



**BERKELEY LAB**

LAWRENCE BERKELEY NATIONAL LABORATORY

# **EMPLOYEE HANDBOOK**

KEY LOCATIONS

Advanced Light Source  
(Bldg. 6) : C3, C4  
Bldg. 50 Auditorium : C2  
Bldg. 86 Auditorium : D6  
Cafeteria (Bldg. 54) : C2, C3  
DOE Site Office (Bldg. 90) : A1  
Energy Sciences Network  
(Bldg. 50B) : C2  
Lab Director's Office  
(Bldg. 50A) : C2  
Main Bus Stop (Bldg. 65) : B1  
Molecular Foundry (Bldg. 67) : C6  
National Energy Research  
Scientific Computing Center  
(Bldg. 50B) : C2  
National Center for Electron  
Microscopy (Bldg. 72) : C6  
Site Access Office (parking,  
badges) (Bldg. 65A) : C1

OFF-SITE LOCATIONS

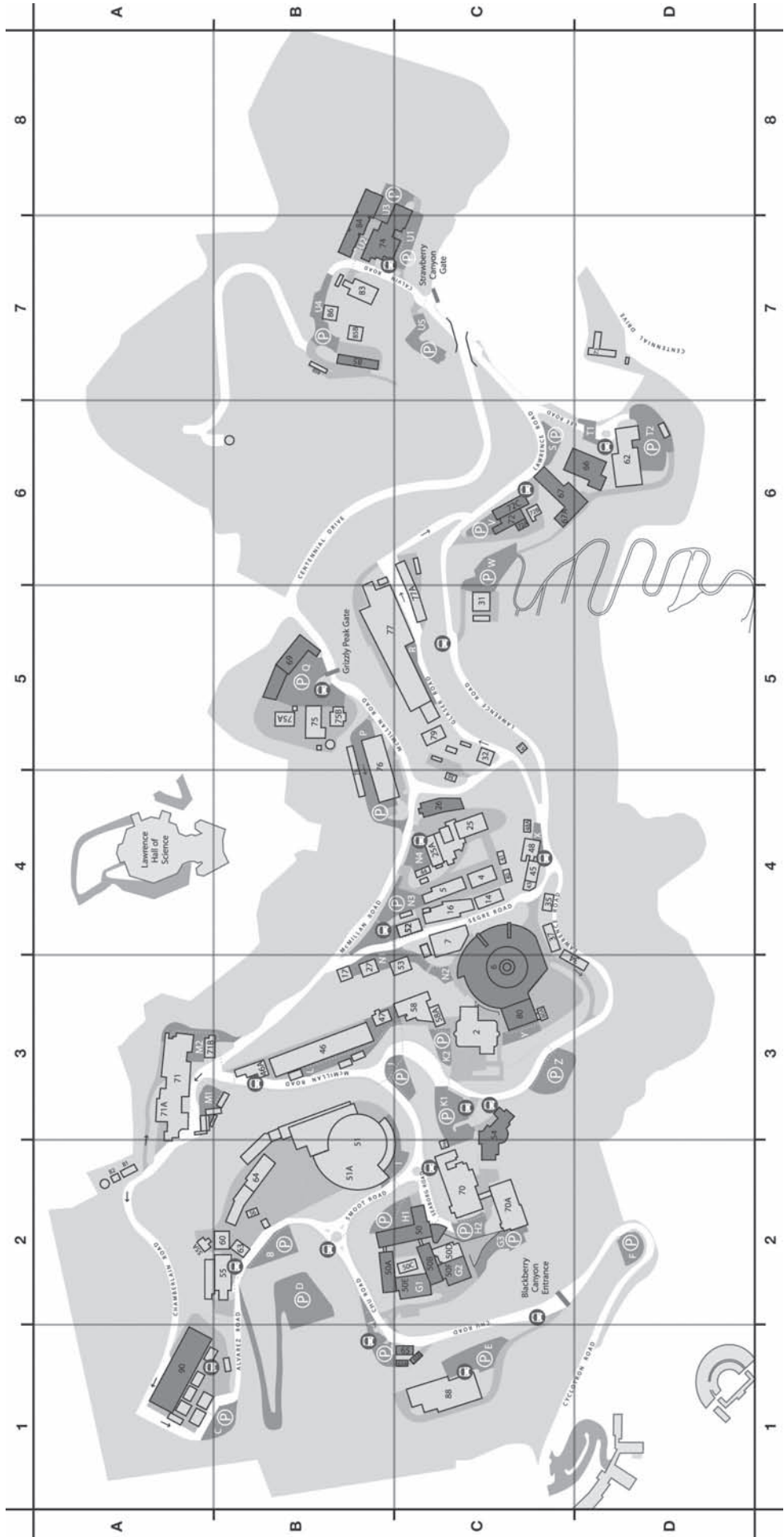
Donner Lab : B5 on UC Berkeley  
campus map  
Calvin Lab : D6 on UC Berkeley  
campus map  
Joint BioEnergy Institute (JBEI) :  
Bldg. 978, 5885 Hollis St., 4th floor,  
Emeryville, CA  
West Berkeley Biocenter  
(Potter St.) : Bldg. 977, 717 Potter  
St., Berkeley, CA  
Joint Genome Institute (JGI)  
2800 Mitchell Dr.  
Walnut Creek, CA  
Building 2 ..... C3  
Building 4 ..... C4  
Building 5 ..... C4  
Building 6 ..... C3, C4  
Building 7 ..... C4  
Building 14 ..... C4

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Building 85 ..... B7  
Building 85B ..... B7  
Building 88 ..... C1  
Building 90 ..... A1





# BERKELEY LAB

LAWRENCE BERKELEY NATIONAL LABORATORY

## EMPLOYEE HANDBOOK

OCTOBER 2008

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Lawrence Berkeley National Laboratory is an equal opportunity employer.

LBNL-937E



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## WELCOME FROM THE LABORATORY DIRECTOR

It is my honor and pleasure to welcome you to Lawrence Berkeley National Laboratory. You have joined an amazing institution, which for more than 75 years has conducted great science and fostered technological advancement to solve the world's most pressing problems and to answer its most elusive questions. Looking forward, I am confident that Berkeley Lab will build upon a strong tradition of scientific and operational excellence, and will continue to make important contributions to the future of humankind and Planet Earth.

Ernest Orlando Lawrence founded the Lab in 1931, based on the novel concept that teams of scientists, engineers and support staff working together can accomplish far more than the traditional research model of individual investigators with a small group tackling pieces of a problem. We continue to nurture that belief today and know that through teamwork, we will make a big difference in the world.

In joining the Berkeley Lab team, I believe that you will soon capture the excitement and inspiration that we feel about the great prospects for the Lab's future. From helping to solve the energy problem to advancing our understanding of space and time, there is much to look forward to.

Thank you for joining the Laboratory.

### **Dr. Steven Chu**

*Director of Lawrence Berkeley National Laboratory*

For more information on Dr. Steven Chu:

[www.lbl.gov/Publications/Director/index.html](http://www.lbl.gov/Publications/Director/index.html)



# ABOUT BERKELEY LAB

## *History*

In 1931, Ernest O. Lawrence founded the Lawrence Berkeley National Laboratory (Berkeley Lab) on the University of California's Berkeley campus. Lawrence was a scientific pioneer, winning the Nobel Prize in 1939 in physics for his invention of the Cyclotron and also founding the "team science approach," in which scientists from multiple disciplines work together on complex scientific projects focused on national needs and projects. Today, Berkeley Lab's budget of more than \$520 million funds projects in such diverse fields as fundamental physics, advanced materials and chemistry, biosciences and health, advanced computing, energy conservation technologies, and earth and environmental studies. Berkeley Lab's scientific programs and many of the scientists involved with them have been recognized for excellence nationally and internationally.

Berkeley Lab is managed by the University of California (UC) for the Office of Science in the U.S. Department of Energy (DOE). The shared history and relationship with UC makes the Lab unique among the DOE national laboratories. More than 250 Lab scientists hold joint appointments with many of the University's campuses. Employees at Berkeley Lab enjoy many of the advantages and privileges of the UC Berkeley campus. Lab employees contribute significantly to the economy and well-being of the greater community. The Lab leadership

acknowledges and supports the efforts of employees who actively volunteer in local schools and other community-based projects.

## *Berkeley Lab's Mission*

- Solve the most pressing and profound scientific problems facing humankind
- Conduct basic research for a secure energy future
- Understand living systems to improve the environment, health, and energy supply
- Understand matter and energy in the universe
- Build and safely operate leading scientific facilities for the nation
- Train the next generation of scientists and engineers

## *Berkeley Lab's Values*

There can be no doubt that you have chosen an organization with a strong commitment to pursuing the highest level of scientific achievement and to **pioneering new directions in science**. This commitment encourages academic freedom and demands **impeccable ethics** in every scientific and operational pursuit. At Berkeley Lab, there is a **sense of urgency** to achieve, but only within the strictest ethical boundaries, and **never compromising safety**. Berkeley Lab is proud of its scientific accomplishments and even more proud of the people who make them possible. It is the **diversity of people and thought** that give this organization its "heart" and its competitive edge.

# GETTING TO KNOW THE LAB

## Welcome

Welcome to Berkeley Lab. You are joining or are already a part of a laboratory with a sterling tradition of scientific achievement, including eleven Nobel Laureates and thirteen National Medal of Science winners. No matter what job you do, you make Berkeley Lab the outstanding organization that it is. Without your hard work and dedication, we could not achieve all that we have. We value you and thank you for choosing to be part of our community.

This Employee Handbook is designed to help you navigate the Lab. With over 3,000 employees, an additional 3,000 guests visiting from countries around the world, a 200-acre campus and many policies and procedures, learning all the ins and outs may seem overwhelming, especially if you're a new employee. However, even if you have been here for a while, this Handbook should be a useful reference tool. It is meant to serve as a guide, highlighting and summarizing what you need to know and informing you where you can go for more detailed information.

The general information provided in this Handbook serves only as a brief description of many of the Lab's policies. Policies, procedures and information are found in the Lab's Regulations and Procedures Manual (RPM), Summary Plan Descriptions, University of California policies, and provisions of Contract 31 between the Regents of the University and the U.S. Department of Energy. In addition, specific terms and conditions for represented employees are found in applicable collective bargaining agreements. Nothing in this Handbook

is intended to supplant, change or conflict with the previously mentioned documents. In addition, the information in this Handbook does not constitute a contract or a promise of continued employment and may be changed at any time by the Lab.

We believe employees are happier and more productive if they know what they can expect from their organization and what their organization expects from them. The Handbook will familiarize you with the privileges, benefits, and responsibilities of being an employee at Berkeley Lab. In this organization, as in the rest of the world, circumstances are constantly changing. Policies and procedures can change at any time, so it is advisable to keep apprised of these changes by checking in frequently to the electronic version of this Employee Handbook found at [www.lbl.gov/Workplace/HumanResources/EmployeeHandbook](http://www.lbl.gov/Workplace/HumanResources/EmployeeHandbook). Because we are always looking for ways to improve communications with our employees, we welcome your suggestions for ways to improve or update this Handbook. Send your comments to [employeehandbook@lbl.gov](mailto:employeehandbook@lbl.gov).

## EMPLOYEES LOCATED AT OFF-SITE LOCATIONS

Most of the information in this Handbook will apply to employees located at Berkeley Lab's main campus and its off-site locations. However, employees working at off-site locations should consult with their division's Human Resources (HR) Center or Safety Coordinator for information specific to their location.

Berkeley Lab's off-site locations are:

- Joint Genome Institute ([www.jgi.doe.gov](http://www.jgi.doe.gov))
- Joint BioEnergy Institute ([www.jbei.org](http://www.jbei.org))
- Washington, D.C. Offices
- Oakland Scientific Facility, Oakland, CA (NERSC) ([www.nersc.gov](http://www.nersc.gov))



<b>Division HR Centers</b>	
Accelerator and Fusion Research (AFRD)	510-495-2211
Advanced Light Source (ALS)	510-486-6065
Chemical Sciences (CSD)	510-486-6065
Computing Sciences and IT	510-495-2211
Earth Sciences (ESD)	510-486-4885
Engineering (ENG)	510-486-4904
Environment, Health and Safety (EH&S)	510-486-4709
Environmental Energy Technologies (EETD)	510-486-4885
Facilities	510-486-4904
Genomics/JGI	925-296-5676
Lab Directorate (LD)	510-486-4709
Life Sciences (LSD)	510-486-4885
Materials Sciences (MSD)	510-486-6065
Office of the Chief Financial Officer (OCFO)	510-486-4709
Operations (OPS)	510-486-4709
Nuclear Science (NSD)	510-495-2211
Physical Biosciences (PBD)	510-486-4885
Physics (PH)	510-495-2211
<b>Human Resources Department</b>	510-486-7950
<b>Division Safety Coordinators</b>	<a href="http://www.lbl.gov/ehs/html/coordinators.shtml">www.lbl.gov/ehs/html/coordinators.shtml</a>

## Our Community

We hired you because you have the best skills and talents for the job you do. The Lab is strongly committed to providing equal opportunity for all employees and applicants for employment. For us, this is the only acceptable way to do business. The Lab prohibits discrimination on the basis of race, color, religion, marital status, national origin,

ancestry, sex, sexual orientation, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), age, citizenship, or service in the uniformed services. "Diversity of people and thought" is one of our primary values. This commitment to diversity is affirmed in our "Principles of a Diverse Community."

