

# governmentattic.org

"Rummaging in the government's attic"

Description of document:	Tennessee Valley Authority (TVA) Principles & Practices Manual, 1994
Requested date:	June 2017
Released date:	20-July-2017
Posted date:	18-December-2017
Source of document:	FOIA Request TVA FOIA Officer: Denise Smith 400 West Summit Hill Dr. WT 7D Knoxville, TN 37902-1401 Fax: (865) 632-6901

The governmentattic.org web site ("the site") is noncommercial and free to the public. The site and materials made available on the site, such as this file, are for reference only. The governmentattic.org web site and its principals have made every effort to make this information as complete and as accurate as possible, however, there may be mistakes and omissions, both typographical and in content. The governmentattic.org web site and its principals shall have neither liability nor responsibility to any person or entity with respect to any loss or damage caused, or alleged to have been caused, directly or indirectly, by the information provided on the governmentattic.org web site or in this file. The public records published on the site were obtained from government agencies using proper legal channels. Each document is identified as to the source. Any concerns about the contents of the site should be directed to the agency originating the document in question. GovernmentAttic.org is not responsible for the contents of documents published on the website.

-- Web site design Copyright 2007 governmentattic.org --

Sent: Thu, Jul 20, 2017 3:22 pm Subject: TVA response to your FOIA request #5060

This responds to your FOIA request to TVA numbered #5060. You requested a digital/electronic copy of the TVA Principles & Practices Manual. Attached is a zip file containing a PDF copy of the manual.

If you have questions, you may contact me.

Sincerely,

Denise Smith FOIA Officer Tennessee Valley Authority 400 W. Summit Hill Drive WT 7D Knoxville, TN 37902-1401

### April 1994

Welcome to TVA's *Principles & Practices Manual*. Developed by a workgroup of TVA employees, this manual is a streamlined version of the two-volume *General Releases Manual* that was eliminated in 1992. More than 80 percent of the rules and regulations contained in those binders have been eliminated, and the others have been rewritten into more easily understood guidelines.

You will find two sections in the manual—the *Principles* section and the *Practices* section. The *Principles* section presents TVA's Strategic Goals, Success Sharing Goals, and Commitments. The *Practices* section provides general guidelines on how to conduct TVA business and explains TVA's position on particular issues, such as use of TVA business credit cards.

While the *Practices* section focuses more on our daily business, the *Principles* section outlines TVA's broader direction for the future. As our business changes and our organizations change with new Board leadership, both of these sections will change, making the manual a living document.

As employees, all of us are to use these guidelines to ensure that our actions are in TVA's best interest. In some cases, federal regulations direct our actions. Many of these requirements are also contained within the manual.

We hope you find the information in this manual useful. If you have questions or suggestions about how the manual could be more helpful, please contact your human resource manager.

# **Table of Contents**

### PRINCIPLES

**TVA's Strategic Goals** 

Success Sharing Goals

Commitment to Nuclear Safety

### PRACTICES

### **Benefits**

- 1. Benefit Programs for Employees
- 2. Benefit Programs for Retirees
- 3. Leave
- 4. Leave Transfer
- 5. Employee Recognition
- 6. Relocation
- 7. Retirement
- 8. Unemployment Compensation
- 9. Workers' Compensation

### **Business**

- 1. Diversity
- 2. Cooperation with the Office of the Inspector General
- 3. Credit Cards
- 4. Equal Opportunity Compliance
- 5. Employee-Related Taxes
- 6. Financial Management
- 7. Hospitality
- 8. Inventions
- 9. Purchasing Products and Services
- 10. Surplus Items
- 11. Travel
- 12. Legal Representation
- 13. Contracting Decisions
- 14. Special Interest Organizations

### Communications

- 1. Access to and Protection of Personal Information
- 2. Authorized Telephone Use
- 3. Communication with Internal and External Audiences
- 4. Corporate Identity Standards and Support
- 5. Expressing Concerns and Differing Views
- 6. Records and Information Management

### Employment

- 1. Business Ethics
- 2. Filling Vacant Positions
- 3. Garnishment and Other Debt Claims
- 4. Pay Administration
- 5. Employee Pay
- 6. Political Activity Participation
- 7. Relatives

### **Health and Safety**

- 1. Employee Health and Wellness Programs
- 2. Safety and Occupational Hygiene
- 3. HIV/AIDS and Other Chronic Illnesses in the Workplace
- 4. Smoking
- 5. Extreme Weather Conditions

# **TVA's Strategic Goals**

The TVA Board of Directors announced TVA's strategic goals on March 9,1995. The goals are listed below:

### **Customer Driven**

To be recognized by our customers as the best and easiest corporation with which to do business. Anticipate the needs of our customers and continue to offer competitive prices.

### **Employee Sensitive**

To continually train employees to meet the challenges of the future, provide opportunities for employee career growth, attract and retain the most qualified employees who will take initiative, and accept responsibility and accountability for exceeding customer expectations.

### **Environmentally Responsible**

To be a recognized leader in environmental stewardship in the interests of our customers, our employees, and the other publics TVA serves.

### **Growth Oriented**

To aggressively and sensibly pursue growth and alliances that will add value to society, provide opportunities for our employees, and ensure the future success of the corporation.

PRINCIPLES

TVA's Strategic Goals

# **Success Sharing Goals**

(

l,

(

### FY 1995 GOALS, PERFORMANCE MEASURES, AND PAYOUT

Performance	Performance Measures	Payout	PRINCIPLES
Goal 1 Competitive Rates	No rate increase through FY 1996 and Adjusted Operating Income (AOI) greater than the baseline of \$454 million	Eligible employees receive 3% of AOI above \$454 million	Success Sharing Goals 5/95
Goal 2 Employees First	Recordable accidents equal to or less than 1.05 per 100 employees	If goal is reached and if Goal 1 is met, eligible employees will receive an additional \$200	
Goal 3 Increase combined representation of women, minorities, and people with targeted disabilities	40% of external hires will be women, minorities or disabled	If goal is reached and if Goal 1 is met, eligible employees will receive an additional \$200	
Goal 4 Environmental Leadership	Sound river management. Achieve target levels of dissolved oxygen from 4 additional TVA dams for a total of 11 and achieve 100% of clean water initiatives	If goal is reached and if Goal 1 is met, eligible employees will receive an additional \$200	
Goal 5 Chief Officer Organizational Goal	The measure for this goal will be defined by each Chief Officer organization, the Chief Financial Officer, the General Counsel and the Inspector General	If goal is reached and if Goal 1 is met, eligible employees will receive an additional \$200	

# Commitment to Nuclear Safety

TVA's nuclear power activities are carried out with public health and safety and the protection of its employees and the environment as paramount considerations. The TVA Board of Directors bears the ultimate responsibility for safety of TVA activities related to its nuclear facilities. The President, TVA Nuclear, and all supporting TVA organizations are responsible for carrying out their activities consistent with this policy and applicable regulatory requirements.

To support this objective, it is TVA's policy to maintain a competent, creditable staff to implement disciplined, documented procedures in the design, construction, operation, and decommissioning of its nuclear facilities; to utilize the best applicable industry standards; to exercise thorough and qualified review and audit activities; to undertake such supporting development activities as are necessary to maintain the quality of TVA's facilities and staff; and to be open to constructive criticism.

TVA complies with applicable laws and regulations dealing with nuclear power and with environmental protection. TVA encourages employee awareness and the expression of safety concerns associated with the design, construction, operation, and decommissioning of TVA nuclear facilities. TVA provides protective measures to ensure that employees may express concerns and differing views without fear of recrimination or reprisal (see the TVA practice entitled *Expressing Concerns and Differing Views*). This protection extends to any employees providing information to regulatory officials either voluntarily or as part of their official duty.

The **Board of Directors** reviews and, as appropriate, acts upon proposals having major nuclear safety significance including:

- 1. Proposals to file applications for nuclear plant construction permits or to decommission an operating nuclear power plant.
- 2. For plants without operating licenses, proposals to certify to the Nuclear Regulatory Commission readiness to load fuel and to operate for the first time.
- Proposals involving disagreement concerning nuclear safety requirements between TVA and a nuclear regulatory agency that have advanced to the level of an appeal to a nuclear regulatory agency office head.

- 4. Employee safety concerns that have not been resolved by the President, TVA Nuclear, or the Inspector General to the satisfaction of the concerned employee.
- Reports containing final recommendations or proposed actions related to intimidation and harassment of individuals expressing safety concerns about TVA's nuclear activities.
- 6. TVA comments or recommendations concerning nuclear safety regulations that involve significant new or controversial safety issues.

**TVA Nuclear** is responsible for the safe design, construction, operation, and decommissioning of TVA's nuclear power facilities. It is responsible for ensuring that activities associated with a nuclear facility are in compliance with TVA's safety-first policy; TVA's standards, practices, and procedures; and regulatory requirements. TVA Nuclear prepares and submits applications for nuclear plant construction permits and operating licenses and amendments to those documents, related licensing documentation, comments on or recommendations for changes to existing or proposed nuclear regulatory requirements, and responses to violation notices and other nuclear power-related correspondence. It is responsible for ensuring that applications for licenses and permits associated with nuclear power facilities meet applicable regulatory requirements.

The **President, TVA Nuclear,** is responsible for TVA's nuclear power activities and has the authority to establish management and operating policies and procedures related to nuclear power safety issues and activities. These policies and procedures are in TVA Nuclear's *Policy and Organization Manual* or other subordinate manuals. The President, TVA Nuclear, is authorized to undertake such studies, activities, or programs deemed necessary to improve the safety, reliability, or efficiency of TVA nuclear facilities, and to take any other actions that are necessary or appropriate to improve the overall management of TVA's nuclear power program. The President, TVA Nuclear, informs the Board of Directors about issues that could significantly affect the safety or schedule of nuclear plant operations and provides reports on regulatory compliance. The President, TVA Nuclear, also keeps the Board of Directors informed on a regular basis and as significant events occur about the operation and performance of TVA's nuclear plants. TVA Nuclear consults with the General Counsel as appropriate about the legal consequences of licensing actions, policy initiatives, comments on proposed legislation affecting TVA nuclear activities, or any other action which potentially has a significant legal impact on TVA.

TVA Nuclear is responsible for establishing quality assurance and independent review programs to ensure that activities related to nuclear power safety are carried out in accordance with TVA's overall quality assurance and nuclear safety requirements. Additionally, TVA Nuclear ensures that organizations external to TVA which provide safety-related material, equipment, or services to TVA's nuclear power program do so in accordance with the TVA Nuclear Quality Assurance Program requirements.

The President, TVA Nuclear, is designated as TVA's Chief Nuclear Officer responsible for matters relating to the reporting of defects, noncompliances, events, and other nuclear power matters reportable under the regulations of the Nuclear Regulatory Commission. TVA Nuclear is responsible for establishing the process and procedures used to accept, assess, and reach determinations about nuclear power safety issues that could potentially be reportable to regulatory agencies. TVA Nuclear is responsible for providing information to other TVA organizations on compliance with reporting requirements and posting of notices to employees involved in nuclear power activities.

The Senior Vice President, Resource Group, the Senior Vice President, Fossil and Hydro Power, and the President, Customer Group, are responsible for operations and activities within their organizations which utilize or produce ionizing radiation, and have the authority to establish policies and procedures related to the safety of such operations and activities. These officers will undertake such actions as are necessary or appropriate to ensure the safety, reliability, and efficiency of such non-nuclear power-related operations and activities and will inform the Board of Directors through the Chief Operating Officer about any issues or instances significantly affecting the safe use and disposition of such radiation sources.

The **General Counsel** provides legal advice at the request of TVA Nuclear about TVA's legal obligations on nuclear safety and licensing matters and is consulted prior to release of correspondence or the taking of other action that may have a material legal effect.

The **Inspector General** conducts audits of TVA Nuclear processing of employee concerns and investigates employee concerns related to misconduct, intimidation and harassment, and abuse of authority. The Inspector General, at the request of TVA Nuclear, investigates other safety issues as appropriate.

**All TVA organizations and employees** are responsible for the reporting of potential safety deficiencies, safety deviations, or noncompliances with the Atomic Energy Act of 1954, as amended, as it relates to nuclear power activities and providing to TVA Nuclear any requested information, documents, assessment support, or other assistance required to determine the significance of the issue.

This principle was approved by the Board of Directors on June 21, 1989.

# **Benefit Programs for Employees**

WHAT

- TVA provides a comprehensive benefit program which offers many options to TVA employees. This program includes:
- Medical plan for full- and part-time annual Salary Policy employees.
- Medical plan for full- and part-time annual Trades and Labor employees.
- Medical plan for retired employees.
- Dental plan for annual Salary Policy and Trades and Labor employees.
- Federal Employees' Group Life Insurance (FEGLI) for full- and part-time annual Salary Policy and Trades and Labor employees.
- Optional FlexBenefits life insurance for full- and part-time annual Salary Policy employees.
- Core life insurance for full- and part-time annual Salary Policy employees.
- Long-term disability insurance for full-time annual Salary Policy employees.

# **WHO** These employees are eligible for insurance plans available through TVA Benefit Services:

- Full-time annual employees.
- Part-time employees who work at least 16 hours a week.

These employees are not eligible for TVA's insurance plans:

- Part-time annual employees who work less than 16 hours a week.
- Hourly employees.
- **WHY** TVA recognizes the importance of a quality and competitive benefits program for its employees.

### HOW HOW BENEFIT PLANS ARE MADE AVAILABLE

### **Annual Salary Policy Employees**

Medical, dental, life and disability insurance plans for Salary Policy employees are made available through the FlexBenefits program. The FlexBenefits program allows these employees to choose among benefit options which best suit their financial situation and lifestyle within the constraints of the plan's design.

### **Annual Trades and Labor Employees**

These employees are provided a comprehensive medical and dental plan and are eligible to participate in the Federal Employees' Group Life Insurance (FEGLI) plan.



### BENEFITS PRACTICE 1

Benefit Programs for Employees

### COST

Most of TVA's benefit programs are based on cost-sharing between the company and the employees participating in these programs. Refer to the specific plan handbook for detailed information.

### **MEDICAL PLAN**

### **Annual Salary Policy Employees**

FlexBenefits offers three options with the following differences:

- Copayments.
- Deductibles.
- Out-of-pocket maximums.

Refer to the Salary Policy Employee Medical Plan Handbook for details.

### **Annual Trades and Labor Employees**

Full- and part-time annual Trades and Labor employees are covered under a comprehensive medical plan. There are no options in this plan.

### **DENTAL COVERAGE**

### Annual Salary-Policy Employees

FlexBenefits offers three options with the following differences:

- Copayments.
- Annual plan maximums.
- Covered services.

Refer to the Salary Policy Employee Dental Plan Handbook for details.

### **Annual Trades and Labor Employees**

Full- and part-time annual Trades and Labor employees are provided a comprehensive dental plan. There are no options in this plan.

### LONG TERM DISABILITY COVERAGE

### **Annual Salary Policy Employees**

A long-term disability plan for each full-time annual Salary Policy employee with less than five years' creditable service provides for 30% of the employee's high three-year average annual pay, with a maximum benefit of \$6,000 per month. Generally, annual Salary Policy employees with five or more years of creditable service are eligible for disability protection through the Tennessee Valley Authority Retirement System.

The FlexBenefits program offers full-time annual Salary Policy employees the option to purchase an additional 35% of long-term disability coverage, to bring their total coverage up to 65% of the employee's high three-year average annual pay, with a maximum benefit of \$6,000 per month.

### BENEFITS PRACTICE 1

Benefit Programs for Employees

### **Annual Trades and Labor Employees**

Generally, annual Trades and Labor employees with five or more years of creditable service are eligible for disability protection through the Tennessee Valley Authority Retirement System.

### LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

### **FEGLI Coverage**

The Federal Employees' Group Life Insurance Plan (FEGLI) offers all Salary Policy and annual Trades and Labor employees the opportunity to participate in various life insurance plans, including dependent life insurance. Details of the FEGLI plans are provided when employees begin work with TVA and during FEGLI open enrollment periods.

### FlexBenefits Life Insurance for Salary-Policy Employees

All full- and part-time Salary Policy employees automatically receive a level of company-paid life insurance coverage through the FlexBenefits program. Salary Policy employees can choose life, accidental death and dismemberment, and dependent life insurance plans, and they may participate in both the FlexBenefits and the FEGLI plans if they wish. The plans available through FlexBenefits are separate from the FEGLI plans. Details of the insurance plan available through FlexBenefits are provided when eligible employees join TVA and during annual FlexBenefits open enrollment periods.

### ROLES All Employees

Enroll for any optional plans available to them in which they wish to participate.

### Salary Policy Employees

- Enroll for any FlexBenefits plans in which they wish to participate.
- Participate in the annual FlexBenefits open enrollment period if they wish to change their plan options.
- Notify their human resource manager/officer in cases of family status changes affecting participation in benefit plans.

### **Benefit Services**

- Provides consultations to employees upon request.
- Answers employee questions about any TVA benefit plan.
- **RESOURCES** Benefits Managers/Specialists Human Resource Managers/Officers

This practice is based on various Board actions and negotiated labor agreements.

### BENEFITS PRACTICE 1

Benefit Programs for Employees

# **Benefit Programs for Retirees**

WHAT

TVA provides the following insurance programs for eligible retirees:

- The Under-65 medical plan for retirees who have not reached age 65.
- Medicare supplement for retirees who are age 65 or over.
- Federal Employees' Group Life Insurance.
- **WHO** All retired Salary Policy and annual Trades and Labor employees who have at least five years of TVA service or have reached age 60 (with no service requirement) are eligible to participate in TVA-sponsored medical plans.
- **WHY** TVA recognizes the importance of providing former employees with quality benefit programs after retirement.

### HOW MEDICAL PLAN

This plan provides medical coverage after retirement. All retirees are required to make a monthly contribution toward the cost of their coverage, and any employee who retires before age 55 must pay the full cost of the plan at group rate. If you retire after you reach age 55, the amount of your contribution is based upon the combination of your attained age and creditable service points as of your date of retirement. These points are frozen on the date you retire and do not change. When you reach your 65th birthday, a supplement to Medicare is offered.

### LIFE INSURANCE

Life insurance coverage is only available through the FEGLI plans. Information about continuing your FEGLI coverage after retirement is available from Benefit Services.

### **ROLES** All Employees

Complete the enrollment form (EB-100) for retiree insurance when you retire.

### **Benefit Services**

- Provides consultations to employees upon request.
- Answers employee questions about any TVA benefit plan.

### **RESOURCES** Benefits Managers/Specialists Human Resource Managers/Officers



### BENEFITS PRACTICE 2

Benefit Programs for Retirees

### Leave

**WHAT** TVA allows annual employees to take temporary leaves of absence from the work place for vacation, medical, personal, family, and other reasons.

who All annual employees

**WHY** TVA recognizes that employees may periodically have personal or family needs that require time away from work. TVA also understands that employees may occasionally wish to be relieved of job responsibilities temporarily in order to continue to pursue personal interests, such as travel or educational programs.

### HOW LEAVE PROCEDURES

TVA's leave procedures are based on federal laws and regulations which govern:

- How leave time is earned.
- Eligibility for various types of leave.
- How and why leave time can be taken.

### **TYPES OF LEAVE**

Federal regulations divide leave into the following categories:

**Annual Leave** - Time off from work for paid vacation and other personal reasons. **Sick Leave** - Includes leave for illness, injury, medical, dental, or optical care for employees or an employee's family member; bereavement activities resulting from the death of a family member; or to adopt a child.

**Family Leave** - Includes leave for birth and care of a newborn or placement of a child for adoption or foster care with the employees; care for a spouse, child or parent; and serious health conditions of employees.

Administrative Leave - Includes leave for military or law enforcement service, court service, military funerals, voter registration and voting; and to be an organ or bone marrow donor.

**Leave without Pay** - May be granted to employees who request it, regardless of whether they have other paid leave available.

Other periods of paid absence may be granted under TVA programs that are not regulated by federal law. Information about these programs can be obtained from human resource officers.

### BENEFITS PRACTICE 3

Leave

### WHAT IS COVERED IN THIS PRACTICE

The most common types of leave are annual leave for vacation and sick leave. Information about these types of leave is included in this practice. Information about the other types of leave listed above is available from your human resource officer.

### ANNUAL LEAVE

### How Annual Leave is Earned

The amount of annual leave full-time annual employees earn is based on their federal service, as follows:

### An Annual Employee With:

Fewer than three years of service Three to 15 years of service 15 or more years of service **Éarns Each Pay Period:** 4 hours of annual leave 6 hours of annual leave 8 hours of annual leave

Your years of service generally include your service with TVA and any other federal civilian or military service used as a basis for determining the amount of annual leave an employee is eligible to earn.

Human resource officers can provide information regarding accrual rates for parttime employees.

### When Annual Leave Can Be Used

Annual leave can be used for vacation or personal purposes. Annual leave is by law a benefit and accrues automatically. However, the supervisor has the authority to determine when annual leave can be taken. This decision will generally be made based on administrative needs and TVA work requirements, rather than solely on the desires of the employee. Supervisors are advised to establish tentative annual leave schedules months in advance to ensure that work requirements are met.

### How Annual Leave Can Be Taken

Annual leave can be taken in increments ranging from half an hour to a week or more.

### **Requesting Annual Leave**

Employees should request time for annual leave in advance from their supervisor, preferably in writing. Annual leave must be approved in advance by the employee's supervisor.

### **Carrying Annual Leave Forward**

Employees may "carry" up to 240 hours of accumulated annual leave forward from one leave year to the next. Normally, annual leave in excess of 240 hours

BENEFITS PRACTICE 3

Leave

will be forfeited at the end of the year. (See the Restored Leave section in this practice for information about restoration of forfeited annual leave. See the Retirement practice for information about the use of forfeited annual leave for retirement purposes.)

### SICK LEAVE

### **How Sick Leave Is Earned**

All full-time annual employees accrue four hours of sick leave each bi-weekly pay period. Part-time employees accrue sick leave based on the number of hours they work. Information about accrual rates for part-time employees can be obtained from Human Resource Officers. There is no limit on the amount of sick leave that can be accumulated or carried forward from year to year. (See the Retirement practice for information about the use of unused sick leave for retirement purposes.)

When Sick Leave Can Be Used

Employees May Use Sick Leave:

- When they are ill, injured, exposed to a communicable disease, or to adopt a child,
- To receive medical treatments,
- To care for family members who need medical, dental or optical treatment, or who are ill or injured, and
- To make arrangements necessitated by the death of a family member, or to attend the funeral of a family member.

For sick leave purposes, a family member is defined as a: spouse; parents of the employee and the spouse; children, brothers and sisters of the employee, and the spouses of these relatives; and any individual related by blood or whose close association is the equivalent of a family relationship.

### **How Sick Leave Can Be Taken**

Employees can take sick leave in increments ranging from half an hour to weeks or months. Special rules apply to the use of sick leave to care for family members. Full-time annual employees can use up to 40 hours of sick leave each leave year to care for family members. Employees may be eligible to use an additional 64 hours of sick leave in each leave year, if their sick leave balance does not drop below 80 hours. Part-time employees are eligible to use a prorated amount of sick leave to care for family members. More information is available from Human Resource Officers.

