

THE SENIOR
ENVIRONMENTAL
EMPLOYMENT
PROGRAM
HANDBOOK

THE NATIONAL CAUCUS
AND CENTER ON BLACK
AGING, INC.



National Caucus and Center on Black Aging

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INTRODUCTION

We welcome you as an enrollee in the National Caucus and Center on Black Aging, Inc. (NCBA), United States Environmental Protection Agency (EPA) Senior Environmental Employment (SEE) Program. As a SEE enrollee, you bring life experience, knowledge, and diversity to EPA. These attributes are assisting EPA in meeting its goals and mission of safeguarding our health and the environment. The policies, practices, and procedures of the NCBA/SEE Program are outlined in this **HANDBOOK**.

National Caucus and Center on Black Aging, Inc. (NCBA)

NCBA is the only national organization dedicated exclusively to improving the quality of life for the Black elderly and other low-income minorities. Headquartered in Washington, DC, NCBA is a 501 (c) 3 non-profit organization. Today, **NCBA** is devoted to improving the economic status and quality of life for older persons. NCBA functions as an advocacy group on behalf of the elderly at federal, state, and local levels.

The National Caucus and Center on Black Aging (NCBA), Inc. is an Equal Employment Opportunity/Affirmative Action (EEO/AA) employer and does not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status, gender expression, national origin, citizenship status, age, disability, genetic information or veteran's status in employment, training, and all other programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies: Debra Carter, Director of Equal Opportunity, 1220 L St., NW, Suite 800, Washington DC 20005.

Senior Environmental Employment (SEE) Program

The SEE program is authorized by the Environmental Program Assistance Act of 1983 (Public Law 98-313) which allows EPA to "make grants" and to enter into cooperative agreements with private, non-profit organizations designated by the Secretary of Labor under Title V of the Older Americans Act of 1965. These grant/cooperative agreements are intended to utilize the talents of older Americans in providing technical assistance to Federal, State, and local environmental agencies for projects on pollution prevention, abatement, and control.

This program is designed to meet the needs of EPA and older citizens who wish to contribute their talents to a better environment and receive financial support to supplement their retirement income. Members of the SEE Program are enrolled only to assist and support federal employees, **not supplant** them.

The Americans with Disabilities Act (ADA) of 1990 and Americans with Disabilities Act Amendments Act (ADAAA) of 2008

American with Disabilities Act

The Americans with Disabilities Act (ADA) makes it unlawful to discriminate in employment against a qualified individual with a disability. The ADA also outlaws discrimination against individuals with disabilities in State and local government services, public accommodations, transportation, and telecommunications. ADA is enforced by the U.S. Equal Employment Opportunity Commission and State and local civil rights enforcement agencies that work with the Commission.

Americans with Disabilities Act (ADA)

The ADA's basic definition of a "disability" is an impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment.

What are Reasonable Accommodations?

Reasonable accommodations are any changes or adjustments to a job or work environment that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, a reasonable accommodation may include:

1. Providing or modifying computer equipment or devices that may include- electronic screen readers, screen magnifiers, enhanced high resolution monitors, enhanced video

presentation hardware/software, haptic feedback devices including braille keyboards, and audio readers including voice activated and audio feedback.

2. Hardware/software equipment or any other similar specialized ADA compliant equipment according to the specific disability.
3. Job duties restructuring.
4. Part-time or modified work schedules.
5. Reassignment to a vacant position.
6. Adjusting or modifying examinations, training materials, or policies.
7. Providing ADA compliant readers and interpretation solutions similar to JAWS screen reader software, AudioEye website reader software for visually impaired users, ZoomText software solution for visually impaired users, or any other type of assistive technology.
8. Making the workplace readily accessible to and usable by people with disabilities that may include – ADA compliant keyboards, pointing devices, or other similar assistive technologies.
9. Provide hearing aid devices.

An employer is required to provide a reasonable accommodation to a qualified applicant or employee with a disability unless the employer can show that the accommodation would be an undue hardship -- that is, that it would require significant difficulty or expense.

Stevens Amendment:

The EPA Senior Environmental Employment (SEE) Program is supported by a total funding of \$4,862,985 which represents a 100% funding provided by EPA and 0% of funding from non-federal sources.

Definitions

NCBA:	National Caucus and Center on Black Aging, Inc.
EPA:	United States Environmental Protection Agency.
SEE Program:	Senior Environmental Employment Program
NCBA/SEE Program Director:	Director of day-to-day operations of the NCBA/SEE Program.
SEE Enrollee:	An individual who is enrolled as a participant in the Senior Environmental Employment Program, and who is assigned to various offices and laboratories to provide technical and support services to EPA staff. SEE Enrollee is not an employee of NCBA nor EPA.
EPA Monitor:	An individual identified by EPA to provide daily direction to the SEE Enrollee.

SEE Enrollee Responsibility

Enrollees are expected to perform their assignments in a safe, professional, and responsible manner at all times. Attire should be appropriate for the assignment. Enrollees are reminded that their paychecks/ benefits are provided by public funds.

Enrollees must take responsibility for the prompt and accurate submission of their Time and Attendance Reports as well as any required written activity reports. Requests for reimbursement of authorized travel or supplies must be made and accompanied by proper documentation within thirty days of expenditure. Under no circumstances may an enrollee be assigned duties for more than ten (10) hours per day.

Due to the nature of some assignments (which are based upon approved position descriptions) enrollees may be requested to:

1. Have in their possession a valid driver's license (the NCBA office will make a photostatic copy of the enrollee's driver's license and will place it in the enrollee's file).
2. Be willing to travel occasionally or frequently.
3. Be away from home one or more nights.
4. Participate in air travel.
5. Own or have access to a privately-owned vehicle (POV) for use by the enrollee to meet SEE position description requirements that may include local travel. However, all POV local travel requirements for NCBA/SEE Enrollees are limited to 200 miles round-trip. To exceed the mileage limit requires special approval.
6. Maintain motor vehicle liability insurance which covers business use of the vehicle by the SEE enrollee.
7. Undergo an NCBA designated physical examination if travel and/or driving is a part of the position description.

EPA Participating Offices

NCBA/EPA/SEE enrollees are assigned to:

Various locations throughout the country.

NCBA/SEE Program

NCBA is responsible for the administration of all aspects of the EPA/SEE Grant Program to include personnel and budget management, policy issuance, in-service training, and grant coordination with applicable EPA offices.

NCBA/SEE Staff will:

1. Initiate and administer the recruitment effort from vacancy announcements to enrollment.
2. Prescreen all available candidates, participate in the interview process, and work closely with EPA staff members who are Monitors.
3. Select a minimum of three (3) candidates per position and refer them to EPA for final selection.
4. Enroll candidates and process all formal enrollment documents.
5. Administer disciplinary procedures, establish corrective actions, and, when necessary, carry out a termination fairly and equitably following consultation and written documentation of issues involved with the EPA Monitor.
6. Ensure that adequate orientation and training occurs for each SEE enrollee during the initial phase of their assignment and that the orientation and training are consistent with the tasks the SEE enrollee is assigned.
7. Ensure that adequate enrollee monitoring occurs, paying particular attention to the health and safety issues affecting the SEE enrollee.
8. Assure enrollee safety, by making certain that enrollees are not assigned to unsafe or unsanitary buildings.

9. Make periodic monitoring visits to EPA assignment sites to ensure that conditions and treatment of enrollees are acceptable and that other provisions of the cooperative agreement are being followed. Monitoring visits may occur as frequently as deemed necessary, but no less than semi-annually.

U.S. Citizenship and Immigration Service (USCIS)

The Immigration Reform and Control Act of 1986 subjects employers to penalties if they knowingly hire illegal aliens, or if they discriminate against employees or prospective employees because of their “Citizenship Status”. NCBA/SEE Program requires all SEE enrollees hired after November 6, 1986, to complete the required forms and to provide documents to establish both **identity and assignment eligibility**.

