

**Senior Service America, Inc.
Senior Environment Employment Program
(SEE)**

Enrollee Handbook 2017



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*Gary A. Officer
Executive Director*

Dear Enrollee,

Senior Service America, Inc. (SSAI) has developed this Enrollee Handbook as an informational tool for the purpose of acquainting you with the policies, procedures, benefits and restrictions that affect your participation in the Senior Environmental Employment (SEE) Program. This Handbook is also a source of information for EPA Coordinators and Monitors. It includes an Appendix of forms for duplication. It is important to keep your Handbook nearby for frequent reference.

Provisions outlined in the Enrollee Handbook are not intended to bestow any rights or privileges on Enrollees or guarantee employment for any definite period. Enrollment in the SEE Program is a temporary one-year position and may be renewed on an annual basis. The enrollment relationship between SSAI and the enrollee is an at will relationship. This means that an enrollee is free to terminate his or her enrollment at any time during the enrollment period, and SSAI and EPA have the right not to renew an enrollee's enrollment agreement.

SSAI will review the SEE Program's policies, procedures, and benefits contained herein on a regular basis. In making revisions, the SEE Program will consider the need for and desirability of changes. SSAI may enhance, modify or delete any policy, procedure or benefit described in this manual at any time.

As a guide, this handbook is not intended as a document to cover all circumstances or situations. SSAI may find it necessary to handle a situation in a manner not specifically outlined in this handbook. For this reason, an enrollee with special circumstances may require individualized treatment to resolve a particular problem. In those situations, it may be appropriate for the SEE Program to treat an enrollee in a manner different from the general rules specified in this handbook.

If you have additional questions regarding personnel policies, practices, and procedures, please contact the SSAI-SEE Program Office at 301-578-8828.

Sincerely,

John Smith
Director, SEE Program

Introduction

Senior Service America, Inc.

Senior Service America, Inc. (SSAI) is a non-profit 501(c)(3) organization that provides employment and training opportunities to individuals age 55 and over. Located in Silver Spring, MD, SSAI works with a wide range of community and faith-based organizations, government agencies and institutions of higher learning to provide employment opportunities for older workers. SSAI operates the Senior Community Service Employment Program (SCSEP), funded by the Department of Labor, and the Senior Environmental Employment (SEE) Program, authorized by the Environmental Programs act of 1984.

Senior Environmental Employment Program

The Senior Environmental Employment (SEE) Program was authorized by the Environmental Programs Assistance Act (P.L. 98-313), passed by Congress in 1984. The purpose of the program is two-fold:

- To provide employment opportunities not otherwise available to individuals 55 years of age and older.
- To assist the Environmental Protection Agency (EPA) in its efforts to protect the nation's environment by allowing the agency to supplement its regular workforce.

The program was not intended to, and does not compete with the Civil Service system. To implement the SEE Program, EPA enters into cooperative agreements with six national aging organizations. They include:

- National Association for Hispanic Elderly (NAHE)
- National Asian Pacific Center on Aging (NAPCA)
- National Caucus and Center on Black Aged, Inc.(NCCBA)
- National Council on the Aging (NCOA)
- National Older Worker Career Center, Inc. (NOWCC)
- Senior Service America, Inc. (SSAI)

SEE PROGRAM GLOSSARY OF TERMS

Applicant	A person who applies for a position with the SEE Program.
Candidate	A person selected from the pool of applicants for further consideration (interview, testing, etc.) for a specific position.
Enrollee	A person enrolled in the SEE Program. Enrollees are not employees of the EPA and are not to be used to displace agency federal personnel. Enrollees are also not employees of the grantee organization; they are Enrollees in the SEE Program.
EPA-SEE Coordinator	A federal EPA employee who serves as the primary point of contact between the EPA office, headquarters and SSAI, with responsibility for verbal and written communications between EPA and SSAI, regarding budget requests, assignment descriptions, grant requests, quarterly reports, etc.
EPA Monitor	The federal EPA employee who provides day-to-day work direction to assigned Enrollees.
EPA Alternate Monitor and Designee	A person authorized by EPA to exercise the responsibilities of an EPA Monitor in the EPA Monitor's absence.
EPA Participating Office or Project Site	An EPA office which has Enrollees assigned and/or has committed funds for the execution of specific activities with the SSAI-SEE Program.
EPA Funding Office	The EPA office that provided funds for the execution of specific activities via a grant/cooperative agreement with the SSAI-SEE Program.
SEE Grantee	A private, non-profit organization, designated by the Secretary of Labor under Title V of the Older Americans Act of 1965, that has entered into a Cooperative Agreement with EPA to utilize the talents of older Americans in providing technical assistance to Federal, State and local environmental agencies. A SEE grantee may also be called a "recipient" or "sponsor."
Director, SEE Program	The person responsible for the overall administration of the National SSAI SEE Program, including policy, program and personnel decisions.
SSAI Field Operations Officer	An SSAI staff representative assigned to oversee the day-to-day SEE Program operations of a particular region, site, laboratory or location.

100 Equal Opportunity Employment

It is the Senior Environmental Employment (SEE) Program's policy to promote equal opportunity and nondiscriminatory practices in all facets of its operations. SSAI-SEE Program practices shall ensure that all persons have equal opportunity to work and advance within the SEE Program on the basis of merit, fitness and ability, regardless of color, race, sex, age, religion, political affiliation, sexual orientation, ethnic background, nationality, past military status or any other classification protected by law. Participants in this program must be 55 years of age or older as required by Public Law (P.L. 98-313).

101 Enrolling Persons with AIDS

With respect to Acquired Immune Deficiency Syndrome (AIDS), medical experts studying the disease have done a great deal of research to determine the disease is not spread through any form of casual contact with a person who has AIDS. Working with people who have AIDS, or people who have been exposed to the AIDS virus, will not cause co-workers to develop the disease.

In assuring a safe environment for all Enrollees, our policy is to enroll individuals with AIDS as long as a doctor pronounces them capable to work. Enrollees who are concerned about AIDS and would like to learn more about it are encouraged to direct inquiries to a health care provider.

102 Proof of Citizenship

The SSAI-SEE Program requires all Enrollee applicants to complete Immigration Form I-9 and provide documents to establish both identity and enrollment eligibility.

As a result of the Immigration Reform and Control Act signed on November 6, 1986, SSAI is subject to penalties if they knowingly hire illegal aliens, or discriminate against current or prospective employees/Enrollees because of their "citizenship status."

Any person legally eligible to work in the United States, who meets the age requirement for the SEE Program, may be considered an applicant for enrollment.

103 Disability

It is SSAI's policy to be responsive to any disabled Enrollees who can perform the essential functions of the assignment with reasonable accommodation(s). SSAI complies with all requirements of the Federal Americans with Disabilities Act (ADA).

104 Sexual Harassment

Sexual harassment of Enrollees in any form will not be tolerated. Sexual harassment includes, but is not limited to unwelcome sexual flirtations, propositions, verbal abuse of a sexual nature, requests for sexual activities, unwanted touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words, a display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault.

No SSAI employee, EPA employee or Enrollee shall threaten or insinuate, explicitly or implicitly, that another Enrollee's refusal to submit to sexual advances will adversely affect that person's enrollment in the SEE Program, performance evaluation, wages, assigned duties, shifts or any other condition of program enrollment. No SSAI employee or EPA employee shall promise, imply or grant any preferential treatment in connection with an Enrollee engaging in sexual conduct. Any Enrollee who feels they are being victimized as a result of sexual harassment by an SSAI employee, EPA employee or any person in connection with his or her enrollment status should bring the matter to the immediate attention of his or her Monitor, SSAI Field Operations Officer and/or the SSAI-SEE Program Director.

SSAI will promptly investigate all allegations of sexual harassment in a confidential manner and take appropriate corrective actions if warranted. Any questions about this sexual harassment policy should be brought to the attention of the SSAI-SEE Program Director.

105 Discrimination

Any incident or situation where an Enrollee believes he or she has encountered discrimination or harassment should be brought to the immediate attention of the Field Operations Officer. All complaints will be promptly investigated in a confidential manner. SSAI will take appropriate corrective action, when justified, to remedy all violations of these policies.

