Civilian Personnel Newsletter

U.S. AIR FORCE

86th FORCE SUPPORT SQUADRON

Welcome to the November edition of our Newsletter!

The hot topics this month are Federal Benefits Open Season Information, New Beginnings Performance Appraisal Training, Use or Lose Leave Information for U.S. Appropriated Fund Employees and their Supervisors, Restoration of Annual Leave, How to Survive the Holidays in the Federal Workplace, Civilian Drug Use, Merit System Principles, Inclement/Hazardous Weather Conditions, Home Leave, Hatch Act for Federal Employees, Reasonable Accommodation Information, New Employee Orientation, Hierarchy Updates, Information for all Employees returning to CONUS on a PCS and Supervisory Training.

From the 86 AW/JA we have important information on Employee Rights during Probation Period.

On the Non-US side we have some important information on Payment of Severity Allowance (COLD) for Non-US Employees, US Environmental Differential Pay vs. Non-US Severity Allowance, Change in Address, Building Construction—The Works Council's Information Rights, End of Temporary Employment Contracts (Sick Leave Replacements), Testimonials for Non-US Employees, Information for Supervisors regarding 24 & 31 December, Transfer of Annual Leave and Merit Promotion System (Non-US).

Also, here are some upcoming important dates:

NOV

01 Nov—German Holiday—All Saints' Day
11 Nov—Veterans Day
24 Nov—Thanksgiving

DEC

21 Dec—Winter begins
24 Dec—Christmas Eve
25 Dec—Christmas
26 Dec—Christmas Day

Quote of the Month

"Your time is limited, so don't waste it living someone else's life. Have the courage to follow your heart and intuition. They somehow already know what you truly want to become."
- Steve Jobs

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Federal Benefits Open Season

- **Eligible employees may enroll or change their enrollment from 14 Nov 16 – 12 Dec 16 (enroll, change plans or options, change to self and family, etc.)**
  - Federal Employees Health Benefits Program (FEHB)
  - Federal Employees Dental and Vision Insurance Program (FEDVIP)
  - Federal Flexible Spending Account Program (FSAFEDS)
- **Elections will be effective 8 Jan 17 and reflect on LES for PPE 27 Jan 17**
- **Current FEHB/FEDVIP coverage will continue in 2017 unless your plan is**
  - **Not participating in the program**
  - **Reducing its service area**
- **2017 FSAFEDS participation is not automatic and requires reenrollment during Open Season**

New Beginnings Performance Appraisal Training

REMINDER: All US employees and their first level supervisors must complete mandatory training for the new Civilian Appraisal Program, New Beginnings, NLT 30 Nov 16. There are two modules. Both can be accessed via the introductory web-based training at Joint Knowledge Online (JKO). See directions below.

Log into: https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf

To enroll in the course, after logging-on to JKO, go to the "Course Catalog" Tab at the top of the page.

A. Once in the Course Catalog ensure you select the "Courses" Tab.

B. Under "Browse Course Catalog" you will see "Search" and "Clear Search" Buttons, beneath those You will see Several Boxes, the first is "All" (that has a drop down arrow) the second which is partially grayed out is "Partial Course#" and the third box you will see "Title Key Word" (partially grayed out) in that box I need you to type PERFORMANCE, then click the search button above. This should bring up the DOD PERFORMANCE MANAGEMENT AND APPRAISAL PROGRAM - IMPLEMENTATION Courses or just type in the Course number, PM101A or PM101B under Course number and it will take you directly to the course.

C. Select the Course you need and Click on the "Enroll" Button, then the "Continue" Button. You should then be enrolled in the course.

D. You can click the "Launch" Button to start your Training.

Certificates of completion should be emailed to
86FSS.FSEC_NewBeginnings.Team@us.af.mil
<mailto:86FSS.FSEC_NewBeginnings.Team@us.af.mil>

Use or Lose Leave Information for U.S. Appropriated Fund Employees and their Supervisors (POC: Employee Management Relations 478-6714)

As we approach the end of the current leave year, 7 Jan 2017, we would like to remind you of the importance of ensuring that any "use or lose" leave you have is properly requested, approved, and scheduled in writing. In the overseas area, U.S. employees may carry over 240 hours (local hires) or 360 hours (employees brought to the overseas area from the United States under a transportation agreement) from one year to the next. Leave in excess of those amounts is lost at the end of the leave year, hence the term "use or lose."

Normally for restoration of forfeited annual leave to be considered, the leave must have been requested, approved, and scheduled in writing before the start of the third biweekly pay period before the end of the leave year, which for this year is 26 Nov 2016. Please work with your supervisor to schedule any leave that may be otherwise lost.

Use or lose annual leave which has been properly requested and approved prior to 26 Nov 2016 normally should not be canceled unless approval of exigency has been obtained prior to cancellation IAW Absence and Leave, AFI 36-815 para 4.14.2. Details of the procedures to follow when leave is cancelled due to an exigency of the service (or through sickness of the employee) are spelled out in AFI 36-815 4.14.1.
An exigency is any emergency situation so serious that leave will have to be disapproved for mission requirements. The installation commander, his designee, or head of a serviced organization have the authority to approve exigencies causing cancellation of leave.

If you have leave you know you will not take and which may otherwise be lost, you may wish to consider donating to an employee on the voluntary leave transfer program. There are many individuals locally and AF wide in need of your leave donations. Donated leave must be processed prior to the end of the leave year; per AFI 36-815 para 9.7.2, states "A leave donor...may donate no more than the number of hours remaining in the leave year (as of the date of transfer) for which the leave donor is scheduled to work and receive pay. (Example: If two weeks before the end of the leave year, a leave donor has 100 hours of use or lose leave and is scheduled to work for only 60 hours, up to 60 hours may be donated.)

If you have any questions on use-or-lose annual leave, leave restoration, or the voluntary leave transfer program please contact Employee Management Relations at 478-6714 or 86fss.fsec.us-emr@us.af.mil in the Civilian Personnel Section (CPS).

