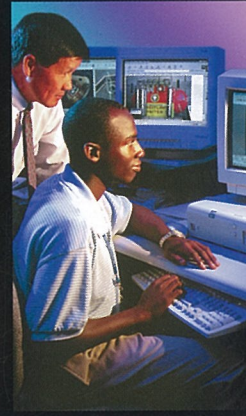


WELCOME TO THE SMITHSONIAN



A Guide for Employees



Smithsonian Institution

Smithsonian *C*astle



James Smithson
Founder of the Smithsonian



Joseph Henry
First Secretary of the Smithsonian

The Smithsonian Institution Building or "The Castle," completed in 1855, was the Smithsonian's first building. It served both as a home for the Smithsonian's first Secretary, Joseph Henry, and as an exhibit hall and space for collections storage and preparation. The Secretary's family living quarters were in the east wing and adjoined the natural history collections. Today, the Castle houses the Smithsonian Information Center, administrative offices and the exhibition "The Smithsonian Institution: America's Treasure Chest."



Congratulations! Welcome to the Smithsonian.

You're about to make an important contribution to an Institution beloved by the American public and visitors from around the world. The Smithsonian is guardian of some of our nation's most valuable scientific, historic and artistic treasures and is a leader in research, innovation and discovery. We offer our visitors a unique, inspiring experience. And we offer all who work here a chance to make a difference in the cultural life of our nation.

The Smithsonian's mission, unchanged since the founding of the Institution in 1846, is "the increase and diffusion of knowledge." Each job contributes to that mission, whether it's shoveling snow during a blizzard to keep the doors of the museums open, or discovering new stars in distant galaxies. We work together, as a team. The Smithsonian is the largest and most prestigious museum and research complex in the world. We're committed to enlarging our shared understanding of the mosaic that is our national identity by providing authoritative experiences that connect us to our heritage and by promoting world-class research. As an employee of the Smithsonian, you will directly contribute to the endless opportunities and incredible experiences the Smithsonian offers every day.

I encourage you to explore and enjoy the many extraordinary exhibitions and programs that are available. In addition to the strong sense of pride gained by contributing to such a beloved Institution, Smithsonian employees enjoy many other benefits, opportunities and privileges. And there is so much to see and do here!

This booklet will serve as a guide and resource for essential employment facts and descriptions of the many benefits and services available to you. We hope this information will help you to make the most out of your career here. Again, welcome, congratulations, and thank you for choosing the Smithsonian.

All the best,

A large, stylized handwritten signature in dark ink, which appears to read "Lawrence M. Small".

Lawrence M. Small
Secretary

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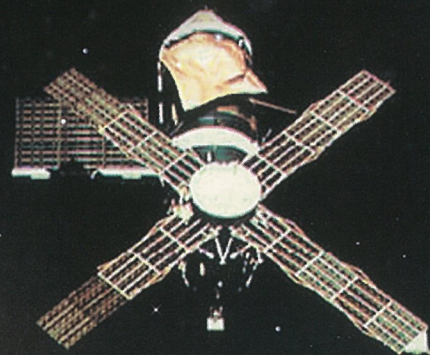
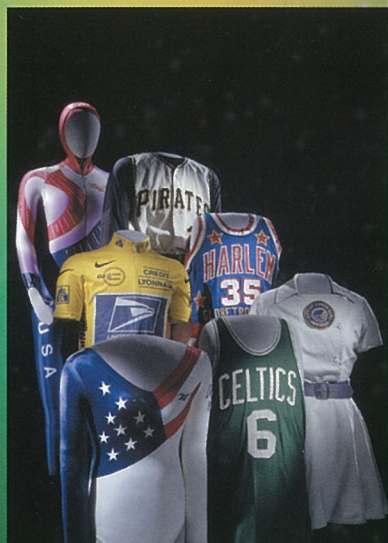
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There are more than 136 million specimens and objects in our collections, from microscopic fleas to Skylab, the first U.S. space station. We loan between 200,000 and 250,000 specimens and objects each year to other museums and outside researchers.