- We affirm the inherent dignity in all of us and strive to maintain an environment characterized by respect, fairness and inclusion. Our valued community encompasses an array of races, creeds, and social circumstances. We recognize and cherish the richness contributed by our diversity.
- We accept open expression of our individuality and diversity within the bounds of courtesy, respect and sensitivity. We take pride in our collective achievements. We honor our differences.
- As mandated by law and reaffirmed here, we will not tolerate any manifestations of discrimination, including those based on race, ethnicity, gender, age, disability, sexual orientation, religious or political beliefs, and status within the Laboratory.

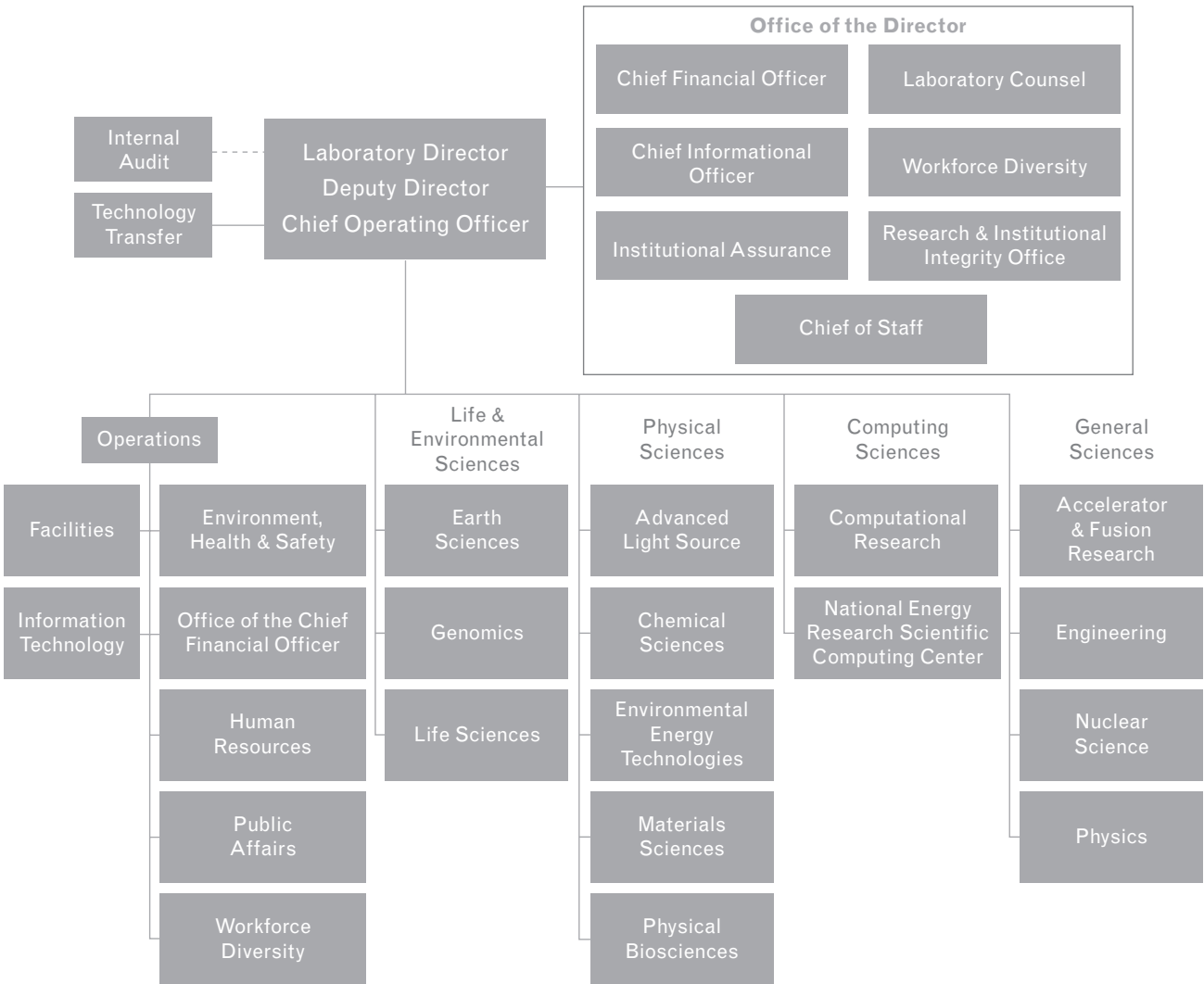
## The Historic Relationship

The relationship between the University of California and the Department of Energy (DOE) is an important part of what makes Berkeley Lab special, but it can be confusing to new employees.

- We are employees of the University of California, not the Department of Energy.
- We are not "government contractors" in the usual sense in which the term is used; the University is a Management and Operating (M&O) Contractor of DOE.
- LBNL is a "Federally Funded Research and Development Center" (FFRDC), a special category of institutions managed in the public interest to accomplish important research and analysis for the federal government.

- The relationship between the University and DOE is defined by a special Contract, which sets out the ways in which the University and DOE interact. You can read or consult the Contract at any time at [labs.ucop.edu/labprime-contracts](https://labs.ucop.edu/labprime-contracts).
- Because of our “hybrid” status, most federal and state laws and regulations (via the University) apply to us. Consult with management to ascertain which rules we must comply with.

Berkeley Lab Organization



## Your First Few Weeks

Starting a new job is exciting, but it can also be challenging to sort out all the details of your work life. This section is designed to help new employees find their way at Berkeley Lab in those early weeks. We start with literally finding your way.

### FINDING YOUR WAY: GETTING TO BERKELEY LAB AND NAVIGATING THE CAMPUS

The Lab is located on a 200 acre-site in the hills above the UC Berkeley campus. It can be accessed by car, bike, or public transportation. To see a map of the Lab, go to: [isswprod.lbl.gov/labmap/labmap.asp](http://isswprod.lbl.gov/labmap/labmap.asp).

#### Public Transportation

Public transportation is an efficient way of commuting to work, and the Lab strongly supports the use of public transportation as a green and community-friendly alternative to private vehicles. BART (Bay Area Rapid Transit) trains are one option. The BART Richmond line stops in Downtown Berkeley and will bring you a few steps away from a Lab shuttle stop (at the intersection of Center Street and Shattuck Avenue).

The Lab has a free shuttle service to transport employees and visitors to and from the Lab. The Lab shuttle service also has shuttle stops throughout the downtown Berkeley area. You will need to have your Lab ID handy to board the shuttle bus.

The AC Transit bus service is also another commute option to downtown Berkeley.

For more information on the Lab Bus Shuttles: [fac.lbl.gov/SiteSvcs/indexbus.html](http://fac.lbl.gov/SiteSvcs/indexbus.html)

For more information on public transportation around the Bay Area: [www.511.org/](http://www.511.org/)

For more information on BART: [www.bart.gov](http://www.bart.gov)

For more information on AC Transit bus service: [www.actransit.org](http://www.actransit.org)

#### Lab Shuttles

The Laboratory provides an on-site shuttle service for its main site in the Berkeley Hills, as well as off-site service from the Lab to nearby areas.

On weekdays, the Lab provides off-site shuttle service for visitors and employees. The off-site buses (Blue Route and Orange Route) operate from 6:30 a.m. to 6:50 p.m. During core business hours, the shuttles run every 15 minutes. All other times the shuttles run every 30 minutes. You can be picked up by the shuttle at any of the designated stops, where you'll find a sign indicating a Berkeley Lab bus stop.

For information about the Lab shuttle schedules, go to: [fac.lbl.gov/SiteSvcs/bus.html](http://fac.lbl.gov/SiteSvcs/bus.html)

**Rockridge Bus Schedule** (runs in the morning and afternoons only): [www.lbl.gov/Workplace/Facilities/Support/Busses/off-site-rockridge.html](http://www.lbl.gov/Workplace/Facilities/Support/Busses/off-site-rockridge.html)

Remember to hail the shuttle drivers to stop and pick you up.

#### Ridesharing

Driving to work is the only option for some of our employees. Because we're concerned about environmental issues, we urge you to consider ridesharing. Not only will it save you money in gas and bridge tolls, it will also save wear and tear on your car while you help reduce pollution.

For more on ridesharing, go to: [www.511.org](http://www.511.org) and click "Rideshare."

#### WageWorks Commuter Program

An additional money-saving incentive for using public transportation or rideshares is "Wage Works," a voucher program that subtracts your transportation costs from your paycheck before taxes are deducted.

For more information on the WageWorks Commuter Program, go to: [www.wageworks.com](http://www.wageworks.com).

**Guaranteed Ride Home**

The Lab participates in the Alameda County CMA Guaranteed Ride Home Program. This program is for eligible employees who take public transportation to work and need a ride home from work when unexpected circumstances arise. Employees must register with the Alameda County CMA Guaranteed Ride Home Program to participate in the program. For more information about the program and for registration material, go to: [www.grh.accma.ca.gov/](http://www.grh.accma.ca.gov/).

**Parking Permits for Cars**

If you drive to the Lab, you'll need a parking permit. To obtain one, go to the Site Access Office (Building 65A), with your LBNL ID, driver's license, license plate number, and proof of insurance for out-of-state license holders. There are many types of parking permits that specify where you may park.

Not all employees are eligible to park at the Lab. For parking eligibility information, contact your Human Resources Center or Site Access.

**Parking Permits for Bicycles and Motorcycles**

If you plan to ride a bike or motorcycle to work, we want you to reach our workplace safely. You must wear an approved helmet when riding either a bike or motorcycle at the Lab. Also, you'll need a parking permit, available at the Site Access Office. The permit will help you gain access to the Lab at the entry gates. Make sure you don't park in spaces that could interfere with pedestrian access or safety. Berkeley Lab has a bike coalition that encourages bicycle commuting through education and improved facilities.

For information about the Bike Coalition: [eetd.LBL.gov/bikes](http://eetd.LBL.gov/bikes)

To obtain a parking permit, go to the Site Access Office (Building 65A), with your LBNL ID. For

**Division HR Centers**

Accelerator and Fusion Research (AFRD)	510-495-2211
Advanced Light Source (ALS)	510-486-6065
Chemical Sciences (CSD)	510-486-6065
Computing Sciences and IT	510-495-2211
Earth Sciences (ESD)	510-486-4885
Engineering (ENG)	510-486-4904
Environment, Health and Safety (EH&S)	510-486-4709
Environmental Energy Technologies (EETD)	510-486-4885
Facilities	510-486-4904
Genomics/JGI	925-296-5676
Lab Directorate (LD)	510-486-4709
Life Sciences (LSD)	510-486-4885
Materials Sciences (MSD)	510-486-6065
Office of the Chief Financial Officer (OCFO)	510-486-4709
Operations (OPS)	510-486-4709
Nuclear Science (NSD)	510-495-2211
Physical Biosciences (PBD)	510-486-4885
Physics (PH)	510-495-2211
Human Resources Department	510-486-7950

**Site Access Office** 510-486-4551

Web site	<a href="http://www.lbl.gov/Workplace/site-access/">www.lbl.gov/Workplace/site-access/</a>
Parking map (See page 10)	<a href="http://www.lbl.gov/Workplace/site-access/parking/map.html">www.lbl.gov/Workplace/site-access/parking/map.html</a>
Parking policy	<a href="http://www.lbl.gov/Workplace/RPM/R1.04.html">www.lbl.gov/Workplace/RPM/R1.04.html</a>

motorcyclists, you will also need to bring your driver's license, license plate number, and proof of insurance for out-of-state license holders.

### ***Parking Your Car, Motorcycle, or Bicycle***

Limited on-site vehicle parking is provided for certain employees and visitors. For a list of eligible and ineligible persons, see Regulations and Procedures Manual (RPM) 1.04 Operation and Parking of Motor Vehicles and Bicycles at [www.lbl.gov/Workplace/RPM/R1.04.html](http://www.lbl.gov/Workplace/RPM/R1.04.html).

#### ***Types of Parking Permits and Parking Spaces***

Authorized Laboratory permits hang on the vehicle's rearview mirror. (Decal-type permits are used for motorcycles, scooters, motorbikes, mopeds, and bicycles.) The areas you can park in depend on your parking permit.

**Orange Circle**—Allows parking in Orange Circle permit parking spaces, Blue Triangle parking spaces, or any General parking spaces.

**Blue Triangle**—Allows parking in Blue Triangle parking spaces or unreserved General parking spaces.

**General**—Allows parking in all designated parking spaces not otherwise restricted or marked.

**Parking Map**—[www.lbl.gov/Workplace/site-access/parking/map.html](http://www.lbl.gov/Workplace/site-access/parking/map.html) (see page 10).

## **GETTING COMFORTABLE: SETTING UP YOUR OFFICE SPACE**

You will probably be spending many hours a day in your office space, so it's important that it's comfortable and set up to meet your technical and ergonomic needs.

### ***Setting Up Your Computer***

Most employees will use a computer in their work lives and will need access to the network, as well as

shared systems. To set up new computer accounts, go to the Information Technology's help request Web site at [help.lbl.gov](http://help.lbl.gov), or call the HELP desk at 486-HELP (4357).

