

Communiqué From BSA

Introducing the Goals, Future Associate Director For Environment, Safety & Health/Quality at BNL

This is one of a series of weekly messages about transition activities from Brookhaven Science Associates (BSA) Transition Manager Robert McGrath to BNL employees. BSA will assume the management of BNL from Associated Universities, Inc. (AUI) on March 1.

During the second week of transition, the BSA team increased to 63 full-time employees from five institutions: Battelle Memorial Institute, the State University of New York at Stony Brook, Bechtel, Waste Management Federal Services and Duke Engineering Services. Our transition activity will peak according to our project plan during the third week and then decrease gradually until the end of transition on March 1.

Transition team members continue

to report that work elements are getting done on time and on cost, and that an essential reason for this is the enthusiastic and dedicated way in which BNL incumbents are helping in the process. Status presentations by BNL staff on administration operations have been especially well-prepared and helpful to the Finance and Administration part of the Transition Team in these first weeks.

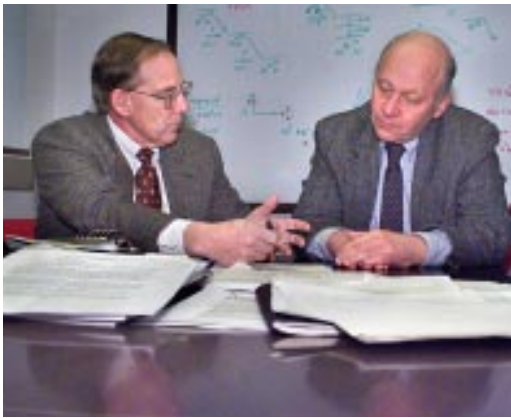
Detailed reports by the BSA transition task leaders show that, during the second week: the new organizational structures were completed and discussed with managers; employee interviews to the chair or division head level were completed; agreements were reached and letters were drafted to BSA, assigning the three union con-

tracts; and about half of the facility walk-downs have been done.

This week, I want to introduce you to another of our new BSA key management persons — Kenneth Brog, who will be the new Assistant Director for Environment, Safety & Health/Quality (ES&H/Q).

Ken joined Battelle in 1961, after receiving his doctorate in physics from Case Institute of Technology. He spent the next 25 years conducting, leading and managing research and development projects in condensed-matter physics, electronics, integrated optics and nuclear technology.

When asked about this time in his



Roger Stoutenburgh

Kenneth Brog (left), who will be BNL's new Assistant Director for Environment, Safety & Health/Quality, meets with Interim BNL Director Peter Bond.

career, Ken says, "This was tremendously exciting and rewarding, with memories, friendships and accomplishments that will never be forgotten."

In 1986, Ken decided it was time to help solve some of the hazardous-waste and contamination problems that some (continued on back page)

BSA to Distribute Offer Letters to BNL Employees on January 26

On schedule — on Monday, January 26 — Brookhaven Science Associates (BSA) will distribute employment offer letters to all BNL employees. The Human Resources (HR) Transition Team has provided the following questions and answers about the letters:

Q: *How will the offer letters be distributed?*

On Monday morning, January 26, departmental contacts already identified by the HR Transition Team will collect BSA employment offer letters from the HR Transition Office. Throughout the remainder of the day, these administrators will distribute employment offer letters to all employees in their department/division/work units.

Q: *What about employees away from the site?*

When an employee is expected to be absent for more than three days, the departmental contact will arrange for an offer package to be express-mailed to him or her. The only exception will be for employees on leave of absence or long-term disability, who will receive their offer packages from the HR office on their return to work.

Q: *What will my offer letter say?*

The opening paragraph indicates four important items:

- your job title,
- your department/division,
- your department/division manager,
- your salary rate,

noting that your employment will be subject to the same conditions and restrictions currently in effect under the BNL Employee Guide and/or Scientific Staff Manual. The letter also notes the introduction of a new 401(k) program in place of the current 403(b) voluntary retirement program. The remainder of the letter indicates additional documents enclosed and the process for returning signed offer packages, and gives the name and telephone number of a person to contact for further information.

