

**Executive Resources Division
New Employee Checklist
March 2017**

Task	Resource	Completed
DURING YOUR FIRST WEEK		
Contact your timekeeper to set up your time card and learn how to record your time and attendance in order to be paid on time	http://intranet.epa.gov/peopleplus/employees/index.htm	
Discuss your work schedule with your supervisor	Welcome Package in your orientation folder	
Discuss procedures for unexpected absences and for scheduling leave, overtime, or compensatory time with your supervisor	Your supervisor	
Review your position description with your supervisor and discuss job responsibilities	Your supervisor	
Complete mandatory Information Technology Security Awareness Training	http://workplace.epa.gov/elearning.html	
Set up voice mail on your office phone	Your administrative point of contact	
Obtain office keys (if applicable)	Your administrative point of contact	
WITHIN YOUR FIRST 30 DAYS		
Work with your supervisor to develop and sign your performance plan (must be done within 30 days)	http://intranet.epa.gov/ohr/careers/ses/ http://intranet.epa.gov/ohr/policy/pars/index2.htm	
Prepare an Executive Development Plan (required for career Senior Executive Service members)	http://intranet.epa.gov/ohr/careers/ses/	
Enroll in Leave Bank Program (voluntary)	http://intranet.epa.gov/ohr/benefits/leavebank/	
Review your leave and earning statement to make sure it is accurate	www.employeeexpress.gov	
Review the EPA policy on anti-harassment	http://intranet.epa.gov/civilrights/index.html	
Review the EPA policy on equal employment opportunity (EEO policy)	http://intranet.epa.gov/civilrights/index.html	
Review responsibilities regarding government property	http://intranet.epa.gov/oa/rpss/property/index.htm	
Review the Office of Special Counsel's information on whistleblowing and confidential disclosures	https://osc.gov/Pages/DOW.aspx	
Review the Office of Special Counsel's information on prohibited personnel practices	https://osc.gov/Pages/PPP.aspx	
WITHIN YOUR FIRST 60 DAYS		
Submit form to the Executive Resources Division for health insurance coverage if electing	https://www.opm.gov/healthcare-insurance/healthcare/enrollment/	
Submit form to the Executive Resources Division for life insurance coverage if electing	https://www.opm.gov/healthcare-insurance/life-insurance/enrollment/	
Submit Thrift Savings Plan forms to the Executive Resources Division	https://www.tsp.gov/index.html	
Enroll on-line for federal long term care if electing	https://www.ltcfeds.com/	
Enroll on-line for federal dental or vision insurance if electing	https://www.benefeds.com/	
Enroll on-line for flexible spending accounts if electing	https://www.fsafeds.com/	
Submit designation of beneficiary forms to the Executive Resources Division for unpaid compensation, retirement, life insurance, and Thrift Savings Plan (as appropriate)	http://intranet.epa.gov/ssc/epa_employees/empl_benefits/beneficiary.htm	
Access your electronic official personnel folder (e-OPF) to review your personnel documents	http://intranet.epa.gov/ohr/benefits/eopf/index.htm	
Review EPA's procedures on representing the agency on-line using social media		

WITHIN YOUR FIRST 90 DAYS

Complete mandatory training for new employees

<http://workplace.epa.gov/elearning.html>

on:

- Anti-harassment procedures
- Continuity of Operations Awareness
- Ethics
- Freedom of Information Act Awareness
- Records Management
- The No Fear Act
- The U.S. Constitution
- Workplace Safety
- Other courses as identified on EPA's learning management website

WITHIN YOUR FIRST SIX MONTHS

Complete mandatory training for new employees

<http://workplace.epa.gov/elearning.html>

on:

- Scientific Integrity
- EPA Climate Change Adaptation Introductory Training
- Introduction to Environmental Justice
- Environmental Management Systems
- Safety and Health Management Systems
- Working Effectively with Tribal Governments
- Other courses as identified on EPA's learning management website

Meet with your supervisor to discuss your performance

Your supervisor



WHISTLEBLOWER RETALIATION

—5 U.S.C. § 2302(b)(8)—

THE U.S. OFFICE OF SPECIAL COUNSEL

What is whistleblower retaliation?

A federal employee authorized to take, direct others to take, recommend, or approve any personnel action may not take, fail to take, or threaten to take any personnel action against an employee because of protected whistleblowing.

EXAMPLE: A supervisor directs the geographic reassignment of an employee because the employee reported safety violations to senior agency officials.

Protected whistleblowing is defined as disclosing information that the discloser reasonably believes evidences:

1. a violation of law, rule, or regulation;
2. gross mismanagement;
3. gross waste of funds;
4. an abuse of authority; or
5. a substantial and specific danger to public health or safety.

This section also prohibits retaliation against government scientists who challenge censorship or make disclosures concerning the integrity of the scientific process if the censorship will cause one of the five types of misconduct described above.

What can you do if you believe whistleblower retaliation has occurred?

If you believe that you have been subject to retaliation for protected whistleblowing you can file a complaint with the U.S. Office of Special Counsel (OSC). OSC is an independent agency that investigates and prosecutes allegations of prohibited personnel practices (PPP) by federal employees. OSC has the authority to investigate PPPs, including allegations of whistleblower retaliation, and may seek corrective or disciplinary action when warranted.

U.S. Office of Special Counsel

1730 M Street, N.W., Suite 218 | Washington, D.C. 20036
Tel: (202) 254-3600 | Fax: (202) 254-3711 | TTY: 1-800-877-8339 |

www.osc.gov

From www.whistleblowers.gov

OSHA's Whistleblower Protection Program enforces the whistleblower provisions of twenty-one whistleblower statutes protecting employees who report violations of various workplace safety, airline, commercial motor carrier, consumer product, environmental, financial reform, food safety, health care reform, nuclear, pipeline, public transportation agency, railroad, maritime, and securities laws. Rights afforded by these whistleblower acts include, but are not limited to, worker participation in safety and health activities, reporting a work related injury, illness or fatality, or reporting a violation of the statutes.

Protection from discrimination means that an employer cannot retaliate by taking "adverse action" against workers, such as:

- Firing or laying off
- Blacklisting
- Demoting
- Denying overtime or promotion
- Disciplining
- Denial of benefits
- Failure to hire or rehire
- Intimidation
- Making threats
- Reassignment affecting prospects for promotion
- Reducing pay or hours

The OSH Act prohibits employers from discriminating against their employees for exercising their rights under the OSH Act. These rights include filing an OSHA complaint, participating in an inspection or talking to an inspector, seeking access to employer exposure and injury records, and raising a safety or health complaint with the employer. If workers have been retaliated or discriminated against for exercising their rights, they must file a complaint with OSHA within 30 days of the alleged adverse action.

Since passage of the OSH Act in 1970, Congress has expanded OSHA's whistleblower authority to protect workers from discrimination under twenty-one federal laws. Complaints must be reported to OSHA within set timeframes following the discriminatory action, as prescribed by each law. These laws, and the number of days employees have to file a complaint, are:

- Environmental and Nuclear Safety Laws
- Transportation Industry Law
- Consumer and Investor Protection Laws