



*United States Army Dental Command*

# **CIVILIAN HUMAN RESOURCES UPDATE**

November 2008

## **EXCUSED ABSENCE FOR VOTING**

Generally, where the polls are not open at least 3 hours either before or after an employee's regular work hours, supervisors may grant a limited amount of excused absence that will permit the employee to report for work up to 3 hours after the polls open or leave from work up to 3 hours before the polls close, whichever requires the lesser amount of time off. For example, if polls are open 7:00 a.m. to 7:00 p.m., an employee with duty hours of 8:00 a.m. to 4:30 p.m. may be excused from work at 4:00 p.m. If an employee is scheduled to work from 7:00 a.m. to 3:30 p.m. the employee would not be granted excused absence for voting, since he/she would still have at least 3 hours after the end of his/her work schedule to vote. Excused absences must be approved by supervisors on an individual case-by case basis and consistent with the applicable collective bargaining agreement.

## **NEW CIVILIAN TRAINING TOOLS AVAILABLE**

The Civilian Human Resources Training Application (CHRTAS) has been expanded to include training history and individual development plan (IDP) features. The training history management module enables users to view their complete training history, submit training completions for inclusion in their DCPDS training history record, and view their DCPDS training history record. The IDP module enables users and their supervisors to communicate career and development goals, training objectives, optional/required training, developmental activities and projected costs. Information on both new features is available online at: <https://www.atrrs.army.mil/channels/chrtas/help/NewFeatures.asp>.

## **NSPS PAYOUT ELIGIBILITY**

Employees covered by the National Security Personnel System (NSPS) will be eligible to receive performance based payouts and bonuses in January 2009 provided they have been covered by an approved NSPS performance plan for at least 90 days. In order to receive the payout/bonus, employees must occupy an NSPS position on 4-JAN-2009, the effective date of the payout. Employees who have not been under an NSPS performance plan for 90 days will receive an adjustment equal to the general schedule pay increase. Employees who retire before 4-JAN-2009 may be recognized using the incentive awards program.

## **PLANNING TO RETIRE?**

Civilian employees preparing to retire are strongly encouraged to submit their retirement application package to the Army Benefits Center - Civilian within 90-120 days of their intended retirement date. Early submission will help ensure a timely receipt of your first annuity payment. If you submit your retirement package to the ABC-C with less than 60 days notice, you should be financially prepared for a delay in the receipt of your first annuity payment. For additional information visit: <https://www.abc.army.mil/retirements/retire.htm>.

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