

BPA Policy 170-1

Employee Associations

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1. Purpose & Background

To define the relationships between the Bonneville Power Administration (BPA) and The Northwest Federal Employees Association, The Associates Foundation, and the Pacific Northwest Federal Credit Union.

2. Policy Owners

The BPA Deputy Administrator, working with the Chief Executive Officer and the Northwest Federal Employees Association, the Associates Foundation, and the Pacific Northwest Federal Credit Union, has overall responsibility for managing, evaluating, and proposing revisions to this policy.

3. Applicability

BPA employees.

4. Terms & Definitions

- A. **The Northwest Federal Employees Association (The Associates):** A social and community service club founded by BPA employees. Its membership includes past and current BPA employees and contractors, as well as other Northwest Federal employees and retirees.
- B. **The Associates Foundation:** The non-profit, charitable [501(c)(3)] arm of The Associates.
- C. **The Pacific Northwest Federal Credit Union (PNWFCU):** A financial, not-for-profit cooperative originally chartered in 1942 as the BPA Credit Union. It was founded by BPA employees and continues to serve BPA employees, retirees and their families. In addition, it also serves other customers, most of who are affiliated with the Federal Government. PNWFCU estimates however, that at least 95 percent of members served are Federal employees or Federal retirees and their family members.
- D. **Services:** Include, but are not limited to:
 - 1. Meeting or sales space
 - 2. Printing and mailing assistance
 - 3. Access to computer software and hardware
 - 4. Space on the BPA external World Wide Web server

5. Policy

- A. BPA encourages its employees to join The Associates and to take part in The Associates' social, athletic and community service activities.
- B. BPA provides Services to The Associates for the continuation and advancement of The Associates (and The Associates Foundation) and to enable it to communicate with its membership. These services may be provided free of charge or for reimbursement.

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- C. In certain circumstances, BPA will pay BPA employees who are also Associates members for Associates or Associates Foundation business during the course of their BPA workday. Such circumstances would be in accordance with Personnel Letter 630-1. One such circumstance is the preparation of the Watts News publication by its editor.
- D. **BPA employees may join PNWFCU.**
- E. **BPA may offer PNWFCU electronic and physical proximity to BPA employees.** Since 95 percent of its membership is federally related, under provisions of 12 U.S.C. 1770, Federal agencies (BPA) may offer space or services to PNWFCU.
1. An example of physical proximity would be the location of PNWFCU branches or automated teller machines on or near BPA duty stations, such as at the Eastside Federal Complex or at the Ross Complex.
 2. An example of electronic proximity would be the creation of a Web link from the BPA internal Web site to the PNWFCU Web site.
 3. Such proximity benefits BPA because it enables employees who are PNWFCU members to conduct brief personal financial transactions efficiently with a minimum of disruption to their BPA workday.
- F. Employees may participate in the management of PNWFCU, such as volunteering to serve on its board of directors. In accordance with Personnel Letter 630-1 (November 2008), Chapter 4, Section B, managers are encouraged to make arrangements that enable employees to serve in such voluntary positions. However, it is inappropriate to pay an employee for any time he/she is engaged in such service.

6. Policy Exceptions

None.

7. Responsibilities

- A. **Employees:** Participation in The Associates and/or PNWFCU is voluntary. Employees should exercise prudence in the use of their workstations to conduct brief personal financial dealings with PNWFCU. If such transactions are time-consuming or interfere with their BPA duties, employees should arrange to transact such PNWFCU business during their off-work hours.
- B. **The Chief Operating Officer and the President of The Associates:** Must mutually agree
1. That the level of services provided by BPA is reasonable.
 2. Whether BPA is to be reimbursed for services and, if so, what would constitute reasonable reimbursement?
 3. Under what circumstances a BPA employee who is also an Associates member is paid for his/her Associates business activities during the BPA workday. Such issues may be addressed on an as-needed, case-by-case basis.

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- C. **General Services Administration:** Coordinates details concerning physical proximity between BPA and PNWFCU.
- D. **Pacific NW Federal Credit Union:** Agrees to details concerning electronic proximity of BPA to PNWFCU with BPA’s Chief Operating Officer. Costs are associated with the creation of a Web link and are borne by PNWFCU.

8. Standards & Procedures

No standards and procedures are provided for this policy.

9. Performance & Monitoring

No performance and monitoring are required for this policy.

10. Authorities & References

- A. 5 CFR, Part 251, Subparts A
- B. 12 USC 1770
- C. BPA Personnel Letter 630-1-Chapter 04 (November 2008), Section 1 and Section 3.N

11. Review

This policy is scheduled for review May 30, 2018.

12. Revision History

Version	Issue Date	Description of Change
1	10/27/2014	Migration of content to new BPA internal policy format.
1.1	7/7/2015	Changed policy number from 260-1 to 170-1 to reflect modifications to the Agency File Plan.
1.2	10/29/2018	Current template

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