Smithsonian Institution History, Commitments and Values

What is the Smithsonian? More than a Museum...

The Smithsonian Institution is a trust instrumentality of the United States devoted to public education and research in the arts, sciences and history. It is more than a cluster of museum buildings and art galleries on the National Mall in Washington, D.C. It is a vast intellectual network in the United States and abroad that encompasses research facilities, affiliate museums, laboratories, observatories, field stations, scientific expeditions, classrooms, advanced study groups, performing arts, publications and much more.

The Smithsonian has stewardship of 136.5 million specimens and objects, which form the basis for exhibitions, and research and public programs in 19 museums and the National Zoological Park, a number of research centers, and many beautifully landscaped gardens. The Smithsonian also publishes the monthly magazine *Smithsonian* and the *Air & Space* magazine and manages 26 museum stores, the Smithsonian Catalogue, 11 restaurants, three IMAX theaters and Smithsonian Journeys.

Ten Smithsonian museums and galleries are located on the National Mall between the Washington Monument and the U.S. Capitol. Six other museums and the Zoo are elsewhere in the Washington metropolitan area. The Cooper-Hewitt, National Design Museum and the National Museum of the American Indian's George Gustav Heye Center are located in New York City. The newest museum to be established within the Smithsonian is the National Museum of African American History and Culture, which will be built on the National Mall. In addition, we have a number of research centers outside of the Washington, D.C. area, including:

- Smithsonian Astrophysical Observatory in Cambridge, Massachusetts; Hawaii; and Arizona;
- National Zoological Park's Conservation and Research Center in Front Royal, Virginia;
- Smithsonian Tropical Research Institute in the Republic of Panama;
- Smithsonian Environmental Research Center in Edgewater, Maryland;
- Smithsonian Marine Station in Fort Pierce, Florida;
- Museum Conservation Institute in Suitland, Maryland.

The Smithsonian also has a large complex of museum support facilities and program organizations in Suitland, Maryland.

There are 12 million beetle specimens in the Smithsonian collections.



MUSEUMS IN WASHINGTON, D.C.



Nearly 24 million people visited the Smithsonian museums and the National Zoo in 2005, and our traveling exhibitions reached another 4.6 million across the United States.

The National Air and Space Museum and the National Museum of Natural History were the most often visited museums.

Brief History and Governance

The Smithsonian Institution owes its origins to James Smithson, an English scientist who never visited the United States.

James Smithson was born in France in 1765. He was educated at Pembroke College in Oxford, England, and was considered “a gentleman well-versed in various branches of Natural Philosophy and particularly in Chymistry and Mineralogy.” Smithson became a Fellow of the Royal Society, and in 1802, his identification of zinc ore resulted in its being named smithsonite in his honor. Smithson died in 1829. He had willed his estate to his nephew with the understanding that, if the nephew died without heirs, the balance of his estate would pass to “the United States, to found at Washington, under the name of the Smithsonian Institution, an establishment for the increase and diffusion of knowledge....” In 1835, the nephew died without heirs and the United States received the inheritance.

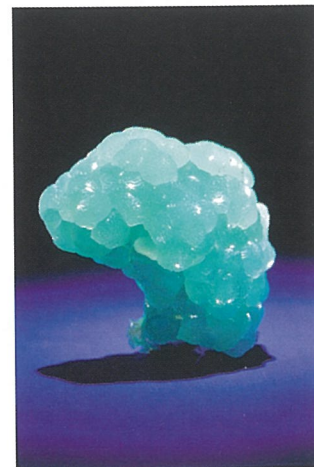
This bequest was received with mixed feelings in Washington and it stirred a lengthy debate in Congress as to whether the nation should, or indeed could, legally accept the funds and accompanying trust. There was no agreement on how the bequest should be interpreted. Was the Institution to be a library, a school, an experimental farm, an observatory, a laboratory? On August 10, 1846, Congress passed the act that established the organization, and on May 1, 1847, the cornerstone of the first Smithsonian building was laid.

