



**National Park Service
U.S. Department of the Interior**

DENALI NATIONAL PARK & PRESERVE



Employee Handbook

Everything you need to know about Denali National Park and Preserve!

Congratulations and welcome to Alaska's Denali National Park and Preserve. We are glad you will be working with us and we hope you will enjoy your time in the park.

This handbook is designed to provide you with basic information that will help you during your employment and make your time here pleasant and productive. Whether you are new to the area or the National Park Service, or returning for another summer season, you will need to read this handbook. Policies and regulations are frequently being updated, and it is up to you to become informed. Much of the information here may provide answers to the questions you may have, or will direct you to the right person for the answers.



Denali is one of the few remaining examples of pristine wilderness and contains a biodiversity found in few other places. Created in 1917, Mount McKinley National Park was set aside by Congress to preserve wildlife in the shadow of Mount McKinley, which, at 20,310 feet is the highest mountain in North America. On December 2, 1980, President Carter signed the Alaska National Interest Lands Conservation Act (ANILCA) adding additional acres of preserve to the park, increasing the park's size to over 6 million acres. The park was then renamed "Denali National Park and Preserve." Our mission is to protect intact, the globally significant Denali ecosystem including its cultural, aesthetic, and wilderness values and ensure opportunities for inspiration, education, research, recreation and subsistence for this and future generations. For additional information and park maps, check out Denali's website: <http://www.nps.gov/dena>

Park Organization and Offices

Denali's staff includes about 115 permanent and term employees and approximately 200 seasonal employees at peak season. The park is organized into seven divisions: Superintendent's Office, which includes Public Affairs; Administration, which includes IT and the Volunteer Program; External Affairs, which includes Commercial Services and Planning; Interpretation and Education; Maintenance; Resources Management; and Visitor and Resource Protection, which includes the Kennels and Mountaineering program. Headquarters for Denali National Park & Preserve is 240 miles north of Anchorage and 120 miles south of Fairbanks. Talkeetna is the home of the Walter Harper Talkeetna Ranger Station and the base station for mountaineering operations. Talkeetna is about 114 miles north of Anchorage, 146 miles south the park entrance, and 273 miles south of Fairbanks.



Safety Culture

Team Denali has a goal of zero employee and visitor injuries. To accomplish this, we need to consider: "Safety First, Every Job, Every Time!" It is every staff member's responsibility to work safely at all times. Supervisors will provide job-specific safety training. If you have questions about doing your job safely, be sure to ask your supervisor or contact the park's Safety Officer.

As a Federal employee, the Federal Workers' Compensation Act entitles you to medical, surgical and hospital care at government expense if you are injured on the job. It is your responsibility to immediately notify your supervisor or acting supervisor about any on-the-job injuries, including minor injuries, to insure it is documented and medical treatment can be obtained.

Involved staff members, or a proxy, must enter all accidents and injuries into the Safety Management Information System (SMIS) as soon as possible. Ask your supervisor about SMIS so you know how to use the system.

All injury claims must be entered in the Employees' Compensation Operations & Management Portal (ECOMP) by the injured worker or a designated representative. Contact your supervisor or the Administrative Officer for information on how to enter your injury claim into ECOMP. Information is also on the Denali intranet.

Injuries and sickness that occur off the job (while in non-pay status) are treated at your own expense.

Accidents and Emergencies

The Visitor and Resource Protection Division provides law enforcement and emergency medical services park-wide. Any emergency or motor vehicle accident must be reported immediately. Motor vehicle accidents must also be reported to your supervisor if you are involved. In the field, contact Dispatch (radio call number "700"). Emergencies can be reported by calling 911 or 907-683-9555.



Employee Assistance Program

The Employee Assistance Program (EAP) is available 24 hours a day, 7 days a week to all NPS employees for free and strictly confidential counseling (including video-enabled) and support on mental health, financial, professional, and personal management assistance.

- 24/7 hotline for counseling and support: **800-869-0276**
- Fully confidential
- <https://care.espyr.com> (use the password "interioreap" to sign in)

Conflict Resolution (CORE) Plus Program

The CORE PLUS conflict resolution program helps resolve workplace disputes at the earliest opportunity and at the lowest organizational level. The goals of the program are to increase communication and reduce destructive conflict using alternative dispute resolution (ADR) techniques. Alternative dispute resolution offers a confidential process designed to help resolve workplace conflict issues at the earliest points of conflict without having to resort to more formal processes.