### Applying for Sick Leave

Employees apply for sick leave in advance for physicians or dental visits, scheduled surgical procedures, medical testing, etc. The request can be in any written form acceptable to the organization. Employees who have an BENEFITS PRACTICE 3

Leave

unexpected absence due to a short-term illness should complete the necessary forms when they return to work. Supervisors can request verification of illness or medical/dental appointments.

### FAMILY LEAVE

Consistent with federal law, TVA provides up to 12 weeks of unpaid family leave during any 12-month period to enable employees to cope with certain family situations without compromising their job performance or continued employment. Under some circumstances, family leave may be taken intermittently.

### Who is Eligible

All full-time, part-time and hourly TVA employees with one year of service with TVA or another federal civilian agency are eligible for family leave.

### When Family Leave May Be Taken

Employees may take family leave for one or more of the following reasons:

- Birth of a child and care of a newborn, within one year after birth.
- Placement of a child for adoption or foster care with the employee, within one year after the placement.
- Care for a spouse, child or parent with a serious health condition.
- Serious health condition of employee that makes him or her unable to perform the essential duties of his or her position.

### **Benefits During Family Leave**

Employees may continue their health care coverage during a period of family leave by paying their share of the premium. TVA will continue to pay its share of the premium.

### **Substituting Other Forms of Leave**

Employees who request family leave may choose to substitute annual leave, sick leave (where appropriate) or other paid time off, including transferred leave, for unpaid family leave, consistent with federal law.

### Where to Find More Information

Human resource managers/officers can provide more information about eligibility, benefits and required documentation.

### **ADMINISTRATIVE LEAVE**

Administrative leave may be granted and employees remain in pay status when absence from their jobs is for or connected with one of the following purposes:

- Jury duty
- Witness service
- Military leave
- Voter registration
- Other special leave

BENEFITS PRACTICE 3

Leave

Also, TVA provides employees with up to 7 days of administrative leave per calendar year to be organ or bone marrow donors.

### DONATED LEAVE

TVA allows employees to donate annual leave to other employees who are experiencing emergency medical circumstances which require their absence from work when they have exhausted their earned leave time. Your human resource officer can provide more information about this program.

### **RESTORED LEAVE**

Annual leave which would normally be forfeited can be restored in some limited circumstances. Your Human Resource Officer can provide more information about the restoration of leave.

### **ADVANCE LEAVE**

Advance annual or sick leave may be granted to qualified employees. Advance leave is not granted to an employee when it is known he or she will not return to work. The maximum amount of sick leave that can be advanced is 30 days. Advance annual leave is limited to the amount of leave the employee would accrue during the leave year, or until the end of the employee's employment, whichever is less.

Several other federal guidelines govern the administration of advance leave, and organizational requirements may also exist. Employees should consult their human resource officer for more information about advance leave.

### SALARY DURING LEAVE

Employees on annual or sick leave are paid on the basis of their regular, straighttime work schedule.

### ROLES All Annual Employees

- Apply for leave as much in advance of the leave date as possible. If circumstances prevent prior approval of the leave, appropriate application should be made as soon as the employee returns to work.
- Use annual and sick leave prudently, with due consideration to job requirements as well as the needs of coworkers.

### Supervisors

- Should approve requests for leave whenever possible, while considering TVA's work requirements and administrative needs.
- Ensure that requests for annual leave are processed correctly and fairly, in accordance with TVA and organization guidelines.
- Discuss the retirement benefits of unused leave with employees. Counsel employees on the abuse of leave privileges and recommend disciplinary measures as appropriate.

### BENEFITS PRACTICE 3

Leave

### All Organizations

Develop and maintain record-keeping systems and controls to assure that leave is accurately recorded, administered fairly and reported in a timely manner.

### **Employee Accounting**

Maintains all leave records with the exception of military leave records, which are maintained by individual organizations.

### **Standards and Procedures Department/Controller**

BENEFITS PRACTICE 3

Develops, maintains and interprets procedures relating to leave in conjunction with the Corporate Human Resources staff.

**RESOURCE** Human Resource Managers/Officers

5/95

Leave

# Leave Transfer

**WHAT** TVA's Leave Transfer Program allows employees to donate accrued annual leave to other employees who face medical emergencies affecting themselves or family members.

This program was authorized by the Federal Employees Leave Sharing Act.

### who All annual TVA employees

WHY This program recognizes that some employees who have a serious illness or who have family members with serious illnesses may exhaust all available paid leave.
 Other employees may "donate" annual leave for their use to help them avoid economic hardships.

### HOW DONATING LEAVE

Employees can authorize the transfer of annual leave to any other employee (except their immediate supervisor) whose application for transferred leave has been approved.

The minimum donation is two hours of annual leave.

In most cases, the **maximum donation** is half of the amount of paid annual leave the donor is eligible to accrue during the current leave year.

### **HOW POTENTIAL DONORS ARE NOTIFIED**

When an employee is approved to receive transferred leave, his or her human resource officer may distribute a memo TVA-wide to all TVA bulletin boards.

The memo includes the following information:

- The leave recipient's name.
- A brief explanation of how much leave can be donated.
- Where employees can get donation forms.
- The name and phone number of a human resource manager/officer who can answer any questions.

### **APPLYING FOR TRANSFERRED LEAVE**

Any employee who has been affected by a medical emergency and anticipates an absence from work of at least 24 hours without available paid leave can apply

BENEFITS PRACTICE 4

Leave Transfer

for transferred leave by filling out form TVA 8336, *Leave Transfer Program Application*, and turning it in to his or her human resource officer.

If an employee is not capable of applying for transferred leave on his or her own behalf, another employee familiar with the circumstances can apply on behalf of the potential leave recipient.

### **MEDICAL DOCUMENTATION**

All applications must include medical documentation from a physician or other approved health care provider that describes the nature of the medical condition and its anticipated duration.

### **NOTIFICATION OF ELIGIBILITY**

Employees will be notified whether their application for transferred leave has been approved within 10 working days of the date it was submitted.

### **USE OF DONATED LEAVE TIME**

Employees who have a serious illness must exhaust all of their own paid annual and sick leave before donated leave can be used. In emergencies involving a family member, employees must exhaust all available annual leave before donated leave can be used. Donated leave may only be used for purposes related to the medical emergency. The employee's supervisor must approve his or her use of donated leave time.

### WHEN DONATED LEAVE ENDS

Employees are no longer eligible to use donated leave when the medical emergency ends. Donated leave also ends if the employee begins disability retirement or otherwise terminates from TVA. Any unused donated leave will be distributed to all leave donors in proportion to the amount donated.

### ROLES

### All Employees

- May apply for transferred leave if they face a medical emergency.
- May donate leave to eligible employees.

### **Supervisors**

- Monitor employee's medical emergency.
- Approve leave requests.

### **Human Resource Managers/Officers**

- Make preliminary determination of an applicant's eligibility for donated leave.
- Accept applications for donated leave.
- Inform employees of opportunities to donate leave.
- Monitor employee's medical emergency.

BENEFITS PRACTICE 4

Leave Transfer

### Employee Worklife

■ Makes the final determination of each applicant's eligibility for donated leave.

### **Employee Accounting**

Maintains official leave transfer records.

**RESOURCES** Human Resource Managers/Officers Supervisors

### BENEFITS PRACTICE 4

Leave Transfer

# **Employee Recognition**

WHAT

The TVA Employee Recognition Program recognizes outstanding contributions made by employees or teams of employees. The program includes four categories:

- Organization Recognition Programs These include organization-wide annual and spot recognition programs.
- Functional Recognition Programs These programs recognize the achievements of employees in specific functional areas.
- Length-of-Service Awards These awards recognize employees for their years of service.
- External Recognition TVA pursues recognition for the outstanding achievements of its employees through participation in external award programs.
- who All employees
- **WHY** TVA wants to recognize deserving employees and teams of employees on a regular basis and to make other TVA employees and the communities TVA serves aware of their dedication and contributions.

### HOW ORGANIZATION RECOGNITION PROGRAMS

Each organization develops a recognition program with specific eligibility criteria and communicates the program's requirements, nomination process and results to employees.

### FUNCTIONAL RECOGNITION PROGRAMS

Corporate functional program managers have TVA-wide responsibility for developing and publicizing specific program requirements in areas such as Quality, Safety or Wellness. Line organizations develop recognition programs that comply with these requirements and communicate them to their employees.

### LENGTH-OF-SERVICE AWARDS

Employees are honored for every five years of TVA service. There is no nomination process for these awards.



### BENEFITS PRACTICE 5

Employee Recognition

### **EXTERNAL RECOGNITION PROGRAMS**

TVA recognizes the talent of its employees and is committed to nominating employees for external recognition opportunities. Employee Worklife solicits and screens nominations. The Senior Vice President, Human Resources, makes nominations to external organizations.

### **ROLES** All Employees

■ Nominate employees or teams of employees for recognition.

### **Managers and Supervisors**

 Recognize employees for accomplishments above and beyond normal expectations.

### **Employee Worklife**

- Develops and maintains TVA's Employee Recognition Program.
- Publicizes opportunities for employees or teams to participate in external recognition programs.
- Solicits and screens nominations or entries for external recognition.

### **RESOURCES** Managers and Supervisors

Human Resource Managers/Officers Compensation and Employee Recognition Staff, Employee Worklife

This practice is based on Board action of January 4, 1993.

BENEFITS PRACTICE 5

Employee Recognition

# Relocation

WHATTVA may reimburse moving and associated travel expenses for employees<br/>who accept another TVA position which requires that they relocate, or to new<br/>appointees as determined by management.

**WHO** All employees who are requested to relocate in order to accept an internal transfer

New appointees as determined by management

WHY When TVA employees are required to relocate in the interest of TVA to accept a new position, TVA pays for reasonable travel and moving expenses to the extent permitted by TVA procedures and Federal Travel Law & Regulations.

### HOW TVA'S RELOCATION PROGRAM

### **Standard Relocation Benefits**

All transferred employees who are required to relocate for TVA's benefit to accept a new TVA position are eligible for these relocation benefits:

- The cost of shipping household goods. TVA will arrange and pay for this service directly, or employees have the option of making their own arrangements and filing for reimbursement. Within limits, the employee will receive actual expense reimbursement or reimbursement of the amount TVA would have paid for these services, whichever is less.
- An allowance to cover subsistence and transportation expenses, including mobile homes, the cost of transporting and temporary storage of household goods, residence transaction expenses, estimated relocation income tax and miscellaneous expenses.

### **Additional Relocation Benefits**

The organization receiving the employee also has the option of paying for or reimbursing the employee's expenses for:

- One house-hunting trip.
- Lodging expenses for temporary quarters.
- Participation in the TVA Relocation Services program. (This program is available only to full-time annual salary policy, management or PG-specialist employees.)

BENEFITS PRACTICE 6

Relocation

### **Relocation Benefits for New Appointees**

Relocation allowances are available to new appointees when determined appropriate by TVA management. The management of the hiring organization may authorize:

- Transportation expenses.
- En route subsistence expenses.
- Transportation and temporary storage of household goods.

New appointees to management and PG-specialist positions only may be authorized additional relocation benefits available to transferred TVA employees, with the approval of the Vice President, Employee Worklife

### **Relocation Services**

TVA contracts with a private company to provide real-estate services to relocating salary policy, management or PG-specialist employees if authorized at the vice-president level of the organization hiring the employee. TVA pays specified expenses, subject to limitations, for this service, which is available to assist employees to sell their current residence.

### Travel Expenses Associated with Relocation

If travel and lodging expenses associated with the move are provided for, TVA reimburses employees per diem at standard rates.

TVA's guidelines regarding reimbursable travel expenses—and which employees or new appointees are eligible for them—are covered in the *TVA Travel Manual*, which is published by Standards and Procedures. This manual is routinely distributed to administrative officers, travel processors, human resource officers and others as needed.

### **Filing for Reimbursement**

Employees can file for reimbursement of any approved expenses not paid directly by Travel Services by filling out form TVA 1012, *Employee Expense Report and Reimbursement Request.* 

### ROLES

### Employees

- Decide whether to make their own arrangements for shipping household goods or to have TVA arrange and pay for this service directly.
- Request reimbursement from TVA for covered moving expenses that are not arranged and paid for directly by TVA.
- Incur expenses reasonably.

### **Transportation and Surplus Sales**

Arranges for shipping the household goods or transporting the mobile homes of relocating employees.

BENEFITS PRACTICE 6

Relocation

### **Employee Accounting**

- Processes employee requests for reimbursement.
- Administers the relocation program.
- Issues W-2 forms for the taxable portion of relocation expenses.

### **Employee Worklife**

Authorizes certain additional relocation allowances and program participation for new appointees.

# Hiring Organization BENEFITS PRACTICE 6 ■ Determines the transfer is in TVA's interest. PRACTICE 6 ■ Prepares the transfer travel order. Relocation Standards and Procedures Department/Controller Relocation ■ Develops, maintains and interprets the Travel Manual, which includes a more detailed description of TVA's relocation program. 4/94

### **RESOURCES** Human Resource Managers/Officers

Travel Representatives Administrative Officers F&A Hotline – 615/632-2911 (TDD 615/632-3911)

This practice is based on federal law and various Board actions.

## Retirement

### WHAT

The TVA Retirement System offers a comprehensive program of retirement benefits and investment options to TVA employees. This program includes:

- A TVA-funded pension plan.
- An annuity plan in which employees are required to participate.
- An optional retirement investment plan.
- Disability benefits for participating employees who are vested in a pension benefit and become unable to continue working at TVA due to disability.
- A survivor benefit that pays the employee's beneficiary a benefit if an active employee dies before retirement.

**WHO** These employees are automatically covered by the TVA Retirement System:

- Full-time annual employees who are employed for a pre-determined period of more than six months.
- Part-time annual employees on non-temporary appointments who work at least 16 hours a week.

These employees are not covered by TVA Retirement System benefits:

- Members of the TVA Board of Directors.
- Full-time annual employees whose appointments are for six months or less.
- Part-time annual employees who work less than 16 hours a week.
- Hourly employees.
- Employees who have less than a four-day break in service from employment with another federal agency, who were covered by the Civil Service Retirement System or the Federal Employees' Retirement System with the other agency and whose TVA appointment is not temporary. These employees remain covered by their existing retirement system rather than becoming covered by TVA's.
- **WHY** TVA's Retirement System benefits are designed to assist employees in achieving the goal of economic security in retirement.
- **HOW** TVA and its participating employees both contribute funds for retirement under the TVA Retirement System. TVA also matches the Social Security tax contributions of its employees.

Employees may opt to supplement their retirement benefits by participating in the optional retirement investment plan or making additional contributions to their annuity fund.



Retirement

All retirement benefit determinations are governed by the Rules and Regulations of the TVA Retirement System.

Benefits and investment of assets are administered by a seven-member Board of Directors of the TVA Retirement System.

### ENROLLMENT

All eligible employees are provided an enrollment form for Retirement System benefits by their human resource officer when they join TVA or accept a position covered by the TVA Retirement System. Using this form, employees:

- Choose their contribution rates.
- Choose their investment options.
- Designate their beneficiaries.

Employees also have the option of enrolling in the TVA Savings and Deferral Retirement Plan [401(k) Plan]. Separate enrollment forms are provided. Employees can enroll in the 401(k) Plan at any time during their active employment with TVA by requesting an enrollment form from their human resource officer.

### THE TVA RETIREMENT SYSTEM'S REQUIRED BENEFITS

All participating employees, or members, participate in the following two retirement funds provided by the TVA Retirement System:

### **Pension Fund**

This benefit, which is a fixed monthly payment funded by TVA's contributions,

- is determined by four factors:
- Years of service.
- Highest consecutive three-year average annual salary.
- Age at retirement.
- Amount of income the member wishes to continue to a survivor after death.

### **Annuity Fund**

This benefit is determined by the amount of the member's contributions to the System and the amount of earnings on those contributions. Members have a choice of receiving this benefit as either a lump-sum payment at retirement or a monthly payment for life.

### **CONTRIBUTIONS TO REQUIRED PLANS**

### **TVA's Contributions**

TVA contributes a percentage of the active members' payroll to fund all pension benefits. The amount of TVA's contribution is determined annually by the System board and TVA.

BENEFITS PRACTICE 7

Retirement

### **Required Member Contributions**

Members of the TVA Retirement System are required to contribute a minimum of 3 percent of their salary up to the Social Security wage base, and 6 percent of their salary above the Social Security wage base. The Social Security wage base is the maximum amount of income on which employees are required to pay Social Security taxes. Since it is indexed to inflation, the Social Security wage base changes each year.

### **Optional Member Contributions**

Members can opt to contribute more of their income to their annuity account, within limits, either through payroll deduction or in a lump sum. The more a member contributes, the greater his or her annuity benefit at retirement.

### **INVESTMENT OPTIONS**

The TVA Retirement System offers members a choice between two investment options for their required and optional annuity contributions:

- The Fixed Annuity Fund, which earns a specified rate of interest set by the System board, **or**
- The Variable Annuity Fund, which is invested in a stock index fund designed to perform consistently with the Standard & Poors 500.

Employees can split their investments between the two funds or choose to invest all of their contributions in one fund or the other.

### VESTING

A member is vested—which means the member is entitled to a TVA-funded pension benefit under the System—after five years of creditable service in a position covered by the System.

### WITHDRAWAL OF RETIREMENT SYSTEM CONTRIBUTIONS

Members may withdraw their own contributions and investment earnings on those contributions if they leave TVA, but the earnings withdrawn may be subject to IRS penalties. If an employee is later re-employed by TVA in a position covered by the Retirement System, credit with the Retirement System may be re-established in accordance with the rules and regulations governing the System at the time of re-employment.

### **OPTIONAL RETIREMENT INVESTMENT PLAN**

TVA offers all Retirement System members the option of participating in the 401(k) Plan. This plan features a before – and after-tax part.

**The After–Tax Part –** Employee contributions to this plan are made on an aftertax basis, but all earnings in this plan, which is administered by Fidelity Investments, are tax-deferred. Participants may choose among eight investment funds. This plan also offers a loan feature. BENEFITS PRACTICE 7

Retirement

**The Before–Tax Part –** This plan also offers eight investment options and is administered by Fidelity Investments. The amount of annual salary deferred to this plan and any investment earnings are excluded from federal income tax until the year the money is distributed to the member. This plan also offers a loan feature.

### WHEN A MEMBER RETIRES

### **Eligibility for Normal Retirement**

Members become eligible for retirement:

- When they reach attained age 55\* if they have five years of creditable service.\*
- At age 60 regardless of years of service if the member was enrolled in the System before April 1, 1991. (Any member enrolled after that date must complete five years of creditable service to become eligible for a retirement allowance.)
- At any age with five years of creditable service if terminated through an involuntary reduction in force.
- Members with five years or more of creditable service who leave TVA before they qualify for an immediate benefit are entitled to receive a benefit when they reach attained age 55 or at any time after that when they elect to begin receiving a benefit.
- \* Retirement System members can elect to have their unused sick leave and annual leave forfeited after January 1, 1980, added to their chronological age to determine their "attained age." Members can also choose to have their forfeited annual leave and unused sick leave added to their "creditable service" at TVA. In both cases, members receive double credit for any forfeited annual leave and unused sick leave in excess of 1,000 hours.

### **Benefit Payments**

When vested members retire at attained age 55 or later, they become eligible to receive a retirement allowance that includes their monthly pension benefit and their annuity. Members have the option of choosing whether to receive their annuity in a lump sum or as a monthly allowance and can choose among several survivor benefit arrangements. Members who participate in the optional retirement investment plan may also choose various distribution options. Employees who are anticipating retirement can request information about survivor arrangements and payment options from a retirement officer in Retirement Services.

### **DISABILITY BENEFITS**

Vested Retirement System members who become disabled and unable to work for TVA may be eligible for disability benefits. These benefits are granted based on conclusive medical and personnel information.

BENEFITS PRACTICE 7

Retirement

### **IN-SERVICE DEATH BENEFITS**

If a member dies while actively employed by TVA in a position covered by TVA Retirement System benefits, the member's estate or designated beneficiary will receive a death benefit. This benefit is determined by the member's salary and years of service: the survivor would receive a minimum benefit of 50 percent of the member's annual salary, plus an additional 5 percent for each year of service. The maximum benefit is 200 percent of the member's salary in most cases. The member's beneficiary or estate would also receive the member's accumulated annuity contributions.

# ROLES Employees Retirement ■ Complete the enrollment form for Retirement System benefits coverage. Retirement ■ Enroll for the optional retirement investment plan if they wish to participate. 4/94

### **Retirement Officers**

- Provide retirement benefit estimates upon request.
- Provide retirement consultations to employees upon request.
- Answer questions about required and optional retirement benefit plans.
- Conduct periodic group informational meetings.

### **Human Resource Managers/Officers**

Answer general questions regarding retirement benefits.

### **RESOURCES** Retirement Officers

Human Resource Managers/Officers Retirement Services Hotline – 615/632-2672

# **Unemployment Compensation**

**WHAT** Unemployment compensation benefits are available to employees who are terminated, satisfy eligibility requirements and are not otherwise disqualified from receiving such benefits under the laws of the state in which they last worked. These benefits are provided through a program established for federal employees, which is administered by the Employment Security Agency in each state.

who All employees

**WHY** TVA recognizes that employees who have been terminated through no fault of their own and are able and willing to work must have some form of compensation to maintain themselves during periods of unemployment.

TVA is required by law to provide unemployment benefits for its former employees through a federally mandated unemployment program.

### HOW ELIGIBILITY

To be eligible for unemployment compensation benefits, person must meet all of the following requirements:

- Be unemployed through no fault of their own, able to work and available for suitable work.
- File a claim and register for work at a local state employment office and continue to report to that office as directed.
- Meet earning requirements as specified by state laws.

### WHEN BENEFITS CAN BE DENIED

Unemployment benefits may be denied to any employee who:

- Quits a job voluntarily without good cause connected to the work.
- Has been discharged for job-related misconduct.
- Has refused a suitable job without good cause.

TVA does not determine who is eligible for unemployment benefits; this determination is made by the state Employment Security Agency. However, TVA may contest the decision to award benefits when there is justification for doing so. Former employees who are determined to be ineligible for benefits may also appeal the state Employment Security Agency's decision.



Unemployment Compensation

### **APPLYING FOR UNEMPLOYMENT BENEFITS**

All employees terminated by TVA who may be eligible for unemployment benefits receive a termination package that includes Standard Form 8. This form explains how to apply for the unemployment benefits available to former federal employees.

### **RECEIVING UNEMPLOYMENT BENEFITS**

Former employees who are eligible for unemployment benefits will be paid weekly by their state Employment Security Agency. The amount of weekly benefits and the period for which benefits will be paid are generally determined by the laws of the state where the former employee last worked. In most states, former employees are asked to fill out forms detailing their job-search efforts on a regular basis, and unemployment benefit checks are mailed to the former employee's home.

### HOW THE UNEMPLOYMENT COMPENSATION PROGRAM IS ADMINISTERED

The federal Department of Labor enters into agreements with individual states to administer unemployment compensation for eligible former federal employees. The way the Department of Labor administers the program depends on each state's unemployment compensation laws. TVA pays the entire cost of this unemployment compensation program by making direct, quarterly payments to the Department of Labor through an inter-agency transfer of funds.

