

THE SENIOR  
ENVIRONMENTAL  
EMPLOYMENT  
PROGRAM

ENROLLEE  
HANDBOOK

THE NATIONAL  
CAUCUS AND  
CENTER ON BLACK  
AGING, INC.

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## INTRODUCTION

We welcome you as a participant in the National Caucus and Center on Black Aging, Inc. (NCBA) United States Environmental Protection Agency (EPA) Senior Environmental Employment Program (SEE). 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 National Caucus and Center on Black Aging, Inc. (NCBA) Senior Environmental Employment Program (SEE) are outlined in this **Handbook**.

## **NCBA**

**NCBA** (*National Caucus and Center on Black Aging, Inc.*) is the only national organization dedicated exclusively to improving the quality of life for the elderly minorities and other low-income minorities. Headquartered in Washington, DC, NCBA is a 501 (c) not-for-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.

## 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 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.

### **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

<b>NCBA:</b>	National Caucus and Center on Black Aging, Inc.
<b>EPA:</b>	Environmental Protection Agency
<b>SEE Program:</b>	Senior Environmental Employment Program
<b>NCBA/SEE Director</b>	Overseer of day-to-day operations of the NCBA/SEE
<b>Management Analyst:</b>	Assistant to the Director and is responsible for recruitment, payroll, enrollments, and coordinating services with the EPA staff
<b>SEE Enrollee:</b>	An individual who is enrolled as a participant in the Senior Environmental Employment Program, and who is assigned to various offices and laboratories to lend technical and support services to EPA staff.
<b>EPA Monitor:</b>	An individual identified by EPA to provide day-to-day 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 with proper documentation.

Under no circumstances may an enrollee be assigned duties for more than ten hours per day.

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

Have in their possession a valid driver's license (the NCBA office will make a photocopy of the enrollee's driver's license and will place it in the enrollee's file).

Be willing to travel occasionally or frequently,

Be away from home for one or more nights.

Air travel may be required.

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.

Maintain motor vehicle liability insurance which covers business use of the vehicle by the SEE enrollee.



# NCBA SEE LOCATIONS

- **Florida**

1 Sabine Island Drive Gulf Breeze, FL 32561

- **Georgia**

61 Forsyth Street SW Atlanta, GA 30303

- **North Carolina**

109 T.W Alexander DR, MC-D323-05 Research Triangle Park, NC 27709

- **Ohio**

26 West Martin Luther King Drive, Cincinnati, OH 45268

- **Oklahoma**

USEPA Robert S. Kerr Environmental Research Center

- **Rhode Island**

27 Tarzwell Dr, Narragansett, RI 02882

- **Washington, DC**

730 Jackson Place Northwest, Washington, DC 20503

1200 Pennsylvania Ave NW Washington, DC 20460

1301 Constitution Avenue NW, Washington, DC 20004

## NCBA/SEE PROGRAM

**The National Caucus and Center on Black Aging, Inc.** are responsible for the administration of all aspects of the EPA/SEE Grant Program including 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. Pre-screen 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 in a fair and equitable manner 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.

## **IMMIGRATION AND NATURALIZATION SERVICE**

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 INS as proof of identity and assignment eligibility. (only one is needed):

- United States passport
- Certificate of U.S. Citizenship, INS Form N-560
- Certificate of Naturalization, INS Form N-550
- Unexpired foreign passport which:
  - a) Contains an un-expired stamp that reads, “processed for I-551” or,
  - b) Has a form I-9 attached, bearing the same as the employment authorization stamp. The period of endorsement has not yet expired, and the proposed employment is not in conflict with any restrictions or limitations on Form I-94.
- Alien Registration Receipt Card, INS Form I-151; or Resident Alien, INS Form I-551 provided it contains a photo of the bearer. Temporary Resident Card; INS form, 1-688; or Employment Authorization Card, INS Form, I-688A, provided that it contains a photo of the bearer.

