

## NEW HIRE ORIENTATION SUMMARY

### ***EMPLOYMENT CATEGORIES/FLSA RULES:***

- Regular Employees:
  - Regular full-time (RFT) employees serve in a continuing position on a regularly scheduled workweek of 35 hours or more.
  - Regular part-time (RPT) employees serve in a continuing position for a minimum of 20 hours per week, but fewer than 35 hours per week on a regularly scheduled basis.
  
- Flexible Employees:
  - Flexible employees serve in either continuing or temporary positions up to 40 hours per week. The work may be scheduled in advance, or may be on an as-needed, intermittent basis. Flexible employees may not participate in insurance and retirement programs, nor are they eligible for the leave program.

### ***FLSA RULES:***

- Non-exempt employees:
  - Consist of pay grades NF-1, NF-2, and some NF-3 depending on the characteristics of the position.
  - These employees shall be paid overtime for work hours in excess of 40 hours in an administrative workweek, provided that the overtime is specifically approved, in writing, and ordered in advance. Compensatory time off may be authorized in lieu of overtime if the employee elects to do so.
  - Periods of paid leave, including holiday, are not counted toward hours worked to determine overtime eligibility.
  
- Exempt employees:
  - Consist of pay grades NF-6, NF-5, NF-4, and some NF-3 depending on the characteristics of the position.
  - Exempt employees may be paid overtime or given compensatory time off for work hours in excess of 40 hours in an administrative workweek, provided the overtime or compensatory time off is specifically approved, in writing, and ordered in advance. Compensatory time off must be used within one year. If compensatory time off is not used within one year, it is paid at the overtime rate of 1-1/2 times the employee's basic pay rate.
  - Periods of paid leave, including holiday, are not counted toward hours worked to determine overtime eligibility.
  - No more than 80 hours of comp time without approval of the Deputy Director.

**COMP TIME (CT):**

- What is the difference between compensatory time earned and compensatory time taken?
  - Compensatory time earned, including travel compensatory time, are any hours earned in which an exempt or non-exempt employee works in excess of their regular hours, and is given compensatory time in lieu of overtime or travels during hours which aren't otherwise compensable. Note: Compensatory time must be ordered and approved, in writing and in advance to be earned.
  - Compensatory time taken is the term used for when employees use or take the compensatory time previously earned.

**COMP TRAVEL TIME (CTT):**

- Comp travel time is earned while the employee is in an official travel status, and travel time is not otherwise compensable. Time is counted from the departure point.
- Must be used by the 26<sup>th</sup> pay period, or will be forfeited. CTT is never transferred or paid out.

**PROCEDURES FOR REQUESTING CT AND CTT:**

- Employees must use the overtime/compensatory time authorization form.
- To record compensatory time earned, supervisors or timekeepers will need to enter timesheet reporting code "CT" for regular compensatory time, and "CTT" for compensatory time for travel. Please note that this is to document that time that has been accrued/earned.
- Supervisors and timekeepers should use the following timesheet reporting codes when the employees use the accrued compensatory time - "WA" for regulatory compensatory time off and "WAT" for compensatory time off for travel. Please note that this is for when the employee is using the time off that they had previously earned.

**OTHER TYPES OF LEAVE:**

- Funeral Leave:
  - Up to 3 days of administrative leave may be authorized for use in attending a funeral of an immediate relative. Immediate relatives are defined as spouses, parents, children (including adopted children), parents, siblings, and any individual related by blood or affinity whose close association with the deceased was equivalent of a family relationship.
- Family Friendly Leave Act (FFLA):
  - This act permits regular employees to use a total of up to 13 work days of sick leave each year to care for a family member who is incapacitated as a result of physical or mental illness, injury, pregnancy, or childbirth; assist a family member who receives

medical, dental, or optical examination or treatment; and make arrangements for, or attend, the funeral of a family member.

- Family & Medical Leave Act (FMLA):

- This act provides unpaid family and medical leave to employees up to a maximum of 12 weeks per year.

- To be eligible, both regular and flexible employees must have completed at least a total of 12 months of service. The service is not required to be recent or consecutive.

- Annual or sick leave may be substituted for unpaid leave provided the employee has the leave on the books. The employee must request such annual leave substitution in writing. An employee may not retroactively substitute paid time off for unpaid FMLA leave. A doctor's note from your physician will be required.

- Administrative Leave:

- Head of local Non-Appropriated Fund Instrumentalities (NAFI) may authorize time off with pay to regular employees for blood donations (for which the employee is not paid), for voting in federal, state, county, and municipal government elections, and for other reasons acceptable to the head of the local NAFI, when deemed prudent, and in the best interest of the NAFI.