### ROLES

### Employees Facing Termination

- Must meet the eligibility requirements for unemployment compensation and not be otherwise disqualified under the laws of the state in which they last worked.
- Must file claims for unemployment compensation with their state Employment Security Agency.

### **Employee Accounting**

- Serves as the contact between state Employment Security Agencies and TVA.
- Handles all correspondence dealing with unemployment compensation and wage and termination information.
- Answers employees' questions about the status of their claims for unemployment benefits after filing.

### **Human Resource Managers/Officers**

- Provide employees with the appropriate forms to file for unemployment compensation.
- Determine which claims for unemployment compensation should be contested.
- Represent TVA or arrange for its representation at all unemployment compensation hearings.
- Answer employees' questions about unemployment benefits.

### BENEFITS PRACTICE 8

Unemployment Compensation
#### **Office of the General Counsel**

Assists human resource officers, when necessary, in preparing cases for hearings, but generally does not serve as TVA's representative at the hearing.

#### **Standards and Procedures Department/Controller**

Develops, maintains and interprets TVA accounting procedures concerning unemployment compensation.

#### **Cash Management**

Administers interagency transfers of funds to the Department of Labor.

RESOURCES Human Resource Managers/Officers Payroll Officers F&A Hotline – 615/632-2911 (TDD 615/632-3911) BENEFITS PRACTICE 8

Unemployment Compensation

## Workers' Compensation

WHAT

TVA provides claims administration, case management and rehabilitation services to employees who incur job-related injuries or illness. These services include:

- Initial treatment, medical evaluation and medical referral assistance.
- Helping employees submit workers' compensation claims correctly and obtain benefits through the Office of Workers' Compensation Programs according to the provisions of the Federal Employees Compensation Act.
- Monitoring the medical recovery of employees following job-related injuries.
- Facilitating prompt return to work through cooperative working relationships with the injured employee and the employee's physician.
- An aggressive case management program, which assures timely, appropriate benefits and prevents unnecessary lost time and misuse of benefits.
- Vocational testing and counseling for individuals who need to change jobs or careers due to consequent disability.

The primary benefits provided through the Federal Employees Compensation Act include:

- Continuation of regular pay for up to 45 calendar days of disability for work.
- Payment for medical care.
- Wage loss compensation.
- Payment for rehabilitative services.
- Monetary compensation for loss of a body member or function.

**WHO** All employees and former employees who are filing claims or who have had claims accepted for job-related injuries or illnesses.

**WHY** TVA provides these services to:

- Help employees file claims correctly and obtain benefits promptly.
- Facilitate recovery from work injuries.
- Prevent unnecessary time away from work.
- Facilitate rehabilitation and re-employment of individuals not able to perform the duties of their former jobs while recovering from work injuries.
- Prevent inappropriate benefits and unnecessary costs.
- Meet the requirements of the Federal Employees Compensation Act and other applicable laws and regulations.



#### BENEFITS PRACTICE 9

Workers' Compensation

#### HOW

#### THE WORK INJURY MANAGEMENT PROCESS

- Job-related injuries should be reported to the designated manager at the time of injury or as soon as feasible. The immediate supervisor should assist the injured employee as necessary in obtaining needed medical care and submitting claims for workers' compensation benefits.
- The immediate supervisor should report the injury to the individual designated by senior management as responsible for work injury management at the worksite where the injury occurred. The designated person is typically the Health and Safety Manager or someone with administrative or human resource responsibilities.
- If a TVA health station or medical office is available, the injured employee should go there for initial treatment and medical evaluation. The medical facility staff will refer patients for outside medical treatment as needed, enter the appropriate documentation into the medical record and assist the injured employee in completing a workers' compensation form CA-1 or CA-2. If there is no TVA medical facility available, the supervisor or a manager should assist the injured employee in obtaining the necessary treatment at the nearest appropriate community facility. The designated manager assures that someone representing TVA establishes and maintains communications with those providing medical care in connection with each injury. This includes having someone accompany the injured worker to obtain initial treatment whenever possible.
- The designated manager assures that all job-related injuries reported are investigated to obtain an objective, factual record for use in improving safety and managing workers' compensation claims and costs. Suspected fraud should be referred to the Office of the Inspector General for handling.
- Employees who are injured at work are returned to work as soon as their return is medically approved. If an employee is not capable of resuming his or her regular job duties, temporary light duty is assigned whenever feasible during the recovery process to promote recovery and prevent unnecessary time away from work.
- Employees who are not able to return to regular duty after they have fully recovered from a job-related injury or illness are referred to TVA's Workers' Compensation and Rehabilitation Department for case management and vocational rehabilitation services as needed.

#### ROLES Employees Who Incur Job-Related Injuries or Illnesses

- Report job-related injuries—what happened, how it happened, and where and when it happened.
- Obtain medical treatment if necessary.
- Obtain medical documentation for any subsequent disability for work.
- Return to work as soon as they are able to do so.

BENEFITS PRACTICE 9

Workers' Compensation

#### Supervisors

- Assist injured employees in getting needed medical care and filing workers' compensation claims.
- Determine the relevant facts about each injury or illness.
- Submit a thoroughly documented report of the injury or illness.
- Assure implementation of early intervention and care management at the worksite.

#### **Clinical Services Staff**

- Provides initial treatment and medical evaluation.
- Communicates with outside medical providers.
- Provides assistance in initiating the appropriate claim form.

### Workers' Compensation and Rehabilitation Department/ Health Services

- Plans and assures implementation of TVA's workers' compensation program; provides corporate and inter-agency coordination.
- Provides information, technical assistance and staff training.
- Develops and implements standards and processes for review and evaluation of new claims and established cases for eligibility for continued benefits.
- Monitors the status of established cases and initiates appropriate follow-up action; prompts Office of Workers Compensation Programs to take action when needed.

#### **RESOURCES** Compensation Clerks at power plants, other major worksites and TVA

medical offices Health Station Nurses Health and Safety Managers Human Resource Managers/Officers Workers' Compensation and Rehabilitation Department – 615/751-2820

#### BENEFITS PRACTICE 9

Workers' Compensation

## **Diversity**

WHAT

TVA is committed to:

- Creating an environment where people can fully contribute their talents to enable TVA to achieve its vision.
- Providing equal employment opportunities to all employees and applicants, regardless of race, color, religion, sex, national origin, age or disability.
- Serving as a role model for equal employment opportunity and managing diversity.
- Supporting the efforts of external customers to capitalize on the skills and abilities of Valley residents.

#### who All employees

**WHY** To maximize its productivity, TVA must create an environment which attracts and retains highly competent people who are committed to contributing their maximum potential toward realizing the agency's strategic goals. To maximize the Valley's productivity, TVA must work in partnership with others to create environments that allow all Valley residents to realize their full economic potential.

Federal laws require equal employment opportunity in TVA policies, procedures and practices, and prohibit unlawful discrimination because of race, color, religion, sex, national origin, age (40 and over) or disability.

#### HOW TVA PROMOTES DIVERSITY THROUGH:

- Equal Employment Opportunity.
- Affirmative Employment.
- Managing Diversity.
- Economic and Community Diversity Development.

#### EQUAL EMPLOYMENT OPPORTUNITY

TVA provides equal opportunity to all employees by:

- Promoting equal opportunity in all TVA policies, procedures and employment practices.
- Administering the Equal Employment Opportunity Program and complaint procedure as mandated by federal law. Employees who believe they, or the class they propose to represent, have been discriminated against because of race, color, religion, sex, national origin, age or disability should contact an equal employment opportunity counselor within 45 days of the date of the matter alleged to be discriminatory or, in the case of a personnel action,

BUSINESS PRACTICE 1

Diversity

within 45 days of the effective date of the action. This program and complaint procedure is fully described in the practice entitled *Equal Opportunity Compliance.* 

### **AFFIRMATIVE EMPLOYMENT**

TVA seeks to achieve its goal of equal employment opportunity to all employees by:

- Identifying and removing potentially discriminatory barriers to the recruitment, retention and upward mobility of employees, especially minorities, women, persons with disabilities and disabled veterans.
- Developing affirmative employment strategies to achieve adequate representation of protected class groups in TVA's workforce.

#### MANAGING DIVERSITY

"Managing diversity" is actively working to provide an environment which values differences as assets, fully taps the potential of all individuals and empowers the workforce to accomplish organizational goals.

TVA manages diversity by:

- Educating people about differences.
- Celebrating differences.
- Assessing its organizational culture to determine what barriers impede and what aids support maximizing the potential of the workforce.
- Defining the desired organizational culture, and developing and implementing plans to reach that desired state.

#### ECONOMIC AND COMMUNITY DIVERSITY DEVELOPMENT

TVA works to transform the diverse resources of Valley communities and customers into regional economic development assets. Specifically, TVA:

- Works with Valley minority communities and other special populations to foster mutual understanding, cooperation and economic growth.
- Strives to improve communications with minority populations.
- Provides small and disadvantaged businesses in the Valley with:
  - Equal access to TVA business opportunities as mandated by federal law,
  - Technical assistance to improve their competitiveness within the Valley, and
  - New business development assistance.
- Improves its own utilization of small and disadvantaged businesses.

#### ROLES

#### **Diversity Development**

Provides support and assistance to TVA line organizations, Valley minority communities, small and disadvantaged businesses, and other customers interested in managing diversity.

BUSINESS PRACTICE 1

Diversity

#### Supervisors/Managers

- Create a work environment that enables employees to contribute their talents to accomplishing TVA's business goals.
- Ensure equal employment opportunity to all employees in their organization.
- Ensure TVA programs and services for which they are responsible are offered equitably to all customers.

#### **Human Resource Managers/Officers**

- Serve as a resource on equal employment responsibilities.
- Coordinate the delivery of diversity initiatives in their organization.
- Assist in the implementation of affirmative employment plans.

#### Corporate and Organizational Purchasing Groups

Ensure TVA's procurement practices meet or exceed federal requirements.

#### **All Employees**

- Contribute their talents toward achieving TVA's organizational goals.
- Respect their coworkers.

#### **RESOURCES** Diversity DataLine – 615/632-3300

Human Resource Managers/Officers Diversity Managers Director of Equal Opportunity Compliance

This practice is based on various Board actions.

BUSINESS

Diversity

4/94

PRACTICE 1

## Cooperation with the Office of the Inspector General

WHAT	TVA employees are required to cooperate with any audits, investigations, inspections or other activities the Office of the Inspector General (OIG) undertakes to fulfill its responsibilities.
	The OIG is an independent office responsible for preventing, detecting and eliminating waste, fraud and abuse at TVA. The OIG is not part of any TVA organization, in keeping with its role as an independent office, but reports directly to the TVA Board of Directors and to the United States Congress.
wно	All employees
	Contract employees
WHY	An independent and objective office, supported by employees and other stakeholders, helps assure that TVA programs are effective, efficient and free from waste, fraud and abuse.
	Through its independent role, the OIG assists TVA in achieving its goals and in keeping Congress and the public fully informed of TVA's progress.
	As a federal agency, TVA must maintain an Office of the Inspector General to fulfill this role, as mandated by the Inspector General Act of 1978, as amended.
ноw	<b>OFFICE OF THE INSPECTOR GENERAL ACTIVITIES</b> The OIG undertakes audits, investigations, inspections and any other activities required to fulfill its role under the Inspector General Act.
	<b>EMPLOYEE RESPONSIBILITIES</b> Employees are responsible for reporting immediately—either to their supervisor or the OIG—any instances of known or suspected waste, fraud and abuse or violation of the law.
	EMPLOYEE COOPERATION

As a condition of employment with TVA, employees are required to cooperate with any OIG audit, investigation, inspection or other activity performed by the OIG if requested to do so. An employee may not have a representative or witness present during an OIG investigative interview.

#### BUSINESS PRACTICE 2

Cooperation with the Office of the Inspector General

#### ROLES

#### Employees

- Report instances of known or suspected waste, fraud, or abuse or violation of law.
- Cooperate with the OIG when requested to do so.

#### **TVA Managers**

- Ensure that known or suspected violations of law, or waste, fraud, abuse or other matters within the OIG's jurisdiction are immediately reported to the OIG and other appropriate TVA officials.
- Provide information and assistance to the OIG when requested to do so.

#### **All Organizations**

- Provide any information, documents, support or other assistance requested by the OIG.
- Cooperate fully with OIG staff.

#### **Office of the Inspector General**

- Undertakes activities as provided in the Inspector General Act.
- Reports its findings and recommendations as provided in the Inspector General Act.

RESOURCE OIG Hotline - 800/323-3835

BUSINESS PRACTICE 2

Cooperation with the Office of the Inspector General

## **Credit Cards**

#### WHAT

TVA can provide employees with any of the following credit cards for use on official business:

- American Express—for travel expenses.
- VISA Purchasing Card—for small purchases.
- VISA Gold Card—for travel expenses, minor purchases and hospitality (card can only be used for hospitality when authorized; availability is restricted).
- Telephone cards—for business calls when TVA telephones are not available.
- Car rental cards—for travel when using a TVA or personal car is not practical.
- **WHO** All annual TVA employees who are authorized to use a card by their organizations, and in special situations, contractors who are designated as authorized procurement representatives by a TVA organization.
- **WHY** TVA provides employees with credit cards if using the cards enables them to perform their job duties more efficiently with reduced costs and less paperwork.
- **HOW** TVA has established procedures to pay for goods and services by using credit cards.

#### AMERICAN EXPRESS GOVERNMENT CARDS FOR TRAVEL (AMEX)

#### Who is Eligible to Receive a Card

Cards are issued to any employee who has a legitimate business need to travel and is approved by his or her organization.

#### How to Use the Card

Employees may charge all business travel expenses—with the exception of airline tickets and car rentals which are secured through Travel Services—directly to their AMEX cards. The AMEX card may not be used for personal purposes. AMEX bills employees directly once a month. Employees are responsible for filing for travel reimbursements through TVA's Expense Reimbursement System and paying AMEX in full monthly, upon receipt of statement.

Travel expenditures should adhere to TVA guidelines and Federal Travel Regulations. Reimbursement limits for travel expenses are explained in the "Travel Allowance and Reimbursement" section of the TVA Travel Manual, and more infor-



Credit Cards

mation is also available in the "AMEXCO Travel Cards" section of the same manual.

AMEX may also be used to obtain travel cash advances from automated teller machines (ATMs). The minimum for cash advances is \$50 per transaction and the maximum is \$150 per seven days.

#### **VISA PURCHASING CARD FOR SMALL PURCHASES**

#### Who Is Eligible to Receive a Card

VISA Purchasing Cards are issued to any employee or contractor who is authorized to make small purchases with credit cards. (Refer to the Purchasing Products and Services Practice for more information.)

#### How to Use the Card

Purchasing establishes the dollar limit per transaction. Each organization determines the monthly monetary limits and the types of purchases employees are authorized to make. The following list includes types of purchases typically permitted by various organizations, but each cardholder should be aware of his or her organization's internal control plan and guidelines, legal requirements, and approval restrictions identified in the "Credit Card Use" section of TVA's General Accounting Manual.

- Materials
- Supplies
- Books and periodicals
- Outside training
- TVA memberships in civic and professional organizations

TVA pays the monthly VISA Purchasing Card statements that are reviewed by the card holder and approved by his or her approving official. Cash advances are not available. Purchases cannot be related to travel or hospitality.

#### VISA GOLD CARD FOR TRAVEL, MINOR PURCHASES AND HOSPITALITY

#### Who Is Eligible to Receive a Card

TVA Board members, officers of the agency and other employees as approved by Chief Officers receive a VISA Gold card for travel and hospitality expenses. The same VISA Gold card may be used for minor purchases in accordance with the guidelines in the preceding section, VISA Purchasing Card For Small Purchases.

#### How to Use the Card

The card can be used for any business travel expenses, except airline tickets which are secured through Travel Services. Travel expenditures should adhere to

BUSINESS PRACTICE 3

Credit Cards

TVA guidelines and Federal Travel Regulations. Expenditure limits are explained in the "Travel Allowance and Reimbursement" section of the TVA Travel Manual.

The Visa Gold Cards may also be used to purchase hospitality or to make arrangements for hospitality by TVA Board members, officers of the agency and other employees who are authorized to use the card for these purposes and who have a legitimate business need to purchase hospitality. (See the Hospitality Practice and organizational guidelines for additional information.)

TVA pays the monthly statement for all VISA Gold Cards which are reviewed by the users and approved by his or her approving official. Those who use the card for travel, should file travel vouchers through TVA's Expense Reimbursement System only for travel expenses not charged to the card. Cash advances are not available.

#### **TELEPHONE CALLING CARDS**

#### Who Is Eligible to Receive a Card

Federal telephone calling cards are issued to any employee who frequently makes long-distance calls for official business from non-TVA phones and is approved by his or her organization.

The standard Federal calling card can only be used for calls within the continental U.S. Federal calling cards with international access are available by special request for employees whose jobs require placing international calls from a non-TVA phone and/or calling to the U.S. from abroad.

#### How to Use the Card

Employees use these cards for calls necessary to conduct TVA business that are made from non-TVA phones. Employees receive information about how to use phone cards when the cards are issued. There is no cost for calling cards except usage charges when calls are placed. Each organization receives a monthly bill which shows the calls, minutes, and costs for each card used.

#### **CAR RENTAL COMPANY CARDS**

#### Who Is Eligible to Receive a Card

Each organization determines which employees should have individual car rental cards. Cards for "authorized representatives" can be issued to managers for temporary use by employees on travel assignments. Employees receive information about using the card when the card is issued.



Credit Cards

#### How to Use the Card

Reservations for rental cars should be made through Travel Services. After the trip, the employees should submit copies of the rental agreement to Employee Accounting for reconciliation and approval.

ROLES Card Holder

Safeguard the cards assigned to them.

- Use TVA cards only for approved expenses.
- Report lost or stolen cards to the issuing organization.
- Pay their AMEX bills on time.
- Return card(s) to the issuing organization upon changes in employment (i.e., resignation).

#### Organizations

- Identify those who are eligible to receive various types of cards.
- Determine who reviews, approves, and retains monthly statements, travel vouchers, and supporting documents for AMEX and VISA cards.
- Develop and implement their own internal control plans.

#### Purchasing

Administers the VISA Purchasing card program

#### **Accounts Payable**

Processes payment to card vendors.

#### **Telecommunication Services**

Administers the telephone credit card program.

#### **Transportation Services**

Administers the car rental credit card program.

#### **Employee Accounting**

■ Administers the AMEX and VISA Gold card program.

#### **Controller, Standards and Procedures Department**

Develops, maintains, and interprets procedures on travel and credit cards. Provides detailed information for customers.

### **RESOURCES** Travel Clerks

Human Resources Managers/Officers Administrative Officers Accountants

BUSINESS PRACTICE 3

Credit Cards

## **Equal Opportunity Compliance**

**WHAT** TVA is committed to providing and supporting equal employment opportunities to all employees and applicants, regardless of race, color, religion, sex, national origin, age or disability.

#### WHO All employees

**WHY** Federal laws require equal opportunity in TVA and prohibit unlawful discrimination because of race, color, religion, sex, national origin, age (40 and over) or disability.

#### HOW EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE

TVA provides equal opportunity to all employees by:

- Promoting equal opportunity in all TVA policies, procedures and employment practices, and
- Administering the Equal Employment Opportunity Program and complaint procedure as mandated by federal law.

#### **Equal Employment Opportunity Complaint Procedure**

Employees who believe they, or the class they propose to represent, have been discriminated against because of race, color, religion, sex, national origin, age or disability should contact an equal employment opportunity counselor within 45 days of the date of the matter alleged to be discriminatory or, in the case of a personnel action, within 45 days of the effective date of the action.

#### **ROLES Equal Employment Opportunity Counselors**

- Attempt informal resolution of the employment matter.
- Inform employees or applicants in writing of their rights and responsibilities.

#### **Equal Opportunity Compliance Staff**

- Serves as the agency's point of contact and liaison with the Equal Employment Opportunity Commission.
- Assists managers' implementation of the agency's Equal Employment Opportunity Program.
- Develops and implements all policies and procedures for processing informal and formal complaints during the counseling, mediation, investigation and analysis stages of processing.



#### BUSINESS PRACTICE 4

Equal Opportunity Compliance

- Oversees the agency's Alternative Dispute Resolution Process (mediation) for equal employment opportunity disputes.
- Provides technical assistance to counselors, mediators and organizations in mediation and negotiation techniques to facilitate the resolution of informal/formal complaints.
- Investigates formal complaints of discrimination.
- Renders final agency decisions on formal complaints of discrimination.
- Recommends remedial action in equal employment opportunity cases.
- Reviews, evaluates and recommends to the Senior Vice President, Education, Training and Diversity, the Operations Committee and the Board of Directors

changes in the substance of personnel and employment programs, practices, policies or procedures that will eliminate discriminatory practices and improve TVA's program for equal employment opportunity.

#### Supervisors/Managers/Human Resource Managers/Officers

Ensure equal employment opportunity in their organization.

RESOURCES Human Resource Managers/Officers Diversity Managers Manager of Investigations Manager of Analysis and Review

#### **Questions regarding Equal Opportunity Compliance:**

Director of Equal Opportunity Compliance - 615/632-2515

#### **Equal Employment Opportunity Counselors**

Each TVA organization has an equal employment opportunity counselor. Your human resource officer or the Director of Equal Opportunity Compliance can tell you who the counselor for your organization is.

This practice is based on various Board actions.

#### BUSINESS PRACTICE 4

Equal Opportunity Compliance

## **Employee-Related Taxes**

#### WHAT COLLECTION

TVA assists the Internal Revenue Service and various state and local agencies in the collection of taxes that may be due and payable.

#### **DEDUCTIONS FROM PAYCHECKS**

TVA deducts applicable federal income taxes, social security taxes and state and local income taxes from the wages of its employees.

WHO All employees

**WHY** TVA is required by federal law to deduct federal income taxes and social security taxes from the wages of its employees. TVA is also obligated to deduct state and local taxes from the wages of its employees by agreements established between the U.S. Secretary of the Treasury and state and local governments.

#### HOW FEDERAL INCOME TAXES

TVA withholds federal income taxes under guidelines established by the Internal Revenue Service. TVA's *Payroll Manual* includes detailed withholding instructions and rates.

#### SOCIAL SECURITY TAXES

FICA taxes include Social Security and Medicare. Employees pay a fixed percentage of their earnings up to a maximum amount taxable. Civil Service Retirement System employees generally are exempt from the old age and survivors part of the tax, but must pay the Medicare portion. Detailed instructions and withholding rates are included in the *Payroll Manual*, or employees can contact their human resource officers for additional information.

#### BUSINESS PRACTICE 5

Employee-Related Taxes

#### STATE INCOME TAXES

Generally, state income taxes are withheld based on the location of the employee's official station, although there are exceptions to this rule. Taxes are withheld according to each state's rates and procedures. TVA currently deducts state taxes for the following states:

Alabama	Arkansas	California	Colorado
Dist. Columbia	Georgia	Illinois	Indiana
Kentucky	Maryland	Missouri	Nebraska
New Jersey	New York	North Carolina	Oklahoma
Pennsylvania	Rhode Island	Virginia	Wisconsin

Many states have established reciprocal agreements with neighboring states that exempt employees who are residents of one state from withholding if they work in a reciprocal state. Employees should consult the Department of Revenue of either state to determine if their withholding status may be affected by such an agreement.