Any one of the following documents are acceptable to the INS, at this time, to establish

### **Employment Eligibility only:**

- Original Social Security number card {other than one which specifically states that it does not authorize employment in the U.S.)
- Unexpired re-entry permit, INS Form 571;
- Unexpired Refugee Travel document. INS Form 571;
- Certificate of Birth issued by the State Department. Form FS-545.
- Certificate of Birth Abroad issued by the State Department. Form DS-1350;
- 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:

State-issued driver's license or identification card containing a photo, or if there is no photo, identifying information such as name, date of birth, sex, height, the color of eyes, and address.

Other documents established by the INS.

Photocopies of the identification and employment authorization documents will be made and attached to the INS 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 AM Saturday through 12:00 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 **writing** by the EPA Monitor. **Any enrollee reporting before 7:00 a.m. and staying beyond 6:00 p.m. must have the 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 more than forty hours per week will be paid at time-and-a-half accordance with 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 in excess of forty hours per week for any enrollee should be cognizant of the budget implications of the additional expense provided by time and a half rate 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.**

## **OVERTIME HOURS AND OVERTIME PAY**

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

In accordance with the provisions of the Fair Labor Standards Act, NCBA provides pay at a rate of time-and-a-half for tasks performed more than forty (40) hours per week. ***It is understood that any assignment hours in overtly (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 the 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 SEE 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 office will authorize the enrollee's return to EPA. *Failure to seek NCBA authorization to return to the assignment will result in NON-paid time 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 be assigned a pre-approved compressed schedule. However, several conditions must be met:

The Compressed Assignment Schedule consists of four- 10-hour days per week;

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; and,

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 Comprehensive Schedule is not given on demand but is approved by the EPA Monitor.

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

**NOTE: ERASURE AND WHITE-OUT ARE NOT ACCEPTED. STRIKE-OUT IS PERMITTED BUT MUST BE INITIALED. TIMESHEETS MUST BE ACCOMPANIED BY THE ORIGINAL SIGNATURE ENROLLEE**



# ENROLLEE BENEFITS

## **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 was scheduled on an assignment that day.

**Example 1:** Normal assignment day = 8 hours  
Will receive **8 hours** 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 in order 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) <b>New Year's Day</b>                | (2) <b>Labor Day</b>        |
| (3) <b>Martin Luther King's Birthday</b> | (4) <b>Columbus Day</b>     |
| (5) <b>George Washington's Birthday</b>  | (6) <b>Veteran's Day</b>    |
| (7) <b>Memorial Day</b>                  | (8) <b>Thanksgiving Day</b> |
| (9) <b>Friday following Thanksgiving</b> | (10) <b>Christmas Day</b>   |
| (11) <b>Independence Day</b>             | (12) <b>Juneteenth</b>      |

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

## **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 carryover hours is **AFTER THE LAST PAYROLL IN DECEMBER IS PROCESSED.**

Any accrued annual leave in excess of 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 actually 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 in excess of 160 hours will be lost after the last payroll in December is processed.

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.

The EPA Monitor must immediately notify the NCBA/SEE Management Analyst when any enrollee whose injury or illness, incurred on or off the job, results in an absence in excess of three (3) days. All absences due to illness or injury must be reported.

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 position** duty requirements.

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 time sheet will suffice. The Monitor must also continue signing the time and attendance reports.

### **COMPENSATION FOR ABSENCE DURING ASSIGNMENT RELATED INJURY OR ILLNESS**

Enrollee's 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. The applicable statutory waiting period will apply as follows:

**Three (3) days** in the states of: Alabama, California, Colorado, District of Columbia, Illinois, Iowa, Maine, Maryland, Missouri, New Hampshire, Oregon, Puerto Rico, Rhode Island, Washington, and Wyoming.

