trial and error. Your growth and readiness for better career opportunities tomorrow depend upon the training you receive today.

Through training and development, the National Park Service hopes to build and retain a staff of skilled and efficient employees able to do their jobs effectively in serving the public. Whenever possible, the training you require will be provided on the job, as you need it, by your supervisor or co-workers. Occasionally, it may be appropriate to provide you with special training to make you better informed or more skilled. This may take you away from the job site temporarily. Also you are expected to do what you can on your own to improve your qualifications. In this way you show your interest in advancement. Every effort is made to develop in all employees pride in their work, ability to do more difficult work, and a sense of responsibility.

The National Park Service needs employees who have, in addition to job knowledge, the ability to manage an operation. If you demonstrate aptitude in management skills, you may be chosen for special training and planned work experiences that will help build and strengthen these qualities.

Career development will help you achieve your maximum potential by improving your abilities and skills. You and your supervisor should work out an individual career plan after discussing your work performance, abilities, and career goals. This plan should enable you to progress in your occupational field. Your servicing personnel office may offer advice and assistance in carrying out this program.

## **INCENTIVE AWARDS**

The Government Employees' Incentive Awards Program was designed to improve Government operations and services by recognizing employees with awards. You may be recognized and rewarded individually or in a group for your suggestions, inventions, superior performance, or other personal efforts that contribute to the efficiency, economy, or other improvements in Government operations.

### **CASH AWARDS FOR PERFORMANCE**

If you meet or exceed all the critical elements of your performance standards, or if you receive a summary level rating of I or II on your performance appraisal, you may be considered for a lump-sum cash award for job performance. This special achievement award requires your supervisor's recommendation.

## **QUALITY INCREASES**

If you are a General Schedule employee and not a manager or supervisor, you may be eligible to receive a quality increase, which is a faster-than-normal advancement to the next step in your grade. This additional within-grade increase is granted in recognition of sustained superior performance of a continuing nature and must be supported by the performance appraisal. You must meet or exceed all the critical elements of your performance standards and receive a level I or II summary rating. Your supervisor must certify that your performance is expected to continue at the high quality level demonstrated.

## **SPECIAL ACT OR SERVICE AWARDS**

You may be granted a cash special achievement award for a special act or service when work performance exceeds job requirements as a one-time occurrence or for a contribution in the public interest that is in connection with your job. This award is especially appropriate when you as an individual or as part of a group perform substantially beyond expectations on a specific assignment of a nonrecurring nature.

## **SUGGESTIONS**

You are encouraged to suggest ways to improve Government operations. Your suggestions that directly contribute to more economical or efficient operations, or that directly increase the effectiveness in carrying out the Government's missions, may earn you special recognition and a cash award. Suggestions need not be new or original, and they may result from your previous work experience, research, or education. You are eligible for consideration for an award if your suggestion is approved as submitted or approved in part. Awards may range from \$25 to \$25,000 depending on the estimated savings, the

extent and scope of application, the significance of the suggestions, and the importance of the program affected. Suggestions must be submitted in writing (preferably on Standard Form DI-398) to your local Incentive Awards Committee.

Ideas dealing with employee services, benefits, working conditions, housekeeping, maintenance of grounds, or routine safety practices are not normally eligible for consideration as suggestions. These ideas are generally forwarded directly to the responsible official for consideration. However, in some cases these ideas are so exceptional and result in such substantial tangible or intangible benefits to the Government that a cash award may be appropriate.

