



Local National Direct Hire Town Hall

11 October 2017



Agenda

- LNDH Recruitment/Staffing
 - Employee Management Relations
 - Pensions
 - MOD to LNDH Transformation
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Recruitment and Staffing

LNDH Staffing

**Appropriated & Non Appropriated Fund
Local National Direct Hire Personnel**

DSN: 238 4955



Meet the Team

- Section Chiefs: Pat Hall & Bruno Cantu
- 100th Staffing: Specialist: Michelle Charland-Marlow
- 100th Assistant: Julio Morais-Mendes
- 48th Staffing: Specialist: Helen Kent
- 48th Assistant: Julio Morais-Mendes (except 48th CES)
- 48th Assistant: Lisa Burrell (48th CES only)
- 501st Staffing: Specialist: Mandy Brown
- 501st Assistant: Lisa Burrell



Laws and Governing Instruction

- Employment Rights Act 1996
 - UK Employment Law governing employee rights in the workplace
- Equality Act 2010
 - Law that bars discrimination based on race, sex, color, religion or national origin or trade union membership
 - Prohibits discrimination against employees with disabilities & reasonable accommodation
- USAFEI 36-707, Administration of Local National Direct Hire Employees in the United Kingdom, 20 September 1996



Role of Staffing Team

- Initiate employment process
- Recruit for LNDH vacancies
- Initiate/process background checks
- Ensure records/forms are processed appropriately/legally
- Advise/assist management and employees
- Issue CAC/ID paperwork
- Maintain Official Personnel Folders



CPO Webpage

- All vacant LNDH positions
- Application forms
- Pay schedules
- Pension Information
- Newsletter
- TDY
- Job related training
- Payroll information



Applying for a Position

- For internal and external applicants a completed application form is mandatory (found on CPO webpage) – you may also submit a resume (CV) however it is not required.
- Remember to add the vacancy announcement number for each position applying for at top of each application.
- Ensure accuracy of information and legible if handwritten.
- Email or Fax to RAF Mildenhall CPO by vacancy closing date.
- Interviews are optional so your application could be the only way to “sell” yourself.
- Applicants will be required to provide current photo ID.



Applying for a position (cont.)

- The most important thing you can do to increase your chances of employment is to READ the vacancy announcement, address the qualifications and experience needed for the position and provide any required certificates.
- The vacancy announcement will provide the following information:
- Identifies the Knowledge, Skills and Abilities (KSA's) necessary to do the job.
- Identifies documentation (application, licenses or certificates) needed to apply.
- Indicate full or part time (# of hours/week) of work desired.



Applying for a position (cont.)

- Knowledge
 - Being familiar with or understanding information through experience or association (i.e. knowledge of bookkeeping procedures)
- Skill
 - A learned ability to do something competently (i.e. skilled in typing)
- Ability
 - Capability to accomplish an objective (i.e. ability to operate fire fighting equipment)
- In describing work experience, use strong, action words to support your experience (overhauled engines, stripped paint, analyzed financial plans).



Qualifications

- Ensure that all related experience is reflected sufficiently or you may be found Not Qualified for the position and your application will NOT be forwarded to the manager for review.
- Education and/or experience can count toward qualifying for a position so please ensure you outline both.



Security Requirements

- All LNDH employees are required to obtain and hold a security clearance issued by **United Kingdom Security Vetting (UKSV)**
- All LNDH employees working with children are required to obtain and hold an enhanced check issued by Barring and Disclosure Services (DBS)
- Valid for up to 5 years



Pay Period

- 2 week period (Sunday – Saturday)
- Time and Attendance (T&A) sheet required for all employees
- Pay Day - Friday after end of pay period
- Submission of T&A by 1200 noon on second Thursday of pay period, or employees pay may be delayed
- Direct Deposit
- Contact Payroll Office (238-2346) for T&A training



Within-Grade Increases (WGI)

- REGULAR Employees
 - Staff Grades
 - To Steps 2 - 5 after **52** weeks
 - To Step 6 - 8 after **104** weeks
 - Catering, Works
 - To Step 2 after **52** wks
 - To Step 3 after **104** wks
 - Intermittent On-Call employees
 - Staff - to Steps 2 - 4 after **260** days worked in previous Step
 - Catering/Wage to Step 3 after **520** days worked in Step 2
 - WGIs subject to satisfactory performance/supervisor certification
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Where To Look For Vacancies

