

TABLE OF CONTENTS

Pocket 1

Government Employees Leave Record
14 General Principles
Salary Table
New Employee Frequently Asked Computer Questions
The Work Number
New Employee Orientation 30 Day Evaluation
New Employee Orientation 6 Month Evaluation
Employee Assistance Program
Ethics Guide
Federal Employees' Retirement System Benefits
Federal Personnel Guide

Table of Contents

Vision/Mission Statement

Reclamation Facts

Tab 1 –Brief History of the Bureau of Reclamation

Tab 2 –Great Plains Regional Managers

Tab 3 –Projects and Offices

- a. Our Legacy, Who We Are and What We Provide
- b. A Map of Facilities in the Great Plains Region
- c. The Great Plains Region—An Overview

Tab 4 –Equal Employment Opportunity (EEO)

- a. Equal Employment Opportunity (EEO) Policy & Zero Tolerance of Discrimination
- b. Zero Tolerance of Discriminatory Harassment
- c. EEO Counselors (EEO) Staff
- d. Presidential Guidelines on Religious Expression in the Federal Workplace
- e. Workplace Violence Prevention Policy

Tab 5 – Government Policies

- a. Basic Ethics Do's and Don'ts
- b. Ethics Guide
- c. Ethical Responsibilities
- d. BOR Rules of Behavior for IT systems
- e. Clarification to Telephone Use Policy (Cellular Telephones and Wireless Telecommunication Services)
- f. DOI Policy on Limited Personal use of government Office Equipment & Telephone Use
- g. Responsibility and Control of Government Property
- h. Prohibition on Texting While Driving
- i. Official use of Government-owned or –Leased Motor Vehicles
- j. Tribal Trust Asset Litigation and Related Records Management Procedures

Tab 6 –Employee Orientation

- a. Great Plains Organization Chart
- b. New Employee Information memorandum
- c. Human Resources Consultation /Advisory Services
- d. Payroll Schedule
- e. eOPF Quick Reference for Employees
- f. Within Grades (WIGI's)
- g. NOTICE –Leave and Earnings Statements
- h. How to Read Your Leave and Earnings Statements
- i. Electronic Distribution of Earnings and Leave Statements (ELS)
- j. DOI Learning Management System (DOI LEARN)
- k. Employee Development Review
- l. Individual Development Plan
 - Competency Level 1
- m. Individual Development Plan
 - Supervisory Competency Level 1
- n. Performance Appraisal Handbook

Tab 7 –Employee Benefits

- a. Employees New to the Federal Government
- b. Federal Employee Benefits System (FEBS) at Employee Express
- c. About Employee Express
- d. Employee Handout/Information Sheet Deposit Service
- e. Employee Handout/Information Sheet Redeposit Service
- f. Employee Handout for Military Service and Retirement
- g. Employee Handout Benefits and Entitlements of USERRA
- h. Federal Benefits Fast Facts
- i. Flexible Spending Accounts
- j. Life Insurance
- k. Health Insurance

- l. Long Term Care Insurance
- m. Thrift Savings Plan
- n. Salary Debt Information
- o. Great Plains Region Wellness Program Policy
- p. Payment for Professional Credentials Payments for Professional Credentials Approval Form
- q. Federal Employee Retirement System (FERS)

Tab 8 –Employee Leave

- a. Types of Leave
- b. Family-Friendly Leave Policies for Federal Employees
- c. Your Rights Under the Family and Medical Leave Act of 1993
- d. OPM Form 71, Request for Leave or Approved Absence
- e. Employee Handout Effect of Extended Leave Without Pay (LWOP) (or Other Nonpay Status) on Federal Benefits
 - Family Leave Program Chart
 - Certification of Health Care Provider
- f. Q&A on the President’s memorandum on Expanded Family and Medical Leave Policies

Tab 9 –Travel/Charge Card

- a. Charge Card Statement Checklist
- b. JPMorgan Chase Statement
- c. Exemptions From Mandatory Use of Government Issued Bank Card

Tab 10 –Work Hours/ Attendance

- a. Alternative Work Schedules (AWS)
 - AWS, Flexible Work Schedules
 - Federal Holidays – Work Schedules and Pay
- b. Work Schedules

Tab 11 –Security

- a. Safety for All GP Region Employees
- b. Reclamation Security Program

Tab 12 –General Information

- a. Great Plains Regional Office Contact List
- b. Commonly Used Acronyms and Abbreviations
- c. Internet Sites and Addresses

Pocket 2 – Reclamation DVD