RESTORATION OF ANNUAL LEAVE

All supervisors and employees are reminded that the leave year ends 7 Jan 2017. Lost annual leave can only be restored if lost was due to mission requirements, administrative error, or because of illness. However, to prevent forfeiture of "use or lose" leave, it must have been:

1. Requested;
2. Approved;
3. Scheduled in writing prior to Sunday, 27 Nov 2016; and

Cancelled by the organizational Commander due to exigency of the service. Normally, approval of an exigency is required in advance of cancellation of leave.

REFERENCE: AFI 36-815, *Absence and Leave*

Please contact Employee Management Relations at 478-6714/7143 (or email 86fss.fsec.us-emr@us.af.mil) for additional information on this topic.

How to Survive the Holidays in the Federal Workplace

Ah, I can already taste the turkey and pumpkin pie! Holiday decorations are being hung and the plans for the squadron/office party are well underway. The crowds are gathering at the KMCC to buy that perfect toy for their children, or that perfect item for their spouse or significant other; the post office is working hard to ensure our gifts are received by our loved ones back home before the holidays. Have you picked out the gift for the upcoming gift exchange at work? The guidelines below are intended to ensure we remain within the appropriate boundaries for gift giving.

In accordance with Subpart C of 5 C.F.R. part 2365

- **An employee may not give (or contribute toward) a gift for the employee's official superior.**
- **An employee may not accept a gift from another employee who receives less U.S. Government pay, unless the employee is not the employee's subordinate and a personal relationship justifies the gift.**
- **An employee may not ask another employee for a contribution toward a gift for the employee's own official superior or the other employee's official superior.**

These rules do not prohibit an employee from giving a gift to another employee, or accepting a gift from another employee, as long as a personal friendship justifies the gift and the employees are not in the same supervisory "chain of command." Even if a supervisory relationship exists, the official superior may choose to pay market value for the gift or an exception may apply:

- **On an occasional basis (including for birthday or annual holiday), an employee may give, and the official superior (or person receiving more pay than the employee) may accept:**
  - Gifts, other than cash, having a market value of $10 or less per occasion;
  - Items such as food and refreshments to be shared in the office among several employees;
  - Personal hospitality at a residence which is of a type and value customarily provided by the employee to personal friends;
  - Gifts given in connection with the receipt of personal hospitality if of a type and value customarily given on such occasions; or
  - Transferred leave, provided it is not transferred to an immediate supervisor.
- **On "special infrequent occasions," an employee may give, and his or her official superior (or person receiving less than the employee) may accept, a gift appropriate to the occasion. These occasions include:**
  - Infrequently occurring events of personal significance, such as a marriage, illness or the birth or adoption of a child (as distinguished from a birthday or annual holiday); or
  - Occasions that terminate the subordinate-official superior relationship, such as retirement, resignation or transfer.
- **In addition, an employee may solicit or contribute – on a strictly voluntary basis – nominal amounts for a group gift to an official superior for:**
  - Items such as food and refreshments to be shared in the office among several employees; or
  - A "special infrequent occasion."

For further guidance, feel free to contact your EMR team at 86fss.fsec.us-emr@us.af.mil, or call 478-6714/7143.

CIVILIAN DRUG USE

The Federal Government remains a drug-free workplace under Executive Order 12564 (1986), DoD 1010.09 and AFI 44-107. Use of illegal drugs on or off duty will not be tolerated. This policy is based on the Federal criminal statutes on controlled substances and is not affected by State laws or other countries legalizing use of marijuana.

Marijuana is a Schedule I controlled substance under 21 USC 812(b) and 21 USC 841-44, meaning its use is a federal crime and it has no acceptable medical use under Federal law. When there is conflict between Federal and State laws, the Federal law is controlling.

AFI 44-107, *Civilian Drug Demand Reduction Program*, and AFI 36-704, *Discipline and Adverse Action*, are in effect for civilians testing positive for marijuana use regardless of state laws on recreational or medicinal use. Use of illicit drugs, including marijuana, is subject to disciplinary and adverse action under AFI 36-704.

For more information, contact your Employee Relations Specialist at 478-6714 or 478-7143.

Merit System Principles
(POC: FSEC 478-6714/478-7143)

The Merit Systems Principles (5 USC 2301(b)) out-line requirements for managing the workforce in a fair and equitable manner and protect employees from arbitrary and capricious personnel actions and decisions. For more information click here: http://www.mspb.gov/meritsystemsprinciples.htm

Inclement/Hazardous Weather Conditions

It is important to be prepared for unexpected weather conditions and to know what procedures to apply during these situations. All supervisors need to brief their civilian employees on the procedures to follow during hazardous weather conditions. This includes what to do if there is a base closure, late reporting, or early dismissal due to adverse weather conditions. Also, mission essential designated personnel need to understand their responsibilities prior to weather emergencies.
For additional information, please see attached:

http://www.ramstein.af.mil/Portals/6/documents/Civilian_Personnel_Section/Newsletters/Documents_ for_Newsletter/Inclement Weather Attch.pdf?ver=2016-10-20-023738-450

HOME LEAVE

As we enjoy our summer months, want to ensure management and employees are following the appropriate rules concerning the use/approval of home leave. It has come to our attention that some employees may be requesting and management approving home leave inappropriately. Home leave may be used **only** in the U.S., the Common-wealth of Puerto Rico, or the territories and possessions of the U.S. An employee is eligible to use home leave entitlements when he/she has completed 24 months of continuous service abroad. Home leave may be used in combination with other leaves of absence, but cannot be used as terminal leave or as the basis for a lump-sum payment. There is no limit on accumulation of home leave.
AFI 36-815 chapter 14 addresses home leave and 5 CFR 630.601 provides in-depth information.

Hatch Act for Federal Employees

The Hatch Act governs political activity of federal employees as well as a number of state and local government employees. It restricts the political activity of executive branch employees of the federal government, District of Columbia government and some state and local employees who work in connection with federally funded programs. With the upcoming election in November, it is good time to review prohibited activities for employees who may engage in partisan activity.

PROHIBITED ACTIVITIES FOR EMPLOYEES WHO MAY ENGAGE IN PARTISAN ACTIVITY:

May not use their official authority or influence to interfere with an election.

