

# Office of Human Resources

## Personnel Newsletter

December 1999

### 2000 General Schedule Pay Raise

The January 2000 general pay increase will be 3.8 percent with an estimated average 1-percent locality payment. The actual size of the raise by locality pay isn't known as yet, but it is expected that the locality increases will be announced in late December 1999, with new pay tables issued by the end of the month.

If President Clinton elects to allocate one percentage point for locality pay, pay raises for select cities across the United States would be as follows:

Boston 5.13%	Detroit 5.22%
Chicago 5.23%	Denver 5.11%
Cincinnati 4.96%	Houston 5.52%
Cleveland 4.90%	Los Angeles 5.31%
Columbus 4.85%	New York 5.25%
Dayton 4.73%	Pittsburgh 4.70%

The published 2000 GS pay tables will be placed on the Office of Human Resources web site as soon as they are made available.

### Center Recognized By American Red Cross

On October 12, 1999, NASA Glenn received a Sponsor Recognition Award from the American Red Cross. Since April 1995, NASA Glenn has collected 15,850 pints of blood. There are six blood drives per year, 2 to 3 days each, averaging a collection of 75 pints of blood per drive. The blood drives are coordinated by OHR, and **we would like to thank all of the donors who have made a difference in helping to save lives and making the blood drives so successful.**

The Bloodmobile will be at the Center from 9 a.m. to 3 p.m. in the Administration Building Auditorium on the following dates:



**February 8-9, 2000**

**April 11-12, 2000**

**June 13-15, 2000**

**"PLEASE GIVE BLOOD"**

Blood Mobile information can be found at:

[www.grc.nasa.gov/WWW/medical/blood.html](http://www.grc.nasa.gov/WWW/medical/blood.html)

If you have any questions, please contact Xynique Parish. extension 3-2493

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## EMPLOYEE RELATIONS ACTIVITY FISCAL YEAR 1999

Employee Relations is the personnel function which centers on establishing and maintaining employer-employee relationships that contribute to satisfactory productivity, motivation, morale, and discipline. Managing employee conduct through the use of corrective action is a significant part of the employee relations function.

A summary of the Center's FY99 Employee Relations activity is listed below.

### Disciplinary/Adverse Actions

### Issue

1 Reprimand

Misuse of Position  
(re: Govt. American Express Card)

1 Alternative Discipline Letter  
in Lieu of 5-Day Suspension

Unauthorized use of alcohol while on Government premises

### Other Employee Relations Activity

1 Last Chance Agreement

Violation of Drug Free Workplace Program (DFWP)

1 Reasonable Accommodation

Medical Condition

For your information, a list of employee relations disciplinary terms follows:

**Adverse Action** - Formal corrective action taken for disciplinary and nondisciplinary reasons ranging from suspensions of more than 14 calendar days, furloughs of 30 days or less, reduction in grade or pay, and removal.

**Counseling** - Placing an employee on notice that his/her conduct is inappropriate/unacceptable. This may be done orally and/or in writing.

**Disciplinary Action** - Formal corrective action ranging from reprimand to 14-calendar-day suspension, including letters of discipline.

**Leave Restriction** - A notice that informs an employee that his/her use of leave is being restricted, usually requiring leave be requested in advance and sick leave absences be supported by acceptable medical documentation.

**Letter of Discipline** - A written disciplinary action that is taken in lieu of a formal suspension action and is temporarily recorded in the official personnel folder.

**Last Chance Agreement** - An agreement that provides an employee a firm choice between rehabilitation and removal. It constitutes an employee's last chance to remain employed by the Center.

**Reasonable Accommodation** - Adjustment made to a job and/or working environment enabling a qualified applicant or employee with a disability to perform the essential duties of the job to which s(he) is assigned.

**Reprimand** - An official written rebuke that is placed in the official personnel folder for up to 2 years.

**Removal** - Separation of an employee for unacceptable conduct or performance.

**Suspension** - Placing an employee, for disciplinary reasons, in a temporary status without duties and pay. Suspension actions are permanent records in the official personnel folder.