- Court Leave:

- A regular employee may be granted court leave after presentation of a subpoena, summons, court order, or other judicial notification, as long as the U.S. Government, State, District of Columbia, or other local government, are a party to the proceedings. This leave is not granted to those required to attend court as a party to a proceeding involving only private parties.

- Military Leave:

- Regular employees who are members of military reserve, including the National Guard, are given military leave when annual tour of duty or training is required. Employees accrue 15 days per calendar year, not to exceed 30 days on the books. A copy of the active duty orders must accompany the request. If training is for more than 15 days, a leave of absence, or leave without pay, may be granted. Flexible employees will be granted time off without pay.

- Leave Donation Program:

- This program provides for transfer of annual leave to eligible employees with medical emergencies, or employees with family members with medical emergencies. The employee or their representative, if employee is unable, must submit a written request to be considered for the leave program.

- Leave Without Pay:

- This may be granted to an employee at the discretion of the branch head and may not exceed one year.

## **10 PAID NATIONAL HOLIDAYS:**

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving
- Christmas

• Regular and flexible employees are entitled to holiday pay as long as they are in a paid status the day before or after the holiday. If required to work on a holiday, you will receive holiday pay, plus your regular pay.

## **ANNUAL LEAVE:**

• Annual leave is available to regular full or part time employees. It starts accruing from your date of hire. You earn and accrue annual leave each pay period with the following accrual rate:

- 0-3 years of service = 5% or 4 hours biweekly (13 days each year)
- 3-15 years of service =7.5% or 6 hours biweekly (20 days each year)
- 15 years+ = 10% or 8 hours biweekly (26 days each year)

• Annual leave will be authorized whenever workload permits, and with the approval of your supervisor. The maximum accumulation of annual leave that can be carried over from one leave year to the next is 240 hours. Head of local NAFIs may approve carryover of annual leave in excess of 240 hours on a case-by-case basis. Local employees returning from overseas assignments are authorized a maximum of 360 hours for two leave years following their return from overseas.

• When you separate your employment with us, you will be paid for your accumulated annual leave balance at the time of your separation if you have completed 90 days of employment. If resigning prior to 90 days, you will not get paid for your accumulated annual leave balance.

## **SICK LEAVE:**

• Sick leave is available to regular full or part time employees. Sick leave starts accruing on your date of hire. There is no waiting period before sick leave can be used. The accrual rate is always 5% of hours worked, or 13 days per year, regardless of the employee's total length of service. There is no limit on the amount of sick leave that an employee may accumulate and carry over from one year to the next. Unused sick leave is not payable in cash if you separate your employment.

• A medical certificate may be required when an employee has been absent for a period of 3 workdays or more if there is a reason to believe that an employee is abusing his sick leave. A medical certificate may be required by the employee's supervisor to support each application for sick leave, even for a period of one hour. A

medical certificate is basically a doctor's note with physician's signature affixed, verifying that the employee was seen for a physical ailment.

***PERFORMANCE REVIEW & EVALUATION:***

· NAF employees shall have their performance appraised annually. The NAF performance evaluation period is 1 Feb to 31 Jan annually. The primary reason for performance appraisals is to enhance your motivation and encourage excellence in your job performance. Your supervisor will establish a performance plan, outlining your goals and objectives for your position within the first 30 days of your employment, or within 30 days of promotion or transfer into a new position. The rating period consists of initial, mid-year, and final review.

· The initial review is set at the beginning of the performance period between the employee and the supervisor; functional goals are identified and written and should contain at least 3 to 5 objectives.

· The mid-year review or progress review is the assessment by the immediate supervisor of the employee's performance to date. The purpose of this review is to establish a discussion between the supervisor and the employee on how well the employee is meeting the supervisor's expectations. The review should be completed approximately halfway through the performance period.

· The final review is the final assessment of how well the employee performed during the rating period. This is when the supervisor reviews the employee's performance against the outlined objectives and elements outlined by the performance plan at the beginning of the rating period, and verbally summarizes the overall evaluation of the employee's performance.

***PROBATIONARY PERIOD:***

· All employees are required to satisfactorily complete a probationary period in order to determine your effective level of performance and competence for continued employment. A one-year probationary period is required for all employees. An additional year will be required for employees promoted to a supervisory position.

· Employees who are terminated during their probationary periods are not eligible to use the grievance procedure or appeal the termination.

***PROMOTION:***

· A promotion occurs when an employee is assigned, either permanently or temporarily to a position in a higher classification or pay band level. A temporary or permanent promotion must be accompanied by at least 5% pay increase. A temporary promotion, which will exceed 6

months, must be competed. Temporary promotions may be made up to 6 months without competition, and up to 2 years with competition.

**TERMINATION & CHECK-OUT PROCEDURES:**

- Your employment with us may be ended voluntarily or involuntarily. In the case of a voluntary resignation, you should immediately notify your supervisor stating your reason for leaving and the effective date. Please ensure that your address is correct. Your last paycheck will be direct deposited.

