

The background features a series of concentric circles and a spiral pattern. The circles are composed of solid white lines and dotted purple lines, creating a sense of depth and movement. The spiral is formed by a series of overlapping white and purple lines that converge towards the center.

Brookhaven National Laboratory
employee guide

This is your copy of the **Employee Guide**. It will serve as a convenient source of information about Brookhaven National Laboratory, its policies, practices and benefits.

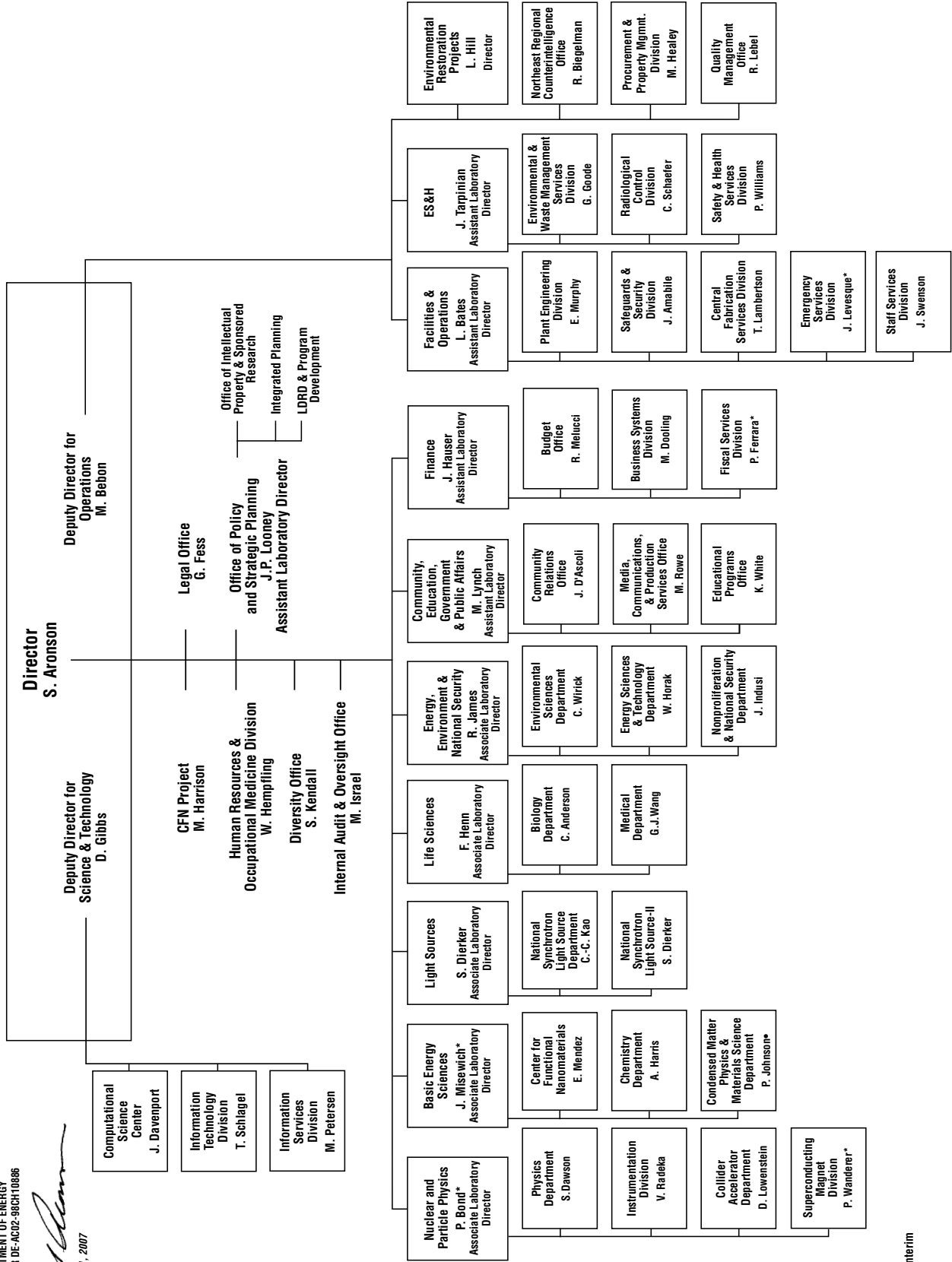
The information in this guide is not intended to fully explain all policies and benefits, only those subjects of immediate interest to you. More detailed information may be obtained from your supervisor, the Human Resources & Occupational Medicine Division or on the Standards-Based Management System (SBMS) (<https://sbms.bnl.gov/default.cfm>).

Included in the **Employee Guide** are the *Employee Handbook*, *Diversity Program*, *Benefits Program*, *Salary Administration Program*, *Employee Relations Program*, *Laboratory Security*, and BERA. As changes occur in our policies or benefits, we will issue updated replacement pages to keep your guide as current as possible.