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## HEALTH AND SAFETY TOPICS

The Agency has reaffirmed safety and health as NASA's highest core value and emphasized the importance of every NASA employee's involvement in and support of the Agency Safety Initiative. Mr. Goldin plans to regularly discuss health and safety topics with the NASA team and place these topics on the NASA web site ([www.nasa.gov/bios/goldin\\_speeches.html](http://www.nasa.gov/bios/goldin_speeches.html))

There is a list of 52 Health and Safety Topics. The first in the series, "Why a Healthy Work Force is Important," was published on the web on October 29, 1999.

Some of the scheduled topics include: "Issues Facing the Work Force in the New Millennium," "Lightning and Severe Weather Protection," "Skin Cancer," and "Harmful Stress at Work."

The Lead Center for Occupational Health is Kennedy Space Center. Web site information is available through <http://ohp.ksc.nasa.gov/> and also through the OHR and Glenn Occupational Medical Services web sites: <http://www.lerc.nasa.gov/WWW/OHR/> or <http://www.lerc.nasa.gov/WWW/medical/>

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### **THRIFT SAVINGS PLAN OPEN SEASON NOVEMBER 15, 1999 – JANUARY 31, 2000**

The Thrift Savings Plan (TSP) open season, which began November 15, 1999, ends January 31, 2000.

This enrollment period allows eligible employees to begin contributions, increase or decrease the amount of contributions, and change future fund distribution.

Open Season changes must be completed either through Employee Express ([www.employeeexpress.gov](http://www.employeeexpress.gov)), by midnight January 31, 2000; or if submitting a TSP-1 to OHR, by COB Monday, January 31, 2000.

After the close of this TSP open season, the dates of the open seasons will change to April 15 through June 30, and October 15 through December 31. The corresponding election periods will then be the months of June and December, respectively.

Consequently, new FERS employees hired during the period July 1 through December 31, 1999, will become eligible to participate in the TSP the first full pay period in June. New FERS employees hired during the period January 1 through May 31, 2000, will become eligible to participate in the TSP the first full pay period in December 2000; FERS employees rehired during this period who had been previously eligible to participate in the TSP will become eligible in June 2000.



### HR FORUMS AVAILABLE ON OHR WEB PAGE

If you did not have a chance to attend the Human Resources Forums, the following presentations are on-line at:

<http://www.lerc.nasa.gov/WWW/OHR/forums.htm>

#### **AWARDS AND RECOGNITION**

#### **COMPENSATION AND PAY**

#### **COMPETITIVE PLACEMENT PLAN**

#### **DUAL CAREER LADDER**

#### **EMPLOYEE EXPRESS**

#### **EMPLOYEE RELATIONS AND EMPLOYEE ASSISTANCE PROGRAMS**

#### **LEAVE PRESENTATION**

#### **MERIT SYSTEMS PRINCIPLES**

#### **1999 FEDERAL EMPLOYEE HEALTH BENEFITS**



# 2000 CALENDAR YEAR

## JANUARY

Sun	Mon	Tue.	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24					25
30	31	25	26	27	28	29

## FEBRUARY

Sun	Mon	Tue.	Wed	Thurs	Fri	Sat
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29				

## MARCH

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## APRIL

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23	24					25
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## MAY

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## JUNE

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## JULY

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23	24					25
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## AUGUST

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27	28	29	30	31		

## SEPTEMBER

Sun	Mon	Tue.	Wed	Thurs	Fri	Sat
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## OCTOBER

Sun	Mon	Tue.	Wed	Thurs	Fri	Sat
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29	30	31				

## NOVEMBER

Sun	Mon	Tue.	Wed	Thurs	Fri	Sat
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
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## DECEMBER

Sun	Mon	Tue.	Wed	Thurs	Fri	Sat
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24	25	26	27	28	29	30



**END OF PAY PERIOD**



**PAID HOLIDAYS**

## NASA 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 433-2848, for specific information.

The following is a list of non-NASA External Award solicitations due this quarter, January to March 2000.