## **INVENTIONS AND PATENTS**

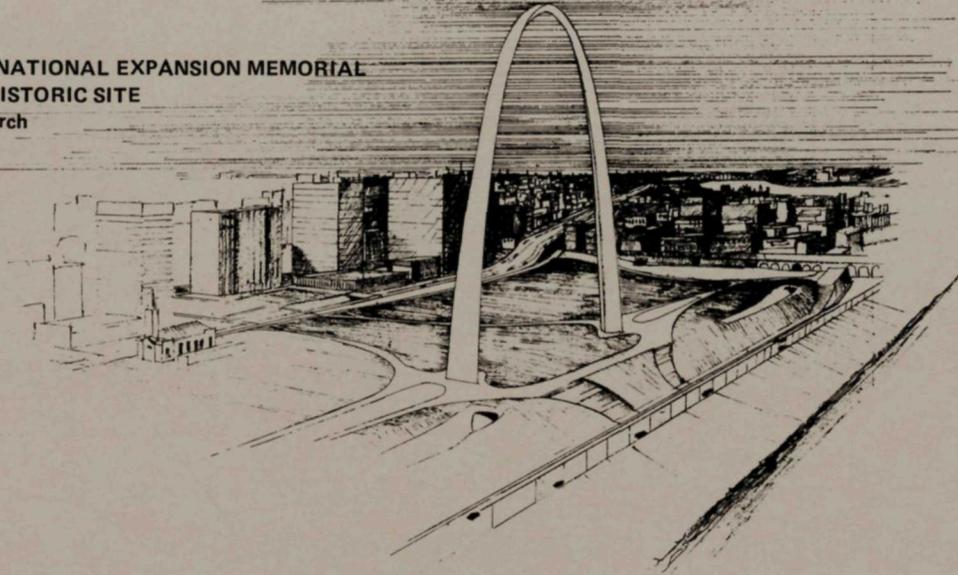
An initial cash award is granted for inventions that are submitted through the Office of the Solicitor for a patent. After a patent is granted, the invention may be evaluated to determine if an additional award is warranted based on the benefits derived by the Government.

## **OTHER AWARDS**

Departmental honor awards are the highest awards granted by the Department of the Interior and are granted independently of cash awards. They are intended to bestow singular honor on those employees whose contributions are so significant that they warrant special recognition. These prestigious awards include the Distinguished Service Award, Meritorious Service Award, Valor Award, Unit Award for Excellence of Service, and Superior Service Award.

Appropriate length-of-service emblems are presented to employees who have served 10, 20, 30, and 40 years with the Federal Government.

**JEFFERSON NATIONAL EXPANSION MEMORIAL  
NATIONAL HISTORIC SITE  
Gateway Arch**



**YOUR BENEFITS**

**FEDERAL EMPLOYEES' HEALTH BENEFITS**

The Federal Employees' Health Benefits Act of 1959 established a worldwide program to help protect you and the members of your family against the cost of illness or accident. A wide choice of plans is offered so that you can obtain the kind and amount of protection best suited to your needs. This coverage is offered without the necessity of medical examinations or restrictions because of age or physical condition.

The cost of health benefits premiums is shared by you and the Government, and it is deducted from your biweekly salary check. If you should be in a nonpay status and your salary is not sufficient to cover your share of the health benefits premium, you will still be responsible for payment of the premium.

With a few exceptions, all Federal civilian employees are eligible to participate in this voluntary program. If you do enroll, you may cancel your enrollment at any time. If you do not enroll at your first opportunity, you may not have another opportunity until the next "open season." Open seasons are widely publicized, and in addition to allowing eligible employees who did not initially sign up the opportunity to enroll, they allow you to change from one program to another or to increase or decrease your coverage.

Detailed information concerning the program, including brochures of plans pertinent to your location, is provided to you upon your appointment. If you need additional information, please contact your servicing personnel office.

## **FEDERAL EMPLOYEES' GROUP LIFE INSURANCE**

The Federal Employees' Group Life Insurance Act of 1954 makes term life insurance available to most Federal employees at a reasonable cost and without medical examination. Federal employees, with a few exceptions, automatically have the basic life insurance upon entrance on duty unless a waiver is filed. If a waiver is executed, it remains in effect regardless of any subsequent breaks in service until such time as approval is granted to cancel it. A life insurance election form is provided to you at the time you enter on duty so that you may select the type of coverage best suited to your needs. The following coverages are available.