In accepting the bequest, the United States government solemnly bound itself to the administration of the trust. To govern the Institution, a Board of Regents was created, along with the position of the Secretary of the Smithsonian. The Board of Regents consists of the Chief Justice of the United States, the Vice President of the United States, three United States Senators, three United States Representatives, and nine private citizens. The Secretary of the Smithsonian is appointed by and serves at the pleasure of the Board of Regents. In January 2000, the Board of Regents appointed Lawrence M. Small to serve as the Smithsonian’s Secretary.

Our Organizational Structure

The museums, research centers and programs fall under the direction of senior officials who have been placed in charge of their operations. They are the Deputy Secretary and Chief Operating Officer, the Under Secretary for Science and the Under Secretary for Art. The Chief Executive Officer for Smithsonian Business Ventures oversees museum stores, restaurants, theaters and other business activities.

A diagram of how the Smithsonian is organized can be found on prism.si.edu.



Smithsonite is named after James Smithson, the founder of the Smithsonian. He recognized it as a zinc carbonate in 1802, announced his discovery to the Royal Society in London and published his findings in the Society’s journal in 1803.

The Smithsonian is dedicated to supporting and reinforcing honesty and integrity. The Office of the Inspector General operates a 24-hour hot-line for reporting allegations of wrongdoing. Calls may be anonymous and are always confidential. Guidance and contact numbers can be found on prism.si.edu/oig.

Our Mission and Goals

The “increase and diffusion of knowledge” is the foundation from which all Smithsonian programs and initiatives have evolved. This mission is carried out through four primary goals:

- Increased Public Engagement,
- Strengthened Scientific Research,
- Enhanced Management Excellence,
- Greater Financial Strength.

Every employee plays a critical role in meeting the goals that support the extraordinary national treasure that is the Smithsonian.

Our Values

Each Smithsonian employee is expected to maintain the utmost standards of honesty, integrity and loyalty to the Institution and refrain from any private or personal activity that might conflict with institutional interests. Employees are required to read and become familiar with the Smithsonian Institution’s Standards of Conduct. A copy can be found on the Office of Human Resources Web page at ohr.si.edu.

The Smithsonian Institution’s exhibits, programs and educational activities reflect the rich diversity of America’s population and continually seek to reach new audiences and promote the appreciation and understanding of our national identity. A great institution such as the Smithsonian can only achieve its goals by capitalizing on the unique contributions and cooperation of a diverse population of employees. The Institution is dedicated to maximizing inclusion, understanding, cooperation and respect for all employees and creating an environment that is free from discrimination regardless of one’s race, color, national origin, religion, gender, age, disability, marital status or sexual orientation.

Our Workforce

The Smithsonian employs approximately 6,000 employees. During peak visitor seasons, our workforce expands by several hundred. The Smithsonian also benefits from the services of nearly 6,000 volunteers. Volunteers provide help to visitors by staffing the museum information desks or working as docents, or tour guides, for exhibitions. They also work behind the scenes on all sorts of projects, such as cleaning and preserving collections or translating documents.

Many Smithsonian museums and programs also sponsor internship opportunities for students preparing for a career in science, art, history or other disciplines. Bright and talented interns work side by side with Smithsonian experts and help to produce or administer a range of first-class exhibitions and programs.

Through the Smithsonian's fellowship program, we also host a number of visiting research staff from academic institutions around the world.



Keeping You Informed

The Smithsonian's public Website (www.smithsonian.org) offers a rich variety of information on art, history, culture and science; our museums and programs; and exhibitions and events. You can also enjoy virtual tours and view live events through Web cams. Explore this resource and learn about the events and programs that you, as an employee, help make possible.

Prism

Prism (at the address prism.si.edu) is the Smithsonian's Intranet information system for employees. This online resource is packed with useful employee information, such as administrative resources, policies and procedures, Smithsonian groups, committees and councils, past and current publications, SI-wide announcements, calendars of events and directories. There are also links to Smithsonian museums and offices for specific or detailed information.

