

- **INTRODUCTION**

As an employee you should be kept informed about the Laboratory and policies affecting your job and your work; this handbook is designed to assist you in this area. It describes in brief form the Laboratory's policies on many matters of concern to you and provides other information of general interest. It should not be considered as a complete statement of all Laboratory policies but merely as a guide.

The Laboratory policies and practices summarized herein apply to weekly and monthly nonbargaining unit employees and, with some exceptions, to bargaining unit employees under the terms of the applicable bargaining unit agreements.

Certain policies and procedures which affect only members of the Scientific Staff — e.g. scientific appointments, adjunct appointments, leave for professional advancement, etc. — are included in the Scientific Staff Manual.

The benefits and policies set forth are those currently in existence at the Laboratory. The Laboratory may change these benefits at its discretion. Nothing contained herein shall be deemed to create an obligation on the part of the Laboratory to offer these benefits to employees in the future.

Revisions of this handbook will be issued from time to time. You should make certain that your handbook is the most recent edition. If you wish more detailed information, consult your supervisor or the Human Resources Division.

William Hempfling
Director, Human Resources

CONTENTS

INTRODUCTION	i
THE BROOKHAVEN STORY	1
EQUAL OPPOTUNITY POLICY STATEMENT	2
ABOUT YOUR JOB	3
Selection	3
Age	3
Relatives	3
Benefits	3
Physical Examinations	3
Absences	3
Labor Organizations	4
Employee Records	4
Classification	4
Performance Appraisal	4
Promotions	5
Transfers	5
Termination	5
Severance Pay	5
Service Awards	5
Foreign Nationals	6
ABOUT YOUR HOURS OF WORK	7
Laboratory Policy	7
Weekly Nonexempt Employee Time and Effort Records	7
Monthly Nonexempt Employee Time and Effort Record	7
Monthly Exempt Leave Record	8
AUTHORIZED ABSENCES WITH PAY	10
Laboratory Policy	10

Vacation	10
Holidays	11
Sick Leave	11
Maternity-Related Disabilities	12
Sick Leave for Care of a Family Member	12
Family Leave	13
Death Leave	14
Jury Duty	14
Short Term Military Duty	14
Doctor/Dentist Visits	14
Excused Period Status	15
Signal One	15
AUTHORIZED ABSENCES WITHOUT PAY	16
Leave Without Pay	16
Leave of Absence	16
Military Service	16
FOR YOUR PROFESSIONAL DEVELOPMENT	16
On-Site Training	16
Tuition Refund	16
YOUR HEALTH AND SAFETY	18
Laboratory Policy	18
Stop Work Requirements	18
Environment, Safety and Health Responsibility	19
Medical Care and Health	20
The Employee Assistance Program (EAP)	20
Smoking Policy	21
Work-incurred Injuries	21
Absence From Work	21
Off-Site Treatment for Work-Incurred Injuries and Illnesses	22

Return to Work	23
Restricted Duty Policy	23
Alcohol and Substance Abuse Policy	23
EMPLOYEE CONDUCT	30
Threatening or Violent Behavior	30
Appropriate Use of Computing and Networking Facilities	30
Security and Laboratory Protection	31
Entering and Leaving the Site	32
Protection of Government Property	32
Property Management.....	33
Purchases from Employees	33
Purchases for Employees	33
Conflicts of Interest	34
Patent Agreements	35
Ethics in the Conduct of Research.....	35
Use of Laboratory's Name and Letterhead	36
FOR YOUR INFORMATION	37
Energy Conservation	37
Research Library	37
Photography and Graphic Arts	38
Records Management	38
Editing Services.....	38
Cafeteria	39
Telephones	39
Cashier	39
Post Office.....	39
Brookhaven Center	39
Teachers Federal Credit Union	39
Service Station	39

Recreation	40
The Bulletin	40
BSA Scholarships	40
IN CONCLUSION	42
APPENDIX	43
INDEX	44

- **THE BROOKHAVEN STORY**

Located at the center of Long Island, Brookhaven National Laboratory is one of the nation's leading scientific research laboratories. BNL was established in 1946 on the former site of Camp Upton and is operated by Brookhaven Science Associates (BSA), under contract with the Department of Energy. BSA is a limited liability company with two principal members: The Research Foundation of the State University of New York on behalf of State University of New York at Stony Brook and the Battelle Memorial Institute, Inc.

BNL's initial mission, to carry out research on the peaceful aspects of nuclear science, has been considerably broadened to include basic and applied research in many different areas. The Laboratory's primary objective has always been to gain a deeper understanding of the laws of nature - the necessary foundation for all technical advances. New knowledge is constantly sought in such fields as physics, chemistry, biology, mathematics, medicine, oceanography, atmospheric sciences, and energy technology.

The Laboratory's mission is to support the basic Department of Energy activities through our leading-edge user research facilities, our research and technology development, our educational efforts, and industrial involvement. We were founded as a laboratory which would provide specialized research facilities that could not be designed, built and operated at a university or industrial complex, and this still remains a basic mission of the Laboratory.

The Laboratory's multidisciplinary programs and staff, and the multipurpose character of its unique research facilities, have fostered a worldwide reputation. BNL shares the use of such facilities, which are beyond the scope of most institutions, with scientists from other academic and industrial laboratories.

At present the Laboratory employs about 2,900 persons, of whom 400 are scientists, 575 are scientific professionals, 650 are technical support, and the balance are administrative and other support personnel. In addition, many other U.S. scientists and graduate students from universities, colleges, research institutions, and industry perform research at the Laboratory.

Equal Opportunity Policy Statement

As interim Director of Brookhaven National Laboratory, I reaffirm the Laboratory's commitment to Equal Employment Opportunity and Affirmative Action.

It is the Laboratory's policy when recruiting, hiring, training, promoting, and terminating employees to comply with those laws that prohibit discrimination as to race, color, religion, gender, national origin, marital status, citizenship, age, disability, veteran status, sexual orientation, or any other characteristic protected by law or executive order.

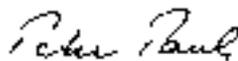
Though Federal and State laws prohibit discrimination and elements of Executive Orders require Affirmative Action, they are synchronized with the Laboratory's intentions to ensure that applicants and employees are treated fairly in all personnel actions.

The Management of Brookhaven National Laboratory, will take all necessary steps to ensure that no person intimidates, threatens, coerces, or discriminates against any individual for the purpose of interfering with the filing of a complaint, furnishing information, or assisting or participating in any manner in an investigation, compliance review, hearing or other activity related to the administration of these policies.

Brookhaven National Laboratory in compliance with Executive Order 11246, the Rehabilitation Act 1973, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, maintains written Affirmative Action Programs, which are available for review in the Diversity Office, Bldg. 185A during regular business hours.

With your help we can maintain an environment at Brookhaven National Laboratory that eliminates discrimination, recognizes individual differences, and utilizes these differences, as well as what we have in common, to make the Laboratory a world-class institution and also an exemplary workplace.

Overall, responsibility for directing and implementing these policies has been assigned to Lorraine Merdon, Diversity Office Manager, ext. 3318.



Peter Paul, *Interim Director*

2002

- **ABOUT YOUR JOB**

Selection

The Laboratory’s placement policy is to select the best qualified candidate for an available position, with consideration given to candidates in the following order of priority: (1) present employees within the department and/or appropriate bargaining unit, with preference to those within the immediate work group; (2) present employees within the Laboratory as a whole; and (3) outside candidates.

The determination of the best qualified candidate for available positions will be based upon education, experience, and other job-related criteria. Such factors will be evaluated and measured against the demonstrable requirements of the available vacancy, as well as the Laboratory’s Affirmative Action objectives.

The Laboratory is committed to a policy of Equal Opportunity in all aspects of employment without regard to race, color, religion, national origin, sex, age, sexual orientation, disability, or veteran status. Please refer to the Equal Opportunity section for additional information.

Age

All persons employed shall be at least 18 years of age and meet the medical qualifications of their positions as determined by the Occupational Medicine Clinic and a pre-employment check.

Relatives

Near relatives will not be employed in positions in the same line of supervision or in positions so related that such employment might be considered administratively unsound. Questions regarding the application of this policy will be resolved by the Director’s Office.

Benefits

Fringe benefits available to full-time, part-time, and eligible part-time and temporary employees are described in the Appendix on page 43.

Physical Examinations

Periodic physical examinations will be required.

Absences

Employees are cautioned to keep their supervisors informed when an emergency necessitates an absence or tardiness that has not been previously approved. Unauthorized absences in excess of five days

may be considered as an interruption of service and as such you may be considered to have voluntarily resigned.