CORE PLUS focuses on fair solutions for all parties in conflict by working together to reach an agreement. Where agreement cannot be reached, employees retain access to other formal processes. If you have any questions about the program, please contact:

Liz Gonzalez Negrete, CORE PLUS Coordinator

Email: elizabeth_gonzaleznegrete@nps.gov

Phone: 907-683-9524

Office Location: Westernmost Office (Compliance Archeologist) within the Resources Building

For more information visit the [Conflict Resolution Share Point Site](#).

Ombuds Office

The NPS Ombuds office is an independent, impartial, informal, and confidential resource to explore resolution of individual and systemic problems affecting the workforce.

The Ombuds office is a safe haven for discussing, addressing and resolving the full range of workplace problems without fear of reprisal. Ombuds are there to discuss your concerns, understanding all sides of issues, and help you explore innovative ways to change and sustain improvements. This in turn can help reinforce a workplace culture that focuses on ethics, respect, teamwork, fairness, civility, responsibility and accountability.

Tahirih Varner, 844-288-7046 (toll free), tahirih_varner@ios.doi.gov. Stationed in Washington, DC.

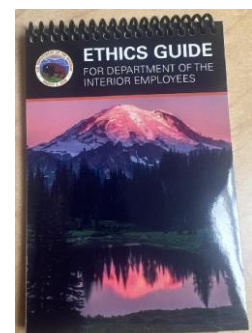
Sigal Shoham, 844-288-7046 (toll free), sigal_shoham@ios.doi.gov. Stationed in Oakland, CA

Conduct Expectations

Every staff member is asked to read and sign the *Conduct Expectations/Conditions of Employment* agreement upon entering on duty. This agreement outlines the professional behaviors, accountability, and safety role the Superintendent expects from all staff.

Ethics

The *Ethics Guide for Department of the Interior Employees* provides information about topics such as on-the-job conduct expectations, outside employment, selling or soliciting, use of government property (including computers), political activity, and soliciting or accepting gifts. This booklet is available from your supervisor or the Human Resources office. An online [Ethics Guide for DOI Employees](#) is also available. You are responsible for complying with these expectations. If you have a question that you think relates to ethics guidance ask your supervisor or email your question to ethicsoffice@nps.gov. This office replies promptly to inquiries.



Grievances and Complaints

Grievance procedures have been established to provide a means of employee relief when dissatisfaction arises concerning employment, working conditions, or working relationships among coworkers. Employees who have problems or grievances are expected to discuss them first with their immediate supervisor. If the problem cannot be satisfactorily resolved at this level, the matter may be reported to the next higher level of supervision or Division Lead. Final decisions on matters of seasonal employee dissatisfaction lie with the Superintendent.

Equal Employment Opportunity

Denali National Park gives equal consideration in hiring practices, job opportunities, and promotion possibilities to all employees regardless of age, color, sex, handicap, national origin, political, religious, marital status, or other non-merit factors. Employees who perceive that they have been discriminated against based on the above are free to consult with an Equal Opportunity (EO) counselor for guidance and/or resolution of the complaint. Employees can find an EO counselor to help them by calling Regional EEO Manager, Barbara Green at 907-644-3348. Counseling is held in strict confidence, and employees are free from any reprisal in presenting complaints under this procedure.



Getting to Park Headquarters

By Car: If you are driving to the park, the Alaska Highway system is full of long and winding roads. You may encounter short sections of road construction, but the bulk of the road is in fairly good condition. Feel free to call for route information and driving tips, or you can purchase *The Milepost*, a publication that tells you about sights and services along the road from the US border through Canada and Alaska. The Milepost is also online here: <https://www.themilepost.com/>

By Plane: Fairbanks International Airport, the closest airport to Denali, is 120 miles north of the park. Ted Stevens Anchorage International Airport, is 240 miles south of the park.

By Train: Starting in mid-May, the train departs from Fairbanks and Anchorage once a day. Before mid-May, the train only departs Anchorage on Saturday (northbound) and only departs Fairbanks on Sunday (southbound). The train departs in the morning, so you will probably need accommodations for the prior night. Below is a list of transportation options and lodging. If you have any further questions please contact your supervisor.

Alaska Railroad: Phone 800-544-0552, website www.alaskarailroad.com



If you choose to take the train, your supervisor can assist you with getting a discounted ticket and transportation to headquarters and/or housing, about 2 miles from the railroad depot.

Winter (Thru mid-May) Weekend Service Only

Sat. leave Anchorage 8:30 a.m. arrive Denali 4:00 p.m.

Sun. leave Fairbanks 8:30 a.m. arrive Denali 12:30 p.m.