May not solicit, accept or receive political contributions unless both individuals are members of the same federal labor organization or employee organization and the one solicited is not a subordinate employee.

May not knowingly solicit or discourage the political activity of any person who has business before the agency

May not engage in political activity while on duty, in a government office, while wearing an official uniform or while using a government vehicle.

May not be candidates for public office in partisan elections partisan elections.

May not wear political buttons on duty.

For more information to include permitted activities, penalties for prohibited activities, as well as how to file a complaint alleging a violation of The Hatch Act, please refer to our fact sheet found here:
http://www.ramstein.af.mil/Portals/6/documents/Civilian_Personnel_Section/Factsheets/EMR%20Hatch%20Act%20-%20Sept%202016.pdf?ver=2016-10-18-055607-937

Reasonable Accommodation Information

What is Reasonable Accommodation?

The Air Force must reasonably accommodate qualified employees or applicants with a disability, unless the accommodation would impose an undue hardship. Reasonable accommodation is an adjustment or alteration that enables a qualified person with a disability to apply for a job, perform job duties, or enjoy equal benefits and privileges in employment equal to those of employees without disabilities.

Who is eligible for Reasonable Accommodation?

Any individual with a disability who (1) has a physical or mental impairment that substantially limits one or more major life activities; (2) has a record of such impairment; or (3) is regarded as having such impairment. The concept of reasonable accommodation applies to all aspects of employment, including recruitment, work location and scheduled training, promotion, reassignment, and develop-mental assignments.

How is Reasonable Accommodation requested?

The individual requesting the accommodation may present a request for reasonable accommodation in writing or orally. GS employees should contact their servicing Employee Management Relations (EMR) Specialist (478-6714 or 478-7143) for assistance with the application process requirements.

NAF employees should contact the NAF HRO at 480-2672 for assistance and further information.

Non-US employees may address any work place related problems or any concerns in regard to working conditions to their supervisor. If the supervisor needs advice on how to proceed in such cases, a first POC may be the servicing Non-US Employee Relation Specialist. For 86 FSS call, tel.: 478-6697.

New Employee Orientation

New Employee Orientation (NEO) must be completed within the first 90 days of assignment.

NEO is a web based training program in the Advanced Distributed Learning Service (ADLS) that provides employees a basic knowledge of the Air Force culture and mission. The goal of the NEO is to ensure all Air Force civilians begin their career with the same valuable and consistent information regardless of function or location. An abbreviated version of the course is available for Air Force military retirees only.

In recognition of completing all seven the modules, you will be awarded the Air Force Civilian Pin. This pin symbolizes the value Air Force Civilians bring to the mission and contributions they make to the enterprise. For more information about the Air Force Civilian Pin contact your civilian personnel section.

<u>To access the course:</u>

- Login to the ADLS
- Select “Course List” from the left side menu
- Select “New Employee Orientation (NEO)” from course list
- Select “AF New Employee Orientation Course” or “AF New Employee Course - Retired Military Only”
- Select "Take/Resume Course"

Hierarchy Updates

With the upcoming changes to the performance and evaluation process it is imperative that all AF civilian employees be correctly identified and linked in MyBiz+.

NOTE: Supervisor of civilians and civilian employees should take time to access MyBiz+, and the user guides contained therein, to ensure your supervisor and MyTeam is properly linked, and kept to date.

Supervisors of Civilians: Did you know YOU have the capability, and are responsible for, linking your civilian employees to yourself in Defense Civilian Personnel Data System (DCPDS) via MyBiz+ by using the "MyTeam" icons?

It's **VERY** important that your employees are accurately linked! MyBiz+ is part of the DCPDS, giving you access to employee personnel records such as SF50s generated due to personnel actions, and provides the supervisor the ability to designate telework eligibility, ensure timely within-grade-increase (WIGI) validations, length of service, expiration of not to exceed dates, and a plethora of other important personnel notices on your employees. All of which is available and delivered to you via MyBiz+ ("Notifications") and email.

You must possess a supervisory code of 1, 2, 3, or 4 in DCPDS (Supervisory code is located on the first page of your PD) in order to be granted access to the "MyTeam" icons. If you're a supervisor but don't have access to the MyTeam icons, please contact your local servicing HR Specialist.

Military supervisors of civilian employees DO NOT automatically have access to the MyBiz+ to access "MyTeam"-nor are they able to link subordinate employees/positions under their hierarchy, until a virtual military position has been created in DCPDS and the applicable supervisory codes are applied. Requests for virtual military builds, or to obtain the sequence number for a virtual military position that's already been built, should be directed to the local servicing HR Specialist.

CIVILIAN EMPLOYEES: If your supervisor identified in your MyBiz+ account is inaccurate, **YOU** have the capability to send a request via MyBiz+-"Update MySupervisor".

User Guides for supervisors and employees can be accessed via MyBiz+ by clicking the "Help" icon on the tool bar, and accessing the "User Guides".

ATTENTION all Employees returning to CONUS on a PCS. If you expect to be paid Temporary Quarters Subsistence Allowance (TQSA) without difficulties upon your return to CONUS, you MUST make sure during outprocessing that a good CONUS forwarding address is provided to the finance customer service representative and entered into the finance system before you leave. Since this benefit will be paid via check rather than EFT, failure to provide a valid forwarding address will lead to major delays in getting paid.

Supervisory Training

Supervisory training courses are mandatory for newly selected supervisors and must be completed within the first 6 months of assuming a supervisory role. Mandatory training consists of the following:

1. USAF Supervisor's Course. Provides civilian supervisors with leadership and management skills required in supervisory positions. The Air University has developed a computer-based course. Prospective students can register for the distance learning course through AU Portal https://www.my.af.mil/aurepmprod/auportal/welcome.AirUniversity

2. Civilian Personnel Management Course (CPMC). All supervisors (civilian and military) who manage civilians are required to take this course. It provides background information and an understanding of applicable civilian personnel laws and regulations needed to properly carry out civilian personnel management responsibilities. This course is also available at the AU Portal
https://www.my.af.mil/aurepmprod/auportal/welcome.AirUniversity

3. Military Personnel Management Course (MPMC). This course is designed to provide first level civilian supervisors of military members the basic skills, knowledge and abilities required to supervise enlisted and officer personnel.
https://www.my.af.mil/aurepmprod/auportal/welcome.AirUniversity

4. 86 FSS/FSEC-R offers a live 20 hour Non-US CPMC course for supervisors of Non-US employees. ***Go to our website to register***
http://www.ramstein.af.mil/Home/Civilian-Personnel-Flight and follow the link to Mandatory Supervisory Training at the bottom of the left hand menu column.

