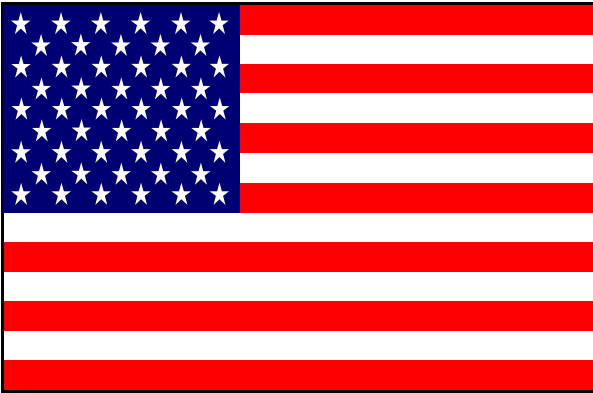


Summer Hire Program

2011



Obligations – Ours and Yours



OURS: To treat you with respect

To teach and train you as much as possible

To be a good example of a Federal employee

To listen to your questions and problems

YOURS: To respect your supervisor and government property

To follow instructions and do your best

To get to work on time

To dress appropriately for the area you will be working in



Pay and Pay Periods



A Federal employee's work year is divided into 26 pay periods of two weeks each. For full-time employees there are 80 hours in each pay period. You will work for 2 pay periods and will be paid at the rate of \$5.50 per hour (salary amount awaiting approval). A percentage of your gross pay will be deducted and placed in your Social Security Account. You may have income tax deducted from your pay. What is left is called your net pay, or "take home" pay. Your check will go directly to the bank account listed on your Direct Deposit form. Below is a table showing the pay periods during which you will work this summer and the approximate date you will receive your paycheck for each period:

<u>Pay Period</u>	<u>Pay Date</u>
17 July- 30 July	5 Aug
31 July- 13 Aug	19 Aug

If you have not received payment to your bank within three working days after the date shown in the "pay date" column above, please contact Civilian Personnel at 238-3540.

Leave



You will receive a **Leave and Earning Statement (LES)** at the address you provided on your payroll documents. This will show you your **gross pay** for each period, your **net pay** after deductions, how much was deducted, the number of **hours** you worked during the pay period, how much **sick leave** you earned, how much you used, how much leave-without-pay was taken (if any), and the balance of sick leave you have in your leave account. It's a good idea to save these statements. If you feel there is an error in either pay or leave figures contact the payroll office. There are four kinds of leave that you should be familiar with. They are **Annual Leave, Sick Leave, Leave Without Pay,** and the kind that isn't really leave, **Absence Without Leave,** usually called **AWOL.**

Annual Leave – Summer Hire employees will not earn Annual Leave.

Sick Leave – Sick leave is for use only when an employee is sick and cannot perform the job, or for medical, dental, or optical appointments. Summer Hire employees earn sick leave at the rate of one hour per every 20 hours worked. You are not paid for unused sick leave, but it does stay in your leave account and if the Federal government should ever employ you again any sick leave in your account will be re-credited to you. If you worked summer employment last year, take your last LES to payroll and they will re-credit your sick leave balance.

Leave Without Pay - When you must be absent for some reason and you do not have annual or sick leave to your credit to cover your absence, the absence is charged to leave without pay and you will not be paid for those hours. However, leave without pay must be scheduled in advance and approved by your supervisor just like the scheduling of annual and sick leave. If it is an unexpected situation, your supervisor must be notified of your absence as soon as possible. Failure to follow this simple rule can result in an entry on your records of the fourth kind of leave mentioned –

Absence Without Leave or AWOL - This kind of entry does not look good on an employee's record, and can lead to disciplinary action. We do not want that to happen to you.

Getting To and From Work



You will be responsible for getting to and from work.

Lunch Periods



The supervisor will determine the time designated as your lunch period. It is not the right of the employee to demand a lunch period at a certain time, but if there are special circumstances and the supervisor determines that it will not upset the work schedule, a special time could be arranged. However, it must be discussed and the supervisor must agree to any special arrangement.

Break Periods



There are no established break periods. If break periods are designated for your organization you will be informed by your supervisor of the designated time period. It is not the right of the employee to take their break whenever they want. There may be times when the period set for you must be varied or changed because of certain jobs that have to be finished.

Dress and Appearance



You will be expected to comply with reasonable dress and grooming standards set by your organization and/or supervisor. Civilian dress and grooming standards should be based on comfort, productivity, health, safety and type of job you hold. All articles of clothing should be clean and in good taste. The following are examples of **unacceptable** dress for working:

- Flip Flops
- Tank Tops
- Shorts (Shorts may be acceptable for laborer positions, please check with your supervisor)
- Tee Shirts with suggestive writing
- Torn/Ragged Jeans
- Shirts/Tops/Blouses (that do not cover midriff or are strapless)

Resignation and Termination



As explained before, your appointment, beginning 18 July 2011, will be for a period not to exceed 13 August 2011 at which time you will be automatically terminated. If you must resign from your position before 13 August 2011 you should inform your supervisor, as far ahead of time as possible of the date you tend to resign. Your supervisor will then ask you to sign a form showing the date you intend to resign and the reason for resignation. You must also notify the Civilian Personnel Office (238-3540). It is important to do this because failure to show up for work without informing your supervisor or submitting a resignation is called “abandonment of position.” This is another one of those things that does not look good on your record and it is important to protect your work record. A good work record will allow you to provide positive references when completing future applications.

Image and Job Performance



As a civilian member of the Air Force it is important that you present a positive appearance that reflects favorably on the Air Force, your organization, and yourself. The most important and lasting aspect of your “image” is how well you do your job. The quality of your work, conduct, performance, dress, and appearance are the yardsticks by which you are measured and remembered.

**WE HOPE YOUR SUMMER WORK EXPERIENCE
IS A POSITIVE ONE!**