Talk to your supervisor about how your division handles requests for new computer systems. If your division doesn't already have a system for you, consider using the IT Computer Store, which provides access to well-configured, supported desktop systems from a variety of vendors. [www.lbl.gov/IT/computer-store/](http://www.lbl.gov/IT/computer-store/)

### ***Accessing the Network***

To access the Lab's network, you will need to an LDAP (Lightweight Directory Access Protocol) username and password. If you also need an e-mail, calendar, and other accounts, go to: [www.lbl.gov/IT/CIS/accounts.html](http://www.lbl.gov/IT/CIS/accounts.html). If you need only an LDAP Account, call the HELP desk at x4357.

Read the Password Policy ([www.lbl.gov/ITSD/Security/systems/passwords.html](http://www.lbl.gov/ITSD/Security/systems/passwords.html)) before you create your LDAP password.

To change your LDAP password, go to: <https://www.lbl.gov/cgi-bin/ldap/ldap-pw.cgi>

### ***Computer Software***

The Information Technology Department provides various types of software for Lab employees. Depending on the type of software, there may be a cost for the computer application.

To see available software, go to: <https://software.lbl.gov/>

### ***Ergonomics***

The Lab's ongoing commitment to integrate safety and health into work activities includes a focus on ergonomics. All new employees, as well as employees whose job has changed location or who are experiencing discomfort, should schedule an ergonomic evaluation through the online ERGO Database at <https://ehswprod2.lbl.gov/Ergo/Login.asp?p=RequestEvaluation.asp>.

Parking Map



Types of Parking Permits and Parking Spaces

Hang Laboratory parking permits on the vehicle's rearview mirror. (Decal-type permits are used for motorcycles, scooters, motorbikes, mopeds, and bicycles.)



**Orange Circle:**  
Allows parking in Orange  
Circle permit parking spaces,  
Blue Triangle parking spaces,  
or any General parking spaces.



**Blue Triangle:**  
Allows parking in Blue  
Triangle parking spaces  
or unreserved General  
parking spaces.



**General:**  
Allows parking in all  
designated parking spaces  
not otherwise restricted or  
marked by any signs.



Remedy Interactive RSIGuard is a software program designed to prompt computer users to pause for a short break and do slow stretching exercises in their chairs. Stretching helps relieve stress that comes from working at your computer for long periods of time.

For more information about ergonomics:  
[www.lbl.gov/ehs/pub3000/CH17.html](http://www.lbl.gov/ehs/pub3000/CH17.html)

To download the Remedy Interactive RSIGuard software, go to: <https://software.lbl.gov/>. The Remedy Interactive RSIGuard software is located under "Utilities Software."

### ***Dealing with Technical Problems***

Technical problems, especially when they are computer-related, can make your work life difficult and make you less productive. The mission of the Help Desk is to provide a single point of entry for Lab employees who have computer and related technology questions, problems, or repair requests. The Help Desk will attempt to answer your questions and resolve your computer problems for you on the spot. Hours: Monday to Friday, 7:30 a.m. to 5 p.m.

The Help Desk accepts your inquiries, problem reports, and work requests by:

- Telephone: 486-HELP (4357)
- Help Desk Web Form: [www.lbl.gov/help](http://www.lbl.gov/help)
- E-mail: [help@lbl.gov](mailto:help@lbl.gov)

### ***Telephone Set-up***

To set up your phone, contact your division's telephone coordinator. To find your division's telephone coordinator, go to:  
[tscweb.lbl.gov/telephone/coordinators.html](http://tscweb.lbl.gov/telephone/coordinators.html)

### ***Office Supplies***

To order office supplies, you can contact your group's administrative assistant or use eBuy online at: <https://ebuy.lbl.gov/>. You will need a project ID to place your order.

All purchases, not only of office supplies, must be in accordance with Lab policy. Go to the Regulations and Procedures Manual (RPM) to view the procurement policy at [www.lbl.gov/Workplace/RPM/R11.38.html](http://www.lbl.gov/Workplace/RPM/R11.38.html).

For more information, go to the Procurement Web site at [www.lbl.gov/Workplace/CFO/pro/index.html](http://www.lbl.gov/Workplace/CFO/pro/index.html).

### ***Mail System and Receiving Mail***

The Laboratory's mail system is intended to process official mail. The Laboratory's mail system may not be used for stamped personal mail. Similarly, the mail system may not be used for incoming personal mail. A U.S. Postal Service box is located for employee convenience in the Cafeteria parking lot.

Most employees have a mailstop to receive their mail. Mailstops may be their office location or in a local mail area.

### ***Work Schedule***

Talk with your manager/supervisor about your expected work schedule.

## **GETTING YOUR EMPLOYMENT DOCUMENTS IN ORDER**

### ***Obtaining Your Employee Badge***

You must have a valid LBNL badge and either wear it or produce it upon request. Your employee badge allows you to enter the majority of main entry doors. You can obtain it at the Site Access Office in Building 65A from 8 a.m. to 4 p.m., unless otherwise posted. Call 510-486-4551 to confirm office hours.

Current Lab personnel have automatic access to:

- Building 50 Perimeter
- Building 50 Library
- Gates

For access to other buildings, please contact your division's security access manager (SAM) ([www.lbl.gov/Workplace/site-access/access/SAM.html](http://www.lbl.gov/Workplace/site-access/access/SAM.html))

For information about the Site Access office:  
[www.lbl.gov/Workplace/site-access/access](http://www.lbl.gov/Workplace/site-access/access)

If you lose your ID badge, report the loss to Site Access Office immediately at x4551 or Building 65A.

Some locations require a mechanical key for access. If you need a key to access a building, office, or lab, please contact your division's administrative personnel or the Lock Shop (x7665) for assistance.

### ***Completing Your Job Hazard Analysis (JHA)***

As a new employee, you must complete a Job Hazards Analysis to identify your Environment, Safety and Health training requirements. Your supervisor will assist you in responding to the questions.

To access the Job Hazards Analysis:  
[www.lbl.gov/ehs/html/training.htm](http://www.lbl.gov/ehs/html/training.htm)

### ***Employee Report of Potential Exposures Form***

You must complete an Employee Report of Potential Exposures form in our Health Services Department (Building 26).

### ***Payroll Forms***

You can find Direct Deposit, W-4, and California State Withholding (DE-4 form) forms at the Office of the Chief Financial Officer (OCFO) Web site: [www.lbl.gov/Workplace/CFO/co/pay/index.html](http://www.lbl.gov/Workplace/CFO/co/pay/index.html)

## **GETTING ORIENTED**

### ***New Employee Briefing (NEB)***

The New Employee Briefing (NEB) is an online presentation introducing new employees to the Laboratory: its mission, values, organization, employee programs, and some key operating policies and procedures.

The New Employee Briefing must be completed within 30 days of your date of hire.

You can access the New Employee Briefing at: [ehswprod.lbl.gov/ehstraining/neb/index2.html](http://ehswprod.lbl.gov/ehstraining/neb/index2.html) (HTML version) or [ehswprod.lbl.gov/ehstraining/neb/index.html](http://ehswprod.lbl.gov/ehstraining/neb/index.html) (Flash version).

### ***Benefits Orientation***

The Benefits Orientation provides new employees information about your health and welfare benefits, pension plan, voluntary retirement savings program, and other benefit programs. Benefits orientation meetings are conducted twice a month. To enroll for a benefits orientation meeting, go to Employee Self-Service: [hris.lbl.gov/self\\_service/login/](http://hris.lbl.gov/self_service/login/).

### ***Getting Trained in Your First 30 Days***

We value you and the talents that you bring to our workplace, and the training listed here is to help you get oriented to the Lab and off to the right start. You are expected to complete the courses during your first 30 days at the Lab, unless otherwise noted in the course description.

- **New Employee Briefing**—Mandatory for all employees. Online course at [ehswprod.lbl.gov/ehstraining/neb/index2.html](http://ehswprod.lbl.gov/ehstraining/neb/index2.html)
- **Safety Training**—Mandatory for all employees.

***General Employee Radiation Training (GERT)*** (EHS0405). Online course at [ehswprod.lbl.gov/EHSTraining/GERT/default.asp](http://ehswprod.lbl.gov/EHSTraining/GERT/default.asp)

***Introduction to Environment, Safety and Health*** (EHS0010). You must complete EHS0405 GERT before attending this training. Online course at [lbl.gov/ehs/training/webcourses/EHS0010/M1.htm](http://lbl.gov/ehs/training/webcourses/EHS0010/M1.htm).

- **Computer Security Training**—Mandatory for computer users.

**What You Need to Know about Cyber Security at Berkeley Lab** (Security 201). Online course at [isswprod.lbl.gov/cybersecurity/csar/index.html](http://isswprod.lbl.gov/cybersecurity/csar/index.html)

- **Manager And Supervisor Training**

**Sexual Harassment Prevention Training (AB1825)**. Online course. Mandatory for all supervisors and managers. Managers and supervisors will be contacted to take this training via e-mail.

**Leading And Motivating People (BLI0125)**. Classroom. Highly Recommended. To view the training schedule and to enroll, go to Employee Self-Service ([hris.lbl.gov/self\\_service/login/](http://hris.lbl.gov/self_service/login/)). Select the menu option "Training Enrollment," click on "All Courses," then select "Leading and Motivating People."

- **Trafficking Persons Protection Informational Briefing**—Mandatory for all employees. Online course at [ehswprod.lbl.gov/ehstraining/tvp/index.htm](http://ehswprod.lbl.gov/ehstraining/tvp/index.htm)

- **New Employee Benefits Orientation**—Highly recommended.

**Benefits Orientation**. Small classroom setting. To view the orientation schedule and to enroll, go to Employee Self-Service ([hris.lbl.gov/self\\_service/login/](http://hris.lbl.gov/self_service/login/)). Select the menu option "Training Enrollment," click on "All Courses," then select BLI0702.

**UC New Employee Benefits Videos**. Online overview at [atyourservice.ucop.edu/employees/new\\_employee/index.html](http://atyourservice.ucop.edu/employees/new_employee/index.html)

There are many other training courses available to you provided by the Berkeley Lab Institute (BLI), Environment, Health & Safety (EH&S), Office of the Chief Financial Officer (OCFO), etc. To view the training schedule of most courses and to enroll, go

to Employee Self-Service ([hris.lbl.gov/self\\_service/login/](http://hris.lbl.gov/self_service/login/)). Select the menu option "Training Enrollment," and click on "All Courses."

For more information,

BLI:

[www.lbl.gov/BLI/](http://www.lbl.gov/BLI/)

EH&S:

[www.lbl.gov/ehs/training/](http://www.lbl.gov/ehs/training/)

OCFO:

[www.lbl.gov/Workplace/CFO/fpt/training.html](http://www.lbl.gov/Workplace/CFO/fpt/training.html)

## DINING SERVICES

### **LBNL Cafeteria**

Since it's hard to work on an empty stomach, you'll want to know where you can eat breakfast or lunch or grab a cup of coffee. The Lab's Cafeteria is located at Perseverance Hall (Building 54) and provides a varied menu to suit all tastes. It also offers catering services. For the current menu, go to: [caldining.berkeley.edu/labdining/menus.html](http://caldining.berkeley.edu/labdining/menus.html).

FOOD SERVICE HOURS	
Breakfast	6:30–10:30 a.m.
Lunch	11 a.m.–3 p.m.
Coffee Bar	6:30 a.m.–5 p.m. / M–Th 6:30 a.m.–5 p.m. / F
Telephone	510-486-5357
E-mail	<a href="mailto:labdining@berkeley.edu">labdining@berkeley.edu</a>
Web Site	<a href="http://caldining.berkeley.edu/labdining/index.html">caldining.berkeley.edu/labdining/index.html</a>

### **Other Eating Options**

There are vending machines, refrigerators, and microwave ovens available in many locations; however, be aware that some refrigerators are for lab use only, not for personal food storage, and should be marked accordingly.

## FINDING IMPORTANT INFORMATION

Do you have other questions about the Lab, your division, or your job? Chances are you'll find the answers on the Lab's various Web sites. You can use the A-Z index or the Lab's Search Engine to find relevant information.

To access the A-Z Web site: [www.lbl.gov/lab-index/](http://www.lbl.gov/lab-index/)

To access the search engine: [search.lbl.gov](http://search.lbl.gov)

## BECOMING ACQUAINTED WITH THE REGULATIONS AND PROCEDURES MANUAL (RPM)

The purpose of the Regulations and Procedures Manual (RPM) is to provide Laboratory personnel with a reference to the University's and Lawrence Berkeley National Laboratory's policies, procedures, and regulations by outlining the normal practices and answering most policy questions that arise in the day-to-day operations of Laboratory departments. All employees are encouraged to review the RPM. To access the RPM Web site:

[www.lbl.gov/Workplace/RPM/TOC.html](http://www.lbl.gov/Workplace/RPM/TOC.html)

Represented employees should contact their union representative or consult their collective bargaining agreement for applicable employment policies.

