



CNRJ REGIONAL HUMAN RESOURCES OFFICE (HRO) “SHINBUN”

Interim Performance Management System (IPMS) Early Annual Appraisal Period

On 2 July 2015 all IPMS performance plans will be locked, meaning changes to critical elements will no longer be permitted. To receive an annual rating of record, employees must have a valid plan established for at least 90 days. On 2 July 2015 the performance plans will be locked due to the fact that it will be less than 90 days before the end of the performance cycle, 30 September 2015. Any closeout assessments conducted on or after 2 July 2015, will become the annual rating of record. As a reminder, closeouts must be conducted when:

- (a) An employee completes a detail or temporary promotion of more than 120 days under established critical elements.
 - (b) An employee changes positions, is promoted or moves to a new agency or activity after being under established critical elements for a minimum of 90 days.
 - (c) The rating official leaves the position after the employee is under established critical elements for a minimum of 90 days.
- All new employees arriving on or after July 2, 2015 shall be put on FY16 performance plans.

If you have any questions regarding IPMS, please contact your servicing Human Resources Office, Labor and Employee Relations Services Division POC at 243-3410 or 243-8198.



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Please provide timely notice to your servicing HRO Allowance Team to avoid unnecessary debts.

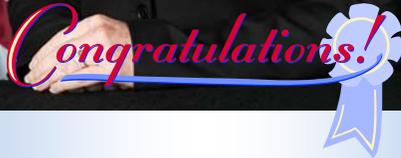




SPOTLIGHT

Ms. Maria Elena Pacheco

Human Resources Office
Sasebo Satellite, Japan



Received a letter of commendation from the Commander, U.S. Naval Forces Korea for superb administrative acumen and attention to detail while processing the Navy's first Reduction in Force effort in Korea.

Congratulations Maria!!

HRO Hail and Farewell

Welcome aboard...

Ms. Anita Bernhard
- HRO Yokosuka

Mr. James Lee
- HRO Atsugi

Ms. Ayano Okumura
- HRO Okinawa

Ms. Yoriko Tomori
- HRO Okinawa



Fair Winds and Following Seas...

Ms. Mylechia Smalls
- HRO Yokosuka

Ms. Shateesha Huggins
- HRO Yokosuka

Ms. Tamara Sims-Collins
- HRO Yokosuka

Ms. Aki Yamaguchi
- HRO Yokosuka

Ms. Tawana Dillard
- HRO Sasebo

Scheduling of Leave



POC: Labor and Employee Relations Services Division, 243-8184

This is just a gentle reminder, the current leave year ends on 09 January 2016. Now is the time of year when employees should provide their 2015 projected leave schedules to their supervisors. Leave is an important and significant benefit for all employees, and annual leave allows them time off for vacations and for personal and emergency purposes. The scheduling of leave is so important that, by law, it is a prerequisite to the restoration of "use-or-lose" annual leave that may be forfeited because of exigencies of the service or because of sickness.

Employees must request annual leave in advance, except in cases of emergency, and cooperate in re-scheduling leave when necessary. Employees must also report unexpected absence to the supervisor and request approval for the absence according to established policies.

Requests for annual leave shall be submitted to the approving official via SLDCADA or your activities version of electronic timekeeping system or the use of OPM-71, Request for Leave or Approved Absence.

Supervisors should approve annual leave requests or projected annual leave when work schedules permit. When a request for annual leave cannot be initially approved or is subsequently denied, then make every effort to reschedule the annual leave commensurate with the needs of the organization and the desires of the employee.

Dealing with Employee Absenteeism

Leave-related misconduct may entail an employee who is showing signs of excessive or inappropriate use of sick leave, frequent unplanned absences, and/or habitual tardiness. If tolerated, leave abuse can have a negative impact on morale and productivity. In dealing with attendance related issues and managers and supervisors should:

Establish clear expectations for employees. Employees should know when leave must be requested in advance, procedures to follow to request leave, how to handle unscheduled leave request, and that the responsibility for requesting and documenting leave is the employees'.

Be consistent when applying the rules and document when rules are not followed, taking into consideration the different circumstances of each case. Document counseling sessions and concerns that you have addressed with employees.

Handle leave matters early. There are wide ranges of useful tools that can be used in lieu of or in addition to disciplinary actions to assist in correcting attendance related problems.

Contact your servicing Labor and Employee Relations Specialist at 243-3410 or 243-8198 to discuss your options for handling employee absenteeism.