Each Enrollee has the option to follow the grievance procedures outlined in Section 1003 (pg. 34) of this Handbook. An Enrollee who believes that he or she has experienced discrimination by the SSAI-SEE Program may file a complaint of discrimination within 180 days of the discriminatory act. The complaint should be filed with EPA's Office of Civil Rights located in Washington, D.C. Further specific complaint procedures are set forth in the EPA regulations at 40 C.F.R. Part 7.

200 General Responsibilities

Enrollees are participants in the SEE Program, not Federal employees. Upon enrollment in the SSAI-SEE Program, Enrollees are assigned to an EPA Monitor. The Monitor will make sure the Enrollee understands his or her assignment and will provide any instructions necessary.

Monitors can provide information on assignment responsibilities, work schedules, timesheets, hours of work, and other similar topics.

201 Enrollee Responsibilities and Requirements

Due to the nature of the assignment, which is based upon an approved Position Description, Enrollees may be requested to:

- Hold a valid driver's license
- Travel frequently
- Be away from home for one or more nights
- Participate in air or land travel
- Participate in Medical Monitoring examinations
- Have access to a vehicle for use on assignments
- Have access to a cell phone for use on assignments

Enrollees are required to:

- Perform only those tasks that are consistent with the Position Description assigned by the EPA Monitor and in accordance with any work restriction imposed by a physician.
- Learn and conform to the standard procedures specified for carrying out assigned tasks.
- Inform SSAI of any changes in the scope of work, unsafe working environments or working requirements.
- Inform SSAI when job duties are substantially changed.
- Wear appropriate attire for the assignment.
- Take responsibility for prompt and accurate submission of timesheets and any required written activity reports.
- Adhere to the Rules of Conduct as defined in Section 900

202 EPA Monitor Responsibilities

There will be one primary person designated as the Enrollee's EPA Monitor. An alternate EPA Monitor will also be assigned to fill in when the primary Monitor is not available.

The EPA Monitor's responsibilities include:

- Developing the Position Description, the position requisition and commitment notice
- Screening resumes for potential candidates
- Conducting at least three in-person interviews for each vacancy (exceptions may be approved by SSAI.)
- Recommending candidates to be enrolled by SSAI
- Responding to the annual renewal of each Enrollment Agreement (This may include revising the Position Description as necessary. Enrollee duties shall not be altered without prior approval by SSAI.)
- Overseeing the Enrollee's activities, providing direction, task assignments and feedback
- Notifying the SSAI Field Operations Officer if an Enrollee misses three consecutive workdays for any reason including, but not limited to, illness or accident
- Advising the SSAI Field Operations Officer of problems or difficulties with an Enrollee and documenting those concerns
- Maintaining an inventory of all non-disposable equipment purchased by SSAI-SEE Program
- Ensuring that Enrollees are permitted the same amount of time for lunch, coffee breaks and time to attend scheduled meetings as all employees in the office to which the Enrollee is assigned
- Verifying, signing and correctly dating Enrollee timesheets. Verifying timesheets involves reviewing hours worked, total hours, proper program charged and making sure the Enrollee signs the timesheet
- Retaining copies of Enrollee timesheets for three years
- Ensuring that new Enrollees receive a "SEE Program Enrollee Orientation" from SSAI
- Recommending specialized training for Enrollees
- Ensuring the use of protective clothing (i.e., safety glasses, coveralls, mask, etc.)

if recommended by the Health and Safety Officer

- Determining whether Medical Monitoring is necessary for the safety of the Enrollee for the duties being performed, and ensuring that the designated Enrollees have been assigned to participate in Medical Monitoring by SSAI
- Resolving previously addressed but unresolved minor performance or conduct problems, and formalizing the counseling process with an SSAI Field Operations Officer
- Reviewing and approving accurate and complete travel expense reports, which include adequate documentation, required signatures and charging the proper program

203 EPA-SEE Coordinator Responsibilities

For each cooperative agreement, one primary person will be designated as the EPA-SEE Coordinator. The EPA-SEE Coordinator serves as the principal point of contact with the SEE Program Manager in the Office of Human Resources (OHR) and serves as the principal point of contact for the EPA-SEE Program's funding office. The SEE Coordinator's responsibilities include:

- Processing new funding or amendment packages for existing cooperative agreements
- Being responsible for the overall programmatic and financial management of the SEE Cooperative agreement
- Signing or initialing all commitment notices relating to the particular cooperative agreement as the official representing the funding office
- Resolving all disagreements relating to the cooperative agreement between sub-offices within the funding organization and forwarding a written summary of the disposition and the final determination to the SEE Program Manager
- Completing a quarterly reconciliation between office or regional records and the SSAI-SEE Programs' Quarterly Report
- Providing and maintaining a current roster of EPA-SEE Monitors and Alternates. The roster should include the current organizational mailing addresses, room numbers, email addresses, fax numbers and telephone numbers
- Providing EPA Monitors with policies and procedures
- Signing all paperwork and establishing new Position Descriptions by approving requisition forms and Position Description forms
- Referring the EPA Monitor to the SSAI-SEE Field Operations Officer for unresolved Enrollee problems/issues
- Assisting new SEE Enrollees in adapting to the EPA work processes

204 SSAI-SEE Program Staff Responsibilities

The National SSAI-SEE Program office is responsible for the general administration of the program including fiscal management, personnel policy development and implementation, and coordination with EPA offices.

The SSAI-SEE Program staff responsibilities include, but are not limited to:

- Providing a full range of human resource services, enrollee relations and fiscal management
- Submitting required and ad-hoc reports to EPA headquarters, handling all payroll and travel transactions, and overseeing the administration of Enrollee benefits including health insurance and Medical Monitoring
- Developing and maintaining SEE Program policies and procedures for staff and Enrollees
- Coordinating with EPA headquarters and other national sponsors in the operation of the overall program

Your assigned SSAI-SEE Program Staff will:

- Serve as the first point of contact for SSAI-SEE Enrollees and EPA Monitors
- Initiate and guide recruitment efforts by assisting EPA Monitors in developing a Position Description, drafting and placing vacancy announcement(s), completing applicant enrollment in the program and processing all enrollment documents
- Pre-screen all applicants, participate in interviews as needed, verify selected candidates' references and work closely with EPA staff
- Respond to Enrollee issues; assist with performance improvement and process terminations in a fair and equitable manner
- Perform periodic on-site visits and monitor programmatic activities to ensure working conditions, treatment and the work of the Enrollee is consistent with the provisions of the cooperative agreement and Position Description
- Ensure the Enrollee's safety, making certain he or she has not been assigned to buildings or surroundings that are unsanitary, hazardous or a danger to the Enrollee's health or safety

300 Enrollment and Position Assignments

There are many diverse assignments within the SEE Program. Enrollees have been assigned as chemists, biologists, lab technicians, engineers, maintenance and clerical staff. All positions are instrumental in helping EPA fulfill its mission of protecting the health and welfare of citizens of this country and the environment in which we all live. While assisting EPA in its mission, SEE Program Enrollees may not be used to displace individuals currently employed by EPA as part of its federal workforce.

Positions in the SEE Program are *not* permanent positions. They are temporary positions that will vary in duration depending on continued funding by EPA, changing needs or Enrollee performance.

301 Eligibility

Participation in the SEE Program is open to individuals age 55 and over as outlined in the public legislation governing the program. There are no income limits for eligibility in the program.

Proof of age must be presented during screening.

The required skill levels and experiences vary in accordance with the positions to be filled. For example, a local EPA office will assess its needs and, in conjunction with SSAI, design positions to be filled by Enrollees. Persons with the appropriate skill levels will be recruited to fill these designated positions.

SSAI SEE Program is required to check the Excluded Parties Listing System (EPLS) prior to enrollment to assure Enrollee's name does not appear as an ineligible person.

