

Management System: Human Resources

Subject Area: Employee Benefits/Quality of Work Life

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1.0 Introduction

This subject area provides the mechanisms to assist employees and managers in designing, selecting, and participating in Employee Benefits and Quality of Work Life programs that address their personal needs and support the Environmental Management Consolidated Business Center and service sites' ability to attract and retain a high performing workforce.

2.0 Contents

Procedures	Procedure Content
1. Enrolling in Benefits	<ul style="list-style-type: none">• Enroll in, change, or cancel the following benefits:<ul style="list-style-type: none">○ Health Benefits,○ Supplemental Dental/Vision Insurance,○ Federal Long Term Care Insurance (FLTCIP),○ Federal Flexible Spending Accounts Program,○ Thrift Savings Plan (TSP),○ Federal Employees Group Life Insurance,○ Savings Bonds,○ Employee Assistance Program (EAP), and/or○ Professional Liability Insurance Premium Reimbursement.
2. Entering into a Telework Agreement	<ul style="list-style-type: none">• Determine eligibility.• Complete required training.• Identify tasks, assignments, and schedule.• Complete Telework package.• Approve/disapprove Telework Agreement.

	<ul style="list-style-type: none"> • Revise or amend Telework Agreement. • Re-certify Telework Agreement.
<p>3. Administering Worker's Compensation</p>	<ul style="list-style-type: none"> • Issue U.S. Department of Labor (DOL) Form CA-1 to injured employee or issue DOL Form CA-2 to employee for occupational diseases. • Send completed DOL Form CA-1 or DOL Form CA-2 to U.S. DOL Office of Workers' Compensation Programs (OWCP) District Office. • Issue DOL Form CA-16 to employee for doctor's treatment authorization, if appropriate. • Receive approval of case from OWCP. • Issue miscellaneous DOL forms as needed.
<p>4. Administering Leave</p>	<ul style="list-style-type: none"> • Employee requests leave through the automated system in the Automated Time Attendance and Production System (ATAAPS). • Supervisor approves accrued leave and advance annual leave requests, and absences under the Family Medical Leave Act. • Senior Management required to approve absences in excess of 30 days, and advanced sick leave.
<p>5. Requesting an Alternative Work Schedule (AWS)</p>	<ul style="list-style-type: none"> • Complete the Employee Work Schedule for Regular Hours and AWS form. • Approve requests for work schedule and/or participation in CWS program. • Timekeeper inputs work schedule in ATAAPS • Employee maintains a daily timesheet. • Request/approve changes to work schedule.
<p>6. Completing the Retirement Process</p>	<ul style="list-style-type: none"> • Notify the Office of Human Resources (OHR) of the intent to retire. • Complete Request for Retirement Annuity Estimate Form. • Complete applicable retirement package and SF-52. • Go through the clearance process.

3.0 Exhibits/Forms

- [Alternative Work Schedule Policies](#)
- Compensatory Time Off for Travel Worksheet for Non-Local Travel (under revision)
- [DOE Form 2220.20, Overtime Request and Authorization for Payment](#)
- [DOE Handbook on Leave and Absence](#)
- [DOL Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation](#)
- [DOL Form CA-2, Notice of Occupational Disease and Claim for Compensation](#)
- [DOL Form CA-2a, Notice of Recurrence](#)
- [DOL OWCP Division of Federal Employees' Compensation \(DFEC\) Address](#)
- [EMCBC Credit Hours Earned Form](#)
- [Employee Work Schedule for Regular Hours and AWS Form](#)
- [Federal Employees Group Life Insurance \(FEGLI\) Open Season Election Form](#)
- Telework Agreement Forms
 - [DOE Flex-Agreement](#)
 - [DOE Flex Application](#)
 - [DOE Flex Self-Certification Safety Checklist](#)
 - [Change in Alternative Designated Worksite for DOE-Flex Agreement](#)
 - [One-Time DOE Flex-Agreement](#)
 - [Extension to DOE Flex-Agreement](#)
- [Telework Policies IP-322-03](#)
- [OPM RI 83-1, "Civil Service Retirement System"](#)
- [OPM RI 83-19, "Civil Service Retirement System Offset Retirement"](#)
- [OPM RI 83-5, "Survivor Benefits Under the Civil Service Retirement System"](#)
- [OPM RI 90-12, Information for Survivor Annuitants, Federal Employees Retirement System \(FERS\)](#)
- [OPM RI 90-8, Information for Federal Employees Retirement System \(FERS\) Annuitants](#)
- [Reimbursement for Professional Liability Insurance Form](#)
- [Request for Retirement Annuity Estimate Form](#)
- [Request for Temporary Change of Alternate Work Schedule \(AWS\) Regularly Scheduled Day Off](#)

- [Standard Form 1034, Public Voucher for Purchases and Services Other Than Personal](#)
- [Standard Form 2801, Application for Immediate Retirement, Civil Service Retirement System](#)
- [Standard Form 2803, Application to Make Deposit or Redeposit, Civil Service Retirement System](#)
- [Standard Form 2809, Health Benefits Election Form](#)
- [Standard Form 2810, Notice of Change in Health Benefits Enrollment, Federal Employees Health Benefits \(FEHB\) Program](#)
- [Standard Form 2817, Life Insurance Election, Federal Employees' Group Life Insurance \(FEGLI\) Program](#)
- [Standard Form 2818, Continuation of Life Insurance Coverage as an Annuitant or Compensation, Federal Employees' Group Life Insurance \(FEGLI\) Program](#)
- [Standard Form 2822, Request for Life Insurance, Federal Employees' Group Life Insurance \(FEGLI\) Program](#)
- [Standard Form 2823, Designation of Beneficiary, Federal Employees' Group Life Insurance \(FEGLI\) Program](#)
- [Standard Form 3107, Application for Immediate Retirement, Federal Employees Retirement System](#)
- [Standard Form 3108, Application to Make Service Credit Payment, Federal Employees Retirement System](#)
- [Standard Form 52, Request for Personnel Action](#)
- [Standard Form 75, Request for Preliminary Employment Data](#)
- [TSP-1, Election Form](#)
- [TSP-19, "Transfer of Information Between Agencies"](#)
- [TSP-70, Request for Full Withdrawal \(Form\)](#)

