



## Department of Energy

Washington, DC 20585

AUG 14 2014

MEMORANDUM FOR ELLIOT E. MAINZER, ADMINISTRATOR  
BONNEVILLE POWER ADMINISTRATION

FROM:

  
KENNETH T. VENUTO  
DIRECTOR OF HUMAN CAPITAL MANAGEMENT

SUBJECT:

REVIEW OF BONNEVILLE POWER ADMINISTRATION'S HUMAN  
CAPITAL POLICIES

The Director of Human Capital Management for Bonneville Power Administration (BPA) provided the Office of the Chief Human Capital Officer (OCHCO) with eleven proposed BPA Human Capital directives for review and approval. The purpose of this review was to ensure compliance with applicable Department Human Capital orders and policies and to identify specific areas where exceptions were needed to meet BPA's unique business requirements.

BPA has made great strides to ensure the proposed directives comply with applicable Department Human Capital orders and policies. As a result, the eleven directives are approved as written. Captured within some of the eleven directives are a number of specific exceptions to certain provisions within Department Human Capital orders and/or policies that are being granted to BPA to meet unique business requirements. The attached documents the specific exceptions granted in the development of the associated BPA directives.

Attachment



## **EXCEPTIONS TO DEPARTMENT HUMAN CAPITAL RELATED DIRECTIVES**

### BPA Directive 001: "Managing Positions, Organizations and Workforce Restructuring"

- No exceptions granted to Department directives related to Managing Positions, Organizations and Workforce Restructuring.

### BPA Directive 002: "Employee Records and Privacy"

- No exceptions granted to Department directives related to Employee Records and Privacy.

### BPA Directive 003: "BPA Hiring, Selecting, and Assigning Employees"

- An exception is granted to Policy Guidance Memorandum #4, dated January 6, 2010 "Setting Effective Dates for New Hires". However, BPA will provide notice to new employees that effective dates other than the first day of the pay period (Sunday) may disrupt or delay timely pay and/or benefits processing.

### BPA Directive 004: "Employee Development and Training"

- An exception is granted to DOE Order 360.1, paragraph 4b(1)(a) only, which states that "all DOE employees must have individual development plans (IDPs) in place within 60 days of joining DOE or the beginning of a new performance cycle." However, BPA must indicate how they are developing their employees.

### BPA Directive 005: "Employee Pay and Compensation Incentives"

- No exceptions granted to Department directives related to DOE Employee Pay and Compensation Incentives.

### BPA Directive 006: "Employee Absence, Work Schedules, and Telework"

- An exception is granted to DOE Order 322.1C: Pay and Leave Administration and Hours of Duty section 4.c.(1) only. BPA may establish a different administrative workweek.

Directive 007: "Performance Management"

- An exception is granted to DOE Order 331.1 "Employee Performance Management and Recognition" section 4.a.(1). BPA may establish different rating cycles for non-supervisory employees, and supervisors and managers.
- An exception is granted to DOE Order 331.1 "Employee Performance Management and Recognition" section 4.d.(5)(a)1. BPA may award Quality Step Increases and Within Grade Increases in the same rating cycle.

Directive 008: "Employee Recognition and Awards"

- No exceptions granted to Department directives related to Employee Recognition and Awards.

Directive 009: "Occupational Medical Health, Wellness, and Safety"

- No exceptions granted to Department directives related to Occupational Medical Health, Wellness and Safety.

BPA Directive 010: "Professional Liability Insurance, Memberships, and Professional Credentials"

- No exceptions granted to Department directives related to Professional Liability Insurance, Memberships, and Professional Credential.

BPA Directive 011: "Administrative Grievance"

- An exception is granted to DOE Order 342.1 "Grievance Policy and Procedures" in its entirety until the order is updated. Once the order for grievances is updated, this exception will be revisited with the expectation that BPA will be able to comply with the updated order.