302 Position Description

Upon entry into the SEE Program, Enrollees are assigned to a specific position and given a Position Description stating the duties and responsibilities of the assignment. The Position Description may not list all duties an Enrollee will be called upon to do, but rather indicates the range of typical assignments. Enrollees are not to accept responsibilities outside the scope of work described in their Position Description without prior SSAI approval.

The Position Description is not meant to limit an Enrollee's initiative or the number of specific tasks that may be required. An Enrollee's duties may be modified to help better support the division to which the Enrollee is assigned. If new responsibilities are to be added, the Position Description must be changed by the Monitor to reflect the new duties and be approved by SSAI. The Monitor should discuss any changes in duties with the Enrollee and provide him or her with a copy of the revised Position Description.

303 Assignment Categories and Wage Levels

Assignment levels and pay ranges have been established by EPA's policies and procedures manual. Wage levels in the SEE Program are intended to be supplementary in nature and are not intended to be equivalent to the federal workforce or to the private labor market. Assignments in the SEE Program are divided into four levels, each with its own pay scale.

A. Level I — Light Clerical/Laboratory Support/Assistant I

Level I positions include Light clerical and support assignments largely concerned with routine entry level office or laboratory operations. Duties assigned may include:

- answering the telephone
- sorting and distributing mail
- addressing and stuffing envelopes
- delivering items
- filing
- copying and faxing documents
- maintaining clean and organized laboratory equipment

Proficiency in typing and word processing, nor full performance skills with computers or laboratory equipment is required. A high school education is not required to perform these duties. Positions in this level may include messenger, receptionist, file-clerk, and laboratory assistant.

Starting Wage — \$ 7.27 per hour
Maximum Wage — \$ 9.70 per hour

B. Level II — Light Clerical/Laboratory Support/Assistant II

Level II positions include clerical assignments that are generally in support of administrative, technical and professional federal government workers. A substantial knowledge of administrative and program rules, regulations and procedures are needed.

- Clerical assignments requiring a higher degree of proficiency in typing, word processing, and skill in the use of laboratory equipment and/or the application of a variety of laboratory processes and procedures.
- A combination of a high school diploma (or GED) and several years of on-the-job training experience that lead to a demonstrated ability to perform the duties of the assignment are needed. Positions in this level include secretary, clerk-typist, administrative and computer data entry operator.

Starting Wage — \$ 8.78 per hour
Maximum Wage — \$12.12 per hour

C. Level III — Technical/Administrative

Level III positions include some creative, analytical, evaluative and interpretive work and may involve work of an independent nature. These positions require a range, and depth of knowledge and judgment that can only be acquired through familiarity with the principles, methods and techniques of a particular recognized occupational field.

Assignments will generally consist of:

- Responding
- Monitoring
- Tracking
- Organizing
- Developing
- Compiling
- Arranging
- Coordinating
- Reporting

Skills utilized in Level III positions are typically acquired through the completion of a full curriculum at a recognized community college or college/university, several years of on-the-job training and experience, or a combination of the three, leading to a demonstrated ability to perform the duties of the assignment.

Positions in this level include, (but are not limited to) journeyman level administrative positions such as environmental protection specialist, program analyst, technical information specialist and investigator. Also included are technician positions that operate at the senior journeyman level, such as senior laboratory technician (including biological, engineering, and physical science specialists).

Starting Wage — \$10.30 per hour
Maximum Wage — \$13.92 per hour

D. Level IV — Professional

Level IV positions include assignments that demonstrate advanced levels of creative performance, analytical, evaluative and interpretive work, and independent work.

These positions require range and depth of knowledge and judgment acquired through familiarity with a recognized professional field.

Assignments will generally consist of:

- Researching
- Assessing
- Advising

- Recommending
- Proposing
- Developing strategies
- Evaluating
- Presenting
- Training
- Initiating
- Responding

Skills utilized are typically acquired through the completion of a full curriculum beyond a BA/BS at a recognized college or university, several years of on-the-job training and experience, and a combination of the two, leading to a demonstrated ability to perform the duties of the assignments.

Positions in this level include, (but are not limited to) attorney, auditor, accountant, mathematician, life scientist (toxicologist, zoologist, biologist) and engineer (environmental, mechanical, nuclear, geologist).

Starting Wage — \$12.72 per hour

Maximum Wage — \$18.16 per hour

304 Recruitment, Interviewing and Selection

SSAI makes every effort to successfully match applicants to position vacancies. To achieve this standard, an enrollment and recruitment process has been established. The SSAI-SEE Program Director or designee is responsible for contacting the EPA-selected applicant(s) and is the sole party authorized to make an assignment offer.

305 Right to Privacy

SEE Enrollees have a basic right to privacy when interviewing for new positions within the SEE program. This is the same privacy afforded applicants who do not wish to have their present employer contacted during the interview process.

306 Enrollment Procedures

Enrollment period is usually for one year and may be renewed upon the monitor's approval. Annual agreements may be terminated if the position is no longer required, funds are not available, or non-resolvable issues arise concerning performance.

Once a selection has been made, a new or re-enrolled Enrollee will receive an orientation from their SSAI Field Operations Officer and an assignment related orientation by their EPA Monitor. A copy of the approved Position Description and an Enrollee handbook will also be provided.

The following documents (original or copies) must be submitted to SSAI prior to the first day on the assignment:

- Application for Enrollment
- Enrollee Profile and Emergency Contact
- Enrollment Agreement
- Health Insurance and/or Medical Monitoring forms
- Local, State and Federal Withholding Certificates as applicable
- I-9 Employment Verification Form with supporting documents
- Notice of Personnel Action (NPA)
- Confidential Business Information Agreement (CBI)/Conflict of Interest Statement (CIS)
- Direct Deposit form and copy of voided check for checking account or bank form showing account number for saving account
- Driver's License or Picture ID
- Proof of age documents
- Letter Declining Health Insurance Coverage (if applicable)
- Valid Social Security Card

An Enrollee may not begin work until all enrollment forms are completed and submitted to the SSAI Office. If an Enrollee does not have a Social Security Card—Enrollee must show official documentation from the social security office that they have applied for a new social security card and are waiting for one to arrive.

The enrollment agreement outlines the terms and conditions of SEE assignments and may be renewed on an annual basis.

Enrollment in a SEE position is temporary and may be discontinued at any time.

307 Probationary Period

All new Enrollees are subject to an informal 90-day probationary period. The probationary period may be extended at the discretion of the EPA Monitor in consultation with the SSAI Field Operations Officer.

During the probationary period, the Monitor will observe an Enrollee's conduct and work performance and will decide whether the Enrollee has satisfied the requirements of the position. If the Monitor ascertains that the requirements of the position have not been met, the assignment may be terminated or the probationary period may be extended.

Termination may occur at any time during the probationary period. Should a termination be warranted, a termination letter will be provided to the Enrollee by SSAI-SEE Program Staff. Efforts will be made to assist Enrollees in meeting the requirements of the position before termination.

The EPA Monitor and Enrollee are encouraged to contact their SSAI Field Operations Officer for guidance and assistance during this process.

308 Job-Related Training

SEE Enrollees are considered to be fully qualified for positions when enrolled. However, technological changes, new equipment or revised program requirements may require additional training. If such training will incur costs, the EPA Monitor or Coordinator must submit a completed Notification of Personnel Action (NPA), travel authorization if necessary and paperwork registering the Enrollee for the training. These documents should be submitted to the SSAI-SEE Program three weeks prior to the training date. NPA's may be faxed or mailed. Only job-related training will be approved. See Page 31, Section 902 for more information.

Payments for job-related training will be processed by SSAI.

400 Enrollee Benefits and Leave Policies

All Enrollees in the SSAI-SEE Program are entitled to the benefits listed in this section.

401 Health Insurance

All SSAI-SEE Program Enrollees, working an average of 30 hours or more per week, are covered by a comprehensive health insurance plan paid for by SSAI. Coverage under the plan will begin the first of the month following your first day of enrollment into the SEE Program.

A health insurance packet providing detailed information on the plan will be mailed to the Enrollee within two weeks of the date of enrollment. The packet will provide an explanation of benefits, enrollment card, and claim forms. If an Enrollee chooses not to participate in the plan, he/she should identify the reason(s) for declining coverage.