Q: *What does "your employment will be subject to the same conditions and restrictions in effect under the BNL Employee Guide and/or Scientific Staff Manual" mean?*

It means that whatever your current appointment is under AUI, this is the appointment you will have when BSA assumes management of the Lab on March 1.



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For Brookhaven Science Associates, Robert Lincoln (standing, center) heads the Human Resources transition team, assisted by (back, far right) Lynn Johnson. Seated third from left is Robert Gordon, U.S. Department of Energy, and BNL team members are: (back, from left) Sandra Palm, Denise DiMeglio, William Hempfling, Susan Foster; (front, from left) Cyrena Compton, Robert Kelly, Robert D'Angio, Lorraine Merdon, Marsha Kipperman and Peter Meier. Not present were: Mary Braunagel-Brown, State University of New York Research Foundation; John Ennis, Battelle Memorial Institute; and Gail Williams, BNL.

So, if you have a tenured or continuing appointment, this will be your appointment under BSA on March 1. If you have a regular, term or temporary appointment, this will continue under the conditions that applied under AUI. The few scientific staff employees with management schedule titles will also retain their current scientific appointments.

Q: *Are there any additional documents in the offer package?*

Yes. Your offer package will contain up to four documents:

- an employment offer letter.
- a benefits summary (provided only to those employees currently receiving benefits).
- the employee patent agreement.
- the conflicts-of-interest policy statement and the employee agreement concerning conflicts of interest.

Q: *What should I do with these documents?*

Once you've read these documents, please sign all four* (*three if you are not currently receiving benefits). Make a copy of the offer letter for your own records and then return all four* documents to the departmental contact identified in your offer letter, no later than February 6.

Q: *Can I return my completed offer package directly to Human Resources?*

No. To ensure that all employees receive and return their offer package, departmental contacts will be maintaining detailed checklists. It is essential that employees return their signed offer package to the contact person identified in their offer letter who will check all documents for signatures before returning to HR.

Q: *What happens if I don't receive an offer package on January 26?*

Every BNL employee on site on January 26 should receive a BSA employment offer package. If you fail to receive one by the end of the day on January 26, contact one of the following immediately:

- **Scientific Staff** — Gail Williams, Ext. 3338.
- **Nonscientific Staff** — Marsha Kipperman, Ext. 2871.
- **BSA Transition Team** — Lynn Johnson, Ext. 8204.

Q: *What if I fail to sign or return my offer package?*

It is essential that you sign and return your offer packages. If you fail to do so, your departmental contact will follow up with you. Failure to sign and return your BSA employment of-

fer letter by February 6 will prevent your inclusion in the BSA payroll.

Q: *Will the offer package contain retirement information?*

No. A separate package will be distributed to you later in the week beginning January 26. This package will contain:

- a retirement benefits question-and-answer sheet giving details of the regular retirement program and the new 401(k) voluntary retirement program.
- a salary reduction agreement (SRA) enrollment form for the new 401(k) program.

If you wish to enroll in the new 401(k) voluntary retirement program, you must complete and return the SRA form to the Benefits Office, Bldg. 185, by Friday, February 20.

Q: *What if I have questions about the employment offer or retirement program packages?*

If you have employment or benefits questions you can contact one of the following:

- **Benefits** — Denise DiMeglio, Ext. 2881, e-mail dimeglio@bnl.gov.
- **Scientific Employment** — Gail Williams, Ext. 3338, e-mail egail@bnl.gov.
- **Nonscientific employment** — Marsha Kipperman, Ext. 2871, e-mail mrk@bnl.gov.
- **BSA HR Transition Team** — Lynn Johnson, Ext. 8204, e-mail ljohnson@notes.cc.sb.edu.
- **HR Hotline** — Ext. 8200, e-mail HRHotline@bnl.gov.

You can also:

- **Attend an employee briefing session.** Five briefing sessions have been scheduled for the week of February 2, including one late afternoon session for those on shifts. These will be held in Berkner Hall, and your departmental contact will notify you of the session open to your department/division. These sessions will provide an opportunity for you to ask questions about the offer package and the retirement package.
- **Meet with a member of the HR Benefits staff.** Benefits staff will be available in Berkner Hall, Room D, immediately after each employee briefing session.

Remember: *it is essential that you return your signed offer package to your department administrator by close of business Friday, February 6, 1998.*