Labor Organizations

The Laboratory has agreements with labor organizations representing covered employees in certain phases of its operations. Employees assigned to jobs within one of these bargaining units are subject to the provisions of the agreement negotiated with the union representing that group.

Employee Records

At the time of your employment, you supplied the Human Resources Division with confidential information necessary to maintain your payroll, tax, and personal records. To ensure the maintenance of accurate and current information, you are responsible for notifying your supervisor and the Human Resources Division of any changes in your home address, telephone number, marital status, number of dependents, education or training, etc. A form for this purpose is available at the Human Resources Division.

Classification

Your job classification is determined by the level of job complexity, performance, and overall contribution to the Laboratory. Additional information can be found in the booklet entitled *Salary Administration Program*.

Your functional job title as used within your department describes your duties and organizational status within your department. Functional titles may vary from one department to another.

Performance Appraisal

It is the policy of the Laboratory that the job performance of each employee will be appraised annually. The primary objective of performance appraisal is to ensure communication between employees and their supervisors by providing an ongoing format for the discussion of current work, environmental safety and health performance, achievement expectations and individual development goals for the future. Performance Appraisal is also designed to assist supervisors in making personnel decisions affecting salary, promotion, discipline and reassignments. It is the policy of the Laboratory that performance appraisals will be objective assessments of job performance only and that

appraisals will be written without regard to race, color, religion, national origin, sex, age, sexual orientation, disability or veteran status.

Promotions

Some promotions result from a substantial change in job duties; for example, from a non-supervisory to a supervisory position. Other promotions may be based more on your own ability to perform increasingly complex work rather than on the fact that the basic nature of your job itself has changed. Most of the latter promotions occur at the time of the annual review, as the consequence of an evaluation of your performance by your supervisor and your department. However, promotions may be made at any time that substantial changes occur, thus necessitating a change in your job classification.

Transfers

You may be transferred from one position to another either at your own or at your department’s request. The Human Resources Division accepts the responsibility for considering you for possible transfer to potentially more rewarding positions. Forms to formally request new job information are available at the Human Resources Division and on the Human Resources Division webpage.

Termination

Your employment may be terminated upon your voluntary resignation, because of a reduction in force, for unsatisfactory job performance or attendance, or for such other reasons as the Laboratory deems appropriate. You are requested to give a minimum of two weeks’ notice if you resign.

Upon termination, you will be paid for any unused vacation credit you have accumulated. You will not be paid for unused sick leave.

Severance Pay

The Laboratory will provide severance pay to all regular full-time and eligible part-time employees in cases of layoff due to reduction in force.

Service Awards

After you have completed 10, 20, 25, 30, 35, 40, and 45, and 50 years of service you will be presented with a suitable award to commemorate that date.

Foreign Nationals

The employment of foreign nationals is contingent upon their possession of a visa that is valid for employment purposes. Foreign nationals are responsible for maintaining proper visa status while employed at the Laboratory and informing Personnel Records of any change in visa status.

- **ABOUT YOUR HOURS OF WORK**

Laboratory Policy

The workweek begins at Sunday midnight and ends the following Sunday midnight. The normal workweek consists of five eight-hour days with a half-hour unpaid lunch period. Work schedules normally provide for at least two consecutive days off, although these days may not both fall within the same workweek. The normal workday commences at 0830 hours and ends at 1700 hours.

It is recognized that deviations from the normal hours of work are necessary in some areas of the Laboratory operations, but it is the policy of the Laboratory to hold such deviations to a minimum consistent with efficient, safe, and economical operation.

Monthly exempt and nonexempt employees may receive a 15% premium when assigned as members of a regularly scheduled rotating shift operation or a 10% premium when assigned to a regularly scheduled shift operation.

Weekly Nonexempt Employee Time and Effort Records

You will be expected to maintain and attest to accurate records of your time on an Employee Weekly Time and Effort Record, which will be furnished to you by your supervisor at the beginning of each week. Military time (0001 to 2400) will be used for recording purposes. Lateness of more than three minutes in reporting for work may result in pay deduction.

You will receive a paycheck each Thursday for the actual hours worked the week before.

Monthly Nonexempt Employee Time and Effort Record

You will receive a Monthly Nonexempt Employee Time and Effort Record by the 21st day of the month. This time record covers the four- or five-week period from the 21st day of the month through the 20th day of the following month.

You should report accurately on the time record the total number of hours worked daily and weekly within the scheduled workweek, including authorized overtime, to the nearest tenth of an hour. All absences, including scheduled days off, must be indicated on the time record by the appropriate symbol shown in the instructions.

Hours worked in excess of 40 per week are paid at the rate of time and one half. Overtime pay is added to your regular pay for the month. The hourly base rate is computed by dividing your annual salary by 2080.

Authorized absences with pay, such as vacation, sick leave, jury duty, etc., are not considered “hours worked” for overtime purposes.

Monthly Exempt Leave Record

You will receive a Monthly Exempt Employee Leave Record on the 21st of the month. This report covers the period from the 21st day of the current month through the 20th day of the following month.

All absences must be entered on the leave record, using the appropriate symbol as indicated in the instructions on the back of the card.

In contrast to the wages paid to nonexempt employees, your monthly salary is considered full compensation for all time worked; salary levels are set with due allowance for the need for extra work from time to time in certain jobs.

Adherence to the regularly scheduled workday (0830 to 1700 or a scheduled shift) is expected of those employees whose primary responsibility is the supervision of wage employees, and those whose work assignments are best discharged during the daytime period when all offices, shops, stockrooms, and other facilities are open. The duties of others allow, and sometimes require, more flexible schedules. However, for all employees, an “honest” 40-hour week is an inherent obligation.

A check of overtime pay and premium payments for all employees may be found on page 9. Your supervisor should be consulted for more details.

Overtime Rate of Pay for Regular Full-Time Employees

	Weekly Wage	Nonexempt Monthly	Exempt Monthly
After 8 hours	1-1/2× base	1× base	None
After 16 hours in a 24-hour period	2× “	1× “	None
After 16 consecutive hours	2× “	1× “	None
After 40 hours in a workweek	1-1/2× “	1-1/2× “ (1)	None
On the first nonscheduled day	1-1/2× “	1-1/2× “	None
On the second nonscheduled day which need not be consecutive	2× “	2× “	None
All hours on a holiday	2-1/2× “	2× “	None

Special Premium Payments to Regular Full-Time Employees
Assigned to Normal Workday and Workweek

Hours worked before 0830 and after 1600 unless workday starts between 0800 and 0830	15% base	None	None
Nonconsecutive days off	1-1/2× “ (2)	None	None
Scheduled change with less than 36 hours' notice	1-1/2× “	None	None
Emergency call-in for hours out- side of schedule	1-1/2× “ (3)	1-1/2× “ (3)	None
Hours within regular schedule and during excused period status	+1× base	+1× base	None

Additional Special Premium Payments to Regular Full-Time Employees
Normally Assigned to Shift Work

Work on Saturday or Sunday at straight time rate	1 hr base	None	None
Nonscheduled, nonworkday falling on a holiday	One Vacation Day Credit		
Working 7 hours during change from EST to DST at 0200	+ 1 hr	+ 1 hr	None
Working 9 hours during change from DST to EST at 0200	1 hr at 1-1/2	1 hr at 1-1/2	None
Hours worked between 0800 and 1600 on regularly scheduled rotating shift	None	15%	15%
Hours worked between 1600 and 0800 on regularly scheduled shift or rotating shift	15%	10 or 15%	10 or 15%

(1) Holiday and hours during an excused period status will be considered 'hours worked' for overtime purposes.

(2) For day immediately preceding second nonscheduled day.

(3) Or 4 hours' pay at base rate, whichever is greater.

- **AUTHORIZED ABSENCES WITH PAY**

Laboratory Policy

Absences without loss of base pay are granted to all regular full-time employees for the following reasons:

Vacation	Military Leave
Holidays	Doctor/Dentist Visit
Sick Leave	Excused Period Status
Death Leave	Signal One
Jury Duty	

Absences without loss of base pay are granted to eligible part-time employees, (prorated based on official work schedule) for the following reasons:

Vacation	Jury Duty
Holidays	Military Leave
Sick Leave	Excused Period Status
Death Leave	Signal One

Other approved absences for personal reasons may be charged to vacation credit or to leave without pay.

