USE OF GOVERNMENT EQUIPMENT

Employees and contractors are expected to conduct themselves professionally in the workplace and to refrain from using Government resources for activities that are inappropriate or offensive, such as materials that are sexually explicit or ridicule others on the basis of race, creed, religion, color, sex, handicap, national origin, sexual orientation, etc. SBA employees do not have a right, nor should they have an expectation, of privacy while using any Agency equipment at any time, including accessing the Internet or using e-mail. By using Agency equipment, employees imply their consent to disclosing the contents of any files or information maintained or passed through Agency office equipment.

Telephone Usage

The telephones are to be used only for official business; some exceptions include emergency situations, parents making a call to home to determine whether or not children have arrived safely; calls to doctors concerning medical conditions or to make appointments. Using the office telephone for other personal calls may result in conduct action. When dialing long distance, dial 9-1 + area code and numbers. If you are aware of friends or relatives calling in on the toll free lines, advise them to stop.

E-Mail

E-mail is for official use only and is subject to the same restrictions on use and to the same review process as any other Government-furnished resource provided for the official use of employees. Using the system for the transport, delivery, storage or distribution of personal messages, files, images, or animations, is prohibited.

Password Security

You are responsible for changing your password every 90 days. The minimum length of the password is 8 characters and must include upper and lower case letters, numeric and/or special characters. Do not give out your password to anybody.

Desktop Security

Do not leave your computer on if you leave your desk for any reason. You must lock it even though a password-protected screensaver secures the desktop after 10 minutes of inactivity.

Internet Services

As with other SBA resources such as SBA's telephone and fax systems, you are allowed limited personal use of SBA's Internet services. You may make occasional personal use of the Internet on your own time, provided that such use is of short duration, does not adversely affect or hinder the mission of the SBA, and no fee is charged to SBA. Supervisors have management authority and responsibility to ensure that you appropriately use your official time and resources.

PAY AND OVERTIME

Pay periods are broken into two-week periods, which begin on a Sunday and end on a Saturday. A pay period chart is included in your package for your convenience. Your official payday is Thursday, 12 days after the end of the pay period. You are required by statute to have your check directly deposited into a checking or savings account. Usually, checks are deposited into your account on the Monday before the payday; however, some banks do not post the transaction until the next day.

Night Differential

You are eligible for night differential (10%) when your regular schedule includes work after 6 p.m. Night differential is paid in addition to overtime, Sunday, or holiday premium pay.

Overtime Rate

The Federal overtime rate equals one and a half times your regular rate, until your salary is equivalent to the GS-10 step 1 for your locality. Then your overtime rate equals your regular time. This is the case whether your position is classified as FLSA NonExempt or FLSA Exempt.

If, however, you are classified as FLSA NonExempt, you cannot be required to earn compensatory time in place of overtime unless you request it. In addition, you also may not work longer than the hours set by your supervisors, including any authorized overtime.

40-Hour Requirement

Regarding overtime, if you use leave without pay (LWOP) on a weekday, your overtime will be affected. There is a 40-hour work week rule that states you need to have 40 hours of paid time (i.e., worked time, annual leave, or sick leave) in a week before you can receive overtime. If you do not have 40 hours of paid time accumulated, you will be paid

at the regular rate until you have reached 40 paid regular hours.

Daily, however, you are paid overtime for hours worked in excess of 8 regular hours. If you report for duty on a Wednesday, and you work 10 hours, you will be paid for 8 regular and 2 hours' overtime that day. The same holds true for Thursday and Friday. On Saturday, you likewise would be paid 8 regular and 2 overtime, because of the 40 hour work week rule.

Final Pay

When separating, you will want to be sure your travel card is completely current, and that you have returned all government property before you leave. A lump-sum payment will be made for any unused annual leave approximately two to four weeks after you separate. Prior to issuing the lump-sum payment, there will be a full audit of your leave records. Any discrepancies will be reconciled and added/subtracted from your final check.

WORKPLACE VIOLENCE

SBA has a zero tolerance policy when it comes to workplace violence, the threat of violence, and disruptive behavior. This policy furthers the Agency's commitment to provide a healthy, safe, and productive work environment. The goal is to maintain a work environment free from violence, threats of violence, intimidation, harassment or other behavior of a disruptive nature because such behavior interferes with accomplishing SBA's mission. You must report such behavior immediately to a supervisor or manager, who have an obligation to deal with such situations immediately.

Title 18 prohibits "dangerous weapons" on Federal facilities (owned or leased). "Dangerous weapon means any instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury" (a pocket knife with a blade of less than 2½ inches in length is an exception).

SEXUAL HARASSMENT

All persons have the right to apply for positions and work in an atmosphere of mutual respect that is free from sexual harassment. Sexual harassment is a serious conduct offense that will not be tolerated in our workforce. The Equal Employment Opportunity Commission defines sexual harassment as deliberate, repeated, unsolicited, or unwelcome sexual advances of all types. A person is harassed sexually when submission to conduct of a sexual nature is made either explicitly or implicitly a term or condition of employment; submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual; or, when such conduct unreasonably interferes with work performance, or creates an intimidating, hostile, or offensive work environment.

It is SBA policy to provide a work environment free of sexual harassment, prohibit all sexual harassment, explicit or implicit, comply with the letter and spirit of all laws and regulations governing sexual harassment, taking immediate appropriate action both when sexual harassment is alleged or proven, and ensure availability of formal complaint channels for allegations of sexual harassment to all employees..

Some simple, basic guidelines include: don't discuss items of a sexual nature in the office; don't make lewd or demeaning comments; don't tell jokes of a sexual nature; don't repeatedly ask someone for a date once they have said "no".

If you feel that you are being harassed, alert a supervisor as quickly as possible. Management has a duty to address all incidents of potential sexual harassment.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of SBA to provide equal employment opportunity for all persons. Actions based on race, color, religion, national origin, physical or mental disability, sex, age, sexual orientation, or other non-merit factors will not be tolerated. We will ensure that employees are free from any and all restraint, interference, and retaliation for participating in any stage of the equal employment opportunity complaint process. SBA's SOP 37 13 outlines its EEO program and includes all timeframes which must be met for timeliness in the complaint process.