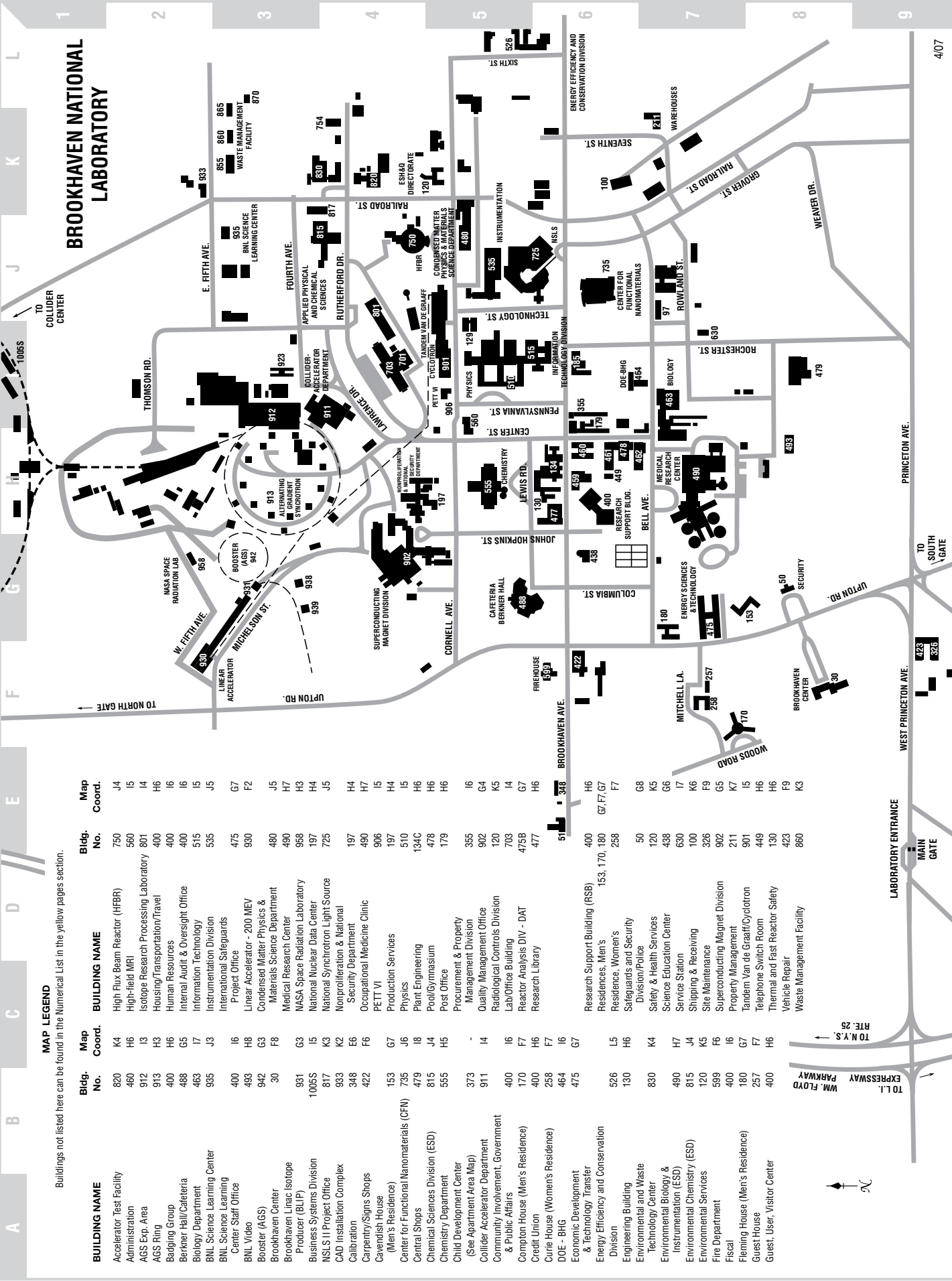


July 1, 2007

BROOKHAVEN NATIONAL LABORATORY
 Departments, Divisions and Offices



* Interim



MAP LEGEND
Buildings not listed here can be found in the Numerical List in the yellow pages section.

BUILDING NAME	Bldg. No.	Map Coord.	BUILDING NAME	Bldg. No.	Map Coord.
Accelerator Test Facility	820	K4	High Flux Beam Reactor (HFBR)	750	J4
Administration	460	H6	High-field MRI	560	I5
AGS Exp. Area	912	I3	Isotope Research Processing Laboratory	801	I4
AGS Ring	913	H3	Housing/Transportation/Travel	400	H6
Badging Group	400	H6	Human Resources	400	I6
Berkner Hall/Cafeteria	488	G5	Internal Audit & Oversight Office	400	I6
Biology Department	463	I7	Information Technology	515	I5
BNL Science Learning Center	935	J3	Instrumentation Division	535	J5
BNL Science Learning Center Staff Office	400	I6	International Safeguards	475	G7
BNL Video	493	H8	Project Office	930	F2
Booster (AGS)	942	G3	Linear Accelerator - 200 MEV	480	J5
Brookhaven Center	30	F8	Materials Science Department	480	H7
Brookhaven Linac Isotope Producer (BLIP)	931	G3	Medical Research Center	490	H7
Business Systems Division	10055	I5	NASA Space Radiation Laboratory	958	H3
BNL Science Learning Center Staff Office	817	K3	National Nuclear Data Center	197	H4
BNL Science Learning Center Staff Office	933	K2	National Synchrotron Light Source	725	J5
BNL Science Learning Center Staff Office	348	E6	Nonproliferation & National Security Department	197	H4
BNL Science Learning Center Staff Office	422	F6	Occupational Medicine Clinic	197	H4
BNL Science Learning Center Staff Office	153	G7	PET VI	906	I5
BNL Science Learning Center Staff Office	479	I8	Production Services	197	H4
BNL Science Learning Center Staff Office	815	J4	Physics	510	I5
BNL Science Learning Center Staff Office	555	H5	Plant Engineering	134C	H6
BNL Science Learning Center Staff Office	373	I4	Pool/Gymnasium	478	H6
BNL Science Learning Center Staff Office	911	I4	Post Office	179	H6
BNL Science Learning Center Staff Office	400	H6	Procurement & Property Management Division	355	I6
BNL Science Learning Center Staff Office	258	F7	Quality Management Office	902	G4
BNL Science Learning Center Staff Office	464	I6	Radiological Controls Division	120	K5
BNL Science Learning Center Staff Office	475	G7	Lab/Office Building	703	I4
BNL Science Learning Center Staff Office	526	L5	Reactor Analysis Div - DAT	475B	G7
BNL Science Learning Center Staff Office	130	H6	Research Library	477	H6
BNL Science Learning Center Staff Office	830	K4	Research Support Building (RSB)	400	H6
BNL Science Learning Center Staff Office	815	J4	Residences, Men's	153, 170, 180	G7, F7, G7
BNL Science Learning Center Staff Office	120	K5	Residences, Women's	258	F7
BNL Science Learning Center Staff Office	599	F6	Safeguards and Security Division/Police	50	G8
BNL Science Learning Center Staff Office	180	G7	Safety & Health Services	120	K5
BNL Science Learning Center Staff Office	257	F7	Science Education Center	438	G6
BNL Science Learning Center Staff Office	400	H6	Service Station	630	I7
BNL Science Learning Center Staff Office	400	H6	Shipping & Receiving	100	K6
BNL Science Learning Center Staff Office	400	H6	Site Maintenance	326	F9
BNL Science Learning Center Staff Office	400	H6	Superconducting Magnet Division	902	G5
BNL Science Learning Center Staff Office	400	H6	Property Management	211	K7
BNL Science Learning Center Staff Office	400	H6	Tandem Van de Graaff/Cyclotron	901	I5
BNL Science Learning Center Staff Office	400	H6	Telephone Switch Room	449	H6
BNL Science Learning Center Staff Office	400	H6	Thermal and Fast Reactor Safety	130	H6
BNL Science Learning Center Staff Office	400	H6	Vehicle Repair	423	F9
BNL Science Learning Center Staff Office	400	H6	Waste Management Facility	860	K3



