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EPA

# QUALITY OF WORKLIFE COMPENDIUM : A Summary of Benefits and Special Programs Offered at EPA

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# INTRODUCTION

Recently, several outside organizations and other Federal Agencies have asked us about EPA's "Quality of Worklife" programs, i.e., benefits, special initiatives and other aspects of working at EPA that enhance our employees' personal and professional well-being. In response to this interest, we surveyed the Human Resources Offices at EPA locations across the country on a variety of programs, such as alternative work schedules, special leave policies and child/elder care. This "Quality of Worklife Compendium" contains a summary of the information we collected.

As you will see, EPA offers a vast array of programs to meet the changing needs of today's workforce. We hope this compendium will provide you with useful information and further demonstrate our commitment to being an employer of choice. After all, we know that the quality of work we do as an Agency depends a great deal on the quality of worklife we provide our employees.

Kenneth F. Dawsey

Director, Office of Human Resources Management

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# EXECUTIVE SUMMARY

During the summer of 1992, the Headquaters Office of Human Resources Management collected information on EPA's Quality of Worklife programs from each of the Human Resources Officers (HRO) across the country. Each HRO provided information on the following program areas: Alternative Work Schedules, Special Family Leave, Employee Assistance Programs, Dependent Care, Retirement Planning, Special Incentive Programs, Wellness Services and Employee Involvement.

Overall, the information contained in this compendium illustrates the widespread availability of Quality of Worklife programs at EPA. Here is a brief summary of these programs.

## Alternative Work Schedules

EPA employees benefit from a number of flexible work schedule programs, including Flexitime, Flexiplace, Compressed Work Week, Part Time Employment and Job Sharing. All Agency locations offer Part Time employment, and almost all offer Flexitime and Compressed Work Week. The Flexitime program allows employees to set up an agreed upon work schedule with flexible starting and ending times built around a core work period in the middle of the day. Compressed Work Week offers employees the opportunity to "compress" an eighty hour, two-week pay period into fewer than ten work days (e.g., the 5-4/9 option with 8 nine hour days, one eight hour day and a day off each pay period).

Several EPA locations have participated in the government-wide Flexiplace pilot, and a few others offer flexible workplace arrangements for special, short term situations. Under the Flexiplace pilot, managers can permit employees to work at home or at another approved site away from the office for all or part of the workweek. As for Job Sharing (i.e., two part-time employees filling one full-time position), many EPA locations offer this type of arrangement and a small number of employees participate.

## Leave

In addition to the Agency's traditional leave program including annual leave, sick leave and leave without pay, a few EPA locations have developed special leave policies to help employees balance work and family life. Both Regions 2 and 10 offer an Extended Leave Policy which permits employees to take up to six months leave (usually a combination of annual leave and leave without pay) for parental or caregiving situations. Also, Region 1 has developed a Parental Leave Manual for employees which spells out how the Agency's leave program can be used for parental reasons (i.e., maternity, paternity, adoption).

Another special leave program that is available at all EPA locations is the Leave Bank. Employees can join the Leave Bank by donating the amount of leave they earn during one pay period (i.e., four, six, or eight hours). Then, once they've exhausted their sick leave, bank members are eligible to draw leave they need for personal or medical emergencies. Twenty-one percent of employees who have used the Leave Bank thus far have used it for family medical emergencies.

## Employee Assistance Programs

All EPA locations provide employees with individual counseling for personal and work related problems through an Employee Assistance Program (EAP). Some locations offer an in-house program, while others participate in an inter-agency consortium or contracted service. All of the EAP's provide seminars and workshops for employees on topics ranging from stress management to balancing work and family. Each program also provides managers and supervisors with training on current issues, particularly how to deal with problem employees.

In addition, most Agency EAP's provide employees with information resources and referral services. Several also offer support groups for employees, such as Al-Anon, Single Parenting and Eldercare.

## Dependent Care

Most EPA locations offer employees on-site or nearby child care centers. Some centers are sponsored by several federal agencies or by the General Services Administration (GSA). Several Agency locations sponsor seminars and workshops for employees on topics such as Balancing Work and Family, Child Care and Elder Care. These locations also provide information resources and referral to community services. Finally, a few locations provide services or programs to help employees who take care of an elderly dependent. For example, EPA's Research Triangle Park office offers employees support groups, an information clearinghouse and a community services directory, describing local services for the elderly.

## Retirement Planning

Almost all Agency locations offer retirement planning seminars to employees. The workshops focus on the technical aspects of retiring from the federal government (e.g., eligibility, benefits), as well as general strategies for retirement/financial planning. These seminars are offered at least once a year and are often sponsored by the Office of Personal Management or the Federal Executive Board.

In addition to seminars, almost all locations provide employees with individual retirement and benefits consultations.

## Special Incentive Programs

EPA has established several special awards programs to recognize outstanding contributions of employees. Almost all locations offer Time Off Awards which give employees an excused absence without loss of pay or charge to leave. These awards are given for superior accomplishments or other personal efforts that contribute to increased quality and effectiveness of an Agency program. Also, most EPA locations have established Local Awards (i.e., established by a particular office or location) to provide additonal recognition to employees. For example, some locations offer awards for Employee of the Month, Secretary/Clerk of the Year, and a Regional Administrator's Award for Excellence.

## Wellness

Most EPA locations promote employee wellness by offering seminars, health assessments, fitness facilities and health units. Some wellness services are provided through a contract arrangement, others through an inter-agency consortium headed by the Public Health Service. Locations with Health Units have qualified medical staff available for emergencies, routine health care (e.g., blood pressure monitoring, allergy injections), and periodic health assessments (e.g., cholesterol, hypertension, diabetes). Seminars are offered on topics ranging from Wellness and Stress Management to Smoking Cessation and CPR. Finally, most locations provide employees with access to a Fitness Center, complete with exercise equipment and regular aerobics classes.

## Employee Involvement

If there is one area that truly sets EPA apart from other federal agencies, it is employee involvement. All Agency locations have active special interest groups that provide advice to management on the needs of their constituencies. These groups include: Women In Science and Engineering (WISE), Secretarial Advisory Council (SAC), Regional Human Resources Councils (HRC), and Black/Hispanic/Asian Pacific Employment Programs and Advisory Councils. In addition, employees throughout the Agency participate on a variety of Workgroups and TQM Quality Action Teams.

## Miscellaneous

Many EPA locations offer other programs or policies that further enhance Quality of Worklife. For example, several locations have Employee Recreation Associations which sponsor activities to enhance employee camaraderie and team spirit. Many locations also sponsor active training programs, offering seminars and courses in-house and through local universities and private organizations. Other locations have established Mentoring programs to enhance employee development, and special transportation programs to promote car pooling and use of public transportation.

## Possible Future Programs

In response to the survey, many Human Resources Officers suggested areas where new programs or benefits are needed to enhance Quality of Worklife. Several suggested that the Agency expand Eldercare programs such as resource and referral, educational seminars and, eventually, day care for the elderly. Many also cited the need for an Agency-wide Work-At-Home/Flexiplace program. A few suggested additional leave flexibilities for dependent care, and tax deferred child care spending accounts. Some other ideas included: expanded Career Counseling services, "Phased" retirement options, and an improved Employee Suggestion program. While many of these programs require Congressional authorization before EPA can offer them to employees, they nonetheless reflect needs of the current labor force and deserve appropriate consideration.

As this compendium illustrates, EPA is committed to enhancing the Quality of Worklife of employees. We will continue to build upon the success of current programs and find ways to address the changing needs of our workforce.

*In the pages that follow, you will find a summary listing of the Quality of Worklife Programs offered at each EPA location. Short descriptions of each program are included, along with the appropriate EPA person to contact for more information.*

# HEADQUARTERS QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

- FLEXITIME
- FLEXIPLACE
- COMPRESSED WORK WEEK
- PART TIME EMPLOYMENT
- JOB SHARING

## LEAVE

- LEAVE BANK

## EMPLOYEE ASSISTANCE PROGRAM

- COUNSELING
- SUPPORT GROUPS
- SEMINARS/WORKSHOPS
- SUPERVISORY TRAINING
- INFORMATION RESOURCE AND REFERRAL SERVICES

## DEPENDENT CARE

- CHILD CARE PROGRAMS
- ELDER CARE PROGRAMS
- INFORMATION RESOURCE AND REFERRAL SERVICES
- SEMINARS/WORKSHOPS

## RETIREMENT PLANNING

- SEMINARS/WORKSHOPS
- INDIVIDUAL CONSULTATION

## SPECIAL INCENTIVE PROGRAMS

- TIME-OFF AWARDS
- LOCAL AWARDS

## WELLNESS

- EMPLOYEE HEALTH UNIT/SERVICES
- SEMINARS/WORKSHOPS
- FITNESS CENTER
- HEALTH ASSESSMENTS/SCREENINGS

## EMPLOYEE INVOLVEMENT

- WORKGROUPS/TASK FORCES
- QUALITY ACTION TEAMS
- SPECIAL INTEREST GROUPS

# HEADQUARTERS - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

### FLEXITIME - YES

CONTACT: Mike Hamlin (202) 260-3266

A large percentage of Headquarters employees participate. It is the "traditional" Flexitime program involving start and end times that encompass core hours, but can run early or late in the work day.

### FLEXIPLACE - YES

CONTACT: Rosanna Tucker (202) 260-9686

For the past year and a half, 130 employees from five AAships at Headquarters have participated in the government-wide Flexiplace project. Participation in the Flexiplace pilot by EPA Headquarters supervisors is voluntary; management decides whether a position meets the criteria for participation. Supervisors and employees sign an agreement which outlines a regular (e.g., once or twice a week) or episodic (e.g., on an ad-hoc basis for special projects) flexiplace schedule. Headquarters is waiting for program evaluations and guidance from OPM before deciding whether to make flexiplace a permanent program.

### COMPRESSED WORK WEEK - YES

CONTACT: Mike Hamlin (202) 260-3266

This program involves working sufficient hours during a 9 day work schedule to permit employees <u>not</u> to have to work the 10th day. (i.e., 5-4/9 program)

### PART TIME EMPLOYMENT - YES

CONTACT: Le'Ontyne Buggs (202) 260-3266

Headquarters offers the standard option for part-time employment, as spelled out by OPM (i.e., work 16-32 hours each week on prearranged schedule). Currently, 119 employees at Headquarters work part-time. During the past six months, eight employees were converted from part-time to full-time appointments.

The Headquarters Human Resources Office provides information to managers and supervisors and encourages them to assist their employees in accomplishing part-time schedules.

### JOB SHARING - YES

CONTACT: Le'Ontyne Buggs (202) 260-3266

This is a form of part-time employment where two part-time employees fill one full-time position. In Headquarters, we have four employees participating in this program: two share a GM-14 Environmental Protection Specialist job, and the other two share a GS-14 Attorney-Advisory position.

## LEAVE

### SPECIAL FAMILY LEAVE (e.g., medical, long-term care, maternity/paternity) - NO

CONTACT: Rita Jones (202) 260-3266

No special policy, but do offer Leave Bank Program for personal and family medical emergencies.

## EMPLOYEE ASSISTANCE PROGRAM

### COUNSELING - YES

CONTACT: Pam Parker, Wayne White (202) 260-4420

On-site, broad brush program that offers short term counseling and referral services for both personal and job-related problems.

### SUPPORT GROUPS - YES

CONTACT: Pam Parker, Wayne White (202) 260-4420

Headquarters offers the following support groups: Adult Children of Alcoholics (ACOA), Al-Anon, and Single Parenting.

### SEMINARS/WORKSHOPS - YES

CONTACT: Pam Parker, Wayne White (202) 260-4420

ECAP offers a monthly stress management course and special all employee seminars on AIDS, alcohol awareness, etc. By request, ECAP counselors and fellow OHRM employees offer team building, Myers-Briggs, and TQM facilitation.

### SUPERVISORY TRAINING (e.g., "Dealing with a Problem Employee") -YES

CONTACT: Sharon Ellis (202) 260-3273, Pam Parker (202) 260-4420

Semi annual course: "Dealing with the trouble employee".

### INFORMATION RESOURCE AND REFERRAL SERVICES - YES

CONTACT: Pam Parker, Wayne White (202) 260-4420

The ECAP helps employees find affordable mental health services and other community services, i.e., child care, eldercare, financial, etc. ECAP also offers articles, brochures, books and videos on various topics through the ECAP center library and the Headquarters library.

## DEPENDENT CARE

### CHILD CARE PROGRAMS (e.g., child care center, parenting information, support groups, etc.) - YES

CONTACT: Rebecca Madison (Board Chairman) (202) 260-7669

Headquarters has an on-site child care center which currently serves 59 children of EPA employees. Agency employees have priority for enrollment, but the center is open to other federal agencies and the public. The center is managed by a Board of Directors and accepts children age 16 months to 5 years.

### ELDER CARE PROGRAMS - YES

CONTACT: Wayne White/Grace Sutherland (202) 260-4420/260-3317

In the past, we have offered seminars and speakers on a variety of subjects (e.g. Medicare, Caregiving Resources, Legal issues.) Currently, we provide information on community resources through ECAP counselors and library. Also, we produced an "Eldercare Resource Kit" for HRO's two years ago.

### INFORMATION RESOURCE AND REFERRAL SERVICES - YES

CONTACT: Wayne White/Pam Parker (202) 260-4420

Community Resource and Referral services available for variety of dependent care services through the ECAP.

