

APPENDIX B

EMPLOYEE QUESTIONNAIRE

The Corps of Engineers is conducting a survey of how civilian employees feel about their jobs and work situation. In order for your response to be useful, however, it is important that you answer each question carefully and honestly.

For some questions you may feel you do not have enough information to respond (for example, you may be a new employee). It is requested that you answer as best you can based on the information you have.

GENERAL INSTRUCTIONS

1. Read each question carefully, then circle one answer for each question.
2. Circle answers in pencil or by ball point pen.
3. Clearly mark any answer you wish to change.
4. Do not write your name or social security number on the questionnaire.

EMPLOYEE QUESTIONNAIRE

1. Do military and civilian employees at this installation usually work well together?
 - a. Yes
 - b. No
 - c. Don't know
2. Are you serving at a grade level below that held on a previous job?
 - a. Yes
 - b. No
3. How would you rate this installation as a place to work?
 - a. Excellent
 - b. Good
 - c. Fair
 - d. Poor
 - e. No opinion - new employee
4. How do you rate your boss as a supervisor?
 - a. Outstanding
 - b. Above average
 - c. Average
 - d. Below average
 - e. Unsatisfactory

5. When you do a good job, does your supervisor let you know it is appreciated?
 - a. Always or usually
 - b. Approximately one-half of the time
 - c. Seldom or never
 - d. Don't know or unsure
6. Do you think that employees who have received cash awards for performance (Sustained Superior Performance, Quality Step Increase) are among the most deserving?
 - a. Always or usually
 - b. Approximately one-half of the time
 - c. Seldom or never
 - d. Don't know or unsure
7. With respect to the "Suggestion Program" your supervisor:
 - a. Encourages and assists you in preparing and submitting suggestions
 - b. Encourages but does not assist you in submitting suggestions
 - c. Tells you that you can submit suggestions, but does not actively encourage you to do so
 - d. Discourages you from submitting suggestions
 - e. Has told you little or nothing about the program
8. How much work are you given to do?
 - a. Too much to be able to do a good job
 - b. About the right amount
 - c. Too little to keep me busy
 - d. New on the job
9. Are employees working at their grade level?
 - a. Higher graded employees do too much lower level work
 - b. Lower graded employees do too much higher level work
 - c. Employees do work equal to their grades
 - d. Don't know
10. The grade of your job is based on which one of the following:
 - a. How well you do your work
 - b. How much work you do
 - c. Duties and responsibilities of your job description
 - d. Don't know
11. Has your supervisor discussed the accuracy of your job description with you in the past year or so?
 - a. Yes
 - b. No
 - c. No. I have only recently been assigned to this position.
12. Does your job description describe your main duties?
 - a. Yes
 - b. No
 - c. Don't know
13. Do you usually feel free to approach your supervisor to discuss matters which are of concern to you?
 - a. Yes
 - b. No
 - c. Not sure
14. What is your main source of information about pay, leave, retirement or other personnel matters?
 - a. Your supervisor
 - b. The "grapevine"
 - c. Your union representative
 - d. Civilian Personnel Office
 - e. Other

15. If you did something your supervisor did not like, do you think he would give you a chance to explain "your side of the story"?
 - a. Yes
 - b. No
 - c. Don't know
16. Your supervisor uses performance appraisals to:
 - a. Blame you for what you have done wrong
 - b. Decide who will be promoted
 - c. Help you reach an understanding as to how well you are doing
 - d. Don't know
 - e. Too new to have one
17. Do you have a clear understanding of the amount of work your supervisor expects from you and how well you are to do it?
 - a. Yes
 - b. No
18. How often does your supervisor discuss your work performance with you, either formally or informally?
 - a. Every 3 months or more frequently
 - b. More than once a year
 - c. Once a year (annual appraisal)
 - d. Less than once a year
 - e. Never
19. Have discussions helped you to understand what your supervisor expects of you?
 - a. Yes
 - b. No, discussions were not helpful
 - c. No, my supervisor has not told me what or how I can improve my performance
 - d. My supervisor has never discussed my performance with me
20. The present performance appraisal system is:
 - a. Valuable, helps employees understand how they are doing
 - b. Useful only to identify outstanding or unsatisfactory employee performance
 - c. Improperly used to reward supervisor's "pets" or to give employees "a hard time"
 - d. A waste of time, should be revised
21. Which of the following best describes your understanding of the Installation's Merit Promotion Plan?
 - a. I have a good understanding of it
 - b. It is not clear to me
 - c. The plan is not available for employees to read
 - d. I don't know whether the installation has a plan
22. Announcements of vacancies/promotion opportunities are usually available:
 - a. In time to apply
 - b. Too late to apply
 - c. Don't know
 - d. Not available or not posted for me to see
23. Do you believe that selections for promotion are made fairly?
 - a. Most of the time
 - b. Rarely
 - c. Don't know
24. Do your job assignments utilize the skills for which you are employed?
 - a. Always or usually
 - b. Approximately one-half the time
 - c. Seldom or never
 - d. Don't know or unsure