### **Basic Life Insurance**

The amount of basic life insurance is figured by taking your annual rate of pay, rounding it to the next \$1,000, and adding \$2,000; if your annual pay is \$8,000 or less, the amount of coverage is \$10,000. The basic life coverage also includes a double indemnity benefit for accidental death and a benefit for accidental dismemberment. In addition, employees under age 45 automatically acquire extra coverage without payment of additional premiums. This extra coverage doubles the basic amount (not the accidental death

benefit) payable if death occurs before the 36th birthday. At age 36, the extra benefit decreases 10 percent each year until age 45, when the extra benefit stops. Cost of the basic insurance is shared by you as an employee and the Government; you pay two-thirds of the cost, the Government one-third.

#### **Option A – Standard**

This option offers \$10,000 coverage in addition to the basic life insurance. Accidental death and dismemberment benefits are included. You pay the full cost of this insurance; cost depends on your age and increases when you reach the next age category.

#### **Option B – Additional**

Option B insurance offers additional coverage equal to one, two, three, four, or five times your annual basic pay (after rounding to the next \$1,000). Accidental death and dismemberment benefits are not included. You pay the full cost of this insurance, which increases by age group.

#### **Option C – Family**

Option C offers coverage for family members: \$5,000 for your spouse, and \$2,500 for each dependent child. Accidental death and dismemberment benefits are not appropriate. You pay the full cost of this option, which is determined by age category.

Your servicing personnel office will provide you with the current premium rates for life insurance upon your appointment and later if there are changes.

#### **Beneficiaries**

You do not need to name a beneficiary if you wish to have benefits of your insurance paid in the natural order of precedence as listed below:

1. Your widow or widower

2. Your child or children in equal shares, with the share of any deceased child being distributed among the descendants of that child
3. Your parents in equal shares or the entire amount to the surviving parent
4. The duly appointed executor or administrator of your estate
5. Your next of kin under the laws of your domicile at the time of death

If you have no survivor in category 1, the benefits will be paid to the survivor in category 2, and so on as necessary. If you wish to name a beneficiary or beneficiaries, you may do so by completing Standard Form 2823 and submitting it to your personnel office. A designation of beneficiary is automatically cancelled if you transfer to another agency.

### **Reinstating Life Insurance**

If you waive your life insurance and later decide you want coverage, the following conditions must be met:

One year must have elapsed since the date of your waiver.

You must be under age 50.

You must undergo a physical examination at your own expense.

Check with your personnel office so that properly completed forms can be provided to you for this purpose.

### **COMPENSATION FOR WORK-RELATED INJURY OR ILLNESS**

The Federal Employees' Compensation Act provides benefits to employees who are injured on the job or experience an employment-related or occupational disease. (Injuries or death caused by willful misconduct or intoxication of the injured employee are not included.)

Benefits include first aid or medical care for an on-the-job injury and hospital care and transportation expenses when appropriate. In addition, continuation of pay not to exceed 45 days is generally granted if a disabling job-related traumatic injury is sustained. If the disability continues, regular pay is discontinued and compensation is through the Office of Workers' Compensation Programs, Department of Labor.

When a disability results from an occupational disease, continuation of pay is not authorized; however, sick or annual leave, or leave without pay, may be granted and compensation claimed.

If you sustain an injury, regardless of how slight it may appear, be sure to report it to your supervisor and complete Form CA-1 after you have sought medical assistance, if needed. A representative may complete the form if you are unable to do so. Failure to complete the form may result in a denial of a claim.

## **CIVIL SERVICE RETIREMENT**

### **General Requirements**

If you are covered under the Civil Service Retirement System, you may retire if you meet one of the following minimum age and service conditions:

Earliest Age	Years of Service
55	30
60	20
62	5
50*	20*
any*	25*
any**	5**

\*Must be involuntarily separated; annuity is reduced if under age 55.

\*\*Must be totally disabled.

As a general rule, military service is creditable toward Civil Service Retirement provided it was active service, it was terminated under honorable conditions, and it was performed before separation from a civilian position under the Civil Service Retirement System.

### Computation of Annuities

Your basic annuity is computed on the length of service and the "high-3" average salary (that is, the highest average basic salary you earned during *any* three consecutive years of service). Your basic annuity may be reduced because of retiring before age 55, electing to name a survivor annuitant, or failing to make a deposit for service during which no deductions were taken from your salary. Your annuity, however, will not be reduced for age in case of a disability retirement. Your servicing personnel office will estimate the amount of your annuity at the time you consider retirement.

