

OTHER MER Support Functions

Office of Workers' Compensation Program

The Employees' Compensation Operations & Management Portal (ECOMP) allows appropriated fund Federal employees to file claims for benefits under the Federal Employees' Compensation Act (FECA) online. You will begin by registering with the ECOMP web site: <https://ecompany.dol.gov>

Voluntary Leave Donation Program (VLTP)

VLTP is a program by which an appropriated fund employee may donate annual leave to another appropriated fund employee who has a personal or family medical emergency and who has exhausted their available paid leave. Additional information on VLTP can be found in 5 U.S.C 6331-6340, 5 CFR Part 630, subpart I, or contact your servicing Management/Employee Relations Office at (210) 221-9359.

Death Reporting of Civilian Employee

The immediate supervisor or designated organizational point of contact must contact the Civilian Personnel Advisory Center (CPAC). Certain information needs to immediately be forwarded to the Army Benefits Center – Civilians (ABC-C) so the processing of any claims for life insurance, survivor's benefits, or continuation of health coverage can commence.

POC at the FSH CPAC: (210) 221-9359/1963/1425

LEAVE ADMINISTRATION

Supervisory Responsibilities:

Supervisors must act to correct sick leave abuse, tardiness, and attendance problems. As a supervisor, you are responsible for: communicating leave policies to employees, planning and encouraging leave, monitoring leave balance and usage, controlling leave abuse and documenting problems, and taking corrective action when necessary. Supervisors are required to follow the leave regulations, laws, and requirements of the CBA for bargaining unit employees. Leave requesting procedures should be properly established, communicated to all employees, reinforced annually, and followed fairly and consistently.

Employee Responsibilities:

It is an employee's responsibility to: know and follow proper leave requesting procedures, be at work unless he/she is in an approved leave status, ensure he/she has a sufficient leave balance when requesting leave, and provide acceptable medical documentation in support of his/her absence when required.

Please Note:

There is no grace period for reporting to work. Habitual tardiness should be addressed immediately, and corrective action, in the form of informal or formal discipline, should be taken when determined appropriate and necessary.



Ft Sam Houston
Civilian Personnel
Advisory Center
(CPAC)
Labor-
Management/
Employee
Relations (LMER)
Branch



Tools and Tips for Supervisors of Government Civilians

Fort Sam Houston CPAC Online
<https://www.samhouston.army.mil/cpac/mgmtEmpRelations.aspx>

Management-Employee Relations (MER)

The information in this brochure does not supersede local collective bargaining agreements (CBA) where they exist. It is recommended that supervisors and management officials consult with their servicing Civilian Personnel Advisory Center (CPAC) for guidance and assistance with specific employee issues as soon as a problem is identified.

Conduct and Behavior Standards

As a supervisor, you have the authority to enforce Standards of Conduct. Conduct standards should not be included in employee performance plans. Instead, employees should be made aware of the standards of conduct through (1) orientation, (2) written conduct standards, (3) counseling, and (4) supervisors and management officials serving as role models for their subordinates.

Conduct Standards

Conduct deals with won't situations which includes instances where the employee has the ability to conform to rules or comply with instructions but refuses to do so or just doesn't bother. The counseling should be specific, and provide clear expectations and consequences for failing to meet expectations.. Always check your local CBA and contact your CPAC LMER Specialist before taking action.

Performance Standards

Performance deals with can't situations due to a lack of required knowledge, skills, and/or physical and mental abilities. Counseling to correct performance deficiencies should, at a minimum, identify: performance expectations and objectives; the performance objective(s) the employee is failing; specific examples of the employee's poor performance; the specific steps you will take to assist the employee and consequences for failed performance.

DISCIPLINARY AND ADVERSE ACTIONS

Informal Discipline:

The term "informal discipline" refers to any informal action taken to correct behavior or conduct through letters of counseling, written warnings, and oral admonishments. Informal discipline is not permanent in nature and is not filed in the employee's Official Personnel Folder. Consult with your CPAC LMER Specialist so they can assist you with local policies on drafting and issuing informal disciplinary action letters.

Formal Discipline:

The term "formal discipline" refers to any formal action taken to correct behavior or conduct, from the less severe actions -- such as letters of reprimand and short suspensions (14 days or less) -- through the major adverse actions, such as long suspensions (greater than 14 days), changes to lower grade, and removal from Federal employment. Formal discipline is documented in the employee's Official Personnel Folder. If you are considering formal discipline, you must contact the CPAC LMER Specialist for assistance. They will assist you with drafting the formal memorandums and coordinate legal review of the action with the local Labor Counselor, Legal Office or Attorney.

Note:

Do not draft and issue your own "home-grown" formal disciplinary actions, to include letters of reprimand. The Army's regulation on discipline, AR 690-700, Chapter 751, mandates CPAC and Legal involvement and requires formal coordination before issuance.

Defense Performance Management and Appraisal Program System (DPMAPS)

- One rating cycle for all grades (1 April—31 March)
- Three tier rating system 5 (Outstanding); 3 (Fully Successful); 1 (Unacceptable)
- Supervisors must have 50% or more supervisory elements
- Three mandatory discussion points (Initial; progress review; and annual)
- Minimum rating period is 90 days
- Mandatory higher level review of initial plan appraisal, not required for progress review
- DoD automated appraisal tool facilitates program through MyBiz+
- DoD automated appraisal tool stores performance plan information and rating.

DPMAPS Resources

DCPAS New Beginnings Webpage:

<https://www.cpms.osd.mil/Subpage/NewBeginnings/DPMAP/>

CHRA Guidance Website

http://www.chra.army.mil/a_char/tools/gps/view.asp?ID=999



Your CPAC LMER Specialist

Name _____
Tel # _____
Email _____