Summer (mid-May thru mid-Sept.) Daily Service

Leave Anchorage 8:20a.m. arrive Denali 3:55 p.m.

Leave Fairbanks 8:20a.m. arrive Denali 12:10 p.m.

By Bus:

Bus transportation to the park:

The Park Connection, 800-266-8625, [The Park Connection website](http://www.parkconnection.com)
(usually begins in mid-May and goes through mid-September)

Alaska/Yukon Trails, 907-452-3337, [Alaska/Yukon Trails website](http://www.alaskayukontrails.com)
(usually begins in mid-April and goes through September)

Accommodations:

Fairbanks Hostel: Phone 907-479-0099

Other Hostels: <http://www.hostels.com/en/us.ak.ot.html>

Hotels: <http://www.alaskatravel.com/alaska-hotels.html>

Denali National Park Post Office

The post office is located near the park entrance. Keep in mind that the Denali Post Office has shortened hours pre-season and post-season. Healy and Cantwell also have Post Offices.

October 1 through May 14

10:00am-12:30pm, Monday-Saturday

May 15 through September 30

8:30am-6:00pm, closed 10:30-11:30 Monday-Friday for mail processing

10:00am-12:30pm, Saturday

Mail for Duty Station: Headquarters

You can contact the local post office in advance (Postmaster, Denali Park, AK 99755 or 907-683-2291) to request a personal post office box or make arrangements in person when you get to the park. The Post Office allows up to 4 people to co-rent a post office box.

You can ship packages to Denali prior to your arrival but please do NOT send anything to the park address or to Headquarters! Instead, send to the following:

Name

General Delivery

Denali Park, AK 99755

What to bring

As you're packing, keep in mind that Denali summers are often cool and damp. Summer temperatures can vary from high 80s °F to below freezing, and it can snow at any time. Hiking through the tundra is a much different experience from hiking anywhere else – the ground is uneven and soggy, you may have to bushwhack through willow for hours, or your travel may be slowed by loose scree slopes or multiple river crossings to get around a braided river. With that in mind, we have compiled a suggestion list of clothing and equipment that you might find helpful this summer.

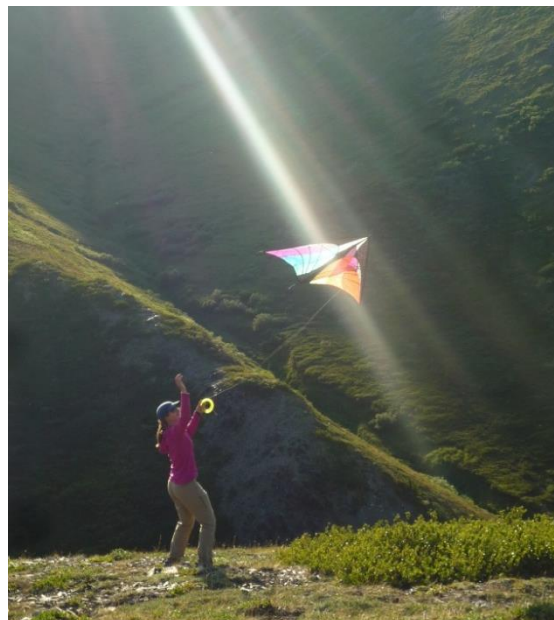


Suggested Clothing List

- Good rain gear:
 - Jacket
 - Pants
 - Gaiters to keep your pants dry
 - Ankle supporting waterproof boots
- Warm layers:
 - 1 or 2 sweaters (wool or fleece)
 - Warm jacket (fleece-lined shell)
 - Windbreaker
 - Wool or fleece hat
 - Gloves or mittens
 - Wool blend or polypropylene long underwear tops & bottoms (NOT cotton)
 - Wool or polypropylene socks
- Some “summer” clothing:
 - T-shirts
 - Jeans
 - A pair of shorts
 - Running shoes

Gear and Equipment List

- Backpack
 - Tent with rain fly
 - Stove, cook kit
 - Sleeping bag rated to 20° F
 - Sleeping pad
 - Water bottles
 - Water filter
 - Compass
 - Daypack
 - First aid kit
 - Binoculars
 - Mosquito repellent or head net.
- *Bear resistant canisters are issued free with a backcountry permit



For housing/general happiness

- Earplugs for light sleepers
- Pillow, twin sheets, blankets (or a sleeping bag)
- Towel, toiletries, shower shoes
- Extra sheet or blanket to cover the window at night (the sun is up for 21 hours on summer solstice)
- Laundry detergent, dish soap
- Camera
- Books
- Items you may want that are *not* included in housing:
 - Measuring spoons & cups
 - Mixing bowls
 - Toaster
 - Cookie sheet
 - Crock pot
 - Coffee machine, etc.