**Five(5) days** in the states of: Idaho, Massachusetts, Mississippi, Montana, Nevada, and North Dakota.

**Six (6) days** in the state of Montana.

**Seven 7 days** in the states of: Arkansas, Florida, Georgia, Indiana, Kansas, Kentucky, Louisiana, Michigan, Nebraska, New Jersey, New Mexico, New York, Ohio, Oklahoma, Pennsylvania, South Carolina, South Dakota, Texas, and Virginia.

In all states, the waiting period begins the day after the date of the injury or illness. 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 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 SEE Management Analyst, 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 (60<sup>th</sup>) day, must accrue before any additional extended leave without pay may again be granted.

Request for such leave must be submitted in writing by the enrollee to his/her immediate EPA Monitor and to the NCBA/SEE office, stating:

The reason for the leave.

The expected duration of the leave.

## **JURY OR WITNESS DUTY**

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 County, Municipal or Federal juries to do so. During the time spent serving, enrollees will receive their regular rate of pay.

NCBA will pay 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.

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.

## **Enrollee Health and Safety**

## HEALTH AND SAFETY POLICY

The NCBA/SEE Program holds the safety, welfare, and health of its staff and enrollees as a 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 not participate in activities or enter any areas in which hazardous substances are known to exist, particularly areas which require respiratory protection. Enrollees should not knowingly place themselves in any other hazardous situations.

### RESPONSIBILITIES OF ENROLLEES

More specifically, all enrollees are required to:

- Read and abide by all safety rules of this program and that of the EPA office to which they are assigned.
- Take every precaution and follow every safety rule to protect yourself and your fellow EPA employees from injury or illness, using any and all approved personal protective equipment required by the position they are performing (such as hard hats or steel toed shoes, goggles, or eye protectors).
- Report immediately any accident they witness or are involved in to the EPA Monitor and NCBA Program Director, and seek first-aid for all injuries, no matter how minor they may seem.
- 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 Worker's Compensation carrier. **You are not covered by Federal Employees Worker's Compensation.** NCBA/SEE enrollees are covered by NCBA's Worker's 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

## **PERFORMANCE STANDARDS**

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

- a. Complete assignments on time.
- b. Display a thorough knowledge of purpose, goals, and objectives of the position and is guided by them in the conducting of his/her assignments.
- c. Demonstrates initiative.
- d. Maintain a good attendance and punctuality record.
- e. Effectively plan and organize work.
- f. Display a good understanding of the relationships within the workplace and with outside organizations.
- g. Set goals and strive to attain them.
- h. Continually work to develop greater proficiency in the position.
- i. Accept and carry out responsibilities.
- j. Accept supervision and direction of the NCBA Management Analyst and EPA Monitor, and strive to complete tasks well, with a minimum of supervision.
- k. Adapt to changes in the assignment schedule or environment.
- l. Help to motivate others.
- m. Communicate effectively and tactfully with other

members of the staff, fellow SEE enrollees, cooperating organizations, and the public.

- n. Display resourcefulness.
- o. Demonstrate a positive attitude with other members of staff and with the EPA monitor.
- p. Adhere 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 Management Analyst 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 purpose and objectives of the NCBA/SEE Program.

## **SEE TIER ASSIGNMENTS**

### **Tier A: Administrative Support - \$15.00 to \$18.00 per hour**

Assignments in this tier involve at least some degree of creative, analytical, evaluative, and interpretive work. Duties generally consist of activities that include responding, monitoring, tracking, organizing, developing, compiling, arranging, following up on, coordinating and reporting. Skills utilized to support/assist federal government workers do not require extensive experience or a degree. This tier includes administrative assignments that requires proficiency with Microsoft Office. Assignments in this tier generally support federal workers performing administrative, technical, and professional duties. These support functions generally require substantial knowledge of administrative/program rules, regulations, and procedures. This tier also includes technical assignments that require a higher degree of skill in the use of laboratory equipment and/or the application of a variety of laboratory processes/procedures. Typically, a combination of a high school diploma (or GED) and several years of on-the-job training and experience lead to a demonstrated ability to perform the duties of the assignment.