#### **CITY AND COUNTY TAXES**

TVA withholds city and county taxes for various local government agencies based on agreements between the Secretary of the Treasury and the government body. The *Payroll Manual* has additional information on city and county taxes.

#### HOTEL AND MOTEL OCCUPANCY TAXES

TVA travelers who pay for lodging themselves and are reimbursed by TVA must pay state and local taxes applicable to their lodging in most areas. However, TVA travelers are exempt from state and local taxes in some state and cities, which are listed in the *Federal Travel Directory*. Consult the *Federal Travel Directory* for information on how to obtain these exemptions.

#### ROLES

#### All Employees

Complete appropriate forms for withholding of federal and state income taxes, and to avoid payment of hotel/motel occupancy taxes.

#### **Human Resource Managers/Officers and Payroll Officers**

- Provide employees with necessary forms.
- Assist employees in the proper completion of the forms if necessary.
- Answer questions about employee-related tax issues.

#### **Employee Accounting**

- Processes all forms to establish deductions of applicable income taxes.
- Withholds taxes from employees' pay.
- Prepares payments to the taxing entities.

#### BUSINESS PRACTICE 5

Employee-Related Taxes

#### **Standards and Procedures/Controller**

- Researches, writes and maintains procedures regarding withholding and payment of taxes.
- Answers questions related to tax issues.

#### **Accounts Payable**

Disburses payments of all taxes payable by TVA.

RESOURCES Human Resource Managers/Officers Payroll Officers F&A Hotline – 615/632-2911 (TDD 615/632-3911)

BUSINESS PRACTICE 5

Employee-Related Taxes

## **Financial Management**

**WHAT** TVA uses several financial management tools to ensure that it accomplishes its business and corporate objectives in a responsible manner. In addition, TVA manages its assets and liabilities prudently to keep power rates as low as feasible and to fulfill its financial responsibilities to employees, ratepayers, taxpayers and bondholders.

TVA complies with generally accepted accounting principles and with applicable laws, regulations and policies.

who All employees

**WHY** TVA is fiscally accountable to its customers in the power service sector and, as a government agency, to all U.S. citizens. TVA must be able to identify and justify its costs of doing business.

#### HOW BUDGET

- TVA develops an annual budget that specifies funding levels for all TVA activities and identifies both sources and intended uses of funds.
- Power rates are based in part on the power revenue needs identified in this budget.

#### CONTROLS

- TVA's system of administrative controls applies to all TVA funds. Over-obligation or over-spending of appropriated and non-power funds violates the Anti-Deficiency Act, which can lead to administrative or legal penalties.
- TVA also implements financial controls to safeguard its assets and income against various risks and to ensure that financial reports are reliable. Financial controls form an integral part of the systems that management uses to guide its operations and achieve the positive aims of its programs.

## FINANCIAL FUNCTIONS

- TVA receives cash from the sales of power, bonds and notes, contract work for others, and miscellaneous items, and from Congressional appropriations.
- TVA in turn pays employees, vendors, bondholders and others to whom TVA owes money for services or materials.

#### BUSINESS PRACTICE 6

Financial Management

- TVA makes financial investments and collects and disburses cash through its Accounts Payable, Accounts Receivable and Payroll functions.
- TVA controls its financial functions through a system of financial controls and through its corporate and organizational budgeting process.

#### REPORTING

- Annual Reports TVA reports financial data accumulated through its accounting system and publishes annual financial statements that are independently audited. Bondholders, ratepayers and others can rely on these reports as accurate representations of TVA's financial condition.
- Internal Reports Throughout the fiscal year, various financial and management reports are produced and distributed to employees with financial and budgeting duties.

#### All Employees

- Are expected to use TVA's fiscal resources in a prudent and productive manner.
- Should report apparent weaknesses in financial controls to their supervisors, the Inspector General or the Executive Vice President and Chief Financial Officer.

#### **All Organizations**

- Develop and implement appropriate financial controls.
- Are encouraged to control spending within appropriate levels.

#### **Controller, Standards and Procedures Department**

Develops, maintains and interprets financial procedures that provide more detail about the subject areas.

#### **Executive Vice President and Chief Financial Officer**

- Manages TVA finances.
- Approves write-offs of assets up to Board-approved limits after coordinating with appropriate organizations.

#### **Board of Directors**

- Approves TVA's annual report, which includes the agency's official financial statements.
- Sets power rates.
- Approves TVA's power-funded budget and the appropriation budget request which is submitted to Congress.
- Authorizes the sale and redemption of bonds used to finance the power program.

#### BUSINESS PRACTICE 6

Financial Management

4/94

ROLES

- Is responsible if obligations or expenditures exceed the available appropriations or statutory limitations.
- Approves the final annual payments in lieu of taxes due to states and counties.
- Takes other financial actions as required by the TVA Act or other federal legislation.

RESOURCES F&A Hotline – 615/632-2911 (TDD 615/632-3911) Budget Officers Control Evaluators Accountants

This practice is based on various Board actions.

#### BUSINESS PRACTICE 6

Financial Management

## Hospitality

WHAT

TVA offers hospitality, including meals, refreshments, etc., to official visitors, candidates for employment, guests and employees as a part of its business activities when it is determined to be in TVA's best interests.

Hospitality services provided and paid for by TVA may include, but are not limited to:

Meals.

Refreshments.

- Banquet or food services.
- Room and equipment rental associated with hospitality.
- Lodging, meal and travel expenses for visitors and guests.
- Entertainment.
- Flowers and decorations for events (as determined by the TVA organization).
- Recognition awards.
- Gifts.

**WHO** All employees and their immediate families, if approved by the host organization

Contract employees

Official visitors

Candidates for employment

**WHY** TVA believes that offering hospitality to official visitors, guests, candidates for employment and employees and paying hospitality expenses is necessary and beneficial to its business interests and to its communication with, support of and recognition of employees.

#### HOW ORGANIZATIONAL HOSPITALITY GUIDELINES

Employees follow their own organization's control procedures in regard to:

- The types of hospitality expenses typically approved.
- Monetary limits.
- Supporting documentation and approval required.
- The format used to report hospitality expenses and apply for their reimbursement.
- The method used to pay hospitality expenses.

BUSINESS PRACTICE 7

Hospitality

#### **PAYMENT OF HOSPITALITY EXPENSES**

TVA provides business credit cards to some employees for use in paying hospitality expenses (see the *Credit Cards* practice). These expenses may also be paid by using agent officer checks or disbursements to cover contractual arrangements. The employee making arrangements to provide the hospitality services should check with his or her supervisor, if necessary, to determine which payment method is most appropriate.

#### ROLES Employees

Use hospitality funds prudently, in accordance with their organization's guidelines.

#### **Approving Supervisors**

Ensure that requests for hospitality are reasonable and in accordance with organizational procedures and budgetary constraints.

#### Organizations

Develop, implement and communicate internal procedures for approval of and proper use of hospitality funds, and the reporting and recording of hospitality expenses.

**RESOURCES** Human Resource Managers/Officers Organization Administrative Officers

BUSINESS PRACTICE 7

Hospitality

## Inventions

WHAT	The TVA Act provides that any inventions made by employees as part of	
	their official duties are TVA property. TVA shares at least 15 percent of its	
	patented invention income with its inventors to help motivate employees to	BUSINESS
	pursue further inventions.	PRACTICE 8
	All employees are required to disclose all inventions made during their	Inventions
	employment regardless of their subject matter, patentability or the circumstances	
	under which each invention is made. However, TVA does not acquire the	4/94
	property rights to any employee invention which was not made by virtue of and	4/04
	incidental to the employee's TVA employment.	
WHO	All employees	
	Consultants and employees of cooperating institutions or contractors who are	
	performing work for TVA, depending upon the circumstances	
WHY	Bringing TVA-sponsored inventions to practical application can:	
	Improve operations.	
	Help achieve the effective transfer of technology to the private sector.	
	Enhance TVA's reputation as an industry leader.	
	■ Generate income.	
нош	TVA may treat inventions in one of three ways:	
	TVA may make inventions for use within TVA.	
	TVA may develop those with commercial potential for use within TVA and for	
	licensing and sale to other companies.	
	TVA may waive its rights to an invention to the employee(s) responsible,	
	depending on the type of invention and the situation.	
	RECOGNIZING AN INVENTION	
	Inventions can cover a wide variety of discoveries, innovations or scientific	
	or technological contributions. Potentially patentable inventions include	
	new or improved:	

- Machines or apparatus.
- Machine parts.
- Manufacturing methods.
- Processes for producing materials.
- Compositions of matter.

Some inventions or discoveries, including most computer programs, are not patentable. However, they may still have valuable property rights that can be licensed. The Office of the General Counsel can help you determine whether an invention is patentable or whether property rights can and should be licensed.

#### **KEEPING RECORDS**

Employees should keep accurate, complete, concise and corroborated records of their input into the making of each invention. These records may be needed to support patent applications.

#### **PROTECTING PROPERTY RIGHTS**

Until TVA has secured property rights to an invention, employees should not disclose or discuss the invention, either publicly or privately, with persons outside the agency. Premature publication or public disclosure can invoke a statutory bar against obtaining patents. If TVA's property rights are to be secured through a proprietary agreement, any prior unrestricted disclosure of the invention can destroy those rights.

#### **SECURING PROPERTY RIGHTS**

TVA pursues patents to protect its rights to most TVA inventions with technical and/or commercial potential. This process is managed by the Office of the General Counsel, and employee inventors of potentially patentable discoveries are responsible for assisting with the patenting process by:

- Disclosing and describing their inventions in a format prescribed by the U.S. Patent Office, and
- Providing any other information and materials required during the patenting process.

The Office of the General Counsel provides employee inventors of potentially patentable discoveries with information that details the correct disclosure and description format and provides guidance throughout the application process.

#### **INCOME FROM INVENTIONS**

Income from inventions is typically generated by fees for granting licenses. TVA shares a minimum of 15 percent of any income generated as a result of the invention with employee inventors. Employee inventors receive a share of any royalties TVA receives on their inventions by check, which is automatically mailed to the employee's home after TVA receives a royalty payment.

#### **ROLES:**

#### **Board of Directors**

- Approves or delegates authority for granting of licenses for inventions, discoveries or patents.
- Authorizes employees to apply for patents or otherwise secure rights in their inventions or discoveries where TVA has decided not to seek these rights.
- Approves relinquishment of rights in inventions or discoveries arising out of TVA's research or development contracts.

#### BUSINESS PRACTICE 8

Inventions

#### **Office of the General Counsel**

- Determines ownership of inventions.
- Reviews inventions to determine whether they may be patentable.
- Provides guidance for securing protection of intellectual property, including patents.

#### **Supervisors**

1

Encourage and assist employees who have made inventions to make comprehensive and early disclosure to the Office of the General Counsel.

#### **Employee Inventors**

**RESOURCE** Office of the General Counsel

- Responsible for disclosing all inventions made during their TVA employment to their supervisors and to the General Counsel's office.
- Responsible for documenting the invention.

BUSINESS PRACTICE 8

## **Purchasing Products and Services**

WHAT

This practice covers all purchases except for land, power and fuels used for power generation at TVA's fossil plants. Employees who wish to acquire products or services should seek the assistance of their organizational contracting staff (for personal or professional services) or Purchasing (for non-personal services or products) to ensure they acquire products and services: According to their organizational contracting guidelines.

In compliance with all applicable TVA policies, guidelines and federal laws and regulations governing purchases made on behalf of TVA.

**WHO** All TVA employees and agents involved in the acquisition of products and services

**WHY** Because TVA is a federal agency, acquisitions of products and services made on behalf of TVA must comply with a number of federal laws and regulations. In addition, each organization and Purchasing have established guidelines aimed at:

- Securing the best overall value.
- Ensuring compliance with TVA policies.

Organizational contracting guidelines apply to personal and professional services and vary to accommodate the needs and the structure of the organization.

Guidelines established by Purchasing apply to all purchases of products and non-personal services.

#### HOW PURCHASING AUTHORITY

Only authorized employees may make purchases on behalf of TVA.

#### Each organization determines:

- Which employees are authorized to contract on behalf of their organizations for personal and professional services and to make small purchases with corporate business credit cards; forms TVA 4421, *Field Purchase Order and Invoice*, and TVA 9625, *Request for Delivery*; and agent officer checks.
- The extent of employees' contracting authority within their organizations' delegated authority.

#### **Purchasing determines:**

- Which of its employees and other organizations are authorized to make purchases of products and non-personal services on behalf of TVA.
- The extent of its employees' and other organizations' authority within Purchasing's delegated authority.

## BUSINESS

## PRACTICE 9

Purchasing Products and Services

If you are authorized to contract on behalf of your organization, your supervisor or a person designated by your supervisor will inform you of the extent of your contracting authority and the approval process required for various types of purchases.

**Business Credit Cards and Travel** – If you are authorized to make credit card purchases or to travel on behalf of your organization, you can find more information about credit card purchases or business travel services in the *Credit Cards* and *Travel* practices in this manual.

#### **PURCHASING APPROVAL**

#### The Board of Directors:

- Sets TVA's acquisition policies and delegates acquisition authority.
- Approves all agreements or increases in agreements exceeding \$5 million for products and services other than personal and professional.
- Approves all agreements or modifications to agreements for personal and professional services except:
  - Presidents approve, for their groups, agreements or modifications to agreements for personal and professional services that do not exceed \$2 million. This approval authority may be subdelegated for agreements that do not exceed \$1 million.
  - The Inspector General, Senior Vice Presidents and Vice Presidents of any level who report to the Board or Chairman approve, for their organizations, agreements for personal or professional services that do not exceed \$500,000. This approval authority may be fully subdelegated.
- Approves any changes to existing Board-approved agreements for personal or professional services that increase the monetary obligation or involve an appreciable change in the work scope.
- Approves any agreements that involve novel policy considerations or unusual conditions.

#### **Purchasing:**

Approves all agreements and revisions to agreements for products and services that do not require Board approval, except agreements for personal and professional services and purchases made with business credit cards, forms TVA 4421 and TVA 9625, and agent officer checks.

#### **Organizations:**

Approve agreements for personal and professional services that do not require Board approval.

#### BUSINESS PRACTICE 9

Purchasing Products and Services

#### **ACQUISITION ASSISTANCE**

#### **Employees with acquisition authority:**

- Identify the needs of their organization.
- Select the most appropriate contracting method for personal and professional services with the assistance of the organizational contracting staff.
- Make purchases using TVA's business credit cards, forms TVA 9625 and TVA 4421, and agent officer checks.
- Prepare and issue to Purchasing form TVA 201, Purchase Requisition, requesting establishment of new agreements for products and non-personal services.

#### ROLES Employees

- Make responsible acquisition decisions.
- Consult their organizational contracting staff (personal and professional services) and Purchasing (products and non-personal services) to ensure all acquisitions comply with applicable guidelines, policies, laws and regulations.
- Inform their contracting staff or Purchasing, as appropriate, if products or services procured do not meet acceptable standards.

#### Supervisors

- Inform employees of the extent of their acquisition authority.
- Ensure employees comply with all applicable guidelines, policies, laws and regulations pertaining to the acquisition of products and services.

#### **Organizations**

- Determine which employees have acquisition authority and the extent of their authority within their organizations' delegations.
- Make purchases of personal and professional services for their organization.
- May send form TVA 201 or other purchase-request documents to Purchasing requesting establishment of agreements for products and services.
- Establish for their organization appropriate contracting guidelines which comply with applicable policies, laws and regulations.

#### Purchasing

- Makes purchases of products and non-personal services, except as delegated to other organizations.
- Prepares guidelines for implementation of policies, laws and regulations governing purchases of products and non-personal services.

#### **TVA Nuclear**

 Evaluates and approves suppliers who meet requirements imposed by the Nuclear Regulatory Commission or TVA for supplying TVA's nuclear safetyrelated products and services.

#### BUSINESS PRACTICE 9

Purchasing Products and Services

#### **Information Services**

- Authorizes all acquisitions by TVA of automatic data processing and telecommunications products and services, referred to in applicable regulations as Federal Information Processing Resources (FIP Resources).
- Approves requests for:
  - Agreements providing for contractors' acquisitions of FIP Resources for TVA.
  - Agreements that explicitly require the use of FIP Resources.
  - Agreements for deliverables produced through significant use of FIP Resources.

#### **Corporate Architect**

Reviews and advises TVA organizations on all acquisitions which include building and/or landscape design.

**RESOURCES** Purchasing Helpline (Chattanooga) – 615/751-6000 F&A Hotline – 615/632-2911 (TDD 615/632-3911) Transportation and Surplus Sales Department (Chattanooga) Information Services (Chattanooga)

This practice is based on Board action of February 13, 1991.

#### BUSINESS PRACTICE 9

Purchasing Products and Services

## **Surplus Items**

WHAT

WHY

TVA's organizations identify excess items which are no longer needed and make them available to other organizations. Items which are not needed by any organization become surplus, and TVA generally disposes of surplus items through:

Sales.

Negotiated transfers.

TVA retains and preserves in a TVA Historical Collection items that are or may become important to the history of TVA's mission, programs and projects. Items included in or being considered for inclusion in the Collection generally are not declared excess or surplus.

#### **who** The beneficiaries of TVA's property disposal program include:

- TVA organizations.
- Employees and retirees and their immediate families.
- The general public.
- Federal, state and local entities.
- Not-for-profit organizations.
- TVA contractors and cooperators.

TVA reassigns excess property from one organization to another to meet organizational needs and to save the expense of buying new items from outside sources.

TVA sells surplus items to recover a portion of its investment costs.

TVA negotiates transfers of items—by lease, sale or donation—to federal, state and local entities; not-for-profit organizations; and TVA contractors and cooperators where the transfers will support TVA programs or corporate interests or promote the public interest.

#### HOW REASSIGNMENT OF EXCESS ITEMS

When excess items are available, owning organizations circulate throughout TVA lists of items available for reassignment to other TVA organizations. When these items are reassigned, the involved organizations make the necessary arrangements, including any accounting adjustments.

BUSINESS PRACTICE 10

Surplus Items

#### SALE OF SURPLUS ITEMS

An organization that identifies surplus items requests their sale by sending form TVA 3610, *Report of Surplus Property*, to Purchasing's Transportation and Surplus Sales (TS&S) Department. TS&S, with the advice and assistance of other organizations, determines the most appropriate sales method:

- Advance sales (either pre-priced or auction sales) to TVA employees and retirees and their immediate families.
- Auctions.
- Negotiations.
- Sealed bidding.

TVA sells hazardous or potentially hazardous items only to those who agree to use them for their intended purpose. If these items are not sold, they are disposed of in accordance with pertinent regulatory requirements.

#### **DISPOSAL OF ITEMS WITH NO REMAINING VALUE**

Items (except hazardous or potentially hazardous ones) which cannot be economically sold or transferred for a positive net return to TVA may be abandoned in a location conveniently accessible to the public, including TVA employees.

#### SALES TO EMPLOYEES

TVA employees may purchase surplus property under competitive procedures, but they may not purchase by direct, non-competitive negotiation, except owning organizations may allow departing employees to purchase items which are located in the employee's office if those items are valued at \$1,000 or less and have a personal meaning to the employee.

Items may be sold to employees and retirees and their immediate families for their personal use before offering the items for sale to the general public.

#### **NEGOTIATED TRANSFER**

TVA organizations send TVA form 3610, *Report of Surplus Property*, to TS&S to request a negotiated transfer of surplus items to federal, state and local entities; not-for-profit organizations; and TVA contractors and cooperators.

#### PRICING

Surplus items acquired with either appropriated or power-system funds are sold or transferred by negotiation at prices that will provide fair value to TVA unless sales or transfers at less than fair value are desirable to further TVA programs or corporate interests. When items acquired with power-system funds are sold or transferred at less than fair value, a direct, commensurate benefit must accrue to the power system.

BUSINESS PRACTICE 10

Surplus Items

#### **ROLES Board of Directors**

- Approves any sale that exceeds \$2 million.
- Approves sales involving special policy considerations or unusual conditions.

#### Purchasing

- Approves any sales that do not exceed \$2 million.
- Determines, with the advice and assistance of other organizations, which items are to be sold to TVA employees and retirees and their immediate families before offering the items for sale to the general public.
- Recommends necessary approvals for all surplus sales or transfers not within its authority.
- Selects, with the assistance of other organizations, the most advantageous sales method.
- Announces sales to TVA employees, the general public and specifically targeted potential customers.
- Conducts sales.
- Decides matters of disposition or use of TVA Historical Collection items when organizations do not agree.

#### **Vice Presidents**

- Approve (for their organizations) the sale or negotiated transfer of surplus items at less than fair value.
- Determine whether it is appropriate to sell, transfer or otherwise dispose of hazardous or potentially hazardous items.

#### **Organizations**

- Compile and circulate lists of excess items, make these items available to other organizations and handle reassignments.
- Designate items surplus and request the sale or negotiated transfer of these items by sending form TVA 3610 to Transportation and Surplus Sales.
- Authorize person(s) to approve form TVA 3610.
- Determine when items may be abandoned.
- Identify items in their custody that may be suitable for inclusion in the TVA Historical Collection.
- Identify hazardous or potentially hazardous items and supply information on the hazardous nature of such items to Transportation and Surplus Sales.

#### Land Management/Resource Group

Manages the TVA Historical Collection.

BUSINESS PRACTICE 10

Surplus Items

# **RESOURCES**Transportation and Surplus Sales DepartmentOrganizations' Business ManagersPurchasing Procurement and Commodity Planning staffF&A Hotline – 615/632-2911 (TDD 615/632-3911)

This practice is based on Board action of April 19, 1989.

#### BUSINESS PRACTICE 10

Surplus Items

## Legal Representation

**WHAT** When employees are sued as a result of acts or omissions while carrying out their official TVA responsibilities, TVA defends them and pays any judgments resulting from such lawsuits. This practice also applies to the handling of all claims by or against TVA.

**who** All organizations and employees, including Board members

**WHY** TVA and its employees are sometimes subject to claims and litigation as a result of carrying out TVA's business. Employees should not be subject to possible personal liability as a result of their acts or omissions while carrying out official TVA responsibilities.

#### HOW AVOIDING LITIGATION

TVA attempts to avoid litigation by:

- Respecting private rights.
- Taking preventive action to avoid injury and damage to others.
- Seeking to collect its claims by means other than litigation.
- Attempting to negotiate settlements prior to and during legal proceedings as TVA deems appropriate, and using other alternative dispute resolution procedures whenever feasible to achieve consensus decisions which resolve disputes quickly, cheaply and fairly.

#### **DEFENDING EMPLOYEES**

TVA will defend employees and pay any claim or judgment if a legal action results:

- From an action taken by a TVA employee while on official TVA business and acting within the scope of his or her employment, or
- Because the employee refrained from taking an action while on official TVA business and acting within the scope of his or her employment.

TVA determines whether the employee is on official business and acting within the scope of his or her employment.

#### **COOPERATION WITH THE OFFICE OF THE GENERAL COUNSEL**

Employees against whom legal claims are brought must cooperate with TVA and its General Counsel by:

- Reporting any claims or lawsuits immediately to TVA's General Counsel.
- Cooperating fully with any investigation required.
- Giving TVA full control over the handling of the claim or lawsuit.