Required for your first day of work

- Original social security card or birth certificate **AND** photo I.D. such as a driver's license **OR** your passport to verify citizenship.
 - *Note: you will need a passport if you are coming through Canada on your way to Denali.
- Valid driver's license!

Park Housing

For employees who live in park housing, rental rates range from \$55 to \$200 per biweekly pay period and will be deducted from your paycheck. Most units are shared with separate bedrooms. Employees staying in Campus Housing units will live in a single room which does not have a kitchen. Meal tickets for the nearby Employee Dining Room (EDR) are available for purchase from the concessionaire.

Your supervisor will discuss what type of housing will be available to you before you arrive at park.

Seasonal residents may NOT have pets in park housing at any time.



Headquarters Area (East End)

If your duty station is Denali Park (Headquarters), and you may be assigned housing in C-Camp. You will share a 20' x 20' cabin at mile 3 of the park road. Quarters are warm and dry, but are not plush. Cabins are furnished with propane heater, stove/oven, refrigerator, cupboards, table, chairs, futon, electricity and two small bedrooms (each with built-in bed, closet, and drawers). Some cabins have bunk beds, which may house four people if necessary.



Be aware that the cabins do have a kitchen sink, **however, during part of your stay there will be no running water to these sinks!** Once there are no freezing temperatures at night, cold running water will be turned on to the cabins. This usually occurs by mid-June, but can be later. Residents commonly haul drinking and cooking water from the shower house to their cabins from the time of their arrival until the water is turned on.



C-Camp kitchens will be stocked with the following:

4 each: dinner plates, bowls, cups, forks, knives, spoons
1 each: serving spoon, pancake turner, paring knife, butcher knife, sauce pan, frying pan, 9"X13" baking pan, can opener, and water igloo container.



C-Camp has a central bath house with showers, toilets, washers and dryers. You don't need change for the washers and dryers; it's all part of your housing cost. There is also a recreation hall with satellite television, DVD player, pool table, ping-pong table, foosball table, book exchange, and a volleyball court next door. There are two computers available for internet access or you can bring your own and use the wireless.

The Park Service has a limited number of bicycles available for shared employee use.

C-Camp facilities are for employee use only. C-Camp will be especially full during start-of-season training. Showers, washing machines, and the utility sink will be in constant use. **No guests** please, during this crowded period. After June 1, guests are permitted in C-Camp for short visits not to exceed seven nights.

Igloo and Sanctuary Ranger Cabins

Some staff will use one-room historic cabins situated adjacent to the park road for overnight stays while on duty. These log cabins were constructed in the early 1930s by the Alaska Road Commission. These cabins are often used during the winter by park rangers performing sled dog patrols. The cabins are furnished with cookware and utensils, propane refrigerator, lights and cook stove. The heating stoves are propane at Igloo and Sanctuary. Neither cabin has running water or indoor plumbing; however the views from the outhouses are something to write home about. Speaking of outhouses, you will be happy to know that the permafrost maintains a somewhat odor free environment and the use of Styrofoam seats keeps your bottom comfortable!

Life in Denali

Living Among Wildlife

You will be living and working in wildlife country. Denali has a healthy population of moose, black bears and grizzly bears. Bears are extremely dangerous animals that can cause injury and death. It is imperative that food is stored properly, that cleanliness is maintained in and around park quarters and that you observe proper precautions while hiking. Never leave coolers, cans, or any food unattended outside your cabin. Moose are also extremely dangerous, especially cows with calves. Keep your distance and respect their space. You will receive information and training on wildlife encounters when you arrive, or you can visit Denali's website at