Contact your local training office if you have question or if you encounter difficulties at 480-2167 or mailto:86FSS.Civ.-Supervisor-Training@us.af.mil

For Supervisors...

Current KMC Off-Limits List

Off-limits establishments and individuals within the KMC as of 2 November 2016.

Please note that for Non-US employees this is for information only!
Für alle nicht-amerikanischen Mitarbeiter dient dies nur zur Information!

U.S. Forces personnel are prohibited from entering establishments or conducting business with the below firms, individuals, and organizations, except as required by official business. U.S. Forces military members who violate this prohibition are subject to punishment under the Uniform Code of Military Justice. Civilians are cautioned these establishments have been declared off-limits to members of the Armed Forces because the commander has determined they threaten the health, safety, morale or welfare of service members.

1. **Axel Burghammer (Car Sales), Im Bachgraben 11, Landstuhl**
2. **Ramona Fröhlich (Day Care), Hebelstrasse 12, Katzweiler**
3. **Talip Gundogan (The Green Smile), Kaemmererstrasse 69, Worms**
4. **Mohammad Koohi (Arya Club), Steinstrasse 56, Kaiserslautern**
5. **Martin Massa (Cleaning Business), Wormser Strasse 4 , Kaiserslautern**
6. **Edgar Mayer (Autohaus Mayer and Gas Station), Kaiserstrasse 87, Bruchmühlbach**
7. **Brigitte Weinand (Day Care), Am Rathaus 4, Landstuhl**
8. **Steffen Wick (Investment Business), Auf Dem Riedel 21, Waldfischbach**

Temporarily off-limits to US Air Force members in the KMC for 45 days: Massage-by-Gary (and any massage business operated by Mr. Gary NacNeil), Auf der Platte 48 in 67686 Mackenbach

Employee Rights During Probation Period

Where a probationary employee fails to demonstrate fitness or qualifications for continued employment, a separation action for unsatisfactory performance or conduct must be effected prior to the end of the probationer's tour of duty on the last day of probation, which is the day before the anniversary date of the appointment. Probationary employees often try to obtain Merit Systems Protection Board review of their cases even though jurisdiction does not exist in most instances. See 5 C.F.R. § 1201.3(a)(3). The Board has jurisdiction over a competitive service probationary employee where there is discrimination based on marital status; the action is based on partisan political reasons; or, the agency took action based on pre-appointment reasons and did not follow the relevant procedures. An individual may tack on prior work experience for purposes of satisfying a probationary period where the employee can establish that the prior service was rendered immediately preceding the probationary appointment with no more than a single break not exceeding 30 calendar days; it was performed in the same agency; and, it was performed in the same line of work. Of note, the above is informative only as any case will turn on the application of the law based on the actual facts at hand.

Non-US News

Payment of Severity Allowance (COLD) for Non-US employees

(Ref.: CTA II, Article 21, Para 4 & Appendix S and USAFEI 36-723, Chapter 11 & Appendix 2)

Fall is coming up, not only leaves are dropping, temperatures do as well and it's getting cold!

In accordance with CTA II, Article 21, Para 4 & Appendix S, and USAFEI 36-723, Chapter 11, the employer has to grant Severity Allowance (SA) for Non-US employees in situations where employees are performing work which notably exposes them to the effects of cold. The phrase "notably" indicates the requirement of an actual work impediment by the effects of cold. Before SA for such working conditions is claimed, the employer should try to eliminate these situations. Supervisors are therefore responsible by providing appropriate heat sources such as heating elements, shelters and granting warm-up time to minimize employees from being exposed to cold weather conditions. If the condition still persists, a USAFE Form 818 (Positions Exposed to Severe Conditions) will be filled out.
So how is "COLD" actually measured and when can SA be claimed? While the dictionary says "cold" is a feeling of "no warmth" or "uncomfortably chilled", the Appendix 2 of USAFEI 36-723 clearly defines that SA payment is appropriate for work in areas where the temperature is 32 degrees Fahrenheit (0 degrees Celsius) and below. Supervisors are responsible for measuring on-site temperatures. Civilian Personnel Staff will periodically check to verify given temperatures and make sure that hours, and partial hours, are properly added and entered in the time sheet. The proper documentation of the collected data is a particular responsibility of the supervisor.

Zahlung von Erschwerniszulagen (KÄLTE) an Nichtamerikanische Arbeitnehmer/innen

(Ref.: TVAL II, Para 21, Ziffer 4 und Anhang S, sowie USAFEI 36-723, Kapitel 11 und Anhang 2)

Mit dem Herbst fallen nicht nur die Blätter sondern auch die Temperaturen und es wird kalt!

Gemäß TVAL II, § 21, Ziffer 4 und Anhang S, sowie USAFEI 36-723, Kapitel 11, kann fuer nichtamerikanische Arbeitnehmer die Zahlung einer Erschwerniszulage (EZ) anfallen, wenn sie bei der Ausübung ihrer Arbeit in "besonderem Maße" dem Einfluss von Kälte ausgesetzt sind. Bevor jedoch EZ in Betracht kommen, muessen arbeitgeberseitig angemessene Massnahmen ergriffen werden, um Abhilfe zu schaffen. Diesbezueglich haben Vorgesetzte die Pflicht, z.B. durch das Bereitstellen geeigneter Wärmequellen, die Gewährung ausreichender Aufwärmphasen, oder aber andere sinnvolle Massnahmen die Beschäftigten vor allzu grosser Kälte zu schützen. Nur wenn dies nicht möglich ist, ist ein Zahlungsanspruch gegeben, welcher mittels USAFE Form 818 (Positions Exposed To Severe Conditions) beantragt und durch das Personalbüro genehmigt werden muss.

