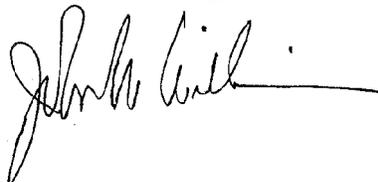


For: State and County Office Employees

Priority Consideration for CED Vacancies

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

FSA is implementing some shared management operations to improve the efficiency and effectiveness of the agency's field delivery system and to meet workload demands in understaffed offices. In some cases, shared management operations may result in displaced CED's.

State Offices shall follow procedure in 27-PM, Part 3 when establishing shared management operations.

Notice PM-2096 advised State Offices and CO employees about priority placement rights for displaced CED's.

B

Purpose

This notice continues the policy regarding priority placement rights for displaced CED's originally established in Notice PM-2096. The interview policy in subparagraph 2 E has been revised to allow COC's to interview candidates either in person or by phone, depending upon the preference of the candidate.

Continued on the next page

<p>Disposal Date</p> <p>October 1, 1999</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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Notice PM-2102

1 Overview (Continued)

C

Contacts

If there are any questions about this notice:

- CO employees shall contact the State Office
 - State Offices shall contact any of the following:
 - Anita Fisher at 202-720-3594
 - Chuck Berge at 202-720-6942
 - Claudette E. Parm, Employee Development Specialist, at 202-418-9131 for job search information. See subparagraph 5 A.
-

2 Priority Consideration for CED Vacancies

A

Defining Displaced CED's

Displaced CED's are defined as CED's who have either:

- received a written notice of separation

Note: See Exhibit 1 for sample notice of separation.

- been separated and have re-employment rights.

Note: Displaced CED's lose re-employment rights and do not receive priority consideration if they have been either of the following:

- on the re-employment list for over 2 years
 - offered and declined a permanent CED position at a grade that is no lower than their previous grade and in a County Office the displaced CED designated for preferred employment.
-

B

Advertising CED Vacancies

All CED vacancies shall be advertised with a nationwide area of consideration and shall be posted on BBS according to 27-PM, paragraph 562.

Continued on the next page

Notice PM-2102

2 Priority Consideration for CED Vacancies (Continued)

C

Priority Consideration

Priority consideration is provided for all CED vacancies in the following order.

- Displaced CED's **within** the State receive first consideration. Displaced CED's shall complete FSA-675 indicating the County Offices in their State where employment is preferred.
- Displaced CED's **outside** the State receive second consideration. Displaced CED's must apply for CED vacancies outside of their State to receive priority consideration.

Note: Displaced CED's receive priority consideration only for CED vacancies at the same or lower grade as the grade level they were displaced from. Priority consideration is not provided for CED vacancies at a higher grade level.

D

Consideration of CED's Who Are Not Displaced

If no displaced CED's apply for a CED vacancy, **all** other CED's or COT's that apply from both within and outside the State will be placed on the list of eligibles by STC for consideration, if qualified.

E

Conducting Interviews

COC's shall conduct interviews of all candidates referred, based on the priority order established in subparagraph C. If priority candidates apply, interviews of candidates with lower priority are unnecessary.

All candidates shall be provided the opportunity for a personal, face-to-face interview. However, because of budget constraints, FSA will not pay travel costs, except for in-State COT's. If a candidate is unable to schedule a personal interview, telephone interviews will be conducted.

Interviews, within FSA, are considered official time and not charged to leave. Official time:

- includes the actual travel time, to and from the interview, by the most expeditious means
 - to attend interviews shall be cleared in advance through DD.
-

Notice PM-2102

3 Required Actions

A

Administrative Officer Counseling Displaced CED's

Administrative Officers shall ensure that all CED's who receive a written notice of separation are:

- advised of how to file for unemployment if they meet the State requirements
- counseled on their rights of temporary continuation of coverage for FEHB and FEGLI
- advised of option to use annual leave to remain on FSA's rolls after the effective date the employee would otherwise have been separated, to establish initial eligibility for immediate retirement or to establish initial eligibility to continue FEHB into retirement
- provided up to 40 hours of administrative leave for job searches, preparing resumes, counseling, interviewing, etc. Interviews within FSA should be considered official time and not charged to leave.

B

Submitting Applications

Displaced CED's from outside the State requesting priority consideration shall:

- submit applications for CED vacancies they are interested in
- include a copy of written notice of separation.

C

Setting Pay

Displaced CED's who are placed at a lower level:

- before separation are entitled to grade retention
- after separation are entitled to highest previous rate.

D

Relocation Expenses

Eligible relocation expenses shall be paid for displaced CED's if both of the following are met:

- commute from current residence to new duty station is at least 10 miles longer than from current residence to old duty station
- current residence to new duty station is more than 35 miles.

Employees who have been separated for more than 1 year are not eligible for relocation expenses.

Notice PM-2102

4 COT Hiring

A

Suspension of Hiring of COT's

Hiring additional COT's was suspended on January 7, 1999. Waivers to hire COT's shall be granted only with EDSO's written approval.

5 Job Search Information

A

HRD Assistance

Displaced employees may obtain employment counseling or assistance in writing resumes and applications by contacting Claudette Parm, HRD, Training and Development Branch (TDB). See subparagraph 1 C.

A folder with job search information will be provided to displaced employees if requested.

The Intranet Web site for TDB job search assistance is located at <http://dc.ffasintranet.usda.gov/HRD/training.htm>. Click on "JOB SEARCH/CTAP & ICTAP ELIGIBLE".

6 Obsolete Notice

A

Obsolete Notice

Notice PM-2096 is obsolete.

Example of Separation Notice

This separation notice shall be hand delivered or sent by certified mail to all affected CED's.

Use County Office letterhead	(Date)
Name	
Home Address	
Dear Mr. or Ms.	
As a result of budgetary constraints, the Farm Service Agency finds it necessary to eliminate your position, [enter title and grade]. The effective date of your separation will be [enter date, which is at least 60 calendar days not counting day of receipt of notice, or separation date].	
The basis for this action is [use criteria contained in the justification].	
Please submit FSA-675 within 14 calendar days indicating the County Offices in your State in which you would be willing to accept employment, in priority order, so that we can attempt to place you into available positions before your separation. Relocation expenses will be paid.	
If you are not able to be placed in a current vacancy before your separation, you will be entitled to re-employment priority consideration for vacancies in your State for a period of 2 years from your date of separation. You may file for any vacancy listed on the County Office's electronic bulletin board. In addition, you have priority consideration for positions in other States, after displaced CED's within that State. A declination of an acceptable offer will cancel any continued re-employment entitlement.	
As a separated employee, you may be eligible for a discontinued service annuity if you meet the criteria in 22-PM, paragraph 552.	
If you are not eligible for discontinued or optional retirement, you will be entitled to severance pay, if you have more than 1 year of continuous service.	
Employees involuntarily separated will be entitled to unemployment compensation according to prevailing State statutes. You will be provided with the necessary filing documents and pay records necessary for application on or before your last day of duty.	
Information on deferred retirement, lump-sum annual leave payment, temporary continuation of health insurance, and life insurance conversion may be obtained from your State administrative officer.	
You may request a review of this action by the State Committee. The request must be in writing and reply to the criteria used in making this determination. Your request for a review must be filed with the State Committee within 10 calendar days of the date this notification is received. If you are not satisfied with the decision of the State Committee, you may request a final review of the record by the Executive Director for State Operations (EDSO). Any such request must be filed in writing and received by EDSO within 15 calendar days of your receipt of the State Committee's decision.	
Received by: _____	Date: _____