employee handbook

INTRODUCTION

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

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

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

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

Revisions of this handbook will be issued from time to time. You should make certain that your handbook is the most recent edition. If you wish more detailed information, consult your supervisor or the Human Resources and Occupational Medicine Division and the Standards Based Management System (SBMS).

William Hempfling
Director, Human Resources and
Occupational Medicine Division

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THE BROOKHAVEN STORY

Located at the center of Long Island, Brookhaven National Laboratory is one of the nation's leading scientific research laboratories. BNL was established in 1947 on the former site of Camp Upton and is operated by Brookhaven Science Associates (BSA), under contract with the Department of Energy. BSA is a limited liability company with two principal members: The Research Foundation of the State University of New York on behalf of State University of New York at Stony Brook and the Battelle Memorial Institute, Inc.

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

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

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

At present the Laboratory employs about 2,610 persons, of whom 420 are scientists, 625 are scientific professionals, 446 are technical support, and the balance are administrative and other support personnel. In addition, many other U.S. scientists and graduate students from universities, colleges, research institutions, and industry perform research at the Laboratory.

BROOKHAVEN NATIONAL LABORATORY'S EQUAL OPPORTUNITY & AFFIRMATIVE ACTION POLICY STATEMENT

Our mission to do world-class science can be enhanced by having a diverse workforce. Fair treatment and opportunity for all employees in an environment free from harassment should be regarded as the Laboratory's way of doing business. As Director of Brookhaven National Laboratory (BNL), I reaffirm the Laboratory's commitment to Equal Employment Opportunity and Affirmative Action.

It is BNL's policy to:

- Provide equal employment opportunities (EEO) to all applicants.
- Be proactive in making equal opportunity at BNL a reality. This includes promotions, pay equity and salary increases.
- Ensure that every employment decision is free from illegal discrimination and complies with laws prohibiting discrimination as to race, color, religion, gender, national origin, marital status, citizenship, age, disability, veteran status, sexual orientation, or any other characteristic protected by law or executive order.
- Make reasonable accommodations for qualified employees with disabilities.
- Advise employees of their rights to refer violation of these policies to their supervisor, Human Resources, any senior manager, or directly to the Diversity Office.
- Ensure that no person engages in retaliatory behavior, or discriminates against any individual who has filed a complaint or assists in an investigation, compliance review, hearing or other activity related to the administration of these policies.

With your help, we can continue to be proud of the inclusive environment at the Laboratory. We will recognize individual differences, and utilize these differences, as well as what we have in common, to continue the Laboratory's reputation as a world-class institution and an exemplary workplace.

Overall, responsibility for directing and implementing these policies has been assigned to Shirley Kendall, Diversity Office Manager, Ext. 3318. Your feedback and contributions are always welcome.



Sam Aronson
Director

January 2007

ABOUT YOUR JOB

Selection

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

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

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

Age

All persons employed shall be at least 18 years of age.

Relatives

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

Benefits

Fringe benefits available to full-time, part-time, and eligible part-time and temporary employees are described in the Appendix on page 30.

Physical Examinations

All employees must meet the medical requirements of their positions as determined by the Occupational Medicine Clinic (OMC). Periodic physical examinations will be required.

Absences

Employees are cautioned to keep their supervisors informed when an emergency necessitates an absence or tardiness that has not been previously approved. Unauthorized absences in excess of five days may be considered as an interruption of employment and as such you may be considered to have voluntarily resigned.

Labor Organizations

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

Employee Records

At the time of your employment, you supplied the Human Resources and Occupational Medicine Division with confidential information necessary to maintain your payroll, tax, and personal records. To ensure the maintenance of accurate and current information, you are responsible for notifying your

supervisor and the Human Resources and Occupational Medicine Division of any changes in your home address, telephone number, marital status, number of dependents, education or training, etc. You should make any of these changes through Employee Self Serve in the PeopleSoft on-line system. In addition, a form for this purpose is available at the Human Resources and Occupational Medicine Division.

