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GIPSA Supervisory Town Hall

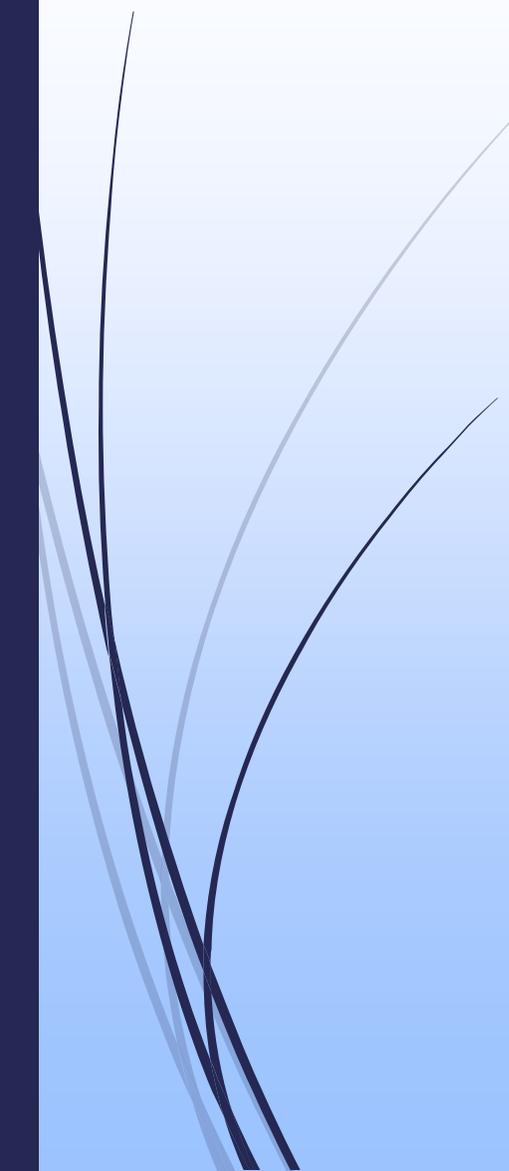
Wednesday, March 29, 2017

Presented by Marketing and Regulatory Programs Business Services

Human Resources Division



Agenda:

- Welcome
 - Preparing for the Hiring Freeze – Lessons Learned
 - Awards Process
 - Employee Relations Update – Rise in Serious Misconduct Cases
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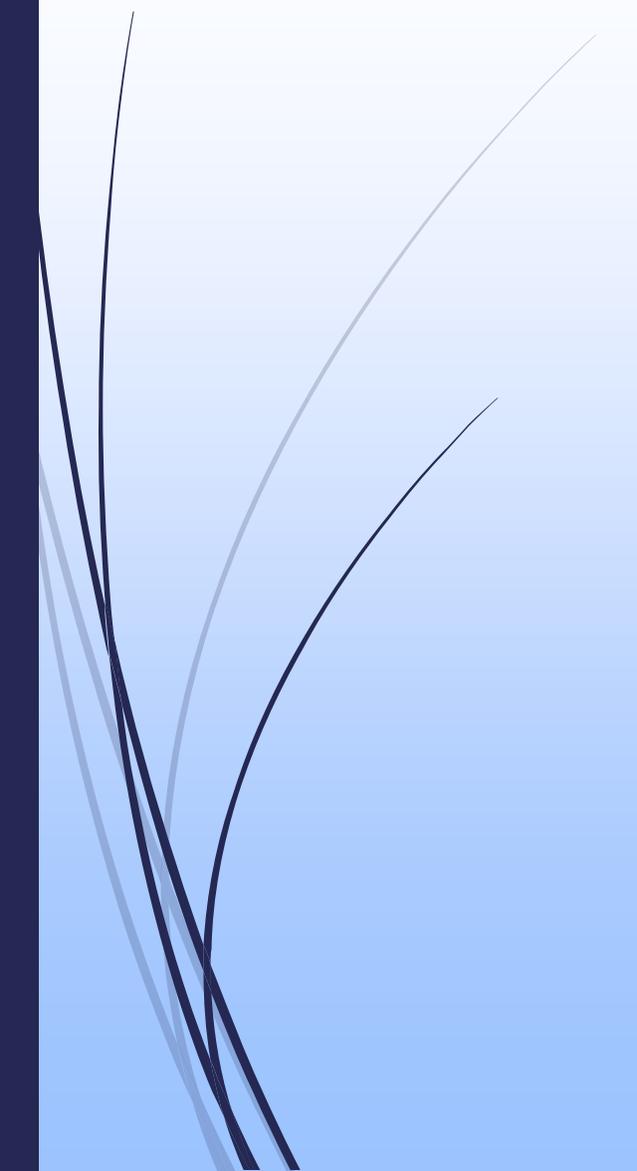


Pre-Hiring Freeze – Lessons Learned

- ▶ Recruitment Activity can move much more efficiently when Selecting Officials and Human Resources work together.
- ▶ In consultation with HR:
 - ▶ Establish priorities to ensure highest priority vacancies are filled first
 - ▶ Have recruitment materials prepared in advance.
 - ▶ Limit scope and type of recruitment to where likely candidates can be found
 - ▶ Prepare in advance for panels, interviews, and check reference checks.