Vacation

To allow you a scheduled period for rest and relaxation, vacation credit accrues regularly during the course of your employment. If you are on the weekly payroll, vacation credit accrues at the rate of 1 working day for each full month of continuous service during your first five years as an employee. After five years, vacation credit begins to accrue at the rate of 1-1/4 days for each full month of service, and upon completion of ten and fifteen years of continuous service, respectively, at the rate of 1-1/2 and 2 days for each full month of service. In addition, on the tenth anniversary of your employment with the Laboratory, you will be granted 3 days' vacation credit. If you are on the monthly payroll, vacation credit accrues at the rate of 1.5 working days for each full month of continuous service during your first five years an employee. After five years, vacation credit begins to accrue at the rate of 1.75 days for each full month of service to ten years of service and after ten years of service, vacation accrues at the rate of 2 days for each full month of service.

If you are rehired, previous periods of three or more years continuous service will be counted in computing the vacation accrual rate.

Employees may use and report vacation time using a 1 hour minimum and 1/2 hour increments. All vacation usage requires supervisory approval, which is contingent upon work requirements.

The maximum number of unused days of vacation that monthly paid employees may carry over from one fiscal year to the next is 24. Weekly paid employees are required to reduce their vacation carry over to 31 days or less by a cutoff date in mid September and employees will be notified of this date in late summer. IBEW employees must reduce their vacation balance to 31 days or less by September 17.

If you are hospitalized by an illness or injury while on vacation, the time spent in a hospital may be charged to sick leave upon approval of the Director, Human Resources.

Holidays

The following holidays are observed by all full-time and eligible part-time employees.

New Year's Day	Veterans Day
Washington's Birthday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving Day
Independence Day	Christmas Day
Labor Day	

Two additional holidays (floating holidays) to be observed during the year are announced by the Laboratory in January. In addition, a half-day holiday will be observed consisting of the last four hours of your regularly scheduled day preceding Christmas.

A holiday falling on Saturday is observed on Friday. A holiday falling on Sunday is observed on Monday.

Holidays that occur during your vacation or authorized sick leave are not charged to vacation or sick leave credit.

If you are working a schedule which has a holiday occurring on one of your regular days off, you will accrue one extra day of vacation credit.

Sick Leave

To protect you against loss of pay in the event of illness or injury, sick leave is granted at the rate of 1.25 days per month. A maximum accumulation of 108 days is allowable. Sick leave, unlike vacation, is not a vested right, and the fact that you accrue 15 days per year does not mean that 15 days per year should be used. In fact, abuse of sick leave may be cause for termination.

If your illness extends over a continuous period of 18 calendar days and all your accumulated sick leave has been exhausted, additional sick leave up to a maximum of 12 days will be given you within certain limits.

Your unused sick leave credit is your guarantee of continuing income during periods of injury or illness; thus it is only paid during such periods and not upon termination.

Regular full-time and eligible part-time nonexempt employees may use and report sick leave in hourly units. Exempt employees may use and report sick leave using a one hour minimum and 1/2 hour increments. However, if you are sent home sick you will not be charged sick leave for the balance of the half day in which your absence starts.

It is your responsibility to notify your supervisor if you are unable to work because of illness or injury. If you are a regular day employee, this notification should be made before 0900. If you are assigned to a shift operation, you should give notification at least one hour before scheduled reporting time. Failure to do so may result in nonpayment of sick leave for the time absent.

Maternity-Related Disabilities

Illness related to pregnancy or childbirth is treated as any other temporary disability under the sick leave plan. The following are two general guidelines on sick leave charges for maternity-related disabilities:

- a. Disability absence during the final stages of pregnancy begins when the employees' physician, or the Laboratory Clinic determines that work attendance should cease.
- b. Absence immediately following childbirth may continue for as long as the employee is disabled, as certified by the employee's personal physician or the Clinic. Six to eight weeks is considered to be a reasonable period of disability after delivery; however, this does not preclude a longer or shorter absence if warranted by the individual employee's physical condition.

A parental leave of up to three months after the birth of a child will be granted upon request of an employee. This leave period will include any sick leave charged for disability after the delivery of the child.

Sick Leave for Care of a Family Member

Employees can charge sick family member leave (SFM) for the actual amount of time taken, using the same minimums and increments as sick leave (1 hour minimum and 1/2 hour increments after the first

hour). The annual limit remains at 5 occurrences each calendar year. This charge to sick leave is to be used for the care of a seriously ill or injured family member. For purposes of this benefit, family member means spouse, parent or dependent child. The code "SFM" is to be used on your timecard to indicate that the sick leave is being used for care of an ill or injured family member.

It is the responsibility of the employee to notify his or her supervisor in advance of the absence, or as soon as practical thereafter. Supervisors may require a medical certification or other acceptable documentation as to the reason for the absence.

Family Leave

The Family and Medical Leave Act of 1993 (FMLA) allows "eligible" employees to take job-protected, unpaid leave, or to substitute appropriate paid leave, if accrued, for up to a total of 12 weeks in a 12 month period. The 12-month period is measured forward from the date of the first use of FMLA leave. An "eligible" employee is one who has been employed by the Laboratory for at least 12 months and has completed at least 1,250 hours of service during the 12 month period preceding commencement of the leave. FMLA leave will be granted for the following reasons:

- birth of a child (mother or father)
- adoption or foster care of a child (mother or father)
- to care for a family member (child, spouse or parent) with a serious health condition
- employee's own serious health condition makes the employee unable to perform the functions of his or her job.

In certain cases, this leave may be taken on an intermittent basis rather than all at once, or the employee may work a part-time schedule. An employee on FMLA leave is entitled to maintain all health benefits in existence prior to the leave. It is generally expected that an employee will return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave, providing the position has not been eliminated as a result of budgetary changes. The use of FMLA leave will not result in the loss of any benefit that accrued prior to the start of the leave.

Employees are required to provide 30 days notice, where practicable. Managers must respond to the employee's request for FMLA leave, in writing and within two business days, absent extenuating circumstances. Certification from a health care provider may be re-

quired to substantiate that the leave is due to the serious health condition of the employee or the employee's immediate family member. The failure to comply with this requirement may result in a delay in the start of the FMLA leave. If the absence is a result of the employee's serious health condition, the Occupational Medicine Clinic must approve the employee's return to work.

Exceptions to this policy may be granted, upon recommendation of a physician and/or upon written approval of the Director, Human Resources. For additional information about other possible arrangements, e.g., flexible schedule, additional leave, contact the Employee Relations Manager on extension 2888.

Death Leave

Up to three days' absence with pay at base rate is granted for the death of a member of your immediate family or any other family member residing in your household. One day of absence with pay at base rate is granted for the death of any family member other than previously described. Questions regarding the implementation of this policy may be addressed to the Director, Human Resources.

Jury Duty

It is the Laboratory's policy that you should serve on a jury when called. You are not expected to serve eight hours on jury duty and then report to work. However, if you are released early from jury duty on any day, you should report for work to complete the normal workday. In order for your time to be charged to jury duty you are required to obtain a jury duty certificate to submit to Payroll.

Short Term Military Duty

Up to two calendar weeks per year is granted for active training duty in the reserve components of the United States Armed Forces. Leave with the same restrictions is also granted for duties during civil emergencies or similar circumstances.

Your supervisor will explain the options available to you under this policy.

Doctor/Dentist Visits

If it is not possible to schedule doctor or dentist appointments outside normal working hours, supervisors may authorize, with regard to the workload, an excused absence during working hours. This policy does not apply to part-time or temporary employees.

Excused Period Status

The Director's Office may declare Laboratory operations to be in an excused period status due to extreme weather or other special conditions. During an excused period status, the Laboratory establishes special compensation rules covering hours worked and hours not worked for all employees.

Signal One

A Signal One emergency is defined as a general emergency on a county-wide basis. Laboratory employees who serve as volunteers in local fire departments or ambulance corps are permitted to respond at no loss in base pay when called by their departments in a Signal One emergency situation. To register for Signal One release: The employee completes and obtains required signatures on the Signal One Release Registration Form </ld/ld13/ld13e221.doc> and presents it to their supervisor. The form can be found at <https://sbms.bnl.gov/ld/ld13//ld13e221.doc><<https://sbms.bnl.gov/ld/ld13//ld13e221.doc>>. After completing the form, the participating employee should have it authorized by their fire department or ambulance corps chief. The supervisor reviews and signs the form, and saves it in the employee's departmental file. To release an employee in the event of a Signal One: Supervisors may release the registered employees at no loss in base pay. Supervisory approval of release does not automatically extend beyond the first day.

- **AUTHORIZED ABSENCES WITHOUT PAY**

Leave Without Pay

Authorized absences taken without charge to vacation credit, sick leave, or other authorized paid leave, and not in excess of 15 consecutive calendar days, are considered as leave without pay.

When on leave-without-pay status, you are not removed from the active rolls of the Laboratory and hence are eligible for all regular leave and insurance benefits.