Dental insurance is available upon request, at the Enrollee's expense, for those Enrollee working 17 hours or more per week. Dependent coverage is also available upon request. Please contact the SSAI Office to inquire.

For Enrollees who terminate from the SEE Program, coverage under the health plan would remain in effect until the last day of the month in which the Enrollee terminates from the SEE Program.

Under The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), continuation of health insurance is available to terminated Enrollees for a specified period.

402 Workers' Compensation Reporting Work-Related Injuries and Illnesses

SSAI provides Workers' Compensation benefits in the event of a work-related injury or occupational illness or death to Enrollees that occurs while on assignment in an EPA facility or conducting other authorized assignments on behalf of EPA. All injuries must be reported within 24 hours to SSAI. In case of an emergency, the Enrollee is responsible for immediately notifying his or her EPA Monitor and SSAI Field Operations Officer as well as seeking medical care. To submit a written report of such incidents, please refer to section 1003 on page 35.

It is essential that all information surrounding an injury or occupational illness be obtained. This enables the SSAI Field Operations Officer to report the incident accurately.

The Enrollee is responsible for the following:

- Submitting all necessary documents pertaining to Workers' Compensation claims for the State in which the Enrollee resides
- Ensuring that documents are properly filled out and submitted as soon as possible

SSAI will provide the Enrollee with a “First Report of Injury” form to be completed and submitted directly to the Field Operations Officer. A copy of the form can be found in the Appendix of this Enrollee Handbook. Enrollees who have filed a “First Report of Injury” form, and are unable to perform their duties because of the work-related injury, may become eligible to receive income benefits under the Workers’ Compensation benefit.

There is a statutory waiting period before income benefits are payable under Workers’ Compensation. During the “waiting period,” Enrollees may use sick or vacation leave. After the waiting period expires, the Enrollee may become eligible to receive income benefits under Workers’ Compensation if they are still unable to perform their duties.

403 Unemployment Insurance

SSAI pays into unemployment insurance programs in every state where SEE Program Enrollees currently work. An Enrollee who terminates and wishes to file for Unemployment insurance must file with the Unemployment Office within the state they worked. Each state sets different eligibility standards for collecting unemployment insurance. For questions relating to eligibility criteria, the Enrollee should contact the Unemployment Office in the state where his or her work site is located.

404 Leave Time (Vacation and Sick) Vacation Leave

A full-time Enrollee working 40 hours a week earns 120 hours (three weeks) of vacation leave per year. This equates to 4.62 hours of vacation leave per pay period. Persons working fewer than 40 hours per week will accrue leave time pro-rated based on the rate described above. For example, a person working 20 hours per week would earn 60 hours of vacation leave per year.

Because enrollment in the SEE Program is temporary, Enrollees are encouraged to use their vacation leave within the program year earned. If needed Enrollees may carry over up to 120 hours of vacation leave beyond December 31 of each year. Any vacation leave accrued in excess of 120 hours and not taken by midnight of December 31 will be lost. Terminated Enrollees will be paid for unused vacation leave.

Sick Leave

A full-time Enrollee working 40 hours a week earns 80 hours (two weeks) of sick leave per year. This equates to 3.08 hours of sick leave each two-week pay period. Enrollees may carry over up to 160 hours of sick leave beyond December 31 of each year. Any sick leave accrued in excess of 160 hours and not taken by midnight of December 31 will be lost. Sick leave should be used when illness prevents regular attendance at work.

In such cases, the Enrollee must notify his or her EPA Monitor of the illness no later than two hours following the Enrollee’s scheduled starting time. A doctor’s signed statement must be presented for an Enrollee to resume his or her normal assignment after an absence, related to illness or injury, of three consecutive days. After five consecutive days, a completed Notice of Personnel Action (NPA) must be submitted to the SSAI Field Operations Officer. This statement must be submitted to the EPA Monitor and the SSAI Field Operations Officer before the Enrollee returns to their assignment.

The SSAI-SEE office is the only office permitted to authorize the Enrollee's return to their assignment.

There is no arrangement for advancing sick leave. Once earned leave is exhausted, Enrollees must be placed in a LWOP status.

Sick leave may also be used for prearranged visits to a physician, dentist or medical facility by the Enrollee or immediate family. Enrollee may also use sick leave to care for an immediate family member. Sick leave may not be used for vacation or for other reasons. If an Enrollee has used all of his or her sick leave, he or she may use vacation leave in the event of an illness.

Immediate family is defined as mother, father, husband, wife, domestic partner, children, sister, brother, grandchildren and grandparents (including in-laws).

Enrollees who are terminated for any reason will not be paid for unused sick leave.

405 Holidays

Enrollees are entitled to the following 10 paid federal holidays:

New Year's Day	Labor Day
Luther King's Birthday	Martin Luther King Day
President's Day	Columbus Day
Memorial Day	Veterans Day
Independence Day	Thanksgiving Day
	Christmas Day

In addition, Enrollees will be paid for any other holiday observed by their assigned agency. In order to be entitled to holiday pay, Enrollees must show hours paid during the week of the holiday. For example: If an Enrollee takes LWOP during the entire week of a holiday, they will not be paid for the holiday.

Full Time Enrollees (40 Hours per Week)

Full-time Enrollees working 40 hours a week on a regular basis will be paid eight hours for holidays. Full-time Enrollees working 40 hours a week on a schedule other than eight hours a day (i.e., 10 hours a day, four days a week) will be paid eight hours for holidays. The full-time Enrollee will need to take an additional eight hours of time off during the same work week so as not to exceed the 40-hour per week limit.

Part Time Enrollees

Part-time Enrollees working less than 40 hours a week on a regular basis will have their holiday pay pro-rated based on a standard 40-hour work week. During the week of a holiday Part-Time Enrollees need to make the necessary adjustment to their work schedule to ensure they do not exceed their standard assigned hours.

For example, a person working 30 hours a week would earn six hours holiday pay and a person working 20 hours per week would earn four hours. If the pro-rated amount is less than the number of hours the Enrollee would normally work that day, the Enrollee may be allowed to make up the difference during the same work week by working additional hours or by using annual leave.

Part-time Enrollees not scheduled to work on the day of the week on which the holiday falls will be paid the pro-rated amount for the holiday. The Enrollee may take time off during the same week (equivalent to the number of pro-rated holiday hours) or they may work their regular schedule the rest of the week, provided that the monitor approves of the Enrollee working additional hours over their standard hours for that week and provided that the total paid hours for the week does not exceed forty.

Part-time Enrollees scheduled to work on the day of a holiday will be paid the pro-rated amount for that holiday. The Enrollee may take additional time off during the same week of the holiday, which will be equivalent to the number of pro-rated holiday hours.

A part-time Enrollee may not exceed their standard work hour limit for the week without pre-approval from his or her Monitor to work additional hours within that holiday week. If Enrollee works over forty hours, overtime rules apply.

Standard Hours Per Payroll Period	Paid Holiday Hours
80	8.0
72	7.2
62	6.2
56	5.6
48	4.8
40	4.0
32	3.2
20	2.0
16	1.6

For standard hours not listed above, divide standard hours by 10 to determine paid holiday hours.

406 Personal Day

All SEE Enrollees are granted one eight (8) hour, personal day, per calendar year. New Enrollees are not eligible for the personal day until 90 calendar days after their date of enrollment. An Enrollee is free to take the personal day at any time, provided he or she has obtained prior approval of his or her Monitor. The personal day can only be taken after an Enrollee's 90 calendar day probationary period.

The personal day must be used during the calendar year in which it is earned and must be taken as one day and may not be divided. The Enrollee should indicate on the timesheet which day is being taken as their personal day. Enrollees who terminate will not be paid for the unused personal day.

407 Bereavement Leave

SSAI-SEE Program Enrollees will be allowed three paid days to attend the funeral of an immediate family member. Immediate family is defined as mother, father, husband, wife, domestic partner, children, sister, brother, grandchildren and grandparents (including in-laws). The Enrollee should indicate on the timesheet which three days are being taken as bereavement leave, the number of hours that would normally be paid and the relationship to the deceased.