### **Tier B: Technical and Moderate Professional - \$18.01 to \$21.00 per hour**

Assignments in this tier involve full performance of creative, analytical, evaluative, and interpretive work and may involve independent work. They require a range and depth of knowledge and judgment such as can be acquired only through familiarity with a recognized professional occupational field. Duties generally consist of activities that include researching, assessing, advising, recommending, proposing, developing strategies, evaluating, presenting, training, initiating, and responding. A substantial number of the assignment duties should fall within these types of activities. Skills utilized to support/assist federal government workers are typically acquired through completion of a full curriculum of a B.A./B.S. at a recognized college or university, several years of on-the-job training and experience, or a combination of the two.

### **Tier C: Independent Professional - \$21.01 to \$27.00 per hour**

Assignments in this tier involve expert level performance that is highly creative or specialized, analytical, evaluative, and interpretive work with a high degree of independent initiative and judgment in assigned areas of responsibility. Duties include providing expert advice or recommendations regarding policy, science, or inspections with the highest level of professional expertise. A substantial number of the assignment duties should fall within these types of activities. Skills utilized to support/assist federal government workers in this tier are typically acquired through a minimum of 10 years of related on-the-job experience, an advanced degree at a recognized college or university, or a combination of the two.



# **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 warnings 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:

If an enrollee is not performing in a satisfactory manner 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 to the NCBA/SEE Program office.

The enrollee is to be made aware of specific deficiencies and told the corrective action, and the appropriate time frame for completion of the cited corrective action must be given. 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 Program office. The memorandum should contain:

Reference to all previous informal discussions and the timetable agreed upon for progress and evaluation.

Identification of the enrollee's deficiencies in performance, attendance, and/or attitude, mentioning specific incidents whenever possible.

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 Management Analyst 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 evaluation of 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 told what action 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 National Director of Employment Services. 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 your office team.

## **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.

### **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.

The record should include the date and time of the warning as well as a summary of the discussion with the enrollee. Such a written record becomes a formal part of the enrollee's personnel record and the enrollee should receive a copy.

## 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. At all times, the enrollee's right to privacy should be respected.

## **TERMINATION**

Only the National Director of Employment Services have the authority to terminate a 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.

## **Just Cause**

Reasons for 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 an EPA assignment.
- 4) Reporting to 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 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, 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.

### **Reduction in Force**

NCBA has a number of cooperative agreements 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 makes a decision 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:

Enrollees with documented proof of poor or marginal performance will be laid off first.

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, persons 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 their SEE Participant's rights have been infringed upon, or who feel they have a valid grievance, are encouraged to present their complaints or grievances to management of NCBA 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:

**SEE Management Analyst  
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. Included in the report should be the enrollee's name and assignment address, the grievance, dates of occurrence, including 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- 3650AJ Ariel Rios Building North  
1200 Pennsylvania Ave. NW Washington, DC 20460**

# **Training, Travel and Other Expenses**



## **TRAINING**

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 Monitor should submit a memorandum requesting training to the SEE Management Analyst. (Training that does not incur cost can be arranged locally). The memorandum must include:

### **Name, position title, and location of enrollee;**

Description, length, cost, and justification for the training; and 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 week. Courses that last more than a week must be fully documented.)

The Program Director will inform the Monitor of the approval/disapproval of the training request. All training costs, charged to the grant line item, pertain to enrollee cost. All training, to include enrollees attending national conferences, must be approved 15 working days in advance by the EPA Monitor and the NCBA Program Director. A record of this training will be maintained by the NCBA/SEE office.

## **LOCAL TRAVEL**

The following rules apply when a private vehicle is in use:

Home to office/lab - Not reimbursed.

Proof of liability insurance coverage required by state law, name of insurer, coverage limits and the date of expiration of coverage.