### SEMINARS/WORKSHOPS - YES

CONTACT: Wayne White (202) 260-4420

Through ECAP, we have offered eldercare seminars and monthly stress management workshops.

## RETIREMENT PLANNING

### SEMINARS/WORKSHOPS - YES

CONTACT: Juelee Street (Retirement workshops) (202) 260-9686, Shirley Green (Planning Seminars) (202) 260-2594

Several different workshops are offered to all Headquarters employees. One is a free, 3 hour session taught by EPA staff which focuses on the technical aspects of retirement (e.g., eligibility, social security, TSP, survivor benefits, etc.). This seminar is offered quarterly to FERS, CSRS, and CSRS offset employees. (NOTE: Different seminars are offered for employees who fall under each of these classifications.) The second workshop is the "Pre-Retirement Planning Seminar." This is a two-day course taught by a contractor and designed especially for employees age 45-65. Topics include financial planning, estate planning, aging parents, social security, and tax planning. Another workshop entitled "Mid-Career Planning Seminar" is offered for employees age 25-45 and focuses on federal benefits and financial planning.

### INDIVIDUAL CONSULTATION - YES

CONTACT: Juelee Street (202) 260-9686

Individual retirement counseling is available through the Human Resources Service Center. Spouses can attend as well.

## SPECIAL INCENTIVE PROGRAMS

### TIME-OFF AWARDS - YES

CONTACT: Mike Hamlin (202) 260-3266

Time off awards (i.e., an excused absence) are used without loss of pay or charge to leave, to recognize a superior accomplishment or other personal effort that contributes to increased quality and effectiveness of a program.

### LOCAL AWARDS - YES

CONTACT: Individual AAship

Individual AA'ships do offer their own awards.

## WELLNESS

### EMPLOYEE HEALTH UNIT/SERVICES - YES

CONTACT: Dr. Jimenez (202) 260-4321

EPA Headquarters contracts with Occu-Health, Inc. for its Wellness Center, comprised of the Health Unit and Fitness Center. The Waterside Mall Health Unit is staffed by a physician and several nurses, whereas our Fairchild and Crystal Station locations have one - nurse units. Employees can go to the health unit for allergy injections, blood pressure monitoring, treatment of minor illnesses and injuries, medical emergencies, and other testing (e.g., cholesterol and glucose checks). HIV testing is also performed upon written request by an employee; results are confidential. Also, a limited number of physicals are

provided on a first-come-first-serve basis to employees at the GS-14 level or higher, or age 40 and above.

### SEMINARS/WORKSHOPS - YES

CONTACT: Dr. Jimenez (202) 260-4321

The Wellness Center sponsors regular educational programs. Courses this year have covered total wellness, CPR, smoking cessation, and child abuse. The Fitness Center staff provides information on current topics of fitness/health through a bi-monthly newsletter and bulletin board. They also sponsored a Wellness Fair this spring, featuring information and representatives from a variety of health organizations.

### FITNESS CENTER - YES

CONTACT: Leah Henry (202) 260-6340

Headquarters has two on-site centers, one at Waterside Mall and another at Crystal Station. Both centers offer a variety of exercise equipment, aerobic classes, and personal fitness consultations. In addition, fitness evaluations are available at Waterside Mall.

### HEALTH ASSESSMENTS/SCREENINGS - YES

CONTACT: Health Unit (202) 260-4321

The Health Unit provides six health screenings per year. Screenings that have been sponsored so far include: diabetes, cholesterol, hypertension, and prostate cancer. In addition, employees can go to the Health Unit for blood pressure monitoring. (Also, see Health Unit description for information on physicals.)

## EMPLOYEE INVOLVEMENT

### WORKGROUPS/TASK FORCES - YES

Workgroups and Task Forces are founded as needed. Currently, Headquarters has many groups addressing a wide variety of issues, such as internal communications and cultural diversity.

### QUALITY ACTION TEAMS - YES

Many QATs have been formed at Headquarters.

### SPECIAL INTEREST GROUPS (e.g., WISE, SAC) - YES

CONTACT: Barbara Geary, Lucy Lovette (202) 260-4575

WISE, SAC, Hispanic Employment Program, FWP, Cultural Diversity, Black and Asian Pacific Employment Program and the Asian Pacific Advisory Council.

# REGION I - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

- FLEXITIME
- FLEXIPLACE* (by exception)
- COMPRESSED WORK WEEK
- PART TIME EMPLOYMENT
- JOB SHARING

## LEAVE

- SPECIAL FAMILY LEAVE* (Parental Leave Manual)
- LEAVE BANK

## EMPLOYEE ASSISTANCE PROGRAM

- COUNSELING
- SUPPORT GROUPS
- SEMINARS/WORKSHOPS
- SUPERVISORY TRAINING
- INFORMATION RESOURCE AND REFERRAL SERVICES

## DEPENDENT CARE

- CHILD CARE PROGRAMS
- INFORMATION RESOURCE AND REFERRAL SERVICES
- SEMINARS/WORKSHOPS

## RETIREMENT PLANNING

- SEMINARS/WORKSHOPS
- INDIVIDUAL CONSULTATION

## SPECIAL INCENTIVE PROGRAMS

- TIME-OFF AWARDS
- LOCAL AWARDS

## WELLNESS

- EMPLOYEE HEALTH UNIT/SERVICES
- SEMINARS/WORKSHOPS
- FITNESS CENTER
- HEALTH ASSESSMENTS/SCREENINGS

## EMPLOYEE INVOLVEMENT

- WORKGROUPS/TASK FORCES
- QUALITY ACTION TEAMS
- SPECIAL INTEREST GROUPS

# REGION I - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

**FLEXITIME - YES**
CONTACT: Sue Meyerson (617) 565-1686; Jim Berry x3389

All employees can choose tour of duty between 7 a.m. and 6 p.m. with supervisory approval.

**FLEXIPLACE - YES *(by exception)**
CONTACT: Sue Meyerson (617) 565-1686; Jim Berry x3389

*No formal program. A few people have been accommodated temporarily on a part-time basis for medical or family reasons. Strictly by exception.

**COMPRESSED WORK WEEK - YES**
CONTACT: Sue Meyerson (617) 565-1686; Jim Berry x3389

The only option is 5-4/9, with the flexible day being Monday or Friday. The Program is very popular and successful. It does, of course, require supervisory approval.

**PART TIME EMPLOYMENT - YES**
CONTACT: Jim Berry x3389

No formal program, but it is encouraged and used where needed.

**JOB SHARING - YES**
CONTACT: Jim Berry x3389

No formal program - used where needed to accommodate. OPM has assisted with listings. Some jobs have been announced under merit promotion as shared opportunities.

## LEAVE

**SPECIAL FAMILY LEAVE (e.g., medical, long-term care, maternity/paternity) - NO ***
CONTACT: Laurel Seneca x3714

* No special policy; leave is negotiated with supervisor based on need for maternity leave or to deal with medical or family emergency. Region does provide employees with "Parental Leave Manual" that spells out Agency leave provisions for parental situations. Also offer Leave Bank.

# EMPLOYEE ASSISTANCE PROGRAM

## COUNSELING - YES

CONTACT: Laurel Seneca x3714

The Federal Employee Assistance Program is an inter-agency consortium in which each agency in the Boston area contracts individually with OPM Boston Area Office, the provider. It offers the usual range of services: case acceptance, evaluation, referral or direct counseling, treatment monitoring, management consultation, supervisory training, employee briefings, and on-site intervention. Referrals to EAP can be employee initiated or management directed.

## SUPPORT GROUPS - YES

CONTACT: Laurel Seneca x3714

AIDS group, working mothers group, stay-in-school students' group, summer minority interns' group. No restrictions on the formation of such groups, which is encouraged.

## SEMINARS/WORKSHOPS - YES

CONTACT: Laurel Seneca x3714

The FEAP offers regular seminars and workshops on a variety of subjects; EPA employees are encouraged to attend. Much of the subject-matter is health and wellness, with emphasis on reducing stress.

## SUPERVISORY TRAINING (e.g., "Dealing with a Problem Employee") -YES

CONTACT: Georgie Bishop x3393

The EAP offers supervisory training, among many other services. EPA offers similar units in our regular Zenger-Miller supervisory training.

## INFORMATION RESOURCE AND REFERRAL SERVICES - YES

CONTACT: Laurel Seneca x3714

The EAP makes referrals as needed and describes such services in its newsletter, which goes to all employees in member agencies.

# DEPENDENT CARE

## CHILD CARE PROGRAMS (e.g., child care center, parenting information, support groups, etc.) - YES

CONTACT: Laurel Seneca x3714

Government Center Child Care Corp., a private, non-profit entity, has a contract with GSA for space in 2 Boston federal buildings in return for reserving a percentage of spaces for

children of federal employees. Funds come from fees and fundraisers; EPA does not provide any funding.

### ELDER CARE PROGRAMS - NO

### INFORMATION RESOURCE AND REFERRAL SERVICES - YES

CONTACT: Laurel Seneca x3714

EPA and GSA offer referral or direct services. We relay any information to employees.

### SEMINARS/WORKSHOPS - YES

CONTACT: Laurel Seneca x3714

EAP offers workshops or briefings.

## RETIREMENT PLANNING

### SEMINARS/WORKSHOPS - YES

CONTACT: Laura Malone x3375

Employees considering retirement can take EPA arranged seminars offered approximately annually, or can otherwise arrange (with supervisory approval) to take the OPM offered seminar.

### INDIVIDUAL CONSULTATION - YES

CONTACT: Sue Meyerson x1686

Retirement specialist counsels anyone wanting information, estimated annuities, etc.

## SPECIAL INCENTIVE PROGRAMS

### TIME-OFF AWARDS - YES

CONTACT: Pat O'Brien x9467

Regional criteria have been developed and many managers have already made time-off awards to employees.

### LOCAL AWARDS - YES

CONTACT: Pat O'Brien x9467; Laura Malone x3375

Employee of the month (RA Award); other regional awards given annually at an All-Hands meeting; Boston Federal Executive Board Secretary/Clerk-Of-The-Year Awards.



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# WELLNESS

## EMPLOYEE HEALTH UNIT/SERVICES - YES

CONTACT: Laurel Seneca x3714

JFK Health Unit serves a consortium of federal agencies. Offers various screenings, limited physical exams, and limited emergency services.

## SEMINARS/WORKSHOPS - YES

CONTACT: Laurel Seneca x3714

EAP offers frequent seminars on wellness and emphasizes it in its newsletters.

## FITNESS CENTER - YES

CONTACT: Carol Krasauskis x3714

Also a consortium of federal agencies, supported by user fees. Members use facilities mainly on their own time.

## HEALTH ASSESSMENTS/SCREENINGS - YES

CONTACT: Laurel Seneca x3714

Health Unit offers tests for blood pressure, cholesterol levels, vaccines, etc.

# EMPLOYEE INVOLVEMENT

## WORKGROUPS/TASK FORCES - YES

CONTACT: Jim Berry x3389

Under strategic planning and TQM, there are several teams working on common-interest issues and problems at any given time. Many employees and managers are involved in these teams. TQM is also being implemented at the section level, and everyone is being trained in its methods.

## QUALITY ACTION TEAMS - YES

CONTACT: Jim Berry x3389

There are 4 going on in FY'92 that are region-wide in scope. Others may occur at section levels as needed.

## SPECIAL INTEREST GROUPS (e.g., WISE, SAC) - YES

CONTACT: Jim Berry x3389

In addition to support groups mentioned earlier, we have WISE, SAC, a regional Human Resources Council, Toastmasters, a Federal Women's Program Committee, and many other

groups. The Region is adding an automated system to track Regional teams, projects and strategic planning initiatives.

# REGION II - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

- FLEXIPLACE * (Temporary, special cases)
- COMPRESSED WORK WEEK
- PART TIME EMPLOYMENT

## LEAVE

- SPECIAL FAMILY LEAVE * (Extended Leave policy)
- LEAVE BANK

## EMPLOYEE ASSISTANCE PROGRAM

- COUNSELING
- SEMINARS/WORKSHOPS
- SUPERVISORY TRAINING
- INFORMATION RESOURCE AND REFERRAL SERVICES

## DEPENDENT CARE

- CHILD CARE PROGRAMS
- ELDER CARE PROGRAMS
- INFORMATION RESOURCE AND REFERRAL
- SEMINARS/WORKSHOPS

## RETIREMENT PLANNING

- SEMINARS/WORKSHOPS
- INDIVIDUAL CONSULTATION

## SPECIAL INCENTIVE PROGRAMS

- TIME-OFF AWARDS
- LOCAL AWARDS

## WELLNESS

- EMPLOYEE HEALTH UNIT/SERVICES
- SEMINARS/WORKSHOPS
- FITNESS CENTER
- HEALTH ASSESSMENTS/SCREENINGS

## EMPLOYEE INVOLVEMENT

- WORKGROUPS/TASK FORCES
- QUALITY ACTION TEAMS
- SPECIAL INTEREST GROUPS

# REGION II - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

**FLEXITIME - NO**

**FLEXIPLACE - YES * (temporary, special cases)**
CONTACT: Fred Eisinger (212) 264-0433

* Temporary work-at-home arrangements may be made when employees mobility is limited. They must agree to work a fixed schedule at home and may be provided with office equipment as necessary.

**COMPRESSED WORK WEEK - YES**
CONTACT: Fred Eisinger (212) 264-0433

Employees are permitted to elect a fixed schedule of eight nine-hour days and one eight-hour day and are off one day during each two week pay period (i.e., 5-4/9 program). Work days must be scheduled between 6:30 a.m. and 6:00 p.m. and are subject to supervisory approval.