408 Jury Duty

In The Event an Enrollee is summoned for jury duty, he or she should report his or her normal work hours on the timesheet for those days spent on jury duty and attach a copy of the proof of service. Any stipends received for attendance on jury duty must be submitted to the SSAI Payroll Department, except for that portion designated for transportation or meals.

409 Leave Without Pay (LWOP)

An Enrollee may be on leave without pay for a maximum of one month (30 calendar days) in a given calendar year.

A formal written notice and a completed Notice of Personnel Action (NPA) must be submitted for approval prior to leave without pay status. If the Enrollee is unable to return to work after the 30-day period, his or her status changes to a voluntary termination from the SEE Program. Enrollees participating in the health insurance plan are covered while on leave without pay status.

Vacation leave, sick leave, and holiday pay will **not** be accrued or paid while on leave without pay status. Health insurance coverage would terminate on the last day of the month in which the Enrollee is terminated from the program. Extended health insurance benefits would be available under the COBRA law.

410 Administrative Leave

Administrative leave will be granted to SEE Program Enrollees in the following situations:

- Where the EPA facility or a particular unit within an EPA facility is closed
- Where federal employees of that facility or that particular unit are sent home
- When weather conditions force the closing of a facility
- Two hours administrative leave may be taken in order to vote on presidential election days

The Enrollee should indicate the number of hours he or she normally would have worked on his or her timesheet and designate that time as administrative leave.

Written notice of Administrative Leave must be forwarded to the SSAI-SEE Program office and accompany the Enrollee timesheet.

411 Family and Medical Leave of Absence

The Federal Family and Medical Leave Act of 1993 (FMLA) provides up to 12 weeks of non-paid leave in any 12-month period of time to care for a family member or for an individual's medical purposes. SSAI's FMLA policy follows the Federal FMLA policy. If an Enrollee is working in a state that has a more liberal Family and Medical Leave Act, then SSAI will follow that state's rules.

An Enrollee must have been enrolled in the SSAI-SEE Program for a minimum of one year and worked at least 1,250 hours during the 12-month period immediately preceding the request for FMLA leave. Once approved for FMLA, SSAI requires that all available leave, both sick and vacation, is used first. Then once these funds have been exhausted, non-paid FMLA will begin. If you are covered under the SSAI-SEE Program Enrollee Medical Insurance, your coverage will continue to be paid by the SSAI-SEE Program during FMLA.

An Enrollee wishing to use FMLA should submit an NPA and a written request to the SSAI-SEE Program Director with all necessary supporting documentation, including reason(s) for taking the planned leave and information or documentation from a medical professional. Contact your SSAI Field Operations Officer for questions regarding FMLA.

412 Military Leave

An Enrollee is entitled to time off for certain types of active or inactive duty in the National Guard or as a Reserve of the Armed Forces. In the event an Enrollee is summoned for military duty, he or she should report leave without pay on his or her timesheet for those days. A copy of the military orders should be attached to the timesheet. If the Enrollee will be out more than five consecutive days, a completed NPA with a copy of the military orders should be sent to SSAI.

500 Time and Attendance Reporting

501 Pay Periods

SSAI SEE Program Enrollees are paid every two weeks on alternate Tuesdays. Pay schedules will be provided annually. To obtain a current pay schedule, contact the SSAI-SEE Program office. Electronic timecard must be signed by enrollee and approved by their monitor on the Friday of the end of the pay period.

502 Time Keeping

A. Timecard

It is the Enrollee's responsibility to make sure their timecard along with any overtime authorization form is submitted accurately and on time. Enrollees who support multiple activities must charge their worked hours to the appropriate department code.

SSAI SEE Program Enrollee uses an electronic timecard system to record their hours. Enrollees are invited to register to the Electronic Timecard Portal to be able to use the online timecard system.

Enrollees and EPA Monitors/Designee should sign/approve the timecard on the last day of attendance for the pay period or the due. Timecards are due to Payroll by Friday, the end of the pay period or on the enrollee's last day of attendance. Timecards not approved online after the Friday deadline should be sent to the payroll Office via email or fax with the Monitor or Designee's approval.

Below are the timesheet codes that should be used to indicate the type of time off the Enrollee has taken.

Code	Type of Time-off
A	Administrative Leave
B	Bereavement Leave (please state relationship to deceased)
FMLA	Family Medical Leave of Absence
H	Holiday
J	Jury Duty
L	Leave without pay
P	Personal Day
S	Sick Leave
V	Vacation / Annual Leave

B. Timesheets

SSAI SEE Enrollees will use the Timesheet Form in Excel format initially to be paid if they are not yet registered with the Electronic Timecard Portal. The timesheet is also used when the enrollee forgets to enter their hours online after the timecard deadline has passed in order to be paid. The timesheet and instructions are available on our website.

503 Direct Deposit/Paycheck Availability

An Enrollee may elect to direct deposit his or her paycheck to more than one account, providing the appropriate information for each account is given to the SSAI Payroll Office. Direct deposit to a checking account requires a voided check, showing your name and address. Direct deposit to a savings account requires documentation from your bank showing the correct ABA/Routing and account numbers.

Paychecks/pay stubs will be mailed to the Enrollee's home address on the second Tuesday after the pay period ends.

Any changes in banks, account numbers or ABA/Routing numbers require written documentation. It normally takes two pay periods to process changes to your direct deposit account. Direct Deposit authorization forms are located in the Appendix of this Enrollee Handbook.

It takes two pay cycles to set up an account for direct deposit of paychecks. Enrollees will receive a "live check" until the direct deposit process is completed. In addition, any changes to an Enrollee's direct deposit account will take at least two pay cycles to complete. Enrollees will receive a "live check" until the changes to their account are completed.

600 Work Hours, Pay and Absenteeism

An Enrollee's schedule shall be established by the EPA Monitor and then sent to the SSAI-SEE Program Director for approval. Changes to work hours must be documented and submitted to the SSAI Field Operations Officer on a Notice of Personnel Action (NPA) form.

An Enrollee may not volunteer to work extra hours on his or her assignment. Enrollees may not work in excess of 80 hours a pay period or 40 hours a week without prior approval from their EPA Monitor. Enrollees are prohibited from working more than 10 hours a day or 40 hours a week, unless overtime has been authorized.

601 Standard Work Hours Per Week

Enrollees are required to work their approved standard hours per week. A part-time Enrollee may not exceed their standard work hour limit for the week without pre-approval from his or her Monitor to work additional hours within that week. The Enrollee must make the necessary adjustment to their work schedule to ensure they do not work over their standard assigned hours on holiday weeks. Otherwise, any time worked over an Enrollee's standard hours must be approved by their Monitor.

602 Overtime Hours and Overtime Pay

To help meet programmatic needs, a Monitor may wish to authorize overtime for hours worked in excess of 40 hours per week. However, Enrollees may not be forced to work overtime. In cases where overtime is needed, an "Overtime Authorization" form must be completed by the Monitor and submitted with the timesheet. A courtesy call should be made to the assigned Field Operations Officer when overtime is required. The Enrollee will be paid overtime rate for any hours in excess of 40 hours per week or in accordance to state overtime laws, provided the proper authorization has been obtained.

Overtime hours are different than standard hours. Overtime hours occur only when an Enrollee works more than 40 hours in a work week. Overtime Form must be completed, approved by Monitor or Designee, and then submitted to Payroll by Friday of the end of the pay period

603 Compressed Work Week

At the discretion of the monitor, a full-time Enrollee may work a compressed week of four 10-hour days. Enrollees may not work a compressed work schedule by working more than 40 hours the first week of the pay period and less than 40 hours the second week of the pay period. For example, an Enrollee may not work 48 hours one week and 32 hours the second week of the pay period. The reason for this is that even though the total hours for the pay period would be 80, the equivalent of two 40 hour weeks, overtime would be paid for the week exceeding 40 hours.