The Torch

The Torch is the monthly newspaper for Smithsonian Institution staff. *The Torch* printed copies — one for every employee — are distributed to each unit. Current and back issues are available on Prism (prism.si.edu) under "Publications." Produced specifically for staff, *The Torch* offers news articles on major events and features covering staff, their jobs and projects, and their spare-time interests. There is even a message center where you can place a free classified ad.

Blue Bulletin

Every other week, the Office of Public Affairs publishes the *Blue Bulletin* for all employees. The *Blue Bulletin* carries administrative items for staff, including news on policies and procedures, employee benefits, health services, SI community events, training and workshop opportunities, and much more. Printed copies of the *Blue Bulletin* arrive in the units each pay-week Monday. You can also read current and back issues of the *Blue Bulletin* online on Prism (prism.si.edu) under "Publications."

Other Publications

A number of museums and major organizations within the Smithsonian produce publications that share information about research programs and other activities in their specialized fields of interest. Many of these are available to staff who directly contact the organization.



*SpaceShipOne, donated by Paul G. Allen,
Co-founder of MicroSoft*



Gifts from individuals, foundations and corporations have been instrumental in expanding collections, building and renovating museums, developing exhibitions, advancing research and public programs. Our collections have been enhanced by many one-of-a-kind or historical artifacts that have been donated "to the American people" and can now be enjoyed by millions of visitors.



*Lansdowne Portrait, donated by the
Donald W. Reynolds Foundation*



*Hirshhorn Museum and Sculpture
Garden was the result of a 6,000-piece
art collection donated by Joseph
Hirshhorn, a Latvian immigrant*

Smithsonian Employment

Your Appointment, Federal or Trust?

The Institution's activities are supported by funding from a variety of sources: endowments, which include the original Smithsonian bequest; gifts; grants and contracts; revenue-producing activities (such as sales in the museum stores); and federal appropriations. As a Smithsonian employee, you received either a federal or a Smithsonian trust fund appointment. Though an effort has been made to keep the conditions of employment between federal and trust comparable, there are differences.

Approximately two-thirds of the Smithsonian Institution's workforce are paid with federal funds appropriated by the U.S. government and are, therefore, federal employees. Federal appointments are subject to the regulations and policies for federal employment. Types of federal appointments are career and career-conditional (permanent), term and temporary. Federal appointments may be in the competitive or the excepted service. The type of federal appointment you are on will largely determine your benefit entitlements.

Positions funded by trust funds through endowments, gifts, grants, contracts or earned revenue are trust appointments, unique to the Smithsonian, and are covered by the policies for trust fund employment. There are two types of trust appointments: indefinite and temporary. Generally, the length of the trust appointment will determine your benefit entitlements.

A summary of federal and trust employment appears on pages 12-13. There may be additional differences depending on your type of appointment. For detailed information, federal personnel policies can be found in Smithsonian Staff Directive 212, and Smithsonian trust personnel policies can be found in Smithsonian Staff Directive 213. Your unit's administrative officer should have a copy, or you can find the information at ohr.si.edu. Please contact your supervisor, administrative officer or human resources specialist if you have specific questions.

Personnel Records

Sometime after you start work, you should receive a Notification of Personnel Action (SF-50 for federal records and SI-650 for trust records). This document is the official record of your appointment and contains key information about your employment. A personnel action is completed each time you change positions, pay status or certain personal information. You should carefully review your SF-50s or SI-650s to verify personal information and keep your copy in a safe place with your other employment and pay records. Talk to your unit's administrative officer or supervisor if you do not receive copies of your personnel actions.

Your Official Personnel Folder (OPF), which contains all of your personnel actions and employment records, is kept in the Office of Human Resources. If you wish to review your OPF, make an appointment with your unit's human resources specialist.