BUSINESS PRACTICE 12

Legal Representation

#### **ROLES** Organizations and Employees

- Report any claims or lawsuits to TVA's General Counsel.
- Assist and cooperate with the Office of the General Counsel in investigating and adjusting claims.

#### **Office of the General Counsel**

- Provides legal assistance and representation to organizations and employees under this practice.
- Directs the investigation, handling and adjustment of claims.
- Determines whether employees are on official TVA business and acting within the scope of their employment under this practice.
- Settles or authorizes settlement of claims involving disputed amounts of up to \$50,000, except condemnation cases.
- Advises and recommends settlement of those claims requiring Board approval.

# Group Presidents and Corporate Officers (or Their Designated Representatives)

Settle claims by and against TVA and against TVA employees which involve claims of \$1,000 or less, when authorized by the General Counsel.

#### **Board of Directors**

Approves settlement of claims and litigation by and against TVA and against TVA employees which involve disputed amounts in excess of \$50,000.

**RESOURCE** Office of the General Counsel

This practice is based on various Board actions.

BUSINESS PRACTICE 12

Legal Representation
# **Contracting Decisions**

WHAT

This practice defines TVA's position on contracting and explains how decisions are made. TVA's objective is to be competitive and viable for the long term. TVA's decisions about whether to perform work by its own forces or by contract are determined by weighing several factors, including the need to:

- Ensure competitive costs,
- Ensure quality work and customer service, and
- Enhance career development for TVA employees.

When contracts are used, TVA encourages the use of small, small minority and small women-owned businesses, and regional firms.

**WHO** All TVA organizations considering contracts where the provision of labor and services is a significant element are subject to this practice.

**WHY** This practice and the related decision model enable TVA to ensure the right mix of contractors and employees, and ensure a systematic process for decision making and employee participation.

## HOW POLICY

TVA's policy is to perform the following types of work with TVA employees:

- Full-time, ongoing transmission, dispatch, operational engineering and technical support, and plant operation and maintenance (not including specialized or intermittent services or functions).
- Natural resource management and reservoir operations.
- Baseline transmission engineering and construction.
- Management oversight and control functions.

In addition, TVA organizations may issue further internal guidance about work to be performed with TVA employees.

TVA's policy is to perform the following types of work with contractors:

- Construction and modification of generating plants and facilities.
- Temporary craft support.
- Design engineering associated with the construction and major modification of generating plant projects.
- Transmission right-of-way clearance.
- Blocks of work normally performed by crafts that are not part of the TVA workforce.

BUSINESS PRACTICE 13

Contracting Decisions

- Work requiring an outside opinion or independent review.
- Equipment maintenance or inspection services performed by vendor representatives because of expertise or warranty considerations.

## **Decision Model**

TVA's contract decision model requires the systematic consideration of the three major factors that impact any contracting decision:

- TVA's service and quality requirements.
- Impacts on TVA employees.
- Cost.

Options to contract work not covered by the policies above are evaluated using the contracting decision model. Use of the model is not required when one or more of the following conditions exist:

- An emergency situation exists, as defined in the model.
- The work to be performed is less than 90 days in duration.

■ The cost of the work is less than \$200,000.

Segmenting the work in order to avoid use of the decision model is prohibited.

All contracts in effect at the time of implementation of this practice not excluded in the above conditions will be processed through the decision model at the time of the next contract renewal or scope supplement. Otherwise, extensions of time periods of existing contracts, or the exercise of existing contract options that do not significantly change contract scope do not require use of the model.

For situations where contracting work is a consideration and the work is of a type performed by a TVA bargaining unit, the process provides for the opportunity for union/employee involvement, including the opportunity to propose alternative approaches to accomplish the work.

## ROLES Executive Management including TVA Board

Review proposals to contract work that will replace current TVA employees with contractors.

## Presidents, Chief Administrative Officer, Chief Operating Officer

Resolve disputes between unions and management on the selection of options.

## **Vice Presidents**

- Ensure application of this practice and the decision model within their organizations.
- Concur in contracting decisions.
- Notify unions and affected employees of opportunity to propose alternatives to contracting; ensure appropriate assistance and information; and notify unions/employees of the option selected.
- Ensure that proposals to contract work that would displace current employees are reviewed with appropriate executive management.

BUSINESS PRACTICE 13

Contracting Decisions

## Managers

- Operate the decision model process for work for which they have responsibility.
- Encourage use of evaluation teams that include union representatives and employees involved in the work.
- Share information with employees about options to be considered, the evaluation process, and the background of decisions.

## **Unions/Employees**

- Propose alternatives to contracting work, within the time frame established by TVA management.
- Participate as requested on evaluation teams.

**RESOURCES** Organization Contract Administration Staffs Human Resource Managers/Officers Labor Relations Staffs

#### BUSINESS PRACTICE 13

Contracting Decisions

# **Special Interest Organizations**

WHAT

As part of its continuing emphasis to be employee sensitive, TVA seeks to support the creation of a work environment where people of diverse backgrounds can fully contribute their talents to achieve TVA's vision and business objectives. TVA acknowledges the diverse interests of its work force and supports quality relationships with "Special Interest Organizations (SIO)."

## **Definition--**SIO are organizations:

- That are comprised of TVA employees who are committed to promoting employee development and awareness of specific (diverse) populations within TVA; and
- Whose charters indicate they share TVA's diversity objective of creating an environment within TVA where people of diverse backgrounds can fully contribute their talents to enable TVA to achieve its vision and business objectives.

**who** This practice applies to employees who participate in organizations that are designated as SIO.

To be covered by this practice, an organization must be recognized by TVA. A current list of these organizations is attached. Other organizations that want recognition status within the scope of this practice should submit a written request to the Senior Vice President of Human Resources.

**NOTE:** Labor organizations and the Advisory Committee for Persons with Disabilities are covered by other negotiated arrangements with TVA and are not within the scope of this practice.

WHY At the request of the Chief Administrative Officer (CAO), a special task team was established to define TVA's practice for support of "Special Emphasis Organizations" renamed "Special Interest Organizations." This practice will ensure consistent application of TVA's funds and support for these organizations.

## HOW TYPE OF ACTIVITIES

TVA's support of employee participation in SIO activities will depend on the type of activity being conducted as described below.



PRACTICE 14

Special Interest Organizations

## **Work-Related Training**

Includes courses and other training that are directly related to the duties of the employee's current position. An example would be an engineering course offered by the Society of Women Engineers. Generally, the sponsoring SIO is responsible for all costs associated with planning and presenting the course/training. However, TVA organizations may partner with the SIO to sponsor the training. Decisions regarding such partnering are at the discretion of TVA organization senior managers or TVA site managers.

**Criteria** -- Employees' requests for attendance at such activities will be reviewed and approved using the same basis, criteria and level of support as other work-related training. Employees should follow regular procedures in their organizations for requesting approval to attend training. The procedures normally include completing form TVA 13041, Request For Approval/Payment of Employee Training/Development Activities. The employee's supervisor and department manager's approvals are required. (See TVA Employee Relations Manual Instruction EMPLOYEE DEVELOPMENT, Outside TVA). The organization approving the request is responsible for paying the approved expenses.

## **General Development Training**

Includes conferences that promote the general professional development of an employee and enhance his or her overall performance in a current position or potential for future positions (e.g., the National Blacks In Government Conference, the Federally Employed Women Conference, or the National Management Association's National Conference).

**Criteria** -- Employees should request approval to attend such activities by completing form TVA 13041. The requests should be reviewed and acted upon (i.e., approved or denied) before the training begins. In reviewing the request, supervisors should consider whether work operations can be carried out efficiently in the employee's absence. Factors such as potential disruption of production and the manner in which lost time can be recovered are considered before approving attendance at the activities. Supervisors and/or managers should give additional consideration to employees requesting attendance who: (a) are members of the SIO and/or (b) have indicated the training in an approved Individual Development Plan.

The organization manager who approves the request is responsible for paying the approved expenses associated with the training, including travel, lodging and meals, and registration fees from his/her organizational budget. The cost of financial assistance for the employee must be within the budget provisions in the employee's organization.

BUSINESS PRACTICE 14

Special Interest Organizations

The TVA organization may consider alternative means of financial assistance to the employee including: (a) sharing the costs with the employee's SIO (e.g., if the employee is an officer of the organization and the SIO can pay part of the cost); or (b) sharing the cost with the employee or another TVA organization.

## **Awareness Training**

Includes activities that increase an employee's overall knowledge of or sensitivity to issues of importance in the workplace. This would include activities such as attendance at disability awareness or Black History Month programs.

**Criteria** -- If the activity occurs during TVA work time, employees should receive approval from their supervisors to attend.

## **Organizational Activities**

Includes membership meetings, board meetings, and other activities related to the promotion or internal functions of the SIO.

**Criteria** -- Such activities generally should take place on the employee's own time, either at lunchtimes or outside of regular work hours.

## **GENERAL TVA SUPPORT**

SIO covered by this policy may be granted use of some TVA resources in connection with their activities as described below.

## **Employee Time**

Organizational meetings should take place during employees' own time, either at lunchtimes or outside of regular work hours. Members of recognized SIO should use their personal time or take annual leave for specific organizational activities, except when they are (a) participating in official TVA projects or meetings with TVA officials; or (b) attending at management's discretion.

## **TVA Facilities**

SIO may use available TVA facilities for organizational meetings. Meeting space should be arranged through TVA's Meeting and Conference Services— Knoxville or the local site facility coordinator.

When approved by TVA, a TVA organization senior manager, site manager, or their designee, recognized SIO may use TVA facilities when sponsoring workrelated, general developmental or awareness training activities. BUSINESS PRACTICE 14

Special Interest Organizations

## **TVA Communications and Publications**

Recognized SIO may use TVA electronic communication devices (e.g., E-mail, facsimile machines) to announce meetings, training, and other activities, excluding membership solicitation, campaign drives, and fund solicitation. TVA's employee news media (e.g., *Inside TVA* and *TVA Today*) will announce meetings, conferences and other activities as space is available. SIO should not use TVA interoffice mail services and TVA's interagency mail for organization business. In keeping with its goal to establish environmental leadership, TVA encourages the use of paperless communication.

## **Copiers and Printing Services**

Recognized SIO may use TVA copiers and printing services to the extent approved by an employee member's senior manager, site manager, or their designee. However, organizations should not use the copiers and printing services for membership solicitation, campaign drives, and fund solicitation.

## Telephones

Members of recognized SIO may use TVA telephones for internal and local calls.

## **Membership Dues**

TVA employees who are members of SIO are responsible for paying their own membership dues.

## ROLES

## Employees

- Comply with this practice.
- Identify SIO conferences and other training activities that will enhance professional development.

#### Supervisors

- Ensure that employees comply with this practice.
- Answer questions from employees related to TVA's support of SIO.
- Approve/disapprove employees' requests to participate in SIO conferences and training activities.
- Approve/disapprove reimbursement of related SIO expenses.
- Budget for reimbursement of SIO training and conference activities.

## **Department Managers**

- Accept/reject supervisors' approval of:
- Employees' requests to participate in SIO conferences and training activities.
- Reimbursement of related SIO expenses.
- Budget for reimbursement of SIO training and conference activities.

BUSINESS PRACTICE 14

Special Interest Organizations

## **Human Resource Managers/Officers**

Answer questions from supervisors and employees on TVA's support of SIO activities.

## Site Managers, Senior Managers, or Their Designees

■ Approve/disapprove SIO use of TVA facilities, copiers and printing services for SIO activities.

## Senior Vice President, Human Resources

Approves/disapproves written requests from organizations wanting recognition status within the scope of this practice.

**RESOURCE** Human Resource Managers/Officers

## BUSINESS PRACTICE 14

Special Interest Organizations

## ATTACHMENT

BUSINESS PRACTICE 14

Special Interest Organizations

- **Recognized Special Interest Organizations**
- Association of Black Data Processors
- African American Equality Congress (AAEC)-All TVA Chapters
- TVA's Black Management Association (BMA)
- Blacks In Government (BIG)—TVA Chapters
- Federally Employed Women (FEW)—TVA Chapters
- Greater Chattanooga Hispanic Association
- TVA's National Management Association (NMA)
- National Organization of Black Chemists and Chemical Engineers (NOBCChE)—TVA Chapter
- National Society of Black Engineers—TVA Chapter
- Organization of Native Americans (ONA)
- Society of Minority Employees (SOME)
- Society of Women Engineers
- TVA Veterans Association
- The Association of Asian/Pacific Islander Americans of TVA

# Access to and Protection of Personal Information

WHAT

HOW

TVA follows procedures designed to protect the personal privacy of its employees and other individuals on whom TVA maintains personal information by ensuring that:

- There is a necessary and lawful purpose for collecting, maintaining, using and disseminating any identifiable personal information about an employee or individual.
- Information is as current and accurate as is reasonably necessary for its intended purpose.
- Adequate safeguards are provided to prevent misuse of personal information.

## who All employees

Individuals whose records are covered by the Privacy Act of 1974

**WHY** TVA respects the privacy of individuals and employees and recognizes that an individual's privacy is directly affected by the collection, maintenance, use and dissemination of personal information by TVA. TVA provides certain safeguards to protect the privacy of employees, in accordance with the Privacy Act of 1974 and TVA regulations.

As part of TVA's efforts to protect individual privacy, TVA permits individuals to:

- Obtain information regarding the records TVA maintains about them.
- Request and gain access to these records.
- Request that these records be corrected or amended.

TVA also prevents others from gaining access to the personal information it maintains. This information is released only with the prior written permission of an individual, except as required or permitted by law.

## **ACCESS TO INFORMATION**

Employees who wish to gain access to personal information or records maintained by TVA must make a written request to the organization holding the information. For example, employees may gain access to their personal history records by contacting their organization's human resource officer.

## WHEN INFORMATION CAN BE DISCLOSED WITHOUT PERMISSION

Although TVA may be required to disclose personal information maintained in TVA records without an individual's prior written consent, the laws and



#### COMMUNICATIONS PRACTICE 1

Access to and Protection of Personal Information

regulations governing TVA's use of personal information generally limit this type of disclosure to situations where:

- TVA employees must have access to the record to perform their duties.
- Disclosure is required under the Freedom of Information Act, as amended.
- Information is requested by appropriate union representatives to process a grievance.
- Information is provided in a form that is not individually identifiable to a recipient who has provided the agency with advance written assurance that the information will be used solely for statistical research or reporting.
- Information must be released by court order.
- Information is released to a government agency or representative as allowed by government regulations or law.
- Otherwise permitted in routine uses published in the Federal Register.

# WHEN TVA IS NOT REQUIRED TO DISCLOSE PERSONAL INFORMATION TO EMPLOYEES

TVA is not required to disclose the following information to employees:

- Certain testing or examination material for appointment or promotion in the federal service.
- Employee alleged misconduct investigation files.
- Office of the Inspector General investigation files.
- The identity of persons who have provided information under a promise of confidentiality.

## ROLES

- Vice President, Facilities Services
- Approves TVA rules and regulations implementing the Privacy Act and policy.
- Approves rules and regulations exempting materials maintained in a TVA system of records from disclosure to an individual.

## Vice President, Employee Worklife

- Makes final determinations on appeals of initial TVA refusal to amend or correct an individual's records.
- Approves extensions of time limits for appeals.

# RESOURCES Human Resource Managers/Officers

Manager, TVA Records and Information Management F&A Hotline – 615/632-2911 (TDD 615/632-3911)

COMMUNICATIONS PRACTICE 1

Access to and Protection of Personal Information

# Authorized Telephone Use

WHAT	TVA allows employees to make <i>authorized</i> local and long-distance calls while at work and while traveling on company business. This practice establishes the types of calls employees are authorized to make from TVA phones or during the course of business travel.
	TVA provides each location with the telecommunications equipment necessary for conducting its business, and employees should assure that any personal phone use does not interfere with their organization's ability to conduct company business.
	Some TVA telephone systems automatically collect long-distance calling information for service management purposes.
wно	All employees
	Contract employees
WHY	Adequate telecommunications equipment and good records of business phone use are essential for TVA's business operations.
	Employees must be able to remain in touch with family members during the work day and during business travel.
HOW	<b>PERSONAL TELEPHONE CALLS</b> Employees and contract employees may make local telephone calls during working hours as long as these calls are of reasonable duration and frequency. These calls must not interfere with the individual's or the organization's ability to conduct company business.

## AUTHORIZED LONG-DISTANCE CALLS

Employees and contract employees are authorized to make long-distance calls of reasonable frequency and duration when these calls are in the company's best interest. Some calls which are now authorized for business reasons were previously considered personal long-distance calls. These include:

- "Check-in" calls while traveling on agency business.
- "Check-in" calls while in transfer status and receiving temporary quarters subsistence expenses.
- Calls within the local commuting area if the employee's home is not in the same local calling area as his or her workplace.

#### COMMUNICATIONS PRACTICE 2

Authorized Telephone Use

# VALID REASONS FOR LONG-DISTANCE CALLS WITHIN THE LOCAL COMMUTING AREA INCLUDE:

- Changes in work schedule, such as unscheduled overtime.
- The illness of a family member.
- Emergency situations.

## PERSONAL LONG-DISTANCE CALLS

Unauthorized long-distance calls cannot be charged to a TVA account. Employees should use personal telephone credit cards, "collect" calling and "third-number billing" when placing personal long-distance calls from a TVA phone.

## PERSONAL USE OF CELLULAR PHONES

Employees who have TVA-issued cellular phones are responsible for reimbursing TVA for the actual cost of any personal calls they make or receive each month. Employees will receive a copy of their cellular phone charges for the month. Any personal calls should be marked, and the employee should submit a check to the TVA Treasurer to cover the personal charges. Instructions for submitting payment are included in the first statement the employee receives after the cellular phone's installation.

## LONG-DISTANCE CALLING CARDS

TVA provides long-distance telephone credit cards for employee use. These are covered in the *Credit Cards* practice.

## LONG-DISTANCE REPORTING

Some company telephone systems automatically collect such information as the called number, the calling number, the time of day and the duration of long distance calls. This information may be provided to:

- The manager of the accountable organization.
- An authorized representative of the Inspector General.
- An authorized representative of the General Counsel.
- Others when required by law or at TVA's discretion as authorized by the Privacy Act.

ROLES

## Regular and Contract Employees

- Ensure that local personal calls are of reasonable duration and frequency.
- Charge personal long-distance calls to a non-TVA account.
- Exercise good judgment and remain sensitive to the cost of all long-distance calls charged to TVA.
- Reimburse TVA for the actual cost of personal calls made or received using a TVA-issued cellular phone.

#### COMMUNICATIONS PRACTICE 2

Authorized Telephone Use

## **Telecommunications Services**

- Provides the telephone services required to enable employees to conduct TVA business effectively.
- Administers programs to keep organizations informed regarding the telephone services used.
- Administers call detail information systems, including compliance with applicable provisions of the Privacy Act.

## Organizations

- Identify those who are eligible to receive various types of services.
- Ensure that their use of telecommunications service is commensurate with the business operations carried out.

**RESOURCES** Resource and Corporate Groups Telecommunications Services Fossil and Hydro Telecommunications Services Nuclear Telecommunications Services Customer Group Telecommunications Services

#### COMMUNICATIONS PRACTICE 2

Authorized Telephone Use

# Communication with Internal and External Audiences

WHAT TVA maintains open, two-way communication with employees to inform them about decisions, events, plans and strategies that affect them or that their efforts will support. TVA is committed to communicating openly with the news media, customers, host communities and the general public about TVA's operations, activities and plans. All employees WHO External audiences, including the news media, customers, host communities and the general public TVA believes that two-way communication is vital in establishing a clear mission WHY and purpose among employees and in securing the understanding and support the agency needs from others to achieve its business objectives. It is imperative that the agency speak with one voice and provide clear and consistent messages to its various publics through its relationships with the news media and with the communities in which it operates.

## HOW INTERNAL NEWS DISTRIBUTION

TVA's comprehensive internal communications program is aimed at reaching all employees with news of TVA's activities, plans, business objectives and strategies through a biweekly newspaper, *Inside TVA*, and a daily electronic newsletter, *TVA Today*. Employees are strongly encouraged to participate by:

- Submitting story ideas and news items to the Editor, *Inside TVA* (Knoxville) – 615/632-8004, or the Editor, *TVA Today*, 615/632-8021.
- Submitting letters which express opinions or pose questions about TVA practices or actions to: *Inside TVA*, Letters to the Editor, ET7-K, 400 West Summit Hill Drive, Knoxville, TN 37902.

## **STAFF MEETINGS**

Because employees have expressed a preference for receiving important information from their supervisors, supervisors are responsible for holding staff meetings to communicate important information as required. Employees are encouraged to ask any questions they may have during these meetings, and supervisors are responsible for assuring that employees receive answers to any questions.

## COMMUNICATIONS PRACTICE 3

Communication with Internal and External Audiences

## **RESPONSE TO MEDIA CALLS**

Employees at all locations should immediately refer any calls from the news media to the Public Relations 24-hour Hotline – 615/632-6000. This number provides 24-hour access to a Public Relations staff member who can determine the appropriate response.

## **NEWS RELEASES AND PRESS CONFERENCES**

Employees are encouraged to contact the Public Relations department with news they believe may be appropriate for announcement via a news release or press conference. Public Relations:

- Determines the appropriateness and timing of all press conferences, press events and news releases.
- Prepares and issues all news releases.
- Plans all press conferences and events.

Contact the Public Relations Manager in Knoxville for more information about news conferences and news releases.

## **EMPLOYEE INVOLVEMENT IN COMMUNITY RELATIONS**

TVA encourages employees to become active in and support their communities through participation in volunteer programs supported by TVA. TVA supports two volunteer programs that are congruent with its corporate mission and strategies: the Adopt-a-School program and Land Stewardship. Employees interested in volunteer work should contact the Community Relations staff in Knoxville.

## ROLES Employees

- Are responsible for two-way communication within TVA.
- Refer any calls from the news media to the Public Relations 24-hour hotline.
- Contact Public Relations about any events that might merit a news release or news conference.
- Contact Community Relations specialists for information about opportunities.

## **Supervisors**

- Keep employees informed about agency or organizational plans and activities that may affect employees or their work.
- Initiate companywide communications by contacting Communications.

## Communications

- Keeps employees and the public informed about TVA activities.
- Assists organizations throughout TVA with their communications responsibilities.
- Maintains positive media relations in all TVA communities.
- Determines when news releases and news conferences are appropriate.

#### COMMUNICATIONS PRACTICE 3

Communication with Internal and External Audiences

- Responds to all media calls.
- Administers TVA's volunteer involvement and charitable contributions programs.

## **Organizational Officers**

- Communicate with the employees of their organizations about activities or changes within the organization.
- Use available companywide communications tools to ensure that news of interest to the rest of TVA is communicated.

## **RESOURCES** TVA Today Editor

Inside TVA Editor Public Relations Staff Community Relations Staff Assessment and Planning Staff Public Relations 24-hour Hotline – 615/632-6000 COMMUNICATIONS PRACTICE 3

Communication with Internal and External Audiences

# Corporate Identity Standards and Support

**WHAT** TVA's corporate identity is projected through the visual consistency of its products, services, facilities and communication materials. Careful planning, integration and control throughout TVA are required to assure the Corporate Identity program is effective in achieving the goal of reflecting a positive and distinct image of TVA in the marketplace. Specific standards and guidelines have been established for the use of TVA's logo and for developing and producing TVA products and services, such as signage, publications, stationery, advertising and teleproduction. This practice provides an overview of Corporate Identity guidelines and indicates where complete guidelines or other assistance can be found.

