



HR Newsletter



In this newsletter:

- Fitness
- Reimbursement
- ER Corner
- EAP
- HR Contacts

Fitness Reimbursement Program - BLM

It is almost that time of year for employees who participate in the Fitness **Reimbursement** program to submit their information. Employees participating in the program and who are seeking reimbursement for 2010 must submit the following information:

- Informed Consent and Waiver form
- Memorandum - Report of Taxable Fringe Benefit
- Self Certification of Usage
- Paid receipts for months seeking reimbursement
- Fitness agreement

Paperwork submitted with missing information will be returned to the employee. Reimbursement paperwork is due COB January 30, 2011.

Employees with questions should refer to IM No. FA IM-2011-005 or contact Michelle Cook at ext. 5518.

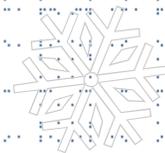
ER Corner - Ethics

HOLIDAY GUIDANCE

Each year at this time many of us participate in holiday celebrations and activities occurring in and out of the office. While this is a time of celebration and joy, we must still be aware that there are rules and regulations which apply to all Federal employees.

Gifts from non-Federal Sources

As a general rule, Department employees may not, directly or indirectly, solicit or accept a gift from a prohibited source (e.g., person or organization that has or seeks business dealings with the Department, is



- **December 24th is a Federal Holiday, HR will be closed**

- **December 31st is a Federal Holiday, HR will be closed**



ER Corner Continued....



regulated by the Department, or could be affected by the performance or non-performance of an employee's official duties); or given because of the employee's official position. Of course there are other exceptions to the gift rule. For additional information about exceptions to the general prohibitions regarding gifts from non-Federal sources, employees should refer to the Department's Ethics website at www.doi.gov/ethics.

Gifts between employees

Generally, the gift rule prohibits an employee from: Giving, donating to, or soliciting contributions for a gift to an official superior; and accepting a gift from another employee who receives less pay. There are exceptions to this rule, such as when the two employees are not in an official subordinate-superior relationship, or when there is a personal relationship between the two employees that would justify the gift. Also, a gift may be accepted if there is an official subordinate-superior relationship and it is ending due to retirement, resignation, or transfer.

There also is an exception for occasional gifts, such as a nominal gift at the holiday season given to an official superior or accepted from a subordinate or other employee receiving less pay, if the gift is not cash or other form of money and has a market value of \$10 or less per occasion.

Soliciting Contributions

Employees may solicit voluntary contributions of nominal amounts from fellow employees in the office on an occasional basis for items such as food and refreshments to be shared within the office. It is important to note that a contribution is not voluntary unless it is made in an amount determined by the contributing employee. Regulations issued by the U.S. Office of Government Ethics require a statement that an employee may choose to contribute less, or not at all, to accompany any recommendation of an amount to be contributed.

Remember, such contributions must be voluntary, and an employee who declines to contribute should not be excluded from a holiday celebration that is held in the office during business hours.

Special Issues Relating to Contractors in the Workplace

While employees working side by side with contractors in the Federal workplace have become increasingly common, it is important to remember that contract employees are not subject to the same ethics rules as are Federal employees. Federal employees must maintain an appropriate relationship with contract personnel even during the holiday season.

Contract personnel may attend government official social functions provided that the contract personnel do not bill the government for the hours spent at the social gathering. Contract personnel must coordinate and obtain approval from the Contracting Officer before they attend any government official social function to see if it is within the scope of the contract. If contract personnel use their own time to attend a government social gathering, or if the underlying contract does not include hourly billing, then contract personnel may attend government social functions.

Federal employees should remember that contractors are considered a prohibited source for purposes of the ethics rules and therefore all applicable regulations concerning the employees' interaction with a prohibited source, as mentioned above, should be followed.

If you have any questions concerning this information, contact Sheri Kososik at X5527 or you can check the DOI Ethics website at www.doi.gov/ethics

TSP Contribution Limits for 2011

Elective Deferral Limit: \$16,500

Catch-up Contribution Limit: \$5,500

For more information on TSP and contribution limits, visit the TSP website

<https://www.tsp.gov/index.shtml>



BLM/NIFC-HR

3833 S Development Ave

FA220

Boise, ID 83705

Phone:

(208) 387-5523

Fax:

(208) 387-5723

Web Site:

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

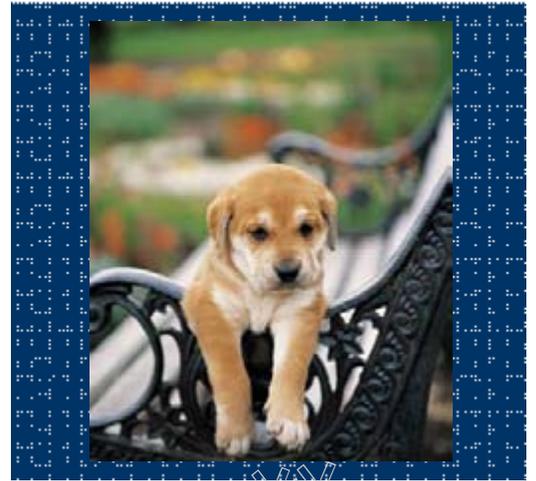


EAP Consultants Inc.

EAP Consultants, Inc. has valuable information that can be found on their website.

To visit the EAP web site, go to <http://www.eapconsultants.com/> in the right hand corner, click on Member Access, this will bring up a page that will ask you for our password.

The password is nifc



HR Contacts

	(208) 387-	
Tamara Neukam	HR Officer	5514
Sandy Tripp	HR Specialist (Class)	5627
Sheri Kososik	HR Specialist (ER)	5527
Wendy Little	Supv HR Specialist	5564
Ashanti Sloan	HR Specialist	5320
Suzanne Rebish	HR Specialist	5388
Ocie Rengifo-Aguilar	HR Specialist	5743
Michelle Cook	HR Assistant	5518
Helen Dorsey	HR Assistant	5346
Moonlight Bateman	HR Assistant	5498
Richard Moore	HR Assistant	5523



Human Resources
3833 S Development Ave
Boise, ID 83705



BLM/BIA/NPS/FWS-NIFC