### **AIAA Awards**

**Arthur S. Flemming Award**

**Electrotechnology Transfer Award**

**Federal Executive of the Year Award**

**FPMI Annual Labor and Employee Relations Award**

**Francois-Xavier Bagnoud Aerospace Prize**

**Harry Diamond Memorial Award**

**Innovations in American Government**

**Institute of Navigation Awards - Thurlow, Hays,**

**Weems, and Superior Achievement Awards**

**National Operations Security (OPSEC) Awards**

**OPM Director's Award for Outstanding Employee**

**Health Services Programs**

**OPM Director's Award for Outstanding Work and**

**Family Programs**

**OPM Director's Award for Outstanding Alternative**

**Discipline Resolution Programs**

**Public Service Excellence Award**

**Robert J. Collier Trophy**

**Thomas O. Paine Memorial Award for the**

**Advancement of Human Exploration of Mars**

**White House Closing the Circle Awards**

**Women in Science and Engineering (WISE) Awards**

## NASA HEADQUARTERS WEB SITES

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The NASA HQ Personnel Policy Homepage is continually changing. To check for new items, go to:

<http://www.hq.nasa.gov/office/odef/odef/p/>

The NASA Jobs web site has a new face on it. Check it out at::

<http://www.nasajobs.nasa.gov>.

Questions and Answers on the Drug-Free Workplace are now online. Go to the following web site and click on Drug-Free Workplace:

<http://www.hq.nasa.gov/office/odef/odef/p/emplabrel.html>

## WORK AND FAMILY ISSUES SELECTED WEB SITES

This list contains web site addresses of Federal Government agencies, non-profit organizations, educational institutions, advocacy groups, and private sector businesses. The list of organizations and companies is for informational purposes only and does not constitute an endorsement or promotion by either the Federal Government or the Office of Personnel Management. Endorsement or promotion of a particular company or organization is prohibited by Federal law. Some offerings may be free; others may require payment of fees. The list is not meant to be all-inclusive, but only a sampling of web sites for information on work and family issues. Many of these sites will provide additional links to other valuable sites. The list was accurate at the time of printing, but the web changes rapidly, so you may not find all sites in operation when you look for them.

Advancing Women:

[http://www.advancingwomen.com/wk\\_balancing2.html](http://www.advancingwomen.com/wk_balancing2.html)

Alliance of Work/Life Professionals:

<http://www.awlp.org>

Alzheimer's Association:

<http://www.alz.org>

American Academy of Child and Adolescent Psychiatry:

<http://www.aacap.org>

American Association of Retired Persons:

<http://www.aarp.org>

American Library Assoc. Resources for Parents, Teens and Kids:

<http://www.ala.org/parents>

The Annie E. Casey Foundation:

<http://www.aecf.org>

AskERIC:

<http://www.ericece.org/askeric.html>

Bright Horizons Family Solutions:

<http://www.brighthorizons.com>

Business Publishers Inc.:

<http://www.bpinews.com>

Campbell and Company, Inc.:

<http://www.campbellandco.com>

Caregiving:

<http://www.caregiving.com>

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Careguide:  
<http://www.careguide.net>

Center for Work and Family:  
[http://www.bc.edu/bc\\_org/avp/csom/cwf](http://www.bc.edu/bc_org/avp/csom/cwf)

Center for the Child Care Workforce:  
<http://www.ccw.org>

Child Care Action Campaign:  
<http://www.usakids.org/sites/ccac.html>

Child Care Experts National Network:  
<http://www.childcare-experts.org>

Child Trends:  
<http://www.childtrends.org>

Child Welfare League of America:  
<http://www.cwla.org>

Children Now:  
<http://www.childrennow.org>

Children's Defense Fund:  
<http://www.childrensdefense.org>

The Children's Partnership:  
<http://www.childrenspartnership.org>

Civil Practices Network:  
<http://www.cpn.org>

Coalition for America's Children:  
<http://www.usakids.org>

Connect for Kids:  
<http://www.connectforkids.org>

Consumer Product Safety Commission:  
<http://www.cpsc.gov>

Early Childhood:  
<http://www.earlychildhood.com>

Early Childhood Education Center:  
<http://www.childfun.com>

Elder Web:  
<http://www.elderweb.com>

Electric Library:  
<http://elibrary.com>

ERIC Clearinghouse on Elementary & Early Childhood Education:  
<http://www.ericseece.org>