## EMPLOYEE SELF-SERVICE

The Employee Self-Service Web site is available to all employees who need to do any of the following:

- Update emergency contact
- Access HR, benefit, and payroll forms
- Search available Lab employment opportunities
- Update name and home address changes
- Update parking permit information
- Review paycheck history
- Start a new or edit an existing direct deposit
- Enroll in on-site training courses

- View your training profile
- Racial/ethnic self-identification

Employee Self-Service:

[hris.lbl.gov/self\\_service/login/](http://hris.lbl.gov/self_service/login/)

## NEW TO THE BERKELEY AREA

If you are new to the Berkeley area, go to the Visitor Information Web site for maps of the city of Berkeley and the Lab, as well as hotel accommodation and restaurant information.

Visitor Information: [www.lbl.gov/visitor-info.html](http://www.lbl.gov/visitor-info.html)

## NON-SMOKING POLICY

It is the Laboratory's objective to create and maintain an environment as close to smoke-free as practicably possible. In addition, the Laboratory is located in an environment that poses severe hazards from wildland fires, and it is obliged to ensure that outdoor smoking is restricted to safe areas.

In keeping with these obligations and in compliance with State law, the Laboratory has determined that smoking is not permitted in the following locations:

- in any Laboratory building
- in any Laboratory vehicle
- within 20 feet of entrances and exits, operable windows, and air intakes
- on decks or stairs
- in areas with vegetation
- in any area posted as "No Smoking"

Smoking is permitted only in outdoor areas that are paved with asphalt, brick, or concrete.

All individuals are responsible for ensuring:

- that their smoke does not enter buildings
- the safe disposal of their smoking materials

# COMMUNICATING INFORMATION ABOUT BERKELEY LAB

## *Employee Communications*

A lot of activities and events occur throughout Berkeley Lab, and we want our employees to know what is happening. There are many forums to share this information. Below is a list of many communication resources available to employees:

- **News Center.** The News Center is a one-stop shop for all Lab news. It includes the latest press releases, in-depth scientific feature stories, recent news clips, and YouTube videos of Lab-sponsored talks. A "Short Takes" section showcases awards, special events, and other general scientific announcements. The site also features audio files of lectures, a searchable archive, Web feeds, and links to social bookmarking sites that enable users to save and share content. Go to: [www.lbl.gov/publicinfo/newscenter/](http://www.lbl.gov/publicinfo/newscenter/) for current news.
- **Today at Berkeley Lab (TABL).** TABL is the Lab's e-newsletter, delivered three to five times a week to all Lab employees with e-mail addresses in the lbl.gov domain. You are automatically signed up for this service. The newsletter carries mandated all-employee announcements and notices as well as news stories.
- **The Employee News.** The Employee News page, accessible from the News center and TABL e-mail, is the repository for general, administrative news that applies to both scientific and operations staff. It includes video features and a searchable archive, as well as links to information on key operations initiatives, such as safety and construction. Go to: [www.lbl.gov/publicinfo/newscenter/empnews](http://www.lbl.gov/publicinfo/newscenter/empnews).

# MAXIMIZING YOUR PERFORMANCE

At Berkeley Lab, we hire the best employees we can find for each position. Our commitment is to ensure equal employment opportunity to all employees and job applicants. We are also committed to creating a workplace where all employees can thrive and learn. Getting feedback on your performance and learning new ways to improve and enhance your performance are important features in our workplace.

## *Managing Your Performance*

Performance feedback is an ongoing, yearlong process. We expect all employees to meet their established goals and perform at the highest level possible. Because employees' performance is vital to our success, most new employees go through a six-month probationary period in which their performance and suitability for their positions are evaluated. After that time, they may be given "regular" employee status. Additionally, we conduct periodic reviews of our employees' performance. We anticipate that through the everyday feedback employees receive from their managers and from the more structured annual reviews, our employees will learn what we expect of them and we will learn what they expect of us.

For more about performance management, go to our Regulations and Procedures Manual (RPM) at: [www.lbl.gov/Workplace/RPM/R2.03.html](http://www.lbl.gov/Workplace/RPM/R2.03.html)

## *Managing Your Career Development*

The Lab encourages employees to gain skills, knowledge, and abilities that make them more effective in their present position and improve their career opportunities within the Laboratory. You and your supervisor may discuss your development plans at



any time, but, most certainly, at your annual performance review, which includes creating a development plan. In addition to developmental opportunities on the job, the development plan may include:

### ON-SITE TRAINING COURSES

- sponsored by the Human Resources Department's Berkeley Lab Institute (BLI)
- sponsored by other units of the organization, e.g., Environment, Health & Safety (EH&S), Computing Sciences, etc.

For more information about on-site training courses go to the BLI Web site at [www.lbl.gov/BLI](http://www.lbl.gov/BLI) or go to the Employee Self-Service Web site at [hris.lbl.gov/self\\_service/login/](http://hris.lbl.gov/self_service/login/) to find and enroll in on-site training courses.

### OFF-SITE TRAINING COURSES

Off-site training that directly benefits the employee's job may be supported by your department. You should discuss options with your supervisor.

For more information about off-site training requests: [www.lbl.gov/Workplace/HumanResources/EDT](http://www.lbl.gov/Workplace/HumanResources/EDT)

### COLLEGE DEGREE AND CERTIFICATE PROGRAMS

The Lab has two programs to assist eligible employees in their pursuit of a degree or certificate:

- **Tuition Reimbursement Program:** The Tuition Reimbursement Program may reimburse most of an employee's fees for pursuit of an approved course of study.
- **UC Reduced Fee Enrollment Program:** Eligible employees admitted to the University of California are eligible for a two-thirds reduction of both the University Registration and Educational fee.

For more information:

[www.lbl.gov/Workplace/HumanResources/EDT](http://www.lbl.gov/Workplace/HumanResources/EDT)

### OTHER CONTINUING EDUCATION COURSES

Eligible employees may also take off-site courses related to:

- professional licenses and certification needed for your position
- computer/software training

For more information about off-site computer training: [www.lbl.gov/BLI/offsite-comptrain.html](http://www.lbl.gov/BLI/offsite-comptrain.html)

### YOUR DEVELOPMENT PLAN

Your annual performance review must include development goals and a plan for attaining those goals during the coming year. If you do not have such a plan, you should request it.



# KEEPING YOU INVOLVED

You spend a large percentage of your time working at Berkeley Lab, but we hope you will also take advantage of non-work activities and services, many of which are connected to UC Berkeley.

## Activities

The Employee Activities Association (EAA) supports recreational, cultural and educational, and social activities at the Lab. Here are some of them:

- Dance Club
- Golf Club
- Mac Users Club
- Martial Arts Club
- Music Club
- Outdoor Archery Club
- Outdoors Club
- Pilates
- Softball Teams
- Table Tennis Club
- Tennis Club
- Yoga

Cultural activities and awareness are also part of what Berkeley Lab offers you. For example, the Arts Council organizes museum, theater, and lecture events. Additionally, the following clubs and associations are available:

- Berkeley Lab Asian Association
- Gay, Lesbian, Bisexual, Transgendered and Friends Club

- Green Team
- Latino and Native American Association

If you have any questions, or if you are interested in starting a new club, please e-mail the EAA Coordinator at [EAACoordinator@lbl.gov](mailto:EAACoordinator@lbl.gov).

For more information on activities:

[www.lbl.gov/Workplace/HumanResources/EAA/](http://www.lbl.gov/Workplace/HumanResources/EAA/)

## Libraries

### BERKELEY LAB LIBRARY

The Laboratory's library branches have a unique collection to meet the needs of our researchers.

The library is located in the Building 50 complex.

For more information go to:

[www-library.lbl.gov/public/tmLib/aboutus/LibDefault.htm](http://www-library.lbl.gov/public/tmLib/aboutus/LibDefault.htm)

### UC BERKELEY LIBRARY

You may obtain a card for use at UC Berkeley's campus libraries by showing your badge at the

Charles Franklin Doe Memorial Library (main University Library) Privilege Desk (first floor).

The privilege desk is open from 9 a.m. to 4:45

p.m. Monday to Saturday, and can be contacted at

510-642-3403. For more information regarding all

of the University's libraries, go to: [sunsite3.berkeley.edu:8080/newhours/LH/](http://sunsite3.berkeley.edu:8080/newhours/LH/).

## Recreational and Sports Facilities

Recreational facilities in the Men's and Women's Physical Education Departments on the UC Berkeley campus (on Bancroft between Dana and Ellsworth) are available at a discounted fee. Payment of the fee to the cashier in Sproul Hall entitles employees who work at least half-time and their spouses to use a locker, towels, athletic equipment, and swimming pools on a space-available basis.

Interested employees should contact the Campus Recreational Sports Facility (RSF). For more information, please go to:

*calbears.berkeley.edu* or call 510-642-7796.

## STRAWBERRY CANYON RECREATIONAL AREA

The Strawberry Canyon Recreational Area, located east of Memorial Stadium, has a swimming pool, tennis courts, playing fields, and a clubhouse available to students, faculty, employees, and their families. Staff members are charged a nominal membership fee. For more information about Strawberry Canyon Recreational Area, go to: *calbears.berkeley.edu* or call 510-642-6400.

## UC Berkeley Programs and Discounts

Our close proximity and working relationship with UC Berkeley qualifies LBNL staff for affiliate memberships or faculty/staff discounts to a variety of UC Berkeley programs.

- Cal Performances (Dance, Music, Theatre)  
*www.calperfs.berkeley.edu/*
- UC Botanical Garden  
*botanicalgarden.berkeley.edu/*
- Berkeley Art Museum  
*www.bampfa.berkeley.edu/*
- Pacific Film Archive Theater  
*www.bampfa.berkeley.edu/*
- UC Berkeley Events  
*events.berkeley.edu/*
- Scholar's Workstation  
*www.tsw.berkeley.edu*

## KEEPING YOU HEALTHY

The Laboratory is committed to helping you stay healthy. We want you to lead a long and healthy life, and we want to see you at work each day. There are a number of things in place to achieve this.

### *Voluntary New Hire Physicals*

All new career appointment Lab employees are eligible to receive a comprehensive baseline physical examination. Signing up for the physical examination, including any medical tests, is completely voluntary. The results of any physical exam and laboratory tests are strictly confidential. Voluntary periodic physical exams are offered at a frequency of two to five years, depending on your age. Contact Health Services at x6266 to schedule an appointment.

NOTE: Lab employees who work under more dangerous conditions and with materials that have a potential health risk will be monitored and examined periodically through the Lab's Medical Surveillance program.

### *Medical Treatment If You Are Ill or Injured on the Job*

A medical clinic is maintained in Building 26 to treat injuries and minor illnesses and to refer employees who should be treated by an outside physician. If you have been out of work for five or more days with a non-occupational health problem, you are requested to visit Health Services with medical documentation when you return to work. Health Services can be contacted at x6266; its hours are 7:30 a.m. to 3:30 p.m. Monday through Friday.

## *Employee Assistance Program (EAP)*

The Employee Assistance Program provides free, confidential counseling, consultation, and referrals for Lab staff. The program is provided through CARE Services and is part of the UC Berkeley campus University Health Services. The CARE Services staff counselors are a diverse group of professionals trained and experienced in dealing with a wide variety of personal issues, including work and personal stress, emotional concerns, family and relationship difficulties, elder care, alcohol and drug problems, and financial and legal matters. Services are available to all employees and their dependents in UC's Tang Center on campus. You may call 510-643-7754 for a free and confidential phone or office consultation. Regular hours of operation during the school year are 8 a.m. to 5 p.m. Monday to Friday.

For more information on CARE Services and hours: [www.uhs.berkeley.edu/FacStaff/CARE/](http://www.uhs.berkeley.edu/FacStaff/CARE/) or call 510-642-2000.

## *Optometry Clinic*

The Optometry Clinic of the School of Optometry on the UC Berkeley campus provides eye examinations, contact lenses, and a full range of eye-glass choices to employees for a fee. It is located on the southeast corner of campus near the Haas School of Business.

For more information on eye care: [www.caleyecare.org](http://www.caleyecare.org) or call 510-642-2020.

## *Safety and Computer Glasses*

Free glasses for eye protection are available. These include safety glasses with side shields to protect against debris, as well as computer glasses adjusted for optimum computer screen viewing. Safety

glasses are available for all Lab employees through a Health Services optometrist. To make an appointment to see the Health Services optometrist, contact Health Services at x6266.

## *Health Benefits*

In spite of our best intentions to stay healthy and fit, there are times when illness and injury impinge upon our lives. For some, it means a few days off from work; for others, perhaps, the need for longer periods of recovery time. Every eligible full-time employee accrues eight hours of sick leave per month.

Your health benefits give you and your family members numerous options for maintaining your health as well as attending to illness and injury.

Every November, you have the opportunity through the University of California's Open Enrollment to review your health benefits and make changes.

For more detailed information, see: [atyourservice.ucop.edu/employees/health\\_welfare/index.html](http://atyourservice.ucop.edu/employees/health_welfare/index.html)

Since organizational health plans may change from year to year, it is wise to check for updates on the UC's At Your Service Web site: [www.atyourservice.ucop.edu/](http://www.atyourservice.ucop.edu/)

## **HEALTH CARE FACILITATOR PROGRAM**

If you are experiencing difficulty dealing with your health care providers in the areas of care access, administrative issues, benefits coverage, and/or consumer education issues, take advantage of the Health Care Facilitator Program (HCF), which offers assistance to employees in navigating the health care system.