604 Salary and Pay Increases

SSAI administers pay increases based on EPA requirements.

The Enrollee will progress through the pay range of annual \$.50 an hour pay increases. Each \$.50 per hour increase will take effect on the anniversary date of the enrollment or new assignment date until the Enrollee reaches the ceiling of that particular pay level. No EPA evaluation or written request will be necessary for the pay raise to take effect.

Enrollees and Monitors should consult their Field Operations Officer with any questions related to increases.

605 Absence from Work

Absence from work due to illness, emergency and/or other reasons must be reported to the EPA Monitor no later than two hours following the Enrollee's scheduled starting time. An Enrollee shall call in each day during his or her absence unless other arrangements have been made with the EPA Monitor.

Failure to provide notification of absence may be reason for dismissal. If an Enrollee arbitrarily leaves the assignment for three working days without explanation or contacting the EPA Monitor, this assignment abandonment would be cause for termination.

Absence from the assignment for three unscheduled workdays due to medical reasons will require a doctor's statement to permit an Enrollee to resume their assignment after illness and/or injury. The doctor's statement must be furnished to the EPA Monitor and SEE Program Field Operations Officer before the Enrollee may resume work.

606 Work on Weekends

SEE Program assignments generally do not involve weekend work. An Enrollee cannot be forced to work on the weekends; however, weekend hours may be worked if the schedule is agreed upon by both the Monitor and the Enrollee. In such cases:

The Monitor must authorize overtime in advance for any hours in excess of 40 hours a week in all cases, your SSAI Field Operations Officer should be notified.

700 Travel Status and Training

Enrollee on official business travel is expected to exercise the same care in incurring expenses that a prudent person would exercise when traveling on personal business.

SSAI Travel Policies and Procedures provide detailed instructions on:

- Rental car usage and insurance coverage
- Mileage reimbursement
- Procedures for making airline reservations
- Requests for advance travel funds
- Travel authorization and expense report forms

SSAI provides collision insurance for SEE Enrollees who travel on official business. Auto insurance cards are issued to all Enrollees who travel. These cards must be carried when renting cars. Insurance cards are not for an Enrollee's personal use. No reimbursement will be given for other insurance taken in conjunction with a car rented while on official business. SSAI will not be responsible for damages or expenses incurred while on personal business.

701 Extended Time and/or Overnight Travel

The Enrollee's authorized work hours during the regular work week determine the compensation an Enrollee will receive while on travel. These are the hours an Enrollee is eligible for pay. Travel time to and from work site will be treated as non-work time. The following examples demonstrate how travel hours are governed:

- The Enrollee normally works from 7:30 a.m. to 4:30 p.m. and is asked to travel on a Sunday from 7 a.m. to 3:30 p.m. to be able to attend a Monday morning meeting. The Enrollee would be paid for travel time on Sunday from 7:30 a.m. to 3:30 p.m.
- The Enrollee normally works from 8:00 a.m. to 5:00 p.m. and travels on a Saturday from 12 noon to 7:00 p.m. The Enrollee is paid from 12 noon to 5:00 p.m. for work on Saturday.

PLEASE NOTE: If an Enrollee travels on Saturday, and there is no business scheduled for Sunday, the Enrollee will not be paid for any time on Sunday.

Time spent in travel before or after the workday, at the beginning, end, or during a trip involving an overnight stay, will NOT be considered work time.

For example: The Enrollee's authorized work hours are from 9 a.m. to 5 p.m. The Enrollee leaves home at 7 a.m. for a 9 a.m. flight, arrives at City X at 11 a.m., and works the remainder of the workday in City X. The Enrollee spends the night at a hotel. The next day, the Enrollee works until 2 p.m. in City X, drives an hour to the airport with an hour at the gate prior to departing at 4 p.m. for a return flight home, arriving at the destination airport at 6 p.m. The Enrollee then spends an hour traveling from the airport to home, arriving home at 7 p.m. The Enrollee will be paid for two workdays.

When an Enrollee is **required** to travel out of town on a holiday, the Enrollee will be paid for the actual travel hours that correspond with regular workweek authorized hours, in addition to the holiday pay that would normally be paid.

For example: The Enrollee's authorized work hours are from 9 a.m. to 5 p.m. The Enrollee travels from 12 noon to 4 p.m. on a holiday to attend an 8 a.m. meeting the next work day. The Enrollee would receive their regular 8 hours of pay for the holiday, plus four hours of pay for the four hours of travel time on the holiday (12 hours of pay total).

If overtime occurs, the Enrollee will receive overtime pay computed at time and a half, if the overtime was approved in advance by the EPA Monitor or unless equivalent time off has been granted and is taken in that pay period. When an Enrollee works more than 40 hours in a work week, the overtime must be recorded on the timesheet for the pay period in which the overtime was actually worked. When the EPA Coordinator has not granted "blanket" approval for Enrollees to work overtime within the Cooperative Agreement, the EPA Monitor must submit, and attach to the Enrollee's timesheet, a statement of written approval to work overtime from that Coordinator.

Please contact your Field Operations Officer for clarification of the travel policy.

702 Travel Authorizations and Travel Advances

Travel authorizations for an Enrollee's business travel should be approved by the assigned monitor and faxed, original copy in the mail, to the SSAI-SEE **Program office at least two weeks prior to travel. Travel authorizations must contain a breakdown** of costs for all travel expenses. After the travel authorizations have been forwarded to the SSAI-SEE Program office, a complete approved authorization will be faxed to the Enrollee. A completed form will have approval signatures from the assigned Monitor and SSAI-SEE Program Director. A copy of the authorization form should be attached with the travel expense report that is submitted at the conclusion of travel. Airline or land travel reservations may not be granted until an approved travel form has been filed in the SSAI-SEE Program office.

Travel advances are based on estimated costs. No more than two advances will be permitted at any one time. All travel advances will be reviewed on a case-by-case basis. Travel advances will take seven business days to process. Any emergency or last minute trips must be discussed with the Field Operations Officer.

703 Travel Expense Reports

Original travel expense reports should be submitted to SSAI within two weeks after the completion of travel. Faxed Travel Expense Reports will not be accepted. Expense reports should be completed in ink or by typewriter, signed by the Enrollee and approved by the Monitor. A copy of the approved travel authorization form and receipts showing date, amount, and nature of expenditure should be attached to the travel expense report for all reimbursable expenses. Expense reports that do not follow SSAI guidelines will be returned to Enrollees for corrections. SSAI SEE Program has an established policy for handling finance questions or concerns. If you have questions or concerns regarding your travel authorization request or travel expense report, you should call or e-mail your Field Operations Officer or SEE Program Director.

704 Reimbursable Expenses

A. Hotel Expense

The cost of hotel accommodations and taxes during business travel will be reimbursed. Enrollees unable to obtain accommodations within Federal reimbursement guidelines should request the travel agency secure the lowest available rate. This information must be included on the approved travel authorization.

Hotel reservations made through the SSAI travel agency are guaranteed and subject to cancellation fees. It is the Enrollee's responsibility to cancel unneeded reservations to avoid cancellation charges. Enrollees should note the date and time of cancellation, the cancellation number, and with whom the cancellation was made. Failure to secure this information may result in a cancellation fee being charged to the Enrollee. Hotel "no-show" charges are not reimbursable.

B. Meals & Incidental Expenses

Enrollees are entitled to reimbursement for meals and incidental expenses (M&IE) at the per diem allowance published in the Federal Travel Regulations. Per diem will be reimbursed at 75% of the applicable rate on the dates of departure and return. M&IE allowances are applicable for travel in which an Enrollee is away from their official office site on business for 12 hours or more. Enrollee on business travel for 12 hours or more is entitled to the 75% rate of the per diem allowance applicable to the location of the temporary duty station.

C. Airline / Train Travel

Travelers are expected to use the most economical travel option available at the time reservations are made. If coach class is not available, travel should be rescheduled. Connecting flights, rather than non-stop or direct flights, should be used if there are substantial savings. Excess personal baggage charges are not reimbursable.