Awards Processing



- ▶ Award requirements must be verified by HR before processing:
 - ▶ Verified for appropriate approvals, allowable amounts by directives, appropriate dates, justifications included, and current rating is received and entered (among other things).
 - ▶ In addition to the above, discrepancies encountered on award forms by HR delay processing: incomplete or inaccurate names and identifying information, insufficient accounting information, clarification on duplicate or multiple awards, etc.

Employee Relations – Rise in Serious Misconduct Cases

Cases by Fiscal Year	FY16 QTR 1	FY17 QTR 1	% of Change
Advice Calls	17	7	-58%
Discipline	6	5	-17%
Performance	1	0	----
Admin Leave*	1	0	----

Table 1 - Comparison of GIPSA cases opened during QTR1.



Employee Relations – Rise in Serious Misconduct Cases

Administrative Leave Impacts

- ▶ USDA Administrative Leave Policy (2015)
 - ▶ Departmental Approval required for 30 days or more
- ▶ National Defense Authorization Act;
 - ▶ Impacts the Amount of Administrative Leave that may be granted;
 - ▶ Impacts the coding of SF-52/50s for employees who resign pending investigation

Employee Relations – Rise in Serious Misconduct Cases

Ranking by Topic	FY16	FY17
Attendance-Related	1	4
VISA-Related	2	1
Failure to Follow Instructions	3	2
Improper Behavior/Comments	4	3
Performance Concerns	5	5
Off Duty Misconduct	5	0
Pornography	0	2

Table 2 – Top 5 types of misconduct within GIPSA.



Employee Relations – Rise in Serious Misconduct Cases

VISA-Related

- ▶ Typically, #1 type of misconduct across USDA
- ▶ Misuse / Unauthorized Purchases
- ▶ Delinquent in Paying Bill
 - ▶ FMMI or Concur issues
 - ▶ Lack of Admin Resources
 - ▶ Misconduct



Employee Relations – Rise in Serious Misconduct Cases

Pornography

- ▶ The number of pornography cases are on the rise. Historically, cases involving pornography result in *proposed* removal.
- ▶ Dept. of Homeland Security referral process
 - ▶ USDA Agriculture Security Operations Center (ASOC)
- ▶ OIG Referral if Criminal in Nature



Employee Relations – Rise in Serious Misconduct Cases

Examples:

ASOC Referral:

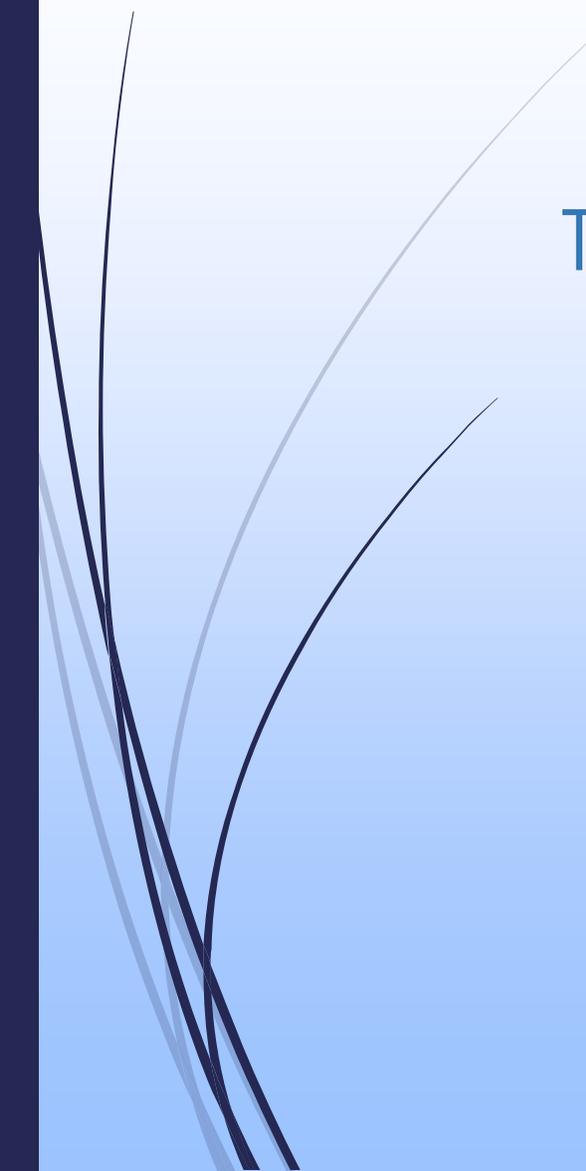
- ▶ Employee accessed 245 inappropriate websites
- ▶ Viewed pornographic images for 3.5 hours
 - While on duty
 - Failed to perform duties
- ▶ Removal proposed and upheld
 - Pending Appeal

ASOC Referral:

- ▶ Active Investigation. Preliminary results indicate:
 - Employee accessed inappropriate and/or social media websites
 - Downloaded 13,000+ videos (i.e., Food-related, Racial, Political, Music, Pornographic)

AGENCY Referral:

- ▶ GS-15 employee accessed inappropriate websites
- ▶ Viewed pornography
 - 3 to 4 hours per day, while on duty
 - Failed to perform duties
- ▶ Before getting caught by GIPSA, transferred to another USDA agency
 - Was investigated by OIG and admitted to misconduct
- ▶ Exit agreement reached



Thank you for attending!