Classification

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

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

Performance Appraisal

It is the policy of the Laboratory that the job performance of each employee will be appraised annually. The primary objective of performance appraisal is to ensure communication between employees and their supervisors by providing an ongoing format for the discussion of current work, environmental safety and health performance, achievement expectations and individual development goals for the future. Performance Appraisal is also designed to assist supervisors in making personnel decisions affecting salary, promotion, discipline and reassignments. It is the policy of the Laboratory that performance appraisals will be objective assessments of job performance only and that appraisals will be written without regard to race, color, religion, national origin, sex, age, sexual orientation, disability or veteran status.

Promotions

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

Transfers

You may be transferred from one position to another either at your own or at your department's request. The Human Resources and Occupational Medicine Division accepts the responsibility for considering you for possible transfer to potentially more rewarding positions. Forms to formally request new job information are available at the Human Resources and Occupational Medicine Division and on the Human Resources and Occupational Medicine Division webpage: www.bnl.gov/HR/jobs/default.asp.

Termination

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

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

Severance Pay

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

Service Awards

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

Foreign Nationals

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

ABOUT YOUR HOURS OF WORK

Laboratory Policy

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

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

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

Weekly Nonexempt Employee Time and Effort Records

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

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

Monthly Nonexempt Employee Time and Effort Record

An electronic timecard will be available to Monthly Nonexempt Employees by the 21st day of the month. This time record covers the four- or five-week period from the 21st day of the month through the 20th day of the following month.

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

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

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

Monthly Exempt Leave Record

An electronic timecard will be available to Monthly Exempt Employee Leave Record on the 21st of the month. This report covers the period from the 21st day of the current month through the 20th day of the following month.

All absences must be entered into the electronic timecard, using the appropriate time reporting codes as indicated in the instructions on the back of the card.

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

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

A check of overtime pay and premium payments for all employees follows. Your supervisor should be consulted for more details.

Overtime Rate of Pay for Regular Full-Time Employees

	Weekly Wage	Nonexempt Monthly	Exempt Monthly
After 8 hours	1½ × base	1 × base	None
After 16 hours in a 24-hour period	2 × base	1 × base	None
After 16 consecutive hours	2 × base	1 × base	None
After 40 hours in a workweek	1½ × base	1½ × base ⁽¹⁾	None
On the first nonscheduled day	1½ × base	1½ × base	None
On the second nonscheduled day which need not be consecutive	2 × base	2 × base	None
All hours on a holiday	2½ × base	2 × base	None

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

Hours worked before 0830 and after 1600 unless workday starts between 0800 and 0830	15% base	None	None
Nonconsecutive days off	1½ × base ⁽²⁾	None	None
Scheduled change with less than 36 hours' notice	1½ × base	None	None
Emergency call-in for hours outside of schedule	1½ × base ⁽³⁾	1½ × base ⁽³⁾	None
Hours within regular schedule and during excused period status	+1 × base	+1 × base	None

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

Work on Saturday or Sunday at straight time rate	1 hr base	None	None
Nonscheduled, nonworkday falling on a holiday	One Vacation Day Credit		
Working 7 hours during change from EST to DST at 0200	+ 1 hr	+ 1 hr	None
Working 9 hours during change from DST to EST at 0200	1 hr at 1½	1 hr at 1½	None
Hours worked between 0800 and 1600 on regularly scheduled rotating shift	None	15%	15%
Hours worked between 1600 and 0800 on regularly scheduled shift or rotating shift	15%	10 or 15%	10 or 15%

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

⁽²⁾ For day immediately preceding second nonscheduled day.

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

AUTHORIZED ABSENCES WITH PAY

Laboratory Policy

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

Vacation Holidays	Sick Leave Death leave	Jury Duty Military Leave	Doctor/Dentist Visit Excused Period Status	Signal One
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Absences without loss of base pay are granted to eligible part-time employees, (prorated based on official work schedule) for the following reasons:

Vacation Holidays	Sick Leave Death leave	Jury Duty Military Leave	Excused Period Status Signal One
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Other approved absences for personal reasons may be charged to vacation credit or to leave without pay.

Vacation

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

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

Employees may use and report vacation time in units of one-half hour after the first hour of vacation time. All vacation usage requires supervisory approval, which is contingent upon work requirements.

The maximum number of unused days of vacation that monthly paid employees may carry over from one fiscal year to the next is 20. Weekly paid employees are required to reduce their vacation carry over to 31 days or less by a cutoff date in mid September and employees will be notified of this date in late summer. IBEW employees must reduce their vacation balance to 31 days or less by September 17.

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

Holidays

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

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

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

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

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

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

Sick Leave

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

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

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

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

It is your responsibility to notify your supervisor if you are unable to work because of illness or injury. If you are a regular day employee, this notification should be made before 0900. If you are assigned to a shift operation, you should give notification at least one hour before scheduled reporting time. Failure to do so may result in nonpayment of sick leave for the time absent. Supervisors must notify the OMC whenever an employee has been absent on sick leave for more than 5 consecutive workdays (or an equivalent time period for employees on alternative work schedules).

Return to work

An employee who has been absent on sick leave may be required to report to the OMC before returning to work, and must report to the OMC for a back to work clearance for absence of 5 or more workdays (or an equivalent time period for employees on an alternative work schedules). An OMC back to work clearance is also mandatory for an absence of any length resulting from an occupational injury and illness. A certificate from a qualified medical authority may be required following absences charged to sick leave for three or more working days.

Maternity-Related Disabilities

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

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

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

Sick Leave for Care of a Family Member

Employees may use their sick leave accruals to care for an ill or injured family member. All regular full-time and eligible part-time employees may charge sick leave using the code SFM on up to five occasions per payroll year (Dec. 21 to Dec. 20 of the following year). Total time charged must also not exceed 40 hours, or the employee's part-time percentage thereof. For this benefit, a family member is a spouse, parent, or dependent child.