Families and Work Institute:  
<http://www.familiesandworkinst.org>

Families USA:  
<http://www.familiesusa.org>

Family Caregiver Alliance:  
<http://www.caregiver.org>

Family.com:  
<http://family.go.com>

Harvard School of Public Health:  
<http://www.hsph.harvard.edu>

I Am Your Child Campaign:  
<http://www.iamyourchild.org>

Kids Count:  
<http://www.aecf.org/aekids.htm>

Knowledge Beginnings:  
<http://www.cdc.com>

Labor Project for Working Families:  
<http://laborproject.berkeley.edu>

La Leche League:  
<http://www.la lecheleague.org>

Medicare:  
<http://www.medicare.gov>

Military Family Resource Center:  
<http://mfrc.calib.com>

Mom's Village:  
<http://www.momsvillage.com>

National Association for the Education of Young Children:  
<http://www.naeyc.org>

National Child Care Information Center:  
<http://nccic.org>

National Fathers Network:  
<http://www.fathersnetwork.org>

National Parent Information Network:  
<http://npin.org>

National Partnership for Women and Families:  
<http://www.nationalpartnership.org>

National Resource Center for Health and Safety in Child Care:  
<http://nrc.uchsc.edu>

Individual States' Child Care Licensure Regulations:  
<http://nrc.uchsc.edu/states.html>

ORION (Ozark Regional Information Online Network) Family time:  
<http://www.orion.org/family/index.html>

Parent Soup:  
<http://www.parentsoup.com>

Parents Place.com:  
<http://www.parentsplace.com>

Parent Time:  
<http://www.pathfinder.com/ParentTime>

Population Reference Bureau:  
<http://www.prb.org>

RIE (Resources for Infant Educators):  
<http://www.rie.org>

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Society for Human Resource Management:

<http://www.shrm.org>

Stepfamily Association of America

<http://www.stepfam.org>

Step-parenting:

<http://stepparenting.miningco.com>

Texas Work & Family Clearinghouse:

<http://www.twc.state.tx.us/svcs/workfamch/wfchp.html>

The UCLA Working Parents Newsletter:

<http://www.childcare.ucla.edu/wpm.htm>

U.S. Department of Agriculture  
Cooperative Extension System's Cyfernet  
(Children, Youth and Families Education and  
Research Network):

<http://www.cyfernet.org>

National Network for Child Care:

<http://www.nncc.org>

U.S. Department of Education Publications for  
Parents:

<http://www.ed.gov/pubs/parents>

U.S. Department of Health and Human Services:

<http://www.os.dhhs.gov>

Administration for Children and Families Child  
Care Bureau

<http://www.acf.dhhs.gov/programs/ccb>

Administration on Aging:

<http://www.acf.dhhs.gov/programs/ccb>

Resource Directory for Older People:

<http://www.aoa/resource.html>

State Agencies on Aging:

<http://www.aoa/pages/state.html>

U.S. Department of Justice:

<http://www.usdoj.gov>

U.S. Department of Labor Employers' Child Care  
Outreach Initiative:

<http://www.dol.gov/dol/wb/childcare/ccreach.htm>

US OPM Family-Friendly workplace Advocacy  
Office:

<http://www.opm.gov/wrkfam>

Women's Wire:

<http://www.womenswire.com>

Work & Family Connection  
Work & Family Newsbrief:

<http://www.workfamily.com>

WFD, Inc. (Work/Family Directions, Inc.):

<http://www.wfd.com>

Workforce:

<http://workforceonline.com>

Workindex (Child and Elder Care:

<http://workindex.com>

Work-Life Coalition of San Diego:

<http://www.worklifesandiego.org>

Working Solutions:

<http://www.working-solutions.com>

Zip2 (Yellow Pages: Child Care Providers  
Across the USA by Location):

<http://www.zip2.com>



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Do you have questions or comments regarding  
Human Resources or the Human Resources  
Personnel Newsletter? If you do, the OHR feedback  
form is at:

<http://www.grc.nasa.gov/WWW/OHR/feedback.htm>

The Newsletter feedback form is at:

<http://www.grc.nasa.gov/WWW/OHR/Newsletter/newsletter.htm>