



Frequently Asked Questions (FAQs)

DOE A&SS Transition

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DOE A&SS Transition FAQs

Employment

What is the time frame for this transition?

This will be a 60 Day Transition

What is the name of the company I will be working for?

LBYP Federal, Inc, a subsidiary of North Wind Group

How will I be kept up to date with Transition activities?

You are strongly encouraged to frequently check the transition website and e-mail for updates on the transition and for important communications.

How can I submit questions to the Transition Team?

You can submit questions to transition@northwindgrp.com.

When will my first day with LBYP Federal be?

You will be a LBYP Federal employee effective February 4, 2024.

When should I expect my offer letter?

Once you have completed your online employment application, submitted your resume and provided basic personal information via the Transition Website <https://lbyd.northwindgrp.com/>, you should expect to receive an offer within 5 days after submission.

Will I have to complete a pre-employment drug or background screening?

Yes, once you have formally accepted North Wind's offer of employment you will receive an e-mail to your personal e-mail from Verified First (background screen provider) and LabCorp (pre-employment drug screen provider). Please check your e-mail frequently.

How will I complete my new hire forms?

After you have successfully completed your pre-employment drug screen and background you will receive an e-mail from BambooHR, you will be able to complete all forms electronically.

Will I keep my same work schedule?

Unless directed by the client, LBYD Federal will not change your work schedule.

Will I be able to continue working remotely?

Unless directed by the client, LBYD Federal will not change your work schedule.

Benefits

General Benefit Questions

Who provides my new benefits?

Benefits for LBYD Federal are sponsored by North Wind Group. With the exception of the 401k which is sponsored by CIRI, our parent company.

Where can I find information regarding North Wind benefits?

Benefit details can be found on the transition website. You will have new and additional resources after your hire date.

When will Chickasaw benefits end?

Please contact the Chickasaw Human Resources Department for benefit end dates.

Are part-time employees eligible for North Wind benefits?

North Wind Group offers certain benefits to part-time employees. More detailed information is located in the Employee Benefits Overview.

How many hours do you have to work to be eligible for all other benefits besides medical?

To be eligible to participate in all North Wind Group's benefits, you must work a minimum of 30 hours per week. Part-time employees are eligible to participate in Medical, 401k and will accrue pro-rated PTO (to cover sick leave requirements).

Will my benefits change?

Yes, North Wind offers a full benefits package to include Medical, Dental, Vision, Life, Accident, AD&D, Disability, etc.

Can I choose to waive my benefits from North Wind?

Yes, you can waive participation in North Wind's benefits (with the exception of company paid benefits – Life, STD and LTD). You will be automatically enrolled in the North Wind 401k plan, but you can immediately log-in and change your deferral to 0% to avoid making contributions.

In terms of payroll deductions, will benefit premiums be taken out monthly or biweekly?

Benefit premiums are deducted from every paycheck. 26 paychecks for bi-weekly and 52 paychecks for weekly.

Does North Wind offer a Wellness Program?

Yes. North Wind offers a fitness reimbursement of \$250.00 per calendar year. In addition, we have several other programs available. More information will be available after hire.

Does North Wind offer Education Reimbursement and/or Continuing Education Reimbursement.

Yes. North Wind promotes furthering the education, knowledge and skills of its employees. Upon eligibility, tuition, continuing education courses, certifications and membership dues are eligible for reimbursement with manager approval up to certain amounts.

401k

Does North Wind offer a 401k? If so, what is the matching and eligibility requirements?

Yes, North Wind Group offers a 401k plan through Cook Inlet Region Inc (CIRI), our parent company. The administrator is Fidelity. All employees are eligible to participate in the 401k plan upon hire. You are eligible for the 4% employer match after completing 1 year and 1,000 hours of service.

Do I have to participate in North Wind's 401k?

You will be automatically enrolled in the North Wind 401k plan at a contribution rate of 4% approximately 30 days after hire. If you do not wish to make contributions, you can immediately log-into your account and change your deferral percentage to 0%. At anytime you can log back into your account to begin making contributions or change your deferral percentage. Please keep in mind, this is pending you meet all eligibility requirements to participate in the North Wind 401k plan.

Can I roll my existing 401k account into the North Wind Group 401k?

Yes, North Wind Group 401k plan through Fidelity does accept roll-over contributions.

Paid Time Off - Holiday

Will my accrued Paid Time Off with Chickasaw be rolled over to LBYD Federal?

Chickasaw has notified LBYD Federal that they do not intend to roll any accrued Paid Time Off to LBYD Federal.

Will LBYD Federal observe my Service Credit Date for purposes of Paid Time Off Accrual?

Yes, LBYD Federal will observe your Service Credit Date for purposes of leave accrual.

How much Paid Time Off (PTO) will I receive?

Exempt employees will follow North Wind's PTO accrual schedule and will be included in your offer letter. Non-exempt employees will receive PTO as required by the local Wage Determination and will be included in your offer letter. Offer letters will be issued within 5 days upon completion of your online employment application, submitting your resume and providing basic personal information via the Transition Website.

Does LBYP Federal provide Sick Pay?

LBYP Federal does not provide a separate Sick Pay Accrual. Sick Pay and Paid Time Off are combined so it can be used as you wish and is eligible for rollover from year to year.

Payroll

What is the LBYD Federal Work Week?

LBYD Federal's workweek is Saturday to Friday.

What is the LBYD Pay Schedule?

LBYD Federal pays on a bi-weekly schedule (every other Friday).

When will I receive my first paycheck?

Your first paycheck will be on February 16, 2024. It will be a one week check for week ending February 9, 2024 (you are starting in the middle of a pay period).

Will LBYD Federal direct deposit my paycheck?

Yes, direct deposit is encouraged.

What time keeping system does LBYD Federal use?

LBYD Federal uses Deltek for time keeping.