**PART TIME EMPLOYMENT - YES**
CONTACT: Alaba Hernandez (212) 264-5318

Approximately 105 employees have part-time schedules in Region II: 54 student appointments, 16 clerical support staff, and 35 professional staff. Managers are encouraged to accommodate requests for part-time schedules and to hire part-time employees to fill their staffing needs.

**JOB SHARING - NO**

## LEAVE

**SPECIAL FAMILY LEAVE (e.g., medical, long-term care, maternity/paternity) - YES**
CONTACT: Fred Eisinger (212) 264-0433

1)Parental/Extended Leave Policy - new parents (natural or adoptive) are permitted six months of absence (paid annual leave, sick leave - for periods of mothers' incapacitation - or leave without pay); 2) EPA permits employees to join a leave bank which would cover their pay for extended absences due to personal or family medical emergencies; 3) sick leave -

employees accrue 13 days a year and have no limit on carryover; they may also be advanced up to 30 days of sick leave.

## EMPLOYEE ASSISTANCE PROGRAM

### COUNSELING - YES

CONTACT: Fred Eisinger (212) 264-0433

On-site in New York, nearby Edison, New Jersey and Santurce, Puerto Rico. Provide a variety of individual and family counseling and referral.

### SUPPORT GROUPS - NO

### SEMINARS/WORKSHOPS - YES

CONTACT: Employee Counseling Program (212) 264-HOPE

The counseling program offers a variety of seminars and workshops addressing issues such as family problems, weight control, substance abuse and work place issues.

### SUPERVISORY TRAINING (e.g., "Dealing with a Problem Employee") -YES

CONTACT: Paul Hedley (212) 263-5381

EPA sponsored courses offered to managers contain modules on "dealing with problem employees". We also offer courses on cultural diversity, prevention of sexual harassment, and a one-day course on Human Resources Management for Supervisors and Managers.

### INFORMATION RESOURCE AND REFERRAL SERVICES - YES

CONTACT: Employee Counseling Program (212) 264-HOPE

Employee counseling service will provide referral services as needed or as requested.

## DEPENDENT CARE

### CHILD CARE PROGRAMS (e.g., child care center, parenting information, support groups, etc.) - YES

CONTACT: Karen Leslie (212) 732-4115

FedKins Inc. Child Care Center is a non-profit organization providing day care service to children of working parents. Service is provided to anyone needing such services. The center is located at 26 Federal Plaza.

### ELDER CARE PROGRAMS - YES *

Contact: Fred Eisinger (212) 264-0433

* Although we do not offer a formal "elder care program," our employee assistance program sponsors a number of workshops on this issue and provides employees with assistance should they need information on available resources in the area.

### INFORMATION RESOURCE AND REFERRAL SERVICES - YES

### SEMINARS/WORKSHOPS - YES

## RETIREMENT PLANNING

### SEMINARS/WORKSHOPS - YES

CONTACT: Fred Eisinger (212) 264-0433

Employees and their spouses may attend a comprehensive three day pre-retirement session offered through OPM. EPA periodically provides one-two hour sessions on preparing for retirement (through our counseling service).

### INDIVIDUAL CONSULTATION - YES

CONTACT: Fred Eisinger (212) 264-0433

Provide one-on-one discussion of retirement benefits and options available.

## SPECIAL INCENTIVE PROGRAMS

### TIME-OFF AWARDS - YES

CONTACT: Paul Hedley (212) 264-5381

Award is given for one-time unusual accomplishment warranting immediate recognition (alternative to on-the-spot award). This program will be implemented October 1, 1992.

### LOCAL AWARDS - YES

CONTACT: Paul Hedley (212) 264-5381

Local SAC provides an annual awards program for the Secretary/Clerk-Typist/Student Aide of the Year to recognize outstanding performance. (This is a monetary award) Region II also has the RA's Award for Excellence to recognize dedication and integrity which builds team spirit and contributes to the effectiveness of co-workers.

# WELLNESS

## EMPLOYEE HEALTH UNIT/SERVICES - YES

CONTACT: Michele Richards (212) 264-2325

A Health Unit, servicing federal employees, is operated by the Public Health Service at 26 Federal Plaza. The Health Unit provides treatment for minor emergencies. In November of each year, EPA Region II celebrates Health Awareness Week featuring cholesterol, blood and weight loss contests for the employees.

## SEMINARS/WORKSHOPS - YES

CONTACT: Michele Richards (212) 264-2325

Various types of health awareness workshops are sponsored by the Region in cooperation with Blue Cross/Blue Shield, the Employee Assistance Program and the Public Health Service.

## FITNESS CENTER - NO - NY; YES - NJ

CONTACT:

## HEALTH ASSESSMENTS/SCREENINGS - YES

CONTACT: Tracy Wilsus 264-2553

Cholesterol and blood screening conducted once a year.

# EMPLOYEE INVOLVEMENT

## WORKGROUPS/TASK FORCES - YES

CONTACT:

Workgroups and or taskforces are formed as needed. The groups address issues ranging from human resources to technical.

## QUALITY ACTION TEAMS - YES

CONTACT: Marilyn Quinones (212) 264-7319

## SPECIAL INTEREST GROUPS (e.g., WISE, SAC) - YES

CONTACT: Dana Williams (212) 264-8218

WISE, SAC, HISPANIC ADVISORY COUNCIL - Provide advice and counsel to management on the needs of their constituents.

# REGION III - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES
- FLEXITIME
- COMPRESSED WORK WEEK
- PART TIME EMPLOYMENT
- JOB SHARING

## LEAVE
- LEAVE BANK

## EMPLOYEE ASSISTANCE PROGRAM
- COUNSELING
- SEMINARS/WORKSHOPS
- SUPERVISORY TRAINING
- INFORMATION RESOURCE AND REFERRAL SERVICES

## DEPENDENT CARE
- CHILD CARE PROGRAMS

## RETIREMENT PLANNING
- SEMINARS/WORKSHOPS
- INDIVIDUAL CONSULTATION

## SPECIAL INCENTIVE PROGRAMS
- TIME-OFF AWARDS
- LOCAL AWARDS

## WELLNESS
- EMPLOYEE HEALTH UNIT/SERVICES
- SEMINARS/WORKSHOPS
- FITNESS CENTER
- HEALTH ASSESSMENTS/SCREENINGS

## EMPLOYEE INVOLVEMENT
- WORKGROUPS/TASK FORCES
- QUALITY ACTION TEAMS
- SPECIAL INTEREST GROUPS

# REGION III - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

**FLEXITIME - YES**
CONTACT: Cheryl Talbot (215) 597-1899

**FLEXIPLACE - NO**

**COMPRESSED WORK WEEK - YES**
CONTACT: Cheryl Talbot (215) 597-1899
Employees work 8 nine hour days, 1 eight hour day and 1 day off. (5-4/9 plan.)

**PART TIME EMPLOYMENT - YES**
CONTACT: Cheryl Talbot (215) 597-1899

**JOB SHARING - YES**
CONTACT: Cheryl Talbot (215) 597-1899

## LEAVE

**SPECIAL FAMILY LEAVE (e.g., medical, long-term care, maternity/paternity) - NO**
No special policy, but do offer Leave Bank program.

## EMPLOYEE ASSISTANCE PROGRAM

**COUNSELING - YES**
CONTACT: Cheryl Talbot (215) 597-1899
Consortium, private contractor

**SUPPORT GROUPS - NO**

**SEMINARS/WORKSHOPS - YES**
CONTACT: Cheryl Talbot (215) 597-1899
AIDs in the Workplace, Orientation to EAP, Stress Management

**SUPERVISORY TRAINING (e.g., "Dealing with a Problem Employee") -YES**
CONTACT: Cheryl Talbot (215) 597-1899

Supervisory orientation to EAP

**INFORMATION RESOURCE AND REFERRAL SERVICES - YES**
CONTACT: Cheryl Talbot (215) 597-1899

Currently offered through our Employee Counseling Service

## DEPENDENT CARE

**CHILD CARE PROGRAMS (e.g., child care center, parenting information, support groups, etc.) - YES**
CONTACT: Cheryl Talbot (215) 597-1899

We provide partial funding to a nearby Federal child care facility

**ELDER CARE PROGRAMS - NO**

**INFORMATION RESOURCE AND REFERRAL SERVICES - NO**

**SEMINARS/WORKSHOPS - NO**

## RETIREMENT PLANNING

**SEMINARS/WORKSHOPS - YES**
CONTACT: Steve Johnson (215) 597-4127

**INDIVIDUAL CONSULTATION - YES**
CONTACT: Steve Johnson (215) 597-4127

## SPECIAL INCENTIVE PROGRAMS

**TIME-OFF AWARDS - YES**
CONTACT: Eileen Burrows (215) 597-1899

**LOCAL AWARDS - YES**
CONTACT: Eileen Burrows (215) 597-1899

For Information on Suggestion Program contact C. Talbot

# WELLNESS

**EMPLOYEE HEALTH UNIT/SERVICES - YES**
CONTACT: Cheryl Talbot (215) 597-1899

On-site

**SEMINARS/WORKSHOPS - YES**
CONTACT: Cheryl Talbot (215) 597-1899

Seminars are presented by Fitness Center and Health Unit staff on wide range of wellness topics

**FITNESS CENTER - YES**
CONTACT: Cheryl Talbot, Carolyn Szumal (215) 597-6911

**HEALTH ASSESSMENTS/SCREENINGS - YES**
CONTACT: Cheryl Talbot (215) 597-1899

# EMPLOYEE INVOLVEMENT

**WORKGROUPS/TASK FORCES - YES**
CONTACT: Eileen Burrows (215) 597-1899

**QUALITY ACTION TEAMS - YES**
CONTACT: Eileen Burrows (215) 597-1899

**SPECIAL INTEREST GROUPS (e.g., WISE, SAC) - YES**
CONTACT: Ramona McQueen (215) 597-3601

SAC, WISE, BEPAC, HEPAC, HRC

# REGION IV - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES
- FLEXITIME
- COMPRESSED WORK WEEK
- PART TIME EMPLOYMENT

## LEAVE
- LEAVE BANK

## EMPLOYEE ASSISTANCE PROGRAM
- COUNSELING
- SEMINARS/WORKSHOPS
- SUPERVISORY TRAINING
- INFORMATION RESOURCE AND REFERRAL SERVICES

## DEPENDENT CARE
- SEMINARS/WORKSHOPS
- INFORMATION RESOURCE AND REFERRAL SERVICES

## RETIREMENT PLANNING
- SEMINARS/WORKSHOPS
- INDIVIDUAL CONSULTATION

## SPECIAL INCENTIVE PROGRAMS
- TIME-OFF AWARDS

## WELLNESS
- EMPLOYEE HEALTH UNIT/SERVICES
- SEMINARS/WORKSHOPS
- FITNESS CENTER
- HEALTH ASSESSMENTS/SCREENINGS

## EMPLOYEE INVOLVEMENT
- WORKGROUPS/TASK FORCES
- QUALITY ACTION TEAMS
- SPECIAL INTEREST GROUPS

# REGION IV - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

### FLEXITIME - YES

CONTACT: Josephine Brown (404) 347-3486

Flexitime policy requires that employees establish work schedules with the starting and ending times and lunch hours indicated. No daily or weekly deviations are permitted.

### FLEXIPLACE - NO

### COMPRESSED WORK WEEK - YES

CONTACT: Josephine Brown (404) 347-3486

Employees in Region IV can choose to participate in Compressed Work Week (5-4/9 Program). Region IV has all levels of full time management, supervisors and employees participating.

### PART TIME EMPLOYMENT - YES

CONTACT: Josephine Brown (404) 347-3486

Most employees in Region IV, excluding Stay-in-Schools and Coops, work either a 24 or 32 hour schedule, with the 32 hour schedule being the most popular. There are relatively few permanent/temporary employees who work less than 24, however it is permissible.

### JOB SHARING - NO

## LEAVE

### SPECIAL FAMILY LEAVE (e.g., medical, long-term care, maternity/paternity) - NO

CONTACT: Josephine Brown (404) 347-3486

No special policy, but do offer Leave Bank Program.

# EMPLOYEE ASSISTANCE PROGRAM

## COUNSELING - YES

CONTACT: Josephine Brown (404) 347-3486

Our employees have access to professionally trained counselors who are located on site in our Health Unit twice a week. Also, an emergency number is provided to employees when the counselors are not on site.

## SUPPORT GROUPS - NO

## SEMINARS/WORKSHOPS - YES

CONTACT: Josephine Brown (404) 347-3486

## SUPERVISORY TRAINING (e.g., "Dealing with a Problem Employee") -YES

CONTACT: Josephine Brown (404) 347-3486

The Human Resources Management Branch staff annually presents training courses for all supervisors and managers. Also, the services of consultants and experts are procured to present training courses on a variety of employee problem issues.

## INFORMATION RESOURCE AND REFERRAL SERVICES - YES

CONTACT: Josephine Brown (404) 347-3486

Our Employee Assistance Counselors provide referrals services on all employee problems in the areas of alcohol/drug abuse, dependent care services and a variety of employee worklife problems/issues.

# DEPENDENT CARE

## CHILD CARE PROGRAMS (e.g., child care center, parenting information, support groups, etc.) - NO

## ELDER CARE PROGRAMS - NO

## INFORMATION RESOURCE AND REFERRAL SERVICES - YES

CONTACT: Josephine Brown (404) 347-3486

The ECAP helps employees find affordable mental health and other community services.