C

OMPARISON OF FEDERAL AND TRUST FUND EMPLOYMENT

	Federal	Trust
How Position Is Established	Management determines position needs, writes position description (PD); PD is classified by OHR for title, series and grade.	Management determines position needs, writes position description (PD); PD is classified by OHR for title, series and grade.
Source of Salary Funds	Appropriated federal funds	Trust funds
Pay	Base Pay + Locality Pay = Total Pay Grade determined by classification of position.	Base Pay + Locality Pay = Total Pay Grade determined by classification of position. Salaries of ungraded positions are set by management.
Annual Pay Adjustments	Amount approved by Congress/President. Maximum amount capped by regulation.	The amount and effective date of pay adjustments are approved by the Secretary. If a pay adjustment is approved, all graded trust fund employees receive the increase. Pay for ungraded trust positions approved at discretion of the Secretary.
Step Increases (Within-Grade and Merit Salary Increases, WGI/MSI)	Within-Grade (one-step) increases for General Schedule (GS) and Wage Grade (WG) positions based on completion of specified waiting period (of one, two or three years) and satisfactory performance. Mandated by federal code and regulation.	One-step merit salary increase based on satisfactory performance and granted at the discretion of management and availability of funds.
Incentive Awards	Eligible for performance and special act cash awards, time-off awards and non-monetary awards. GS employees with Outstanding performance rating are eligible for Quality Step Increase (QSI) in addition to any scheduled WGI, at discretion of supervisor and dependent on availability of funds. Only one QSI permitted per 52-week period. WG employees not eligible for QSI.	Eligible for performance and special act cash awards, time-off awards, and non-monetary awards. Graded trust employees with outstanding performance eligible for two-step Merit Salary Increase, at discretion of supervisor and dependent on availability of funds. May not exceed more than two steps in 52-week period.
Promotion	By competitive selection or by permissible exceptions to competition.	By competitive selection or by permissible exceptions to competition.

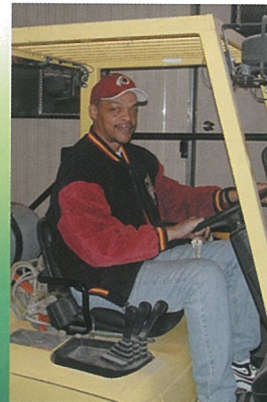
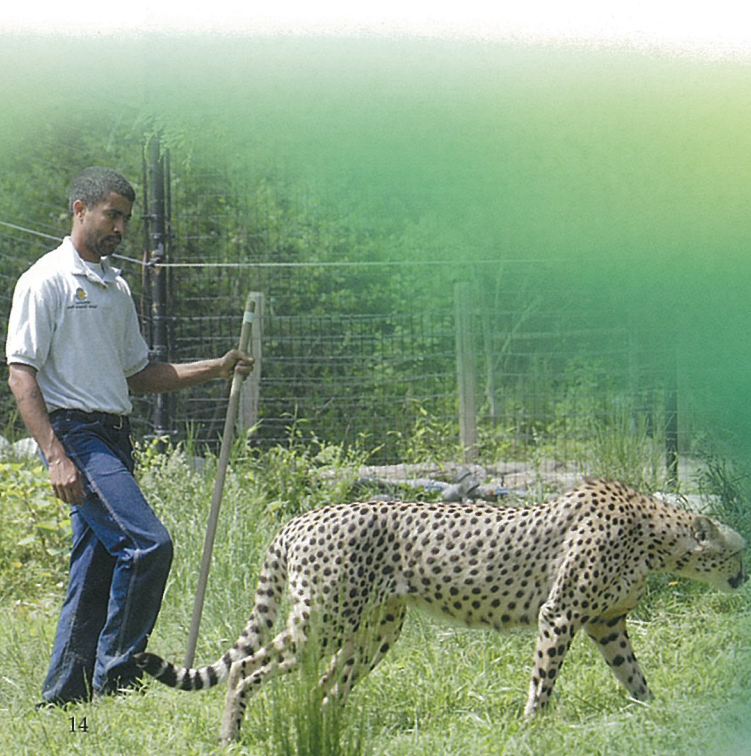
	Federal	Trust
Health Benefits	Federal employees may choose from a range of plans approved by the U.S. Office of Personnel Management (OPM).	Trust employees are able to select health, dental and/or vision coverage.
Life Insurance	Federal Employees' Group Life Insurance (FEGLI) offers basic coverage at low cost. Additional life insurance and family plans available, employee pays the premium.	Basic coverage at no cost. Supplemental life insurance available, employee pays the premium.
Retirement	Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS), depending on when you entered federal service; Social Security coverage, if covered under FERS; Thrift Savings Plan (TSP) allows federal employees to contribute up to the Internal Revenue Service (IRS) deferral limit. FERS employee plans receive government contribution, CSRS employees do not. Both CSRS and FERS employees over 50 may make TSP "catch-up" contributions.	Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF); if you are over 35 or have at least two years of service, SI contributes 12 percent of your base pay to the plan up to the maximum Social Security limit, after which SI contributes 17 percent. Employees must enroll in order to receive the SI contribution.
Annual Leave	Accrual rate depends on number of years of federal service. Some specific non-federal experience may be creditable.	Accrual rate depends on number of years of trust or Smithsonian federal service. Some specific non-Smithsonian experience may be creditable. Annual leave accrual for non-graded trust employees is discretionary.
Sick Leave	Accrual rate is four hours per pay period.	Accrual rate is four hours per pay period. Sick leave accrual for non-graded trust employees is discretionary.
Grade/Pay Retention	In accordance with federal law and regulation.	Not applicable.
Involuntary Separation and Severance Pay	Involuntary separation in accordance with federal regulations. Severance pay determined by formulas derived from federal regulation.	Involuntary separation in accordance with Smithsonian policy. Severance pay determination generally follows same formula as for federal severance pay.
Performance Management System	Managed in accordance with federal regulation and SI policy.	Managed in accordance with SI trust policy.