### Disability Provisions

If you have more than five years of civilian service and become totally disabled for continued service, you may apply for disability retirement. The decision to allow such retirement is made by the Office of

Personnel Management based on medical evidence. Your annuity is computed in the usual way, based on the high-3 average salary and length of service (without reduction for being under age 55). A guaranteed minimum annuity, however, is payable when it would be more than your earned annuity. This guaranteed minimum annuity is the lesser of the following: (1) 40 percent of your high-3 average salary, or (2) the annuity that would have been earned had you continued to work until age 60.

## **SURVIVOR BENEFITS**

The Civil Service Retirement System provides income protection for your family during your working years as well as after retirement. If you die after 18 months of civilian service and are subject to Civil Service Retirement, your surviving spouse and dependent children are entitled to an annuity. Your spouse normally receives 55 percent of the yearly annuity, which is computed in the same manner as if you had retired except there is no reduction for being under age 55. However, your surviving spouse is guaranteed at least the smaller of the following: (1) 55 percent of your annuity projected to age 60, or (2) 55 percent of 40 percent of your high-3 average salary.

Dependent children are defined as unmarried children under age 18, unmarried students under age 22, or unmarried children who are age 18 or older and are incapable of supporting themselves because of a physical or mental disability that began before age 18. The amount of the annuity dependent children receive depends on whether you are survived by a spouse. If your husband or wife survives, each eligible child receives the least of (1) 60 percent of your high-3 average salary divided by the number of children, (2) \$2,712, or (3) \$8,136 divided by the number of children. If your husband or wife does not survive, then each eligible child receives the least of (1) 75 percent of your high-3 average salary divided by the number of children, (2) \$3,252, or (3) \$9,756 divided by the number of children. The above dollar amounts increase as cost-of-living increases are approved. Check with your personnel office for current rates.

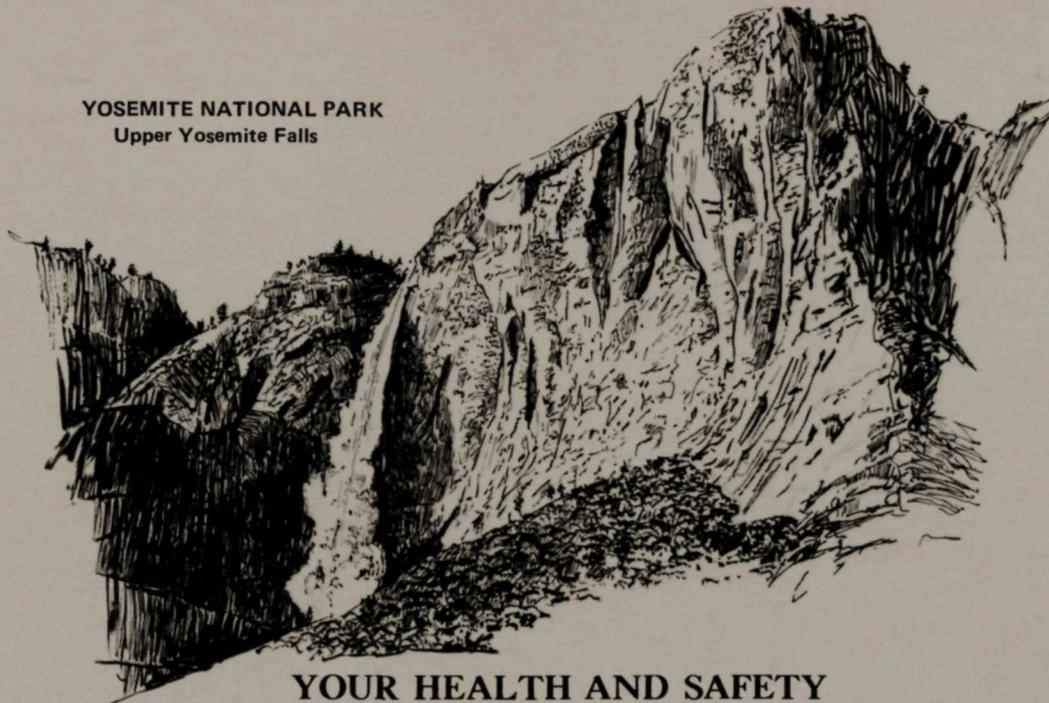
If you die and no one is entitled to a survivor's annuity, the amount you contributed to the retirement fund is payable to beneficiaries in a lump-sum. Lump-sum payments generally are made if you had less than 18 months service, were unmarried, or left no surviving spouse or minor children. In these cases, a designation of beneficiary may be completed if the natural order of precedence is not desired. (See the section "Federal Employees' Group Life Insurance" for the natural order of precedence listing.)