- It is required that you give at least 2 weeks advance notice, or longer, if the situation permits (to allow for recruitment of your replacement, or to redistribute your workload).

- You will have to check-out with the HR office on your last day and submit any documents that were issued to you (CAC, family member ID cards, base decals, keys, purchase card, travel card, government passport, etc., if applicable). It is also requested that you complete an exit interview form so that we may gain insight into possible improvements within our system. When completing this form, we hope you express yourself freely, and all comments will be kept strictly confidential. An exit interview will not affect any reference information that is provided to your future employer.

**LUNCH PERIOD & WORK SCHEDULES:**

- Employees who work 6 or more consecutive hours must be given an unpaid lunch period at the minimum of 30 minutes, not to exceed one hour.

- The basic workweek for our organization is generally Monday through Friday, with a half-hour for lunch. There are 3 options for work schedules (with supervisor's approval):

- Regular work schedule is usually 8:00 a.m. to 4:30 p.m.
- Flex time allows you to report as early as 6:00 a.m. or as late as 9:00 a.m. and leave as early as 3:00 p.m. or as late as 6:00 p.m. It can be used to accommodate branch policies, such as having a telephone watch, or for personal issues such as childcare.
- Compressed Work Schedule (CWS) allows an employee to work eight 9-hour days and one 8-hour day in a pay period. One day off for every 10 days of continuous work.

**GOVERNMENT CARD - TRAVEL & PURCHASE:**

- During your course of employment with the MF/MR Division, you may be directed to become a government travel and/or purchase cardholder. These cards are government property. Therefore, use of either card must be in compliance with applicable DoD regulations/policies. Abuse or misuse of these cards is subject to disciplinary action up to, and including, termination.

- Examples of abuse:
  - Government Travel Card: You were in an authorized travel status and filed a travel claim for reimbursement upon your return, but your travel card enters a delinquent status because you didn't use the reimbursement check to pay your travel card bill.
  - Government Purchase Card: You purchase items for personal use at home and not approved by your supervisor.

**OFFICIAL PERSONNEL FOLDER (OPF):**

- An official personnel folder is maintained for all employees, treated in confidence, and handled only by those in a "need-to-know" basis. This contains the employee's employment history (salary, performance evaluations, and other personnel-related information) filed in chronological order. All DoD/NAFI employment, including APF employment, may be combined in one OPF. One year after the termination date when an employee leaves NAFI employment, the OPF is forwarded to the Records Center. If the employee is re-employed by another NAFI activity, the NAFI Personnel at the gaining command can request the employee's OPF from the former NAFI personnel office. DoD Portability Acts also apply between NAF and APF transfers.
- Employees have the right to review their OPFs and are entitled to privacy in accordance with the Privacy Act of 1974.

**CONSTRUCTIVE SERVICE DATE:**

- The constructive service date is used to determine annual leave accrual rate and length of service. Credits are given for regular employment within the same NAFI, other DoD NAFI, and DoD APF. Temporary, intermittent, or flexible categories can be credited if the employee's position was converted to the same or similar position. Prior active military service is not creditable towards constructive service date. All active military time terminated by honorable discharge under honorable conditions is creditable for annual leave accrual purposes only (service date). If retired, credit is restricted to the actual service in the armed forces during wartime or in any campaign or expedition that has been authorized.

**SMOKING POLICY:**

- Maintaining a healthful work environment is important to our organization. All Headquarters Marine Corps facilities are "smoke free". Employees, as well as customers, are required to use an outside, designated smoking area to smoke.

**BOMB THREAT:**

- Due to recent terrorist activities, it may be possible that you could receive a bomb threat over the phone in your workplace. If you receive a bomb threat, be cognizant of the information requested in

the form as you listen to the individual speak (i.e., do you hear any background noise, does the caller have an accent, etc.). Once the caller hangs up, do not hang up your phone! Simply place it on your desk. Immediately go to another phone and dial 911 and notify emergency personnel of the threat. Advise those around you of the situation and exit the building as quickly and safely as possible. As soon as possible, please notify G-6 (703-784-HELP) of the phone call.

***TUITION ASSISTANCE:***

• Regular employees are eligible for tuition assistance after completion of a probationary period. The maximum amount of tuition assistance per employee per year is \$3,500.00 and there is no limit on the number of courses that are reimbursable per semester or session.

***OTHER BENEFITS OF THE COMMON ACCESS CARD (CAC):***

- Marine Corps Exchange
- Base pool
- Gym
- Use of the Club system
- Auto Hobby Shop
- Golf Course
- Marina
- The Crossroads Inn
- Bowling Lanes
- Lunga Park
- Credit Union