The following documents are acceptable to the USCIS as proof of **identity and assignment eligibility**. (only one is needed):

- United States passport
- Certificate of U.S. Citizenship Form N-560
- Certificate of U.S. Naturalization, Form N-550
- An unexpired foreign passport which:
 - a) contains an unexpired stamp which reads “processed for I-551,” or
 - b) has a Form I-94 attached bearing the same name as the employment authorization stamp, as long as the period of endorsement hasnot yet expired, and the proposed employment is not in conflict with any restrictions or limitations on the Form I-94.
- Alien Registration Receipt Card, Form I-151, or Resident Alien Form I-551 provided it contains a photograph of the bearer.

- Temporary Resident Card, Form I-688, or Employment Authorization Card, Form I-688A, provided that it contains a photograph of the bearer.

Any of the following documents are acceptable to the (USCIS), at this time, to establish **Employment Eligibility** only:

1. Original Social Security number card (other than one which specifically states that it does not authorize employment in the U.S.).
2. Unexpired re-entry permit, Form 571.
3. Unexpired Refugee Travel document, Form 571.
4. Certificate of Birth issued by the State Department, Form FS-545.
5. Certificate of Birth Abroad issued by the State Department, Form DS-1350.
6. Original or certified copy of a birth certificate issued by a State or recognized subdivision thereof establishing birth in a State.

The following are acceptable documents to establish the identity of the individual only:

1. State-issued driver's license or identification card containing a photograph or if there is no photograph, identifying information such as name, date of birth, sex, height, the color of eyes, and address.
2. Other documents established by the USCIS.

Photocopies of the identification and employment authorization documents will be made and attached to the USCIS verification form.

TIME AND ATTENDANCE

Authorized Assignment Hours

The EPA Monitor and the enrollee will establish an assignment schedule with the NCBA/SEE Program office to review for adherence to program guidelines. Each enrollee will identify their specific assignment hours by completing a work schedule form which is signed by the enrollee and the EPA Monitor.

The NCBA/SEE Program assignment hours for all enrollees are set between 12:01 a.m. Saturday through midnight the following Friday; the core assignment hours for all enrollees are set between the hours of 7:00 a.m. through 6:00 p.m. Monday through the following Friday. Any exception to these time frames must be specifically requested and approved in advance and in writing by the EPA Monitor. **Any enrollee reporting before 7:00 a.m. and staying beyond 6:00 p.m. must have the EPA Monitor or Alternate Monitor present during this time.** Any extenuating circumstances (i.e., inclement weather, etc.) preventing compliance with this procedure are to be reported as soon as possible to NCBA.

It is the EPA Monitor or Alternate Monitor's responsibility to approve assignment hours presented on the Time and Attendance Reports of enrollees assigned to them. Any authorized enrollee assignments performed in excess of forty hours per week will be paid at time-and-a-half under the regulations, and wage and hour provisions established by the U.S. Department of Labor Fair Labor Standards Act. EPA Monitors and/or other authorized EPA officials who sign Time and Attendance Reports over forty (40) hours per week for any enrollee should be cognizant of the budget implications of the additional expense provided by time and a half rates of pay.

Under the NCBA/SEE Program, an enrollee **may NOT volunteer** for extra assignment hours without pay at his/her regularly scheduled position. **COMPENSATORY TIME IS NOT PERMITTED.**

Direct Deposit

Direct Deposit is beneficial to enrollees by providing:

1. Timely depositing pays

2. Reduces the time required for the check to clear
3. Reduces the chances of losing the check or having it stolen
4. Eliminates the need to go to the bank or ATM

Lost or Stolen Paychecks

Lost or stolen paychecks may be avoided by utilizing direct deposit. Keep in mind that holidays will often affect the delivery time of the U.S. mail. However, if a check is not received seven (7) days after the pay date, the enrollee should notify the NCBA/SEE Program office of non-receipt.

Overtime Hours and Overtime Pay

NCBA is responsible for monitoring and controlling SEE enrollee overtime within EPA offices.

Under the provisions of the Fair Labor Standards Act, NCBA provides pay at a rate of time-and-a-half for tasks performed over forty (40) hours per week. ***It is understood that any assignment hours over forty (40) hours per week must be approved in writing and authorized by the appropriate EPA official and the NCBA SEE Program Director.***

Absence from Assignment

Absence from assignment due to illness, emergency, and/or other reasons must be reported to the EPA Monitor no later than two hours following scheduled starting time. An enrollee or his/her representative shall call on each day of absence. Failure to report an absence within the stated time frame may be considered justification for forfeiting hours on the Time and Attendance Report for that day. Failure to give notification may be grounds for dismissal.

Position abandonment may be considered grounds for termination of enrollment if an enrollee arbitrarily leaves the position for three working days without explanation or without contacting the EPA Monitor or the NCBA Program Director's office.

If an enrollee misses three (3) consecutive days for any reason, including but not limited to illness or accident, the EPA Monitor must notify the NCBA SEE Program Director by email or by telephone. Any unapproved absence must be reported immediately.

To resume that assignment following a five (5) day absence due to injury or illness, an enrollee must obtain a doctor's statement. **This statement must be given to the NCBA/SEE office before the enrollee may report to EPA to continue their assignment.** The NCBA/SEE Program Director will authorize the enrollee's return to EPA. ***Failure to seek NCBA authorization to return to the assignment will result in NON- paidtime for the unauthorized period.***

Compressed Assignment Schedule

NCBA/SEE Program in cooperation with the various EPA Divisions and Laboratories has agreed to allow SEE Enrollees to be assigned a pre-approved compressed schedule. However, several conditions must be met:

1. The Compressed Assignment Schedule consists of four 10-hour days per week.
2. The Compressed Assignment Schedule must not interfere with the normal flow of the office and only the EPA Monitor may seek permission for an enrollee to compress their schedule.
3. There are no flexible times in a compressed schedule. Enrollees' times of arrival and departure are set, as are the days on which they are to complete their assignments. The Compressed Assignment Schedule is not given on demand but is approved by the EPA Monitor.

Manual Timesheet

<u>COLUMN NUMBER</u>	<u>EXPLANATION</u>
(1)	Actual hour of arrival
(2)	Actual hour of departure
(3)	Total of Columns 1&2
(4)	Lunch hour (amount of time taken for lunch)
(5)	Leave taken during the day
(6)	Actual hours at assignment (minus the lunch hour)
(7)	Total hours to be paid
(8)	Use of private automobile for assignment purpose (requires NCBA's prior approval)

Explanation of the SEE Enrollee Timesheet

Jury duty hours should be shown as normal assignment hours and must be accompanied by a court statement or summons for jury duty.

NOTE: ERASURES AND WHITE-OUT ARE NOT ACCEPTED. STRIKE-OUT IS PERMITTED BUT MUST BE INITIALED.

TIMESHEETS MUST BE ACCOMPANIED BY THE ORIGINAL SIGNATURE OF THE ENROLLEE AND THE MONITOR.

Manual Timesheet Template

SEE Enrollee Timesheet



ENROLLEE NAME: _____

HOME ADDRESS: _____

DIVISION/LAB: _____

PAY PERIOD: BEGINNING - Saturday _____

Ending-Friday _____

Date	Day	IN	OUT	Lunch Taken	Total Hours	EPA						Begin ODO	Ending ODO	Miles Driven	Comments
						Reg	Holiday / Admin	OIT	Vac	Sic	WOP				
	Sat											0	0	0	
	Sun													0	
	Mon													0	
	Tue													0	
	Wed													0	
	Thu														
	Fri													0	
Total Hours This Week				0.00	0.00			0		0	0	0	0	0	
	Sat													0	
	Sun														
	Mon			0	0	0								0	
	Tue			0										0	
	Wed			0										0	
	Thu			0										0	
	Fri													0	
Total Hours This Week				0	0.00			0			0	0	0	0	
												Total Miles		0	

For Payroll Office Use Only

Total Hours Worked _____

Total OIT Hours _____

Total Vac Hours _____

Total Sick Hours _____

Total Hours Paid _____

Monitor Signature / Date

I certify that the timesheet I sign is true and correct to the best of my knowledge and belief. I understand that falsification of information on this sheet may result in disciplinary action, including removal and may result in a fine of not more than \$10,000 or imprisonment of not more than 5 years or both (18U.S.C. 1001)

NCBA PROGRAM DIRECTOR

Electronic Timesheet

Here are the steps for a SEE Enrollee to set up Electronic Timesheets. If you have any questions, please send an email to support@formkit.org.