Odometer readings are to be logged in from the point of departure to the point of arrival as well as the return trip.

Reimbursement for travel will be paid at the current federal GSA mileage rate for personal automobile usage as stated in cooperative agreement.

Request for travel must be submitted in a timely manner.

Taxi, Bus, etc.

In order 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 are incurred.

All out-of-town travel arrangements for SEE related travels will be handled by the SEE enrollees which included:

Ordering of tickets (airline, train, bus – Economy Class Only)  
Car rental (if necessary) – Compact Car.  
Hotel arrangements (Approval is required if rate is more than conus)

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:

Lodging (except with friends or relatives).

Meals and incidentals - this includes breakfast, lunch and dinner (alcoholic beverages and entertainment expenses are specifically excluded).

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 (Contiguous 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 10 hours or less during the same calendar day, except when travel exceeds 6 hours and either begins before 6 a.m. or ends after 8 p.m.

When does per diem start and stop?

When the traveler leaves home or office and returns to home or office. Exact times are to be included on Expense Reports.

Are receipts required?

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

How Is per diem calculated?

The Meals and Incidental Expenses (M&IE) rates are notated on the GSA per diem site and are to be used for business related travel purposes. (75% of the appropriate M&IE rate is applicable for the first and last day of travel. Other travel days are as quoted.)

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, delays, or luxury accommodations and services are solely the responsibility of the employee.

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 NCBA/SEE Program Director. Expendable supplies are such items as postage, office supplies (e.g. paper, folders, etc.). These types of Items are reimbursed *only* if approved and proper receipts are submitted.

### **TELEPHONE CALLS**

Telephone calls will be reimbursed with compliment of the following rules:

All calls must be listed on NCBA/SEE telephone log

Business calls directly related to the conduct of EPA business

All calls must be accompanied by a copy of the telephone bill

**NO PERSONAL CALLS** will be reimbursed.

# **POLICY STATEMENTS**

THE NATIONAL CAUCUS AND CENTER ON BLACK AGING, INC.

## **AFFIRMATIVE ACTION POLICY**

The National Caucus and Center on Black Aging, Inc. 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:

Title VI of the **Civil Rights Act of 1964** forbidding discrimination in federally assisted programs.

Title VII of the **Civil Rights Act of 1964** which 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.

**The Equal Pay Act of 1963** which covers all employees who are under the Fair Labor Standards Act. The Act forbids pay differential based on sex.

**The Age Discrimination Act** which prohibits discrimination against anyone at least 40 years of age in the United States.

**Federal Executive Order 11373** which requires every agency receiving federal financial assistance to contain a clause against discrimination because of race, color, religion, sex, or national origin.

**Rehabilitation Act of 1973. Section 504** which prohibits discrimination and ensures access to services for the handicapped.

**Administration on Aging Program Instruction AoA OI-75II** 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 single organizational unit. Preference for hiring shall be given to qualified older persons (subject requirements of merit employment system).

## Appendix- I

### **NCBA/SEE PROGRAM STAFF & ENROLLEE FACTS ABOUT POLITICAL ACTIVITIES**

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

- Engage in political activities (partisan or non-partisan) on the job; not at any time while in a paid status (sick leave, vacation, etc.)
- Present themselves as a spokesperson for NCBA or the Senior Environmental Program while engaged in partisan political activity; and,
- Enrollees who are assigned within federal agencies on federally-aided projects may have additional restrictions.



## Appendix II

### **NCBA POLICY MEMORANDUM #3**

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 is applicable at 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.

#### **Purpose**

NCBA recognizes that alcohol and drug abuse are serious health problems which 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 early death



## **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.

### **III. 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.

**IV.** 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 enrollees and program participants 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

### Appendix - III

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.