### SEMINARS/WORKSHOPS - YES

CONTACT: Josephine Brown (404) 347-3486

The Human Resources Management Branch presents training and briefings on many work life issues confronting employees, such as elder care, balancing work and family life, child care programs, etc.

## RETIREMENT PLANNING

### SEMINARS/WORKSHOPS - YES

CONTACT: Belinda Linsey

The Human Resources Management Branch presents at least 2-3 retirement planning seminars in the Region each year. The Branch also presents at least 2-3 retirement seminars for employees planning to retire within the next 3-5 years.

### INDIVIDUAL CONSULTATION - YES

CONTACT: Josephine Brown (404) 347-3486

The Human Resources Management Branch has a Personnel Management Specialist whose primary responsibility is to provide advice and counsel employees on all facets of retirement.

## SPECIAL INCENTIVE PROGRAMS

### TIME-OFF AWARDS - YES

CONTACT: Josephine Brown (404) 347-3486

Time off awards were just implemented in Region IV in April 1992. It is difficult to estimate at this time how much the program will be utilized.

### LOCAL AWARDS - NO

While we have no local awards, we give out awards twice a year in Region IV, typically during the 4th and 1st quarters of the fiscal year.

## WELLNESS

### EMPLOYEE HEALTH UNIT/SERVICES - YES

CONTACT: Barbara Boone (404) 347-3486

The Region IV Health Unit is located on site and run by a private contractor. Oversight of the Unit is the responsibility of the Human Resources Management Branch.

### SEMINARS/WORKSHOPS - YES

CONTACT: Barbara Boone (404) 347-3486

A variety of briefings, seminars and other informational services are provided on issues ranging from cancer screenings to public health.

### FITNESS CENTER - YES

CONTACT: Barbara Boone (404) 347-3486

The Region IV Wellness Center is located on site and is run by a private contractor. Oversight of the Center and Contractor is the responsibility of the Human Resources Management Branch.

### HEALTH ASSESSMENTS/SCREENINGS - YES

CONTACT: Barbara Boone (404) 347-3486

Employees in Region IV are offered a number of screenings, including TB, diabetes, and cancer, by our Health Unit.

## EMPLOYEE INVOLVEMENT

### WORKGROUPS/TASK FORCES - YES

CONTACT: Barbara Boone (404) 347-3486

Employee involvement varies depending on the problem/issue.

### QUALITY ACTION TEAMS - YES

CONTACT: Josephine Brown (404) 347-3486

A number of Quality Action Teams have been established within the Region to examine a number of programmatic/management issues and problems. We anticipate more teams being established in the future as we integrate TQM principals into our regional operations.

### SPECIAL INTEREST GROUPS (e.g., WISE, SAC) - YES

CONTACT: Josephine Brown (404) 347-3486

We have a number of special interest groups in Region IV: The Region 4 Engineers Assoc., WISE, SAC, HEPAC, Black Employment Program, Toastmasters, etc.

# REGION V - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

- FLEXITIME
- COMPRESSED WORK WEEK
- PART TIME EMPLOYMENT
- JOB SHARING

## LEAVE

- LEAVE BANK

## EMPLOYEE ASSISTANCE PROGRAM

- COUNSELING
- SUPPORT GROUPS
- SEMINARS/WORKSHOPS
- SUPERVISORY TRAINING
- INFORMATION RESOURCE AND REFERRAL SERVICES

## DEPENDENT CARE

- CHILD CARE PROGRAMS
- ELDER CARE PROGRAMS
- INFORMATION RESOURCE AND REFERRAL SERVICES
- SEMINARS/WORKSHOPS

## RETIREMENT PLANNING

- SEMINARS/WORKSHOPS
- INDIVIDUAL CONSULTATION

## SPECIAL INCENTIVE PROGRAMS

- TIME-OFF AWARDS
- LOCAL AWARDS

## WELLNESS

- EMPLOYEE HEALTH UNIT/SERVICES
- SEMINARS/WORKSHOPS
- FITNESS CENTER
- HEALTH ASSESSMENTS/SCREENINGS

## EMPLOYEE INVOLVEMENT

- WORKGROUPS/TASK FORCES
- QUALITY ACTION TEAMS
- SPECIAL INTEREST GROUPS

# REGION V - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

**FLEXITIME - YES**
CONTACT: Human Resources Branch (312) 353-2026
Region 5 has offered flexitime to all its employees since 1989.

**FLEXIPLACE - NO**

**COMPRESSED WORK WEEK - YES**
CONTACT: Human Resources Branch (312) 353-2026
Region 5 offers 5-4/9 compressed work week schedule.

**PART TIME EMPLOYMENT - YES**
CONTACT: Human Resources Branch (312) 353-2026
Part-time employees are both permanent and temporary.

**JOB SHARING - YES**
CONTACT: Human Resources Branch (312) 353-2026
Limited use of this program due in part to hiring freeze and limited interest on the part of employees.

## LEAVE

**SPECIAL FAMILY LEAVE (e.g., medical, long-term care, maternity/paternity) - NO**
CONTACT: Human Resources Branch (312) 353-2026
No special policy, but Region 5 participates in the Agency's Leave Bank program.

# EMPLOYEE ASSISTANCE PROGRAM

## COUNSELING - YES

CONTACT: Human Resources Branch (312) 353-2026

An Inter-agency Agreement with the Public Health Service provides full scope of counseling services.

## SUPPORT GROUPS - YES

CONTACT: Human Resources Branch (312) 353-2026

Black Supervisory Support Group

## SEMINARS/WORKSHOPS - YES

CONTACT: Human Resources Branch (312) 353-2026

Region 5 offers a large number of seminars and workshops through the special emphasis programs and the Regional Training Office.

## SUPERVISORY TRAINING (e.g., "Dealing with a Problem Employee") -YES

CONTACT: Human Resources Branch (312) 353-2026

This is offered by the EPA Institute and through the Employee Counseling Services I.A.G.

## INFORMATION RESOURCE AND REFERRAL SERVICES - YES

CONTACT: Human Resources Branch (312) 353-2026

This is offered through the Employee Counseling Services program

# DEPENDENT CARE

## CHILD CARE PROGRAMS (e.g., child care center, parenting information, support groups, etc.) - YES

CONTACT: Noemi Emeric (312) 353-2026

3 on-site child care centers are available to EPA employees.

## ELDER CARE PROGRAMS - YES

CONTACT: Allen Nickels (312) 353-2026

Offered through the Employee Counseling Services program.

## INFORMATION RESOURCE AND REFERRAL SERVICES - YES

CONTACT: Allen Nickels (312) 353-2026

Offered through the Employee Counseling Services program.

**SEMINARS/WORKSHOPS - YES**
CONTACT: Allen Nickels (312) 353-2026

Offered through the Employee Counseling Services program.

## RETIREMENT PLANNING

**SEMINARS/WORKSHOPS - YES**
CONTACT: Daphne Lawrence (312) 353-2026

We offer courses in this area each year.

**INDIVIDUAL CONSULTATION - YES**
CONTACT: Daphne Lawrence (312) 353-2026

Offered as requested by our employees.

## SPECIAL INCENTIVE PROGRAMS

**TIME-OFF AWARDS - YES**
CONTACT: Allen Nickels (312) 353-2026

Same as National policy.

**LOCAL AWARDS - YES**
CONTACT: Allen Nickels (312) 353-2026

Regional Administrator's Award, EEO awards, Human Resources awards, in addition to the Agency awards program.

## WELLNESS

**EMPLOYEE HEALTH UNIT/SERVICES - YES**
CONTACT: James Finn, (312) 353-2026

Services offered through IAG with PHS.

**SEMINARS/WORKSHOPS - YES**
CONTACT: Noemi Emeric (312) 353-2026

Workshops and services are offered by the Public Health Service, Fitness Center and Employee Counseling Services.

**FITNESS CENTER - YES**
CONTACT: Noemi Emeric (312) 353-2026

**HEALTH ASSESSMENTS/SCREENINGS - YES**
CONTACT: James Finn, (312) 353-2026

## EMPLOYEE INVOLVEMENT

**WORKGROUPS/TASK FORCES - YES**
CONTACT:

Regional employees participate on a number of Regional and National workgroups, etc.

**QUALITY ACTION TEAMS - YES**
CONTACT: Kathy Gunn (312) 353-2026

**SPECIAL INTEREST GROUPS (e.g., WISE, SAC) - YES**
CONTACT: Robert Thayer (312) 353-2026

WISE, SAC, HRC, as well as Black, Hispanic, Asian and Handicap employment groups. We also have a multi-cultural diversity task force, Black Supervisory Support Group and Federal Women's program, Health and Safety Committee, Information Resources Management Steering Committee, and a Management Budget Task Force.

# REGION VI - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

- FLEXITIME
- FLEXIPLACE * (Temporary)
- COMPRESSED WORK WEEK
- PART TIME EMPLOYMENT
- JOB SHARING

## LEAVE

- LEAVE BANK

## EMPLOYEE ASSISTANCE PROGRAM

- COUNSELING
- SEMINARS/WORKSHOPS
- SUPERVISORY TRAINING
- INFORMATION RESOURCE AND REFERRAL SERVICES

## DEPENDENT CARE

- CHILD CARE PROGRAMS
- ELDER CARE PROGRAMS
- INFORMATION RESOURCE AND REFERRAL SERVICES
- SEMINARS/WORKSHOPS

## RETIREMENT PLANNING

- SEMINARS/WORKSHOPS
- INDIVIDUAL CONSULTATION

## SPECIAL INCENTIVE PROGRAMS

- TIME-OFF AWARDS
- LOCAL AWARDS

## WELLNESS

- EMPLOYEE HEALTH UNIT/SERVICES
- SEMINARS/WORKSHOPS
- FITNESS CENTER
- HEALTH ASSESSMENTS/SCREENINGS

## EMPLOYEE INVOLVEMENT

- WORKGROUPS/TASK FORCES
- QUALITY ACTION TEAMS
- SPECIAL INTEREST GROUPS

U.S. EPA Headquarters Library
Mail code 3201
1200 Pennsylvania Avenue NW
Washington DC 20460

# REGION VI - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

**FLEXITIME - YES**
CONTACT: Sallye Vela (214) 655-6563

Employees may negotiate non-standard work schedules with their supervisors, provided they are present during specified core working hours.

**FLEXIPLACE - YES * (Temporary)**
CONTACT: Robert Wilson (214) 655-6507

Employees who will be moved to temporary work space during office renovations have the opportunity to choose another work space (e.g. their home). Only one person has chosen to do so.

**COMPRESSED WORK WEEK - YES**
CONTACT: Sallye Vela (214) 655-6563

Employees work 8 nine hour days, one 8 hour day and have one day off each pay period.

**PART TIME EMPLOYMENT - YES**
CONTACT: Sallye Vela (214) 655-6563

If employee needs dictate a part-time schedule, and workload demands permit, one may be established.

**JOB SHARING - YES**
CONTACT: Sallye Vella (214) 655-6563

This is a form of part-time employment where two part-time employees fill one full-time position.

## LEAVE

**SPECIAL FAMILY LEAVE (e.g., medical, long-term care, maternity/paternity) - NO**
CONTACT: Jinella Caffey (214) 655-7416

No special policy but do encourage supervisors to offer liberal leave during emergencies for employees with good work records. Also offer Leave Bank program.

# EMPLOYEE ASSISTANCE PROGRAM

## COUNSELING - YES

CONTACT: Robert Wilson (214) 655-6507

Off-site consortium program that offers short term counseling and referral services for both personal and job-related problems.

## SUPPORT GROUPS - NO

## SEMINARS/WORKSHOPS - YES

CONTACT: Dona Doyle (214) 655-6547

Brown Bag seminars on various topics, such as stress management, two career families, etc.

## SUPERVISORY TRAINING (e.g., "Dealing with a Problem Employee") -YES

CONTACT: Dona Doyle (214) 655-6547

Courses designed to improve managerial skills, such as Framework for Supervision, personnel management skills, etc.

## INFORMATION RESOURCE AND REFERRAL SERVICES - YES

CONTACT: Robert Wilson (214) 655-6507

The ECAP helps employees find affordable mental health services and other community services, i.e., child care, eldercare, financial, etc.

# DEPENDENT CARE

## CHILD CARE PROGRAMS (e.g., child care center, parenting information, support groups, etc.) -YES

CONTACT: Sallye Vela (214) 655-6563

EPA and several other federal agencies have established a child care center.

## ELDER CARE PROGRAMS - YES

CONTACT: Robert Wilson (214) 655-6507

In the past, we have offered seminars and speakers on a variety of subjects (e.g. Finance, Caregiving Resources, Legal issues.) Currently, we provide information on community resources through EAP counselors.

### INFORMATION RESOURCE AND REFERRAL SERVICES - YES

CONTACT: Robert Wilson (214) 655-6507

Community Resource and Referral services available for variety of dependent care services through the EAP.

### SEMINARS/WORKSHOPS - YES

CONTACT: Robert Wilson (214) 655-6507

Through ECAP and the Federal Executive Board, we have offered eldercare seminars, stress management workshops, and financial planning seminars.

## RETIREMENT PLANNING

### SEMINARS/WORKSHOPS - YES

CONTACT: Jynelle Caffey (214) 655-7416

Pre-retirement seminars are offered on-site given by EPA staff; also the Federal Executive Board and Office of Personnel Management offer courses for which the Region pays. Seminars are offered several times each year.