1. Login to website (<https://www.formkit.org/NCBA/>)
2. Click 'My Time sheets' in the top menu
3. Click 'Edit' on the timesheet you want to submit
4. After filling in your timesheet, choose 'Submit' under the status field
5. A new field called 'Signature' will appear, you can use your mouse to digitally sign this timesheet
6. Choose your Approver under the 'Approver' field
7. Click the 'Save' button

ENROLLEE BENEFITS

Insurance

Health Insurance

When an enrollee's authorized hours total sixty (60) or more each pay period, the enrollee is eligible for the NCBA/SEE Program Group Health Insurance Plan. There is no cost to the enrollee for this coverage. The NCBA/SEE Program Office will provide information about the plan's options.

After enrolling, the insurance company will send you an information packet containing your ID card.

Health Benefits Medical & Prescription Coverage

Dental Insurance

Enrollees authorized to work a total of thirty-five (35) hours per pay period are eligible to participate in the Dental Care Plan even if not currently enrolled in the Health Care Plan. This benefit, available at a low cost through payroll deduction, offers you and your family the opportunity to have affordable dental care. There are no charges for most preventative services.

You may enroll in the dental plan during the open enrollment period once a year. You may enroll after open enrollment is over for Qualifying Event, such as marriage, adoption etc. Premiums are paid one month in advance and are deducted from the first paycheck of each month.

Your NCBA/SEE Program Manager can provide you with information about the Dental Care Plan.

1. NCBA Dental Payroll Authorization
2. NCBA Dental Plan Summary
3. NCBA Vision Payroll Authorization
4. NCBA Vision Plan Summary
5. Voluntary Dental and Vision Coverage Notification

COBRA

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides you and your dependent(s) the right to continue group health and dental care benefits when you become ineligible (i.e., separation or hours reduced to less than 60 per pay period) for coverage under the NCBA/SEE Program's group health and dental plans. Enrollee will be responsible for premiums and any related fees.

Paid Holidays

The NCBA/SEE Program establishes eleven (11) paid holidays per calendar year, which are concurrent with most federal holidays. The number of hours for which an enrollee will receive holiday pay is equal to the number of hours he/she is scheduled for the assignment that day.

Example 1: Normal assignment day = 8 hours

Will receive **8 hours of** holiday pay.

Example 2: Normal assignment day = 6.6 hours

Will receive **6.6 hours** of holiday pay.

Enrollees **may not** perform assignments or initiate travel on designated holidays. **Any exceptions must be pre-approved by the EPA Monitor or Alternate and NCBA/SEE Program Director. Enrollees must be in active status both before and after a holiday to be paid for the holiday** (i.e., An Enrollee who is on leave without pay or whose last day before termination would be a holiday WILL NOT be eligible for holiday pay).

It is recommended that the NCBA/SEE Program office be contacted if confusion occurs regarding proper accounting for paid holidays.

The following holidays will be observed:

- | | |
|---|----------------------|
| (1) New Year's Day | (2) Labor Day |
| (3) Martin Luther King's Birthday | (4) Columbus Day |
| (5) George Washington's Birthday | (6) Veteran's Day |
| (7) Memorial Day | (8) Thanksgiving Day |
| (9) And the Friday following Thanksgiving Day | |
| (10) Independence Day | (11) Christmas Day |

Additionally, enrollees will observe all holidays that are recognized by the assigned agency.

EPA Closures, Late Opening, and Early Dismissals

SEE Enrollees must follow the guidance of their designated EPA facility for closures, late arrivals, or early dismissals. In the event of an official/EPA-designated closure late arrival, or early dismissal, enrollees are eligible to receive their regular pay for the hours of closure if scheduled to work. NCBA does not have an administrative leave code, therefore, please record this time as Regular Hours on your timesheets.

Annual Leave

All enrollees are entitled to annual leave, which accumulates at the rate of one and one-fifth hour accrued for every twenty (20) hours paid. This rate is multiplied by the total number of hours reported for the enrollee to determine the current pay period accumulation. Total hours paid (vacation, sick, regular hours, etc.) will be used to compute the accrual of annual leave.

The maximum annual leave that may be accrued and carried forward after the last pay in December is one (1) pay period (80 hours maximum). The cut-off date for determining the annual and sick carryover hours is **THE DATE WHEN THE LAST PAYROLL IN DECEMBER IS PROCESSED**. Any accrued annual leave over one pay period (or 80 hours), after the last payroll in December, is processed, will be lost, and may **not be used** or **paid**.

Vacation time may be taken as soon as it is earned with the approval of the EPA Site Monitor. Normally, an EPA Monitor should be given at least two (2) weeks' notice in writing of planned vacations. A courtesy notice to the NCBA/SEE office is recommended when vacation is planned.

Enrollees who are terminated from the program will be paid their accrued annual leave up to the day of termination.

Sick Leave

All enrollees accumulate sick leave at the rate of one (1) hour for every twenty (20) hours paid.

Sick leave is paid only when the enrollee is sick. An enrollee may not take a day off and claim sick leave pay when he/she is not sick. However, if it becomes necessary for an enrollee to take time off for a doctor's visit or a dental appointment, said time can be charged to accumulated sick leave. Accrued sick leave will not be paid to enrollees who leave the program.

The maximum sick leave that may be accrued and carried forward from one year to the next is 160 hours. The cut-off date for the maximum carryover of 160 hours is right after the last payroll in December is processed.

Any accrued sick leave over 160 hours will be lost after the last payroll in December is processed.

1. Annual leave may not be used to cover sick leave unless written authorization is given by the enrollee. Original signed and dated authorization is to be attached to the initial Time and Attendance Report.
2. The EPA Monitor must immediately notify the NCBA/SEE Program Director when an enrollee whose injury or illness, incurred on or off the job, results in an absence over three (3) days. All absences due to illness or injury must be reported.
3. A doctor's dated and signed statement to Permit an Enrollee's Assignment Resumption After Illness/Injury is required after an absence of five (5) days. This statement is to be given to the EPA Monitor and the NCBA/SEE office **BEFORE**

the enrollee may return to their assignment. The NCBA/SEE office is the only office permitted to authorize the enrollee's return to their assignment. Upon receiving authorization to return to the office/lab, the enrollee **MUST** be able to resume their **normal** assignment hours and all of their **regular** duty requirements.

4. Time and Attendance reports must be submitted throughout any enrollee's use of sick leave for an extended period. If the enrollee is unable to sign due to hospitalization, etc., a typed statement to that effect on the enrollee's signature line, on the timesheet will suffice. The Monitor must also continue signing the time and attendance reports.

Bereavement Leave

Senior Environmental Employee (SEE) enrollees of NCBA will be granted three (3) days of bereavement leave in the case of the death of a member of that enrollee's immediate family. Part-time SEE enrollees will be granted bereavement leave, based upon the number of hours which they were scheduled to work during the days in question. All requests for bereavement leave must be prior approved by the SEE Director. For the purpose of bereavement leave, immediate family includes parents, siblings, spouse, children, in-laws, grandparents, or any relative living with the SEE enrollee. Other requests may be granted at the discretion of the SEE Director.

Bereavement leave hours are non-worked hours and will not be included in any overtime pay calculations.

The code "BER" should be entered as the pay code on timesheets with the correct amount of hours.

Compensation for Absence During Assignment-Related Injury or Illness

Enrollees for whom an **Employer's First Report of Injury** has been filed by the EPA Monitor and who are unable to perform their duties because of the assignment-related injury or illness may become eligible to receive income benefits under Worker's Compensation. However, in each state, there is a statutory "waiting period" before income benefits are payable under Worker's Compensation.