<https://www.nps.gov/dena/index.htm>



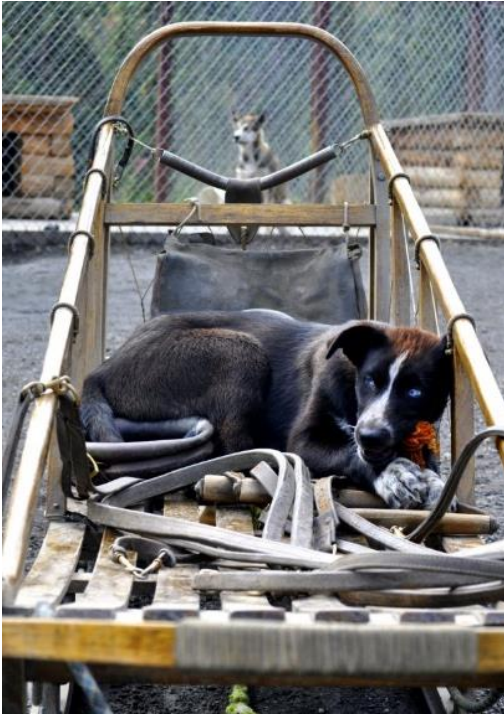
Groceries

Plan to buy a supply of food, dish soap, laundry detergent, house cleaning products and personal toiletries to last several weeks. We recommend that you do this **PRIOR** to leaving Fairbanks or Anchorage, however, there is a grocery store – *Three Bears of Alaska* – in Healy, 10 miles north of the park entrance. Most employees spend about \$300 during their first shopping trip. You will not need to buy toilet paper, as it is provided for you.

During the summer, employees often carpool to Fairbanks for groceries, movies, and a taste of the "big city." Locally, there is the Mercantile in the Riley Creek Campground, the Lynx Creek General Store and Canyon Market just outside the park entrance. Gas station convenience stores and Three Bears Grocery store are in Healy. These stores range in size, but offer a decent selection, including fresh produce, meat, and dairy.

Phone Service and Internet Availability

Federal employees are allowed limited use of government phones and internet services. Use is limited to **personal time only**, and use that results in no cost to the government. This means a personal calling card needs to be used for all long distance telephone calls. Use of the internet cannot disrupt official park business, such as by using excessive bandwidth. Your supervisor will provide you with additional details.



Cell phone coverage is limited, due to the geography of the land and the limited amount of cell phone service providers for the area. There is no cell phone service west of Headquarters. There is limited cell phone service (dependent on provider) at C-Camp. Phones that can be used for personal use with a calling card are located in the C-Camp Rec Hall.

WiFi is available in C-Camp for most cabins. However, speeds can sometimes be slow, and connections can experience drop-outs. This is especially true during periods of peak usage (i.e., mornings and mid to late evenings). The C-Camp WiFi is not a NPS/government connected network and will allow connections from any device (i.e., personal cell phones, iPad, laptops, etc.). Tenants in C-Camp are not charged for WiFi in their rent. The C-Camp Rec Hall has a very fast and reliable connection.

WiFi is not available for tenants in Campus Housing units. Tenants may connect personal devices to the public access point at the nearby Murie Science and Learning Center.

Recycling

Denali is set up for recycling with a recycle center, cardboard baler and the ability to recycle aluminum, steel cans, cardboard, glass, some plastic (1 & 2 with screw tops, and 5), paper, batteries, and more. Please review instruction signs at the recycling center, and place *rinsed* items in the correct containers. We hope everyone joins in the effort to keep Denali moving forward to being a model for Environmental Leadership. The recycling center, named the "Over and Over," is located at the top of the maintenance yard, above C-Camp. It is open 24/7.



Medical Facilities

There are two outpatient clinics, one is located in the Canyon (north of the park entrance) and one is in Healy. A physician's assistant and registered nurses staff the clinics. Complete medical and dental services are available in Fairbanks or Anchorage. Ambulance service is available in the park and in Healy. Call in advance to confirm the clinics accept your health insurance, if applicable.

Contact Information:

- Canyon Clinic – 907-683-4433 (opens mid-May)
- Interior Community Health Clinic – 907-683-2211

Libraries

There are a few resource libraries in the park. Ask your supervisor about them. The Tri-Valley Community Library is a public lending library located at the Tri-Valley School in Healy.

<http://www.tvclibrary.org/Home>

Banking

There are several ATM machines in the area, including the Lynx Creek Mercantile, lodges located just north of the park entrance, and at several locations in Healy. First National Bank is also located in Healy and can be reached at (907) 683-7755.

Religious Services

A variety of worship services are available in Healy. These include but are not limited to Catholic, Baptist, Latter Day Saints, and non-denominational. Consult area phone directories for specific religious services.



Employee Activities

Activities during the summer include hiking, backpacking, biking, camping, mountaineering, rafting, kayaking, and photography. Fishing is poor in the park but can be very good in other parts of the state. There are a limited number of established trails, but off-trail hiking is also encouraged, just keep in mind that hiking across tundra is much different and sometimes a more difficult experience than you might be used to. Other recreational opportunities include watching TV or movies in the rec hall, borrowing books from the paperback exchange, potluck dinners, dances, etc. One major event in the summer is the Moose Scat Scoot sponsored by concessionaire Joint Venture (half marathon run, walk, or bike and 5k or 1.5k run or walk).