PLEASE NOTE: If an Enrollee travels on Saturday and there is no business scheduled for Sunday, the Enrollee will not be paid for any time on Sunday.

D. Rental Car

Rental cars should be requested only when necessary, and authorized prior to travel. Every effort should be made to secure a cost-effective rental car. For example, a rental car should not be larger than a full-size automobile, luxury cars should be avoided and every attempt should be made to obtain a car with unlimited mileage. In addition, high-cost downtown or hotel parking should be avoided. It is the Enrollee's responsibility to refuel the rental car prior to returning it to the rental agency in order to avoid excessive refueling charges.

The SEE Program will reimburse actual toll expenses incurred during authorized business travel. As many toll booths are no longer accepting a cash payment option, travelers must use a toll transponder (an electronic device mounted to the car windshield that picks up toll entry and exit sensors and applies payment to the account). If deemed to be the most economical, travelers should select the rental car prepaid toll service option, at the time of signing the rental agreement. Failure to plan ahead may result in excessive administrative fees imposed by the rental agency at the Enrollee's expenses.

The Enrollee should sign "SSAI" on the "Enrollee's Name" line on the car rental agreement. The Enrollee is the only person authorized to drive the rental car. Monitors or other EPA staff is prohibited from riding in the rental car. Cars rented in SSAI's name for business travel may not be used for personal use and should be returned to the rental agency at the end of the scheduled authorized travel. In cases where these policies are not followed, the Enrollee will be billed for a pro-rated share of the cost of the car rental. The pro-rated cost will be equal to the number of days (or partial days) of personal use divided by the total number of days the car was rented.

E. Local Transportation

Local transportation includes travel to and from terminals as well as other local transportation necessary for conducting business. Airport shuttles, taxis and public transportation, rather than a rental car, should be used whenever possible.

F. Mileage Reimbursement

Enrollees using their own vehicle for official business or driving to and from SEE approved training facilities are entitled to the mileage rate allowed by the Federal government. Mileage reimbursement is in lieu of all operating expenses such as gas, oil, and repairs. Enrollees must support the mileage claim with odometer readings.

Enrollees should be responsible for maintaining their vehicles in safe operating condition and will also be responsible for providing insurance. Privately owned vehicles, when used for business, are at the risk of the owner. If SSAI is responsible for liability, it would be in a secondary manner.

PLEASE NOTE: Refrain from texting and wear a seatbelt while driving.

G. Telephone

Up to two personal calls per trip, which should be indicated on the room receipt, will be reimbursed. Reimbursement is limited to \$10.00 per trip. Business calls are reimbursable and should be reported under "Other Expenses" on the back of the expense report. Details on the nature of the call must be provided, for example, "call to office" or "call to project site." Telephone reimbursement must be direct charges for specified calls that were billed to the Enrollee by the Enrollee's telephone provider. Reimbursements for items not associated with a direct charge on the bill will not be reimbursed.

705 Reservations/Travel Arrangements

Travelers should contact the Metropolitan Travel Secretary to make airline reservations as early as possible in order to take advantage of discounted airline fares. Airline and car rentals should be made through SSAI's appointed travel agency. The travel agency will not issue tickets until they have received a copy of the approved itinerary from SSAI. If a planned trip is not taken, the Enrollee must cancel unused reservations with SSAI's Travel agency and the unused ticket (or e-ticket receipt) must be returned to the SSAI-SEE Program office.

Failure to cancel unused reservations may result in the Enrollee being charged for the amount of the ticket.

706 Business Cards

Enrollees may be authorized to use business cards if they are needed to perform tasks outlined in current Position Descriptions. The cost of printing business cards is an allowable cost. However, it must be approved by the Monitor and SSAI-SEE Program Director. The business card layout should be as follows:

Phone #:
Fax #:
Email:
Name of Enrollee Assisting the Environmental Protection Agency under a Cooperative Agreement with SSAI
Senior Environmental Employment (SEE) Program Street Address of Enrollee's Office including Mail Code City, State and Zip Code

No organizational logos are to be used. Business cards should be printed in either blue or black ink. The type style for name must be Century Schoolbook (12 point). The body type style should be Geneva.

800 Enrollee Health, Safety and Medical Monitoring

EPA Monitors are responsible for assuring their work sites do not present safety hazards to Enrollees. EPA Monitors will acquaint Enrollees with proper safety procedures and any special safety equipment required to perform their assignments. Enrollees are expected to use proper safety precautions in the performance of assigned duties and to wear the appropriate safety equipment as instructed by the EPA Monitor.

801 Precautionary Measures

SSAI holds the safety, welfare and health of Enrollees in the highest regard. Enrollees are responsible for exercising maximum care and good judgment in preventing accidents. Enrollees are required to:

- Follow every precaution and safety rule to protect themselves and fellow Enrollees from injury and illness
- Immediately report any accident, involvement or witnesses, as well as, unsafe conditions, equipment or practices observed, to the EPA Monitor and SSAI-SEE Program Director
- Seek first-aid for all injuries however minor they may seem
- Read and abide by all safety rules established by the EPA office and established by the SEE Program
- Use any and all personal protective equipment required by the assigned task being performed
- Take advantage of opportunities to serve on safety committees or otherwise promote safe working conditions for everyone

802 Medical Monitoring Program

Based on the duties and responsibilities outlined in the Position Description, certain assignments may require participation in the SSAI Medical Monitoring Program. Generally, only those assignments involving possible exposure to hazardous materials or those assignments involving substantial time away from EPA would require Medical Monitoring examinations.

Upon enrollment in the SEE Program, Enrollees who are required to participate in Medical Monitoring must successfully pass the occupational standards of a medical examination. Medical Monitoring is required on an annual or periodic basis and an exit examination is required upon termination. All Medical Monitoring examinations are paid by SSAI. Enrollees in positions requiring Medical Monitoring need to complete a Medical Monitoring questionnaire. Timely and successful completion of Medical Monitoring examinations are a condition of continued enrollment.

900 Rules of Conduct

Although Enrollees are not EPA employees, they are associated with the agency. An Enrollee's actions and oral representations could reflect upon EPA. Enrollees are to avoid any actions that may result in or create the appearance of using the association with EPA for private gain. Undermining public confidence in the integrity of EPA programs is also discouraged.

901 Enrollee Restrictions

It should be clearly understood that Enrollees are not employees of the EPA and cannot act as authorized representatives of EPA or the Federal government. Limitations restrict Enrollees from policy-making decisions and from managing EPA programs or budgets.

Under guidelines established by the Office of Management and Budget (OMB) pertaining to all federal grants and cooperative agreements, Enrollees are not eligible to receive transportation subsidies or cash awards through EPA's performance award program. Each Enrollee must sign an Enrollee Restriction form at the time of enrollment.

SEE Program Enrollees are not permitted to do the following:

- Conduct EPA criminal investigations
- Control agency prosecutions or perform EPA adjudicatory functions
- Determine EPA policy, program priorities or budget requests
- Collect, control or disburse Agency fees, royalties, duties and other public funds
- Determine the content of regulations or how they will be applied to particular cases
- Issue or sign EPA orders or federal employees' time cards
- Drive government vehicles or government-rented vehicles
- Sign EPA correspondence that commits the EPA to action or fines
- Negotiate for the EPA
- Select or non-select individuals for EPA employment
- Approve Position Descriptions and performance standards for EPA employees
- Direct, control or supervise government employees or contract employees

- Determine EPA budgeted policy, guidance and strategy
- Control EPA accounts or administer EPA trust funds
- Sign financial documents as the certifying official
- Determine EPA's property to be disposed of and on what terms
- Handle Confidential Business Information (CBI) related to TSCA or contractors
- Handle CBI under other EPA statutes except where specifically authorized by EPA Regulation
- Utilize the EPA Wellness Center
- Utilize EPA Health Centers except in case of emergency
- Approve EPA responses to Freedom of Information Act (FOIA) requests, except for routine responses
- Approve EPA responses to administrative appeals or denials of FOIA requests
- Approve EPA licensing actions and inspections
- Regulate industry or select program priorities
- Conduct administrative hearings or review findings concerning the eligibility of EPA employees for security clearances, or actions affecting matters of personal reputation or eligibility to participate in EPA programs
- Determine supplies or services to be acquired, assistance awards and IAGs
- Serve as voting, non-voting or technical advisory members for source selection evaluation boards on contracts or competitive assistance agreements
- Approve, award, administer or terminate contracts, assistance agreements or IAGs
- Determine whether costs incurred are eligible, necessary, reasonable, and allowable for contracts, assistance agreements or IAGs
- Receive cash awards via EPA performance awards program