## **Appendix III**

### TRAINING

Generally, SEE enrollees are considered to be fully trained and experienced when enrolled, and 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 Monitor should submit a memorandum requesting training to the NCBA/SEE Program Director. The memorandum must include:

Enrollee name, position title, and worksite location.

An invoice or registration form and justification for the training.

And any other special circumstances that would help the NCBA/SEE Program Director understand the basis for the request. (Normally, training courses range from one day to one week. Courses that last more than a week must be fully documented.)

The NCBA/SEE Program Director will inform the Monitor of the approval/disapproval of the training request. All training costs will be charged against funds that have been committed for enrollee assignments.

If the training does not incur any costs, the Monitor only needs to submit a memorandum to the NCBA/SEE Program director. The memorandum must include:

Enrollee name, position title, and worksite location.

- Training course title and location.

## **APPENDIX IV**

### 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.

#### **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:**

All telephone calls must be listed on the NCBA/SEE Telephone Log.

A copy of the telephone bill must be attached to the NCBA/SEE Telephone Log.

### TRAVEL GUIDELINES

#### **POLICY STATEMENT:**

It is NCBA's policy to reimburse authorized enrollees who travel using the Federal Travel regulations and OMB Circular 122 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 the EPA Monitor. However, all enrollees must make every effort to obtain the most reasonable hotel rates for travel services.

#### **TRAVEL AUTHORIZATIONS 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, approved by the monitor, to the NCBA/SEE Program office at least seven (7) working days prior to travel and at that time travel advances will be prepared. Only 85% of the total Per Diem and ground transportation is 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 or rental car, must submit a Travel Request Form, approved by the monitor, to the NCBA/SEE Program office prior to the scheduled travel.

#### GENERAL TRAVEL POLICY:

All enrollees who travel on behalf of their EPA/SEE assignments and who frequently drive privately-owned vehicles 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 prior to 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 only be made by the NCBA/SEE Program staff. 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 privately-owned vehicle (POV) for travel are limited to 200 miles round-trip. If the planned authorized trip will exceed 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 insurer, coverage limits, and the date of expiration coverage to NCBA.

Privately-owned vehicles, when utilized, are at the risk of the owner. Enrollees using their privately-owned vehicles for their personal conveniences in the conduct of official business shall be entitled to the mileage rate allowed by NCBA Travel Policy. The mileage rate is in lieu of any and all operating expenses. Gas, oil, repairs, etc., are all included in the mileage rate. Enrollees must support mileage claims with odometer readings. Enrollees shall be responsible for maintaining their privately-owned vehicles 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.

All rental car reservations must be made through the NCBA/SEE Program office. An economy size 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 Image Waiver -LIW) offered by the car rental company. Insurance for collision 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) or party(ties) 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, office, or other point of departure and ends when the enrollee returns home, office, or other point of official return at the conclusion of 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 trip of a privately-owned automobile used by an enrollee from his home or place of business to a terminal, or from a terminal to either the enrollee's home or place of business.

Enrollees are allowed to make their own hotel arrangements. 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 departure from home, office, or other authorized point at the beginning of the trip or the time of return at the end of the trip involves 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. Reimbursements for enrollees, subject to Federal Travel Regulations, will be based upon location of site visited. Instructions for claiming reimbursement for expenses follow.

### GUIDELINES FOR CLAIMING REIMBURSABLE EXPENSES:

Expense reports must be typed and signed by the enrollee incurring the expense. Authorized approval by the monitor must be provided.

Amounts must be commensurate with the nature of the business assignment and must be in compliance with Federal Travel Regulations.

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 public transportation you are required to submit receipts if the cost is greater than \$2.50. You must state why you traveled from point **A** to point **B**.



Enrollees traveling overnight on official business may request reimbursement for up to two personal calls per trip to advise 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 log and accompanied by a copy of the telephone bill.

Reimbursement for mileage, using a privately-owned vehicle, will be paid at the current federal GSA mileage rate for personal automobile 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 procedures 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.***