Supervisors may require a medical certification or other documentation for the absence.

Family & Medical Leave Act (FMLA)

The Family & Medical Leave Act (FMLA) of 1993 allows “eligible” employees to take job-protected, unpaid leave, or to substitute accrued paid leave for up to 12 work-weeks in a 12-month period. At BNL, the 12-month period is the 12 months preceding the request for FMLA leave (i.e., upon an employee's request for FMLA leave, any FMLA-approved leave that the employee used within the previous 12 months is counted towards the 12 work week limit).

Eligible employees may request more than one FMLA leave within a 12-month period, but the total FMLA leave may not exceed 12 weeks. Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement. Should Brookhaven Science Associates (BSA) employ both FMLA-eligible spouses, they are jointly entitled to a combined total of 12 work weeks of FMLA leave in a 12-month period when the leave is taken for the birth a child, or placement for adoption or foster care.

Intermittent Leave

In certain cases, leave may be taken on an intermittent basis, or the employee may work a reduced schedule to provide care following the birth, or placement for adoption or foster care, of a child. With Laboratory concurrence, intermittent leave may be taken whenever medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work. When intermittent leave is needed to care for an immediate family member or the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the work of the Laboratory unit.

Employment Status After FMLA Leave

It is generally expected that an employee will return to the same position or an equivalent position with equivalent pay, benefits, and working conditions at the conclusion of the leave, unless the position has been eliminated as a result of budgetary changes. Under specified and limited circumstances, where restoration to employment will cause substantial and grievous economic injury to operations, the Laboratory may refuse to reinstate certain “key” employees (see Definitions - <https://sbms.bnl.gov/sbmsearch/subjarea/53/SAdef.cfm>) to BNL's payroll after using FMLA leave.

Use of FMLA-protected leave will not result in disciplinary actions related to attendance, nor will it result in the loss of any benefit that the employee was entitled to, or had accrued, before the start of the leave.

For more complete information on “Requesting, Approving, and Taking Leave under the Family & Medical Leave Act” please refer to the following SBMS subject area: https://sbms.bnl.gov/sbmsearch/subjarea/53/53_Pro1.cfm.

Death Leave

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

Jury Duty

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

Short Term Military Duty

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

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

Doctor/Dentist Visits

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

Excused Period Status

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

Signal One

A Signal One emergency is defined as a general emergency on a county-wide basis. Laboratory employees who serve as volunteers in local fire departments or ambulance corps are permitted to respond at no loss in base pay when called by their departments in a Signal One emergency situation. To register for Signal One release the employee completes and obtains required signatures on the Signal One Release Registration Form and presents it to their supervisor. The form can be found at <https://sbms.bnl.gov/sbmsearch/ld/ld13//ld13e221.doc?ExhibitID=6883>. After completing the form, the participating employee should have it authorized by their fire department or ambulance corps chief. The supervisor reviews and signs the form, and saves it in the employee's departmental file. Supervisors may release the registered employees in the event of a Signal One, at no loss in base pay. Supervisory approval of release does not automatically extend beyond the first day.

AUTHORIZED ABSENCES WITHOUT PAY

Leave Without Pay

Authorized absences taken without charge to vacation credit, sick leave, or other authorized paid leave, and not in excess of 10 consecutive work days, are considered as leave without pay.

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

An authorized absence is one approved by your supervisor.

Leave of Absence

An authorized absence without pay for more than 10 consecutive work days is considered as a leave of absence, a non-pay status which removes you from the active rolls of the Laboratory.

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

Overstaying a leave of absence is considered a voluntary resignation.

Military Service

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

FOR YOUR PROFESSIONAL DEVELOPMENT

On-Site Training

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

Several of these programs are specifically designed for supervisors and managers. Other programs address more general needs in areas such as personal communication skills, time management, business and technical writing, and presentation skills. Class schedules are posted under Staff Development on the Human Resources website. There is generally no charge for these classes and attendance is open to all with permission from one's supervisor.

Tuition Assistance

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

Tuition refund benefits will be paid for a maximum of nine credits per semester for three semesters per year for full time employees up to a maximum of \$4,000 per semester; and a maximum of four credits per semester for three semesters per year for part-time employees up to a maximum of \$2,000 per semester.

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

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

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

Upon satisfactory completion of the course(s) which is a Grade "C" or better, proof of payment and a final grade report from the college or university should be sent to the Human Resources Division.

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

1. An employee taking courses at the undergraduate, correspondence, or vocational level will be reimbursed for 75% of the total tuition costs.
2. Upon receipt of a baccalaureate degree, an employee may be reimbursed for the 25% difference between the previously reimbursed 75% and 100% of tuition costs. This reimbursement will be made only for courses required for the degree and taken within ten years of receipt of the degree.
3. An employee will be reimbursed 100% of the tuition costs for all graduate level courses.
4. If an advance is requested, checks will be made out to the school "for the benefit of the employee" and issued to the employee who will submit them to the school for payment. Tuition advances will be considered "advances" until proof of payment and a final grade is submitted to the Tuition Office. When documentation is submitted, the advance will become a "closed reimbursement". If you do not complete the course(s) satisfactorily and turn in the required documentation within 60 days after the completion date of the course(s), you must repay the Laboratory the amount of the advance.