- Civilian Personnel Website
 - <http://www.mildenhall.af.mil/Info/100th-Force-Support-Squadron/Civilian-Personnel>
- Job Seekers Website in the UK
 - <http://jobseekers.direct.gov.uk>
- Facebook
 - ‘RAF Mildenhall Civilian Personnel Office’
- Twitter
 - ‘CPO – RAF Mildenhall’
- LNDH applications inbox
 - 100fss.fsmc6@us.af.mil



THE LNDH PROGRAM

Employee Management Relations & Training

EMR DSN: 238 4975

Training DSN: 238 4063

October 2017



Hours of Work and Leave

- **Probationary Period**

- All regular employees serve a 6-month probationary period
- This is an important time to evaluate employees

- **Guaranteed Hours**

- Full and Part time employees must be scheduled their guaranteed hours, or the employer must pay
 - Guaranteed hours: up to 37.5 for S, 39 for W,C,R grades
 - Reducing guaranteed hours without employee consent is an adverse action
 - Increase or decrease in employee's hours must have both employee and employer concurrence
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Annual Leave & Sick Leave

All leave requests are completed on form OPM 71

- **Annual Leave**
 - Regular employees accrue percentage of hours worked based on hours worked (not overtime)
 - Example $37.5 * 9.62\% * 52 = 187.50$ hours per year
 - **Sick Leave**
 - Regular employees only
 - Accrue 5% per pay period regardless of length of service
 - No waiting period for use
 - Illnesses, medical appt and exposure to contagious disease
 - Medical documentation required if in excess of 7 days
 - Abuse of sick leave may result in progressive disciplinary action
 - Sick leave lost upon separation or change of employment category, can be reinstated if less than 90 day break in service
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Compensatory Time

- Must be approved same way as overtime
 - S-06 and below may request comp time in lieu of OT
 - S-07 and above can be directed to use comp time
 - Should be taken in same pay period otherwise within 8 weeks or will be paid at rate earned
 - AF 428 must be submitted with time card
 - Must be taken before annual leave is granted
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Public/Bank Holidays

- Applies to all regular employees
 - Holidays falling on Workdays
 - Time off with no loss in pay
 - If required to work, holiday premium pay is paid and substitute day off
 - Holidays falling on non-Workdays
 - Substitute day is observed in same or following workweek
 - If required to work, holiday premium pay is paid and substitute day off
 - Privilege Day – 4th July
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Performance Evaluations and Awards

- Performance Standards
 - On PD/PP, basis for rating employee
 - Supervisor responsible for developing
 - Evaluation Process
 - Runs from 1 Oct to 30 Sept for NAF
 - Runs from 1 Apr to 31 Mar for APF
 - Employees must be on board 90 days to be evaluated
 - Before assigning a less than satisfactory rating, you must consult with CPS, give employee time to improve, use Performance Improvement Plan (PIP)
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Awards (Incentive and Honorary)

- Length of Service Recognition (Regular Employees)
 - 5 year intervals up to 50 years of service – certificate for first 5 years, certificate/pin issued from 10 yrs
 - cash awards for 25, 35 and 45 years of service
 - On-the-Spot Cash Award/NAA
 - NTE £250
 - Performance Awards
 - In conjunction with appraisal
 - Award approval authority
 - Employee must be on the rolls for six months to be eligible
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Awards (Incentive and Honorary)

- Retirement Recognition
 - Special Act or Service Award
 - Unique Contribution outside of normal duties
 - Amount of award=savings or intangible benefits
 - Time Off Incentive Award
 - Not more than 40 hours in 1 given award, NTE 80 hr/year
 - Not tied to appraisal cycle
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Disciplinary Actions / Grievances and Appeals

- Counseling should be done before an employee is disciplined or placed on a PIP
 - Talk to your employee in private with the objective of encouraging and helping the employee to improve
 - Document the counseling in the supervisor employee work folder
 - The 971 entry must be initialed by the supervisor and employee
 - Counseling is non-disciplinary in nature
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Disciplinary Actions / Grievances and Appeals