WHO All employees

WHY

Corporate identity standards enable TVA to project an image of corporate unity and communicate consistent standards of quality to customers and the public.

## HOW SIGNAGE

Signage reinforces TVA's business image by providing a unifying visual link between TVA's many diverse locations. All signs must adhere to TVA's graphic standards. The Corporate Signage staff determines what type of signage is appropriate, designs and produces signs, or contracts with outside companies as necessary. Contact the Corporate Signage staff at 615/632-2132 for assistance.

## PUBLICATIONS

The Corporate Identity Graphic Standards Basic Guidelines outline proper use of the TVA logo, color, type and grid when developing publications such as brochures, folders, manuals, reports, employee magazines, informal flyers, newspapers and displays. All employees creating printed material for internal and external audiences must use the *Basic Guidelines*, which are available from the Corporate Identity Design staff. Help needed in planning, scheduling or implementing a project should be requested from the Corporate Identity Design staff.

COMMUNICATIONS PRACTICE 4

Corporate Identity Standards and Support

## STATIONERY

The *Correspondence Guidelines*, which outline proper use of the stationery program, may be ordered from the Chattanooga Office Supply Warehouse. Stationery products, which include letterhead, business cards, invitations, note cards, name tags, mailing labels and many more items, can be ordered from Printing Services or the Chattanooga Office Supply Warehouse.

## THE COMPANY STORE

The Company Store is a mail-order catalog program for all TVA employees, retirees and the public. It supports the Employee Recognition Program, Adopt-a-School and other TVA programs by providing a variety of merchandise using the TVA logo. Merchandise may be ordered with additional graphics that recognize a unique event or accomplishment, and to identify a specific user group. The catalog is available from Corporate Identity or by calling 800/926-9626. If a project requires custom graphics, information and assistance can be requested by calling the same toll-free number. Requests for new products using the TVA logo must be directed to Corporate Identity at 615/632-8029.

## **CORPORATE ADVERTISING**

Corporate advertisements are produced to promote TVA goals and objectives, special events, and individual and group programs, and to publicize community involvement. Once an advertising need is identified, marketing plans and strategies are developed to roll out the new program or initiative. The determination of a print ad or broadcast ad is then made to suit the needs of the project. Advertisements target internal and external audiences. Contact Corporate Teleproduction and Advertising at 615/632-8023 for assistance.

## **CORPORATE TELEPRODUCTION**

Video productions are developed to communicate news about TVA's corporate goals and objectives and to promote and market programs, activities and accomplishments to internal and external audiences. TVN-TVA Video News is done on a quarterly basis and distributed TVA-wide. Other video productions are done on an as-requested basis to meet the needs of the requesting office. Contact Corporate Teleproduction and Advertising at 615/632-8023 for assistance.

## ROLES

## Employees

- Follow Correspondence Guidelines in using corporate stationery.
- Adhere to TVA's graphic standards, which govern proper use of the TVA logo as well as publication design and layout.
- Use the Corporate Identity Design staff as a resource for any projects and products involving the use of TVA's logo or production of publications, videos, advertising, signage and other communications materials or TVA services.

#### COMMUNICATIONS PRACTICE 4

Corporate Identity Standards and Support

## **Corporate Identity Staff**

- Continually assess the Corporate Identity design standards and modify them as necessary to ensure quality and keep the program current.
- Develop, review, secure approval, publish and distribute design standards, guidelines and supporting literature for each segment of the Corporate Identity program to all user groups.
- Coordinate implementation of the program with all TVA organizations and outside user groups.
- Provide design assistance and complete projects for all organizations.

**RESOURCE** Corporate Identity

#### COMMUNICATIONS PRACTICE 4

Corporate Identity Standards and Support

# **Expressing Concerns and Differing Views**

WHAT

TVA encourages the voluntary expression of concerns and differing views involving all aspects of its activities in all of its operating groups. It places special emphasis on differing views on substantive public health, environmental and safety matters.

Employees are strongly encouraged to seek resolution of concerns and differing views with their immediate supervisor and to proceed up their management chain if necessary to achieve resolution. However, differing views may be voiced to any management level at any time. Any person found guilty of acts of reprisal, such as acts of intimidation, harassment or discrimination, against an employee because the employee expressed a differing view is subject to disciplinary action, up to and including termination.

TVA encourages and protects the concerns and differing views of employees regarding all aspects of TVA operations. Every employee is entitled to have differing views heard by management when the employee considers the issue significant and the view differs from a management decision which has been made or is pending. It is TVA policy that every responsible view is valuable and should be heard and appropriately considered in decision-making processes.

- **who** All employees and contractors
- **WHY** TVA encourages the voluntary expression of concerns and differing views. This policy is communicated to employees to encourage their cooperation and participation at all working levels, thus furthering the employees' fulfillment of duties, productive efforts and observance of standards.

## HOW ALTERNATIVES

Employees who believe they have been subjected to reprisal (which includes any form of intimidation, harassment or discrimination) for expressing concerns or differing views should report their concern to appropriate TVA managers or to the Inspector General.

#### COMMUNICATIONS PRACTICE 5

Expressing Concerns and Differing Views

Employees who disagree with the final disposition of an occupational health or safety issue may file a complaint in writing to the:

Office of Federal Agency Safety Programs Occupational Safety and Health Administration U.S. Department of Labor 200 Constitution Avenue, N.W. Washington, D.C. 20210

Employees who believe violations of Nuclear Regulatory Commission (NRC) rules or terms of the license have occurred associated with the design, construction or operation of a TVA nuclear plant should report suspected violations immediately to their supervisor. Employees are free to contact the NRC directly with issues associated with the design, construction or operation of a TVA nuclear plant. Employees may contact the NRC through an NRC inspector or contact the Nuclear Regulatory Commission, Region II, 101 Marietta Street N.W., Suite 2900, Atlanta, Georgia 30323; telephone 404/331-4503.

## All Employees

- Are encouraged to resolve issues directly with their line management so corrective action may be handled promptly and at the working level.
- Are encouraged to express their views about significant issues through their chain of command if not resolved.
- May at any time express their views related to occupational health or safety issues to Occupational Health and Safety and views related to design, construction or operation of TVA nuclear plants to TVA Nuclear's Concerns Resolution Staff.

## Supervisors

- Have principal responsibility for ensuring the implementation of the policy.
- Communicate the policy to employees.
- Ensure that differing views are heard and appropriately considered in decisionmaking processes.
- Provide protective measures to encourage participation without fear of reprisal.
- Refer unresolved issues through the chain of command as far as necessary.

## The Chief Operating Officer, Chief Administrative Officer, Chief Nuclear Officer, Inspector General, General Counsel, Group Presidents, Executive Vice Presidents and Senior Vice Presidents/Vice Presidents

- Administer this policy for their organizations.
- Inform the Board through the chain of command of differing views that have not been resolved to the satisfaction of the employee.

#### COMMUNICATIONS PRACTICE 5

Expressing Concerns and Differing Views

4/94

ROLES

## Line Management, TVA Nuclear

Receives, investigates and provides for the resolution of concerns and differing views associated with the design, construction and operation of TVA nuclear plants. Concerns and differing views may be received either through line management or its Concerns Resolution Staff.

## **President, TVA Nuclear**

Designated as the Chief Nuclear Operator responsible for TVA in matters relating to receiving, assessing and, as appropriate, reporting to the NRC defects and noncompliances related to nuclear safety.

## **Concerns Resolution Staff, TVA Nuclear**

- Receives differing views from employees either:
  - On referral, after line management and the employee have been unable to resolve the issues, or
  - Directly, if the employee believes that pursuit of the issues with line management would be ineffective.
- May receive and act upon concerns or differing views that are made in confidence or anonymously.
- Executes a confidentiality understanding at the request of the employee.
- Provides its findings to the responsible organization.
- Notifies employees of investigation findings and corrective actions.
- Refers to the Inspector General:
  - Alleged violations of law and employee conduct regulations, including allegations of reprisal.
  - Allegations of waste, fraud and abuse.
  - Other matters within the OIG's investigative jurisdiction.
- Provides information to and, as appropriate, consults with Occupational Health and Safety on all differing views which raise issues of occupational health and safety.

## **Occupational Health and Safety**

- Represents the Designated Agency Safety and Health Official in matters involving differing views on occupational health and safety issues.
- Receives, investigates and provides for resolution of differing views on issues of occupational health and safety associated with TVA activities.
- May receive differing views:
  - On referral, after line management and the employee have been unable to resolve the issue, or
  - Directly, if the employee believes that pursuit of the issue with line management would be ineffective.
- May receive and act upon differing views made in confidence or anonymously.
- Maintains confidentiality at the request of the employee.

#### COMMUNICATIONS PRACTICE 5

Expressing Concerns and Differing Views

- Provides follow-up reports with findings and recommendations both to the employee and the responsible organization.
- Monitors implementation of recommendations.
- Makes recommendations to the appropriate corporate officer where further action by the responsible organization is deemed necessary.
- Refers reports of reprisal to the Inspector General for investigation and, as requested, assists in the health and safety aspects of such investigations.
- Refers reports of nuclear safety issues to TVA Nuclear for investigation and, as requested, assists with the occupational health and safety aspects of such investigations.

## **Office of the Inspector General**

- Receives and investigates:
  - Allegations of known or suspected violations of laws, regulations or TVA policies and procedures.
  - Concerns about the efficiency and economy of TVA programs and operations, including allegations of mismanagement, waste, fraud and abuse.
  - Allegations of reprisal by superiors or coworkers for expression of differing views.
- Investigates allegations that are raised either confidentially or anonymously.
- Provides information to and, as appropriate, consults with Occupational Health and Safety on occupational health and safety issues.
- Provides information to and, as appropriate, consults with TVA Nuclear on nuclear safety issues.

## **Board of Directors**

- Reviews and acts upon views expressed by employees to management that have not been resolved to the satisfaction of the employee.
- Reviews and acts upon unresolved views expressed by employees of the Office of the Inspector General.

**RESOURCES**Human Resource Managers/OfficersManagers/SupervisorsConcerns Resolution Staff, TVA NuclearOccupational Health and Safety Staff

Office of the Inspector General

This practice is based on Board action of November 28, 1990.

#### COMMUNICATIONS PRACTICE 5

Expressing Concerns and Differing Views

# **Records and Information Management**

## WHAT

TVA's organizations create and maintain records of their activities to:

- Meet the needs of employees who may need access to records in order to complete their job responsibilities.
- Satisfy the requirements of federal laws and regulations.

## Definitions

- Written Records Books, correspondence, reports, instructions, maps, completed forms.
- Film Records Photographs and negatives, motion picture film, videotapes, microfilms.
- Sound and Tape Recordings.
- Computer Records Automatic Data Processing (ADP) records.
- Any other documentary materials created or received as TVA business is conducted.

## WHO All organizations

All employees

- WHY All TVA records are the property of the United States Government and are considered part of the federal government's archives. The Records and Information Management department of the Information Support Services division is responsible for working with organizations in the creation, maintenance and disposal of the agency's records to assure that:
  - TVA's programs and activities are documented.
  - TVA meets its obligation, as an agency of the United States, to ensure that appropriate records are maintained as directed by various federal laws and regulations governing records and paperwork.

In addition to satisfying government requirements, records are maintained for the use of employees who need access to the information to fulfill their job responsibilities.

**HOW** TVA's Records and Information Management department has established administrative controls for organizations to use in creating, using, maintaining, preserving, appraising and disposing of all TVA records.

## COMMUNICATIONS PRACTICE 6

Records and Information Management

- Employees should contact their organization's Records Manager/Officer for:
- Information about these controls and guidelines.
- Assistance with any of these activities.
- Answers to questions regarding the creation, maintenance, preservation or disposal of records.

The archivist in the Records and Information Management department of the Information Support Services division is also available to provide information and assistance.

**Records and Information Management Department** 

- Plans, coordinates and appraises the effectiveness of TVA's records management program throughout all TVA organizations.
- Develops standards for the creation, internal use, maintenance, preservation and disposal of records.
- Advises all agency organizations on the establishment and management of effective record management systems and paperwork practices.
- Maintains records of discontinued TVA functions.
- Operates records centers for receiving, storing and servicing inactive or semiactive records from all agency organizations.
- Represents TVA in all records management relationships with governmental and private organizations and individuals.
- Assures that TVA's records and information management systems comply with applicable federal laws and regulations.

## **All Major Organizations**

Establish and apply administrative controls to ensure that necessary records are created, processed, used, preserved and destroyed in accordance with approved TVA procedures.

## **Organizational Records Manager or Officer**

- Administers records management program for organization.
- Coordinates record-keeping activities with other offices and divisions with similar interests.
- Schedules organizational records for retention, retirement or disposal when appropriate.

**RESOURCES** Organizational Records Manager or Officer F&A Hotline – 615/632-2911 (TDD 615/632-3911)

PRACTICE 6 Records and

COMMUNICATIONS

ROLES

Information Management

# **Business Ethics**

**WHAT** Employees are required to follow ethical standards established by TVA and the federal government in their business practices, actions and transactions.

who All employees

**WHY** Ethical business practices increase TVA's efficiency and integrity by leading to sound business decisions and improved internal operations. They also serve to maintain the trust and support of the public TVA serves.

Many federal ethics laws and rules—including some laws with criminal penalties for violation—apply to TVA employees. The following guidelines address commonly occurring situations covered by these laws and rules.

## HOW STANDARDS FOR EMPLOYEE BEHAVIOR

TVA has adopted standards for employee conduct, based on federal ethics laws and good business practices. Basic standards include:

## **Wise Use of TVA Resources**

Employees are responsible for assuring that TVA's resources, including materials, information and employee time, are used efficiently and economically—and only for TVA business and not for private gain.

## **Avoiding Conflicts of Interest**

Activities within TVA – Employees may not take part—by providing advice, making decisions, etc.—in any TVA business in which they, their spouses or children, or any person or organization with which they are employed or negotiating for employment have a financial interest.

Activities outside of TVA – In pursuing any activities outside of TVA, including engaging in or seeking part-time jobs or other full-time employment, employees should avoid conflicts with TVA responsibilities. Employees should also avoid any situations that would require them to attempt to influence TVA or other federal agencies on behalf of third parties. Employees must seek prior TVA approval as required before accepting any outside employment.

EMPLOYMENT PRACTICE 1

Business Ethics

## **GIFTS AND FAVORS**

Employees may not:

- Ask for gifts—including meals, favors or anything of value—from contractors or other outside parties who seek TVA business or who have interests that would otherwise be affected by the employee's performance of his or her TVA duties.
- Accept gifts valued at more than \$20—including meals, favors or anything of value—from contractors or other outside parties who seek TVA business or who have interests that would otherwise be affected by the employee's performance of his or her TVA duties.
- Ask for gifts from any source offering a gift because of the employee's official position.
- Accept gifts valued at more than \$20 from any source offering a gift because of the employee's official position.
- Accept gifts in return for being influenced in the performance of their TVA job duties.
- Give, or ask others to give, gifts to their supervisors, except as provided above.
- Accept gifts from lower-paid TVA employees.

## The following are exceptions to the guidelines listed above. Employees may accept:

- Unsolicited gifts (other than money) up to \$20 in value per occasion, not to exceed \$50 total per calendar year from one source. A limit of \$10 per occasion applies if the employer is involved in the procurement process for an anticipated contract which the source is seeking to obtain.
- Gifts from relatives or personal friends, even where the source of the gift is employed by a contractor or other entity seeking TVA action.
- Attendance, with TVA approval, at widely attended seminars, conferences or similar events.
- Occasional gifts, such as birthday gifts, costing \$10 or less (other than money) from other employees.
- Refreshments shared in the workplace by other employees.
- Hospitality provided by another employee at his or her home.
- Gifts from other employees on special occasions, such as marriage.
- Gifts from a non-subordinate employee that are based on a personal relationship.

## ROLES Employees

- Apply the guidelines outlined in this practice and in the Standards of Ethical Conduct for Employees of the Executive Branch, a synopsis of which has been provided to all TVA employees.
- Seek guidance as appropriate from their manager or from the Designated Agency Ethics Official.

EMPLOYMENT PRACTICE 1

Business Ethics

## Managers

- Support these practices within their organizations.
- Advise employees regarding the guidelines outlined in this practice.
- Coordinate with the Designated Agency Ethics Official as appropriate.

## Designated Agency Ethics Official in TVA's Office of the General Counsel

Advises individuals and organizations on applicable ethics laws and standards.

## **Office of the Inspector General**

Investigates potential violations of these practices.

## **RESOURCES** Designated Agency Ethics Official, Office of the General Counsel

The Standards of Ethical Conduct for Employees of the Executive Branch, a synopsis of which has been provided to all TVA employees, contain detailed guidelines issued by the United States Office of Government Ethics. Copies of the full text of these standards, including additional information on applicable laws, are available at all Human Resource offices.

EMPLOYMENT PRACTICE 1

Business Ethics

# **Filling Vacant Positions**

**WHAT** TVA recognizes that a competent workforce is the key to the successful accomplishment of its goals and objectives. In filling vacant positions, TVA strives to select the best candidates available based on the requirements of the position being filled.

WHO All TVA employees

External candidates

## **WHY** TVA is committed to:

- Making personnel selections that ensure a competent and diverse workforce.
- Fairness in selection.
- Compliance with applicable federal laws, negotiated agreements with employee unions and organizations, and TVA requirements.

## HOW

## PROCESS FOR FILLING POSITIONS WITH CURRENT TVA EMPLOYEES

In general, TVA promotes or transfers current employees, if they are well qualified, rather than hiring candidates from outside. The steps of the hiring process normally include:

- Identifying the vacancy.
- Developing the job description.
- Classifying the position.
- Preparing and posting the vacancy announcement.
- Developing a list of qualified candidates by reviewing resumes, applications and other background information.
- Selecting candidates for interviews.
- Interviewing candidates.
- Making the selection and extending the offer.
- Notifying candidates not selected.

Positions are advertised as provided for in TVA's negotiated agreements and in other agreements or commitments. Waivers may be granted to accommodate special needs.

Special negotiated provisions apply for filling annual trades and labor positions.

## EMPLOYMENT PRACTICE 2

Filling Vacant Positions

## SELECTION FACTORS TO BE CONSIDERED FOR CURRENT TVA EMPLOYEES

Selections of current TVA employees are subject to the following federal and TVA requirements:

## **Merit and Efficiency**

Merit and efficiency form the basis for selection of job candidates. Factors such as candidates' education, training, experience, ability and previous work performance serve as a basis for appraisal of merit and efficiency. When employees are selected for positions covered by agreements negotiated by employee unions and organizations, the provisions of those agreements are followed. In applying the standards of merit and efficiency to hiring decisions, TVA's organizational needs, objectives and efficiency are also considered. These include, but are not limited to, the agency's affirmative action plans and goals.

## **Non-Discrimination and Affirmative Employment**

TVA provides equal employment opportunity for all persons and prohibits discrimination in employment because of race, color, religion, sex, national origin, age (40 and above), handicap or reprisal. In addition, TVA's affirmative employment program is designed to develop and implement affirmative employment strategies to enhance representation of minorities, women, persons with disabilities or disabled veterans throughout the agency's workforce. This program is described in the practice entitled *Diversity*.

## Relatives

TVA has certain restrictions on the employment of relatives of current employees. These restrictions are detailed in the practice entitled *Relatives*.

## PROCESS FOR FILLING POSITIONS WITH EXTERNAL CANDIDATES

When TVA is unable to fill a salary policy position with a current TVA employee, an external candidate may be selected if the candidate's qualifications can be shown to be superior. External candidates are considered from as wide a geographic area as is necessary to provide well-qualified candidates for a given position. The steps for selection of external candidates are similar to those used for internal selections, as described above in the section entitled *Process for Filling Positions with Current TVA Employees.* 

Negotiated agreements with employee unions describe the process for considering outside candidates for represented salary policy and trades and labor positions.

EMPLOYMENT PRACTICE 2

Filling Vacant Positions

# SELECTION FACTORS TO BE CONSIDERED FOR EXTERNAL CANDIDATES

Selections of outside candidates are subject to the following federal and TVA requirements:

## **Merit and Efficiency**

Merit and efficiency form the basis for selection of all job candidates, whether internal or external. The factors considered in evaluating a job candidate's merit and efficiency are covered in the section entitled "Merit and Efficiency" under the *Process for Filling Positions with Current TVA Employees* on the previous page.

## **Non-Discrimination and Affirmative Employment**

The same non-discrimination and affirmative employment requirements apply whether a position is filled with an external or internal candidate. These guidelines are summarized in the section entitled "Non-Discrimination and Affirmative Employment" under the *Process for Filling Positions with Current TVA Employees* on the previous page.

## Citizenship

TVA hires non-citizens only when it is determined that there are not qualified United States citizens available to do the work. When qualified citizens are not available, in most cases, only citizens of countries allied with the United States in the current defense effort may be employed. The Policy and Evaluation staff in Employee Worklife maintains a list of allied countries and must be consulted by human resource managers/officers before a non-citizen may be employed. These citizenship requirements also apply to all personal services contractors with an employee/employer relationship with TVA.

## Relatives

TVA has certain restrictions on the employment of relatives of current employees. These restrictions are detailed in the practice entitled *Relatives*.

## **Re-Employment Lists**

Candidates on re-employment lists, who are former employees of TVA, are considered before other external candidates for any vacant positions, as provided for in the negotiated agreements with employee unions and organizations.

## **Recall Lists**

Under the terms of the negotiated agreement with the Salary Policy Employee Panel, full-time or scheduled part-time employees represented by the Salary Policy Employee Panel can have their names carried for one year on a recall list.

#### EMPLOYMENT PRACTICE 2

Filling Vacant Positions

Former employees on a recall list are offered re-employment in a position in the same competitive area and level from which they were surplused or reduced in force before the position is filled by internal selection, transfer or selection of another external candidate. Severance benefits stop at the time the employee rejoins TVA.

## **Veterans' Preference**

Federal law requires that eligible veterans and others who are eligible for preference under federal law be given preference when TVA fills a position with an outside candidate. In addition, when TVA fills a position from a recall or reemployment list, preference is given to those on the list who are eligible for veterans' preference. Human resource managers/officers can provide further guidance on the specific application of the veterans' preference laws.

## **TVA Employees and External Candidates**

Should take the initiative to apply for positions in which they are interested and for which they are qualified.

## **Supervisors and Human Resource Managers/Officers**

- Ensure that all selections are based on merit and efficiency.
- Ensure that all federal laws, negotiated agreements with employee organizations and TVA requirements are met throughout the selection process.

## **The Board of Directors**

Approves all selections involving any positions in the officer (vice president level and above) pay group and any non-officer level positions as designated by the Board.

## **Employee Worklife**

- Assists the Board and TVA organizations in monitoring compliance with federal laws, negotiated agreements and TVA requirements in filling TVA positions.
- **RESOURCE** Human Resource Managers/Officers

This practice incorporates provisions of negotiated labor agreements.

### EMPLOYMENT PRACTICE 2

Filling Vacant Positions

4/94

ROLES

# Garnishment and Other Debt Claims

## WHAT Collection of Employee Debts

Claims against employees' pay may involve legal proceedings through which creditors seek to recover debts owed to them by TVA employees.