Der Begriff "KÄLTE" wird bezueglich des Anspruchs auf EZ im Anhang 2 der USAFEI 36-723 genauer beschrieben. Anspruch auf Zahlung von EZ für "Kälte" besteht für ausgeführte Arbeiten, bei denen Arbeitnehmer in "besonderem Maße" Temperaturen von 0 Grad Celsius oder weniger ausgesetzt ist.. Der Zusatz "in besonderem Maße" verdeutlicht hierbei nochmals die Voraussetzung einer tatsächlichen "Arbeitserschwernis durch Kälte" um diese Zulage geltend zu machen. Die jeweiligen Vorgesetzten sind verantwortlich für die Feststellung der jeweilig aktuellen Temperaturen vor Ort. Der/die Vorgesetzte stellt des Weiteren sicher, dass die unter erschwerten Bedingungen geleistete Arbeitszeit korrekt erfasst und dokumentiert wird. Die beantragten und genehmigten Stunden und Teilstunden werden am Monatsende addiert und in der Zeitliste eingetragen. Das Personalbüro informiert sich periodisch über die exakten Temperaturen an Frosttagen und überprüft die Eintragungen.

US Environmental Differential Pay vs. Non-US Severity Allowance

Environmental Differential Pay (EDP) and Severity Allowance (SA) appear to be one and the same.
On closer review there are many differences:
EDP is found in Title 5 CFR 532.511 and is paid to U.S. Government Wage Grade employees exposed to hazards, physical hardships, or working conditions of an unusually severe nature. However, under EDP, the hazard can be practically eliminated, and therefore no payment is authorized, through the provision of protective clothing and equipment, even though the situation still exists.

Severity Allowance is paid to **non-US** employees, exposed to severe conditions and is part of the Collective Tariff Agreement II (CTA II), Art 21, paragraph 4, and Appendix S, section II, paragraphs 1 through 6. Management must pay SA as long as the employee is exposed to the condition, even if protective clothing and equipment are provided.
Supervisors should, a) limit exposure and avoid putting employees in severe conditions whenever possible; b) be diligent to validate SA, to only pay for actual time of exposure, and not the entire shift.

Environmental Differential Pay im Vergleich zu Erschwerniszulagen

Auf den ersten Blick scheinen Environmental Differential Pay (EDP) und Erschwerniszulagen identisch zu sein.

Bei genauer Betrachtung allerdings erkennt man die Unterschiede:

EDP findet man im Title 5 CFR 532.511 und wird an Arbeiter der U.S. Regierung gezahlt die, bei der Ausübung Ihrer Tätigkeit erschwerten Bedingungen ausgesetzt sind. Allerdings können diese erschwerten Bedingungen, durch Schutzkleidung und andere Hilfsmittel, eliminiert werden, womit der Anspruch auf Zahlung von EDP hinfällig wird, obwohl die Gefahrensituation nach wie vor besteht.

Der Tarifvertrag Aller Länder (TV AL) II, § 21, Punkt 4, sowie Anhang S, Absatz II, Punkt 1 – 6, beinhaltet die Voraussetzungen für die Zahlung von Erschwerniszulagen an ortsansässige Arbeitnehmer. Management muss die entsprechenden Sätze der Erschwerniszulage (TV AL II) zahlen, auch wenn Schutzkleidung und andere Hilfsmittel zur Verfügung gestellt werden. Vorgesetzte sollen; a) Arbeiten unter erschwerten Bedingungen –wenn möglich- vermeiden, oder so kurz wie möglich halten; b) sorgsam prüfen, dass auch wirklich nur die tatsächliche gearbeitete Zeit, unter erschwerten Bedingungen, eingereicht wird und nicht die gesamte Arbeitszeit.

Non-US News

Changes in Address

From time to time employees directly inform the Foreign Forces Payroll Office when they changed their address. In these cases, too, the Payrolll Office needs an official personnel action (AF Form 825). Therefore please contact your supervisor first. He/she will ensure that a „Request for Personnel Action“ (RPA) is initiated and forwarded to the Civilian Personnel Office. Based on that the CPO will process the change in adress via AF Form 825 and send it to the Payroll Office.

Adressänderungen

Es kommt immer wieder vor, dass Mitarbeiter die Lohnstelle Ausländische Streitkräfte (LAS) über Adressenänderungen direkt informieren. Die LAS benötigt jedoch auch in diesen Fällen eine offizielle Personalmaβnahme (AF Form 825).
Setzen Sie deshalb grundsätzlich zuerst Ihren Vorgesetzten in Kenntnis. Er wird dafür Sorge tragen, dass ein „Request for Personnel Action“ (RPA) erstellt und an das Personalbüro geschickt wird. Daraufhin wird das Personalbüro die Adressänderung mittels AF Form 825 durchführen und an die LAS weiterleiten.

Building Construction – The Works Council's Information Rights

The Works Councils has the right to be informed in case of new construction/alteration.

Therefore, this is to point out the following for good reason.

If Management plans a new building construction, expansion or renovation, the local Works Council has to be informed. IAW Art 78(4), Federal Personnel Representation Law (FPRL), the agency has to inform the Works Council as soon as concrete construction plans/designs are available for new construction, alteration or expansion of buildings. Please contact your ER specialist at the CPO. He/she will prepare the information package and provide it to the Works Council (i.e. construction plan, names of the local national employees affected, etc). This approach will assure that Works Council information rights are observed IAW the FPRL.

Baumaβnahmen – Informationsrechte der Betriebsvertretung

Die Betriebsvertretung hat ein Informationsrecht bei Neu-und Umbauten.

Aus diesem Grund weisen wir auf folgendes hin.