YOUR HEALTH AND SAFETY

Laboratory Policy

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

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

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

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

A Safe and Healthful Workplace

- You have the right to notify your employer or the local Department of Energy (DOE) office about workplace hazards, without reprisal. You may ask that your name not be used.
- You have the right to participate in the activities referenced in 10 CRF 851 “Worker Safety and Health Program” on official time.
- You have the right to access copies of DOE worker protection publications; the worker safety and health program for your workplace; and the standards, controls, and procedures that apply to your workplace.
- You have the right to have access to some accident and illness recordkeeping logs and the information in records of any workplace illness or injury that you experienced.
- You have the right to observe monitoring or measuring of hazardous agents, to receive the results of your own monitoring, and be notified when monitoring results indicate an overexposure.
- You have the right to have a representative accompany the DOE’s Director for enforcement or the Director’s authorized personnel during the inspection of your workplace.
- You have the right to request and receive results of inspections and accident investigations.
- You have the right to decline to perform an assigned task because of your reasonable belief that, under the circumstances, the task poses an imminent risk of death or serious physical harm to you, coupled with your reasonable belief that there is insufficient time to seek effective redress through the normal hazard reporting and abatement procedures.
- Your employer must post this notice in your workplace.

Title 10 CFR 851 requires DOE contractors to provide their workers with a safe and healthful workplace. To obtain more information about those requirements and your rights; seek advice or assistance; or report an emergency contact your supervisor, your local DOE office, or the DOE Office of Health, Safety and Security (<http://www.hss.energy.gov>). Additional inquiries or concerns may be addressed to the Employee Concerns Manager at the local DOE office at 631-344-4089.

Stop Work Requirements

All BNL employees, visitors and guests are authorized and are responsible to immediately stop a BNL work process that creates an imminent danger to an individual or the environment. An imminent danger is a hazard which presents an unacceptable risk of death, serious injury, environmental impairment or significant property damage. Furthermore, a radiological stop work instruction should be issued to stop radiological work that does not meet Laboratory procedures or creates the threat of radiological exposure or releases. Anyone receiving a “Stop Work” instruction must immediately comply with that order. All “Stop Work” instructions must be immediately reported to line management and the appropriate Environment, Safety, Health & Quality Directorate (ESH&Q) management. If a job is stopped as an imminent hazard or as a radiological stop work, it may not be restarted without the authorization of a Department Chair or Division Manager.

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

A Safety Hotline (Ext. 8800) has been established to help identify and resolve environmental, safety and health issues.

Environment, Safety and Health Responsibility

The Laboratory’s extensive environmental health and safety programs are designed to assure a safe workplace and guard against all types of accidents, but their effectiveness depends upon your active cooperation. You are expected to have the same concern for personal safety and the safety of your fellow employees and the environment as you have for the performance of your work. Your performance will be evaluated on how well you conduct your work in relation to the environmental, safety and health requirements and responsibilities.

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

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

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

Medical Care and Health

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

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

All applicants for positions at the Laboratory must pass a physical examination. In addition, you will receive regular periodic reexaminations and a separation physical examination at termination of employment. Special examinations may be required under certain conditions such as job transfer, or return to work following medical absence, or to determine fitness for duty.

The Employee Assistance Program (EAP)

The EAP is designed to help with mental health problems which occur on the job or impair job performance. The EAP manager also provides individual employees and Laboratory management

with information and training on mental health issues. EAP services are available to regular full-time and eligible part-time employees. Employees may receive assistance for a wide variety of difficulties such as alcohol and drug abuse, issues at work, family/marital problems, or personal and emotional problems. In addition, supervisors may request advice on dealing with such problems within their work group. EAP services include short-term counseling, referral to appropriate off-site services, and crisis intervention.

Requests for EAP services are usually made directly by employees. At times, a supervisor or Clinic physician may recommend that an employee contact the EAP counselor. All employee communications with the EAP are subject to standard professional ethics protecting confidentiality and anonymity.

The Clinic, the Employee Assistance Program office and Health Promotion Coordinator are located in separate areas of Building 490, 30 Bell Avenue. For first aid information, call Ext. 3670 during regular working hours and Ext. 2222 (Fire/Rescue Group) in case of a medical emergency after normal working hours. To reach the Employee Assistance Program, call Ext. 4567. In case of medical emergency, call Ext. 2222 which is restricted solely to emergency calls.

Smoking Policy

Smoking is prohibited in all Laboratory buildings and vehicles. The only exceptions are the residential units.

Work-incurred Injuries

If Injured During Normal Work Hours:

If you are injured on the job you must report to your supervisor/manager immediately and to the Occupational Medicine Clinic (OMC) within 24 hours. You should have your supervisor accompany you to the OMC. When you report an occupational injury or illness to the OMC without your supervisor, the OMC will call for department or division representation at the ensuing meeting.

In most circumstances, it is expected that you report to the Clinic immediately after the injury. If the supervisor is not available, an alternate member of line management may attend. This should be done immediately or prior to the beginning of the next work shift. If you fail to follow these instructions as required, any resulting missed work may be considered unauthorized leave and you may be ineligible for sick leave pay.

If Injured Outside Normal Work Hours:

If you are injured during off-hours, when the Clinic (OMC) is not normally open, you must either call Ext. 2222, or 911, to notify Emergency Services (Fire Rescue) immediately. You must also notify your supervisor immediately. You should have your supervisor accompany you to the Firehouse, as you would to the OMC. Before leaving the Firehouse, call Ext. 3670 at the OMC and leave a message about the injury. You then must call or report to the Clinic at the start of the next normal work shift for the Laboratory, i.e. Monday through Friday, 8:30 am to 5:00 pm. The only possible exception to these reporting requirements would be for unusual medical circumstances. The Occupational Medicine Clinic has responsibility for determining whether or not such circumstances are met. If you fail to report as required, any resulting missed work may be considered unauthorized leave and ineligible for sick leave pay.