### INDIVIDUAL CONSULTATION - YES

CONTACT: Jynelle Caffey (214) 655-7416

Individual retirement counseling is available through the Human Resources office.

## SPECIAL INCENTIVE PROGRAMS

### TIME-OFF AWARDS - YES

CONTACT: Jynelle Caffey (214) 655-7416

Time off awards (i.e., an excused absence) are used without loss of pay or charge to leave, to recognize a superior accomplishment or other personal effort that contributes to increased quality and effectiveness of a program.

### LOCAL AWARDS - YES

CONTACT: Jynelle Caffey (214) 655-7416

Each month, a "Thumbs-Up" winner is selected. In addition to certificate, the winner has choice of free parking space for a month or one day off without charge to leave. The Regional Administrator's Award for Excellence (with cash award of up to $5,000) and EEO Award ($1,000) are given yearly.

# WELLNESS

## EMPLOYEE HEALTH UNIT/SERVICES - YES

CONTACT: Jerry Stokley (214) 655-6400

A health center staffed with a part-time physician and several nurses is located off-site, run by the Public Health Service. Employees can go to the health unit for allergy injections, blood pressure monitoring, treatment of minor illnesses and injuries, medical emergencies, and other testing (e.g., cholesterol and glucose checks). HIV testing is also performed upon written request by an employee; results are confidential. Also, a limited number of special diagnostic tests are available. In addition, an on-site facility offers first aid and blood pressure and weight monitoring.

## SEMINARS/WORKSHOPS - YES

CONTACT: Jerry Stokley (214) 655-6400

A variety of brown bag seminars and videos are offered throughout the year. The Region has also sponsored Weight Watcher's classes.

## FITNESS CENTER - YES

CONTACT: Jerry Stokley (214) 655-6400

An on-site fitness center will open in January 1993, offering exercise equipment, low impact aerobics, etc. The center will be staffed full-time.

## HEALTH ASSESSMENTS/SCREENINGS - YES

CONTACT: Jerry Stokley (214) 655-6400

The Health Unit provides several health screenings per year. Screenings that have been sponsored so far include: diabetes, cholesterol, hypertension, and prostate cancer. In addition, employees can go to the Health Unit for blood pressure monitoring. Employees exposed to possible hazardous materials receive full physicals each year.

# EMPLOYEE INVOLVEMENT

## WORKGROUPS/TASK FORCES - YES

CONTACT: Sallye Vela (214) 655-6563

Workgroups and Task Forces are founded as needed. Currently, Region 6 has many groups addressing a wide variety of issues, such as program matters and cultural diversity.

## QUALITY ACTION TEAMS - YES

CONTACT: Sallye Vela (214) 655-6563

All employees attend a 2-day training session. Many QATs have been formed in the Region.

## SPECIAL INTEREST GROUPS (e.g., WISE, SAC) - YES

Nellie Roblez (214) 655-6500

Special interest groups include the Secretarial Advisory Committee, Hispanic Employment Program, FWP, Cultural Diversity, Black Advisory Committee and Asian Pacific Employment Program.

# REGION VII - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

- FLEXITIME
- FLEXIPLACE* (Special Cases)
- COMPRESSED WORK WEEK
- PART TIME EMPLOYMENT
- JOB SHARING

## LEAVE

- LEAVE BANK

## EMPLOYEE ASSISTANCE PROGRAM

- COUNSELING
- SUPPORT GROUPS
- SEMINARS/WORKSHOPS
- SUPERVISORY TRAINING
- INFORMATION RESOURCE AND REFERRAL SERVICES

## RETIREMENT PLANNING

- SEMINARS/WORKSHOPS
- INDIVIDUAL CONSULTATION

## SPECIAL INCENTIVE PROGRAMS

- TIME-OFF AWARDS
- LOCAL AWARDS

## WELLNESS

- EMPLOYEE HEALTH UNIT/SERVICES
- SEMINARS/WORKSHOPS
- HEALTH ASSESSMENTS/SCREENINGS

## EMPLOYEE INVOLVEMENT

- WORKGROUPS/TASK FORCES
- QUALITY ACTION TEAMS
- SPECIAL INTEREST GROUPS

# REGION VII - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

**FLEXITIME - YES**
CONTACT: Richard DeVoe (913) 551-7263

Program covers core work hours of 9:00-3:00 but employees can adjust their schedule on regular basis.

**FLEXIPLACE - YES* (Special Cases)**
CONTACT: Richard DeVoe (913) 551-7263

*When need arises (i.e. health, maternity) employees can arrange working at home.

**COMPRESSED WORK WEEK - YES**
CONTACT: Richard DeVoe (913) 551-7263

Employees work 9 days and have one day off each pay period.

**PART TIME EMPLOYMENT - YES**
CONTACT: Richard DeVoe (913) 551-7263

Any position other than full time employee in the Regional office.

**JOB SHARING - YES**
CONTACT: Richard DeVoe (913) 551-7263

Any job sharing of projects or functional activities are part of this activity.

## LEAVE

**SPECIAL FAMILY LEAVE (e.g., medical, long-term care, maternity/paternity) - NO**
CONTACT: Michele Stewart (913) 551-7262

No special policy, but do offer Leave Bank program.

# EMPLOYEE ASSISTANCE PROGRAM

**COUNSELING - YES**
CONTACT: Richard DeVoe (913) 551-7263
We have assistance available to all Regional employees through a private contractor in the area.

**SUPPORT GROUPS - YES**
CONTACT: Marian Hess (913) 551-7271
We offer a wide variety of support group activities throughout the year.

**SEMINARS/WORKSHOPS - YES**
CONTACT: Marian Hess (913) 551-7271
We offer new and current topics for information and employee development.

**SUPERVISORY TRAINING (e.g., "Dealing with a Problem Employee") -YES**
CONTACT: Jackie Beard (913) 551-7254
Training covers survival skills and subjects of interest to new supervisors.

**INFORMATION RESOURCE AND REFERRAL SERVICES - YES**
CONTACT: Richard DeVoe (913) 551-7263
We offer a wide variety of on-going and special assistance based on employee needs.

# DEPENDENT CARE

**CHILD CARE PROGRAMS (e.g., child care center, parenting information, support groups, etc.) -NO**

**ELDER CARE PROGRAMS - NO**

**INFORMATION RESOURCE AND REFERRAL SERVICES - NO**

**SEMINARS/WORKSHOPS - NO**

# RETIREMENT PLANNING

## SEMINARS/WORKSHOPS - YES

CONTACT: Michele Stewart (913) 551-7262

We offer all employees retirement planning information on a regular basis.

## INDIVIDUAL CONSULTATION - YES

CONTACT: Michele Stewart (913) 551-7262

This usually involves employees who will retire within 2 years.

# SPECIAL INCENTIVE PROGRAMS

## TIME-OFF AWARDS - YES

CONTACT: Richard DeVoe (913) 551-7263

This is an alternative to cash awards of great value to employees with low leave balances.

## LOCAL AWARDS - YES

CONTACT: Vickie Matthews (913) 551-7269

Our On-the-Spot cash awards are a great motivator. These are given for activities done very well, and provide immediate reinforcement.

# WELLNESS

## EMPLOYEE HEALTH UNIT/SERVICES - YES

CONTACT: Gene Ramsey (913) 551-7347

We have a private contractor available for emergency care.

## SEMINARS/WORKSHOPS - YES

CONTACT: Gene Ramsey (913) 551-7347

We provide informational sessions to employees for mental and physical well being.

## FITNESS CENTER - NO

## HEALTH ASSESSMENTS/SCREENINGS - YES

CONTACT: Gene Ramsey (913) 551-7347

We provide annual screenings to employees which give a completed picture off their general health . This is a part of our annual Health Fair.

# EMPLOYEE INVOLVEMENT

## WORKGROUPS/TASK FORCES - YES

CONTACT: Gene Ramsey (913) 551-7347

We have many team building and group development teams and taskforces that supplement structured activities.

## QUALITY ACTION TEAMS - YES

CONTACT: Charles Hensley (913) 551-7519

We have a wide variety of QATS covering many different regional processes, with significant employee involvement.

## SPECIAL INTEREST GROUPS (e.g., WISE, SAC) - YES

CONTACT: Joe Solis (913) 551-7203

We have WISE, SAC, Blacks in Government, Hispanic organization, and GLO.

# REGION VIII - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES
- COMPRESSED WORK WEEK
- PART TIME EMPLOYMENT

## LEAVE
- LEAVE BANK

## EMPLOYEE ASSISTANCE PROGRAM
- COUNSELING
- SEMINARS/WORKSHOPS
- SUPERVISORY TRAINING
- INFORMATION RESOURCE AND REFERRAL SERVICES

## DEPENDENT CARE
- CHILD CARE PROGRAMS

## RETIREMENT PLANNING
- SEMINARS/WORKSHOPS
- INDIVIDUAL CONSULTATION

## SPECIAL INCENTIVE PROGRAMS
- TIME-OFF AWARDS
- LOCAL AWARDS

## WELLNESS
- SEMINARS/WORKSHOPS
- FITNESS CENTER

## EMPLOYEE INVOLVEMENT
- WORKGROUPS/TASK FORCES
- QUALITY ACTION TEAMS
- SPECIAL INTEREST GROUPS

# REGION VIII - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

**FLEXITIME - NO**

**FLEXIPLACE - NO**

**COMPRESSED WORK WEEK - YES**
CONTACT: Dick Walsh (303) 293-1802
5-4/9 schedules are offered to employees.

**PART TIME EMPLOYMENT - YES**
CONTACT: Dick Walsh (303) 293-1802
Permanent and Temporary part-time positions are available.

**JOB SHARING - NO**

## LEAVE

**SPECIAL FAMILY LEAVE (e.g., medical, long-term care, maternity/paternity) - NO**
CONTACT: Dick Walsh (303) 293-1802
No special policy, but do offer Leave Bank program.

## EMPLOYEE ASSISTANCE PROGRAM

**COUNSELING - YES**
CONTACT: Dick Walsh (303) 293-1802
Private contractor

**SUPPORT GROUPS - NO**

**SEMINARS/WORKSHOPS - YES**
CONTACT: Dick Walsh (303) 293-1802
As offered by private contractor

**SUPERVISORY TRAINING (e.g., "Dealing with a Problem Employee") - YES**
CONTACT: Dick Walsh (303) 293-1802

As offered by private contractor

**INFORMATION RESOURCE AND REFERRAL SERVICES - YES**
CONTACT: Dick Walsh (303) 293-1802

Referrals are made by private contractor

## DEPENDENT CARE

**CHILD CARE PROGRAMS (e.g., child care center, parenting information, support groups, etc.) - YES**
CONTACT: Sue Butler (303) 293-1487

Custom House Children's Center will accommodate 105 children (from 6 weeks to 5 years old) of Downtown Denver's federal employees. Center to be operated by Aspen Child Development Center.

**ELDER CARE PROGRAMS - NO**

**INFORMATION RESOURCE AND REFERRAL SERVICES - NO**

**SEMINARS/WORKSHOPS - NO**

## RETIREMENT PLANNING

**SEMINARS/WORKSHOPS - YES**
CONTACT: Dick Walsh (303) 293-1802

Pre-retirement seminar and FERS training are offered.

**INDIVIDUAL CONSULTATION - YES**
CONTACT: Dick Walsh (303) 293-1802

Individual record reviews and consultations.

## SPECIAL INCENTIVE PROGRAMS

**TIME-OFF AWARDS - YES**
CONTACT: Dick Walsh (303) 293-1802

Agency time off awards program.

### LOCAL AWARDS - YES
CONTACT: Dick Walsh (303) 293-1802

Information about local awards programs is disseminated and nominations are solicited.

## WELLNESS

### EMPLOYEE HEALTH UNIT/SERVICES - NO

### SEMINARS/WORKSHOPS - YES
CONTACT: Dick Walsh (303) 293-1802

Seminars are offered on topics such as stress relief, conflict resolution, etc.

### FITNESS CENTER - YES
CONTACT: Dick Walsh (303) 293-1802

On-site

### HEALTH ASSESSMENTS/SCREENINGS - NO

## EMPLOYEE INVOLVEMENT

### WORKGROUPS/TASK FORCES - YES
CONTACT: Dick Walsh (303) 293-1487

Groups are formed for assigned tasks and evolving areas of concern.

### QUALITY ACTION TEAMS - YES
CONTACT: Pat Smedley (303) 293-1404

Region 8 offers quality training and assignment to quality action teams.

### SPECIAL INTEREST GROUPS (e.g., WISE, SAC) - YES
CONTACT: Bobby Hodges (303) 293-1494/Mary Rogers (303) 293-1487

EPA-wide groups. Black Advisory Group, Hispanic Employment Group, Federal Women's Program, Civil Rights Council, Women In Science and Engineering, Secretarial Advisory Council and Local Human Resources Council.