Denali has about 30 Alaskan husky sled dogs that are used on backcountry winter patrols. This is the only National Park in the country that uses sled dogs to help protect the wildlife, scenery and wilderness within the park. A popular summer interpretive program is the "Sled Dog Demonstration," a 30-minute talk and demonstration run. The kennels has an "Adopt a Dog" volunteer program. Employees can adopt their very own sled dog to walk during the evening hours or lunch time. See the kennels staff for details or call 907-683-9586 to set up an appointment for a test walk. You can visit the kennels online at <http://www.nps.gov/dena/planyourvisit/kennels.htm>



Along the Park Road

The park road begins at mile 237.8 George Parks Highway (Alaska #3) and ends 92 miles west. The first 15 miles of the road are paved and the remainder is gravel. Most of the activity is found in the first two miles. Facilities in the first 2 miles include the Post Office, Riley Creek Campground, Riley Creek Mercantile, Denali Bus Depot, Murie Science and Learning Center (MSLC), Denali Visitor Center (DVC), Morino Grill, Denali Park

Store, and Train Depot. At mile 3.5 you'll find Park Headquarters, seasonal housing (C-Camp) and the sled dog kennels. Savage River check station is at mile 15. Private vehicle travel is restricted beyond the Savage River check station. **Since August 2021, the park road is closed at mile 43 due to the landslide at Pretty Rocks. Bus and administrative traffic is not allowed past the East Fork Bridge (mile 43). Private vehicle traffic remains the same and is allowed to mile 15.**

For recreational travel, our concessioner, Doyon/Aramark Joint Venture, operates the Visitor Transportation System (VTS). The VTS includes free shuttle buses from the frontcountry to Mountain Vista (mile 13) and the Savage River area (mile 15).

Shuttle buses depart from the Denali Visitor Center bus stop and Denali Bus Depot every 30 minutes. Additional stops are at Headquarters, Mountain Vista and the Savage River Campground. From late May to early September shuttle buses operate from 6:20am to 10:10pm. There are no services available along the road. Buses that travel beyond the Savage Check Station are not free. They are either Transit Buses (green) or Tour Buses (tan). Passengers on Transit Buses may get off or board (if seats are available) at any point along the park road. The park offers a subsidized ticket through the *Employee Access Program* to get feedback about the Transit Bus experience. See next section for details.



Employee Access Program

Park staff can provide valuable feedback about their Transit Bus experience through the *Employee Access Program*. Each year, the park will set the guidelines for this program. Generally, any park staff member may request two to three bus vouchers a month for Transit Bus (green buses) tickets. In exchange for the voucher, the rider must complete and hand in an evaluation form. See the *Employee Access Program* information section in the left sidebar list on the Denali intranet site.

The Sandy Kogl Memorial Fund

The Sandy Kogl Memorial Fund, named in honor of a long-time park employee who managed the Denali Park Kennels for many years and who started the original loan fund, will provide small interest-free loans of no longer than a month to Denali seasonal employees who work 1039 or fewer hours, and paid interns (e.g., SCA, GIPs). Emergency-hire employees are not eligible. Ideal candidates for Kogl loans are those seasonal employees, new to the park, who find themselves short of resources but need to purchase groceries or clothing, as well as need help funding transportation to buy those items. Specifically omitted from potential purchases are tobacco and alcohol. Each applicant for a Kogl loan may be awarded a maximum of one loan. Most loans are expected to be a maximum of \$100-\$200 each. The loans must be repaid within two pay periods, no later than Thursday after the second payday. Repayments must be accompanied by receipts. Ask your supervisor to put you in contact with a Denali All Employee Association member for more details.

Your Job

Seasonal employees at Denali serve in a wide variety of interesting positions. At the beginning of the season your supervisor will discuss your duties and responsibilities. You will receive written performance expectations and an outline of your training program. Throughout the season, your



supervisor will provide you with feedback about your performance. If you have questions about your duties and responsibilities, never hesitate to raise those questions with your supervisor.

You are expected to be at your assigned workplace on time. Habitual or unwarranted tardiness or absence is charged to annual leave or AWOL (absence without approved leave) and may lead to disciplinary action.



Within approximately 30 days after your entrance on duty, you will receive a Standard Form 50 (Notification of Personnel Action) in your electronic-official personnel folder (e-OPF), which shows you a variety of details about the type of appointment you were given. It is important for you to save these notifications for future verification of employment. You cannot access your e-OPF from a non-government computer.

