

Office of Human Resources and Workforce Planning

Personnel Newsletter

June 2003

Requesting a Waiver of Employee Cost for Training

Glenn employees are required to complete courses with a passing grade deemed acceptable by the college or university for academic classes or participation of not less than 80 percent for non-academic classes held at the Center or sponsored off site. While most Glenn employees successfully complete their approved training, situations or circumstances do arise at times that could prevent an employee from successfully completing their training. In this case, Glenn employees are responsible for notifying their immediate supervisor of “*unsuccessful completion*” or “*failure to complete*” a course.

“Unsuccessful Completion” refers to a failing grade in a training course.

“Failure to Complete” refers to the dropping out or excessive absences during a training course (less than 80-percent attendance at the course).

If an employee fails to complete or receives an unsuccessful course completion, he or she may be responsible for paying (or repaying) the training cost. If the course is a GRC/OD&TO-managed program, the cost of the training slot will be charged against the employee’s organizational budget if it is in the case of no-shows.

A Waiver of Employee Cost may be requested by an employee. To request a Waiver of Employee Cost, Glenn employees must submit their request, in writing, to the Chief, Office of Human Resources and Workforce Planning through the Chief, Organization Development and Training Office. The employee’s supervisor or manager and the Human Resources Specialist responsible for approving the training application must also concur by signature on the memorandum. The final approving official to waive employee costs (or employee reimbursement to the Government) is the Chief, Office of Human Resources and Workforce Planning.

The Waiver of Employee Cost Memorandum must contain the following information:

- Course title
- Company or academic institute providing the course
- Length of the course (beginning and end dates)
- Costs incurred by the Government due to unsuccessful completion or failure to complete
- Reason why non-completion or failure to complete the course and any efforts made to mitigate against it
- Copy of approved training application (NASA Form C-478)

Questions can be directed to Cynthia Forman at Mail Stop 15-4.



INSIDE THIS ISSUE

- 1** REQUESTING A WAIVER OF EMPLOYEE COST FOR TRAINING
- 2** GRC’S SUPPORT STAFF “SOAR” TO NEW HEIGHTS
- 2** HELP STOP UNAUTHORIZED TRAINING PURCHASES
- 3** WEINGARTEN RIGHTS ANNUAL NOTICE
- 3** NASA EXTERNAL AWARDS
- 4** HUMAN RESOURCES INFORMATION SYSTEM (HRIS)

GRC's Support Staff "SOAR" to New Heights

The Organization Development and Training Office is sponsoring a series of workshops titled "Supporting Organizations And Relationship (SOAR)" for all civil service and support service contractor support assistants at GRC. These workshops give our support staff the opportunity to come to SOAR with their fellow support assistants in 2-day networking, teambuilding, and communications sessions. SOAR was designed in collaboration with the Center's Executive Assistants Leadership Team (EALT) and include informative presentations and activities, along with great tips and tricks.

The presenters and facilitators are our own GRC staff, who have committed to a total of five 2-day workshops this fiscal year to present information on topics within their areas of expertise. Topics at the SOAR workshops include:



- **Center Director's Overview**
- **EALT Overview**
- **HR Overview**
 - Classification
 - Staffing
 - Training
 - SF-52 Preparation
 - Position Management Board
- **Workforce Planning Initiatives**
- **Security Briefing**
- **Environmental Briefing**
- **Glenn Presentation Library**
- **Safety Briefing**
 - Building Evacuation
 - Emergency Leave
 - Environmental Hazards
 - Visitors to GRC
 - Personal Safety
 - Identity Theft
- **CPET**
- **Protocol Briefing**
- **Export Control Documents**
- **General Correspondence**
- **Professional Image/Personal Presence**

There are a few slots available for the SOAR workshop on September 23-24, 2003. For more information, contact Nola L. Bland of the Organization Development and Training Office at 433-9343.

We would like to thank everyone who contributed and participated, making these sessions such a great success.

Help Stop Unauthorized Training Purchases

As stated in the March 2003 Personnel Newsletter, the Organization Development & Training Office (OD&TO) requires at least a 2-week lead time to process training applications. When applications are received after the training, the applicant makes an unauthorized obligation of Government funds, an act that can lead to disciplinary action. To help ensure accountability, the OD&TO requires a letter from the employee's supervisor regarding the unauthorized obligation. After receipt and review of the memo, the application will be processed and the memo retained for audit.

The letter must be sent from the employee's supervisor to Cynthia D. Forman, Chief, Organization Development & Training Office, and include the following:

- Why no application was submitted prior to the training taking place.
- What steps have been taken to prevent recurrences.
- Assurance that the employee understands the requirement for prior approval by the authorized obligating organization, the OD&TO, and that GRC employees are not authorized to use their Government travel cards or P-cards for training fees.
- You may want to review the article in the March Personnel Newsletter, which is available on the OHR Web site (<http://www.grc.nasa.gov/WWW/OHR/Newsletter/News-March03.pdf>). The first page outlines the procedures for applying for training and how training is paid for under IFM. If you need more information or assistance, please contact Kathy Kozlowski, InDyne, Inc., at 3-2998.

The OD&TO thanks you for getting applications in early and for helping prevent further occurrences.

WEINGARTEN RIGHTS

WHAT KIND OF RIGHTS?