An authorized absence is one approved by your supervisor.

Leave of Absence

An authorized absence without pay for more than 15 consecutive calendar days is considered as a leave of absence, a non-pay status which removes you from the active rolls of the Laboratory.

Accrued vacation may not be used to postpone the effective date of a leave of absence.

Overstaying a leave of absence is considered a voluntary resignation.

Military Service

A leave of absence is granted for service in the United States Armed Forces for an extended period of time, normally considered to be more than two weeks. If you enlist for active duty for an extended period of time you will put on a leave of absence and treated in accordance with the provisions of the applicable Federal laws upon your return.

- **FOR YOUR PROFESSIONAL DEVELOPMENT**

On-Site Training

In a continuing effort to encourage and facilitate the development of your administrative and managerial skills, the Human Resources Division offers a variety of non-technical training programs.

Several of these programs are specifically designed for supervisors and managers. Other programs address more general needs in areas such as productivity improvement, time management, problem solving, technical writing, and public presentations.

Tuition Refund

A regular full-time or eligible part-time employee who successfully completes a formal course of study may receive assistance for all or part of the tuition fee paid, subject to the conditions set forth below.

Tuition refund benefits will be paid for a maximum of four semester hours per school session for eligible part-time employees and nine semester hours for full time employees up to a maximum of \$4,000.00 per semester.

The Tuition Refund Program is intended to include reimbursement for credit courses and degree programs offered by accredited institutions and job relevant vocational courses.

The course(s) must be pertinent to the work that you are doing or may reasonably be expected to do, or that is required for a degree in a field of study pertinent to the work of the Laboratory.

Only courses that have prior approval and are taken and completed while you are in the employ of the Laboratory will be considered for reimbursement purposes.

Upon satisfactory completion of the course(s) (normally Grade “C” or better), proof of payment (your canceled check or bursar’s receipt), and a final grade report from the college or university should be sent to the Human Resources Division.

Reimbursement is made directly to you for out-of-pocket expenses as follows:

1. An employee taking courses at the undergraduate, correspondence, or vocational level will be reimbursed for 75% of the total tuition cost.

2. Upon receipt of a baccalaureate degree, an employee may be reimbursed for the 25% difference between the previously reimbursed 75% and 100% of tuition costs. This reimbursement will be made only for courses required for the degree and taken within ten years of receipt of the degree.

3. An employee who has completed the baccalaureate degree will be reimbursed for 100% of the tuition costs for all graduate level courses.

4. If an advance is requested, checks will be made out to the school “for the benefit of the employee” and issued to the employee who will submit them to the school for payment. Tuition advances will be considered “advances” until proof of payment and a final grade is submitted to the Tuition Office. When documentation is submitted, the advance will become a “closed reimbursement”. If you do not complete the course(s) satisfactorily and turn in the required documentation within 60 days after the completion date of the course(s) you must repay the Laboratory the amount of the advance.

- **YOUR HEALTH AND SAFETY**

Laboratory Policy

It is the policy of the Laboratory to protect the health and safety of employees and the public, and to prevent accidental damage to property and the environment. Brookhaven National Laboratory is committed to ensuring that construction, operation, and modification of its facilities and experiments are performed in a safe and responsible manner. The responsibility for carrying out this policy is a line responsibility extending from the Laboratory Director through each level of the management chain to each employee, guest and visitor.

All work shall proceed with due respect for safety and the environment by instituting the appropriate controls and performing the work within those controls.

Employees, guests and visitors are responsible for working in a manner that will not endanger themselves or others. Personal injuries or injuries to others can be prevented when safety is the first priority. Damage to the environment, property or equipment damage caused by carelessness, the disregard of established procedures, or inadequate personnel training will not be tolerated.

All employees have the responsibility to identify unsafe or inadequate work practices and pursue necessary corrective actions. All employees are responsible for the prevention and correction of potential or actual problems wither in their own work or that of others that could result in personal injury, degraded safety or insult to the environment. Violation of this policy will result in disciplinary actions up to and including dismissal for employees, or in the case of guests and visitors, the denial of access to Laboratory facilities.

Stop Work Requirements

All BNL employees, visitors and guests are authorized and are responsible to immediately stop a BNL work process that creates an **imminent danger** to an individual or the environment. An imminent danger is a hazard which presents an unacceptable risk of death, serious injury, environmental impairment or significant property damage. Furthermore, a radiological stop work instruction should be issued to stop radiological work that does not meet Laboratory procedures or creates the threat of radiological exposure or releases. Anyone receiving a "Stop Work" instruction must immediately comply with that order. All "Stop Work" instructions must be immediately reported to line

management and the appropriate Safety and Health Services Division management. If a job is stopped as an imminent hazard or as a radiological stop work, it may not be restarted without the authorization of a Department Chair or Division Manager.

Violations of this policy will also result in disciplinary actions up to and including dismissal for employees or, in the case of guests and visitors, the denial of access to Laboratory facilities.

A Safety Hotline (X8800) has been established to help identify and resolve environmental, safety and health issues.

Environment, Safety and Health Responsibility

The Laboratory's extensive environmental health and safety programs are designed to assure a safe workplace and guard against all types of accidents, but their effectiveness depends upon your active cooperation. You are expected to have the same concern for personal safety and the safety of your fellow employees and the environment as you have for the performance of your work. Your performance will be evaluated on how well you conduct your work in relation to the environmental, safety and health requirements and responsibilities. Please review the "Employee Safety" section of this guide for both the general and specific precautions and responsibilities required for workplace and environmental safety.

All necessary safety equipment is made available to you through your department. Expert advice and a variety of services are offered to you by the Environment, Safety, Health and Quality (ESH&Q) Directorate on all matters of safety. You should be acquainted with the ES&H field service staff and the ES&H Coordinator in your department/division and the services available to you, and follow the rules on radiation safety, general safety, fire safety, traffic safety, industrial hygiene, and environmental protection.

Each supervisor is responsible for assuring that activities performed under his/her jurisdiction are conducted in accordance with the established safety rules and guides. The Standards Based Management System (<https://sbms.bnl.gov>) is the primary source of such information; the individual employee in turn has the basic responsibility for carrying out his/her activities in a safe manner.

A complete set of applicable safety standards is maintained in SBMS. These standards specify design criteria and operating procedures which, when implemented by the operating departments, will establish a safe and healthful workplace.

Please refer to the section entitled Employee Safety for more detailed information.

Medical Care and Health

The Occupational Medicine Clinic is responsible for the employee health programs at the Laboratory including the Employee Assistance Program.

The Clinic provides guidance to Laboratory management and employees in areas of health. It is also responsible for required medical examinations, first aid, limited medical care (primarily occupational illness or injury), and occupational health programs. In general, you should use physicians and medical facilities in your own home localities for personal medical problems.

All applicants for positions at the Laboratory must pass a physical examination; in addition, you will receive regular periodic reexaminations and a separation physical examination at termination of employment. Special examinations may be required under certain conditions.

The Employee Assistance Program (EAP)

The EAP is designed to help with mental health problems which occur on the job or impair job performance. The EAP counselor also provides individual employees and Laboratory management with information and training on mental health issues. EAP services are available to regular full-time and eligible part-time employees. Employees may receive assistance for a wide variety of difficulties such as alcohol and drug abuse, family/marital problems, or personal and emotional anxiety. In addition, supervisors may request advice on dealing with such problems within their work group. EAP services include short-term counseling, referral to appropriate off-site services, and crisis intervention.

Requests for EAP services are usually made directly by employees. At times, a supervisor or Clinic physician may recommend that an employee contact the EAP counselor. All employee communications with the EAP are subject to standard professional ethics protecting confidentiality and anonymity. Please refer to the section entitled Employee Assistance Program for more detailed information.

The Clinic, the Employee Assistance Program office and Wellness Program Coordinator are located in separate areas of the Medical Research Center, 30 Bell Avenue. For first aid information, call extension 3670 during regular working hours and extension 2222 (Fire/Rescue Group) in case of a medical emergency after normal working hours. To reach the Employee Assistance Counselor, call extension 4567. In case of medical emergency, call Extension 2222 which is restricted solely to emergency calls.

Smoking Policy

Smoking is prohibited in all Laboratory buildings and vehicles. The only exceptions are the residential units and the smoking section of the Brookhaven Center Club.