Temporary appointments are subject to separation at any time no matter what not-to-exceed date is specified on the Standard Form 50.

Uniforms

As an employee of the National Park Service, you may be required to wear a uniform. Check with your supervisor. Uniformed employees receive an allowance to offset the cost of purchasing required items. If required to wear a uniform, you will be provided with instruction before purchasing, as well as a uniform guide. The Park also has a uniform cache with used items that you will have access to.

Pay

Salaries of General Schedule (GS/GL) employees (i.e., Park Rangers, Interpreters, Biological Science Technicians, and Administrative staff) are based on an annual rate by law. General Schedule employees duty stationed at Denali receive an additional cost of living allowance (COLA), which is currently set at 3.21% of the annual salary and is not subject to Federal taxes. Employees' Locality Pay is currently set at 31.96% and subject to Federal taxes (percentages as of January 2024).

Federal Wage System (WG/WL/WS) employees (i.e. maintenance workers) receive hourly rates of pay based on a yearly survey of local wage rates and may vary in different parks and locations. WG/WL/WS employees do not receive COLA. Some temporary Federal Wage System employees are eligible to receive within-grade (step) increases, pay increase, for maintaining satisfactory work performance after serving waiting periods as follows:

From Step 1 to Step 2	26 calendar weeks
From Step 2 to Step 3	78 calendar week
From Step 3 to Step 4	104 calendar weeks
From Step 4 to Step 5	104 calendar weeks

Work Schedule

The standard work schedule consists of five 8-hour days per week. Your actual tour of duty (or work schedule) may differ based on park needs and is subject to change. A differential is paid for night or Sunday work.

Paychecks

Pay periods are biweekly and payday is the second Tuesday of the pay period. You will receive your first paycheck on the second Tuesday of the second pay period that you work – typically just over three weeks from your enter on duty date. **Please plan your finances accordingly.** There are no provisions for a cash advance.

All paychecks are paid through direct deposit to your bank account. After receiving your first direct deposit paycheck, your checks should be automatically deposited every other week. Federal Income Tax and Social Security (FICA) are deducted from your pay based on information you provide on your W4 form. Quarters rent is also deducted directly from your pay. Sometimes there is a delay and rent may not be immediately deducted, but will be deducted from a future check.

Different Types of Pay

There are several types of pay that may apply to your work schedule. It is in your best interest to be familiar with them since they are an employee entitlement.

Overtime Pay:

Non-exempt employees, (those covered under the Fair Labor Standards Act (FLSA), typically GS-07 and below) are authorized overtime but have the option to choose compensatory time. You are entitled to overtime pay when you work more than 8 hours in a day OR more than 40 hours in a week, unless on a flex-time schedule. If you are on compressed or irregular schedules, you are eligible for overtime pay for any hours in excess of your regularly scheduled hours. The rate of pay is 150% of your hourly rate. Please refer to the Overtime Standard Operating Procedure for the park regulations on approval of overtime. All overtime must have prior approval from your supervisor. The only exception to this rule applies to emergency situations.



Sunday Premium Pay:

Full-time employees earn Sunday premium pay for work performed on Sunday. The rate of pay is 25% of your hourly rate.

Night Differential Pay:

Work performed during the hours of 6:00 p.m. and 6:00 a.m. entitles you to night differential pay and is 10% of your hourly rate.

Holidays

Employees should not work holidays without approval of their supervisor. Work performed on any of the federally recognized holidays may entitle you to holiday pay. The rate of pay is 200% of your hourly rate. If you choose not to work the holiday, and your supervisor approves the holiday off for you, you are entitled to the day off with full pay. Part-time employees do not get paid for holidays that are celebrated on days they are not scheduled to work.

Employees work a variety of schedules. Check with your supervisor to ensure you understand expectations about working holidays or having the day off.

Compensatory Time (Comp Time):

Exempt employees, or those not covered under FLSA (typically GS-09 & above), will receive comp time unless overtime pay (see above) has been authorized in advance by supervisors. Comp time is awarded 1 hour for every hour worked over scheduled hours. For further information regarding FLSA, contact DENA HR Requests. Seasonal employees should use all comp time earned before finishing their appointment.

Credit Hours:

Credit hours may be earned and used by employees on a maxi-flex schedule.