Absence From Work

If you intend to be absent because of a work-related injury or illness arising out of a work-related incident, you must report the incident and your intended absence to your supervisor on or before the start of the work shift you intend to miss. You must also notify the Clinic at that time if your work shift coincides with normal work hours for the Clinic. Upon contacting the Clinic, you may be asked to report to the Clinic for observation, or given alternative instructions. The Clinic may require that you maintain periodic contact with them during your absence from work. They will inform you of

the frequency expected (i.e. weekly). They may also require you to report to the Clinic in person to be evaluated by one of the staff physicians. You are required to follow the Clinic's instructions with respect to the frequency and nature of your contact. Employees who are on medication which would impair their driving or ability to operate heavy machinery, or who cannot drive because of their medical condition, should contact the Clinic prior to their scheduled visit to make alternative arrangements. During your period of work absence, you are also required to maintain periodic contact with your line organization at a frequency that is mutually agreed upon.

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

Off-Site Treatment for Work-Incurred Injuries and Illnesses

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

If you visit an off-site medical provider who prescribes that you stay out of work, this alone does not entitle you to stay home. Only Laboratory physicians at the OMC can make such a determination in cases involving work-incurred injuries or illnesses. Without the agreement and approval of the OMC following the process noted above, such an absence may not be considered an authorized occupational illness/injury. The OMC will notify the BNL Workers' Compensation Administrator. A claim will be filed electronically and a case number will be available for you to give to your health care provider that day.

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

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

If you incur any other expenses such as prescription medication, contact Laboratory's Workers' Compensation Administration Office in Building 120, for submission to the insurance carrier.

Return to Work

Upon returning to work after any absence resulting from a work-incurred injury or illness, you must report first to the OMC for a Return to Work Slip, before you will be permitted to work. Return to Work Slips are required for any days away from work due to a work-incurred illness or injury, even if such lost time occurs due to hours lost on workdays for doctor visits or physical therapy.

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

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

Transitional Work/Restricted Duty Policy

When an employee is on Restricted Duty based on a determination by the Laboratory's Occupational Medicine Clinic (OMC), these restrictions apply to all employer-sponsored activities. Therefore, any

employee on transitional/restricted duty is prohibited from participating in BERA activities that are inconsistent with their particular restrictions.

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

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

Alcohol and Substance Abuse Policy

The Laboratory is interested in the well-being of its employees and places great emphasis on maintaining a safe and efficient work environment. The achievement of this goal depends on the active cooperation of all employees. Employees are expected to have the same concern for personal safety and the safety of their fellow employees as they have for the performance of their work. The Laboratory recognizes that alcoholism and chemical dependency are illnesses which can be treated, and the Laboratory is prepared to offer assistance to affected employees. Employees who use or traffic in illegal drugs, abuse alcohol and/or controlled substances pose unacceptable risks to the safe and efficient operation of the Laboratory. In addition to jeopardizing employee safety and/or impacting on performance, conduct and reliability, substance abuse is illegal and could lead to criminal prosecution.

A. Policy

1. Illegal Drugs

- a) Employees are strictly prohibited from manufacturing, using, possessing, selling, purchasing, distributing, or being under the influence of illegal drugs on the Laboratory site or while performing Laboratory business.
- b) Employees in testing designated positions, as described below, are strictly prohibited from using, possessing, selling, purchasing, distributing or being under the influence of illegal drugs at any time.

2. Controlled Substances and Other Drugs

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

3. Alcohol

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

B. Scope

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

C. Responsibilities

1. Laboratory Responsibility

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

- b) In order to accomplish the above, educational programs concerning alcohol and substance abuse, are made available to all employees from time to time. In addition, supervisors are required to attend training programs regarding identification and referral of employees with alcohol and substance abuse problems.
 - c) If an employee is convicted under a criminal drug statute for a violation on a DOE site, the Laboratory will notify DOE within ten (10) days. Immediate notification to DOE will be given whenever circumstances raise a security concern, as provided in DOE Orders, rules, or regulations.
2. Supervisor Responsibility
- If normal means for dealing with unsatisfactory performance do not result in improvement, it is then a supervisory responsibility to refer the employee to the Employee Assistance Program in a timely manner. If the supervisor refers an employee to the EAP, this information must only be communicated to the department/division management and the Clinic.
3. Employee Responsibility
- a) All employees are required to abide by the terms and provisions of this Policy.
 - b) Any employee convicted under a criminal drug statute for a violation occurring on any DOE owned or controlled site must notify the Laboratory in writing of such conviction within ten (10) days of the conviction.
 - c) Employees required to participate in the random screening program must notify the Laboratory in writing within ten (10) days of any drug-related arrest or conviction, or receipt of a positive drug test result.
 - d) Employees with chemical dependency problems or alcoholism have the primary responsibility to seek rehabilitation through the Laboratory's Employee Assistance Program or other private or public counseling services.

D. Treatment and Rehabilitation

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

E. Implementation

1. Screening
- a) For testing designated positions, the applicants for such employment will be required to pass substance and alcohol screening tests as a condition of their employment. Incumbent employees in such positions will be required to cooperate with a substance and alcohol screening program as a condition of their continuing employment. Affected employees will be informed of the specific nature of these tests.
 - b) Employees will be required to report to the Occupational Medicine Clinic for a medical evaluation, which may, at the discretion of the Clinic physician, include substance or alcohol screening under the following circumstances:
 1. Following an occurrence which is immediately reportable to DOE, under applicable DOE rules or regulations.
 2. As part of a testing program instituted as a result of a prior violation of the Alcohol and Substance Abuse Policy.
 - c) Employees may be required to report to the Occupational Medicine Clinic for a medical evaluation, which may, at the discretion of the Clinic physician, include substance or alcohol screening under the following circumstances:
 1. Following a serious accident.
 2. When an employee's supervisor determines that there are unusual performance problems or behavior.

