GENERAL INFORMATION FOR NEW EMPLOYEES

Please read carefully and ask questions.

Type of Appointment

Career-Conditional - Serve 3 years without a break in service or more than 30 days and receive career tenure With tenure, you will have reinstatement rights for life.

Temporary - This appointment holds no status. There is no eligibility for health and life insurance. Time spent on this appointment will not count towards career tenure. Appointments normally last from 700 hours to 1 year.

Excepted - Made noncompetitively usually for specific type program and for specific time. These appointments do not confer a competitive Civil Service status or eligibility for movement to jobs in competitive status.

NOTIFICATION OF PERSONNEL ACTION - It is your responsibility to read all information on the front of Personnel Action Notice (SF-50) and tell your personnel office immediately if there is an error in it.

Position Description

A written description of job duties. It will be provided approximately 1 week after coming aboard. It will be attached to an SF-50 (Notification of Personnel Action). Keep this form in a safe place--it is official notification of Federal employment.

Probationary Period

The first year following a nontemporary appointment during which period employee demonstrates his/her competence and fitness for employment. Temporary or accepted appointments will not serve a probationary period.

Security Regulations and Clearances

Depending on type of job, a security clearance may or may not be initiated. You will receive a badge that is to be worn at all times when on Station. The badge may have to be shown to a guard upon entry into the Station.

Retirement

Career, Career-conditional, or certain excepted appointment employees will be subject to the Civil Service Retirement System. This is refundable to you if you quit the Federal Government. Employees on temporary appointment or certain excepted appointments pay into the Social Security fund. All deductions are automatically deducted from your paycheck.

Medical Services

There is a dispensary on the CBC complex with which you register. A hearing test and tuberculosis test are required, along with a medical history. If you are injured on the job, emergency treatment will be providedby the dispensary, then you will be transferred to a private facility.

Facilities

Most facilities on the CBC complex are for military use only. The available services for civilians are the CBC Credit Union (for permanent employees), the post office, and certain eating facilities such as the cafeteria. Do not put any personal correspondence in the interoffice guard mail system.

Information Bulletins

There is a "Personnel Look" which comes out every Friday. It lists vacancies which are open for application. There is a 90-day waiting period if this is your first day of Federal employment. There are 3 bulletin boards in each department.

(1) OFFICIAL BULLETIN BOARD contains notices, instructions, and other official business. It is your responsibility to keep up with this information.
(2) UNOFFICIAL BULLETIN BOARD is for employee' s use. Usually contains Employee' s Recreation Association (ERA) information.
(3) UNION BULLETIN BOARD is for Union notices and information.

Savings Bond/Allotment Program

Forms for taking out a bond and making allotments are available from your processing Clerk. Direct Deposit forms are also available. Please ask if you would like any.

Pay Days, Pay Periods, Pay Deductions

Pay days are every other Friday (Bi-Weekly). The last pay period started _____. You will get paid on

_____ for _____ (days/weeks) of work. Payroll is normally 1 week behind. State and Federal tax, retirement or Social Security are deducted, as applicable. All deductions and leave used/available are also on paystubs.

Annual/Sick Leave Program

Annual leave is accrued by amount of service--0-3 years, 4 hours per pay period; 3-15 years, 6 hours; over 1years, 8 hours. You can carry240 hours over from year to year. Sick leave is accrued at a rate of 4 hours per pay period for everyone. There is no limit to the amount of sick leave you can carry.

Political Activities - Gift Exchange

This information is covered in the Standards of Conduct provided to new employees. Please read carefully.

Recreational Activities

All employees are members of the Employees' Recreation Association. They sponsor activities such as picnics, dances, trips. They also have discount tickets to places like Disneyland. Each department has two reps.

NOTE: If you are eligible for life insurance and health plan benefits, sign up within the allowed 30 days. Contact your processing clerk for nstructions.