Work-incurred Injuries

If Injured During Normal Work Hours:

If you are injured on the job, you must report to the Occupational Medicine Clinic as soon as possible and you should have your supervisor accompany you. If your supervisor is not available, you must call upon another member of supervision or management in your Department or Division to go with you. In most circumstances, it is expected that you report to the Clinic immediately after the injury. If this is not possible, you are required to notify the Clinic immediately and report to the Clinic with your supervisor, or alternate member of management, before the end of the work shift in which the injury occurred, or at the start of your next work-shift. If you fail to notify as required, any resulting missed work may be considered unauthorized leave and ineligible for sick leave pay.

If Injured Outside Normal Work Hours:

If you are injured during off-hours when the Clinic is not normally open, you must report to the Firehouse immediately and you should have your supervisor accompany you. If your supervisor is not available, you must call upon another member of supervision or management in your Department or Division to go with you. Before leaving the Firehouse, you are required to leave a message at the Clinic extension (3670) about your injury. You then must call or report to the Clinic at the start of the next normal work shift for the Laboratory, i.e. Monday through Friday, 8:30am to 5:00pm. The only possible exception to these reporting requirements would be for unusual medical circumstances. The Occupational Medicine Clinic has responsibility for determining whether or not such circumstances are met. If you fail to report as required, any resulting missed work may be considered unauthorized leave and ineligible for sick leave pay.

Absence From Work

If you intend to be absent because of a work-incurred injury or illness arising from a work-related incident, you must report the inci-

dent and your intended absence to your supervisor on or before the start of the work shift you intend to miss. You must also notify the Clinic at this time if your work shift coincides with normal work hours for the Clinic. If not, you must notify the Clinic on or before the next work shift for the Clinic. Upon contacting the Clinic, you may be asked to report to the Clinic for observation or given alternative instructions. The Clinic may require you to maintain periodic contact with their staff and to come in and be seen on a follow-up basis by one of the Clinic physicians. You are required to follow the Clinic's instructions with respect to the frequency and nature of your contact. Employees who are on medication which would impair their driving or who cannot drive because of their medical condition should contact the Clinic prior to a visit to make alternative arrangements. During your period or work absence you are also required to maintain periodic contact with your supervisor at a frequency that is mutually agreed upon.

If you are sent home by the Clinic, or your supervisor, do not assume it to be authorization to stay out of work beyond the remainder of the work shift unless you are specifically so advised by a member of the Clinic Staff. The Clinic and your supervisor will work together with you to identify any accommodations you may require in order to continue working.

Off-Site Treatment for Work-Incurred Injuries and Illnesses

If you receive medical treatment other than at the Clinic or Firehouse, you must report this fact to the Clinic either in person or by telephone (extension 3670). This must be done at the start of the next normal work shift for the Clinic.

If you visit an off-site physician who prescribes that you stay out of work, this alone does not entitle you to stay home. Only Laboratory physicians can make such a determination in a case involving a work-incurred illness or injury. Without the agreement and approval of the Clinic following the process noted above, such an absence may not be considered an Occupational Illness/Injury.

Personal health care providers (e.g. physicians, chiropractors, physical therapists or hospitals) should be informed the injury was work incurred and should be instructed to send their bills, along with appropriate Workers' Compensation forms (C-4), to the Laboratory Workers' Compensation Insurance carrier:

Liberty Mutual Insurance Company
Commercial Market Claims
520 White Plains Road
Tarrytown, NY 10591

If you incur any other expenses, bills should be sent to the Laboratory's Workers' Compensation Administrator, Bldg. 120, for submission to the insurance carrier.

Return to Work

Upon returning to work after any absence resulting from a work-incurred injury or illness, you must obtain a "Return to Work Slip" from the Clinic before you will be permitted to work. Return to work slips are required for any lost time due to a work-incurred illness or injury, even if such lost time occurs due to doctor visits or physical therapy.

Your compliance with the above requirements is essential in order for the Laboratory to effectively manage its Workers' Compensation Program and better ensure the safety and physical well being of its employees. Failure to abide by these requirements can be grounds for disciplinary action. Finally, all employees should be aware that filing a fraudulent Workers' Compensation claim is a felony under New York State Law and can lead to criminal prosecution.

To the extent that any collective bargaining agreements differ with this policy, such collective bargaining agreement takes precedence.

Restricted Duty Policy

When an employee is on restricted duty based on a determination by the Laboratory's Occupational Medicine Clinic (OMC), these restrictions apply to all employer-sponsored activities. Therefore, any employee on restricted duty is prohibited from participating in BERA activities that are inconsistent with their particular restrictions.

If an employee or a supervisor has a question as to whether the restrictions apply to a specific activity, the OMC physician will provide a medical opinion and make a final determination.

Employees found violating this policy are subject to the normal disciplinary procedures of the Laboratory. If you have any questions regarding the interpretation of this policy, contact Susan Foster, Manager, Employee Relations, extension 2888.

Alcohol and Substance Abuse Policy

The Laboratory is interested in the well-being of its employees. Great emphasis is placed on maintaining a safe and efficient work environment. The achievement of this goal depends on the active cooperation of all employees. Employees are expected to have the same concern for personal safety and the safety of their fellow employees as they have for the performance of their work. The Laboratory

recognizes that alcoholism and chemical dependency are illnesses which can be treated, and the Laboratory is prepared to offer assistance to affected employees. Employees who use or traffic in illegal drugs, abuse alcohol and/or controlled substances pose unacceptable risks to the safe and efficient operation of the Laboratory. In addition to jeopardizing employee safety and/or impacting on performance, conduct and reliability, substance abuse is illegal and could lead to criminal prosecution.

A. Policy

1. Illegal Drugs

a) Employees are strictly prohibited from manufacturing, using, possessing, selling, purchasing, distributing, or being under the influence of illegal drugs on the Laboratory site or while performing Laboratory business.

b) Employees in testing designated positions, as described below, are strictly prohibited from using, possessing, selling, purchasing, distributing or being under the influence of illegal drugs at any time.

2. Controlled Substances and Other Drugs

Employees are prohibited from abusing controlled substances. Since a large number of prescription and over-the-counter drugs may also impair an individual's ability to perform, employees are expected to consult their physicians for specific information on possible side effects. If valid prescription drugs and over-the-counter medications affect job performance or cause an employee to be at work in an impaired state, the employee will not be permitted to work until medically cleared.

3. Alcohol

The consumption or unauthorized possession of alcoholic beverages on site, except at the Brookhaven Center and on-site housing, is specifically prohibited. Exceptions allowing for limited use of alcohol on the Laboratory site may be permitted after normal working hours upon approval by a member of the Directorate. Employees who consume alcohol at such a function may not return to work following the event.

B. Scope

This policy is applicable to all employees of the Laboratory and to the extent it governs conduct on the Laboratory site, it is also applicable to all those present on the Laboratory site, including guests, collaborators, contractor employees, students, etc.

C. Responsibilities

1. Laboratory Responsibility

a) The Laboratory is committed to maintaining a safe and efficient work environment, guarding against all types of accidents and maintaining high standards of job performance. The Laboratory accepts the responsibility to help stop alcohol and substance abuse by assisting employees in early assessment and by providing treatment.

b) In order to accomplish the above, educational programs concerning alcohol and substance abuse, are made available to all employees from time to time. In addition, supervisors are required to attend training programs regarding identification and referral of employees with alcohol and substance abuse problems.

c) If an employee is convicted under a criminal drug statute for a violation on a DOE site, the Laboratory will notify DOE within ten (10) days. Immediate notification to DOE will be given whenever circumstances raise a security concern, as provided in DOE Orders, rules, or regulations.

2. Supervisor Responsibility

If normal means for dealing with unsatisfactory performance do not result in improvement, it is then a supervisory responsibility to refer the employee to the Employee Assistance Program in a timely manner. If the supervisor refers an employee to the EAP, this information must only be communicated to the department/division management and the Clinic.

3. Employee Responsibility

a) All employees are required to abide by the terms and provisions of this Policy.

b) Any employee convicted under a criminal drug statute for a violation occurring on any DOE owned or controlled site must notify the Laboratory in writing of such conviction within ten (10) days of the conviction.

c) Employees required to participate in the random screening program must notify the Laboratory in writing within ten (10) days of any drug-related arrest or conviction, or receipt of a positive drug test result.

d) Employees with chemical dependency problems or alcoholism have the primary responsibility to seek rehabilitation through the Laboratory's Employee Assistance Program or other private or public counseling services.

D. Treatment and Rehabilitation

The Laboratory maintains an EAP (Employee Assistance Program) which provides help to employees who suffer from alcohol and/or substance abuse problems. It is the responsibility of each employee to seek assistance from the EAP or other private or public services before alcohol and/or substance abuse problems adversely affect job performance. The EAP Manager is bound by professional ethics to protect the communications which occur during the course of contact.