For more information about the Health Care Facilitator program:

[www.lbl.gov/Workplace/HR/Benefits/HCF](http://www.lbl.gov/Workplace/HR/Benefits/HCF)

DENTAL PLANS

Employees (and their dependents) may choose from two comprehensive dental plans.

For more information about dental plans:  
[atyourservice.ucop.edu/employees/health\\_welfare/dental/index.html](http://atyourservice.ucop.edu/employees/health_welfare/dental/index.html)

MOBILE ON-SITE DENTAL SERVICE

The Lab also offers on-site dental services. The mobile on-site dental service for employees, students, and guests includes a full range of general and cosmetic services. The trailer is located near the Strawberry Canyon back gate during visiting hours. Major PPO insurance plans, including UC's Delta Dental DPO (not Delta Care USA [DHMO]), will be accepted. Discounted rates are offered for those without insurance. To schedule an appointment, go to: [www.onsitedental.com/](http://www.onsitedental.com/).

VISION PLAN

The Lab offers a comprehensive vision care benefit provided by Vision Service Plan (VSP) for eligible employees. Vision care benefits may also be provided by health plan providers.

For more information:  
[atyourservice.ucop.edu/employees/health\\_welfare/vision/index.html](http://atyourservice.ucop.edu/employees/health_welfare/vision/index.html)

OTHER HEALTH CONCERNS

Lactation Rooms

To support women balancing their return to work with their needs as mothers of young children, the divisions will provide an appropriate lactation room. Contact your divisional HR Center to make arrangements.

Division HR Centers

Accelerator and Fusion Research (AFRD)	510-495-2211
Advanced Light Source (ALS)	510-486-6065
Chemical Sciences (CSD)	510-486-6065
Computing Sciences and IT	510-495-2211
Earth Sciences (ESD)	510-486-4885
Engineering (ENG)	510-486-4904
Environment, Health and Safety (EH&S)	510-486-4709
Environmental Energy Technologies (EETD)	510-486-4885
Facilities	510-486-4904
Genomics/JGI	925-296-5676
Lab Directorate (LD)	510-486-4709
Life Sciences (LSD)	510-486-4885
Materials Sciences (MSD)	510-486-6065
Office of the Chief Financial Officer (OCFO)	510-486-4709
Operations (OPS)	510-486-4709
Nuclear Science (NSD)	510-495-2211
Physical Biosciences (PBD)	510-486-4885
Physics (PH)	510-495-2211
Human Resources Department	510-486-7950

# KEEPING YOU SAFE

## *Safety in the Workplace*

Safety in the workplace is a top priority. All employees are expected to work in a manner that protects their health and safety and that of their fellow employees and the public, as well as preserving the quality of the environment. It is important for everyone to thoroughly understand and adhere to the Lab's safety policies and procedures.

### REQUIRED SAFETY TRAINING

Once you are hired to work at the Lab, you will be required to participate in the following safety training within the first 30 days of employment:

- **General Employee Radiation Training (GERT)** (EHS0405). Online Course. To take the course, go to:  
[ehswprod.lbl.gov/EHSTraining/GERT/default.asp](http://ehswprod.lbl.gov/EHSTraining/GERT/default.asp)
- **Introduction to Environment, Safety and Health** (EHS0010). You must complete EHS0405 before attending this training.  
[www.lbl.gov/ehs/training/jobcourses/EHS0010/M1.htm](http://www.lbl.gov/ehs/training/jobcourses/EHS0010/M1.htm)

This session covers preventative safety strategies, general Lab hazards, and the injury reporting processes. If you have any questions about the safety-training enrollment process, please contact the Training Coordinator for the Environment Health and Safety Training Group at x2228.

- Complete other job-specific safety courses relevant to your work.

To register for these courses, go to:

[www.lbl.gov/ehs/training/index.shtml](http://www.lbl.gov/ehs/training/index.shtml) or call x2228.

At your start appointment, you were also asked to sign a form confirming that you will comply with all health and safety policies and that you will view the following Web sites:

- Integrated Safety Management  
([www.lbl.gov/ehs/pub811/](http://www.lbl.gov/ehs/pub811/))
- Stopping Unsafe Work  
([www.lbl.gov/ehs/refs/stopwork.shtml](http://www.lbl.gov/ehs/refs/stopwork.shtml))
- Policy on Substance Abuse in the Workplace  
([www.lbl.gov/Workplace/RPM/R2.23.html](http://www.lbl.gov/Workplace/RPM/R2.23.html))

Finally, you must have a current Job Hazards Analysis (JHA) on file. The JHA will identify your environment, safety, and health training requirements. A new JHA must be completed at the time of hire, when you change jobs, when your job duties change, and annually.

To access a JHA questionnaire:

[www.lbl.gov/ehs/html/training.htm](http://www.lbl.gov/ehs/html/training.htm)

### MAINTAINING A SAFE WORK ENVIRONMENT

Some areas that are particularly important in a safe work environment and that you should be aware of are:

- Safety designed equipment, experiments, and operations
- Appropriate protective equipment and procedures
- Identification of potential hazards and safeguards in place to prevent injury or property damage
- Minimum personal exposure to toxic chemicals and ionizing radiation
- Prompt reporting and investigation of accidents that compromise safety

This information is provided via your supervisor and/or safety training classes.

“STOP WORK” POLICY

The Lab’s “Stop Work” policy is critical. You should immediately stop work if you observe conditions that could cause harm to yourself, others, or the environment. Report the incident to x6999 and to your immediate supervisor or the responsible division/department manager.

For more detailed information on safety procedures:

[www.lbl.gov/Workplace/RPM/R7.01.html](http://www.lbl.gov/Workplace/RPM/R7.01.html)  
[www.lbl.gov/ehs/pub3000/pub3000c.html](http://www.lbl.gov/ehs/pub3000/pub3000c.html)

HAZARD COMMUNICATION

You have the right to know about the hazardous materials and hazardous agents in your workplace. This information is available through Material Safety Data Sheets (MSDS). A Material Safety Data Sheet (MSDS) is an informational document prepared by the manufacturer or importer of a hazardous chemical which describes its physical and chemical properties, its physical and chemical hazards, and recommended precautions for handling, storage, and disposal.

For more information about MSDSs:  
[www.lbl.gov/ehs/chsp/html/msds.shtml](http://www.lbl.gov/ehs/chsp/html/msds.shtml)

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Some jobs require equipment to protect employees from the hazards associated with their jobs. If you have a job that demands protective clothing or protection for your feet, hands, head, eyes, hearing, or respiration, the Lab will provide the appropriate equipment for you.

For more information about personal protective equipment:  
[www.lbl.gov/ehs/pub3000/CH19.html](http://www.lbl.gov/ehs/pub3000/CH19.html)

WHAT TO DO IN AN EMERGENCY

Although rare, emergencies do happen, and you need to know what steps to take. The following are important phone numbers to refer to in the event of an emergency.

Reporting a <b>serious or life-threatening injury or illness</b> :	
<b>Call x7911</b>	from LBNL or any phone with a 486 or 495 prefix, including those on UC Berkeley campus
<b>Call x9-911</b>	from cell phones or campus phones with a 642 or 643 prefix and from JGI in Walnut Creek
<b>Call 911</b>	from cell phones
<i>NOTE: There may be a slight delay as your call is routed to emergency personnel. Please stay on the phone.</i>	
Reporting <b>any other injury or illness, call Health Services</b> :	
<b>Call x6266</b>	from LBNL or any phone with a 486 or 495 prefix, including those on UC Berkeley campus
<b>Call 510-486-6266</b>	from cell phones or campus phones with a 642 or 643 prefix and from JGI in Walnut Creek
Reporting <b>non-emergency events</b> (such as environmental releases, hazardous conditions, traffic incidents, near-miss events, and security events):	
<b>Call x6999</b>	from LBNL or any phone with a 486 or 495 prefix, including those on UC Berkeley campus
<b>Call 510-486-6999</b>	from cell phones or campus phones with a 642 or 643 prefix and from JGI in Walnut Creek



Be prepared to relay the following information:

- What happened and where it happened (building and room number)
- An injury assessment (if applicable)
- Your name and extension

Reporting a fire	
<b>Call x7911</b>	from LBNL Buildings, including those on UC Berkeley campus or other off-site buildings on phones with a 486 or 495 prefix
<b>Call x9-911</b>	from non-LBNL campus buildings on phones that have a 642 or 643 prefix, and from JGI in Walnut Creek)
<b>Call 911</b>	from cell phones

- Sound the fire alarm at the nearest fire call box.
- Evacuate immediately, using the routes posted near each exit.
- Follow the directions of your Building Emergency Team. (Contact your Building Manager for a list of Building Emergency Team members: [www.lbl.gov/ehs/ep/bldgmngr.shtml](http://www.lbl.gov/ehs/ep/bldgmngr.shtml))
- Do not re-enter the building until it is declared safe by the Fire Department.
- Do not use elevators.

Reporting any other threats	
<b>Call x7911</b>	from LBNL Buildings, including those on UC Berkeley campus or other off-site buildings on phones with a 486 or 495 prefix
<b>Call x9-911</b>	from non-LBNL campus buildings on phones that have a 642 or 643 prefix, and from JGI in Walnut Creek)

These may include:

- Telephone bomb threats
- Suspicious or dangerous persons

- Suspicious packages or mail
- Radioactive/Chemical/Biological Exposures

Make sure you are acquainted with your Red Emergency Preparedness Employee Pocket Guide. These guides are posted throughout the Lab.

For more information on emergency preparedness: [www.lbl.gov/ehs/ep/index.shtml](http://www.lbl.gov/ehs/ep/index.shtml)

## WORKPLACE INJURIES

The health and safety of employees and others on work property is of utmost concern. It is therefore the policy of the Lab to strive constantly for the highest possible level of safety in all operations. It is our commitment to comply with all applicable health and safety laws and to ensure that work areas are free of hazardous conditions.

The Lab will make every effort to provide working conditions that are as healthy and safe as feasible, and employees are expected to be equally conscious about workplace safety, including employing proper work methods, reporting potential hazards, and reducing exposure to known hazards. You should immediately inform your supervisor or manager of any unsafe condition or act that you observe. If you can correct an unsafe condition without risk of injury to yourself or others, you should take steps to correct it. If you are injured, however, you are required to report all injuries by calling x7911 immediately if you are located on the main Lab site. Call x9-911 from an LBNL non-campus building.

If you have an occupational injury or illness, you should immediately contact your supervisor and report your injury to Health Services in Building 26, at x6266. All injuries, including first aid injuries, must be reported to Health Services. Occupational health professionals will evaluate your injury, give first aid, and when necessary, refer you to a treating physician or your pre-designated personal physician for further medical care.

For more information on Workers' Compensation: [www.lbl.gov/Workplace/RPM/R2.15.html](http://www.lbl.gov/Workplace/RPM/R2.15.html)

## MAINTAINING A SAFE, DISCRIMINATION-FREE, AND HARASSMENT-FREE ENVIRONMENT

The Lab believes that it is the right of every employee to feel safe from discrimination and sexual harassment in the workplace. Discrimination or sexual harassment may result in a "hostile work environment," which is not only a violation of law and Lab policy but can also undermine employee morale. The Lab has a strong policy in place to protect employees from discrimination and sexual harassment and to discipline employees whose behavior violates this policy.

Berkeley Lab is committed to maintaining a work environment that is free of any type of harassment. In keeping with this commitment, the Laboratory will not tolerate harassment in violation of the Laboratory's policies against its employees or individuals performing services for the Laboratory by anyone, including any supervisor, co-worker, vendor, client, customer, or any third party.

For more on the non-discrimination and sexual harassment policy and procedures, contact the Lab's Equal Employment Officer/Affirmative Action (EEO/AA) Manager, who is the Lab's designated Title VII/IX Sexual Harassment Compliance Officer.

EEO/AA Manager: 510-486-7635

For more about the Lab's non-discrimination and harassment policy and procedures, go to the following Web sites:

[www.lbl.gov/Workplace/RPM/R2.01.html#RTFTtoC1](http://www.lbl.gov/Workplace/RPM/R2.01.html#RTFTtoC1)

[www.lbl.gov/Workplace/RPM/R2.05.html](http://www.lbl.gov/Workplace/RPM/R2.05.html)

[www.lbl.gov/HR/hr\\_ler/sh\\_splash.html](http://www.lbl.gov/HR/hr_ler/sh_splash.html)

## SUBSTANCE ABUSE IN THE WORKPLACE

The University of California and the Laboratory recognize dependency on alcohol and other drugs as a treatable condition and offer programs and services for Laboratory employees, including

University of California student employees, with substance dependency problems. Employees (including student employees) are encouraged to seek assistance, as appropriate, from employee support programs, health centers, and counseling or psychological services available through the Laboratory's Employee Assistance Program, which is provided by the University of California Health Center (the Tang Center) on the Berkeley campus. Information obtained regarding an employee or student during participation in such programs or services will be treated as confidential, in accordance with federal and state laws.