- Follow ACAS Code of Practice and new policy for Conduct and Discipline procedures (Sep 17) which replaces guidance in USAFEI 36-707 Chapter 8
 - 2-Step process
 - Investigatory meeting if required is conducted by IO appointed by Chief, CPO
 - Disciplinary meeting conducted by DO (management), who issues penalty, if warranted
 - Penalties included Written Warning, Final Written Warning, Change to Lower Grade for Cause and Dismissal
 - Employees have grievance and appeal rights
 - Employees may also file claim with outside agency - Employment Tribunal
 - Employees may independently contact outside agencies i.e., Advisory, Conciliation, and Arbitration Service (ACAS) for guidance, Citizen's Advice Bureau (CAB), etc.
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Disciplinary Actions / Grievances and Appeals

- Grievance: Dissatisfaction of employment that is subject to the control of AF management
 - An employee may present an informal grievance to the immediate supervisor orally or in writing
 - If the employee feels unable to discuss the complaint with the immediate supervisor, the matter can be addressed to the next level supervisor
 - If the employee is not satisfied with the supervisor's decision, a formal grievance may be filed. Employees must coordinate their grievances through the CPO
 - Group/Installation Commanders are Deciding Officials
 - Appeals are submitted to CPS within 15 calendar days of event or decision, and must give specific relief requested
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Training

- Generally follow the same rules as for US civilians
 - Training – Must be required for employee to perform job
 - Training should be requested/approved on SF 182 Form
 - SF 182 Form must be routed through CPO for approval/disapproval regardless of funding source
 - Usually unit funded
 - Requests for funding may be made via the Annual Training Survey for CPO Funds (FY/18 was distributed in February 2017) -**Priority 1 to Priority 4 for consideration**
 - Training must not be completed without appropriate approval.
 - Formal Training – Request made through functional managers at HQ USAFE
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Training

- TDY Orders are completed hard-copy DD-1610 (no access to DTS)
 - No GTC for LNDH - Advance – apply through RAF Lakenheath finance office – William Flint (Must have orders)
 - Travel Voucher – claim through RAF Lakenheath finance office – William Flint (CPO review travel voucher if funded by CPO fund).
 - Voucher payments made electronically to bank account
 - Continued Service Agreement (CSA) must be signed for training over 80 hours (Part of SF 182 Form)
 - Policy Letter regarding Passport & Medical Insurance costs is available on Civilian Personnel web site
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Pensions

Pensions Section

DSN: 238 4994

DSN: 238 4526

October 2017



Types of Schemes

- 2 main types of pension scheme
 - Pensions operate a **defined contribution** pension (sometimes referred to as a 'money purchase **scheme**') which is a pension **scheme** in which the employer and employee agree on a set amount (normally expressed as a % of salary) to be contributed to an individual pension fund. A pension pot based on how much is paid in
 - **Defined Benefit** – is a pension pot based on your salary and how long you have worked for your employer. Mainly contracted out of the Second tier state pension. Generally based on final salary it promises to pay out an income based on how much you earn when you retire and is guaranteed e.g. best three salaries out of the last 10 years.
 - Two tier state pension called second state pension
 - <https://www.gov.uk/additional-state-pension/contracting-out>
 - State Pension Forecast
 - Pension Credit
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Overview

- USAF Group Stakeholder Pension Scheme
 - Auto Enrollment from effective date of employment or within 3 months
 - 3 forms to complete Request & Authority to Join & 2 Beneficiary Nomination forms
 - Employee can request to opt out within 30 days, or cancel after 30 days, but automatically auto re-enrolled every 3 years
 - Employer contributions effective date of enrollment, if eligible
 - Employee/employer contributions increase based on length of service, if eligible
 - Enrollment and Contribution in Scheme gives No Cost Life Assurance Coverage
Most employees covered for 2 years' salary,
 - Coverage of Group Life Assurance is dependent upon contributing to the scheme
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Employer Contributions and Auto Enrollment

- Minimum Employee contribution 1% effective 01 Apr 2014 to 05 April 2018. Minimum Employer contribution is 1%.
- Minimum Employee contribution 3% effective 06 April 2018 to 05 April 2019. Minimum Employer contribution will be 2%
- Minimum Employee Contribution 5% effective 06 April 2019 onwards. Minimum Employer contribution 3%.