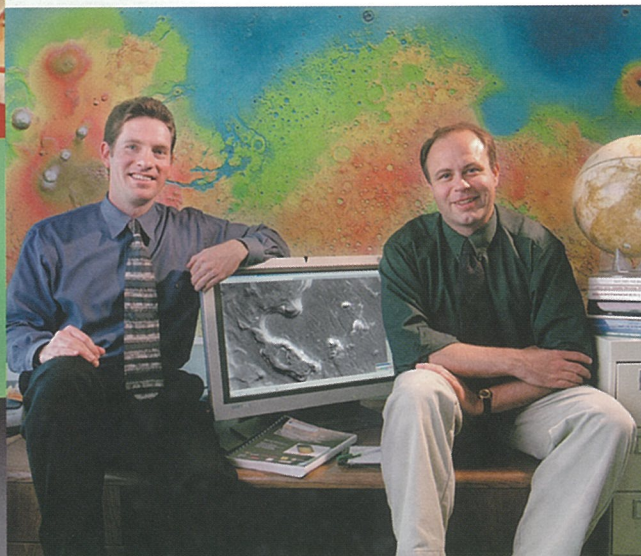
Smithsonian Work Schedules

The Smithsonian museums are open to the public 364 days a year, closing only on Christmas day, December 25. The standard tour of duty, or hours of work, for full-time Smithsonian employees is a 40-hour week consisting of five eight-hour days, Monday through Friday, followed by two days off. The Smithsonian's standard tour of duty is from 8:45 a.m. to 5:15 p.m., which includes half an hour for lunch. Though this is the Smithsonian's standard business schedule, employee tours of duty will vary depending on the needs of the unit in which the employee works. Depending on your position, you may be required to work different days or different shifts as part of your regular work schedule.

Employees may have one of three work schedules: full-time, part-time or intermittent. Full-time employees have a regularly scheduled weekly tour of duty of at least 40 hours a week or 80 hours per pay period. Smithsonian part-time employees have regularly scheduled weekly tours of duty of less than 40 hours a week or less than 80 hours a pay period. Intermittent employees do not have a regularly scheduled tour of duty but work when needed. Often these work schedules are referred to as "on-call" or "when actually employed" (WAE).