## **Collection of Debts Owed to TVA**

Debts owed to TVA are normally not part of this process. However, as a creditor, TVA may file a direct suit or become a party to a bankruptcy proceeding.

WHO All employees

**WHY** TVA is required by law to assist in the collection of just financial obligations. These may include garnishments, bankruptcies, IRS levies, child support orders, alimony orders and any other official process which indicates that a debt claim is valid and just. If employees do not make satisfactory arrangements for paying their debts, they may expect claimants to use these debt claim processes to recover debts which are owed. TVA is usually entitled to deduct an additional amount as a fee for its expenses incurred in responding to the debt collection process.

#### Definitions

**Disposable Earnings** – The amount of an employee's earnings which remains after deductions required by law, which may include debts to TVA, federal income taxes, FICA taxes, state and local taxes, basic FEGLI and the minimum contribution to the TVA Retirement System.

**Release** – An order from the court having jurisdiction or the IRS which releases TVA from the requirements of a debt collection proceeding.

## HOW TYPES OF DEBT CLAIMS

## Garnishments

A garnishment is issued when a creditor petitions the court to require TVA to send portions of an employee's pay to court to satisfy a debt. Garnishment laws are established by the various states in addition to federal statutes and may vary in details. Generally, TVA is required to withhold up to 25 percent of an employee's disposable earnings and periodically send that amount to the court.

## EMPLOYMENT PRACTICE 3

Garnishment and Other Debt Claims

An employee's pay can be subjected to garnishment until the entire amount of the debt has been collected. Additional information regarding garnishment deductions can be obtained from the Employee Accounting Department.

## Bankruptcy

There are two types of personal bankruptcies. Under both types, the effect of the bankruptcy is to prohibit creditors from proceeding with the debt collection process except through bankruptcy court.

Chapter 7 Bankruptcy is a process under which an individual's assets, if any, are liquidated, creditors paid from the proceeds and debts discharged.

Chapter 13 Bankruptcy is a process in which creditors and the employee agree to a plan for satisfactory payment of the employee's debts over time. Ordinarily, deductions for the payments are made from the employee's pay.

## **IRS Levy**

An IRS levy is an order from the U.S. Internal Revenue Service directing TVA to withhold a specified amount of an employee's pay to satisfy a federal tax debt. If the IRS determines that you owe back taxes, the IRS may issue a levy requiring deductions from your pay until the back taxes are paid, or the IRS may allow you to work out a payment schedule—in which case you would be asked to sign a consent agreement authorizing deductions from your pay. IRS levies allow an amount to be exempt from withholding based on the employee's tax filing status and the number of exemptions claimed.

## **Child Support**

This is a specialized type of court process established specifically to provide financial support for a minor child. Child support process takes precedence over any other garnishments and over IRS levies. Child support process may require withholding up to 60 percent of disposable earnings on current payments and up to 65 percent of disposable earnings on overdue payments.

## **Alimony and Other Court Orders**

Occasionally, TVA will receive an order from a court requesting withholding of pay for specified reasons, such as payment of alimony. These orders are infrequent, and they are handled according to the specific instructions contained in the order.

## ROLES

## All Employees

- Should pay financial obligations on time.
- Should have writs released as soon as possible.

## Human Resource Managers/Officers and Payroll Officers

- Act as recipients of debt collection process served on TVA.
- Forward orders to the Employee Accounting Department.
- Respond to employees' questions regarding debt claims.

#### EMPLOYMENT PRACTICE 3

Garnishment and Other Debt Claims

## **Employee Accounting**

- Processes all debt claims for deductions from employees' pay.
- Responds to questions about the status of debt claims and about the debt claim process in general.
- Prepares payments to the various courts and to the IRS.
- Maintains historical records of debt claims processed.

## **Office of the General Counsel**

- Answers all debt collection process as required by law.
- Advises the Employee Accounting Department on processing debt claims.
- Assists in the development of procedures on debt claims processing.

## **Standards and Procedures/Controller**

Develops and maintains procedures on the processing of debt claims.

## **Accounts Payable**

Disburses payments as directed by the Employee Accounting Department.

## **RESOURCES** Employee Accounting Department

Standards and Procedures Department Office of the General Counsel Human Resource Managers/Officers F&A Hotline – 615/632-2911 (TDD 615/632-3911)

#### EMPLOYMENT PRACTICE 3

Garnishment and Other Debt Claims
## **Pay Administration**

#### WHAT PAY ADMINISTRATION POLICIES

TVA's employee pay administration policies and practices are based on:

- Federal laws and regulations.
- Negotiated labor agreements.

### WHEN EMPLOYEES ARE PAID

All employees are paid biweekly.

#### **DEDUCTIONS FROM PAYCHECKS**

Some deductions from employees' pay are mandated by federal or state laws, while others are voluntary.

#### DIRECT DEPOSIT

Employees are encouraged to arrange for direct deposit of their net earnings into the financial institution of their choice.

**WHO** All employees

**WHY** TVA is required by law to make deductions from employees' pay for federal and state income taxes and Federal Insurance Contribution Act (FICA) taxes.

TVA allows employees to make voluntary deductions and opt for direct deposit to save time and for the convenience of TVA and its employees.

#### HOW PAY CAP

No TVA employee can receive a salary in excess of that received by a Board member.

#### OVERTIME

Overtime provisions vary according to the employee's position and any negotiated policies. General guidelines follow:

#### **Represented Salary Policy Employees**

Inflexible Work Schedule employees normally have no discretion to modify regularly scheduled hours of work. Such employees generally receive overtime pay for work in excess of 40 hours per week or scheduled straighttime hours per day.

-			

#### EMPLOYMENT PRACTICE 4

Pay Administration

Flexible Work Schedule employees have enough freedom in planning their work to arrange, with supervisory approval, to be absent during the regular work schedule to compensate for periods when it is necessary to work outside of such hours. Because of this, Flexible Work Schedule employees do not normally receive overtime pay.

#### **Trades and Labor and Teamsters Employees**

Trades and Labor and Teamsters employees generally receive overtime pay for authorized time worked outside of their regularly scheduled shift during any 24hour period, or outside of their regularly scheduled hours during any calendar week. Specific overtime provisions are contained in negotiated labor agreements.

#### **Management and Specialist Employees**

Management and specialist employees are expected to work overtime with no additional pay when the overtime results from the normal requirements and responsibilities of their positions. However, overtime pay for managers in pay grades one through eight may be authorized under certain circumstances by the organization's vice president, at either the straight-time or time-and-a-half rate.

#### **PREMIUM PAY**

Represented and excluded schedule employees receive premium pay, including 25-percent premium, regular premium, straight-time premium, time-and-one-half premium, and Sunday and holiday premiums, as negotiated in the applicable labor agreement. Represented employees may also be granted special premium pay under very specific conditions, which are also spelled out in the labor agreements.

#### DEDUCTIONS

Deductions are noted on the Earnings and Deductions Statement that employees receive with their paychecks. Most forms employees need for mandatory or voluntary deductions are available through their human resource office, their administrative office or Employee Accounting.

#### **Mandatory Deductions**

These deductions include:

- Federal Income Taxes.
- FICA Taxes.
- Civil Service Retirement Systems (CSRS) or Federal Employee Retirement System (FERS) Contributions\*.
- State Income Tax.
- Retirement System Contributions.
- \* CSRS or FERS deductions apply only to those employees who transfer to TVA from positions in other federal agencies that are covered by the CSRS. Certain employees who remain with the CSRS will not have the Social Security portion of the FICA tax deducted from their pay; however, the Medicare portion of the tax will be deducted.

#### EMPLOYMENT PRACTICE 4

Pay Administration

#### **Voluntary Deductions**

These deductions include, but may not be limited to:

- Medical Insurance.
- Dental Insurance.
- Employee Life Insurance.
- Spouse and Dependent Life Insurance.
- Employee Accidental Death and Dismemberment Insurance.
- Spouse and Dependent Accidental Death and Dismemberment Insurance.
- Optional Long-Term Disability Insurance (salary policy employees only).
- Retirement Savings Plans.
- 401(k) Plan.
- Savings Allotments.
- Combined Federal Campaign.
- United States Savings Bonds.
- Union Dues.
- Safety Shoes.
- Protective Eyewear.
- Van Pool.
- Flexible Spending Accounts (salary policy employees only).
  - Health Care Account.
  - Dependent Care Account.

Details about the various deductions can be found in either the *Payroll* or *Employee Relations* manuals.

#### DIRECT DEPOSIT

Employees can get forms and instructions for authorizing direct deposit of their net earnings from any human resource office.

#### ROLES All Employees

Complete appropriate forms to initiate, change or delete desired deductions.

#### **Supervisors**

- Approve employee time reports.
- Assist employees with obtaining and properly completing necessary payrelated forms.

#### **Human Resource Managers/Officers**

- Create employee records in the Human Resource Information System data base, which are used by the Employee Accounting department to initiate employee pay records.
- Serve as sources of forms.
- Assist employees in completing forms.

#### Organizations

Responsible for the day-to-day pay administration of the Manager and Specialist Compensation Plan.

#### EMPLOYMENT PRACTICE 4

Pay Administration

#### **Employee Accounting**

- Prepares employees' net pay.
- Collects, reports and remits all voluntary and mandatory deductions to the proper government agencies and benefit carriers.
- Administers the agency time-reporting system.
- Administers all employee reimbursements and receivables.
- Generates payroll data for all TVA business offices and employees.
- Maintains pay records.

#### **Standards and Procedures/Controller**

Develops, maintains and interprets accounting procedures related to pay and employee deductions.

#### **Labor Relations**

 Negotiates and advises on provisions of labor contracts with the Council, Teamsters and the Panel.

#### **Compensation and Employee Recognition Staff, Employee Worklife**

 Recommends pay schedules for management, specialist and excluded positions.

#### **Accounts Payable**

- Distributes all paychecks and Earnings and Deductions statements.
- Processes electronic payments for direct deposit of employees' net earnings.
- Processes U.S. Savings Bonds deduction forms.

#### **Board of Directors**

Approves all new pay rates and incentive plan payments prior to implementation.

#### **RESOURCES** Human Resource Managers/Officers

Employee Accounting Department employees
Standards and Procedures Department employees
Labor Relations staff
Compensation and Employee Recognition staff, Employee Worklife
Accounts Payable employees
Employee Worklife Hotline – 800/538-9672 or 615/632-8318
F&A Hotline – 615/632-2911 (TDD 615/632-3911)

This practice is based on various Board actions and negotiated labor agreements.

EMPLOYMENT PRACTICE 4

Pay Administration

## **Employee Pay**

#### WHAT EMPLOYEE PAY

TVA's pay rates, pay policies, supplemental pay and incentive plans are based on:

- Rewarding team performance through performance-based incentive plans, such as Success Sharing for all employees and the Annual Incentive Plan for manager and specialist employees. This team performance enables TVA to achieve its goals.
- Rewarding individual performance that supports accomplishment of TVA objectives through the Manager and Specialist Compensation Plans.
- The "prevailing rate" concept described in the TVA Act.
- Negotiated labor agreements.
- Federal laws and regulations.
- who All employees
- **WHY** By providing competitive total compensation, TVA enhances its position in the labor market—which in turn helps TVA hire and retain quality employees and achieve its short- and long-term goals.

#### HOW ESTABLISHING PAY RATES

TVA uses salary surveys of competitive rates for similar work to determine its pay rates and establish its salary budgets.

#### Manager, Specialist and Excluded Positions

TVA establishes pay rates for manager, specialist and excluded positions. Management and specialist employees receive quarterly and annual performance reviews. Compensation awards are based on the individual's annual performance and position in the salary range established for his or her job classification, and the compensation plan budget. A compensation matrix, reflecting performance and position in range, is used to determine the individual award.

Excluded employees' pay reflects the pay levels established for comparable represented positions.

#### **Represented Positions**

Pay rates for represented positions are negotiated between TVA and the Tennessee Valley Trades and Labor Council, the International Brotherhood of Teamsters and the Salary Policy Employee Panel. Salary policy employees on



#### EMPLOYMENT PRACTICE 5

Employee Pay

represented schedules go from one within-grade rate to the next when they complete a full period of "fully adequate" or better creditable service. See the *Articles of Agreement* for details.

#### **INCENTIVE PROGRAMS**

TVA has two incentive programs, Success Sharing and the Annual Incentive Plan. The Board of Directors reviews all aspects of the program each year to determine if plan changes are required and if the programs should be continued.

#### **Success Sharing**

Success Sharing is a customized incentive plan designed to recognize and reward all employees when TVA meets targeted goals. Goals for TVA's performance are established for each Plan Year, which extends from October 1 to September 30 (the same as TVA's fiscal year). These goals are based on the Strategic Plan's Workforce Mission, which emphasizes high performance, teamwork, innovation and continuous improvement. When TVA achieves these goals, employees are eligible to receive lump-sum awards.

#### **Annual Incentive Plan**

The Annual Incentive Plan rewards manager and specialist employees for working together to meet their organization's business goals. This plan is integrated with the Success Sharing Program; manager and specialist employees receive annual incentive awards only if both agency-wide Success Sharing threshold goals and organizational requirements are met.

#### **Special Incentives**

Special incentives may be developed by organizations to meet defined operational goals. Awards that result from these plans may offset awards from other incentive programs. Board approval is required to implement these plans.

ROLES

#### All Employees

- Work together to meet Success Sharing and organizational goals to improve TVA's performance.
- Work toward achievement of individual goals they have established in conjunction with their supervisors.

#### Supervisors

- Review agency Success Sharing and organization goals with employees.
- Establish annual work group goals that support the accomplishment of agency and organizational goals.
- Facilitate accomplishment of goals.
- Appraise the progress of employees.
- Determine the overall performance level and annual award of each manager and specialist employee using the Compensation Plan Award Matrix.

#### EMPLOYMENT PRACTICE 5

Employee Pay

#### **Human Resource Managers/Officers**

- Work with supervisors to communicate information about pay and incentive plans to employees.
- Answer employee questions about pay rates.
- Day-to-day administration of employees' rate of pay.

#### **Labor Relations Staff**

- Negotiates all represented employee pay plans and pay schedules, including Trades and Labor pay rates for work performed by TVA contractors.
- Advises on provisions of labor contracts with the Council, Teamsters and the Panel.

#### **Compensation and Employee Recognition Staff, Employee Worklife**

- Recommends pay schedules for management, specialist and excluded positions.
- Administers Success Sharing program with Finance and Administration.
- Communicates Success Sharing goals and results.
- Administers the Manager and Specialist Annual Incentive Plan.
- Works with human resource officers to administer the Manager and Specialist Compensation Plans effectively.

#### **Employee Accounting**

- Administers the time-reporting system and pay rules in the calculation of gross pay.
- Makes payroll deductions based on statutory requirements and employee elections.
- Generates net pay records and authorizes disbursements.

#### **Accounts Payable**

Disburses employee pay.

#### **Board of Directors**

- Approves all new pay schedules and incentive plans and incentive plan awards prior to implementation.
- Approves the Success Sharing plan, including performance areas and goals.
- Approves the attainment of Success Sharing goals and the amount and payment of awards.
- Has final approval of structure adjustments, compensation budgets and the Manager and Specialist Compensation Plan.
- Approves Annual Incentive Plan goals and budget.

#### EMPLOYMENT PRACTICE 5

Employee Pay

# **RESOURCES**Human Resource Managers/OfficersLabor Relations staffCompensation and Employee Recognition staff, Employee WorklifeEmployee Accounting DepartmentAccounts Payable DepartmentEmployee Worklife Hotline – 800/538-9672 or 615/632-8318

This practice is based on various Board actions and negotiated labor agreements.

#### EMPLOYMENT PRACTICE 5

Employee Pay

## **Political Activity Participation**

 WHAT
 TVA employees are encouraged to take an active part in the civic affairs of their communities. However, the Hatch Act — which applies to TVA employees— governs the types of political activities in which federal employees may participate. The Hatch Act's requirements are summarized in this practice.

The penalty for violating the Hatch Act's restrictions can be as severe as suspension, termination, or fines and imprisonment. This practice lists the types of activities in which employees can participate and explains the Hatch Act's restrictions so employees can clearly understand the types of activities that are allowed and prohibited.

**WHO** All TVA employees are subject to this practice's provisions. This includes periods when the employee is not receiving a paycheck from TVA, such as unpaid leave of absence.

TVA also applies these provisions to personal services contractors with an employee/employer relationship with TVA.

**WHY** The Hatch Act was passed to protect federal employees from political pressures that might affect their careers as employees of the federal government.

#### HOW RIGHTS

All employees have the right to:

- Register and vote as they choose in any election.
- Express their opinions as individuals on any political subject or candidate.
- Wear political badges or buttons (except when on duty or while wearing a TVA uniform or official TVA insignia), or display political stickers or posters on their homes or private automobiles.
- Make voluntary campaign contributions to a political party, organization or candidate.
- Work for or manage a political campaign, including campaigning for a candidate for public office or for a political party office and/or distributing campaign material.
- Participate in non-partisan elections as candidates as long as participation does not interfere with the employee's TVA duties.
- Perform duties at the polls on election day as long as the employee is off duty.
- Be a member, officer, or organizer of a political party or other political

EMPLOYMENT PRACTICE 6

Political Activity Participation

organization and attend meetings, including conventions, rallies, and fundraising functions; take an active part in managing or working for the organization or event; and/or serve as a delegate to a political convention.

- Sign petitions, including nominating petitions.
- Petition Congress or any member of Congress—for example, by writing to their representative or senator to say how they as individuals think the official should vote on a particular issue.
- Finish a term of government office to which they were elected in a partisan election before joining TVA. This is subject to any approval required under TVA's "Outside Employment" regulations, and the employee may not run again for the office while employed by TVA.

#### RESTRICTIONS

Specific activities which are prohibited by the Hatch Act include :

- Participating in the political activities described above while:
  - On duty.
  - In any buildings owned or leased by the federal government.
  - In any vehicles owned or leased by the federal government.
  - Wearing a uniform or official insignia identifying the federal office or position of the employee. (The only exception to this prohibition is that employees may register and vote while wearing a TVA uniform or an official TVA insignia.)
- Running as a candidate for nomination or election to a partisan political office.
- Soliciting, receiving, or accepting contributions for a political purpose from a person unless the contributor is a member of the same federal employee organization and not a subordinate employee, and the solicitation is for a preexisting political action committee.
- Using their official TVA positions to influence any partisan or non-partisan elections.
- Soliciting or discouraging participation in any political activity of any person who has an application for a grant, contract, license or permit pending before TVA, or is a subject or participant in an ongoing TVA investigation.
- Intimidating, threatening, commanding or coercing any federal employee covered by the Hatch Act to engage in, or not to engage in, any political activity.
- Requesting, making, transmitting, accepting, or considering political recommendations for TVA jobs or any personnel action. TVA is prohibited from accepting political recommendations from members of Congress, Congressional employees, elected state or local government officials, and political party officials. The prohibition applies to all personnel actions, including appointments, promotions, disciplinary actions, transfers, reassignments, and performance evaluations.

The law requires TVA to return any written prohibited political recommendation to the sender. The sender should be notified that the written recommendation is

#### EMPLOYMENT PRACTICE 6

Political Activity Participation

being returned because of Hatch Act revisions that prohibit TVA from considering such recommendations.

#### **Exceptions to the Hatch Act's Restrictions**

The Hatch Act allows TVA employees who are residents of New Johnsonville or Norris, Tennessee, or the District of Columbia to be excluded from some restrictions because of the large concentration of federal employees at these locations. Information about these exceptions is available from Planning and Development in Human Resources.

#### RULES Employees

Responsible for complying with the Hatch Act restrictions.

#### **Human Resource Managers/Officers**

Answer questions from employees related to participation in political activities.

#### **Corporate Human Resources**

Advises Human Resource Managers and Officers on political issues.

#### **Office of the Inspector General**

Investigates possible violations of the Hatch Act and reports violations to the Office of the Special Counsel.

**RESOURCE** Human Resource Managers/Officers

#### EMPLOYMENT PRACTICE 6

Political Activity Participation

## Relatives

WHAT

WHY

TVA desires to fill positions with the best candidates available. However, TVA must avoid any actions that might result in or create the appearance of giving preferential treatment to the relatives of TVA employees.

#### Definition

A relative is an applicant's or employee's father, mother, son, daughter, brother, sister, uncle, aunt, niece, nephew, husband, wife, first cousin, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, halfbrother or half-sister.

#### WHO All employees are subject to this practice's provisions.

These provisions also apply to all personal services contractors with an employee/employer relationship with TVA.

TVA complies with federal law and has established restrictions to prevent situations that might result in actual or perceived favoritism based on family relationships.

These restrictions exist to support a positive public perception of TVA and its employment practices.

#### **RESTRICTIONS IN EMPLOYING RELATIVES** HOW

The following restrictions apply to the personnel selection process:

- Applicants or employees are not employed in or retained in a position in which there is a supervisory or administrative relationship to a relative.
- Any employee—regardless of grade level—who has the authority to employ, promote or recommend individuals for employment must comply with additional federal requirements. Employees with this authority typically include supervisors, human resource managers and officers, and employment specialists. These employees may not employ, promote, transfer or recommend for TVA employment or promotion a relative or the relative of another employee who advocates the action and who also has employment or promotion authority. Federal law provides that a relative of an employee placed in a TVA position in violation of this provision is not entitled to pay and may not be paid for serving in that position.

EMPLOYMENT PRACTICE 7

#### Relatives

#### **EXCEPTIONS**

Employees who have employment and promotion authority can employ a relative who has veterans' preference if an alternative selection would result in a violation of other TVA requirements for hiring employees from outside TVA. However, this employee may not later promote or transfer, or recommend the promotion or transfer of the relative.

All restrictions are lifted if a relative is hired to meet urgent needs resulting from an emergency that poses an immediate threat to life or property—and it is impossible to obtain other qualified personnel. Employment under these circumstances is temporary and should normally not exceed one month, but may be extended for a second month if the emergency need still exists.

#### Employees

ROLES

Are responsible for conforming to TVA and federal requirements regarding employment of relatives.

#### **Human Resource Managers/Officers**

Answer questions from employees related to the restrictions on employment of relatives.

#### **Policy and Evaluation Staff in Employee Worklife**

 Advises human resource officers on issues related to employment of relatives.

### **Employment Specialists, Human Resource Managers/Officers,** Selection Officials

- Check applicant and former employee files before the hiring decision is made and then again at the time of employment to ensure that the employment does not violate any of these requirements.
- Ensure that no violation of these requirements will result from a proposed personnel action before approving any employee status change.

#### **Office of the Inspector General**

Investigates possible violations of the requirements regarding the employment of relatives.

**RESOURCE** Human Resource Managers/Officers

EMPLOYMENT PRACTICE 7

Relatives

# **Employee Health and Wellness Programs**

WHAT TVA is committed to maintaining and improving the health and wellness of its employees through programs designed to:
Promote healthy lifestyles.
Help employees find the resources to deal with personal problems that may affect their work.
Assure that the health-related capabilities of each employee are matched with

- Assure that the health-related capabilities of each employee are matched with his or her job function.
- Serve as the focal point for the initial treatment of work-related injuries and acute medical problems, as well an immunizations and preventive health education.
- Monitor employees' exposure to occupational hazards.