902 Conflict Of Interest Statement

A SEE Enrollee must not participate in any activity relating to EPA interests if, to his or her knowledge, any of the following persons or organizations has a financial interest in the activity:

- The Enrollee, his or her spouse or children
- A domestic partner
- An organization (other than a public agency) in which the Enrollee serves as an official or employee
- Any person or organization with whom the Enrollee is negotiating or has any arrangement concerning prospective employment

Also avoid any action that might result in, or create the appearance of:

- Using position for private gain
- Giving preferential treatment to any organization or person
- Losing independence or impartiality
- Making an official decision outside official channels
- Undermining public confidence in the integrity of EPA programs

Each Enrollee must sign a Conflict of Interest Statement at the time of enrollment.

903 Confidentiality Business Information (CBI)

SEE Enrollees are required to sign a confidentiality agreement at the time of enrollment to emphasize their liabilities if they willfully disclose information to any person not authorized to receive it.

904 Excluded Parties Listing System (EPLS)

SSAI SEE Program is required to check the Excluded Parties Listing System (EPLS) prior to enrollment to assure Enrollee's name does not appear as an ineligible person.

The EPLS is an electronic, web-based system that identifies those parties excluded from receiving Federal contracts, certain subcontracts, and certain types of Federal financial and non-financial assistance and benefits. The EPLS keeps its user community aware of administrative and statutory exclusions across the entire government, suspected terrorists, and individuals barred from entering the United States.

905 Lobbying Activities

Enrollees are free to engage in political activities, however, certain restrictions apply:

- Enrollees cannot engage in partisan or nonpartisan political activity during hours in which the Enrollee is paid with SEE Program funds
- Enrollees are not permitted to engage in partisan political activity in which the Enrollee represents himself or herself as a spokesperson for the SSAI-SEE Program
- Enrollees may not be assigned to the office of a member of Congress, or a State or local Legislator
- Enrollees cannot be assigned to the staff of any legislative committee
- Enrollees may not be assigned to the immediate office of any elected chief executive officer(s) of a State government or a unit of general local government (exceptions may be made under specific circumstances)
- Enrollees may not be assigned to perform any political activity in the office of any elected official. However, since non-political activities fall under the responsibility of elected officials, the assignment of an Enrollee to such activity may be proposed but shall not be made without the prior written approval of the SEE Program Manager

Persons governed by Chapter 15 of Title 5, United States Code, the Hatch Act, shall comply with its provisions as interpreted by the United States Office of Personnel Management.

SEE Program funds cannot be used in any way to attempt to influence a member of Congress to favor or oppose any legislation or appropriation by Congress.

SEE Program funds cannot be used, in any way, to attempt to influence a member of state or local legislature to favor or oppose any legislation or appropriation by that legislature.

906 Drugs and Alcohol in the Workplace

SSAI absolutely prohibits the use, consumption, sale, purchase, transfer or possession of any illegal or non-prescription drug by Enrollees during working hours or while on the premises of the local EPA work sites. Illegal drugs are defined, for the purposes of this policy, as any drug that is either not legally obtainable or is legally obtainable but has not been prescribed by a doctor. Legally prescribed medications are not covered under this policy and are permitted to the extent that their use does not adversely affect the Enrollee's job performance or the safety of others in the workplace. Enrollees are also strictly prohibited from being under the influence of alcohol during working hours or while on the premises of the local EPA work sites.

SSAI will, to the best of its ability, work with Enrollees suffering from drug and alcohol addiction to provide the assistance necessary to overcome their dependence.

- Any Enrollee seeking such assistance is encouraged to discuss the matter with his or her Monitor and/or SEE Program Coordinator before problems begin to surface in the workplace
- Any disclosures made by an Enrollee will be treated as strictly confidential
- The Enrollee's decision to seek assistance will not be used as the basis for disciplinary action or used against the Enrollee in a disciplinary proceeding

Violation of this policy can result in disciplinary action, up to and including termination from the SEE Program.

1000 Enrollee Performance and Corrective Actions

Enrollees in the SEE Program are expected to demonstrate behavior on the job that reflects favorably on SSAI and the EPA. In the event performance on the job falls short of expectations, the following disciplinary measures may be used in an effort to bring about a change in behavior.

A. Oral or Written Warning

An oral or written statement by the Monitor expressing dissatisfaction with the Enrollee's work performance and outlining specific actions needed to improve the situation. Documentation providing the date and a summary of the warning will be submitted to the SEE Program Coordinator and the Field Operations Officer where it will become a part of the Enrollee's personnel record. The Enrollee will also be given a copy of any written warning.

B. Letter of Reprimand

The letter of reprimand written to the Enrollee by the SSAI-SEE Program Director or designee is the final warning. Unless the Enrollee's behavior changes by a specified deadline, the Enrollee will be terminated on a specified date. The letter should summarize the dissatisfaction with the Enrollee's behavior, the failure to improve following counseling, and an initial warning.

A copy of the letter will be sent to the SEE Program Coordinator and a copy will be placed in the Enrollee's personnel file.

1001 Termination

Only the SSAI-SEE Program Director may terminate an Enrollee. Most often, termination is at the request of an EPA Monitor or Coordinator. An EPA Monitor may recommend termination for good reason at any time during enrollment based on appropriate documentation. In all cases, the EPA Monitor and the Field Operations Officer should work in concert to provide the Enrollee guidance and assistance. If the disciplinary measures do not bring about the desired change within a specified period of time, the Enrollee will be discharged.

Reasons for termination may include, but are not limited to the following:

- Physical violence, disorderly conduct or disruptive behavior
- Refusal to follow directions of the Monitor during work hours
- Reporting to work under the influence of alcohol or illegal drugs
- Sleeping while on the job
- Repeated tardiness and/or absenteeism
- Repeated violation of safety rules
- Theft, fraud, or falsifying records

Enrollees may be laid off if EPA makes a decision to abolish a position due to budgetary considerations, reorganization or changing needs. Enrollees who have been terminated may be called back to work upon reinstatement of funding for any position they are qualified to perform. If other positions are available within the same EPA geographical location, persons who have been terminated due to a reduction in force may interview for a position they are qualified to perform. A guarantee of enrollment cannot be made. Enrollees being terminated due to a reduction in force will be notified in writing by the Field Operations Officer no less than two weeks prior to the date of termination. It should be understood that SEE Program positions are not permanent positions and may be discontinued at any time.

1002 Voluntary Termination

SEE Program Enrollees are asked to provide a two-week advance written notice of resignation to their EPA Monitor. SSAI-SEE Program recognizes there may be situations where it is not possible to give a full two-week notice. Payment for unused vacation leave is not dependent on submission of the two-week advance notice.

1003 Grievance/Appeal Procedures

Enrollees have the right to a grievance and appeal process. If a problem is not resolved satisfactorily between the Field Operations Officer, Monitor or Coordinator, the Enrollee may submit his or her grievance in writing to:

SSAI-SEE Program Director
Senior Service America, Inc.
8403 Colesville Road, Suite 200
Silver Spring, MD 20910-6319

The SSAI-SEE Program Director will review the complaint and render a final decision, in writing, within 15 workdays. If an Enrollee believes that he or she has been discriminated against on the basis of race, color, national origin, religion, sex, marital status, age or handicap, and has exhausted the steps in the grievance procedure, he or she may file a formal discrimination complaint with the Equal Employment Opportunity Commission. Such complaints should be addressed to:

Equal Employment Opportunity Commission
1801 L Street, N.W.
Washington, D.C. 20507