E. Implementation

1. Screening

a) For testing designated positions, the applicants for such employment will be required to pass substance and alcohol screening tests as a condition of their employment. Incumbent employees in such positions will be required to cooperate with a substance and alcohol screening program as a condition of their continuing employment. Affected employees will be informed of the specific nature of these tests.

b) Employees will be required to report to the Occupational Medicine Clinic for a medical evaluation, which may, at the discretion of the Clinic physician, include substance or alcohol screening under the following circumstances:

1. Following an occurrence which is immediately reportable to DOE, under applicable DOE rules or regulations.

2. As part of a testing program instituted as a result of a prior violation of the Alcohol and Substance Abuse Policy.

c) Employees may be required to report to the Occupational Medicine Clinic for a medical evaluation, which may, at the discretion of the Clinic physician, include substance or alcohol screening under the following circumstances:

1. Following a serious accident.

2. When an employee's supervisor determines that there are unusual performance problems or behavior.

3. When there exists reasonable suspicion for alcohol or drug abuse.

d) Employee consent to substance and alcohol screening, when appropriate under this policy, is a condition of continuing employment. Test results obtained under these conditions may be used in a disciplinary process.

2. Search

a) All Government property may be subject to search at any time. Personal property may be subject to reasonable search, with or without notice, when justified by circumstances or workplace conditions.

b) Suspected illegal drugs and drug-related paraphernalia will be confiscated. Suspected illegal drugs will be turned over to a licensed laboratory for testing and/or to the appropriate law enforcement agency for further action.

F. Disciplinary Action

For violations of this policy, the Laboratory may combine disciplinary action with a referral to the Employee Assistance Program for treatment or with a change in job assignment. Employees in testing designated positions may be reassigned to another position, provided that such position exists. Employees may avail themselves of the applicable review or appeal mechanisms currently in existence. Depending upon the seriousness, violation of this policy will result in disciplinary action ranging from a written reprimand to discharge. In the case of employees represented by unions, any disciplinary action is subject to the grievance procedures of the applicable Collective Bargaining Agreement. Non-union employees may request the assistance of the Employee Relations Committee and/or the Employee Relations Counselor.

G. Definitions

1. Abuse - The use of any substance (including alcohol, legally obtained medication, prescription drugs, or controlled substances) to the degree that the individual experiences physical, emotional or social complications which threaten health, safety, well-being or performance. The use of a substance in accordance with a valid prescription is not considered abuse.

2. Alcohol - Any beverage that may be legally sold and consumed that has alcohol content in excess of 0.5% by volume.

3. Controlled Substances - Any substance whose sale, purchase, transfer, use or possession is restricted by law. These substances include but are not limited to any and all forms of marijuana, narcotics, depressants, stimulants or hallucinogens.

4. Drug - Any substance, other than alcohol, capable of altering the mood, perception, pain threshold or judgment of the individual consuming it.

5. Illegal Drugs - Any substance whose sale, purchase, transfer, use or possession is prohibited by law. These substances include but are not limited to any and all forms of marijuana, narcotics, stimulants or hallucinogens.

6. Laboratory Site - Any and all property under the control of the Laboratory, including parking lots and roadways, except, in the case of alcohol consumption, on-site housing.

7. Trafficking - The unauthorized buying, selling, giving, receiving or transferring of controlled substances.

8. Under the Influence - When an individual's condition, behavior or performance is adversely influenced by a substance introduced into the body and/or when an individual is deemed by a qualified medical expert to be impaired.

H. Testing Designated Positions

As referred to in this policy, these positions are:

- All employees of Safeguards & Security Division
- Reactor Operators
- All employees of Reactor Division who perform maintenance of reactor systems
- Plant Engineering Division and Central Shops employees, who are on assignment to the Reactor Division and who are trained to perform maintenance on reactor systems
- Firefighters
- All Drivers of the Plant Engineering and Procurement and Property Management Divisions
- Riggers and Heavy Equipment Mechanic Operators
- All employees of the Hazardous Waste Management Group
- Procurement and Property Management employees assigned to the Gas Facility
- Occupational Medicine Clinic staff involved in administering testing protocol
- Water & Sewerage Operating Engineers

- A limited number of technicians who transport significant quantities of hazardous or radioactive materials on site
- All supervision for these positions up to and including the Directorate level

- **EMPLOYEE CONDUCT**

Threatening or Violent Behavior

Employees are prohibited from engaging in threatening or violent behavior in the work place. Such behavior may include, but is not limited to, physical assault, verbal abuse, obscene or threatening telephone calls, and forms of harassment such as following, shouting at or otherwise attempting to intimidate others. Employees engaging in this type of behavior will be subject to discipline up to and including discharge.

Appropriate Use of Computing and Networking Facilities

The guidelines for **acceptable/appropriate** use beyond official Lab-related business are as follows:

- Use of the Internet to obtain information or conduct research, such as reading newspaper and magazine articles, checking airline prices and schedules, and purchasing tickets.
- Use of e-mail for non-official communications.
- For educational purposes if the course work is for an approved degree program
- Use of information technology to check credit union or retirement plan accounts
- Retention of personal data in electronic files.
- Occasional personal use of laptop computers.
- Incidental use of the Internet for browsing sales catalogs, comparing prices of automobiles, or obtaining road maps.

Examples of inappropriate use are as follows:

- Computer usage that reasonably offends other employees, users or outsiders, or results in public embarrassment to the Laboratory.
- Computer usage that is not specifically approved and which consumes significant amounts of computer resources not commensurate with its benefit to the Laboratory's mission or which interferes with the performance of an employee's assigned job responsibilities.

Examples of **illegal use** are as follows:

- Legally prohibited activities on (or off) the Internet (child pornography, interstate gambling).

- Operation of a private business or social activity unrelated to the Laboratory.
- Violation of license, copyright, or other computer-related contract provisions, particularly those that expose the Laboratory, as well as the individual, to significant legal costs or damages.

BNL computer and network resources are government property and are provided by BNL to its employees for business purposes. BNL understands and accepts a reasonable level of personal use of its resources as indicated above. However, because these facilities are government property and are provided for business purposes, the Lab is obligated to curb inappropriate activity and to prevent, and aid in the prosecution of, illegal activities.

Furthermore there is no guarantee of individual privacy on government owned computer systems. Contents of files and e-mails may be subject to review in the case of suspicious activity or during an ongoing investigation.

All inappropriate and illegal use of Brookhaven's computing and networking facilities must cease immediately. Employees found violating these guidelines will be subject to disciplinary actions. If you have questions concerning the appropriateness of your activities call the Lab's Chief Information Officer, Dr. Donald Fleming, at X8765.

Security and Laboratory Protection

All employees are subject to a security investigation and pre-employment check. As part of the Laboratory protection program, you are issued an identification card and an automobile sticker for your car. The card serves as a means of personal identification and contains your BNL life number and it must be worn at all times. The automobile sticker facilitates entry to and exit from the site.

Special identification cards for families of employees and affiliates are available upon application to the Human Resources Division. These are useful for persons wishing to take advantage of the recreation facilities of the Laboratory. Persons on the Laboratory site are expected to show identification when requested by the proper authority.

The Laboratory is not open to the public. Entrance is restricted to persons having official business at the Laboratory and properly sponsored visitors. Although families of employees may come on-site for various recreational or social functions, it is expected that they will not be in work areas unsupervised.

The Medical Research Center is not an acute care facility under ordinary circumstances. Individuals who are not on site but who require emergency medical care should be brought or taken to the nearest area hospital emergency room.

A privately owned motor vehicle may not be driven on the Laboratory site unless the vehicle has proper state registration, and the operator possesses a valid state operator's or chauffeur's license.

No person, except members of law-enforcement agencies, may bring or carry firearms on the site without special authorization.

The general traffic rules and regulations of the State of New York have been adopted for both private and Government vehicles operated on the Laboratory site. The following traffic rules apply specifically to the Laboratory site. Speed: 30 miles per hour, except where otherwise posted. Parking: permitted only in designated parking areas in accordance with any posted limitations. Right-of-way: fire apparatus, police vehicles, ambulances, and utility emergency vehicles have the right-of-way on the Laboratory site. Other vehicles should promptly move to the side of the road and stop whenever such emergency vehicles approach. Cell phone usage: only hands-free use of cell phones permitted.

Please refer to the section entitled Laboratory Security for more detailed information.

Entering and Leaving the Site

There are three Laboratory gates. The main gate, located at the west end of Princeton Avenue, is open for use at all times. The south gate, located at the south end of Upton Road, is open only for exiting traffic between 1630 and 1730 hours. The north gate, located at the north end of Upton Road, is open for entry between 0730-0900 hours and exit between 1630-1730 hours. The hours listed apply to Monday through Friday excluding holidays.