Any unpaid compensation (salary checks, lump-sum annual leave balance, etc.) due you at your death will be paid according to the natural order of precedence unless a designation of beneficiary is filed. Contact your personnel office for information on designations of beneficiaries.

## **SOCIAL SECURITY COVERAGE**

A few Federal employees have Social Security coverage because their type of appointment does not allow them coverage under the Civil Service Retirement System. This Social Security coverage provides monthly retirement benefits at age 65 or over plus certain survivor benefits. Benefits may begin at age 62, but at a reduced rate. Disability benefits may be appropriate as well. Beginning in January 1984 all new Federal employees covered under the Civil Service Retirement System will also have Social Security coverage. For information concerning these benefits, contact your local office of the Social Security Administration.

**YOSEMITE NATIONAL PARK**  
**Upper Yosemite Falls**



**YOUR HEALTH AND SAFETY**

Managers are responsible for providing a safe and healthful workplace for all employees as well as safe working equipment, procedures, and conditions. You, as an employee, are responsible for following safe practices and are encouraged to offer suggestions to your supervisor or safety officer that may improve working conditions, protect equipment and property, and protect yourself and fellow workers.

If you are involved in an accident or an incident resulting in personal injury, occupational illness, or property damage, you must promptly report all the facts and circumstances to your immediate supervisor. An Accident/Incident Report (Form DI-134) should be completed, especially in cases involving work injury or death, injury requiring first aid, accidental injury or property damage involving the public, any fire, any accidental damage to departmental property, or student accidents.

If you are injured on the job or you have reason to believe that you are suffering from an employment-related or occupational disease, you may be entitled to benefits under the Federal Employees' Compensation Act. (See the previous chapter on "Your Benefits" for more details.)

## **EMPLOYEE COUNSELING SERVICES PROGRAM**

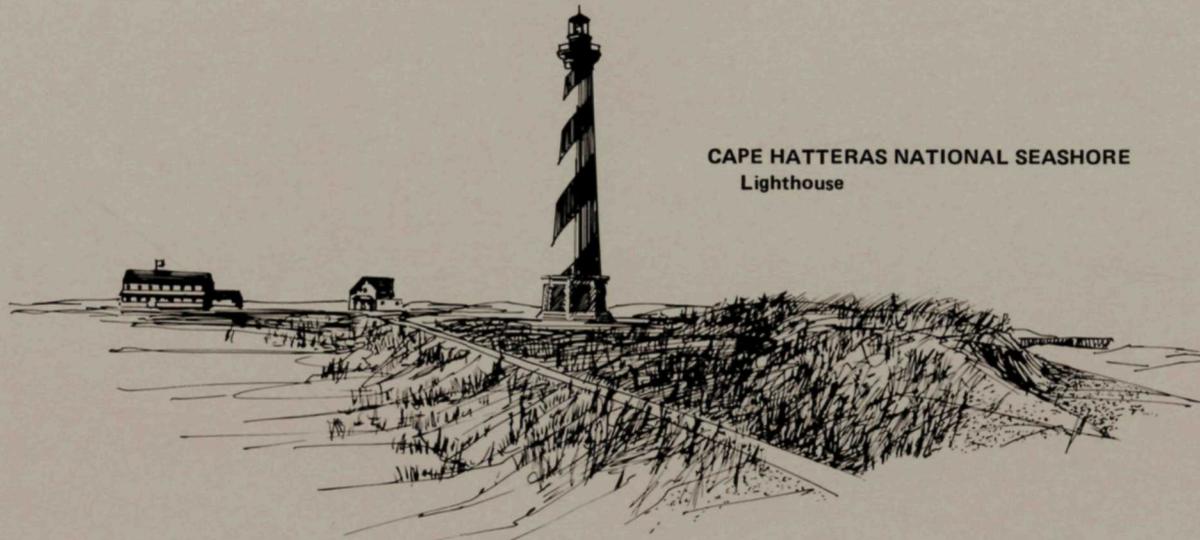
The National Park Service is concerned about health problems that reduce employee work performance and productivity, and it wants to help employees maintain acceptable work performance. Therefore, when an employee's work performance, attendance, conduct, or reliability are impaired because of alcohol, drug, emotional, or behavioral problems, that employee is encouraged to seek and pursue assistance and treatment through the Employee Counseling Services Program (ECSP). Employees may contact their supervisor or the local personnel office for information on the program and who to contact.