# REGION IX - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES
- FLEXITIME
- FLEXIPLACE
- COMPRESSED WORK WEEK
- PART TIME EMPLOYMENT

## LEAVE
- LEAVE BANK

## EMPLOYEE ASSISTANCE PROGRAM
- COUNSELING
- SEMINARS/WORKSHOPS
- SUPERVISORY TRAINING
- INFORMATION RESOURCE AND REFERRAL SERVICES

## DEPENDENT CARE
- CHILD CARE PROGRAMS

## RETIREMENT PLANNING
- INDIVIDUAL CONSULTATION

## SPECIAL INCENTIVE PROGRAMS
- LOCAL AWARDS

## WELLNESS
- EMPLOYEE HEALTH UNIT/SERVICES
- SEMINARS/WORKSHOPS
- FITNESS CENTER
- HEALTH ASSESSMENTS/SCREENINGS

## EMPLOYEE INVOLVEMENT
- WORKGROUPS/TASK FORCES
- QUALITY ACTION TEAMS
- SPECIAL INTEREST GROUPS

# REGION IX - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

**FLEXITIME - YES**
CONTACT: John Duff (415) 744-1549

Employees work 80 hours, during a two week period, with their hours distributed among 10 workdays normally of 8 1/2 hour duration (including 30 minute lunch). Employees begin the work day at or after 6:30 am and end no later than 6:00 pm. Employees establish "normal" beginning times and flex around that time, extending day to accommodate later arrival or longer lunch time.

**FLEXIPLACE - YES**
CONTACT: John Duff (415) 744-1549

Region 9 participates in the Agency Pilot program and follows OPM/PCMI guidance. Two general types of flexiplace are offered: 1) Regular Max (1-2 days/week), and 2) EPISODIC (AD HOC). Most employees use EPISODIC.

**COMPRESSED WORK WEEK - YES**
CONTACT: John Duff (415) 744-1549

5-4/9 with some exceptions for 10-4. All employees and managers participate (SES excluded).

**PART TIME EMPLOYMENT - YES**
CONTACT: Tish Fish (415) 744-1554

**JOB SHARING - NO**

## LEAVE

**SPECIAL FAMILY LEAVE (e.g., medical, long-term care, maternity/paternity) - NO**
No special policy, but do offer Leave Bank program.

# EMPLOYEE ASSISTANCE PROGRAM

**COUNSELING - YES**
CONTACT: John Duff (415) 744-1549

Region participates in PHS run consortium which has nearby on-site counselor and 24 hour 800 telephone number to access program.

**SUPPORT GROUPS - NO**

**SEMINARS/WORKSHOPS - YES**
CONTACT: Marla Lesley (415) 744-1544

On going workshops on a variety of mental/physical health issues.

**SUPERVISORY TRAINING (e.g., "Dealing with a Problem Employee") -YES**
CONTACT: John Duff (415) 744-1549

Annual training for supervisors/managers offered by consortium contractor.

**INFORMATION RESOURCE AND REFERRAL SERVICES - YES**
CONTACT: John Duff (415) 744-1549

Toll free 800 telephone number permits employees to access EAP 24 hours a day.

# DEPENDENT CARE

**CHILD CARE PROGRAMS (e.g., child care center, parenting information, support groups, etc.) - YES**
CONTACT: Marsha Harris (415) 744-1635

Opened 7/1/92 - MAX 112 children

**ELDER CARE PROGRAMS - NO**

**INFORMATION RESOURCE AND REFERRAL SERVICES - N/A**

**SEMINARS/WORKSHOPS - N/A**

# RETIREMENT PLANNING

**SEMINARS/WORKSHOPS - NO* (One is planned for FY '93)**

**INDIVIDUAL CONSULTATION - YES**
CONTACT: Jack Powelson (415) 744-1545

# SPECIAL INCENTIVE PROGRAMS

**TIME-OFF AWARDS - NO**

**LOCAL AWARDS - YES**
CONTACT: Jack Powelson (415) 744-1545

On-The-Spot, RA's Award for Excellence, Local EEO Awards, Mullins Award (Academic Scholarship).

# WELLNESS

**EMPLOYEE HEALTH UNIT/SERVICES - YES**
CONTACT: Rick Taft (415) 744-1606

Contract with PHS/FEOH; Physical Exams/Medical Screening; Minor Medical Treatment

**SEMINARS/WORKSHOPS - YES**
CONTACT: Marla Lesley (415) 744-1544

PHS sponsored/taught courses on Stress, Back Injury etc.

**FITNESS CENTER - YES**
CONTACT: John Duff (415) 744-1549

6000 square feet Multi-agency Center (On-site) will be operated by contractor.

**HEALTH ASSESSMENTS/SCREENINGS - YES**
CONTACT: John Duff (415) 744-1549

Fitness Center membership.

U.S. EPA Headquarters Library
Mail code 3201
1200 Pennsylvania Avenue NW
Washington DC 20460

# EMPLOYEE INVOLVEMENT

## WORKGROUPS/TASK FORCES - YES

CONTACT: John Duff (415) 744-1549

Many groups formed on AD HOC basis to address specific issues/problems. Since TQM training, groups have evolved to QATs.

## QUALITY ACTION TEAMS - YES

CONTACT: Jerry Bock (415) 744-1533

Multiple QATs currently meeting on broad variety of issues

## SPECIAL INTEREST GROUPS (e.g., WISE, SAC) - YES

CONTACT: Mike Anderson (415) 744-1702, MaDonna Narvez

WISE, SAC

# REGION X - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

- FLEXITIME
- COMPRESSED WORK WEEK
- PART TIME EMPLOYMENT
- JOB SHARING

## LEAVE

- SPECIAL FAMILY LEAVE * (Special Extended Leave policy)
- LEAVE BANK

## EMPLOYEE ASSISTANCE PROGRAM

- COUNSELING
- SEMINARS/WORKSHOPS
- SUPERVISORY TRAINING
- INFORMATION RESOURCE AND REFERRAL SERVICES

## DEPENDENT CARE

- CHILD CARE PROGRAMS
- ELDER CARE PROGRAMS
- INFORMATION RESOURCE AND REFERRAL SERVICES

## RETIREMENT PLANNING

- SEMINARS/WORKSHOPS
- INDIVIDUAL CONSULTATION

## SPECIAL INCENTIVE PROGRAMS

- TIME-OFF AWARDS
- LOCAL AWARDS

## WELLNESS

- EMPLOYEE HEALTH UNIT/SERVICES
- SEMINARS/WORKSHOPS
- FITNESS CENTER
- HEALTH ASSESSMENTS/SCREENINGS

## EMPLOYEE INVOLVEMENT

- WORKGROUPS/TASK FORCES
- QUALITY ACTION TEAMS
- SPECIAL INTEREST GROUPS

# REGION X - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

### FLEXITIME - YES

CONTACT: Tom Davison (206) 553-2957

Part of Region 10's Alternative work schedule program. Employees may establish a work schedule that begins anytime between 7:00 and 8:30 am. Work day ends eight or nine hours (plus lunch) after arriving, as appropriate.

### FLEXIPLACE - NO

### COMPRESSED WORK WEEK - YES

CONTACT: Tom Davison (206) 553-2957

The Region permits employees, on a voluntary basis, to select a 5-4/9 work schedule, resulting in an additional day off every other week.

### PART TIME EMPLOYMENT - YES

CONTACT: Wendy Adams, (206) 553-2956

Part time schedules (i.e., between 16 and 32 hours/week) are permitted. Most often full time employees request part time to accommodate personal interests.

### JOB SHARING - YES

CONTACT: Wendy Adams (206) 553-2956

This is a special case of part time when 2 people get together to share a job.

## LEAVE

### SPECIAL FAMILY LEAVE (e.g., medical, long-term care, maternity/paternity) - YES

CONTACT: Tom Davison (206) 553-2957

Region 10 has had an extended leave policy since February '90. Six months extended leave is permitted with extensions up to one year. Also offer Leave Bank program.

# EMPLOYEE ASSISTANCE PROGRAM

## COUNSELING - YES

CONTACT: Mike Manor (206) 553-1795

Region 10 has had an on-site counselor since 1986. Counselor works part time and coordinates wellness and fitness programs.

## SUPPORT GROUPS - NO

## SEMINARS/WORKSHOPS - YES

CONTACT: Mike Manor (206) 553-1795

As part of the wellness program, EAP coordinator presents regular seminars and workshops available to all employees.

## SUPERVISORY TRAINING (e.g., "Dealing with a Problem Employee") -YES

CONTACT: Mike Manor (206) 553-1795

Presentations made periodically concerning various employee relations issues.

## INFORMATION RESOURCE AND REFERRAL SERVICES - YES

CONTACT: Mike Manor (206) 553-1795

Counselor has substantial referral services available to employees in the northwest.

# DEPENDENT CARE

## CHILD CARE PROGRAMS (e.g., child care center, parenting information, support groups, etc.) - YES

CONTACT: Tom Davison (206) 553-2957

On-site day care sponsored by EPA. EPA children have priority in placement.

## ELDER CARE PROGRAMS - YES

CONTACT: Mike Manor (206) 553-1795

Counseling and referral services are available to employees.

## INFORMATION RESOURCE AND REFERRAL SERVICES - YES

CONTACT: Mike Manor (206) 553-1795

Counseling and referral services for employees who have questions

## SEMINARS/WORKSHOPS - NO

# RETIREMENT PLANNING

## SEMINARS/WORKSHOPS - YES
CONTACT: Israel Valdez (206) 553-2953

Presented in conjunction with OPM and FEB

## INDIVIDUAL CONSULTATION - YES
CONTACT: Israel Valdez (206) 553-2953

Presented to all interested employees particularly when entering service and separating.

# SPECIAL INCENTIVE PROGRAMS

## TIME-OFF AWARDS - YES
CONTACT: Diane Ruthruff (206) 553-5139

As part of EPA program, used as a variation of special achievement award.

## LOCAL AWARDS - YES
CONTACT: Diane Ruthruff (206) 553-5139

Awards include: "On the Spot," Managerial Excellence, EEO, and peer awards.

# WELLNESS

## EMPLOYEE HEALTH UNIT/SERVICES - YES
CONTACT: Cathe Bell (206) 553-0308

Available only at Region 10's operations offices in each state.

## SEMINARS/WORKSHOPS - YES
CONTACT: Mike Manor (206) 553-2957

## FITNESS CENTER - YES
CONTACT: Mike Manor (206) 553-2957

On-site EPA sponsored fitness center. Exercise equipment and aerobic instruction available

## HEALTH ASSESSMENTS/SCREENINGS - YES
CONTACT: Julie Allen (206) 553-6910

Available as a condition for joining the fitness center.

# EMPLOYEE INVOLVEMENT

## WORKGROUPS/TASK FORCES - YES

CONTACT: Mike Ward (206) 553-0309

Several workgroups looking at supervisory surveys, flexiplace, leave use, etc.

## QUALITY ACTION TEAMS - YES

CONTACT: Mike Ward (206) 553-0309

Active program involving simplification and quality efforts throughout region.

## SPECIAL INTEREST GROUPS (e.g., WISE, SAC) - YES

CONTACT: Cecilia Contreas (206) 553-2899

Most groups falling under the EEO program umbrella.

# NATIONAL ENFORCEMENT INVESTIGATIONS CENTER (NEIC), DENVER, CO - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES
- COMPRESSED WORK WEEK
- PART TIME EMPLOYMENT

## LEAVE
- LEAVE BANK

## EMPLOYEE ASSISTANCE PROGRAM
- COUNSELING
- SEMINARS/WORKSHOPS
- SUPERVISORY TRAINING

## DEPENDENT CARE
- CHILD CARE PROGRAMS

## RETIREMENT PLANNING
- SEMINARS/WORKSHOPS

## SPECIAL INCENTIVE PROGRAMS
- TIME-OFF AWARDS
- LOCAL AWARDS

## WELLNESS
- EMPLOYEE HEALTH UNIT/SERVICES
- FITNESS CENTER
- HEALTH ASSESSMENTS/SCREENINGS

## EMPLOYEE INVOLVEMENT
- WORKGROUPS/TASK FORCES
- QUALITY ACTION TEAMS
- SPECIAL INTEREST GROUPS

# NEIC - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

**FLEXITIME - NO**

**FLEXIPLACE - NO**

**COMPRESSED WORK WEEK - YES**
CONTACT: Virgie Parr (303) 236-5114

**PART TIME EMPLOYMENT - YES**
CONTACT: Virgie Parr (303) 236-5114

**JOB SHARING - NO**

## LEAVE

**SPECIAL FAMILY LEAVE (e.g., medical, long-term care, maternity/paternity) - NO**
CONTACT: Olenka Mackey (303) 236-5114
No special policy, but do offer Leave Bank program.

## EMPLOYEE ASSISTANCE PROGRAM

**COUNSELING - YES**
CONTACT: Pam Shank (303) 236-5114
Private contractor: Human Affairs International

**SUPPORT GROUPS - NO**

**SEMINARS/WORKSHOPS - YES**

**SUPERVISORY TRAINING (e.g., "Dealing with a Problem Employee") -YES**
CONTACT: Virgie Parr (303) 236-5114

**INFORMATION RESOURCE AND REFERRAL SERVICES - NO**

## DEPENDENT CARE

**CHILD CARE PROGRAMS (e.g., child care center, parenting information, support groups, etc.) - YES**
CONTACT: Cathy Ritthaler (303) 236-5111

Day care Center provided for all Federal employees working at Federal Center

**ELDER CARE PROGRAMS - NO**

**INFORMATION RESOURCE AND REFERRAL SERVICES - NO**

**SEMINARS/WORKSHOPS - NO**

## RETIREMENT PLANNING

**SEMINARS/WORKSHOPS - YES**
CONTACT: Olenka Mackey (303) 236-5114

Excellent course called "Pre Retirement Planning". Includes great financial management advice.