Disability Discrimination

The U.S. Equal Employment Opportunity Commission (EEOC) is the responsible agency for enforcement of regulations that make it against the law to discriminate against a job applicant, an employee, or former employee based on their protected status or against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

The EEOC asserts that:

Disability discrimination occurs when an employer or other entity covered by the Americans with Disabilities Act, as amended, or the Rehabilitation Act, as amended, treats a qualified individual with a disability who is an employee or applicant unfavorably because she has a disability.

Disability discrimination also occurs when a covered employer or other entity (All federal agencies are covered by the laws enforced by EEOC.) treats an applicant or employee less favorably because he/she has a history of a disability (such as cancer that is controlled or in remission) or because he/she is believed to have a physical or mental impairment that is not transitory (lasting or expected to last six months or less) and minor (even if he/she does not have such an impairment).

The law requires an employer to provide reasonable accommodation to an employee or job applicant with a disability, unless doing so would cause significant difficulty or expense for the employer ("undue hardship").

The law also protects people from discrimination based on their relationship with a person with a disability (even if they do not themselves have a disability). For example, it is illegal to discriminate against an employee because a spouse has a disability.

Note: Federal employees and applicants are covered by the Rehabilitation Act of 1973, as amended, instead of the Americans with Disabilities Act. The protections are mostly the same.



Changes in Title VII Enforcement

As part of the changes in our Country, the laws impacting individuals who are lesbian, gay, bisexual and transgender (LGBT) have also changed. Title VII which prohibits sex discrimination protects persons who have been discriminated against based on sexual orientation and gender identity. The terms are defined as:

Sexual orientation means one's emotional or physical attraction to the same and/or opposite sex.

Gender identity means one's inner sense of one's own gender, which may or may not match the sex assigned at birth. Different people choose to express their gender identity differently. For some, gender may be expressed through, for example, dress, grooming, mannerisms, speech patterns, and social interactions. Gender expression usually ranges between masculine and feminine, and some transgender people express their gender consistent with how they identify internally, rather than in accordance with the sex they were assigned at birth.

All individuals in the Federal Government should set an example that employment discrimination based on sexual orientation or gender identity is not acceptable. Title VII states that "All personnel actions affecting employees or applicants for employmentshall be free from any discrimination based on race, color, religion, sex, or national origin." 42 U.S.C. §2000e-16(a). All federal workers—including LGBT individuals—should be able to perform their jobs free from any unlawful discrimination. EEOC is the Agency that enforces the law and interprets Title VII as it applies to the Federal Government.

EEOC has recognized that Title VII's prohibition on sex discrimination includes protections for all persons including LGBT.

Commands, including federal officials and managers, should commit to promoting a work environment that is free from sexual orientation and gender identity discrimination, in accordance with existing federal law. Agencies should notify employees about avenues of redress and encourage them to report instances of discrimination to their supervisors and to the Equal Employment Opportunity (EEO) Office. When made aware of problems, managers should consult with their Human Resources Office, EEO Office or Legal Counsel to ensure that appropriate steps are taken. All reports of sexual orientation or gender identity discrimination should be taken seriously and addressed promptly and properly.

LGBT individuals may also report prohibited personnel practices that are discriminatory to the Office of Special Counsel (OSC) and the Merit Systems Protection Board (MSPB). OSC is an independent investigative and prosecutorial agency that investigates complaints alleging prohibited personnel practices, including those involving discrimination based on sexual orientation and gender identity. MSPB is an independent adjudicative agency that hears appeals of certain agency personnel actions brought by employees, former employee and applicants and complaints brought to OSC involving prohibited personnel practices. Information on EEOC, OSC or MSPB processes are available on their websites.

<http://www.mspb.gov/>

<http://www.osc.gov/>

http://www.eeoc.gov/federal/fed_employees/complaint_overview.cfm

HRO Program and Site Managers

Chief, Operations
US Staffing and Classification Division
243-9343

Chief, EEO Division
243-8163

Chief, Labor and Employee
Relations Division (Acting)
243-8198

Chief, JN Employment and
Classification Division
243-8155

Chief, HR Information Systems Division
243-8191

Chief, Workforce Development Division
243-5342

Atsugi Satellite Manager
264-3422

Sasebo Satellite Manager
252-3661

Okinawa Satellite Manager
634-6224

HRO HELP DESK

If you have an inquiry, please email us at
HRO-Help@fe.navy.mil