During the "waiting period", enrollees should be granted use of their accumulated sick leave, vacation leave (if the enrollee so authorizes its use in writing), or be put into an "inactive" status if neither sick nor vacation leave is available. Beginning on the day after the waiting period expires, the enrollee becomes eligible to receive income benefits under Worker's Compensation if he/she is still unable to perform his/her duties. No further sick leave will be granted. At that time, the enrollee will be placed in an inactive status by the NCBA/SEE Program Director, until the attending physician certifies and approves the SEE enrollee's return to their assignment.

Leave of Absence - Leave Without Pay

This type of leave is designed for absence from assignment not covered by other authorized leave policy as stated in this section. This leave is for emergency purposes (such as emergency support to family members or relatives) and is to be considered on a case-by-case basis and can only be approved by NCBA/SEE Office.

Enrollee extended leave without pay may include up to sixty (60) days, either consecutive or cumulative, during a calendar year. Six (6) months of paid time, starting from midnight of the sixtieth (60th) day must accrue before any additional extended leave without pay may be granted again.

Request for such leave must be submitted in writing by the enrollee to his/her immediate EPA Monitor and the NCBA/SEE office stating the reason for the leave and the expected duration of the leave. During leave of absence, Family and Medical Leave Act (FMLA) runs

concurrently.

Jury or Witness Duty

1. If an enrollee must serve on jury duty, he/she must immediately notify the EPA Monitor and inform the NCBA/SEE office in writing. NCBA encourages all SEE enrollees called to serve on the county, municipal, or federal juries to do so. During the time spent serving, enrollees will receive their regular rate of pay.
2. NCBA will pay to SEE enrollees for jury duty hours that coincide with their regularly scheduled hours. In order to be paid his or her salary while on jury duty, or serving as a witness, the SEE enrollee is required to submit the official summons received for jury or witness duty.
3. Jury or witness duty shall be considered in terms of whole days or half days. If the enrollee's presence is required at court for only half-day, he/she is expected to report to their EPA assigned duty station for the remaining half day.

SEE Enrollee Leaves the Program

If a SEE Enrollee chooses to leave the program, a resignation should be submitted in writing and provide a two (2) weeks' notice. Remember to address your resignation to your NCBA/SEE Program office and copy your monitor.

Even though two (2) weeks' notice is in the accepted practice, there are times when it is appropriate to give less notice. Ask your NCBA/SEE Program office.

Prior to leaving:

1. Travel advances must be reconciled and repaid to the NCBA/SEE Program office.
2. All Agency identification and property must be returned to your monitor.

Last paycheck:

Payment for any unused vacation will be included in your final paycheck. The final paycheck will be issued to you, in the same manner, you have requested for your paychecks to be issued.

ENROLLEE HEALTH AND SAFETY

Health and Safety Policy

The NCBA/SEE Program holds the safety, welfare, and health of its staff and enrollees as the most important factor. No task is so urgent that ample time cannot be taken to do it safely. In accordance with this principle, enrollees must exercise maximum care and good judgment to prevent accidents.

It is an NCBA policy that enrollees do not participate in activities or enter any areas in which hazardous substances are known to exist, particularly areas that require respiratory protection. Enrollees should not knowingly place themselves in any other hazardous situation.

Responsibilities of Enrollees

More specifically, all enrollees are required to:

1. Read and abide by all safety rules of this program and that of the EPA office to which they are assigned.
2. Take every precaution and follow every safety rule to protect yourself and your fellow EPA employees from injury or illness, using all **approved** personal protective equipment required by the position they are performing (such as hard hats or steel-toed shoes, goggles, or eye protectors).
3. Immediately report any accident they witness or are involved to the EPA Monitor and NCBA Program Director and seek first-aid for all injuries, no matter how minor they may seem.
4. Report as soon as possible any unsafe condition, equipment, or practice observed on the job.

Reporting Assignment- Related Injuries and Illnesses

An enrollee must report any occupational accident/injury or illness related to their assignment to the designated EPA Monitor immediately. The NCBA Program Director must be notified by the EPA Monitor without delay.

It is essential that all information pertaining to any occupational accident/injury or illness be noted so that NCBA can report the incident accurately and expeditiously to our Workers Compensation carrier. **You are not covered by Federal Employees Workers'**

Compensation. NCBA/SEE enrollees are covered by NCBA's Workers' Compensation carrier.

EPA Monitors will conduct an investigation into the circumstances of any assignment related accident/injury or illness to an enrollee under their supervision. Upon notification of the accident, NCBA will provide the EPA Monitor with the NCBA ACCIDENT INVESTIGATION REPORT. The EPA Monitor will use this form to record the details of his/her investigation. The completed form **must** be returned to NCBA within five (5) working days, with one copy being retained by the EPA Monitor.

EVALUATION PROCESS

Regular Performance Evaluations

Performance Standards

Enrollee's performance is evaluated against performance standards of the position description with emphasis placed on the quality of the SEE enrollee's tasks and responsibilities. The following are criteria for acceptable performance:

1. Completing assignments on time.
2. Displaying a thorough knowledge of the purpose, goals, and objectives of the position and is guided by them in the conducting of his/her assignments.
3. Demonstrating initiative.
4. Maintaining good attendance and punctuality.
5. Effectively planning and organizing work.
6. Displaying a good understanding of the relationships within the workplace and with outside organizations.
7. Setting goals and strive to attain them.
8. Continually working to develop greater proficiency in the position.
9. Accepting and carrying out responsibilities.
10. Accepting supervision and direction of NCBA's Program Director and EPA's Monitor and striving to complete tasks well with a minimum of supervision.
11. Adapting to changes in the assignment schedule or environment.
12. Helping to motivate others.

13. Communicating effectively and tactfully with other members of the staff, fellow SEE enrollees, cooperating organizations, and the public.
14. Displaying resourcefulness.
15. Demonstrating a positive attitude with other members of staff and the EPA Monitor.
16. Adhering to NCBA/SEE Program policies and procedures as required. The above criteria are also to be included in the formal enrollee orientation process provided by the NCBA/SEE Program Office and the EPA Monitor.

The above criteria are also to be included in the formal enrollee orientation process provided by the NCBA/SEE Program office and the EPA Monitor.

The orientation will cover aspects of the position (based on the major critical elements listed in the approved position description) along with the purposed and objectives of the NCBA/SEE Program.

Pay Raises

The new policy revision for SEE Program Enrollee Pay raise effective June 15, 1993, is:

1. A new SEE enrollee must start in the SEE Program at the introductory pay scale for the level of the Position Description under which he/she was enrolled.
2. Once a person is enrolled as a new enrollee under a particular Level category, he/she will progress through the pay range of that level in fifty-cent (\$0.50) per hour increases. Each fifty-cent (\$0.50) per hour pay raise will take effect on the anniversary date of his/her being enrolled until he/she reaches the ceiling of that particular pay level. No EPA evaluation or written request will be necessary for the pay raise to take effect.
3. For those enrollees currently in the system, their next fifty-cent (\$0.50) per hour increase will occur on the anniversary date of their last pay increase and not on the anniversary date

of when they started their assignment in the SEE program. Also, annual increases will continue to occur until the enrollee reaches the maximum pay rate for his/her particular level.

4. When a change in an enrollee's assignment entails a change from one level to another level, the effective date of the change will become the anniversary date for future pay raises.
5. When an enrollee with a wage higher than the entry-level of the new assignment level is reclassified to a higher level, the enrollee will automatically receive a fifty-cent (\$0.50) increase. The effective date of this reclassification will become the new anniversary date for future pay raises.
6. When an enrollee with a wage lower than the entry-level of the new assignment level is reclassified to a higher level, the enrollee wage will be adjusted to the entry-level of the higher level or to reflect a fifty-cent (\$0.50) increase whichever is higher. The effective date of this reclassification will become the new anniversary date for future pay raises.
7. Enrollee will be paid the higher of the state or the level that he/she is assigned to. If the state wage is equal or higher than the ceiling of that particular pay level, the enrollee will not receive the fifty-cent (\$0.50) increase unless the enrollee is transferred to another higher level.