An employee's job security and career opportunities will not be jeopardized for using the ECSP, and all information and records are kept in strict confidence. The ECSP is a positive program geared to help employees. However, employees who do not make an effort to improve poor work performance resulting from alcohol, drug, emotional, or behavioral problems may be subject to corrective action.

## **BLOOD DONATIONS**

The goal of the blood program of the American Red Cross is to provide a blood bank for dispensing blood and blood derivatives to persons throughout the country who may need them, and to meet military needs and national emergencies. Donated blood will be allocated free where the need is greatest. Members of immediate families of blood donors are eligible to receive blood when needed without charge.

Employees donating blood are allowed up to four hours administrative leave, if immediately required for recuperation. Check with your personnel office for details on the program in your area.



CAPE HATTERAS NATIONAL SEASHORE  
Lighthouse

## YOUR RIGHTS

### EQUAL OPPORTUNITY

The National Park Service, as previously stated, offers equal employment to all persons and prohibits discrimination in employment because of race, color, religion, national origin, age, sex, or any other nonmerit factor. In addition, the National Park Service promotes equal opportunity through a continuing affirmative action program.

You or a group of employees acting individually may submit a complaint on any action believed to be based on the above factors. Your personnel office will provide you with the full details of the complaint procedure, or you may go directly to the designated equal opportunity counselor. However, you are

urged and expected to attempt to resolve with your supervisor or personnel office any misunderstanding concerning such an action before you are involved in the complaint procedure.

## **LABOR ORGANIZATION MEMBERSHIP**

Under provisions of the Civil Service Reform Act, each employee has the right to join or not to join a labor organization and is protected in the exercise of this right without fear of penalty or reprisal. Most employees are also free to form or assist labor organizations, to participate in managing them, and to act as labor organization representatives. Supervisors, however, may not participate in the management or representation of such organizations, nor may other employees whose participation would present a conflict of interest with their official duties. These employees may still join or maintain membership in a labor organization.

Several labor organizations represent National Park Service employees for the primary purpose of improving working conditions. If the employees where you work have elected a labor organization to be the exclusive representative for all the employees, you may find there is a written agreement providing that dues can be paid through payroll allotment and that there are special negotiated procedures to handle employee grievances. Even where there is exclusive recognition of a particular labor organization, you remain free to join or not to join and to bring matters of personal concern to appropriate union officials.

## **GRIEVANCE PROCEDURES**

You have the right to file a grievance, which is a request for personal relief in a matter of concern or dissatisfaction that relates to your employment and is subject to the control of your supervisor or higher management. A grievance may be filed by you alone, or with a group of employees acting as individuals.

The initial presentation, which may be oral or written, is normally made to your immediate supervisor. However, when the grievance concerns relationships with, or actions taken by, your immediate supervisor, you may present the grievance to the next higher level of supervision.