Wenn der Arbeitgeber einen Neubau, eine Erweiterung oder eine Renovierung eines Gebäudes plant, ist die örtliche Betriebsvertretung zu informieren. Gemaess Paragraph 78(4) des Bundespersonalvertretungsgesetzes (BPersVG) muss die Betriebsvertretung informiert werden, sobald konkrete Pläne/Entwürfe für einen Neubau, Umbau oder Erweiterung eines Gebäudes vorliegen. Bitte wenden Sie sich an Ihren zuständigen Sachbearbeiter im Personalbüro. Er/Sie wird das Informationspaket fuer die Betriebsvertretung erstellen und an die Betriebsvertretung weiterleiten (z.B. Bauplan, Namen der betroffenen Beschäftigten, usw.). Diese Vorgehensweise stellt sicher, dass die Informationsrechte der Betriebsvertretung nach BPersVG beachtet werden.

Non-US News

End of Temporary Employment Contracts (Sick Leave Replacements)

Supervisors are highly encouraged to contact their servicing Staffing Specialist prior or at least immediately upon return of a sick employee who was replaced by a temporary employee.

In accordance with Para 15 (2), German Law on Part Time and Temporary Employment (Teilzeit – und Befristungsgesetz) the employment contract of the temporary employee must end when conditions are met, i.e. within two weeks upon receipt of the written notification that the position incumbent returned to duty.

If the two weeks notification period is not adhered to, the temporary employee has a legal entitlement to continue work on an indefinite basis.

Ende des befristeten Arbeitsverhältnisses (Krankheitsvertretungen)

Wir empfehlen allen Vorgesetzten, vor oder spätestens sofort bei Rückkehr eines arbeitsunfähigen Mitarbeiters (einer Mitarbeiterin), dessen (deren) Position durch eine befristete Einstellung besetzt war, mit der zuständigen Personalsachbearbeiterin Verbindung aufzunehmen.

Gemäss Para 15, Teilzeit- und Befristungsgesetz endet ein befristetes Arbeitsverhältnis mit Erreichen des Zwecks, d.h. innerhalb zwei Wochen nach Zugang der schriftlichen Unterrichtung, dass der Stelleninhaber (die Stelleninhaberin) die Tätigkeit wieder aufgenommen hat.

Wird die zweiwöchige Benachrichtigungsfrist nicht eingehalten, so hat der (die) befristetet Beschäftigte Anspruch auf unbefristete Fortsetzung des Arbeitsverhältnisses.

Non-US News

Part-Time Employment during Parental Leave (Non-US employees)

During the parental leave the regular weekly working hours can be reduced to 15 up to 30 hours. The reduction of the regular working hours has to be requested from the employer in writing at least seven weeks before the planned starting time of the part-time employment, in cases of part-time request for children who are over 3 years old but have not completed the 8th year, the submission timeline is 13 weeks for the request . The request should include the exact date of the beginning and the desired weekly working hours. In order to improve the planning ability the request should include the particular arrangement of the single days per week as well as the work hours on each particular day.

The reduction in work hours can be claimed by each parent max. twice during the entire parental leave. Each planned reduction in work hours has to comprise a period of at least two months. If a part-time employment is conducted during the parental leave, it applies only during the duration of the parental leave. With the end of the parental leave the regular (main) employment proceeds automatically in his original form which existed prior the parental leave.

Upon approval of the organization it is also possible to work for another employer or work as an self-employed person in a part-time employment up to 30 hours per week.

For further questions, please contact your Civilian Personnel Flight at DSN 480-5362 or 06371-47-5362.

Teilzeitarbeit während der Elternzeit (Non-US Beschäftigte)

Während der Elternzeit kann die regelmäßige Arbeitszeit auf 15 bis 30 Stunden wöchentlich reduziert werden. Die Reduzierung der regelmäßigen Arbeitszeit muss beim Vorgesetzten sieben Wochen vor Beginn der Teilzeitarbeit schriftlich beantragt werden, bei Beantragung von Teilzeit zwischen drittem und achtem Lebensjahr des Kindes beträgt die Antragsfrist 13 Wochen. Der Antrag muss den konkreten Beginn bzw. das Datum und die gewünschte Wochenarbeitszeit enthalten. Um eine bessere Planbarkeit zu ermöglichen, soll außerdem die gewünschte Verteilung der Arbeitszeit auf die Wochentage, sowie die jeweilige tägliche Arbeitszeit enthalten sein. Die Verringerung der Arbeitszeit kann während der Gesamtdauer der Elternzeit höchstens zweimal von jedem Elternteil beansprucht werden. Auch soll die jeweils geplante Verringerung der Arbeitszeit mindestens einen Zeitraum von 2 Monaten umfassen. Wird während der Elternzeit eine Teilzeitbeschäftigung vereinbart, gilt diese nur für die Dauer der Elternzeit. Mit Ende der Elternzeit lebt das reguläre (Haupt-)Arbeitsverhältnis automatisch in der Form wieder auf, in der es vor der Elternzeit bestanden hat.

Wenn die Dienststelle einverstanden ist, kann man auch bei einem anderen Arbeitgeber oder als Selbständige bzw. Selbständiger Teilzeitarbeit bis zu 30 Stunden wöchentlich leisten.

Wenn Sie diesbezüglich Fragen haben, wenden Sie sich bitte an die Personalabteilung unter: DSN 480-5362 oder 06371-47-5362.

Non-US News

Testimonials for Non-US Employees

Generally there are two different kinds of testimonials: the basic and the qualified testimonial.

The basic testimonial is limited to the employee's name, date of birth and an enumeration of the current and previous kinds of employment with the US Air Force.

The qualified testimonial is more detailed and includes a descriptive statement of the employee's duties/position titles and functions during the period of employment as well as an evaluation of the employee's performance and conduct on duty.

IAW Art 48 of the Tariff Agreement, each Non-US employee is entitled to request an interim testimonial during the course of employment and must be issued a testimonial upon request without delay at the time the employment expires. T he employee addresses the request to his/her employing unit. The employing unit forwards the request to the Civilian Personnel Office and provides USAFE Form 199 (Exit Evaluation) completed by the supervisor. Based on the information contained in USAFE Form 199, the testimonial then will be prepared, signed and issued by the Civilian Personnel Office.

Please address questions about this issue to the Non-US section, tel.: 480-5365 or 06371-47-5365.

