

HR Newsletter

BLM/BIA/NPS/FWS-NIFC

November 2010

VOL. 7 ISSUE 11



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Annual Leave Reminder

Employees are reminded that they may not carry more than 240 hours of annual leave into the new leave year which begins **January 2, 2011**.

To avoid forfeiture of annual leave hours in excess of 240 hours, employees are responsible for submitting their written requests for leave (OPM 71) to the appropriate supervisor for approval, and plan to use all excess annual leave between now and January 1, 2011. **Leave in excess of 240 hours must be requested in writing and approved prior to November 20, 2010, to be eligible for restoration.**



Note: Annual leave is not lost until after January 1, 2011. Employees wanting to restore lost annual leave should request that after January 2, 2011. Requests to restore annual leave received prior to January 2, 2011 will be returned to the sender. More information will be sent out at a later date on the process for restoring lost annual leave.

Don't forget the Federal Benefits Open Season runs from November 8th to December 13th.

2011 Benefits Open Season

OPM Benefits Open Season

The 2011 Federal Benefits open season runs from November 8th thru December 13th. During this time, employees will have the ability to enroll or change their benefit plans, such as FEHB, FEDVIP and FSA.

Some important things to do during Open Season:

- Review your FEHB plan option: There are some health plans that will be leaving the program for 2011. Employees who are enrolled in those plans must elect a new health benefit plan. Also, some plans are changing the area they cover or are changing their coverage options, therefore, employees need to review their health benefit plans to make sure they are aware of any changes to their plan.
- Re-enroll in FSA: If you elected FSA for 2010 and want to continue FSA for 2011, you **MUST** re-enroll. **Enrollment for FSA does not carry over from year to year.**
- Enroll or Cancel FEDVIP: If you did not enroll in a vision or dental plan and would like to, you must do this during open season. Also, if you elected a vision or dental plan for 2010 and do not want to continue it for 2011, you must cancel it during open season. **Note: You cannot cancel your FEDVIP coverage outside Open Season simply because you retire.**



ER Corner

EPAP and Award Reminders

Managers and Supervisors are reminded that FY2010 Employee Performance Appraisal Plans (EPAP) are due to Sheri Kososik in HR by close of business **November 19, 2010.**

Also, all performance awards pertaining to FY2010 EPAP's, including Quality Step Increases (QSIs) are due to Human Resources by close of business **December 15, 2010.** Supervisors who are looking for a copy of the DOI Awards form (DI-541) can find a pdf version on our HR website, under "forms". Questions concerning Awards and/or EPAPs should be directed to Sheri Kososik at ext. 5527.



What happens if you do nothing during open season?

- If you are enrolled in a health plan, you will stay enrolled unless your plan is leaving the program for 2011, then you will not be enrolled in a health plan
- If you were enrolled in a vision or dental plan, you will continue to be enrolled under that plan
- If you were enrolled in FSA for 2010, you will not be enrolled for 2011.

Note: You cannot enroll, change your enrollment, or cancel your coverage in these programs outside the Open Season unless you experience a Qualifying Life Event.

Employees are encouraged to visit the following websites for more information

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

<https://www.fsafeds.com/fsafeds/index.asp>

<https://www.benefeds.com/>

Also, don't forget the Benefits Fair on November 4th from 9:00 a.m. to Noon in the Multi Purpose Room in the Jack Wilson Bldg.

HR Contacts

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HR Website

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

November 11th is a Federal Holiday. Human Resources will be closed.

November 25th is a Federal Holiday. Human Resources will be closed.

HR will be closed November 26th.

November 2010

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

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BLM/NIFC
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