COUNSELING, DISCIPLINE, AND TERMINATION

Policy

NCBA's progressive disciplinary procedures will provide a fair and equitable means for EPA Monitors to guide and improve enrollee performance. Following these progressive disciplinary procedures, which provides for informal verbal warning and formal written warnings, is a means of **correcting unsatisfactory performance, improving unsatisfactory attendance, and resolving attitude problems.** It is also an effective method of enhancing enrollee productivity and on-the-job SEE position satisfaction.

The enrollee is encouraged to initiate contact with the EPA Monitor at any time regarding the conditions of his/her assignment or the requirements of the position. Frequent communication between the enrollee, NCBA, and the EPA Monitor will help prevent misunderstandings and is essential to developing a successful relationship.

Procedures

The following corrective measures are established regarding the NCBA/SEE Program enrollees:

1. If an enrollee is not performing satisfactorily or is not meeting basic position requirements as outlined in the position description, the EPA Monitor should discuss these problems with the enrollee in an informal and confidential meeting. A memorandum of these informal discussions is prepared within ten (10) working days of the meeting. Copies will be forwarded to the enrollee and the NCBA/SEE Program office.
2. The enrollee is to be made aware of specific deficiencies, the corrective actions and the appropriate time frame for completion of the cited corrective actions. A realistic written timetable for evaluation and review of progress should be established and agreed upon by the EPA Monitor and the SEE enrollee. Copies of the agreement are to be forwarded to the NCBA/SEE Program office.

If the enrollee fails to improve performance deficiencies by bringing the deficiency to a satisfactory level; after informal discussion and counseling by the EPA Monitor, the EPA Monitor should then formally document the problem by preparing a second memorandum and submit the memo to the NCBA/SEE Program office.

The memorandum should contain:

1. A reference to all previous informal discussions and the timetable agreed upon for progress and evaluation.
2. Identification of the enrollee's deficiencies in performance, attendance, and/or attitude, mentioning specific incidents whenever possible.
3. A listing of specific recommendations and suggestions on how performance can be improved to a satisfactory level and what supervisory guidance and assistance will be given to the enrollee.

The memorandum should be forwarded to the NCBA Program Director and a copy immediately provided to the enrollee.

The EPA Monitor should then discuss the situation jointly with the NCBA/SEE Program Director or appropriate staff member and the enrollee. A realistic probationary period (30-90 days) should be established at this time and should include specific dates for review and an evaluation of the progress.

All discussions, appraisals, and agreed-upon terms for corrective measures should be documented and forwarded to the NCBA/SEE Program Director to schedule a joint meeting consisting of the NCBA/SEE enrollee, NCBA/SEE Program Director, and the EPA Monitor completing the report.

At the joint meeting, the enrollee should be made aware of specific deficiencies and the action that must be taken to correct those deficiencies. A realistic timetable for

evaluation and review of progress should be established and agreed upon by the NCBA Representative, the EPA Monitor, and the enrollee.

During the prescribed appraisal period, the EPA Monitor and the NCBA representative should carry out assessment activities with the enrollee. If the enrollee improves to the satisfaction of the EPA Monitor, a memorandum to the file will indicate that no further action will be taken. However, if there is no significant improvement by the end of the probationary period, the enrollee will be given a two-week notice of termination in writing by the NCBA Executive Vice-President.

If at any time the enrollee's continued presence in the assignment area is disruptive or causes other problems, the NCBA Program Director should be notified **immediately by telephone.**

All formal disciplinary action **must** be carried out in person by an NCBA representative unless prohibited by time, the urgency of the situation, or other unavoidable circumstances.

- **Although these steps may initially appear to be complex and time-consuming, they are not as daunting to implement as they may appear. Remember each SEE enrollee represents a large investment by EPA. EPA and NCBA have both spent considerable time and money in the processes that led to the SEE enrollee's appointment and on-the-job training. Jointly, we must make every effort to help each enrollee become and remain an efficient, productive, and satisfying supplement to the program.**

Disciplinary Action

The NCBA/SEE Program policy emphasizes sound, honest, direct, and effective communication with the enrollees by EPA Monitors. The best course of action for a SEE enrollee is to achieve a positive, cooperative attitude. A supportive assignment environment will also contribute tremendously to an enrollee's success at a position.

These progressive disciplinary measures are provided to bring about a change in behavior and attitude. They are intended to let the enrollee know the seriousness of the situation and the possible consequences resulting from refusal to change.

A. Types of Actions:

Disciplinary measures should be used only after informal counseling by the EPA Monitor and/or the NCBA representative.

1. The Warning

The warning is an oral or written communication, expressing specific dissatisfaction with the enrollee's performance and attitude, and details the action necessary to satisfactorily improve the situation. If the warning is oral, a record should be made of the warning by the EPA Monitor.

2. Letter of Reprimand

A letter of reprimand is to be written only by the EPA Monitor and in consultation with the NCBA/SEE Program Director. This letter is to be a strong and final warning to the enrollee that unless there is immediate compliance, the enrollee will be terminated from the NCBA/SEE Program. The letter should

review and summarize the EPA Monitor's and NCBA's dissatisfaction with the enrollee's performance, behavior, attitude, and failure to respond. A copy of the letter of reprimand should be placed in the enrollee personnel file.

3. **Rebuttals**

"Letters of Reprimand" and/or "Warnings" may be rebutted by the enrollee to the person who signed the letter within ten (10) working days. A copy is to be placed in the enrollee's personnel file. This action preserves the enrollee's right of appeal and/or request for a formal review through established NCBA/SEE Program grievance procedures.

An enrollee wishing to review his/her personnel records should arrange an appointment with the NCBA/SEE Program office at a mutually convenient time and place.

No material within the personnel file may be altered, changed, or removed at any time. The enrollee has the right to file a written rebuttal to any material in the personnel records. The enrollee's right to privacy should be respected at all times.

Termination

Only the NCBA President and Executive Vice President have the authority to terminate an NCBA/SEE Enrollee. EPA Monitors may recommend termination for just cause at any time during enrollment **BASED ON DOCUMENTED FACTS** as described in previous sections of this "Procedures Guide". In all cases, the EPA Monitor and the NCBA Program Director should work together to provide guidance and assistance to the enrollee. If the progressive disciplinary measures do not bring about the desired change within a prescribed period of time, the enrollee should be discharged.

A. Just Cause

Reasons for the discharge of an enrollee for just cause, if properly documented, may include but are not limited to the following:

1. Conviction of a criminal violation.
2. Disobeying an EPA Monitor's instructions relating to the position, after repeated warnings.
3. Drinking alcohol or using intoxicating/illegal drugs while at the EPA assignment.
4. Reporting to the EPA assignment under the influence of alcohol or intoxicating/illegal drugs.
5. Displaying physical violence, disorderly conduct, or disruptive behavior.
6. Theft of property.
7. Falsifying records.
8. Negligence in the performance of duty.
9. Negligence in complying with procedures, laws, regulations, and agreements.
10. Position abandonment may be considered as a cause for termination of enrollment if an enrollee arbitrarily leaves the position for three (3) working days without explanation or without

contacting the EPA Monitor or the NCBA Program Director.

11. Repeated tardiness and absenteeism.
12. Repeated violations of established safety rules and practices.
13. Intentional destruction, abuse, and defacement of property.
14. Sleeping at the assignment site.
15. Any actions to discredit, including libel, slander, or bribery.
16. Any other anti-social, uncooperative, and unprofessional job-related behavior.
17. Any falsification of proof of United States citizenship or authorization for employment in the United States.

NOTE: Depending on the circumstances, these causes may result in immediate dismissal. No termination for any **cause** may take place without review of the circumstances, documentation, and approval of the NCBA/SEE Program Director and NCBA Executive Vice President.