Zeugnisse für Non-US Arbeitnehmer

Grundsätzlich gibt es zwei Arten von Zeugnissen: das Arbeitszeugnis und das qualifizierte Zeugnis.

Das Arbeitszeugnis beschränkt sich auf die Nennung des Namens des Arbeitnehmers, des Geburtsdatums und auf eine Auflistung der gegenwärtigen und der vergangenen Tätigkeiten bei den US-Streitkräften.

Das qualifizierte Zeugnis ist detaillierter und enthält eine beschreibende Wiedergabe der Tätigkeiten und Funktionen des Arbeitnehmers im Laufe der Beschäftigung und eine Bewertung der Arbeitsleistung und des Verhaltens.

Gemäss Paragraph 48 des Tarifvertrages hat jeder Non-US Arbeitnehmer auf Antrag den Anspruch auf Erstellung eines Zwischenzeugnisses während der Beschäftigung und bei Antrag auf unverzügliche Zeugniserstellung bei Beschäftigungsende. Der Arbeitnehmer richtet den Antrag an seine Beschäftigungsstelle. Diese leitet den Antrag weiter ans Personalbüro zusammen mit der vom Vorgesetzten ausgefüllten USAFE Form 198 (Exit Evaluation). Auf Grundlage der in USAFE Form 198 enthaltenen Informationen wird das Zeugnis vom Personalbüro erstellt, unterzeichnet und ausgegeben.

Bei Fragen zu diesem Thema wenden Sie sich bitte an die Non-US Abteilung, Tel.: 480-5365 oder 06371-47-5365.

Non-US News

INFORMATION FOR SUPERVISORS REGARDING 24 AND 31 DECEMBER

Per tariff agreement time off will be granted on 24 and 31 December. Following are the most important provisions.

1) As a rule, the employees with the US Forces are released from work on 24 and 31 December per the tariff agreement.

2) If time off on 31 December is not possible because of operational requirements, equivalent time off will be granted on another workday within the following 12 months. As per tariff agreement, no other entitlement exists.

3) For shift workers the entitlement for time off arises when the shift work starts on 31 December. In this case the entitlement for time off exists for a full shift on another work day, regardless for how many hours work was performed on 31 December.

4) It may happen that an employee scheduled for work on 31 December requests to be released for personal reasons. In this case, the supervisor has to make the decision if the employee has to report to work or if release can be granted IAW the tariff agreement. If the supervisor can do without the employee, the employee does not have to use leave since the paid time off per tariff agreement then applies.

5) The above explanations are also applicable for 24 December with one exception. If an employee has to work on 24 December and time off on another workday is also not possible the 100% holiday supplement has to be paid for the work performed on 24 December (until 2400 hrs).

In case of questions, please call Employee Relations, tel. DSN: 480-5365 (or: 06371-47-5365).

In case of questions regarding time & attendance , please contact "Non-US Pay" , tel. DSN:

Non-US News

INFORMATIONEN FÜR VORGESETZTE ZUM 24. UND 31. DEZEMBER

Gemäss Tarifvertrag sind der 24. und 31. Dezember arbeitsfrei. Hierzu fassen wir nochmals die wichtigsten Bestimmungen zusammen:

Grundsätzlich sind die Beschäftigten bei den US-Streitkräften aufgrund des Tarifvertrags TVAL II am 24. und 31. Dezember von der Arbeit befreit. Von daher muss für diese Tage auch kein Urlaub genommen werden.

Wenn aus dienstlichen Gründen Arbeitsbefreiung am 31. Dezember nicht möglich ist, muss innerhalb von 12 Monaten an einem anderen Arbeitstag Arbeitsbefreiung erteilt werden. Ein anderer Anspruch besteht laut Tarifvertrag nicht.

Für Schichtarbeiter, die am 31. Dezember arbeiten müssen, entsteht der Freistellungsanspruch dann, wenn die Schicht am 31. Dezember beginnt. In diesem Fall besteht dann Anspruch auf Freistellung für eine volle Schicht an einem anderen Tag, und zwar unabhängig davon, wieviele Arbeitsstunden auf den 31. Dezember gefallen waren.

Es kann durchaus vorkommen, dass ein Arbeitnehmer am 31. Dezember zur Arbeit eingeteilt ist, aber aus persönlichen Gründen arbeitsfrei haben möchte. In diesem Fall haben Vorgesetzte zu entscheiden, ob der Arbeitnehmer zum Dienst erscheinen muss, oder ob die tarifliche Arbeitsbefreiung gewährt werden kann. Wird der Beschäftigte nicht unbedingt zur Arbeit benötigt, erfolgt Arbeitsbefreiung kraft Tarifvertrag und es braucht kein Urlaub genommen zu werden.

Die gemachten Ausführungen gelten bis auf einen Unterschied auch für den 24. Dezember. Wenn ein Arbeitnehmer am 24. Dezember arbeiten muss und auch eine Freistellung an einem anderen Arbeitstag nicht möglich ist, ist der Feiertagszuschlag in Höhe von 100% für die am 24. Dezember (bis 24 Uhr) geleistete Arbeit zu bezahlen.

Bei Fragen zu diesen Regelungen wenden Sie sich bitte an die Abteilung Personalbetreuung, DSN 480-5365 (oder Zivil: 06371-47-5365).

Fragen zur korrekten Zeitlistenfuehrung richten Sie bitte an “Non-US Pay” unter der DSN 480-2470 (oder Zivil: 06371-47-2470).

Non-US News

TRANSFER OF ANNUAL LEAVE

At the end of each calendar year/beginning of the new year, questions are raised regarding remaining leave and the possibility to transfer remaining leave into the new year. The general rules are as follows.

The provisions for annual leave can be found in the tariff agreement, article 33. In principle the following applies: Leave year is the calendar year and annual leave has to be taken in the respective calendar year. Only in case of urgent operational or personal reasons transfer of leave into the next calendar year is possible. In such a case, however, remaining leave has to be started NLT 31 March.