**INDIVIDUAL CONSULTATION - NO**

## SPECIAL INCENTIVE PROGRAMS

**TIME-OFF AWARDS - YES**
CONTACT: Pam Shank (303) 236-5114

**LOCAL AWARDS - YES**
CONTACT: Pam Shank (303) 236-5114

On-The-Spot Awards - most popular, well received award at NEIC.

# WELLNESS

## EMPLOYEE HEALTH UNIT/SERVICES - YES

CONTACT: Pam Shank (303) 236-5114

Public Health unit. 10% of employees may receive Health Unit Physicals each year (very thorough). We also have many employees who participate in the Medical Monitoring Program.

## SEMINARS/WORKSHOPS - NO

## FITNESS CENTER - YES

CONTACT: CASU

We have a wonderful facility for all Federal employees at the Federal Center.

## HEALTH ASSESSMENTS/SCREENINGS - YES

CONTACT:

Wellness Center provides a variety of assessment tools. Public Health Unit provides an in-depth blood screening at time of physical.

# EMPLOYEE INVOLVEMENT

## WORKGROUPS/TASK FORCES - YES

CONTACT: Les Ogden (303) 236-5114

## QUALITY ACTION TEAMS - YES

CONTACT: Les Ogden (303) 236-5114

We have several teams underway.

## SPECIAL INTEREST GROUPS (e.g., WISE, SAC) - YES

CONTACT: Beth Craig (303) 236-5114

WISE, SAC, FWP, BEP, HEP

# ANN ARBOR, NATIONAL VEHICLE AND FUEL EMISSIONS LABORATORY (NVFEL) -QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES
- FLEXITIME
- COMPRESSED WORK WEEK
- PART TIME EMPLOYMENT

## LEAVE
- LEAVE BANK

## EMPLOYEE ASSISTANCE PROGRAM
- COUNSELING
- SEMINARS/WORKSHOPS
- SUPERVISORY TRAINING

## RETIREMENT PLANNING
- INDIVIDUAL CONSULTATION

## SPECIAL INCENTIVE PROGRAMS
- TIME-OFF AWARDS

## WELLNESS
- SEMINARS/WORKSHOPS

## EMPLOYEE INVOLVEMENT
- WORKGROUPS/TASK FORCES
- QUALITY ACTION TEAMS
- SPECIAL INTEREST GROUPS

# ANN ARBOR - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

**FLEXITIME - YES**
CONTACT: Human Resources Office (313) 668-4220

A small percentage of NVFEL employees participate. It is the "traditional" Flexitime program involving start times and end times which encompass core hours, but can run early or late in the work day.

**FLEXIPLACE - NO**

**COMPRESSED WORK WEEK - YES**
CONTACT: Human Resources Office (313) 668-4220

This Program offers employees the opportunity to work 80 hours in a pay period which may be scheduled over 9 working days, (i.e., 8 days at 9 hours a day, 1 day at 8 Hours a day, and 1 day off).

**PART TIME EMPLOYMENT - YES**
CONTACT: Human Resources Office (313) 668-4220

NVFEL offers the standard option for part-time employment (i.e., work 16-32 hours each week on prearranged schedule) as prescribed by OPM. NVFEL has been able to assist its employees in finding a balance between career and personal responsibilities by offering part-time.

**JOB SHARING - NO**

## LEAVE

**SPECIAL FAMILY LEAVE (e.g., medical, long-term care, maternity/paternity) - NO**
No special policy, but do offer Leave Bank program.

U.S. EPA Headquarters Library
Mail code 3201
1200 Pennsylvania Avenue NW
Washington DC 20460

# EMPLOYEE ASSISTANCE PROGRAM

## COUNSELING - YES

CONTACT: Human Resources Office (313) 668-4220

The Employee Assistance Program (EAP) is a professional counseling and referral service designed to help employees with their personal, job, and family problems. This service is free and confidential. As a convenience to our employees, there is an office located in Detroit as well as an office in Ann Arbor, Michigan.

## SUPPORT GROUPS - NO

## SEMINARS/WORKSHOPS - YES

CONTACT: Human Resources Office (313) 668-4220

We are keeping our employees up-to-date on EAP issues with periodic EAP training sessions. A counselor from the Detroit EAP office speaks to our employees periodically here at our facility.

## SUPERVISORY TRAINING (e.g., "Dealing with a Problem Employee") -YES

CONTACT: Human Resources Office (313) 668-4220

Our supervisors are kept abreast of current issues with periodic training conducted by our EAP counselor on-site.

## INFORMATION RESOURCE AND REFERRAL SERVICES - NO

# DEPENDENT CARE

## CHILD CARE PROGRAMS (e.g., child care center, parenting information, support groups, etc.) - NO

## ELDER CARE PROGRAMS - NO

## INFORMATION RESOURCE AND REFERRAL SERVICES - NO

## SEMINARS/WORKSHOPS - NO

# RETIREMENT PLANNING

**SEMINARS/WORKSHOPS - NO**

**INDIVIDUAL CONSULTATION - YES**
CONTACT: Human Resources Office (313) 668-4220
Individual retirement counseling is available through the Human Resources Office.

# SPECIAL INCENTIVE PROGRAMS

**TIME-OFF AWARDS - YES**
CONTACT: Human Resources Office (313) 668-4220

**LOCAL AWARDS - NO**

# WELLNESS

**EMPLOYEE HEALTH UNIT/SERVICES - NO**

**SEMINARS/WORKSHOPS - YES**
NVFEL offered, to all employees, a 4-hour symposium on Stress Management, a Wellness Program with a questionnaire and recommendations on improving lifestyle was also offered to all employees at the work site. "Brown Bag" programs offering videos on subjects "Depression," "Health Promotion," "Parenting," "Elder Care," etc. was well received.

**FITNESS CENTER - NO**

**HEALTH ASSESSMENTS/SCREENINGS - NO**

# EMPLOYEE INVOLVEMENT

**WORKGROUPS/TASK FORCES - YES**
CONTACT: Human Resources Office (313) 668-4220
Workgroups and Task Forces are established as needed. Currently, NVFEL has many groups addressing a wide variety of issues such as internal communications.

## QUALITY ACTION TEAMS - YES

CONTACT: Human Resources Office (313) 668-4220

NVFEL has formed many QATs.

## SPECIAL INTEREST GROUPS (e.g., WISE, SAC) - YES

CONTACT: Human Resources Office (313) 668-4220

This facility has several special interest groups: WISE, SAC, FWP and Earth Day Every Day.

# RESEARCH TRIANGLE PARK, NC (RTP) - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

- FLEXITIME
- FLEXIPLACE * (Pilot completed)
- COMPRESSED WORK WEEK
- PART TIME EMPLOYMENT
- JOB SHARING

## LEAVE

- LEAVE BANK

## EMPLOYEE ASSISTANCE PROGRAM

- COUNSELING
- SUPPORT GROUPS
- SEMINARS/WORKSHOPS
- SUPERVISORY TRAINING
- INFORMATION RESOURCE AND REFERRAL SERVICES

## DEPENDENT CARE

- CHILD CARE PROGRAMS
- ELDER CARE PROGRAMS
- INFORMATION RESOURCE AND REFERRAL SERVICES
- SEMINARS/WORKSHOPS

## RETIREMENT PLANNING

- SEMINARS/WORKSHOPS
- INDIVIDUAL CONSULTATION

## SPECIAL INCENTIVE PROGRAMS

- TIME-OFF AWARDS
- LOCAL AWARDS

## WELLNESS

- EMPLOYEE HEALTH UNIT/SERVICES
- SEMINARS/WORKSHOPS
- FITNESS CENTER
- HEALTH ASSESSMENTS/SCREENINGS

## EMPLOYEE INVOLVEMENT

- WORKGROUPS/TASK FORCES
- QUALITY ACTION TEAMS
- SPECIAL INTEREST GROUPS

# RTP - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

**FLEXITIME - YES**
CONTACT: Randy M. Brady (919) 541-3071

**FLEXIPLACE - YES ***
CONTACT: Randy M. Brady (919) 541-3071
* Pilot recently completed

**COMPRESSED WORK WEEK - YES**
CONTACT: Randy M. Brady (919) 541-3071

**PART TIME EMPLOYMENT - YES**
CONTACT: Randy M. Brady (919) 541-3071

**JOB SHARING - YES**
CONTACT: Randy M. Brady (919) 541-3071

## LEAVE

**SPECIAL FAMILY LEAVE (e.g., medical, long-term care, maternity/paternity) - NO**
CONTACT: Randy M. Brady (919) 541-3071
No special policy, but do offer Leave Bank program. Management tends to be supportive of granting leave for maternity-paternity situations and care for elderly dependents.

## EMPLOYEE ASSISTANCE PROGRAM

**COUNSELING - YES**
CONTACT: George L. Taylor
On-site contractor.

**SUPPORT GROUPS - YES**
CONTACT: Randy M. Brady (919) 541-3071

Support groups have been established for caregivers for the elderly.

**SEMINARS/WORKSHOPS - YES**
CONTACT: Randy M. Brady (919) 541-3071

4 annual seminars.

**SUPERVISORY TRAINING (e.g., "Dealing with a Problem Employee") - YES**
CONTACT: Randy M. Brady (919) 541-3071

**INFORMATION RESOURCE AND REFERRAL SERVICES - YES**
CONTACT: Randy M. Brady (919) 541-3071

Community services referral for caregivers through counseling programs. Also referrals for drug-alcohol abuse, financial problems, and all severe personal problems.

## DEPENDENT CARE

**CHILD CARE PROGRAMS (e.g., child care center, parenting information, support groups, etc.) - YES**
CONTACT: Dave Collins (919) 541-4513

**ELDER CARE PROGRAMS - YES**
CONTACT: Randy M. Brady (919) 541-3071

Support groups, community service directory, clearinghouse of information, liberal leave policy to care for elderly dependents, etc.

**INFORMATION RESOURCE AND REFERRAL SERVICES - YES**
CONTACT: Randy M. Brady (919) 541-3071

Community Services Directory compiled by Human Resources Management Division.

**SEMINARS/WORKSHOPS - YES**
CONTACT: Randy M. Brady (919) 541-3071

## RETIREMENT PLANNING

**SEMINARS/WORKSHOPS - YES**
CONTACT: George L. Taylor

**INDIVIDUAL CONSULTATION - YES**
CONTACT: George L. Taylor

## SPECIAL INCENTIVE PROGRAMS

**TIME-OFF AWARDS - YES**
CONTACT: Randy M. Brady (919) 541-3071

**LOCAL AWARDS - YES**
CONTACT: Randy M. Brady (919) 541-3071

Certified Professional Secretary Award, Secretary of the Year Award, On-the-Spot

## WELLNESS

**EMPLOYEE HEALTH UNIT/SERVICES - YES**
CONTACT: Randy M. Brady (919) 541-3071

On-site contractor

**SEMINARS/WORKSHOPS - YES**
CONTACT: Randy M. Brady (919) 541-3071

**FITNESS CENTER - YES**
CONTACT:

Contract with SPA Health Club provides comprehensive fitness center program to 400 employees

**HEALTH ASSESSMENTS/SCREENINGS - YES**
CONTACT: Randy M. Brady (919) 541-3071

Given through memorandum of understanding with Public Health Service

# EMPLOYEE INVOLVEMENT

**WORKGROUPS/TASK FORCES - YES**
CONTACT: Randy M. Brady (919) 541-3071

**QUALITY ACTION TEAMS - YES**
CONTACT: Randy M. Brady (919) 541-3071

**SPECIAL INTEREST GROUPS (e.g., WISE, SAC) - YES**
CONTACT:

WISE, SAC, OAQPS Human Resources Council, OARM-RTP Human Resources Council, ORD-RTP Human Resources Council

# CINCINNATI, OH - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES
- FLEXITIME
- COMPRESSED WORK WEEK
- PART TIME EMPLOYMENT
- JOB SHARING

## LEAVE
- LEAVE BANK

## EMPLOYEE ASSISTANCE PROGRAM
- COUNSELING
- SEMINARS/WORKSHOPS
- SUPERVISORY TRAINING
- INFORMATION RESOURCE AND REFERRAL SERVICES

## DEPENDENT CARE
- CHILD CARE PROGRAMS
- SEMINARS/WORKSHOPS
- INFORMATION RESOURCE AND REFERRAL SERVICES

## RETIREMENT PLANNING
- SEMINARS/WORKSHOPS
- INDIVIDUAL CONSULTATION

## SPECIAL INCENTIVE PROGRAMS
- TIME-OFF AWARDS
- LOCAL AWARDS

## WELLNESS
- EMPLOYEE HEALTH UNIT/SERVICES
- SEMINARS/WORKSHOPS
- FITNESS CENTER
- HEALTH ASSESSMENTS/SCREENINGS

## EMPLOYEE INVOLVEMENT
- WORKGROUPS/TASK FORCES
- QUALITY ACTION TEAMS
- SPECIAL INTEREST GROUPS

U.S. EPA Headquarters Library
Mail code 3201
1200 Pennsylvania Avenue NW
Washington DC 20460

# CINCINNATI - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

### FLEXITIME - YES

CONTACT: Nancy Foster (513) 569-7803

Employees must establish a set work schedule, but have the flexibility to start as early as 6:30 a.m. or end as late as 6:00 p.m.

### FLEXIPLACE - NO

### COMPRESSED WORK WEEK - YES

CONTACT: Nancy Foster (513) 569-7803

Employees have the option of working either under the 5-4/9 plan which offers one day off in each two week pay period, or working ten hour days for four days per week. (Note: Employees also have the option of working the traditional forty hours a week, Monday through Friday schedule.)