Protection of Government Property

All materials and services located on the Laboratory site, unless properly identified with another organization, are the property of the United States Government. The theft, misuse, or personal use of Government property is unlawful and constitutes grounds for immediate discharge. Employees are encouraged to report any misappropriation of Government property to the Security Group.

No property or material, except for personally owned goods, may be removed from the Laboratory site without an authorized Property Pass or Loan Agreement. All Laboratory equipment lent to employees

must be for official Laboratory business and be reported to the designated department/ division Property Representative.

The protection and safeguard of Government property is the responsibility of every employee.

The Laboratory reserves the right to inspect and search vehicles entering or leaving the site.

Property Management

The control and safeguard of Laboratory equipment is the responsibility of all employees. The Property Management Program gives special emphasis to all tagged property. This equipment is readily recognized by a red-and-white bar coded property tag affixed to the equipment.

You must follow the procedures in effect for the proper use and authorization regarding the management of tagged equipment.

— Employees who are assigned Sensitive Equipment are required to sign a Sensitive Item Receipt Acknowledgment form for accountability purposes.

— Any movement of equipment within the department or to other locations at the Laboratory must be documented by using the Equipment Movement Request form.

— No dismantling or cannibalization of equipment is permitted without prior approval.

— Capital or Sensitive property which becomes inoperable, damaged, or destroyed must be reported to the Department Property Representative.

— Any missing, lost, or stolen property should immediately be reported to the Security Group and Department Property Representative.

— Idle equipment should be turned in to the Excess Disposal Section for reutilization on site or for disposal.

— Inventory stickers affixed to equipment should not be removed.

Purchases from Employees

Purchases of supplies or services from employees by the Laboratory are prohibited, except when the express approval of the Director or his designee has been obtained.

Purchases for Employees

The use of Laboratory personnel for the procurement of material for the personal account of any Laboratory employee is prohibited.

Conflicts of Interest

Laboratory employees must not engage in any private business or professional activity in which there is, or might appear to be, a conflict between their private interests and the interests of the Laboratory.

Laboratory employees shall not use for personal gain or make other improper use of privileged information acquired in connection with their employment. Brookhaven employees must:

a. Neither give gratuities to DOE employees nor accept gratuities from individuals or organizations with which Brookhaven is doing, or intends to do, business,

b. not use information which is acquired in connection with their employment by Brookhaven for their own personal gain or for any other improper use,

c. not accept employment outside of their official hours of duty (or while on vacation) which will interfere with or otherwise adversely impact their work for Brookhaven or create or appear to create a conflict of interest,

d. not participate in, or attempt to influence in any way, decisions of Brookhaven where there is a personal interest of the employee involved. As used herein, the term “personal interest” includes an interest of an employee, his or her spouse, and immediate family in an employment or consulting relationship or a significant financial interest in (1) an organization with which Brookhaven does or may do business, or (2) a competitor of such an organization.

e. report to and obtain the approval of their Department Chair/ Division Manager and Laboratory Counsel for all consultant or other comparable employment prior to entering into such employment. To do this, an employee must obtain a “Request to Engage in Outside Activity” form from their department’s administrative office and submit it to the Human Resources Division.

To ensure adherence to these policies, it is necessary that each employee report all outside employment, including consulting or other comparable employment (any employment in which the individual’s duties include professional advice and/or services requiring a special knowledge or experience) to the Laboratory upon commencement of employment and annually thereafter. Each employee must sign an agreement stating that he or she will not accept this type of employment with either another DOE cost-type-contractor, or any other organiza-

tion without the prior approval of their Department Chair/Division Manager and other management staff.

If an employee has a question concerning this policy or its interpretation, he/she should contact the Laboratory Counsel for explanation and advice.

Patent Agreements

As a general rule, Patent Agreements must be executed by all individuals who will work at the Laboratory. The type of Patent Agreement depends upon the nature of the individual's relationship with the Laboratory. Members of the regular Brookhaven staff and salaried visitors must execute an Employee Patent Agreement at the time of employment.

All new employees or guest scientists will be required to sign the appropriate patent agreement upon arrival at the Laboratory to begin work. If any difficulty is anticipated with respect to this, it is the responsibility of the individual to resolve the matter upon or before arrival. It is incumbent on the BNL employee who deals with any non-employee to inform the latter of this requirement. Questions should be referred to the BNL Patent Counsel.

The Brookhaven Science Associates ("BSA")/DOE contract permits BSA to take title to inventions made at the Laboratory. This contract further requires BSA to seek patent protection on such inventions, to attempt to license such inventions to industry to accomplish commercialization, and to share any royalties resulting from the licensing of such inventions with the inventor(s). BSA's program for royalty sharing is set forth in BSA's *Policy on Inventions and Patents*, which is available from the BNL Patent Counsel.

Ethics in the Conduct of Research

Scientific and other scholarly activity must be conducted and reported in an objective and honest manner. Incidents of willful and knowing dishonesty are inconsistent with the goals and missions of the Laboratory. Any allegations of misconduct in research or scholarship shall be brought to the attention of the Associate/Assistant Laboratory Director directly responsible for the program activity in question. A document detailing Laboratory policy, "Procedures for the Investigation of Allegations of Misconduct in Research or Scholarship at Brookhaven National Laboratory," may be obtained from the Human Resources Division.

Use of Laboratory's Name and Letterhead

Employees should use discretion and common sense when expressing their personal opinions in political or other situations in which the possibility exists that they will be identified as representing the Laboratory, no matter whether the expression is in regard to Laboratory or non-Laboratory business. Particular care must be exercised in communicating with public officials, the press, or other news media.

- **FOR YOUR INFORMATION**

Energy Conservation

Precipitated initially by a local fuel oil shortage, development of an Energy Conservation Plan at Brookhaven National Laboratory was given top priority early in 1973 before the full gravity of the energy crisis was felt. The continuing success of this plan depends on total team effort and on total commitment to the concept of energy conservation.

The Laboratory is engaged in many ongoing projects and studies directed at reducing our use of energy. We all have a contribution to make to this effort. Be aware of your use of lighting, heating, and air conditioning, and whenever possible use them conservatively.

BNL will be able to control its energy future to a large extent if we resolve to practice prudent energy conservation individually, in support of the research and programmatic work in progress.

Research Library

The Research Library, located at 25 Brookhaven Avenue (Building 477), is open from 0830 to 1900 Monday through Friday and from 0900 to 1700 on Saturday (closed on Sunday). Full library service and staff are available during regular weekday working hours.

The Research Library provides access to online research databases and library catalogs, library materials, and related information services. Library holdings include an extensive collection of journals in print, electronic, and microfilm formats; as well as a monograph collection. The collection includes books for circulation, reference, and ready reference, in a variety of science and technology disciplines. Facilities include a periodical room for current issues of print subscriptions, computers for access to online databases and materials, and reading and study areas. Full reference services are provided by professional librarians during regular weekday work hours.

The Library provides network access to a variety of information services from the Research Library Home Page at <http://inform.bnl.gov/isd/reslib>. This page provides access to the Research Library and Stony Brook University library catalogs. The full text of selected online journals and other publications, the BNL Reports database, bibliographic and other database services are also available on the Web. Access to purchased information services, databases and online journals is limited to onsite users and those using BNL-IDAS connections from offsite.

The Research Library catalog includes the main collection housed in the Research Library, as well as the specialized collections located in departmental libraries and reading rooms. All books, journals or other

Library materials must be ordered through the Research Library and may be charged to departmental accounts. Library materials acquired by employees using departmental funds are included in the Research Library catalog. For additional information call ext. 3483 or 3487.

Photography and Graphic Arts

Photography and Graphic Arts provides high quality technical publishing services. Services include: graphic design, printing, duplicating, scanning, photography and video services. Photography and Graphic Arts produces professional publication and presentations in a variety of digital and print formats. These include reports, brochures, photographs, video programs, conference materials, presentation viewgraphs, and posters. Large mailings can be prepared and distributed to on-and off-site distribution lists. Some Photography and Graphic Arts services may be charged to your department. Please see our webpage (<http://www.bnl.gov/isd/pga>) for a full description of services. For additional information call ext. 7640.

Records Management

Any Information generated in the conduct of scientific research and the business of the Laboratory is considered a federal record. All employees are responsible for preserving and protecting the records they generate and for which they have been assigned responsibility, and for ensuring that remain accessible. Records are retained and disposed of according to retention schedules, approved by the National Archives and Records Administration (NARA). Each Laboratory organization has a Records Management Representative. Guidance on records management responsibilities and procedures are available from your Records Management Representative, the Standards Based Management System (<https://sbms.bnl.gov/standard/1a/1a00t011.htm>), and from the Records Management staff. For additional information call ext. 5070, 2340, or 7886.