The Laboratory strives to maintain a work site free from the illegal use, possession, or distribution of alcohol or of controlled substances as defined in Schedules I-V of the Controlled Substances Act (21 United States Code §812) and 21 Code of Federal Regulations 1308. Unlawful manufacture, distribution, dispensing, possession, use, or sale of alcohol or of controlled substances by employees in the workplace, on Laboratory premises, at official Laboratory functions, or on Laboratory business is prohibited. Unauthorized possession, use, consumption, or being under the influence of alcohol and controlled substances on Laboratory premises is prohibited. In addition, employees may not use illegal substances or abuse legal substances, including alcohol, in a manner that impairs work performance, scholarly activities, or student life.

The Laboratory strongly supports and is committed to making a good-faith effort to maintain a workplace free of substance abuse through implementation of 10 Code of Federal Regulations 707.5(a) (1)-(5) (Workplace Substance Abuse Programs at Department of Energy Sites). Use, possession, sale, distribution, or manufacture of illegal drugs at sites owned or controlled by DOE is prohibited.

UC CARE Services (Employee Assistance Program)  
510-643-7754

[www.uhs.berkeley.edu/facstaff/care/index.shtml](http://www.uhs.berkeley.edu/facstaff/care/index.shtml)

## Security in the Workplace

At Berkeley Lab, security is everyone's business. We need to keep our employees and our workplace safe from unauthorized, uninvited individuals. To this end, the following procedures are in place:

### EMPLOYEE BADGES

Every employee must have a valid Berkeley Lab ID badge and either wear it or produce it upon request. Badges and clips are available in the Site Access office in Building 65A (x4551) from 8 a.m. to 12 p.m. and 1 p.m. to 4 p.m. Monday to Friday. To obtain an employee badge, you must bring another form of ID and be designated an "Active" employee in the Lab's Human Resources Information System (HRIS).

### GATE PROCEDURES

- All employees driving personal vehicles, including motorcycles and bicycles, will be required to stop and provide positive identification through display of a valid LBNL parking permit. Drivers of LBNL government vehicles must also present a valid LBNL photo ID.

Employees who have forgotten their parking permit must stop at the gate so that they can be issued a one-day temporary permit.

- Passengers in all vehicles must have an LBNL ID or other valid photo identification.

Those without an LBNL photo ID are required to provide citizenship information and register on the Visitors' Log.

- Bicyclists and pedestrians must have a valid LBNL ID.

Bicyclists and pedestrians without an LBNL photo ID are required to provide citizenship information and register on the Visitors' Log.

- The Blackberry Gate will be open 24 hours a day. All after-hours and weekend traffic must enter through the Blackberry Gate.

- All after-hours and weekend traffic through the Blackberry Gate will be required to stop for identification and must have a valid LBNL ID badge for the electronic reader installed at that gate. Passengers who are not LBNL employees and are without an LBNL ID badge must be logged in and provide citizenship information.

Employees who have forgotten their LBNL ID badge, or whose badge does not scan as valid, will be processed as visitors and will require a host for admittance.

NOTE: Security is not permitted to grant access to any employee into any of the card-controlled buildings or rooms.

- The Strawberry Gate is staffed from 6:30 a.m. to 7:45 p.m. on normally scheduled workdays.
- The Grizzly Peak Gate will be staffed ONLY from 6:30 a.m. to 9:30 a.m. for incoming traffic. However, this gate has been modified to open half-way to allow vehicles to exit 24 hours a day. You should drive to the sensor line in the pavement, and the gate will open for outbound traffic only.

### REQUESTING VISITOR ACCESS

You may request site access for a prospective visitor with the approval of your supervisor and/or with the knowledge of your division business manager/director. If you extend an invitation to a prospective visitor, you become the Laboratory host for that prospective visitor, and your division becomes the host division for the prospective visitor. As the Laboratory host, the division employee must advise the prospective visitor of the Laboratory site-access policies as set out in the Regulations and Procedures Manual (RPM), 1.06 Site Access policy.

To ensure your visitor is expeditiously processed through the Gate, please add your visitor to the official gate access roster at [https://visitorpass.lbl.gov/public\\_html/login.jsp](https://visitorpass.lbl.gov/public_html/login.jsp). For same-day requests, call the Blackberry Gate at x4050. All visitors will be

required to show valid photo identification, provide citizenship information, and register on the Visitors' Log.

For more information, contact the Site Access Office, x4551.

SECURITY SERVICES

The Lab works with an outside vendor to provide security for Berkeley Lab. Security Services are available 24 hours a day, 7 days a week. For all other security concerns, call x4050 or x5472.

Reporting a <b>serious or life-threatening injury or illness:</b>	
<b>Call x7911</b>	from LBNL or any phone with a 486 or 495 prefix, including those on UC Berkeley campus
<b>Call x9-911</b>	from cell phones or campus phones with a 642 or 643 prefix and from JGI in Walnut Creek
<b>Call 911</b>	from cell phones
<i>NOTE: There may be a slight delay as your call is routed to emergency personnel. Please stay on the phone.</i>	
Reporting <b>non-emergency events</b> (such as environmental releases, hazardous conditions, traffic incidents, near-miss events, and security events):	
<b>Call x6999</b>	from LBNL or any phone with a 486 or 495 prefix, including those on UC Berkeley campus
<b>Call 510-486-6999</b>	from cell phones or campus phones with a 642 or 643 prefix and from JGI in Walnut Creek

Computer Security

Computer security is a high priority in order to protect information and privacy.

COMPUTER SECURITY TRAINING

All employees are required to take the Computer Security Annual Refresher course. The course is designed to inform you of your basic security responsibilities as an employee of LBNL and to provide you with actions you can take to protect your computer systems. This online course takes 10 to 20 minutes to complete and is available at: [isswprod.lbl.gov/cybersecurity/csar/index.html](http://isswprod.lbl.gov/cybersecurity/csar/index.html).

EMPLOYEE COMPUTER PROTECTION AGREEMENT

All new employees are required to sign the Employee Computer Protection Agreement. If you didn't sign this with your HR center representative when you first began work, please download it and return it to your HR Center.

Employee Computer Protection Agreement:  
[www.lbl.gov/cyber/guidelines/CPemployee.html](http://www.lbl.gov/cyber/guidelines/CPemployee.html)

COMPUTER SECURITY GUIDELINES

Like safety, computer security is a personal responsibility. You are responsible for maintaining the security of the systems you use and manage.

The Lab's Computer Security Policy is located in the RPM in Section 9.01. Procedures and helpful information can be found on the Cyber Security Web site at [www.lbl.gov/cyber](http://www.lbl.gov/cyber). The required Annual Computer Security Refresher covers additional information.

PERSONALLY IDENTIFIABLE INFORMATION

The Laboratory takes seriously its responsibility to protect Personally Identifiable Information we have been entrusted with. Storage of Social Security numbers, personal financial account numbers, or personal health information on desktops, laptops, or removable storage devices—and transmission via e-mail or other insecure means—is not permitted. More information is available here: [www.lbl.gov/CIO/Privacy/](http://www.lbl.gov/CIO/Privacy/).

# COMPENSATING YOU

The Laboratory wants you to be paid fairly and accurately. Our compensation program is set up to attract, motivate, and retain a quality workforce that can achieve the high goals we have set. We know that there are many desirable workplaces vying for top employees, and we aim to stay competitive in the marketplace.

## *Kinds of Pay*

### STARTING SALARIES

Your starting salary is determined based on your background, your skill level, current competitiveness of the job market, and internal equity within the department or unit.

### MERIT INCREASES

Employees who are in a career or term appointment are eligible for annual merit increases. These increases are based on numerous factors, including your performance, current position of your salary in the range for the job, internal equity, and external market conditions.

### PROMOTIONAL INCREASES

If you are promoted to a position with a higher salary range, you may receive a salary increase.

### OTHER SALARY ADJUSTMENTS

Salaries may also be adjusted if an employee is demoted, has a significant reduction in job duties, or requests a job in a lower salary range.

A lateral transfer within the same salary range generally does not lead to a salary increase.

Salary increases may also be given after a probationary period (if merited) or to remedy a salary inequity (targeted cases).

### OVERTIME PAY

If you are a non-exempt employee and work more than eight hours in a day, you are eligible for overtime pay at the rate of 1½ times your regular hourly rate. All overtime work requires advance approval from your supervisor.

For more detailed information about compensation at the Lab, refer to the Salary Administration Manual (at [www.lbl.gov/Workplace/Salary-Admin/](http://www.lbl.gov/Workplace/Salary-Admin/)) or contact your HR Center or the Compensation Department.

## *"LETS" Get Paid*

In order to receive your paycheck, you need to enter the time you have worked into LETS (Laboratory Employees Time Entry System), the Lab's computerized time-entry system. After entering your time, your supervisor reviews and approves it, and it is transmitted to Payroll. Use your LDAP username and password to access the LETS system. If you do not have an LDAP account, you may request one by calling the Help Desk at x4357, or by filling out the form at [www.lbl.gov/ITSD/CIS/accounts.html](http://www.lbl.gov/ITSD/CIS/accounts.html).

### REPORTING YOUR TIME: THE LETS "SWEEP"

You will need to report the time you worked the day before the reporting period closes (the LETS "sweep").

- For biweekly paid employees, who report time weekly, LETS sweeps fall on the first work day of each week and the last workday of each month.
- For monthly paid employees, who report time monthly, LETS sweeps fall on the third work-



**Division HR Centers**

Accelerator and Fusion Research (AFRD)	510-495-2211
Advanced Light Source (ALS)	510-486-6065
Chemical Sciences (CSD)	510-486-6065
Computing Sciences and IT	510-495-2211
Earth Sciences (ESD)	510-486-4885
Engineering (ENG)	510-486-4904
Environment, Health and Safety (EH&S)	510-486-4709
Environmental Energy Technologies (EETD)	510-486-4885
Facilities	510-486-4904
Genomics/JGI	925-296-5676
Lab Directorate (LD)	510-486-4709
Life Sciences (LSD)	510-486-4885
Materials Sciences (MSD)	510-486-6065
Office of the Chief Financial Officer (OCFO)	510-486-4709
Operations (OPS)	510-486-4709
Nuclear Science (NSD)	510-495-2211
Physical Biosciences (PBD)	510-486-4885
Physics (PH)	510-495-2211
<b>Human Resources Department</b>	510-486-7950
<b>Compensation and Benefits Manager</b>	510-486-6029

day before the end of each month. For the months of September, November, and December, LETS sweeps occur earlier in the month, due to the fiscal year-end or the holidays.

Timely, accurate reporting of effort is a Laboratory requirement, used to:

- Monitor actual performance against budget goals
- Ensure that labor costs are properly reported by DOE Budget and Reporting classification
- Guarantee that employees are paid correctly and that their leave accumulations are accurate

Employees are responsible for accurately reporting their effort on a timely basis.

You can also check your vacation and sick leave balances on LETS (at the bottom left-hand corner of the time record).

For more information about LETS and frequently asked questions: <https://www-iss.lbl.gov/lets/letsfaq.htm>

## Paydays

- Exempt employees are normally paid on the first day of the month following the month worked.
- Non-exempt employees are paid every two weeks, normally on the Friday following the end of the biweekly pay period.

For more information regarding time reporting, pay periods, and check distribution:

[www.lbl.gov/Workplace/RPM/R11.05.html](http://www.lbl.gov/Workplace/RPM/R11.05.html) (time reporting)

[www.lbl.gov/Workplace/RPM/R11.06.html](http://www.lbl.gov/Workplace/RPM/R11.06.html) (pay periods, computations, deductions)

[www.lbl.gov/Workplace/RPM/R11.07.html](http://www.lbl.gov/Workplace/RPM/R11.07.html) (paydays and check distribution)

## Depositing Your Paycheck

You may opt to have your paycheck deposited electronically to your bank account(s). To initiate or make any changes to your direct deposit, go to the Employee Self-Service Web site at [https://hris.lbl.gov/self\\_service/login/](https://hris.lbl.gov/self_service/login/) for more information.



# TAKING TIME AWAY FROM WORK

## Vacations

The Lab recognizes that employees need to take time off to rest, relax, enjoy a vacation, or attend to personal, family, or health matters. We offer you a paid vacation program that varies according to your job classification and/or length of service. You should schedule your vacation in advance with your supervisor.

### VACATION ACCRUALS

Career and Term Appointment Employees:

- With less than 10 years of service at half-time or more: 1¼ days (10 hours) per month
- With between 10 and 15 years of service at half-time or more: 1½ days (12 hours) per month
- With between 15 and 20 years of service at half-time or more: 1¾ days (14 hours) per month
- With over 20 years of service at half-time or more: 2 days (16 hours) per month

Part-time employees also earn vacation time based on length of service and amount of time worked.

You are paid for any unused vacation when your employment terminates or changes to an appointment that is not eligible to accrue vacation.

For more information on vacation accrual rates, use, and scheduling:

[www.lbl.gov/Workplace/RPM/R2.08.html](http://www.lbl.gov/Workplace/RPM/R2.08.html)

## USING VACATION LEAVE FOR CATASTROPHIC LEAVE-SHARING

You may donate your vacation time on an hour-for-hour basis (regardless of differing pay scales) to another employee who has exhausted his or her sick and vacation leaves due to a serious medical condition affecting him or her, a family member, or other person.

For more information on catastrophic leave-sharing: [www.lbl.gov/Workplace/RPM/R2.26.html](http://www.lbl.gov/Workplace/RPM/R2.26.html)

## HOLIDAYS

The Laboratory observes official University holidays as listed below. These holidays are granted with pay to eligible employees.

