

BUREAU OF RECLAMATION LOWER COLORADO REGION

NEWCOMER'S INFORMATION SHEET

*CONTACT YOUR HUMAN RESOURCE ASSISTANT (EXT. 8177 or 8496)
IF YOU HAVE QUESTIONS REGARDING THE FOLLOWING:*

PAY

There are 26 paydays a year. Pay occurs every 2 weeks. Your first payday will occur approximately three-and-one-half weeks from your start date.

LEAVE

Eligible full-time employees earn 4 hours of sick leave per pay period. Annual leave is earned based on years of service. 1-3 yrs = 4 hours; 3-15 yrs = 6 hours; 15+ yrs = 8 hours.
Eligible part-time employees will have annual and sick leave pro-rated.

HEALTH BENEFITS

Eligible employees may elect health benefits within 60 days of appointment.

LIFE INSURANCE

Upon appointment, eligible employees are automatically covered for basic life insurance and given 31 days to elect a change or add optional insurance.

THRIFT SAVINGS PLAN (TSP)

Eligible employees may enroll in the (TSP). The TSP supplements the retirement plan and contributions are tax deferred.

PART-TIME EMPLOYMENT

Part-time employment is defined as scheduled hours of work of 16 to 32 hrs per week.

RETIREMENT

There are two retirement plans. Civil Service Retirement System (CSRS) and Federal Employees Retirement System (FERS).

ALWAYS KEEP THE HUMAN RESOURCES OFFICE INFORMED OF YOUR CURRENT ADDRESS, PHONE NUMBER AND EMERGENCY CONTACT INFORMATION.