Weingarten rights are mandated by law and came to be through an actual case decided by the U.S. Supreme Court in 1975. In that case, management had suspected an employee, named Weingarten, of theft and called the employee in to ask questions. The employee insisted on having a union representative present to help her respond to the questions. The manager refused to allow such assistance. When the employee refused to answer the questions without a representative present, the company fired the employee.

An unfair labor practice complaint was filed and eventually was heard by the Supreme Court. In the decision, the Court determined that if the meeting included both management and a bargaining unit employee, was investigative in nature, and the unit member feared discipline as a result of the discussion, upon request, Ms. Weingarten was entitled to union representation at the meeting.

Agencies are required to post annual notices of these rights. The following "Annual Notice of Right to Request Union Representation" satisfies this requirement.



ANNUAL NOTICE OF RIGHT TO REQUEST UNION REPRESENTATION (WEINGARTEN RIGHTS)

The Civil Service Reform Act gives employees in units represented by an exclusive labor organization the right to request union representation at an examination by a representative of the agency in connection with an investigation if the employee believes the examination may result in disciplinary action.

Section 7114(a) of the Civil Service Reform Act of 1978 (CSRA) states that:

- (2) An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at
 - (B) any examination of an employee in the unit by a representative of the agency in connection with an investigation if
 - (i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and
 - (ii) the employee requests representation.

Section 7114(a)(3) of the CSRA requires that employees receive annual notice of the rights set forth above. If you have any questions relative to this notice, please contact Lori O. Pietravoia, Human Resources Specialist, at extension 3-2506.

External Awards

Every quarter, the Center receives requests for nominations for a wide variety of non-NASA awards. A call letter, with nomination criteria summaries, is sent to the directorate offices for distribution. Please call the Awards Office at extension 3-2493, for specific information.

The following is a list of non-NASA External Award solicitations due the upcoming quarter, July – September 2003.

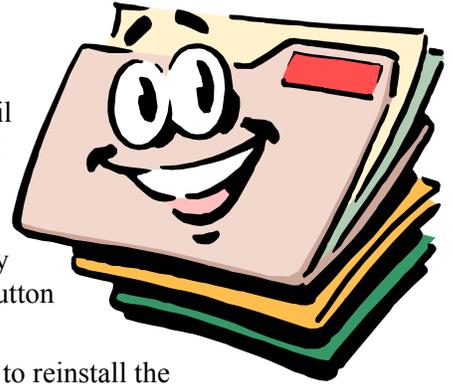
External Awards	Categories 1, 2 or 3	Due Dates	
		To the Awards Office M.S. 500-314 through Mr. Campbell's Office	To the Sponsoring Organization through Mr. Campbell's Office
AIAA Awards (Various)	3		July 1, 2003 (all due)
National Space Trophy	1	July 1, 2003	
National Business & Disability Council Awards of Honor (Various)	3		Sept. 30, 2003 (all due)
Black Engineer of the Year Award	1	July 30, 2003	
Presidents Quality Award Program	1	July 1, 2003	
Government Technology Leadership Awards (Various)	3		June 19, 2003*
Katherine and Marjorie Stinson Award for Achievement	1	June 30, 2003*	
American Astronautical Society Awards (Various)	3		June 16, 2003*

* These award nominations are due in June because NASA Headquarters/Sponsoring Organizations need time to prepare nomination packages for approval and distribution in early July 2003

Awards in categories 1 and 2 are forwarded to Headquarters for final submittal to the sponsoring organization. Awards in category 3 may be submitted directly to the sponsoring organization with the approval of the Center Director. For more details visit the following Web site:

<http://nasapeople.nasa.gov/employeebenefits/awards/nonnasa.htm>

Human Resource Information System (HRIS)



The Human Resource Information System (HRIS) provides all Glenn civil servant employees the capability to view their personnel and training information. Supervisors have the added capability of viewing information related to all employees that are assigned to their organization.

HRIS makes this information available to employees and supervisors by providing easy access to some predefined reports. A simple click of a mouse button puts the relevant information at the fingertips of the employee.

If your computer has the new operating system (Windows 2000), you will need to reinstall the HRIS program.

Where can I find HRIS?

You must first install the HRIS application before you use it for the first time.

Click on the **Start** button.

Click on **Settings**, then **Control Panel**.

In Control Panel select **Add/Remove Programs**. (If a message appears stating that you don't have permission to add, call the Intellicenter at 433-4848.)

Click the **Add New Programs** button then click the **Add** button.

An "InstallShield Wizard" will be loaded to assist you and a "Glenn Business Applications" window will appear.

Click on the **NEXT** button to continue.

Select **Human Resources Information System** and **Sybase Password** from the list by clicking to the left of the name.

Click on the **NEXT** button to continue.

Click on the **NEXT** button for all remaining screens leaving the settings.

An Information Box will appear stating "**Setup is Complete.**"

Click on **OK**.

After completing the initial installation, you can find the HRIS application by selecting the following options:

*Click on the **Start** button.*

*Click on the **Programs** menu option.*

*Click on the **Business Applications** menu option.*

*Click on the **HRIS** menu option.*

*Enter your **Userid** and your **Password****

**This system requires a userid and password. The form for requesting access to HRIS can be obtained on the World Wide Web at:*

<http://www.grc.nasa.gov/WWW/OHR/Lewis/hrislet.doc>

For security purposes, please complete the form, sign, and return it to DBA, Mail Stop 142-4. Your password to access HRIS will be mailed to you in a sealed envelope marked, "To be Opened by Addressee Only."