### PART TIME EMPLOYMENT - YES

CONTACT: Nancy Foster (513) 569-7803

In keeping with a variety of employee and EPA needs, part-time employment opportunities (i.e., 16-32 hours per week on a prearranged schedule) exist on a limited basis.

### JOB SHARING - YES

CONTACT: Nancy Foster (513) 569-7803

While job sharing is not currently an active program, management is open to the possibility of two part time employees sharing/performing the duties of one full time position.

## LEAVE

### SPECIAL FAMILY LEAVE (e.g., medical, long-term care, maternity/paternity) - NO

CONTACT: Sandra Bowman (513) 569-7801

No special policy, but do offer Leave Bank program. Management is supportive of the leave bank program, as well as granting annual leave, sick leave, and leave without pay as appropriate to accommodate special needs.

# EMPLOYEE ASSISTANCE PROGRAM

## COUNSELING - YES

CONTACT: Vicki Horsley (513) 569-7802

Services are currently provided by a contractor selected through an interagency agreement between the Public Health Service and EPA. One day per week on-site counseling services are available. Additionally, employees may use a toll free number (24 hours/ 7 days a week), attend EAP sponsored seminars, view videotapes or obtain reading/resource materials through the EAP.

## SUPPORT GROUPS - NO

## SEMINARS/WORKSHOPS - YES

CONTACT: Vicki Horsley (513) 569-7802

Seminars and workshops are offered through either the Employee Health Unit, Wellness Center, Employee Assistance Program or Human Resources Management Division.

## SUPERVISORY TRAINING (e.g., "Dealing with a Problem Employee") -YES

CONTACT: Jessica D. Barron (513) 569-7810

A variety of training opportunities are offered in support of supervisors and managers under the guise of the Human Resources Management Division. Occasional sessions are sponsored by the Employee Assistance Program.

## INFORMATION RESOURCE AND REFERRAL SERVICES - NO

# DEPENDENT CARE

## CHILD CARE PROGRAMS (e.g., child care center, parenting information, support groups, etc.) - YES

CONTACT: Vicki Horsley (513) 569-7802

An on-site licensed child development center offers care for 8 infants, 20 toddlers, 20 preschoolers, and 12 elementary school age children. The ratio of children to teaching staff is as follows: Infants 4 to 1; Toddlers 5 to 1; Preschoolers 10 to 1; and School age 12 to 1. Enrollment is on a full time basis with the exception of the school age program (before and after school care). Other part-time enrollment is considered on a case-by-case basis. Agency employees have priority for enrollment, but the center is also open to other federal agencies and the general public. The center is managed by the Board of Directors of Future Environments, Inc. (FEI), a not for profit corporation. FEI contracts with an agency having expertise in early childhood development for the day-to-day operation of the center.

### ELDER CARE PROGRAMS - NO

### INFORMATION RESOURCE AND REFERRAL SERVICES - YES

CONTACT: Vicki Horsley (513) 569-7802

This year an annual Community Services Fair was initiated as a way to inform employees about a variety of agency services available for use by themselves, their families or friends. Referral brochures on eldercare issues are available to employees in our Employee Development and Resources Center.

### SEMINARS/WORKSHOPS - YES

CONTACT: Vicki Horsley (513) 569-7802

Seminars relative to dependent care issues are sponsored by the Employee Health Unit or Employee Assistance Program.

## RETIREMENT PLANNING

### SEMINARS/WORKSHOPS - YES

CONTACT: Sharon Pennington (513) 569-7822/Pat Watson (513) 569-7806

In addition to hosting an annual Pre-Retirement Seminar sponsored by the Federal Executive Board, additional seminars are conducted on an as needed basis to inform employees of significant retirement system changes.

### INDIVIDUAL CONSULTATION - YES

CONTACT: Sharon Pennington (513) 569-7822/Pat Watson (513) 569-7806

Utilizing a computerized system, employees are provided annuity estimates upon request. Consultation includes advice regarding options, the impact of potential mandates, and a personalized discussion responding to questions.

## SPECIAL INCENTIVE PROGRAMS

### TIME-OFF AWARDS - YES

CONTACT: Christina Denmark (513) 569-7816

Time off awards are used as an incentive to recognize superior accomplishments or personal efforts which positively impact program effectiveness or quality.

## LOCAL AWARDS - YES

CONTACT: Christina Denmark (513) 569-7816

Employees are eligible to receive awards for suggestions, performance and special acts. Additionally local awards have been established such as the Office of Administration and Resources Management's Commitment to Excellence Award and the center's Secretary of the Year Award.

# WELLNESS

## EMPLOYEE HEALTH UNIT/SERVICES - YES

CONTACT: Kathy Lautenschlegar (513) 569-7268

Employee Health Unit services are provided through an interagency agreement with the Public Health Service. Physical exams are provided to employees requiring medical monitoring based upon the type of position they are in, as well as those aged 40 or over. Employees may also go to the Health Unit for an assessment of minor illnesses and injuries that occur on the job, blood pressure or weight monitoring, allergy injections, testing (special offerings such as mamograms, cholesterol, glucose screenings, etc.) and medical emergencies.

## SEMINARS/WORKSHOPS - YES

CONTACT: Kathy Lautenschlegar (513) 569-7268

Monthly health education seminars are offered on a broad range of health related topics such as: CPR, cardiac health, diabetes, lung disease, cancer prevention and wellness.

## FITNESS CENTER - YES

CONTACT: Kathy Lautenschlegar (513) 569-7268

Wellness Center services are provided through an interagency agreement with the Public Health Service. The center provides exercise equipment, aerobics classes, wellness information, individualized assessments and exercise plans.

## HEALTH ASSESSMENTS/SCREENINGS - YES

CONTACT: Kathy Lautenschlegar (513) 569-7268

Employees are offered a variety of screenings for such things as diabetes, hypertension, glaucoma, colon cancer, breast cancer, etc.

# EMPLOYEE INVOLVEMENT

## WORKGROUPS/TASK FORCES - YES

CONTACT: Larry Fradkin (513) 569-7960

The Human Resources Council is comprised of a cross section of employees representing a variety of occupations, levels, and lab/programs. The HRC responds to employee needs and concerns

## QUALITY ACTION TEAMS - YES

CONTACT: Jessica D. Barron (513) 569-7810

Employees are being trained and becoming active participants in TQM. Quality Action Teams are not only internal to an organization, but cross organizational units

## SPECIAL INTEREST GROUPS (e.g., WISE, SAC) - YES

CONTACT: Art Turner (513) 569-7941

Federal Womens Program, WISE, SAC, Black Employment Program, and the Hispanic Employment Program are currently active special interest groups

# LAS VEGAS, NV - QUALITY OF WORKLIFE

## ALTERNATIVE WORK SCHEDULES

- FLEXIPLACE * (Special temporary circumstances only)
- COMPRESSED WORK WEEK
- PART TIME EMPLOYMENT

## LEAVE

- LEAVE BANK

## EMPLOYEE ASSISTANCE PROGRAM

- COUNSELING
- SUPPORT GROUPS
- SEMINARS/WORKSHOPS
- SUPERVISORY TRAINING
- INFORMATION RESOURCE AND REFERRAL SERVICES

## DEPENDENT CARE

- CHILD CARE PROGRAMS

## RETIREMENT PLANNING

- SEMINARS/WORKSHOPS
- INDIVIDUAL CONSULTATION

## SPECIAL INCENTIVE PROGRAMS

- TIME-OFF AWARDS
- LOCAL AWARDS

## WELLNESS

- EMPLOYEE HEALTH UNIT/SERVICES
- SEMINARS/WORKSHOPS
- FITNESS CENTER
- HEALTH ASSESSMENTS/SCREENINGS

## EMPLOYEE INVOLVEMENT

- WORKGROUPS/TASK FORCES
- QUALITY ACTION TEAMS
- SPECIAL INTEREST GROUPS

# LAS VEGAS - QUALITY OF WORKLIFE

**** NOTE: For more information on these programs, please call the Human Resources Office at Las Vegas, (702) 798-2414**

**LOCTIONS INCLUDED:**

**Environmental Monitoring Systems Laboratory, Las Vegas, NV**

**Office of Radiation Programs, Las Vegas, NV**

**Financial Management Center, Las Vegas, NV**

**Office of Civil Rights, Las Vegas, NV**

**Environmental Research Laboratory, Ada, OK**

**Environmental Research Laboratory, Athens, GA**

**Environmental Research Laboratory, Corvallis, OR**

**Environmental Research Laboratory, Duluth, MN**

**Environmental Research Laboratory, Gulf Breeze, FL**

**Environmental Research Laboratory, Narragansett, RI**

## ALTERNATIVE WORK SCHEDULES

### FLEXITIME - NO

### FLEXIPLACE - YES*

* Only for special circumstances for short periods of time.

### COMPRESSED WORK WEEK - YES

Service 10 labs; 8 out of 10 labs are currently on compressed work schedules, ERL in Narragansett, RI is currently looking into offering the compressed work week to their workforce.

### PART TIME EMPLOYMENT - YES (All locations)

### JOB SHARING - NO

# LEAVE

**SPECIAL FAMILY LEAVE (e.g., medical, long-term care, maternity/paternity) - NO**
No special policy, but do offer Leave Bank.

# EMPLOYEE ASSISTANCE PROGRAM

**COUNSELING - YES**
Counseling is offered through different organizations:

Las Vegas: Contract through PHS with Maschhoff, Barr and Associates

Athens: Interagency agreement with PHS who contracts with a local contractor

Duluth: Contracts with St. Lukes Hospital with 7 other agencies

Corvallis: Contract with International Health Services

Gulf Breeze: Contract with Baptist Hospital

**SUPPORT GROUPS - YES**
Are offered through the Employee Assistance program.

**SEMINARS/WORKSHOPS - YES**
Are offered through the Employee Assistance program.

**SUPERVISORY TRAINING (e.g., "Dealing with a Problem Employee") -YES (pilot)**
We have developed a Supervisory Survival Orientation which has only been piloted to the Las Vegas supervisors and managers. This orientation includes a three-hour module on Dealing with problem employees.

**INFORMATION RESOURCE AND REFERRAL SERVICES - YES**
The Employee Assistance Programs all offer newsletters and pamphlets on various topics. Our office has developed two guides to help supervisors deal with problem employees: "Dealing with the Problem Employee" and a Time and Attendance supervisory guide. An incident report form has also been developed to help supervisors gather facts from witnesses when they are preparing their case documentation.

# DEPENDENT CARE

**CHILD CARE PROGRAMS (e.g., child care center, parenting information, support groups, etc.) - YES**
On-site child care is offered at the Corvallis Laboratory. The Athens Laboratory will open a day care center in 1993, with plans to eventually offer "intergenerational care" (i.e., care for both children and senior citizens).

**ELDER CARE PROGRAMS - NO**

**INFORMATION RESOURCE AND REFERRAL SERVICES - NO**

**SEMINARS/WORKSHOPS - NO**

# RETIREMENT PLANNING

**SEMINARS/WORKSHOPS - YES**
Offered in most of our labs in coordination with OPM. Our Athens lab also offered Government Retirement Benefits workshop.

**INDIVIDUAL CONSULTATION - YES**
Is offered by Cathy McLaughlin, Alfredo Torrez and Connie Christenson who work in the servicing Human Resources Office, Las Vegas.

# SPECIAL INCENTIVE PROGRAMS

**TIME-OFF AWARDS - YES**

**LOCAL AWARDS - YES**
Each lab has awards that are relevant to their own locality.

# WELLNESS

**EMPLOYEE HEALTH UNIT/SERVICES - YES**
The Athens lab has an interagency agreement with PHS to offer subsidized membership at the YMCA.

### SEMINARS/WORKSHOPS - YES

Wellness seminars are offered at the Duluth, Gulf Breeze, and Corvallis labs.

### FITNESS CENTER - YES

Is offered at the Duluth lab where they have a VCR available for employees to watch exercise videos, weight machines, rowing machines, bikes and showers.

### HEALTH ASSESSMENTS/SCREENINGS - YES

Is offered in Las Vegas, the EMSL - Las Vegas lab sponsors a medical monitoring program each year which includes health assessments and screenings and the Gulf Breeze lab offers cancer screenings.

## EMPLOYEE INVOLVEMENT

### WORKGROUPS/TASK FORCES - YES

There are Human Resources Mini-Councils functioning in:

Las Vegas (includes all EPA organizations),ERL/Ada, ERL/Athens, ERL/Corvallis, ERL/Duluth and ERL/Narragansett. Plus the Las Vegas and Athens labs have an Environmental Employee Association. All the labs conduct retreats.

### QUALITY ACTION TEAMS - YES

These teams are functioning in the Las Vegas lab and the Athens lab.

### SPECIAL INTEREST GROUPS (e.g., WISE, SAC) - YES

Ada: EEO, FEW, HEP, BEP, SAC

Athens: EEO, HEP, APA, BEP, SAC, FWP

Corvallis: FEW, EEO, HEP, BEP, APA

Duluth: FEW, HEP APA, BEP, EEO

Gulf Breeze: WISE, SAC, FEW, HEP BEP

Narragansett: BEP, HEP, FEW, EEO, SAC

EMSL-Las Vegas: SAC, BEP, HEP, FWP, APA, WISE, EEO

# ACKNOWLEDGEMENTS

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