A grievance concerning a continuing practice or condition may be presented at any time. A grievance concerning a particular act or occurrence must be presented within 15 days of the date of the act or occurrence, or the date that you became aware of it. The grievance must clearly outline the matter of concern or dissatisfaction and indicate the personal relief requested. Personal relief means a specific remedy directly benefiting you, but you may not include a request for disciplinary action for another employee.

Grievance procedures are contained in Departmental Manual 370 DM 771, subchapter 3, a copy of which may be requested from your personnel office. The procedure is available to all nonbargaining unit employees of the Department of the Interior, except as noted in subchapter 3.4 of 370 DM 771. Former employees for whom specific personal relief can still be appropriately provided (e.g., reimbursement for salary lost because of suspension) may also file a grievance, provided the grievance is filed in a timely manner before their separation.

If you are a member of an employee bargaining unit, complaints about the interpretation or application of a negotiated agreement between labor and management are handled in accordance with the provisions of such agreements rather than the Interior Department's grievance procedures. Union stewards or officials, your supervisor, or personnel office can advise you about the grievance procedure under the negotiated agreement.

Complaints or appeals covered by other intradepartmental review methods will be processed in accordance with procedures described specifically for those issues. Other matters not covered by the grievance procedure are summarized in 370 DM 771, subchapter 3, paragraph 3.6

You have the right to use the grievance procedure without restraint, interference, coercion, discrimination, or reprisal of any kind by any level of management.

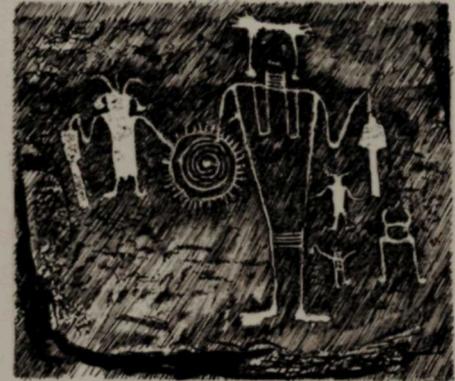
### **APPELLATE RECONSIDERATION RIGHTS**

Some actions on grievances are subject to review through the Department of the Interior's grievance procedures (370 DM 771). Normally, no action that is subject to a merit review by the Merit Systems Protection Board is reviewable under departmental grievance procedures. Because not all employees have the same appeal and grievance entitlements, an employee who has received a notice of final decision should carefully read the appellate information contained in it.

Additional information concerning other matters that may be appealed (for example, divestiture orders and position classifications) may be requested from your personnel office.



MESA VERDE NATIONAL PARK  
Cliff Palace



## JOB SEPARATIONS

Employees may occasionally be separated from their jobs. Separation can be voluntary (for personal reasons) or involuntary (at the request of the agency). Some examples are discussed below:

### RESIGNATION

If you decide to resign from your position, your organization and your supervisor will expect you to give as much advance notice as possible. Two weeks is generally considered the minimum expected notice, although more time, if possible, is desirable. The resignation should be submitted in writing to

your supervisor and should include the effective date, a forwarding address, and your reasons for resigning. A Standard Form 52, which may be obtained from your personnel office, is preferred for this purpose. A person who abandons his job without notice is seldom considered a desirable candidate for reemployment.

## **TRANSFER**

You may have an opportunity to transfer to a position in another Federal agency. If you transfer without a break in service and under the same leave system, you will retain the sick and annual leave to your credit. Your health and life insurance will continue also.

## **SEPARATION DURING PROBATION**

If you are a new General Schedule employee with a career-conditional appointment, you must serve a one-year probationary period. If your performance or conduct is deficient during the year, your employment may be terminated. Such notice is given in writing.

## **REDUCTION IN FORCE**

Changes in administrative priorities, lack of funds, decrease in work, or reorganization may require a Federal agency to have a reduction in force (RIF). The agency must determine if and when a RIF must take place and what positions will be abolished. During a RIF, employees may be displaced, laid off, furloughed for more than 30 days, or demoted.