Editing Services

Editing Services assists authors in writing, organizing, revising and reviewing scientific, technical and administrative documents. Professional editors ensure that publishers' requirements and accepted standards of quality are met. Editors also create and edit webpages and documents for the Standards Based Management System (SBMS Management System Descriptions, Subject Areas and BNL manuals) and other Laboratory initiatives.

Levels of editing range from basic proof-reading to re-writing, and include editing for authors for whom English is a second language. Some Editing services may be charged to your department. For further information call ext. 3482.

Cafeteria

The cafeteria, located in Berkner Hall off Brookhaven Avenue, is open from 0730 - 1430 Monday through Friday and 0730-1400 on Saturday and Sunday.

Telephones

The intra-Laboratory telephone directory furnishes complete information on Brookhaven's telephone system and policy. Telephone service is provided for the conduct of official business. Use of Government-provided services for personal business is prohibited by law and may result in suspension or dismissal.

Cashier

Certain personal bills, such as those for on-site housing and telephone, are paid at the Cashier's Office (located off Center Street). Your BNL ID card is required for all transactions. The cashier's office is open from 1330 - 1530, Monday through Friday.

Post Office

The United States Post Office is located on Center Street and is open from 0800 to 1630 each working day.

Brookhaven Center

The Brookhaven Center, located on Upton Road, is open from 1700 until 2300 Monday through Friday evenings, and from 1700 - 2100 Sunday evening. Supper, bar service, and other amenities are available.

Teachers Federal Credit Union

The Teachers Federal Credit Union, located on South Technology Street, is a full-service financial institution. The Credit Union is open 0900 to 1630 Monday through Wednesday, 0900 to 1700 Thursdays and 0830 to 1630 Fridays. Your BNL paycheck may be cashed with current Laboratory identification. A NYCE machine is located at the entrance of Berkner Hall.

Service Station

A gas and service station located on Rochester Street is open from 0800 to 1800, Monday through Friday.

Recreation

The Laboratory provides and maintains on-site recreation facilities and encourages you to participate in a broad program of social, cultural, and athletic activities. The administration of these activities and the overall program is the responsibility of the Staff Services Division and the Brookhaven Employee's Recreation Association (BERA). All employees become members of BERA automatically and are eligible to vote in the Association's annual election of six Executive Board members. Specific announcements concerning activities and special events are published in the weekly paper and posted on various bulletin boards.

The recreation facilities at the Laboratory are as varied as the activities they support. They include the swimming pool and gymnasium on Center Street; the recreation park, with ball fields and picnic facilities, at Fifth Street and Brookhaven Avenue; the tennis courts on Bell Avenue; and the recreation building on York Lane. Please refer to the section entitled BERA for more detailed information.

The Bulletin

The Laboratory publishes and distributes a weekly newspaper called the *Bulletin*. In addition to articles pertaining to the work of the Laboratory, it carries recreation program news and classified advertisements. You are encouraged to take this newspaper home so your family may know what is offered in the way of recreation facilities and special events.

BSA Scholarships

A number of scholarships will be awarded to children of regular employees of Brookhaven National Laboratory. The scholarships are awarded competitively and are renewable for up to a total of four years of study toward an academic degree. Selection is made by an independent committee appointed by the Scholarship and Recognition Programs Division of the Educational Testing Service. The criteria for selection include: secondary school academic record and school recommendation, scores of the SAT, school and community activities, evidence of leadership, and creativity expressed through a variety of avenues. These scholarships will be granted independent of financial need and without regard to other forms of aid to the student. To qualify for a scholarship, the applicant must be:

- a. The son or daughter of a regular BNL employee who began full-time or regular eligible part-time employment no later than the date by

which the initial application must be filed and who is employed by BNL at the time the award is announced. The sons and daughters of retired employees or of employees who died when in regular service at the Laboratory are also eligible. In the case of stepchildren, eligibility will be established if the employee regularly claims the child as a dependent for income tax purposes; or if the stepchild normally resides in the employee's household, which must include the two-year period immediately prior to applying for a scholarship.

b. A secondary school senior who will be graduated during the current academic year and who will enter college by the following fall.

More complete information can be obtained from the Human Resources Division on ext. 2885.

- **IN CONCLUSION**

This handbook is an attempt to give you a general understanding of the Laboratory and at the same time an indication of what you, as an employee, may expect by way of benefits and obligations. It is not an attempt to spell out every policy or situation that might arise in the course of your employment. Any questions not answered by this handbook should be referred to your supervisor or the Human Resources Division.

• **APPENDIX**
Fringe Benefits for Full-Time, Part-Time, and Temporary Employees

This checklist does not attempt to spell out every policy in detail for each situation that may arise. In every case, bearing in mind the facts of the individual situation, the representative section of the Supervisors' Personnel Manual on the SBMS should be consulted for possible exceptions before making an interpretation.

Benefits	Full-Time	Eligible	Other	Temporary
	Employees	Part-Time Employees*	Part-Time Employees	
	Payment for time not worked			
Vacation	yes	yes	no	no
Holidays	yes	yes	no	yes
Sick Leave	yes	yes	no	yes**
Death Leave	yes	yes	no	no
Jury Duty	yes	yes	no	no
Military Leave	yes	yes	no	no
Doctor/Dentist Visit	yes	no	no	no
Excused Period Status	yes	yes	yes	yes
Signal One	yes	yes	no	no

* Benefits prorated according to official work schedule.

**Accrued at rate of 1-1/4 days credit for each full month of employment for full-time temporary employees.

INDEX

Absence From Work	21
Absences	3
Absences With Pay	10
Absences Without Pay	16
Age	3
Alcohol and Substance Abuse Policy	23
Appendix	43
Appropriate Use of Computing and Networking Facilities	30
Automobile sticker	31
Benefits	3
Berkner Hall	39
Bills	39
Brookhaven Center	39
Brookhaven Employee's Recreation Association (BERA)	40
Brookhaven Science Associates (BSA)	1
Brookhaven Story	1
BSA Scholarships	40
Cafeteria	39
Cashier	39
Classification	4
Conflicts of Interest	34
Death Leave	14
Definitions	27
Department of Energy	1
Disciplinary Action	27
Doctor/Dentist Visits	14
Editing Services	38
Employee Assistance Program (EAP)	20
Employee Records	4
Energy Conservation	37
Entering and Leaving the Site	32
Environment, Safety and Health Responsibility	19
Equal Opportunity Policy Statement	2
Ethics in the Conduct of Research	35
Excused Period Status	15
Family Leave	13

Firearms	32
Floating holidays	11
Foreign Nationals	6
Fringe Benefits	43
Gates	32
Holidays	11
Hours of work	7
Identification cards	31
Idex	44
Injuries	21
Jury Duty	14
Labor Organizations	4
Laboratory Policy	18
Leave of Absence	16
Leave Without Pay	16
Letterhead	36
Library	37
Maternity-Related Disabilities	12
Medical Care and Health	20
Military Service	16
Monthly Exempt Leave Record	8
Monthly Nonexempt Employee Time and Effort Record	7
Occupational Medicine Clinic	20
Off-Site Treatment for Work-Incurred Injuries and Illnesses	22
On-Site Training	16
Overtime Rate of Pay	9
Patent Agreements	35
Paycheck	7
Performance Appraisal	4
Photography and Graphic Arts	38
Physical Examinations	3
Post Office	39
Premium Payments	9
Promotions	5
Property Management	33
Property Pass	32
Protection of Government Property	32
Purchases from Employees	33
Records Management	38
Recreation	40
Relatives	3

Research Library 37

Responsibilities 25

Restricted Duty Policy 23

Return to Work 23

Security and Laboratory Protection 31

Selection 3

Service Awards 5

Service Station 39

Severance Pay 5

Shift Work 9

Short Term Military Duty 14

Sick Leave 11

Sick Leave for Care of a Family Member 12

Signal One 15

Smoking Policy 21

Stop Work Requirements 18

Teachers Federal Credit Union 39

Telephones 39

Termination 5

Testing Designated Positions 28

The Bulletin 40

The Employee Assistance Program (EAP) 20

Threatening or Violent Behavior 30

Training 16

Transfers 5

Treatment and Rehabilitation 26

Tuition Refund 16

Unauthorized absences 3

Use of Laboratory’s Name and Letterhead 36

Vacation 10

Weekly Nonexempt Employee Time and Effort Records 7

Work-incurred Injuries 21

Workday 7

Workweek 7