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day, third Monday in February
- Memorial Day, last Monday in May
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve
- Administrative Day during holiday shutdown
- One floating holiday that may be used, at the employee's discretion, either on César Chávez Day (the last Friday in March), Veterans Day (November 11), or during the annual winter holiday shutdown (from Christmas Eve to New Year's Day).

When one of the listed days occurs on a Sunday, the following Monday is observed as a holiday.

When a holiday falls on a Saturday, the preceding Friday is observed as a holiday, unless an alternate day is designated by the Laboratory Director.

For more on holidays:

[www.lbl.gov/Workplace/RPM/R2.10.html](http://www.lbl.gov/Workplace/RPM/R2.10.html)

## *Leaves with Pay*

Sometimes employees need to take time off for health-related or personal reasons. The following types of paid leaves are available to you:

### **SICK LEAVE**

Eligible employees accrue eight hours of sick leave per month. Sick leave days are pro-rated for employees working less than full-time (see RPM 2.09). Sick leave may be used for legitimate sickness, injury, or quarantine, or for medical, dental, or optical appointments. You may also use it for family illness or death. If you are absent for more than five days because of illness, you must provide Health Services (Building 26) with a release to return to work, including any medical restrictions that may affect your performing your job.

For more information on the sick leave policy:

[www.lbl.gov/Workplace/RPM/R2.09.html](http://www.lbl.gov/Workplace/RPM/R2.09.html)

### **BEREAVEMENT LEAVE**

Employees may use up to five days of accrued sick leave when their presence is required because of the death of a family member.

For more information on bereavement leaves:

[www.lbl.gov/Workplace/RPM/R2.09.html](http://www.lbl.gov/Workplace/RPM/R2.09.html)

### **JURY DUTY**

Full-time or part-time career appointment employees at 50% or more time are granted leave with pay for actual time spent on jury duty.

See: [www.lbl.gov/Workplace/RPM/R2.11.html](http://www.lbl.gov/Workplace/RPM/R2.11.html)

### **VOTING TIME**

If you do not have time to vote in a state-wide primary or general election during your working day, you may have up to two hours of time off with pay to do so, with your supervisor's approval.

Other authorized leaves with pay exist in unusual circumstances.

For more on paid leaves:

[www.lbl.gov/Workplace/RPM/R2.11.html](http://www.lbl.gov/Workplace/RPM/R2.11.html)

[atyourservice.ucop.edu/forms\\_pubs/checklists\\_factsheets/paid\\_leave\\_checklist.pdf](http://atyourservice.ucop.edu/forms_pubs/checklists_factsheets/paid_leave_checklist.pdf)

## *Leaves of Absence Without Pay*

A leave without pay may be authorized for a variety of reasons, such as illness, work-incurred disability, pregnancy disability, critical need to provide care for family members, education that affects job effectiveness, or outside research or business activities.

For more information on leaves of absence without pay, see: [www.lbl.gov/Workplace/RPM/R2.12.html](http://www.lbl.gov/Workplace/RPM/R2.12.html)

## *Special Leaves*

### **MILITARY LEAVES**

Special leave programs are available for employees who have military obligations.

For more information on military leaves, see:

[www.lbl.gov/Workplace/RPM/R2.14.html](http://www.lbl.gov/Workplace/RPM/R2.14.html)

### **FAMILY CARE AND MEDICAL LEAVE (FML)**

If you have worked at least 12 months and 1,250 hours at the Lab, you may request up to 12 work weeks of unpaid leave in a calendar year for the following:

- A serious health condition affecting yourself or your child, spouse, parent, or same- or opposite-sex domestic partner
- The need to care for a newborn or newly adopted or foster child.

Paid sick and vacation leave may be substituted for unpaid leave and runs concurrently with FML.

The Lab requires you to supply documentation attesting to your need for this type of leave. When you return to work after being ill for five or more days, you will need to provide Health Services (Building 26) with a release showing that you are healthy enough to work and whether you have any health restrictions affecting your ability to do your job.

After an FML, you have the right to return to the same or an equivalent position, unless the position has been eliminated or affected by a layoff.

For more on FML, see:

[www.lbl.gov/Workplace/RPM/R2.13.html](http://www.lbl.gov/Workplace/RPM/R2.13.html)

## INSURING YOUR FUTURE

In the event of disability or death, you probably need financial protection for yourself and your dependents. The Lab offers Workers' Compensation benefits, disability insurance, and basic life insurance coverage for all eligible employees.

### *Workers' Compensation Benefits*

If you are injured or become ill on the job, you may be eligible for Workers' Compensation Insurance benefits. These include payment of approved medical expenses, replacing part of your lost income, and other benefits, if indicated. Report any work-related injury or illness to your supervisor or to Health Services (Building 26), so that the appropriate paperwork may be filled out. You should direct questions about Workers' Compensation to Health Services (x6266).

For more information about Workers' Compensation: [www.lbl.gov/Workplace/RPM/R2.15.html](http://www.lbl.gov/Workplace/RPM/R2.15.html)

### *Disability Insurance*

An unexpected injury or illness that keeps you out of work can use up savings rapidly. Making sure you have enough disability insurance is an important part of your personal financial planning. UC's disability benefits, in combination with state-mandated Workers' Compensation and Social Security disability benefits, create a comprehensive safety net to provide protection from loss of wages, whether for a few months or a lifetime.

### SHORT-TERM DISABILITY

The Short-Term Disability plan, for eligible employees, currently paid for by the University, provides coverage for non-work-related disabilities and pays short-term benefits if you are unable to work due to a pregnancy/childbirth, disabling injury, or illness. In order to receive benefits, you must be under a doctor's direct and continuous care, and your illness or injury must not be work-related.

### SUPPLEMENTAL DISABILITY

Supplemental Disability, for eligible employees, pays a higher level of benefits for a longer period of time than the Short-Term plan. If you decide to enroll in the Supplemental Disability plan, the premium is paid by you. This plan pays benefits if you are unable to work due to a pregnancy/childbirth, disabling injury, or illness.

## *Life Insurance*

In the event of your death, financial protection for your dependents is critical. Berkeley Lab offers basic life insurance coverage for all eligible employees. You may also buy additional coverage—for both yourself and your family members.

The two University-Paid plans—Basic Life and Core Life—provide a minimum amount of life insurance coverage. The amount varies depending on your appointment rate and average regular paid time. You are automatically covered by the plan for which you qualify.

### BASIC LIFE

This plan provides life insurance equal to your annual base salary, up to \$50,000. The coverage amount is based on your salary and appointment rate as of your date of hire or January 1 of the current year, whichever comes last.

Benefits are paid to your beneficiaries if you die while employed or on paid leave, or during the first four months of approved leave without pay or temporary work deferment.

### CORE LIFE

This plan provides \$5,000 of life insurance. Benefits are paid to your beneficiaries if you die while employed or on paid leave, or during the first four months of approved leave without pay or temporary work deferment. Benefits from this plan are payable in addition to any other death benefits for which you may qualify.

### SUPPLEMENTAL LIFE INSURANCE PLAN

You may supplement your basic life coverage by enrolling in a supplemental life insurance plan.

For more information about insurance plans:  
[atyourservice.ucop.edu/forms\\_pubs/subject/life\\_ins.html](http://atyourservice.ucop.edu/forms_pubs/subject/life_ins.html)

## BENEFITING YOU IN OTHER WAYS

### *Flex-Time*

The Lab understands that employees may need to balance the demands of their jobs with the needs of their families and other outside commitments. According to our flex-time policy, you may be able to redistribute your daily work hours in order to meet your own needs and the needs of the Lab. You should speak with your supervisor or manager about the potential for flex-time in your job; however, you do need to keep in mind that some jobs do not lend themselves to a flexible schedule.

For more information on flex-time:  
[www.lbl.gov/Workplace/RPM/R2.23.html](http://www.lbl.gov/Workplace/RPM/R2.23.html)

### *Telecommuting*

Telecommuting is a work option in which you fulfill your job responsibilities at home or at another approved location. This arrangement may cover all or part of your scheduled working hours. You and your supervisor or manager must agree to a telecommuting schedule that meets the goals of your work unit. Some jobs do not lend themselves to a telecommuting agreement.

For more information on telecommuting:  
[www.lbl.gov/Workplace/RPM/R2.23.html](http://www.lbl.gov/Workplace/RPM/R2.23.html)

### *Credit Unions*

Two employee-sponsored credit unions are available for your use: the University and State Employees' Credit Union (USE) and the California State Employees' Credit Union No. 9, both in Berkeley. These credit unions meet the University's requirements for membership payroll deductions for savings or loan repayment. You may obtain additional information directly from the credit unions.

University and State Employees' Credit Union (USE): [www.usecu.org](http://www.usecu.org)

California State Employees' Credit Union No. 9 (purchased by Patelco Credit Union in June 2008): [www.calstate9.com/](http://www.calstate9.com/)

## RESOLVING ISSUES

The Laboratory is aware that honest differences of opinion can arise about policies, working conditions, or other issues with your manager or co-workers. It is ideal to be able to settle differences with the individuals involved or to turn to your immediate supervisor or to your division management to help you resolve difficult issues.

However, there are times when you may want to use other resources.

### *Employee Assistance Program*

CARE Services provides free, confidential problem assessment and referral for UC Berkeley and Lab employees. CARE Services offers assistance with a wide range of issues, including:

- child and teenager problems
- couples and marital issues
- work-related stress
- elder and dependent adult care
- depression, anxiety, and other emotional problems
- grief and loss
- alcohol, drug, and other addictions

CARE Services: 510-643-7754

Web site:

[www.uhs.berkeley.edu/facstaff/care/index.shtml](http://www.uhs.berkeley.edu/facstaff/care/index.shtml)

### *Environment, Health, and Safety*

Any environmental, health, and safety concerns should be brought to the attention of the Environment, Health & Safety (EH&S) Division.

EH&S Division Office: 510-486-5514

EH&S e-mail: [safetyconcerns@lbl.gov](mailto:safetyconcerns@lbl.gov)

EH&S Concerns Web site:

[www.lbl.gov/ehs/refs/safety\\_concern.shtml](http://www.lbl.gov/ehs/refs/safety_concern.shtml)

### *Equal Employment Opportunity/Affirmative Action (EEO/AA)*

The Equal Employment/Affirmative Action (EEO/AA) Office is available to employees to assist in resolving informal and formal complaints of harassment, sexual harassment, and discrimination.

EEO/AA Manager: 510-486-7635

### *Health Care Facilitator*

The Health Care Facilitator (HCF) Program is designed to expand health plan customer service to members who are experiencing difficulty dealing with their health care providers in the areas of care access, administrative, benefits coverage, and consumer education issues.

Health Care Facilitator: 510-486-6997

Web site:

[www.lbl.gov/Workplace/HR/Benefits/HCF/](http://www.lbl.gov/Workplace/HR/Benefits/HCF/)

### *Human Resources Center*

Your Division Human Resources Center is available to listen to your concerns, interpret policies, provide information, and help you resolve your issue.

### *Ombudsman Program*

The Ombudsman's Office provides impartial, objective, independent, informal, and confidential assistance with complaint resolution and problem-solving to all Berkeley Lab staff.

Lab Ombudsman: 510-486-4130

Web site: [www.lbl.gov/Workplace/Ombuds/](http://www.lbl.gov/Workplace/Ombuds/)



## Unions (for represented employees)

Represented employees may also contact their unions, who offer both informal and formal complaint resolution and problem-solving assistance.

- American Federation of State, County, and Municipal Employees (AFSCME)
- Building and Construction Trades Council, Alameda County (KB)
- California Nurses Association (CNA)
- Coalition of University Employees (CUE)
- University Professional and Technical Employees (UPTE)

## Reporting Improper Governmental Activity: The Whistleblower and Whistleblower Protection Policies

If you suspect improper governmental activities (such as possible violations of law, regulation, or policy) at the Lab, you should report these activities. You are fully protected by law and Laboratory policy against retaliation. The University of California has engaged an independent service to provide callers with a means of providing anonymous information about suspected improprieties involving the Laboratory. We refer to this service as the LBNL Hotline. If you wish to make a report, the following numbers are available:

### Division HR Centers

Accelerator and Fusion Research (AFRD)	510-495-2211	Genomics/JGI	925-296-5676
Advanced Light Source (ALS)	510-486-6065	Lab Directorate (LD)	510-486-4709
Chemical Sciences (CSD)	510-486-6065	Life Sciences (LSD)	510-486-4885
Computing Sciences and IT	510-495-2211	Materials Sciences (MSD)	510-486-6065
Earth Sciences (ESD)	510-486-4885	Office of the Chief Financial Officer (OCFO)	510-486-4709
Engineering (ENG)	510-486-4904	Operations (OPS)	510-486-4709
Environment, Health and Safety (EH&S)	510-486-4709	Nuclear Science (NSD)	510-495-2211
Environmental Energy Technologies (EETD)	510-486-4885	Physical Biosciences (PBD)	510-486-4885
Facilities	510-486-4904	Physics (PH)	510-495-2211
		<b>Human Resources Department</b>	<b>510-486-7950</b>

- LBNL Hotline: 800-403-4744 (available 24 hours)
- LBNL Research and Institutional Integrity Officer: 510-486-4453
- LBNL Human Resources: 510-486-6747 (Special Complaint Procedures Information)
- DOE Inspector General Hotline: 800-541-1625
- DOE Employee Concerns Program Hotline (Chicago): 800-701-9966
- University-wide Hotline: 800-403-4744
- California Bureau of State Audits: 800-952-5665

To learn more about the Laboratory whistleblower and whistleblower protection policies, see: [www.lbl.gov/Workplace/RPM/R2.05.html](http://www.lbl.gov/Workplace/RPM/R2.05.html) (Sections J and K).