To determine which employees will be affected and how, the following procedures are used:

1. The competitive area (the geographical and organizational limits) and the competitive level (groups of positions by type and grade of work) are established.
2. Retention registers for each competitive level are established and are divided into three tenure groups: first, career employees; second, career employees serving probation and career-conditional employees; and third, temporary employees.
3. Each of these three groups is then broken down based on the type of appointment, length of service, veterans preference, and performance rating.

You are not officially involved in a RIF unless you receive a specific notice.

If the National Park Service undergoes a RIF, you will be given a full explanation of how the order of retention was determined. If you are separated through a RIF, you will be given assistance in finding further Federal employment.

One of the reasons for having a uniform RIF system is to make sure that employees are treated fairly and in accordance with their rights. This means that the system must be administered carefully and properly by the agency. You have the right to appeal in writing to the Merit Systems Protection Board if you believe the RIF regulations have not been applied correctly in your case. Any questions you may have concerning RIF regulations may be directed to your personnel office.

## **EXIT CLEARANCES**

If you are separating, check with your administrative officer or personnel office about checkout procedures, that is, where your final paycheck should be sent, where to turn in your building pass, and so forth.

## **SEVERANCE PAY**

If you are involuntarily separated and are not eligible for an immediate annuity under the Civil Service Retirement System, you may be eligible for severance pay. Eligibility for severance pay depends on the type of appointment and minimum length of service. The amount is determined by basic pay at the time of separation, length of service, and age. For further information, check with your personnel office.

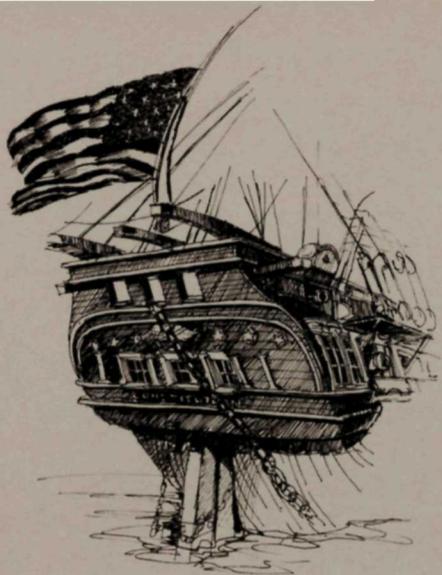
## **LUMP-SUM PAYMENT FOR ANNUAL LEAVE**

Whenever you leave your position for any reason other than transfer to another position under the same leave system, you are paid a lump-sum for all annual leave to your credit.

## **REFUND OF CIVIL SERVICE RETIREMENT DEDUCTIONS**

If for any reason you leave the Federal service, the money you have paid into the Civil Service Retirement System may be refunded upon request, regardless of your length of service. Alternatively, the amount may be left in the retirement fund in case you return to Federal service. A request for a refund may be made any time after your separation, as long as it is made at least 31 days before the starting date of an annuity for which you are eligible. In addition, you must not be employed within 31 days from the date of separation on which the claim for refund is based. Standard Form 2802, Application for Refund of Retirement Deductions, may be obtained from your personnel office.

If you withdraw your retirement deductions and later rejoin the Federal workforce, you will have to repay the amount you withdrew in order to have full retirement benefits.



**BOSTON NATIONAL HISTORICAL PARK**

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## **SPECIAL PERSONNEL POLICIES**

### **FREEDOM OF INFORMATION ACT**

The Freedom of Information Act grants that certain information held by Federal agencies be made available to the general public upon request. Recent amendments make it clear that the primary purpose of the act is to make information maintained by the executive branch of the Federal Government more available to the public. At the same time, the act recognizes that records that cannot be revealed without impairing rights of privacy of important Government operations must be protected from disclosure.

### **PRIVACY ACT**

The Privacy Act permits you access to records containing personal information and allows you to control the transfer of such information to other Federal agencies for nonroutine uses. The act also requires all Federal agencies to keep accurate accountings of transfers of personal records to other agencies and outsiders, and to make the accountings available to you. As a National Park Service employee, you may make arrangements to see your personnel folder by contacting your personnel office.

## NOTES

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