B. Reduction in Force

NCBA has several cooperative agreement with EPA which are funded by many of their offices, divisions, and legislative authorities. However, reductions in force are done by cooperative agreement and are not program wide. When a specific cooperative agreement loses

funding, or when EPA decides to abolish a particular position or class of positions due to budgetary considerations or reorganization, only enrollees on that specific cooperative agreement will be affected by that decision. Layoffs will be based on the following criteria:

1. Enrollees with documented proof of poor or marginal performance will be laid off first.
2. In the absence of valid performance documentation, enrollees with the least seniority in that specific cooperative agreement will be laid off first.

No less than two (2) weeks' notice, with pay, will be given to enrollees under reduction-in-force circumstances.

Enrollees who are laid off will be called back to their assignment upon reinstatement of funding, for any positions for which they are qualified. If other positions are available within the same geographical location in other cooperative agreements, person affected by a reduction in force will be offered the opportunity to interview for a position for which they are qualified. However, there are no guarantees that an interview will result in employment.

NCBA/SEE Program staff will offer assistance in finding other assignments, and thus, will attempt to minimize the personal financial hardship of those enrollees affected by reductions in force.

Grievance Procedures

Enrollees who feel SEE Participant's rights have been infringed upon, or feel they have a valid grievance, are encouraged to present their complaints or grievances to the NCBA Program office without fear of reprisal. It is understood that no enrollee will be penalized for having submitted a legitimate grievance or complaint.

The **first step** the enrollee pursues in the grievance process should be to discuss the problem with his/her EPA Monitor. Every reasonable effort should be made to resolve the matter at the supervisory level. If the enrollee feels that the grievance or complaint has not been resolved at the supervisory level, the problem may then be addressed in writing to:

**Director
NCBA/SEE Program
1220 L Street, NW, Suite 800
Washington, DC 20005**

It is suggested that the written grievance be clear and to the point. The report should include the enrollee's name and assignment address, the grievance, dates of occurrence, the names of individuals involved, and names and titles of witnesses if any.

If the complaint is not resolved to the satisfaction of the enrollee, then an appeal can be made to the:

**U.S Environmental Protection Agency
Senior Environmental Employment Program (MC-3650A)
Ariel Rios Building North
1200 Pennsylvania Ave. NW
Washington, DC 20460**

TRAINING, TRAVEL, AND OTHER EXPENSES

Training

Generally, SEE enrollees are considered to be fully trained and experienced when enrolled. Little or no training should be needed. However, technological change, new equipment, new or revised program requirements, etc., may require enrollees to receive further training. If an enrollee needs training that incurs costs, the EPA Monitor should submit a memorandum requesting training to the SEE Program Director. Training that does not incur costs can be arranged locally. The memorandum must include:

1. Name, position title, and location of the enrollee.
2. Description, length, cost, and justification for the training.
3. Any other special circumstances that would help the NCBA Program Director understand the basis for the request.

Normally, training courses range from a few days to one (1) week. Courses that last more than a week must be fully documented. The Program Director will inform the EPA Monitor of the approval/disapproval of the training request. All training costs charged to the grant line item pertain to the enrollee cost. All training, to include enrollees attending national conferences, must be approved fifteen (15) working days in advance by the EPA Monitor and the NCBA/SEE office.

Local Travel Guidelines

The rules apply when a private vehicle is in use:

1. Home to office/lab - Not reimbursed.
2. Proof of liability insurance coverage required by state law, name of insured, coverage limits, and the date of expiration of coverage.
3. Odometer readings are to be logged in from the point of arrival as well as for the

total round trip.

4. Travel reimbursement will be paid at the current federal Government Services Administration (GSA) mileage rate for personal automobile usage as stated in the cooperative agreement.
5. Travel requests must be submitted in a timely manner.

Taxi, Bus, etc.

To be reimbursed for travel using a taxi, bus, or any form of public transportation you are required to submit receipts if greater than \$2.50. You are required to state why you traveled from point **A** to point **B**.

Travel Arrangements

NCBA/SEE enrollees are required to have both their Monitor's **and** the NCBA/SEE Program Director's approval before travel activities is incurred.

All out-of-town travel arrangements for SEE related travels will be handled by the NCBA/SEE Program office which includes:

1. Ordering of tickets (airline, train, bus – Economy Class Only)
2. Car rental (if necessary) – Compact Car
3. Hotel arrangements (approval is required if the rate is more than GSA Continental United States (CONUS) amount)

Effective January 1, 1991, the federal travel regulations (after which NCBA patterns its policies) reflect changes which among other things, implement a new lodging- plus per diem system under which reimbursements for subsistence expenses are computed for each travel day based on the amount the traveler pays for lodging. Plus, a fixed allowance for meals and incidental expenses

(M&IE), the total not to exceed a maximum daily rate set by locality.

Highlights of the regulations follow:

What is covered by per diem?

All charges including taxes and service charges for:

1. Lodging (except with friends or relatives).
2. Meals and incidentals - this includes breakfast, lunch, and dinner (alcoholic beverages and entertainment expenses are specifically excluded).
3. Incidental expenses related to subsistence: – this includes fees and tips, laundry, transportation to meals, and telephone calls necessary to reserve lodging.

How much is per diem?

All CONUS (Continental United States) locations and corresponding per diem rates may be found at the GSA website: <https://www.gsa.gov/perdiem>.

When is per diem not allowed?

When the period of travel is ten (10) hours or less during the same calendar day, except when travel exceeds six (6) hours and begins before 6 a.m. or ends after 8 p.m.

When does per diem start and stop?

When the traveler leaves home or the office and returns to home or the office. Exact times are to be included in expense reports.

Are receipts required?

Receipts are ***always required*** for lodging, taxi, gas, etc. However, the meal expense (M&IE) rate (or fraction thereof) is payable without receipts.

Will enrollees ever be personally responsible for travel costs?

Yes, enrollees must personally pay for excess costs and any additional expenses incurred for personal preference or convenience. Excess costs, circuitous routes, delays, or luxury accommodations and services are solely the responsibility of the enrollee.

What constitutes reasonable expenses?

Enrollees traveling for NCBA are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and spending personal funds.

What is the mileage reimbursement rate?

The current mileage reimbursement rate may be found at the GSA website:
<https://www.gsa.gov/perdiem>.

NOTE: SEE Enrollees who travel are sent appropriate travel regulations and forms under separate cover.

Non-Travel Expenses

Expendable Items

The purchase of expendable supplies can be authorized by an EPA Monitor or the NCBA/SEE Program Director. Expendable supplies include such items as film, film processing, postage, and office supplies (i.e. typing paper, correction fluid, folders, etc.). These items are reimbursed only if approved and original receipts are submitted.

Travel Guidelines

Policy Statement

It is NCBA's policy to reimburse authorized enrollees who travel using the Federal Travel Regulation and Office of Management and Budget (OMB) Circular 2 CFR 200 and GSA CONUS rate, as a guide for determining lodging, per diem, and mileage reimbursement. Travel policies will be administered uniformly and consistently for all NCBA/SEE enrollees. Authorized enrollees who are not eligible to obtain hotel reservations at government rates are allowed to exceed those rates with prior approval from the NCBA/SEE Program Director and EPA Monitor. However, all enrollees must make every effort to obtain the most reasonable hotel rates for travel services.

Travel Authorization and Advances

NCBA/SEE enrollees who travel, either locally or out of town, as a part of their assignment must submit a Travel Request Form to the NCBA/SEE Program office. All enrollees requiring travel advances must submit a Travel Request Form approved by the monitor, to the NCBA/SEE Program office at least seven (7) working days before travel and at that time travel advances will be prepared. Only 85% of the total per diem and ground transportation are advanced. The 15% balance is given when your Travel

Expense Report is submitted and processed by the National Office. Travel advances will be made available at least 48 hours before departure.

Enrollees who are required to perform local travel, using a privately-owned vehicle (POV) or rental car, must submit a Travel Request Form, approved by the monitor, to the NCBA/SEE Program office before the scheduled travel.

General Travel Policy

All enrollees who travel on behalf of their EPA/SEE assignments and who frequently drive POVs or rental cars in performing their assignments are required to complete a physical examination as specified by NCBA. NCBA's physical examination form must be completed and returned to the NCBA/SEE Program office before attempting any travel.