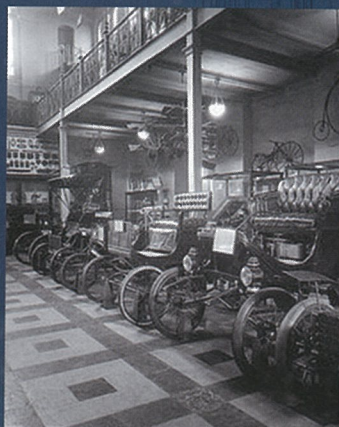
Some Smithsonian units and offices offer alternative work schedules or compressed work schedules. More information on alternative work schedules can be found in the section of this booklet titled "Life and Work Balance." One of the first things you should talk to your supervisor about is your work schedule and the tour of duty within your work schedule.





The Smithsonian Institution offers diverse and unique career opportunities. All employees, regardless of their position, contribute to the Smithsonian's goal to chronicle and preserve our cultural and natural history.





Exhibitions take years to plan. Large exhibitions can cost tens of millions of dollars. The development of exhibitions is an art. They are designed with great care to tell a story with two- and three-dimensional objects to educate and enthrall. Over the years, exhibition designers have added and updated interactive technology to draw visitors into the experience.



P Compensation

Pay Days and Pay Periods

Smithsonian employees are paid every other Thursday. Your pay check covers a two-week period, called a pay period, beginning on a Sunday and ending 14 days later on a Saturday. You will receive your pay check for this pay period on the second Thursday after the close of the pay period, or 12 days later. Those 12 days allow time for the preparation of your time card and the processing of the payroll information. If you have your pay check directly deposited through electronic funds transfer (EFT) to a financial institution, such as a bank or credit union, you may see the deposit earlier than the Thursday pay day.

Timecards are prepared by an assigned timekeeper in your unit. Both you and your supervisor will review and sign or initial your time card before it is submitted to the Smithsonian's Payroll Office in the Office of the Comptroller. Questions about the procedures for recording leave or the accuracy of your timecard should be first directed to your assigned timekeeper, who will be able to answer your question or refer you to someone who can.

Each pay day, a Statement of Earnings and Leave will be mailed to your residence address. The statement summarizes your total earnings and itemizes all deductions. Common deductions may include federal and state income tax, retirement contributions, health and life insurance contributions, Social Security or Medicare contributions required under the Federal Insurance Contributions Act (FICA) and elected allotments to financial institutions. Your earnings and leave statement will also tell you how much annual and sick leave you have earned and used. For more information on leave benefits, see the section of this booklet titled "Life and Work Balance." It is very important to check your earnings and leave statement every two weeks and report any errors or questions to your timekeeper, the Payroll Office or the Office of Human Resources immediately. You can find a list of who to call for specific questions about your pay or deductions on the OHR Website.

PAY DAYS

S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- Start date/Beginning of Pay Period
- End of Pay Period
- Pay Day

How Pay is Determined

Position classification determines your occupational category, grade and salary range, title and basic qualification requirements. Written position descriptions with duties and responsibilities are measured by concepts and standards that have been established by the U.S. Office of Personnel Management (OPM). Most federal and trust positions are classified by these standards. For more information on the classification standards, visit OPM's Website at www.opm.gov or talk to your unit's human resources specialist.

Your supervisor or unit administrative officer should give you a copy of your position description that describes your primary duties and responsibilities. A position description will not include every detail of your job or how to do the work. Rather, it is a summary of each major duty that takes a significant portion of time or requires a distinct knowledge, skill or ability.

Your basic rate of pay is determined by the pay plan, grade and in-grade step of your position. Federal pay is determined by specific regulations and laws. To assure equity between federal and trust Smithsonian employees, pay for most trust employees is determined in accordance with the federal rules. Because pay rules and calculations can be very complex, you should contact the Office of Human Resources if you have specific questions. You may view nationwide pay tables at www.opm.gov.