## *Formal Complaint Process*

If you witness or are subject to inappropriate conduct related to harassment, sexual harassment, discrimination, discipline, workplace violence, health and safety, or drug and alcohol use, you may want to make a formal complaint to the Lab. We encourage you to come forward with complaints immediately, so we can take whatever action is needed to handle the problem. For complaints al-

leging harassment, sexual harassment, discrimination, or other illegal conduct or activity, we will act promptly to review the issues and conduct a thorough investigation. All complaints will be handled as confidentially as possible. When the investigation is complete, the Lab will take corrective action, if appropriate. We will not engage in or allow retaliation against any employee who makes a good faith complaint or participates in an investigation.

For concerns related to harassment, sexual harassment, or discrimination, contact either the **Equal Employment Opportunity/Affirmative Action (EEO/AA) Office** at 510-486-7635 or the **Employee/Labor Relations (ELR) Office** at 510-486-6747.

For all other concerns (e.g. discipline, workplace violence, health and safety, or drug and alcohol use, etc.), contact the **Employee/Labor Relations (ELR) Office** at 510-486-6747.

If you believe that you are being subjected to any kind of negative treatment because you made or were questioned about a complaint, you should report it to the **Employee/Labor Relations Office** at 510-486-6747.

For more information, read the RPM 2.05 Management/Employee Relations policy at [www.lbl.gov/Workplace/RPM/R2.05.html](http://www.lbl.gov/Workplace/RPM/R2.05.html).

# WHAT WE EXPECT FROM YOU

Berkeley Lab values you and the talents that you bring to our workplace. We offer you excellent benefits and a competitive compensation package and support your career growth by offering training and career progression opportunities. Finally, we do all we can to keep you healthy, safe, and secure in the workplace.

In return, we also have expectations of you. Of course, we expect that you will come to work regularly, work hard, and act in the best interests of the Lab. We expect you and all employees at the Lab to live up to the highest ethical standards. As a member of the University of California community, you need to be committed to our "Statement of Ethical Values":

- **Integrity**

Conduct yourself with integrity in your dealings with and on behalf of the University.

- **Excellence**

Conscientiously strive for excellence in your work.

- **Accountability**

Be accountable, as individuals and members of the community, for your ethical conduct and for compliance with applicable laws, as well as Lab, University of California, and Department of Energy (DOE) policies and directives.

- **Respect**

Respect the rights and dignity of others.

Embedded in these values are some important behavioral expectations.

## *Appropriate Workplace Behavior*

People who work together have an impact on one another's performance, productivity, and personal satisfaction in their jobs. Appropriate workplace behavior is expected at the Lab.

**Threatening, abusive, or vulgar language** is not only hurtful but is a violation of Lab policies and potentially a violation of law.

**Violence in the workplace** is considered serious misconduct. Any threat or violent act by an employee, contractor, guest, or student at Berkeley Lab may lead to disciplinary action or dismissal and may be reported to law enforcement officials for appropriate action.

If you find yourself in a violent or potentially violent situation, dial x7911 (from LBNL campus or from phones with a 485 or 486 prefix) or 9-911 (from an off-campus phone with a 642 or 643 prefix).

For more information about our policy on workplace violence, see:

[www.lbl.gov/Workplace/RPM/R2.05.html](http://www.lbl.gov/Workplace/RPM/R2.05.html)

**Drugs and alcohol** may cause employees to pose a threat to themselves or others at the workplace. Additionally, they impair employees' job performance. The Lab has a strict policy prohibiting drugs and alcohol in the workplace. The Employee Assistance Program, known as CARE Services, is available to employees who need counseling and treatment for alcohol or drug dependency.

For more information on our policy regarding substance abuse, see:

[www.lbl.gov/Workplace/RPM/R2.23.html](http://www.lbl.gov/Workplace/RPM/R2.23.html)

To contact the Employee Assistance Program (CARE Services) on the University of California, Berkeley campus:

UHS Tang Center

2222 Bancroft Way Berkeley, CA 94720-4300

Telephone: 510-642-2000

**Sexual harassment** is forbidden in the workplace. Any employee proven to have harassed another employee (or vendor or customer) is subject to strong disciplinary actions that could lead to termination.

For more information about our policy and procedures on sexual harassment, see:

[www.lbl.gov/Workplace/RPM/R2.05.html](http://www.lbl.gov/Workplace/RPM/R2.05.html)

[www.lbl.gov/Workplace/HumanResources/hr\\_ler/sh\\_splash.html](http://www.lbl.gov/Workplace/HumanResources/hr_ler/sh_splash.html)

## *Appropriate Use of Lab Property*

Berkeley Lab and the DOE have invested a substantial amount of money in the property and equipment employees use to perform their jobs. Lab property is not to be abused, misused, or used for unauthorized purposes. Except as directed or authorized, employees may not remove Lab equipment from the premises.

For more information about use of Lab property, see:

[www.lbl.gov/Workplace/RPM/R11.39.html](http://www.lbl.gov/Workplace/RPM/R11.39.html)

[www.lbl.gov/Workplace/RPM/R11.40.html](http://www.lbl.gov/Workplace/RPM/R11.40.html)

## *Avoiding Conflict of Interest*

We expect all employees not to engage in any activities or relationships that create a conflict of interest or the potential for a conflict of interest. Even the appearance of conflict of interest must be avoided. A conflict of interest exists when an individual's duty to act as a Laboratory employee may be biased by his/her financial or other interests. Conflicts of interest may involve any employee—including program researchers who have the opportunity to influence Laboratory business decisions or research results.

Although we cannot list every activity that may fall into this category, some examples are as follows:

- Working for a competitor, customer, or vendor as a full or part-time employee, consultant, or independent contractor

- Owning an interest in a competitor, customer, or vendor or anyone else who seeks to do business with this organization
- Using the resources of the Lab for personal gain
- Using your position at the Lab for personal gain
- Receiving gifts/favors

The Laboratory is bound by a variety of conflict-of-interest policies, some of which emanate from the U.S. Department of Energy (DOE) contractual requirements and some of which are founded on Federal regulations, State of California law, and University policies. These policies pertain to a broad range of employee activities, including outside employment and business activities (RPM 10.02), hiring procedures (RPM 2.01), sponsored research (RPM 10.05), human subjects research (RPM 10.09), licensing (RPM 10.11), and technology transfer (RPM 10.08). An employee who fails to comply with Laboratory conflict-of-interest policies may incur disciplinary action by the Laboratory and prosecution under law.

If you are unsure about whether an activity may create a conflict of interest, or have questions concerning potential conflicts of interest, speak with your supervisor, Division Director, Laboratory Counsel, or the Laboratory Research and Institutional Integrity Officer.

For more on conflict of interest, see:

[www.lbl.gov/Workplace/RPM/R10.01.html#RTFTtoC2](http://www.lbl.gov/Workplace/RPM/R10.01.html#RTFTtoC2)

[www.lbl.gov/Workplace/RPM/R10.05.html](http://www.lbl.gov/Workplace/RPM/R10.05.html)

## *Ensuring Integrity in Research*

All individuals involved in research at the Laboratory have an obligation to create an environment that encourages absolute intellectual honesty. Open communication, an emphasis on quality (not quantity) of research and publications, rigorous peer review, appropriate supervision of personnel, maintenance of accurate and detailed research procedures and results, and suitable assignment of credit

and responsibility for research and publications are all necessary to foster intellectual honesty.

Research misconduct is defined as "fabrication, falsification, plagiarism, or other similar practices that occur in the course of proposing, conducting, or reporting research." Honest error or honest differences in interpretations or judgments of data are not included in this definition.

For more information on integrity in research:  
[www.lbl.gov/Workplace/RPM/R2.05.html](http://www.lbl.gov/Workplace/RPM/R2.05.html)

## *Reporting Improper Governmental Activity: The Whistleblower Policy*

If you suspect improper governmental activities at the Lab, you should report these activities. You are fully protected by law and Laboratory policy against retaliation. The Laboratory has engaged an independent service called LBNL Hotline to pro-

vide callers with a means of providing anonymous information about suspected improprieties. If you wish to make a report, the following numbers are available:

- LBNL Hotline: 800-403-4744 (available 24 hours)
- LBNL Research and Institutional Integrity Officer: 510-486-4453
- LBNL Human Resources: 510-486-6747 (Special Complaint Procedures Information)
- DOE Inspector General Hotline: 800-541-1625
- DOE Employee Concerns Program Hotline (Chicago): 800-701-9966
- University-wide Hotline: 800-403-4744
- Bureau of State Audits: 800-952-5665

To learn more about the Laboratory policies for reporting and investigating allegations and protection from retaliation, see:

[www.lbl.gov/Workplace/RPM/R2.05.html](http://www.lbl.gov/Workplace/RPM/R2.05.html)  
 (Sections J and K)

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## X

## Y

## Z

# EMERGENCY PROCEDURES

**In the event of Fire, Medical Emergency or Danger to Life, Health or the Environment:**

- From LBNL on- and off-site buildings (phones with a 486 and 495 prefix) call **x7911**—answered by the LBNL Fire Department dispatcher and monitored by the LBNL Security dispatch center at Blackberry Gate.
- From all non-LBNL campus buildings (with a 642 and 643 prefix), and from JGI in Walnut Creek, call **9-911**—on UC campus, answered by UC Police; at JGI, answered by local police.
- From all other phones (including cellular), call **911**.

When reporting an emergency, it is important to identify yourself and be as specific as possible. Report the following:

- Your name, phone number, and location, including room and building number or nearest building if outside.
- The nature and severity of the emergency—for example: gas leak, personnel/personal injury, or spill of hazardous chemicals. In the latter case, give the name of the chemical and how much.
- Other potential dangers—such as the presence of flammable liquids or gases, pressure vessels, exposure of other persons, structural damage, or suspicious object.

# REACTING TO AN EMERGENCY

## **1. REMAIN CALM. DON'T PANIC!**

2. Initiate life-saving measures or first aid, if required and if properly trained.
3. Attend to injured or contaminated persons and remove them from exposure.
4. Call for Emergency Response.
5. Alert people in Lab to evacuate, if necessary.
6. Close doors to affected area.
7. Have person knowledgeable of incident and laboratory meet, guide, and assist Emergency Personnel.
8. Notify your supervisor.

## Division HR Centers

Accelerator and Fusion Research (AFRD)	510-495-2211
Advanced Light Source (ALS)	510-486-6065
Chemical Sciences (CSD)	510-486-6065
Computing Sciences and IT	510-495-2211
Earth Sciences (ESD)	510-486-4885
Engineering (ENG)	510-486-4904
Environment, Health and Safety (EH&S)	510-486-4709
Environmental Energy Technologies (EETD)	510-486-4885
Facilities	510-486-4904
Genomics/JGI	925-296-5676
Lab Directorate (LD)	510-486-4709
Life Sciences (LSD)	510-486-4885
Materials Sciences (MSD)	510-486-6065
Office of the Chief Financial Officer (OCFO)	510-486-4709
Operations (OPS)	510-486-4709
Nuclear Science (NSD)	510-495-2211
Physical Biosciences (PBD)	510-486-4885
Physics (PH)	510-495-2211
Human Resources Department	510-486-7950

**EH&S PUB-3000**  
(safety policies) [www.lbl.gov/ehs/pub3000/](http://www.lbl.gov/ehs/pub3000/)

**Emergency Preparedness Web site** [www.lbl.gov/ehs/ep/](http://www.lbl.gov/ehs/ep/)

**Employee Emergency Status** 1-800-445-5830

**Environment, Health, and Safety (EH&S) Concerns** [safetyconcerns@lbl.gov](mailto:safetyconcerns@lbl.gov)  
x5514  
[www.lbl.gov/ehs/refs/safety\\_concern.shtml](http://www.lbl.gov/ehs/refs/safety_concern.shtml)

**Health Services Center** x6266

**IN AN EMERGENCY**

- x7911** from LBNL on- and off-site buildings (from phones with a 486 and 495 prefix)
- x9-911** from all non-LBNL campus buildings (with a 642 and 643 prefix), and from JGI in Walnut Creek
- 911** from all other phones, including cellular

**LBNL Hotline** 800-403-4744 (available 24 hours)

**Non-Emergency Incident Reporting** x6999

**Security • Same-day visitor access** x4050 (Strawberry Gate)  
x5472 (Blackberry Gate)

**Site Access** [www.lbl.gov/Workplace/Site-access/](http://www.lbl.gov/Workplace/Site-access/)  
x4551

**UC CARE Services (Employee Assistance Program)** 510-643-7754  
[www.uhs.berkeley.edu/facstaff/care/index.shtml](http://www.uhs.berkeley.edu/facstaff/care/index.shtml)