For transfer of leave one other reason exists: if an employee is unable to start leave due to long -term sick absence, in principle for the computation of remaining leave entitlements one has to distinguish between the legal entitlement and the tariff additional leave exceeding the legal entitlement. For both entitlements different transfer periods apply after which the entitlements cease to exist. This description makes clear that different aspects have to be observed when computing the above explained entitlements. Therefore, each supervisor has to contact the Non-US Employee Relations Section before granting remaining leave entitlements after long sickness to ensure the correct computation of the entitlement.

It is appropriate to request the leave desires of the employees at the beginning of the calendar year and consolidate these in a leave plan. This gives supervisors aned employees planning reliability. A deviation from the approved leave plan is only possible for urgent reasons.

It is pointed out that supervisors are responsible for the correct leave planning and – administration. Please address questions about this issue to the Non-US section, tel.: 480-5365 or 06371-47-5365.

Non-US News

ÜBERTRAGUNG VON JAHRESURLAUB

Zum Ende des Kalenderjahres bzw. Beginn des neuen Jahres kommen immer wieder Fragen zum Resturlaub und zur Möglichkeit auf, den Resturlaub ins neue Jahr zu übertragen. Nachfolgend werden die allgemeinen Regeln hierzu erläutert.

Die Vorschriften zu Jahresurlaub sind im Tarifvertrag im Paragraphen 33 enthalten. Grundsätzlich gilt: Urlaubsjahr ist das Kalenderjahr und Jahresurlaub ist im jeweiligen Kalenderjahr aufzubrauchen. Nur wenn dringende betriebliche oder persönliche Gründe vorliegen, ist eine Übertragung von Urlaub ins nächste Kalenderjahr moeglich. In einem solchen Fall muss der Resturlaub aber bis spätestens 31. März angetreten sein.

Für die Übertragung von Urlaub gibt es noch einen weiteren Grund: wenn ein Arbeitnehmer wegen langer Krankheit den Urlaub nicht antreten konnte, muss bei der Berechnung der Resturlaubsansprüche zwischen dem gesetzlichen und dem darüber hinausgehenden tariflichen Mehrurlaub unterschieden werden. Für beide Ansprüche gelten unterschiedliche Übertragungszeiträume nach deren Ablauf die Ansprüche verfallen. Aus dieser Schilderung soll deutlich werden, dass bei der Berechnung der genannten Ansprüche unterschiedliche Aspekte zu beachten sind. Daher hat sich jeder Vorgesetzte vor der Gewährung von Resturlaubsansprüchen nach langer Krankheit an die Abteilung für Personalbetreuung zu wenden, um die korrekte Berechnung des Anspruchs zu gewährleisten.

Im übrigen ist es sinnvoll, die Urlaubswünsche der Mitarbeiter zu Beginn des Kalenderjahres zu erfragen und in einem Urlaubsplan miteinander abzustimmen. Dies gibt für den Vorgesetzten und den Mitarbeiter Planungssicherheit. Eine Abweichung vom genehmigten Urlaubsplan ist nur aus dringenden Gründen möglich.

Es wird darauf hingewiesen, dass der Vorgesetzte für die korrekte Urlaubsplanung –und erfassung verantwortlich ist. Bei Fragen zu diesem Thema wenden Sie sich bitte an die Non-US Abteilung, Tel.: 480-5365 oder 06371-47-5365.

Non-US News

Merit Promotion System (Non-US)

In particular for Job Announcements within the Merit Promotion Program the selections of applicants are based on qualification in terms of education, experience, skills, professional development, and demonstrated performance.

Commanders, supervisors, and selecting officials will ensure selections are free of discriminatory considerations in accordance with applicable laws and regulations, and without regard to such factors as ethnic origin, sex, religion, or world view, disability, age, or sexual identity.

They have to refrain from hiring, promoting, favoring or supporting the employment of their family members and relatives (nepotism).

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As family members/relatives in this respect are to be considered: Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, as well as companions in life.

Employees must not be kept from applying for other positions or be exposed to any adverse actions because of an application for another position. The application procedures are to be found in USAFEI 36-713

Questions about the matter may be addressed to the Manpower & Personnel Flight, Non-US Section, at DSN 480-5362 or CIV 06371-47-5362.

Innerbetriebliches Aufstiegsprogramm

Insbesondere bei Ausschreibungen innerhalb des innerbetrieblichen Aufstiegsprogramms erfolgt die Auswahl der Bewerber auf Grundlage der Qualifikationen hinsichtlich Ausbildung, Erfahrung, Fähigkeiten, beruflichem Werdegang und nachgewiesener Leistung.

Kommandeure, Vorgesetzte und Auswahl-Verantwortliche stellen sicher, dass die Bewerberauswahl frei von diskriminierenden Erwägungen im Einklang mit bestehenden Vorschriften und Gesetzen erfolgt, ohne Anschauung von Faktoren wie ethnische Herkunft, Geschlecht, Religion oder Weltanschauung, Behinderung, Alter oder sexuelle Identität.

Sie müssen die Einstellung, Beförderung, Bevorzugung oder Unterstützung der Beschäftigung ihrer Familienmitglieder und Verwandten (Vetternwirtschaft) unterlassen.

Familienmitglieder/Verwandte in diesem Zusammenhang sind: Vater, Mutter, Sohn, Tochter, Bruder, Schwester, Onkel, Tante, Cousin, Cousine, Neffe, Nichte, Ehemann, Ehefrau, Schwiegervater, Schwiegermutter, Schwager, Schwägerin, Stiefvater, Stiefmutter, Schwiegersohn, Schwiegertochter, Stiefsohn, Stieftochter, Stiefbruder, Stiefschwester, Halbbruder, Halbschwester, sowie Lebensgefährte.

Arbeitnehmer dürfen nicht davon abgehalten werden, sich auf andere Stellen zu bewerben, noch dürfen sie wegen einer Bewerbung auf eine andere Stelle irgendwelchen Benachteiligungen ausgesetzt werden. Das Bewerbungsverfahren ist in USAFEI 36-713G geregelt.

Bei Fragen zu diesem Thema wenden Sie sich bitte an die Non-US Abteilung des Personalbüros unter DSN 480-5365 oder CIV 06371-47-5365.