Leave

Annual leave is accrued for employees having an appointment of 90 days or more. You will accrue at a rate of four hours biweekly for those with less than three years of accumulated service; six hours biweekly for those over three years but less than 15 years of accumulated service; and eight hours biweekly for those over 15 years of accumulated service. At the end of the season, your unused annual leave will cash out at your hourly rate. You should receive a lump sum check about five weeks after your employment ends.

Sick leave is earned at the rate of four hours biweekly regardless of your length of service. Unused sick leave is credited to your leave account and is reinstated to you if you are ever re-employed by the Federal Government. Sick leave does not cash out.

You must work a full 80 hours in a pay period to receive the full allotment of annual leave and sick leave.

Your supervisor must approve use of annual and sick leave. In the case of annual leave, approval is governed by the needs of your office. In the case of sick leave, you should be aware of, and follow, the procedures in place for keeping your supervisor informed of your illness or condition while on sick leave.



Leave and Earnings Statement (a.k.a. pay stub)

Please be advised that as a seasonal employee, you **may not** receive hard copies of your Leave and Earnings Statements (LES) in the mail. Employees will receive their LES information electronically through the online Employee Express system at www.employeeexpress.gov. Employees new to the federal government will be mailed a PIN (Personal Identification Number) to their official mailing address. For first time users, your user ID will be your social security number. Returning employees should already have their user ID and PIN from previous employment. **Please note that your PIN can NOT be requested or made available through Denali Human Resources.** If you do not have your PIN for Employee Express, you may request a new PIN to be mailed to your official mailing address by contacting the Employee Express Help Desk at (888) 353-9450 or by logging on the website above and following instructions under "Lost or Forgotten PIN/Request PIN by mail."

It is your responsibility to check your statements carefully for errors in deductions and leave accruals. If you are living in park housing, be sure that the rent is deducted from your paycheck; otherwise you could end up with a big bill at the end of the season! If you have a problem interpreting your Leave and Earnings statement, please consult your supervisor or the Human Resources office immediately.



Re-employment (Rehire)

Seasonal employees are eligible for rehire if they received at least a *Fully Successful* performance rating. **Being eligible for rehire does not mean you will be rehired.** Supervisors are not obligated to reappoint a previous employee because of a "Fully Successful" performance. If a previous employee is eligible for noncompetitive reappointment, there is no vested right to reemployment.

Employee Benefits (Life/Health Insurance and Retirement)

Permanent and term employees are eligible for health and life insurance and retirement benefits. Please contact DENA HR Requests via email about options and enrollment procedures. At least once per year you will have an opportunity to change your enrollment in these programs. These periods will be announced on the park email system and on the employee bulletin boards.

Temporary (or seasonal) employees who are in an appointment of 90 days or more, are eligible for the Federal Employees Health Benefits Program (FEHB). They are not, however, eligible for the Federal Employees Life Insurance Program (FELI) or retirement benefits. Temporary employees pay the full costs of health benefits provided through FEHB. Email DENA_HR_Requests@nps.gov with questions about employee benefits.

End of Season Separation

Your immediate supervisor will complete an end-of-season performance evaluation. Your evaluation can be used for future applications for federal or non-government employment or considered by prospective employers during reference contacts with your supervisor.

Upon termination, the Regional Servicing Human Resources Office will mail you a copy of Standard Form 8, Notice to Federal Employees about Unemployment Compensation. Further information about your eligibility for unemployment compensation may be obtained from your local unemployment office. You will also receive your last Personnel Action (SF-50) in the mail.



Upon separation all government property must be returned. You will be billed for loss or damage due to negligence. Your supervisor will inspect your quarters for cleanliness, damage and accountable supplies before you leave.

Your official correspondence address provided at the beginning of your appointment will be used for forwarding your final pay statement and W2 forms unless you notify the Human Resources Office of a different address before leaving for the season.

Any payroll concerns after termination should be addressed through the Payroll Hotline: (800) 642-4342.

Any other questions?

You can get a sneak preview of the awesome possibilities for fun and adventure that Denali offers by visiting our website www.nps.gov/dena. The website may also answer many of your questions. You may direct any other questions to your supervisor or the park information line at 907-683-9532, 9:00am-4:00pm daily. We are looking forward to working with you. Denali is a wonderful place. Plan to make this the best summer you have ever experienced!

Once You're Here and on the Computer Network

The Denali intranet site is your go-to place for park specific information. Find it and favorite it once you're on a park computer - [denali intranet - Home \(sharepoint.com\)](http://denali.intranet.sharepoint.com)

Check out the [Resources for New Employees at Denali \(sharepoint.com\)](http://denali.intranet.sharepoint.com/resources/new-employees) section of the Denali intranet.

