

August 17, 2001

MEMORANDUM TO: William D. Travers
Executive Director for Operations

FROM: Annette L. Vietti-Cook, Secretary **/RA/**

SUBJECT: STAFF REQUIREMENTS - SECY-01-0106 - CHILD CARE
TUITION ASSISTANCE

The Commission has approved the staff's plan to implement child care tuition assistance early in FY 2002 if the authorizing legislation is extended beyond September 30, 2001, subject to the comments and changes below:

The staff should cap the eligible total family income at \$50,000. The staff should revise the sliding scale shown on page 5 of the paper. The total family income for the fourth level, providing for 20% NRC contribution, should be revised from "\$45,001-\$55,000", to "\$45,001-\$50,000". The fifth level should be eliminated.

If the \$50,000 allocated to the program should prove insufficient, the staff should inform the Commission before reprogramming appropriated funds to cover the shortfall. Guided by the experience of the first year, the staff should consult with the Commission on options for redesigning the tuition assistance program in FY 2003 and beyond to ensure that program costs are within budget.

The staff should consider providing an annual "open season" for current employees to implement the authorizing legislation once the law is enacted. The staff should also consider how the program would accommodate employees who become eligible for assistance any time during the fiscal year. With regard to incoming employees, the tuition assistance program should be considered part of NRC's benefits package and made available to new hires who could opt into the program.

The staff should issue an announcement about the program to NRC employees, subject to the attached changes. The draft NRC announcement should be modified to include specific program attributes (e.g., salary cap, percentage or approximate percentage of NRC contribution), so that potential applicants, some of whom may be reluctant to be identified at first, can independently determine their eligibility without first contacting the Office of Human Resources. Additionally, staff should initiate appropriate interaction with the National Treasury Employees Union.

Attachment: Changes to Announcement to NRC employees

cc: Chairman Meserve
Commissioner Dicus
Commissioner McGaffigan
Commissioner Merrifield
OGC
CFO
OCA
OIG
OPA
Office Directors, Regions, ACRS, ACNW, ASLBP (via E-Mail)
PDR

Changes to Announcement to NRC employees

The staff should make the following changes to the employee announcement:

1. Paragraph 1, revise lines 5 and 6 to read ' ... care for children ~~age 13~~ **years old** and younger.' Revise line 8 to read ' ... care program). **Agency p**Payments from ~~an agency~~ to cover a share'
2. **Move last two sentences of Paragraph 1 to Paragraph 2, beginning with... 'This law is currently in effect... ' Then revise the resulting line 2 to read ' ... at this time. Nonetheless, if the authorizing legislation is extended, NRC is preparing to implement** ~~implementing~~ a program'