#### WHO All employees

Families of employees (the Employee Assistance Program)

- **WHY** TVA recognizes that the physical and mental well-being of its employees supports an effective and productive workforce.
- **HOW** TVA has established, through its Health Services division, three programs to promote healthy lifestyles, provide a referral service for employees with personal issues who need assistance, and provide for occupational medical and health-related services. These programs include:

#### THE LIVE WELL PROGRAM

This comprehensive health promotion program includes educational, health assessment and intervention activities.

**Education** – These activities are designed to provide individuals with information to make knowledgeable decisions regarding their health and lifestyle behaviors.

Assessment – Evaluations such as health risk appraisals, fitness testing and blood chemistry determine an individual's current health status and provide benchmarks for change.

Intervention – These programs target a specific health-related area and provide a plan for change. Examples include weight management, smoking cessation and exercise programs.



#### HEALTH AND SAFETY PRACTICE 1

Employee Health and Wellness Programs

#### **FITNESS CENTERS**

Employees at all TVA work sites will have access to a fitness facility, either on-site or in the form of membership reimbursement for off-site community centers.

**On-Site Centers** – These centers serve as a nucleus for Live Well activities at many TVA locations. An orientation is required before employees can use the on-site center. Orientation sessions are conducted on TVA time, but employee participation in health programs and the use of the facility should take place on employee time. Information about participation may be obtained by calling the Live Well center, the site coordinator at the location or the corporate Live Well office at 615/751-2906.

**Off-Site Facilities** – Employees who do not have access to on-site facilities are eligible for reimbursement for memberships at approved community facilities. Every TVA location has a Live Well activities coordinator to implement Live Well activities and oversee off-site memberships. For information about Live Well activities or off-site memberships, contact the local Live Well site coordinator or the corporate Live Well office at 615/751-2906.

#### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

This program, which is open to TVA employees and their families, provides a confidential assessment and referral service to help employees overcome personal problems that may affect their job performance. These problems may involve family or marital situations, finances, legal concerns and alcohol and/or drug use.

**Assessment and Referral Services** – Employees can reach an EAP counselor by contacting the EAP central office at 615/751-2701.

**24-Hour Crisis Hotline** – Employees and their families can reach a counselor 24 hours a day to help with personal and crisis situations. The free hotline number is 800/252-2701.

#### **MEDICAL EXAMS AND TREATMENTS**

This program provides occupational medical exams and treatments designed to protect the health and well-being of employees. Treatments are provided at Clinical Services' offices in Chattanooga, Knoxville, Muscle Shoals and on-site at nuclear plants. Clinical Services also provides professional oversight for services at fossil plants.

Fitness for Duty Examinations – A supervisor who suspects that a health problem is adversely affecting an employee's work performance or job safety may refer the employee to Clinical Services for a medical exam. Before referring the employee, the supervisor should discuss his or her concerns with a Clinical Services physician and submit a brief memo documenting any observed

HEALTH AND SAFETY PRACTICE 1

Employee Health and Wellness Programs

problems and a TVA form 1444, *Request for Medical Examination*. Individuals who require a medical evaluation for a specific clearance must be identified and referred to Clinical Services by their supervisor or human resource officer.

Alcohol and Drug Screening – Clinical Services performs random alcohol and drug screening as a component of TVA Nuclear's Fitness for Duty Program implementing 10 CFR 26. Non-random screening of employees must be specifically requested in accordance with the operating practices of the employee's organization.

**Return to Work** – Employees who return to work after treatment in a hospital or rehabilitative facility, an extended illness, or time off due to a work injury should be referred to Clinical Services by their manager for a Return to Work medical exam. This examination assures that the employee is capable of performing his or her job duties. Managers use TVA form 1444, *Request for Medical Examination*, to do this.

#### ROLES Employees

- Contact Live Well staff at their location or on-site coordinator to find out about participation in the Live Well program.
- Contact EAP counselors as needed.
- Be available for medical examinations when required or requested.

#### Supervisors/Managers

- Refer employees to Clinical Services for a medical exam if they suspect a health problem may be adversely affecting an employee's job performance or job safety.
- Request that an employee be tested for drug and alcohol use in accordance with the practices of their organization.
- Refer employees who return to work after an extended absence for medical reasons to Clinical Services for a Return to Work medical exam.
- Identify and refer to Clinical Services any employees at risk for exposure—or who may have been exposed—to infectious or toxic substances.
- Identify employees, such as asbestos workers, who require mandated medical surveillance.
- Schedule employees for any mandated exams on a timely basis.

#### **Health Services**

- Performs medical exams to match an individual's health-related capabilities to job requirements.
- Provides alcohol and drug screening services.
- Serves as the focal point for initial treatment of work-related injuries.
- Develops clinical protocols for monitoring employees' exposure to such occupational hazards as lead, asbestos, noise, etc.
- May provide non-work-related services as time permits.

#### HEALTH AND SAFETY PRACTICE 1

Employee Health and Wellness Programs

- Performs disability evaluations for employees with long-term physical conditions which affect their ability to work.
- Performs psychological screening and assessments.
- Assesses and refers employees with personal problems affecting job performance.
- Promotes healthy lifestyles.

RESOURCES Human Resource Managers/Officers

EAP 24-Hour Crisis Hotline - 800/252-2701

This practice is based on various Board actions.

Clinical Services Manager

EAP Counselor Live Well

Employee Health and Wellness Programs

HEALTH AND

SAFETY PRACTICE 1

# Safety and Occupational Hygiene

**WHAT** TVA's safety and occupational hygiene program is designed to help the agency conduct all of its programs and operations in a manner which protects the safety and health of employees.

#### WHO All employees

**WHY** TVA has a responsibility to prevent personal injuries, occupational-related illnesses and diseases, and property-damage accidents resulting from its activities.

#### HOW SAFETY AND OCCUPATIONAL HYGIENE PROGRAM

The safety and occupational hygiene program headed by a Designated Agency Safety and Health Official (DASHO) defines the activities necessary to prevent on-the-job accidents and occupational illnesses and diseases. This program is implemented by a joint effort among TVA's managers, labor organization, and employees with guidance and assistance from the DASHO and a professional staff.

The program's highlights include:

#### **Workplace Standards**

Standards, work rules and other practices developed by regulatory agencies and by TVA provide employees direction on safe work practices and working conditions.

#### **Job Safety Planning**

All jobs undertaken are planned by those involved in sufficient detail to ensure that hazards are identified and eliminated or controlled to an acceptable level.

#### Training

Each organization provides for job training to improve the safety knowledge and skills of employees and enable them to perform their jobs in a safe and healthful manner.



SAFETY PRACTICE 2

Safety and Occupational Hygiene

#### **Employee Involvement**

TVA's success in protecting people and property from accidental harm depends on the involvement of all employees in its safety program.

Employees are actively involved in the development and implementation of workplace standards and other program activities to minimize unsafe acts and conditions through participation on safety and health committees and through interaction with management and fellow employees.

#### Workplace Inspections, Monitoring and Audits

Workplaces are regularly inspected and monitored to ensure that they meet regulatory and agency requirements.

Regular audits assess the effectiveness of inspection and monitoring programs as well as activities to prevent accidents and illnesses. These audits provide the feedback necessary to ensure control of workplace hazards and keep efforts focused on continuous improvement.

#### **Accident Reporting and Investigation**

- All accidents are reported and investigated by management.
- Root causes are identified.
- Corrective action to prevent future accidents is recommended.
- Accident data is analyzed for trends to help direct future safety program efforts.
- Information is shared throughout TVA to support the accident prevention efforts of other organizations.

#### Contracts

- Contracts with outside vendors or contractors include necessary safety and health provisions.
- Contractor operations are monitored to ensure the operations are conducted in a safe and healthful manner and that they meet contract requirements.

#### ROLES

## All Employees

- Abide by program requirements.
- Participate in any required training programs.
- Identify unsafe behaviors and conditions and correct them if possible.
- Report any unsafe behaviors or conditions they cannot address to management.

#### **All Organizations**

- Provide a safe and healthful workplace.
- Develop and implement safety and occupational hygiene programs for their operations.
- Provide the necessary training and other resources to implement these programs.

#### HEALTH AND SAFETY PRACTICE 2

Safety and Occupational Hygiene

#### **Board of Directors**

- Establishes and maintains an effective safety and occupational hygiene program which is consistent with the Occupational Safety and Health Act of 1970 and other federal requirements.
- Designates an agency safety and health official with the authority to assist TVA's head in carrying out this responsibility.

#### **Senior Vice President, Labor Relations**

- Serves as TVA's DASHO.
- Assists the board in establishing a comprehensive and effective safety and occupational hygiene policy and program.

#### **Safety and Occupational Hygiene**

- Develops and recommends policy and program direction.
- Develops workplace standards and criteria.
- Assists TVA organizations with program implementation.
- Maintains management information systems that provide the necessary data to support the effective implementation of the program.
- Provides industrial hygiene, fire protection engineering and non-nuclear radiation protection services.
- Oversees the program and reports on program performance to management.

#### **TVA Joint Union/Management Health and Safety Committee**

This committee, comprised of two representatives of the council, two representatives of the panel, two representatives of the Teamsters, and six senior TVA managers including the DASHO:

- Monitors the performance of the agency's program.
- Supports and assists local committees in carrying out their roles and responsibilities.
- Reviews the findings of serious accident reports and offers recommendations for corrective measures.

**RESOURCE** Safety and health staffs

HEALTH AND SAFETY PRACTICE 2

Safety and Occupational Hygiene

## Smoking

WHAT

WHY

TVA is committed to ensuring a safe and healthful work environment for all employees. In support of this commitment, TVA prohibits smoking of any tobacco product without exception as follows: In all TVA-owned or -leased buildings or facilities.

In all TVA-owned or -leased vehicles.

At all TVA-sponsored functions that occur in enclosed spaces.

Time will not be made available to allow employees to leave the workplace in order to smoke. Employees should not abuse rest periods.

**who** This policy applies to all employees, contract workers, and visitors.

TVA recognizes the health hazards of both firsthand and secondhand smoke in the workplace. Prohibiting smoking in the workplace will help to:

- Decrease medical-care costs.
- Increase productivity.
- Reduce maintenance costs.
- Eliminate a fire and health hazard.

TVA initially implemented a smoking policy in May 1989. The policy prohibited smoking in TVA-owned or -leased transportation equipment and in all enclosed TVA facilities except for large open spaces in powerhouses, large shops, and powerhouse control rooms. The 1989 policy was expanded on October 1, 1994, to prohibit smoking in all large open spaces in powerhouses, large shops, powerhouse control rooms, and at all TVA-sponsored functions that occur in enclosed spaces.

#### HOW Implementation

Supervisors are responsible for ensuring TVA has a smoke-free workplace.

#### **Smoking Cessation Programs/Options**

To help employees who smoke adjust to a smoke-free workplace:

■ TVA provides a one-time \$100 maximum reimbursement for employees who participate in smoking cessation programs or use approved smoking cessation aids offered outside TVA, such as nicotine patches or gum. The programs and aids must be approved by TVA's Health Services staff. This benefit was initiated September 1, 1994.

HEALTH AND SAFETY PRACTICE 4

Smoking

- TVA's Employee Wellness Program offers classes to help employees who want to stop smoking.
- TVA's Employee Assistance Program staff provides short-term, confidential counseling on coping with nicotine addictive behaviors.

TVA absorbs the cost of the smoking cessation programs as part of its ongoing effort to maintain a safe and healthful work environment for TVA employees.

#### **Violation Policy**

Employees who violate this policy are subject to current disciplinary practices. In most situations, they will receive a verbal warning for the first offense, a written warning for the second offense, a suspension for the third offense, and termination for a fourth offense.

#### Employees

Comply with the smoking policy.

Complete the form for reimbursement of fees for smoking cessation programs and aids offered outside TVA. Reimbursement forms can be obtained from supervisors and/or human resource managers/officers.

#### Supervisors

- Ensure the smoking policy is enforced.
- Answer employee questions related to the smoking policy and the smoking cessation programs/options.

#### **Human Resource Managers/Officers**

- Answer questions from supervisors and employees on the smoking policy and the smoking cessation programs/options.
- Approve reimbursement of fees for employees who participate in smoking cessation programs or aids offered outside TVA.

#### **Health Services**

Provide guidelines for approval of outside smoking cessation programs or aids.

#### **Employee Accounting**

- Reimburse employees for participation in approved smoking cessation programs or aids offered outside TVA.
- **RESOURCE** Human Resource Managers/Officers

HEALTH AND SAFETY PRACTICE 4

Smoking

5/95

ROLES

# **Extreme Weather Conditions**

WHAT	TVA provides information to employees about dismissals during extreme weather conditions.	
WHO	All employees	HEALTH AND SAFETY PRACTICE 5
WHY	TVA recognizes that weather conditions may require that employees be dismissed from work for their personal safety. TVA also recognizes that some employees must remain at work during these periods to conduct essential business.	Extreme Weather Conditions
ноw	During extreme weather conditions the following officers are authorized to dismiss their staffs from work:	5/95
	<ul> <li>Knoxville and Norris, Tennessee Area—Chief Administrative Officer</li> <li>Chattanooga Area—Chief Nuclear Officer</li> <li>Muscle Shoals, Alabama Area—Senior Scientist, Muscle Shoals</li> <li>Fossil and Hydro Plants—Plant Managers</li> <li>Nuclear Plants—Site Vice Presidents</li> <li>Land Between the Lakes—General Manager, Land Between the Lakes</li> <li>Field offices in Customer Services—Vice President for field office</li> </ul>	
	Field offices outside the Tennessee Valley—Vice President for field office	

#### How Employees Will Be Paid

When employees are dismissed, annual employees will be paid and will not be charged annual leave. For accounting purposes, the time will be charged to employee's regular work accounts. Unlike annual employees, hourly employees will not be paid for dismissals. They will be paid for the actual time they work.

#### **Work Requirements**

In some cases, employees may be required to report to work or remain at work to conduct essential business. For example, employees who maintain power generation or provide for the safety of TVA's facilities may be requested to work.

#### **How To Access Information**

When employees are dismissed, the information will be broadcast on the TVA voice mail system. The voice mail broadcasts may be accessed by dialing 751-6245 in Chattanooga, 632-8686 in Knoxville, and 386-3123 in Muscle Shoals. Also, radio and television stations will broadcast information about TVA closings.

Employees may access information from the stations listed below:

City:	Station:	Telephone:
CHATTANOOGA	WDEF (AM/FM)	615-267-3392
	WDOD (AM/FM)	615-266-5117
	WGOW (AM)	615-756-1505
	WSKZ (FM)	615-756-1505
	WDEF-TV	615-267-3392
	WRCB-TV	615-267-5412
	WTVC-TV	615-756-5500
KNOXVILLE	WIVK	615-588-6511
	WMYU	615-693-1020
	WATE-TV	615-637-9666
	WBIR-TV	615-637-1010
	WKXT-TV	615-450-8888
MUSCLE SHOALS WLAY (AM/FM)		205-383-2525
	WOWL-TV	205-767-1515

Employees at plant sites and field locations should follow notification procedures established for their locations. These local procedures should be available from supervisors and local business offices.

ROLES

#### **TVA Officers**

- Notify staffs when TVA dismisses employees from work at worksites.
- Contact Facilities Services for voice mail broadcasts.

#### Communications

Communications to notify radio and television stations of staff dismissals.

#### All Organizations

■ Submit time reports that reflect dismissals to Employee Accounting.

#### **Employee Accounting**

Process payments that reflect dismissals.

#### **Human Resources and Facilities**

Develop and recommend policy.

**RESOURCE** Human Resource Managers/Officers.

HEALTH AND SAFETY PRACTICE 5

Extreme Weather Conditions

## HIV/AIDS and Other Chronic Illnesses in the Workplace

WHAT

TVA considers Human Immunodeficiency Virus (HIV) infection and the associated secondary diseases the same as any other serious illness. Employees with any chronic illness, including HIV/Acquired Immune Deficiency Syndrome (AIDS), should be allowed to continue working as long as they are able to perform the essential functions of their positions and do not pose a safety or health threat to themselves or others in the workplace.

#### Definitions

AIDS is a complex of health problems caused by HIV which destroys the body's natural immunity against diseases that are not otherwise a threat to most people. AIDS is manifested by increased susceptibility to opportunistic diseases such as tuberculosis, Pneumocystis carinii pneumonia, and to rare cancers, most notably Kaposi's sarcoma.

AIDS Related Complex (ARC) is composed of a variety of signs and symptoms and is found in some persons infected with HIV in the absence of opportunistic infections. These may include chronic diarrhea, lethargy, lymphadenopathy, recurrent fevers, night sweats, unintentional weight loss, oral thrush and alterations in the immune system (less severe than those which accompany AIDS).

HIV is the retrovirus that causes AIDS. Specific testing is needed to detect the presence of HIV.

#### **who** All employees are subject to these provisions.

**WHY** TVA recognizes that the physical and mental well-being of its employees supports an effective and productive workforce.

#### HOW Transmission

Medical research has determined that HIV is transmitted to others through highrisk intimate sexual contact, direct contact with infectious body fluids or blood products, contaminated syringes, tainted blood supplies, transfusion of infected blood or its components, or from an infected mother to her unborn child.

HIV has been isolated from blood, semen, saliva, tears, urine, cerebrospinal fluid, solid tissue and cervical secretions, and tissues from infected humans. Current medical research has determined that HIV cannot be transmitted by routine

#### HEALTH AND SAFETY PRACTICE 3

HIV/AIDS and Other Chronic Illnesses in the Workplace

social or community contact; office equipment such as telephones, showers, or water fountains shared at work; eating facilities; or by nonintimate skin-to-skin contact.

#### **Definitive Diagnosis Of An HIV Infection**

Special testing is needed to detect the presence of HIV. Following an occupational exposure to blood or other potentially infectious materials, post-exposure testing for HIV is provided by TVA Clinical Services (in accordance with OSHA Bloodbome Pathogen Standard 29 CFR 1910.1030). If preliminary testing is suggestive of HIV infection, the employee will be referred to an infectious disease specialist for further testing and definitive diagnosis.

#### **Ability To Work**

TVA's Health Services organization, not supervisors, is responsible for determining if an employee meets the medical requirements to work. The medical determination may take the form of "Conditionally approved provided management determines that the following medical constraints can be observed." Medical constraints for an HIV-infected employee may relate to special considerations for protection of the employee, e.g., against exposure to other infections. Medical constraints also may relate to reduced capacity to perform, e.g., limited strength or endurance. In either case, management is responsible for making reasonable accommodations for the employee's medical constraints to the same extent they accommodate medical constraints for applicants or employees with other health conditions. If management determines that the medical constraint cannot be accommodated, employment or return to work may be refused on that basis.

A medical determination of "Not approved" for duty may be warranted when an employee with AIDS is in an active (deteriorating) state or has an associated impairment (such as tuberculosis or pneumonitis) and employment would cause an increased risk to the employee, to coworkers, or to the public.

If an HIV-infected employee is approved for duty or is conditionally approved and management determines that the applicable medical constraints can be accommodated, the employee is treated in the workplace the same as any non-HIV infected employee who is similarly situated.

#### Reasonable Accommodations

Employees who are HIV-infected and other chronically ill employees who are disabled are entitled to coverage under the Federal Rehabilitation Act of 1973, as amended. These employees are entitled to reasonable accommodations to enable them to perform the essential functions of their positions. Accommodations that management may want to consider include, but are not limited to, job restructuring, job sharing, job reassignment, and other similar actions.

HEALTH AND SAFETY PRACTICE 3

HIV/AIDS and Other Chronic Illnesses in the Workplace

5/95 .

#### **Privacy And Confidentiality**

Medical information about employees who are HIV-infected is covered by the Privacy Act and is handled in the same confidential manner as other medical information in TVA.

An employee's health condition is personal and confidential. HIV-infected employees have understandable concerns over confidentiality and privacy about medical documentation and other information related to their condition.

Precautions must always be taken to protect information regarding an employee's health condition. It is inappropriate to report disclosures to other upper-level supervisors unless there is a "need to know" in the performance of their duties.

#### **Leave And Other Benefits**

HIV-infected and other chronically ill employees may be granted sick leave, annual leave, or leave without pay when they are incapable of performing their duties or when they have medical appointments. They may also be eligible for family leave as well as to participate in the leave transfer program.

These employees may continue their coverage under TVA's insurance and benefit plans the same as other employees. In addition, these employees may be eligible for disability retirement if their medical condition warrants and they meet other eligibility requirements of the TVA Retirement System, the Civil Service Retirement System, or the Federal Employees' Retirement System, as appropriate.

#### **Employee Conduct**

There may be situations where fellow employees express reluctance or threaten refusal to work with HIV-infected employees. Supervisors should deal with the situations through information, counseling, and other similar means. If not corrected, appropriate disciplinary action should be taken. In addition, if an HIV-infected employee has performance or conduct problems, the problems should be addressed through appropriate counseling and, if necessary, disciplinary action.

Coworkers have the same work-related responsibilities and rights with respect to the HIV-infected employee as they have in relation to a person with any other disease. Supervisors are to be sensitive and responsive to coworkers' concerns. However, they are to ensure that mistreatment, harassment, malicious gossip, or hurtful actions in the workplace are not tolerated.

#### **Health And Safety Standards**

TVA's Exposure Control Plan, published by TVA's Health Services organization, describes TVA's plans to control the exposure of its employees to blood or other potentially infectious body materials.

#### HEALTH AND SAFETY PRACTICE 3

HIV/AIDS and Other Chronic Illnesses in the Workplace

#### Training

Up-to-date HIV/AIDS workplace information and training programs are available for all TVA employees.

ROLES

## Employees

- Participate in TVA's HIV/AIDS workplace training.
- Treat HIV-infected coworkers with respect

#### Human Resource Managers/Officers

- Participate in TVA's HIV/AIDS workplace training.
- Answer questions from employees and supervisors related to employees with HIV/AIDS and other chronic illnesses.

#### Supervisors/Managers

- Participate in TVA's HIV/AIDS workplace training.
- Ensure that employees with HIV/AIDS and other chronic illnesses are reasonably accommodated in the workplace.
- Ensure that these employees are not harassed or mistreated by coworkers.
- Answer questions from HIV-infected employees as well as coworkers.

#### **Corporate Human Resources**

- Advise human resource officers on issues related to employees with HIV/AIDS and other chronic illnesses.
- Serve as coordinator

#### **Health Services**

- Perform medical examinations to determine if the employees are medically able to perform the assigned duties without undue risk to themselves, to coworkers, or to the public.
- Provide counseling to employees who have chronic illnesses or are HIVinfected and to others who have personal concerns about these illnesses.
- Refer employees to an infectious disease specialist for further testing and definitive diagnosis if post-exposure testing following an occupational exposure is suggestive of HIV infection.
- Provide available external resources related to HIV/AIDS and other chronic illnesses, when requested.
- **RESOURCES**Human Resource Managers/OfficersTVA's Health Services OrganizationEAP 24-Hour Crisis Hotline 800/252-2701EAP CounselorTVA 's AIDS Policy Coordinator, 615/632-6600

#### HEALTH AND SAFETY PRACTICE 3

HIV/AIDS and Other Chronic Illnesses in the Workplace