

HR NEWSLETTER

OCTOBER 2007

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Sheri Kososik, Employee Relations Specialist, has moved her office. Her new office is right next door to the HR office (in John Fend's old office). Sheri's phone number is still the same. So if you are happen to be in the Jack Wilson building, stop by and say "Hi".



PERFORMANCE AWARDS

The Office of Human Resources issued a personnel bulletin establishing new guidelines on performance award processing guidelines and deadlines.

Performance-based cash awards are given to employees who are rated at Level 4 (Superior) or Level 5 (Exceptional). A cash award may be a specific dollar amount or a percentage of the employee's pay (up to 3 percent for a Level 4 rating and up to 5 percent for a Level 5 rating). Such awards are recommended by the immediate supervisor or rating official, and are approved under appropriate bureau delegations.

A Quality Step Increase (QSI) is a pay increase that provides faster than normal progression within grade steps for permanent GS employees. To be eligible, the employee must achieve an overall rating of Exceptional (level 5) on their Employee Performance Appraisal Plan.

For employees whose performance appraisal cycle ends on September 30, all awards must be received in HR by **November 15**. Ratings must be input **PRIOR TO** input of the award into the system, therefore, all performance appraisals must be received in HR by **October 30**.

For questions regarding Employee Performance Appraisals or awards, contact Sheri Kososik at X5527.

TSP Rate of Return

- G Fund: .41%
- F Fund: .78%
- C Fund: 3.76%
- S Fund: 2.97%
- I Fund: 5.36%
- L Income: 1.13%
- L2010: 1.13%
- L2020: 2.68%
- L2030: 3.09%



GRIEVANCE PROCEDURES UPDATE

The Departmental Manual Chapter on the Administrative Grievance Procedures, 370 DM 771, has been updated.

The updated policy reflects a more collaborative process to resolve workplace disagreements and promotes the use of alternative dispute resolution.

The new system also

represents a more streamlined process, which eliminates the right to appeal to the Office of Hearings and Appeals.

The policy is available on the HR website under Employee Relations, Grievances.

Please take some time to review the new procedures.

If you have any questions regarding the procedures, please contact



Sheri Kososik at 387-5527.



BENEFIT INFORMATION

The FY2008 benefit rates are now posted and available on OPM's website. Employees are also encouraged to visit individual benefit provider websites for 2008 benefit information. Most benefit providers post their 2008 information by the end of October.

Flexible Spending Account participants are reminded that they must

reenroll during the open season (November 12 thru December 10) to participate in 2008.

www.fsafeds.com

Employees wanting to enroll in dental or vision benefits must also reenroll for 2008.

Employees are encouraged to visit the BENEFEDS website and take a virtual tour of enhance-

ments to the new website which will be launched in November.

www.benefeds.com

Also, don't forget the Benefit Fair which will be held November 9th in the Multi Purpose Rm in the Jack Wilson Building from 9-noon.

Reminder: The 2008 benefit season is coming soon.

AND

The FY2008 Health, Dental and Vision benefit rates are now posted online at www.opm.gov/insure

TRAINING CALENDAR

Retirement Seminar

November 14-15

Holiday Inn

Supervisory Trng

January 23-24

Multi Purpose Room

Supervisory Trng (KSA)

February 5-6 (tentative)

Multi Purpose Room



BLM / BIA / NPS - NIFC

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We're on the web!

http://www.blm.gov/nifc/st/en/prog/fire/more/human_resources.html

EAP CONSULTANTS INC.

We have a new Employee Assistance Program (EAP) provider beginning October 1, 2007.

Employees are encouraged to visit their website at :

www.eapconsultants.com

Or, you can contact them 24 hours per day at:

1-800-869-0276.

You will need to identify yourself as a "NIFC" employee.

Promotional material will be available to employees soon.

For questions, contact Sheri at X5527.