Employer Contribution

0 to less than 1	1% (2% 2018) (3% 2019)
1 to less than 5	200% of employee to max 4%
5 to less than 10	200% of employee to max 8%
10 to less than 20	200% of employee to max 12%
20 to less than 30	200% of employee to max 16%
30 years plus	200% of employee to max 20%



Investments and Transfers

- Booklets available from Legal and General; Key Features, Choosing your Investment Fund
 - Several funds to choose from can invest up to 10% of pension pot in up to 10 different funds
 - Current fund is the Multi Asset Lifestyle Fund (Default fund)
 - Flexi Access Drawdown available (by written request) over 55 – tax implications
 - Your Guide to Pension Transfers
 - Combining your Pension Plans
 - Defined benefit schemes and Defined Contribution schemes – administration charges
 - Life Time Allowance
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Taking your Pension & Retirement

- From April 2015 new pension rules for flexibility and how you can use your pension pot
 - You can access your pension fund from age 55, you can take it, take part of it, move it around or leave it where it is
 - Implications of tax and State benefits.
 - State Pension forecast
 - Financial Conduct Authority independent financial advice.
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Leaving the Scheme

- Leavers/Opt-outs and cancellations letter sent to home address, SF50 processed for action
 - Opt-Out contributions reimbursed
 - Final contributions may be paid at the end of the month
 - Usually takes 1 month and 8 days for allocation of funds to the pension account
 - Pension Fund deferred until transfer or retirement
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List of Helpful Websites

<https://www.legalandgeneral.com/workplacebenefits/employees/>

<https://www.legalandgeneral.com/retirement/the-basics/new-pension-rules/>

www.pensionwise.gov.uk

<https://www.moneyadvice.service.org.uk>

<https://www.gov.uk/state-pension-age>

www.ageuk.org.uk

www.financeable.co.uk/Pension/Advice

<https://www.pensionadvisoryservice.org.uk>

<http://www.acas.org.uk/index.aspx?articleid=3203>

<https://www.gov.uk/working-retirement-pension-age>

<https://www.gov.uk/tax-on-pension>

<https://www.gov.uk/income-tax-rates/current-rates-and-allowances>

<https://www.gov.uk/marriage-allowance>

<https://www.unbiased.co.uk/pensions>



The LNDH Program in the UK - Background

- In light of fiscal restraints the US Forces conducted a review of the structure of its Local National Workforce
- The US Forces maintain two distinct local national employment programs in UK and determined, based on a variety of factors, that it needed to move towards a Local National Direct Hire (LNDH) workforce.



The LNDH Program in the UK– General Facts

- MOD employees are **not** losing their jobs and they are **not** being forced into the LNDH employment system.
- MOD Employees who are interested in applying for LNDH positions may do so through open competition.
- MOD Employees who are selected for LNDH positions should only resign once they have received a firm job offer and a start date has been set (after all pre-employment checks have been completed).



The LNDH Program in the Benefits for MOD Employees

Qualifying MOD employees may be credited their current length of service at a US installation for the purposes of:

- Initial pay setting on appointment
- Annual Leave (rate of accrual)
- Pension scheme
- Awards
- Notice period(s)
- Reduction in Force (RIF – Redundancy).



The LNDH Program in the Benefits for MOD Employees

- Within Grade Increase (WGI)
- Sick Leave – Earned at 5% of total hours worked and may be used once accrued.
- Annual Leave – Earned on an accrual basis on hours worked. May be used once accrued.
- Public Holidays – 8 holidays plus one additional privilege day.
- Time off awards
- Monetary awards – available throughout the annual performance cycle



The LNDH Program in the UK— A Comparison of Benefits

<u>Benefit</u>	<u>MOD</u>	<u>LNDH</u>
Pension Scheme	Yes	Yes
Life Insurance	Yes	Yes
Service recognition	No	Yes
Grievance policy	Yes	Yes
Employee suggestion Program	Not on a US base	Yes
Redundancy Policy	Yes (centrally managed)	Yes (managed by CPO)



Questions