NCBA will underwrite the cost of a physical examination not to exceed \$75.00. If you have reviewed the physical examination form with your doctor and he concludes that the cost will be more than \$75.00, you should immediately contact the NCBA/SEE Program office for further instructions.

Out-of-town travel arrangements, which include airline tickets and car rental reservations, can be made by the NCBA/SEE Program office. The lowest airfare will be selected when reservations are made. Connecting, rather than non-stop flights will be used if these result in substantial savings on airfare. It is the responsibility of the enrollee to notify the NCBA/SEE Program office of any special condition (s) or circumstance (s) relating to any trip (i.e. disabilities, inability to fly, etc.).

If the monitor approves, an enrollee may request to stay over a Saturday night if the stay-over would result in substantial savings on airfare. Per IRS rules, advances outstanding for more than 90 days become taxable income.

Use of Privately-Owned Vehicle (POV)

All enrollees using a POV for travel are limited to two hundred (200) miles round-trip. If the planned authorized trip will exceed two hundred (200) miles round-trip, a rental car must be requested through the NCBA/SEE Program office. When using POVs, enrollees must submit proof of liability insurance coverage required by state law, name of the insurer, coverage limits, and the date of expiration coverage to NCBA.

POVs, when utilized, are at the risk of the owner. Enrollees using their POVs for their personal conveniences in the conduct of official business shall be entitled to the mileage rate allowed by the NCBA Travel Policy. The mileage rate is in lieu of all operating expenses. Gas, oil, repairs, etc., are all included in the mileage rate. Enrollees must support mileage claims with odometer readings. Enrollees are responsible for maintaining their POVs in good operating condition at all times and will be responsible for providing insurance.

Rental Cars/Other Ground Transportation

Free hotel pickup and delivery service should be utilized at every opportunity; however, airport buses, taxicabs, or limousine services normally used for travel to and from the airport can also be considered.

A full-sized automobile will be rented unless prior approval has been given for the use of a mini-van. Luxury cars are not allowed. The gas tank should be filled before returning the rental car as most rental agencies charge an excessive amount for refueling. Enrollees must obtain receipts for all gas purchased which must be attached to the Travel Expense Report. **ONLY THE AUTHORIZED ENROLLEE SHOULD DRIVE THE RENTAL CAR.** No other drivers are covered under NCBA's Hire/Lease Car Liability Insurance coverage. **FEDERAL EMPLOYEES ARE NOT COVERED UNDER NCBA'S HIRE/LEASE CAR LIABILITY INSURANCE.**

Travel Accident Insurance

NCBA/SEE Program enrollees who use rental cars for authorized travel as part of their SEE Program assignment are advised to decline collision insurance coverage (Loss Damage Waiver- LDW) offered by the car rental company. Collision insurance is covered under NCBA's Master Insurance policy. No reimbursement will be made for any other insurance taken in conjunction with the rental of a car on official business. NCBA will not be responsible for any damages or expenses incurred relating to personal business.

In addition, no other person(s) other than authorized NCBA/SEE enrollees is/are covered under the NCBA Master Insurance Policy.

Accident Reporting

If an enrollee is involved in an accident, the enrollee must notify the NCBA/SEE Program office within 24 hours of the accident so that appropriate information regarding insurance coverage can be submitted to the rental car company.

Travel/Time Lodging

Official travel begins at the time the enrollee leaves home, the office, or other points of departure and ends when the enrollee returns home, the office, or other points of official return after the trip. Departure and arrival times must be noted on the travel Expense Report as a basis for per diem calculations.

Mileage reimbursement shall be allowed for one-way trips of a POV used by an enrollee from his/her home or place of business to a terminal, or from a terminal to either the enrollee's home or place of business.

If lodging is obtained with friends or family members, the enrollee will only be allowed

the government Meals and Incidental Expenses (M&IE) applicable to the area.

If an enrollee's trip is interrupted for personal reasons, e.g., to take annual leave, any additional expenses will be incurred by the enrollee. Cars rented through NCBA may not be used during periods of personal travel.

Travel Allowances

Per diem allowances shall not be approved for travel of 10 hours or less. In the event, a SEE enrollee is away from official business for more than 10 hours, but no lodging is required, one-quarter of the per diem allowance applicable to the location of the temporary duty station will be allowed for each 6- hour period or portion thereof, commencing with the time the SEE enrollee leaves home or the office and enters into travel status.

A per diem allowance will not be allowed within the limits of the official duty station or within a 30-mile radius around the official duty station for travel within one calendar day or less.

When the time of the departure from home, the office, or other authorized points at the beginning of the trip or the time of return at the end of the trip involved only a 30-minute fraction of a quarter day, no per diem will be allowed unless a statement explaining the necessity is attached to the Travel Expense Report. The statement must also be approved by the NCBA/SEE Program office.

Expense Reimbursements

Within five (5) days of completion of official travel, the enrollee must file an Expense Report. Reimbursement for enrollees subject to Federal Travel Regulations will be based upon the location of the site visited.

Guidelines for Claiming Reimbursement Expenses:

1. Expense reports must be completed in ink and signed by the enrollee incurring the expense. Authorized approval by the monitor must be provided.
2. Amounts must be commensurate with the nature of the business assignment and must comply with Federal Travel Regulations.
3. Original receipts ***must be attached*** to the expense report for transportation, car rental, tolls, parking, hotel lodging expenses, and business-related supplies. They must show the date, amount involved, and nature of the expenditure. When using a taxi, bus, or other transportation you are required to submit receipts of the cost is greater than \$2.50. You must state why you traveled from point **A** to point **B**.
4. Enrollees traveling overnight on official business may request reimbursement for up to two (2) personal calls per trip to advise the family of safe arrival and confirmation of return travel arrangements. Maximum reimbursement is \$5.00 per call. All telephone calls must be listed on the NCBA/telephone bill.
5. Mileage reimbursement, using a POV, will be paid at the current federal GSA mileage rate for personal vehicle usage. This mileage should be recorded on the enrollee's timesheet if no other expenses were incurred. The odometer readings are to be logged in from the point of departure to the point of arrival as well as for the return trip. If the enrollee has receipts for parking, registration fees, etc., or requires reimbursement for per diem, then he/she should follow the procedure for completing Travel Expense Reports.

Expense Reports submitted which do not adhere to the established guidelines will be returned to the enrollee and may result in the delay of reimbursement.

Telephone Calls

Only telephone calls directly related to the conduct of EPA official business will be reimbursed. No personal telephone calls can be claimed for reimbursement.

Rules for Reimbursement of Telephone Calls:

1. All telephone calls must be listed on the NCBA/SEE Telephone Log
2. A copy of the telephone bill must be attached to the NCBA/SEE Telephone Log

POLICY STATEMENTS

Affirmative Action Policy

NCBA affirms that it has enacted an Affirmative Action Plan that addresses itself to the realization of a democratic employment policy. To achieve this goal, NCBA will affirmatively implement the letter and spirit of the objectives set forth in, but not limited to, the following laws, Executive Orders, and regulations:

1. Title VI of the **Civil Rights Act of 1964** forbidding discrimination in federally assisted progress.
2. Title VII of the **Civil Rights Act of 1964** forbids discrimination because of race, color, religion, sex, national origin, ancestry, marital status, age, or disability in all employment practices including hiring, promotions, compensation, and other terms, privileges, and conditions of employment.
3. **The Equal Pay Act of 1963** which covers all employees who are under the Fair Labor Standards Act. The Act forbids any differential based on sex.
4. **The Age Discrimination Act** prohibits discrimination against anyone over age 40.
5. **The Federal Executive Order 11373** requires every agency receiving federal financial assistance to contain a clause against discrimination because of race, color, religion, sex, or national origin.
6. **Rehabilitation Act of 1973. Section 504** prohibits discrimination and ensures access to services for the handicapped.
7. **Administration on Aging Program Instruction AoA PI-75 II** which mandates all grantees to develop affirmative action plans. Agencies, who are part of an "umbrella" agency, shall develop and implement an Affirmative

Action Plan for the single organizational unit. Hiring preference shall be given to qualifies older persons (subject to requirements of merit employment systems).