25. Of the following, which do you think would be the one most effective way to get more employees to make suggestions in the suggestions program?
 - a. More encouragement from supervisors for employees to participate
 - b. More and better contests to increase interest
 - c. Fairer consideration of suggestions
 - d. Faster consideration of suggestions
26. Check the item that you think would be most effective in improving employee work performance.
 - a. Credit from supervisor for job well done
 - b. Cash award
 - c. More job freedom
 - d. Improved chance for promotion
 - e. Respect from co-workers
27. Is annual leave granted fairly among members of your work unit?
 - a. Yes
 - b. Granted fairly, but unscheduled
 - c. Scheduled, but not granted fairly
 - d. No
 - e. Don't know
28. If you used a total of eight workdays or more of sick leave in the past year, what was the reason for it?
 - a. Long term illness or serious injury
 - b. Short term illnesses or frequent need for medical care
 - c. Working conditions; lack of supervisory concern
 - d. Unclear sick leave policy or other reasons
 - e. I don't recall using more than eight workdays of sick leave
29. Are men and women treated alike in all employment matters such as hiring, promotion, awards and training?
 - a. Yes, treated alike
 - b. Women are treated better than men
 - c. Men are treated better than women
 - d. Not sure
30. Does your supervisor actively support the Equal Employment Opportunity Program?
 - a. Yes
 - b. No
 - c. Don't know
31. EEO Counselor's responsibility is:
 - a. To write the EEO action plan and see that it is carried out
 - b. To try to solve problems brought to them by employees
 - c. To explain EEO policy to management and enforce it
 - d. All of the above
 - e. Don't know
32. Do you believe you receive equal opportunity and treatment on the job?
 - a. Yes
 - b. No
 - c. Unsure
33. If there is not equal opportunity or treatment, which one of the following is the basis for it?
 - a. Race or color
 - b. Religion or national origin
 - c. Sex
 - d. Age
 - e. None, equal treatment received

34. If there is not equal opportunity or treatment, in which one of the following employment areas does it most frequently occur?
- Initial hiring and work assignments
 - Training
 - Promotions
 - Awards
 - None, equal treatment received
35. Does your supervisor discuss whether you have any needs for training?
- More than once a year
 - Once a year
 - Not in the past year
 - Don't remember
 - New employee
36. To perform adequately in your present job do you feel you now need:
- Additional training in basic skills and knowledges
 - Updating of skills and knowledges
 - No additional training for present job
37. Has the on or off-the-job training provided you within the past two years:
- Helped you do a better job
 - Not sure it helped do a better job
 - Been of no value
 - Have had no training in the past two years
38. Does your supervisor stress safe working practices on the job?
- Yes
 - No
 - Don't know
39. Which of the following best describes the attitude of your supervisor?
- Primarily interested in getting the work out
 - Primarily interested in the welfare of his employees
 - Interested in both production and employees
 - Shows little interest in either production or employees
40. Are you allowed to try new work methods on the job?
- Always or usually
 - Approximately one-half of the time
 - Seldom or never
 - Don't know or unsure
41. Which one of the following unsatisfactory conditions hinders work output in your organization most?
- Ventilation, air conditioning, heating, lighting
 - Eating facilities
 - Transportation, parking
 - Supplies, equipment, materials
 - None of the above, conditions are satisfactory or better
42. Are you kept as well informed about matters affecting your work as you need to be?
- Always or usually
 - Approximately one-half of the time
 - Seldom or never
 - Don't know or unsure
43. What is your immediate supervisor's attitude toward employees joining unions?
- Encourages us to join
 - Discourages us from joining
 - Hasn't voiced any opinion one way or the other
 - Indicates we can do as we wish

44. If you had a grievance, would you want a union representative to assist you?
- a. Yes
 - b. Probably
 - c. No
 - d. Don't know
45. Which of the following best describes your experience with the civilian personnel office staff?
- a. They were helpful
 - b. They tried but were unable to help me
 - c. They didn't seem interested in my problem
 - d. They were discourteous
 - e. I've had no experience with the personnel office staff
46. Are there procedures for employees to follow at this installation if they have complaints?
- a. Yes
 - b. No
 - c. Don't know
47. Would you feel free to submit a grievance or an appeal without fear of its being held against you?
- a. Yes
 - b. No
 - c. Don't know
48. Does the use of alcohol or drugs affect the performance of any employees in your organization?
- a. Yes, alcohol
 - b. Yes, drugs
 - c. Yes, both
 - d. No
 - e. Don't know
49. Is there an Army program available to employees who need help with problems caused by or related to the use of alcohol or drugs?
- a. Yes, and results have been good
 - b. Yes, but ineffective
 - c. Yes, but program results unknown
 - d. No program
 - e. Don't know
50. Have the provisions of and your responsibility under the Fair Labor Standards Act been satisfactorily explained to you?
- a. Yes
 - b. No
 - c. Not sure