Pay Plans

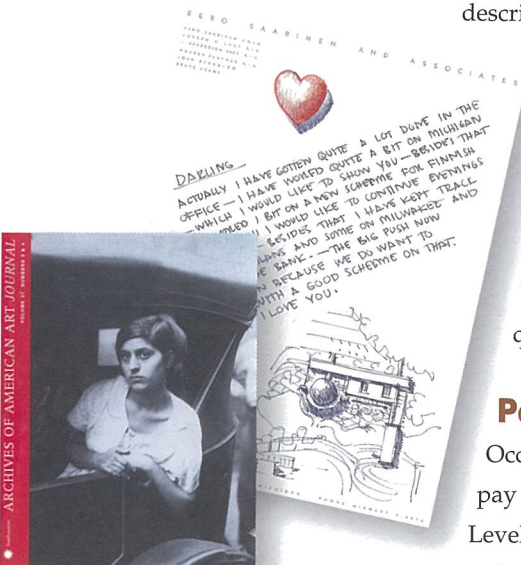
Occupations that are professional, administrative, technical or clerical usually are covered by pay plans for General Schedule (GS), Institution Schedule (IS), Senior Level (SL) or Institution Level (IL). Pay is based on a per annum salary. Positions that are considered skills, trades and crafts occupations are covered by pay plans for Wage Grade (WG), Wage Leader (WL), Wage Supervisor (WS) or the trust equivalents, Hourly Grade (HG), Hourly Leader (HL) and Hourly Supervisor (HS). Pay for trades and crafts occupations is calculated on an hourly basis. The pay plans for GS, IS and WG, WL and WS are predominant at the Smithsonian but do not include all positions. If you have questions about your pay plan, contact the human resources specialist who works with your unit.

Grade

The grade of a position is determined by the assigned duties and level of responsibilities. GS and IS positions range from grades one through 15. SL or IL positions are above the grade 15 level. Non-supervisory trades and crafts positions range from grades one through 15, and supervisory trades and crafts positions range from grades one through 19.

In-Grade Steps

GS and IS positions have 10 steps of pay within each grade. Trades and crafts positions have five steps within each grade. Step increases, called Within-Grade Increases (WGI), for federal employees are periodic



pay increases within a grade and are based on satisfactory performance and the completion of a required waiting period between step increases.

Trust employees may receive step increases within their grade at the recommendation of their supervisors. These step increases, or Merit Salary Increases (MSI), are based on meritorious performance.

Types of Pay

Basic Pay

The basic rate of pay is your base pay computed before deductions are made and typically does not include additional pay of any kind other than locality pay. Base pay rates for GS and IS positions are reviewed annually, and a cost of living increase is usually made the first pay period in the new year. Surveys of prevailing rates for skills, trades and crafts occupations by geographic areas are also completed on a yearly basis, but the timing varies for each geographic area.

Locality Pay

Locality-based comparability pay is an increase above nationwide base pay scales. It is intended to reduce pay disparities between federal workers and non-federal workers within a defined geographic area. Locality pay applies only to occupations that are professional, administrative, technical and clerical. Adjustments to federal and trust locality pay are usually effective at the same time as the basic rate of pay adjustments at the beginning of the calendar year. Locality pay adjustments do not apply to skills, trades and crafts occupations, as geographic wage disparities are addressed through the yearly prevailing rate surveys mentioned above.

Premium Pay

Premium pay results when an employee works overtime, at night, on a Sunday or on a holiday. The calculation of premium pay varies depending on the position. Overtime must be approved in advance by your supervisor, and night, Sunday or holiday work must be part of your regularly scheduled work week.

WAITING PERIODS FOR GS WITHIN-GRADE INCREASES

Steps	1 Year	2 Years	3 Years
1-2	1 Year		
2-3	1 Year		
3-4	1 Year		
4-5	2 Years		
5-6	2 Years		
6-7	2 Years		
7-8	3 Years		
8-9	3 Years		
9-10	3 Years		

WAITING PERIODS FOR WG/WL/WS WITHIN-GRADE INCREASES

Steps	26 Weeks	78 Weeks	104 Weeks
1-2	26 Weeks		
2-3	78 Weeks		
3-4	104 Weeks		
4-5	104 Weeks		