The National Caucus and Center on Black Aging, Inc. implements this policy in the following manner:

1. **RECRUITMENT-** All NCBA announcements reflect the fact that we are an equal opportunity employer. Notices of vacancies are sent to various associations representing people in various protected classes.
2. **TRAINING-** NCBA provides employees with opportunities to participate in outside training programs. In-house training is provided on an ongoing basis to elevate employees to higher positions. This training includes new career programs where persons 55 years of age and older are trained to enter new career fields. All employees are trained in Civil Rights requirements and the meaning of the 504 Act.
3. **PROMOTIONS-** All employees are informed of forthcoming promotional job opportunities. All are given an equal chance to apply within an established time frame prior to outside recruitment.
4. **DISCIPLINE-** Any employee found to be inadequate in the performance of his or her duties is counseled and given an opportunity to meet the standards of the position. For those not meeting the standards, assistance is given in locating a position with other employers.
5. **CONTRACTING-** Preference is given to employers who have a labor force representative of the composition of the community labor market.

The overall goal of the National Caucus and Center on Black Aging, Inc. is to ensure that its approximately 60-person administrative staff is housed in 10 administrative offices throughout

the United States. Its approximately 2,000 low-income senior enrollees who are in transition from subsidized employment to employment in the regular job market and the residents residing in its five (5) housing projects are completely aware of NCBA's commitment to ensure nondiscrimination in the areas of race, color, creed, religion, national origin, ancestry, sex, marital status, handicap, and age in its workforce.

The Policy is evaluated annually to measure is compliance in advocating Equal Employment Opportunity.

The National Caucus and Center on Black Aging, Inc.

By: Karyne Jones
President

Political Action

NCBA/SEE Program enrollees and staff paid from federal funds may participate freely in the political process with the following exceptions:

1. Engaging in political activities (partisan or non-partisan) on the job; not at any time while in a paid status (sick leave, vacation, etc.).
2. Presenting themselves as a spokesperson for NCBA or the Senior Environmental Program while engaged in partisan political activity.
3. Being subject to additional restrictions while assigned within federal agencies on federally-aided projects.

Sexual and Other Forms of Harassment Policy

Sexual and other forms of workplace harassment based upon race, age, sex, national origin, disability, or religion will not be tolerated by the NCBA/SEE Program. All complaints made will be investigated promptly, fairly, and thoroughly. The NCBA/SEE Program is responsible for investigating claims made by enrollees as well as claims made against enrollees.

Harassment is a form of discrimination and is an unlawful workplace practice as interpreted by the courts under Title VII of the Civil Rights Act.

Sexual Harassment involves behavior with sexual overtones which is unwelcomed. It may be verbal behavior such as offensive comments, suggestions, jokes, sex-oriented labels, or pressure for sexual favors. Sexual harassment may also include physical behavior such as touching, feeling, patting, or deliberate brushing against others in a sexual manner.

Verbal or physical conduct constitutes harassment when any or all the following occur:

1. The conduct is an element in a decision to enroll or release an individual.

2. The conduct is a factor in decisions related to the assignment of position duties.
3. The conduct interferes with an individual's performance or normal interpersonal relationships at work.
4. The conduct creates an intimidating hostile or offensive work environment for the individual.

To file a complaint of harassment:

1. The enrollee should notify the person who is being accused of harassment, state the nature of the offending activity, say that it is unwelcomed and that it must stop.
2. If the enrollee is uncomfortable notifying the person accused of harassment, the assistance of the SEE Monitor and/or NCBA/SEE Program office may be requested.

NOTE: IN MANY INSTANCES ONE OF THE ABOVE COURSES MAY BE SUFFICIENT TO END THE MATTER WITHOUT THE NEED FOR A FORMAL COMPLAINT. HOWEVER, THIS WILL NOT PRECLUDE A DECISION TO CONDUCT A THOROUGH INVESTIGATION IN SITUATIONS WHERE MANAGEMENT OR THE HARASSED ENROLLEE BELIEVES THIS STEP IS NECESSARY.

NCBA Drug-Free Policy

TO: All NCBA Employees/Supervisors/Enrollees/Program Participants

FROM: Mr. Samuel J. Simmons, President

SUBJECT: **Alcohol/Drug-Free Workplace**

DATE: March 27, 1989

The National Caucus and Center on Black Aging, Inc., (NCBA), as of September 30, 1988, has enacted a policy of having an "**Alcohol/Drug-Free Workplace.**" This policy applies to all categories of NCBA employees and enrollees. Supervisors must take a progressive, constructive attitude towards the implementation and the related discipline of this "Alcohol/Drug-Free Workplace Policy". Discipline is a positive, not punitive, concept. When supervisors encourage employee and enrollee's self-discipline, employees and enrollees develop greater initiative, realizing that the primary responsibility for their behavior is their own. Self-discipline reinforces the personal self-respect of employees and enrollees and contributes to the safety and stability of the workplace. This fact notwithstanding, all NCBA employees and enrollees must understand that NCBA will not tolerate alcohol or drug abuse in the workplace.

1 Purpose

NCBA recognizes that alcohol and drug abuse are serious health problems that can adversely affect an employee's and enrollee's job performance as well as personal life. Both alcohol and drug abuse result in the altering of mood and consciousness by intoxication, stimulation, or sedation. In addition, alcohol and drug abuse can affect an employee's and enrollee's ability to meet employment requirements. These conditions, when untreated, can cause deterioration of physical and mental health and can result in early death.

2 **Definition**

NCBA's definitions of alcoholism and drug abuse are as follows:

Alcoholism is a complex disease characterized by the uncontrolled use of alcohol.

Drug use is the improper or illegal use of or dependency on drugs.

NCBA has established a policy of formal assistance to help its employees and enrollees in their efforts to recover from alcohol and drug abuse, thereby eliminating the harmful effects they may have on the individual's employment and personal life. NCBA's formal assistance policy is a progressive disciplinary approach designed to assist employees and enrollees in recovering from alcoholism and drug abuse through evaluation, counseling, and/or referral to outside experts.

3 **Affirmative Program**

Participation under our formal Alcohol/Drug Assistance policy is voluntary and will not jeopardize the employee's and enrollees job security or promotional opportunities. Although an employee's and enrollee's voluntary participation under our Alcohol/Drug Assistance Policy will be given favorable consideration in disciplinary action said voluntary participation does not prohibit disciplinary action for failure to meet **acceptable standards** of work performance, attendance, and/or conduct problems in the workplace.

Further, participation in Alcohol/Drug Assistance Policy does not shield an

employee and enrollee from discipline or prosecution for criminal activities.

**4 Pursuant to the Drug-Free Workplace Act
of 1988, 45 CFR Part 74, Subpart F
published January 31, 1989.**

The National Caucus/Center on Black Aging, Inc. certifies that it will maintain a drug-free workplace. NCBA employees and Program Participants are prohibited from manufacturing, distributing, dispensing, possessing, or using a controlled substance in its offices, or host agencies under penalty of termination.

NCBA Employees and program enrollees are required as a condition of employment and enrollment, to abide by the foregoing Drug-Free Workplace Policy and are further required to notify the Office of the President and Chief Executive Office of NCBA in writing of any drug statute convictions for a violation occurring during duty and non-duty hours at a workplace, office or host agency of NCBA, no later than five (5) calendar days after such conviction.

NCBA will dutifully notify the appropriate federal agency of receiving written notice from the convicted employee, program participant, or otherwise actual notice of such conviction within ten (10) calendar days.

NCBA further assures that within 30 days of receiving notice under the stipulations of this paragraph with respect to employees/participants, who are so convicted, NCBA will take appropriate personnel action against an employee/program participant, up to and including termination or requiring such employee/program participant to engage in NCBA's formal Alcohol/Drug Assistance Policy.