4.0 Related Information

- [Automated Time Attendance and Production System \(ATAAPS\) Web site](#)
- [29 CFR 825, The Family Medical Leave Act of 1993](#)
- [DOE G 341.1-2A, Guide on Federal Employee Assistance Programs](#)
- [DOE Corporate Human Resource Information System \(CHRIS\) Web site](#)
- [DOE Employee Self Service \(ESS\) Web site](#)
- [DOL Office of Workers' Compensation Programs \(OWCP\) District Offices](#)
- [The Federal Retirement Thrift Investment Board](#)
- [Federal Occupational Health's Employee Assistance Program Web site](#)

- [U.S. Office of Personnel Management \(OPM\) Web site](#)
- [OPM BENEFEDS System Portal](#)
- [OPM Contact Information Web page](#)
- [OPM Federal Employee Entitlements under the Family and Medical Leave Act of 1993 Web site](#)
- [OPM Federal Employees Health Benefits Program Web site](#)
- [OPM Federal Employees Health Benefits Handbook](#)
- [OPM Federal Employees Dental and Vision Insurance Program Web site](#)
- [OPM Federal Employees Group Life Insurance \(FEGLI\) Program Web site.](#)
- [OPM Federal Flexible Spending Account \(FSAFEDS\) Program Web site](#)
- [OPM Federal Long Term Care Insurance Program Web site](#)
- [OPM Qualifying Live Event Web page](#)
- [OPM Temporary Continuation of Coverage Web page](#)
- [Thrift Savings Plan \(TSP\) Web site](#)
- [TSP Features for Civilians Web site](#)
- Required Employee Telework Training Module
(http://www.telework.gov/tools_and_resources/training/employees/index.aspx)
- Required Manager (Supervisor) Telework Training Module
(http://www.telework.gov/tools_and_resources/training/managers/index.aspx)

5.0 Requirements

Document	Title
5 CFR 630, Subpart I	<i>Voluntary Leave Transfer Program</i>
DOE N 314.1	<i>DOE-FLEX: DOE'S Telework Program</i>
DOE O 322.1C	<i>Pay and Leave Administration and Hours of Duty</i>
DOE O 341.1A	<i>Federal Employment Health Services</i>
DOE O 3792.3, Change 1	<i>Drug-Free Federal Workplace Testing Implementation Program</i>
E.O. 5396	<i>Special Leaves of Absence to be Given Disabled Veterans in Need of Medical Treatment</i>
E.O. 12564	<i>Drug-Free Federal Workplace</i>
5 U.S.C., Chapter 81	<i>Federal Employees Compensation Act</i>
5 U.S.C., Section 6122	<i>Flexible Schedules; Agencies Authorized to Use</i>

6.0 Definitions

TERM	DEFINITION
Employee Assistance Program (EAP)	<p>A service available to all employees at no cost. It is staffed by professional counselors who will help address problems that can adversely affect job performance, reliability, and personal health. The counselor may refer an employee to other professional services and resources within the community for further information and assistance.</p>
Federal Long Term Care Insurance Program	<p>Provides long term care insurance to help pay for costs of care when an employee needs help with activities that are performed every day, or who have a severe cognitive impairment, such as Alzheimer's disease.</p>
Flexible Hours	<p>The times during the working day, workweek, or pay period within the tour of duty during which an employee covered by a flexible work schedule may choose to vary his or her times of arrival to and departure from the work site consistent with the duties and requirements of the position. (See 5 U.S.C. 6122(a) (2).)</p>
Flexible Spending Account (FSA)	<p>A tax-favored program offered by employers that allows an employee to pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars. By using pre-tax dollars to pay for eligible health care and dependent care expenses, an FSA gives an immediate discount on these expenses that equals the taxes that would otherwise be paid on that money.</p>
Flexible Work Schedule	<p>A work schedule established under 5 U.S.C. 6122, that:</p> <p>(1) In the case of a full-time employee, has an 80-hour biweekly basic work requirement that allows an employee to determine his or her own schedule within the limits set by the agency and that may be scheduled for less than 10 working days; and</p> <p>(2) In the case of a part-time employee, has a biweekly basic work requirement of less than 80 hours that allows an employee to determine his or her own schedule within the limits set by the agency and may be scheduled for less than 10 working days and that may require the employee to work more than 8 hours in a day.</p>

Telework Program	Allows employees to work part of the time at other than their "official duty station." It may be on a schedule of from several days per week to as little as one day a month, or on an as-needed basis for reasons such as special projects, illness, or unavailability of your regular office. An employee normally works at home or at a special telework location. The employee is still on official duty when working under a telework agreement, is expected to be in a situation where the necessary resources to do the job are available, and are able to concentrate on that job without interruptions from other family members. Employees normally cannot expect to care for any other family members when working under a telework agreement.
Thrift Savings Plan (TSP)	The TSP is a retirement savings plan for civilians who are employed by the United States Government and members of the uniformed services. The Federal Retirement Thrift Investment Board administers the Thrift Savings Plan.