3. When there exists reasonable suspicion for alcohol or drug abuse.
 - d) Employee consent to substance and alcohol screening, when appropriate under this policy, is a condition of continuing employment. Test results obtained under these conditions may be used in a disciplinary process.
2. Search
 - a) All Government property may be subject to search at any time. Personal property may be subject to reasonable search, with or without notice, when justified by circumstances or workplace conditions.
 - b) Suspected illegal drugs and drug-related paraphernalia will be confiscated. Suspected illegal drugs will be turned over to a licensed laboratory for testing and/or to the appropriate law enforcement agency for further action.

F. Disciplinary Action

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

G. Definitions

1. Abuse - The use of any substance (including alcohol, legally obtained medication, prescription drugs, or controlled substances) to the degree that the individual experiences physical, emotional or social complications which threaten health, safety, well-being or performance. The use of a substance in accordance with a valid prescription is not considered abuse.
2. Alcohol - Any beverage that may be legally sold and consumed that has alcohol content in excess of 0.5% by volume.
3. Controlled Substances - Any substance whose sale, purchase, transfer, use or possession is restricted by law. These substances include but are not limited to any and all forms of marijuana, narcotics, depressants, stimulants or hallucinogens.
4. Drug - Any substance, other than alcohol, capable of altering the mood, perception, pain threshold or judgment of the individual consuming it.
5. Illegal Drugs - Any substance whose sale, purchase, transfer, use or possession is prohibited by law. These substances include but are not limited to any and all forms of marijuana, narcotics, stimulants or hallucinogens.
6. Laboratory Site - Any and all property under the control of the Laboratory, including parking lots and roadways, except, in the case of alcohol consumption, on-site housing.
7. Trafficking - The unauthorized buying, selling, giving, receiving or transferring of controlled substances.
8. Under the Influence - When an individual's condition, behavior or performance is adversely influenced by a substance introduced into the body and/or when an individual is deemed by a qualified medical expert to be impaired.

H. Testing Designated Positions

As referred to in this policy, these positions are:

- All employees of Safeguards & Security Division
- Reactor Operators
- All employees of Reactor Division who perform maintenance of reactor systems
- Plant Engineering Division and Central Shops employees, who are on assignment to the

- Reactor Division and who are trained to perform maintenance on reactor systems
- Firefighters
- All Drivers of the Plant Engineering and Procurement and Property Management Divisions Riggers and Heavy Equipment Mechanic Operators
- All employees of the Hazardous Waste Management Group
- Procurement and Property Management employees assigned to the Gas Facility
- Occupational Medicine Clinic staff involved in administering testing protocol
- Water & Sewerage Operating Engineers
- A limited number of technicians who transport significant quantities of hazardous or radioactive materials on site
- All supervision for these positions up to and including the Directorate level

EMPLOYEE CONDUCT

Threatening or Violent Behavior

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

Appropriate Use of Computing and Networking Facilities

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

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

Examples of inappropriate use are as follows:

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

Examples of illegal use are as follows:

- Legally prohibited activities on (or off) the Internet (child pornography, interstate gambling).
- Operation of a private business or social activity unrelated to the Laboratory.
- Violation of license, copyright, or other computer-related contract provisions, particularly those that expose the Laboratory, as well as the individual, to significant legal costs or damages.

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

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

All inappropriate and illegal use of Brookhaven's computing and networking facilities must cease immediately. Employees found violating these guidelines will be subject to disciplinary actions.

Security and Laboratory Protection

All employees are subject to a security investigation and preemployment check. As part of the Laboratory protection program, you are issued an identification card and an automobile sticker for your car. The card allows site access. The Safeguards and Security Division is responsible for issuing identification badges for employees and family members.

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

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

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

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

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

Entering and Leaving the Site

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

Protection of Government Property

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

No property or material, except for personally owned goods, may be removed from the Laboratory site without an authorized Property Pass or Loan Agreement. All Laboratory equipment lent to employees must be for official Laboratory business and be reported to the designated department/ division Property Representative.

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

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

Property Management

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

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

- Employees who are assigned Sensitive Equipment are required to sign a Sensitive Item Receipt Acknowledgment form for accountability purposes.
- Any movement of equipment within the department or to other locations at the Laboratory must be documented by using the Equipment Movement Request form.

- No dismantling or cannibalization of equipment is permitted without prior approval.
- Capital or Sensitive property which becomes inoperable, damaged, or destroyed must be reported to the Department Property Representative.
- Any missing, lost, or stolen property should immediately be reported to the Security Group and Department Property Representative.
- Idle equipment should be turned in to the Excess Disposal Section for reutilization on site or for disposal.
- Inventory stickers affixed to equipment should not be removed.

Purchases from Employees

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

Purchases for Employees

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

Conflicts of Interest

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

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

- a. Neither give gratuities to DOE employees nor accept gratuities from individuals or organizations with which Brookhaven is doing, or intends to do, business,
- b. not use information which is acquired in connection with their employment by Brookhaven for their own personal gain or for any other improper use,
- c. not accept employment outside of their official hours of duty (or while on vacation) which will interfere with or otherwise adversely impact their work for Brookhaven or create or appear to create a conflict of interest,
- d. not participate in, or attempt to influence in any way, decisions of Brookhaven where there is a personal interest of the employee involved. As used herein, the term “personal interest” includes an interest of an employee, his or her spouse, and immediate family in an employment or consulting relationship or a significant financial interest in (1) an organization with which Brookhaven does or may do business, or (2) a competitor of such an organization.
- e. report to and obtain the approval of their Department Chair/ Division Manager and Laboratory Counsel for all consultant or other comparable employment prior to entering into such employment. To do this, an employee must obtain a “Request to Engage in Outside Activity” form from their department’s administrative office and submit it to the Human Resources and Occupational Medicine Division.

To ensure adherence to these policies, it is necessary that each employee report all outside employment, including consulting or other comparable employment (any employment in which the individual’s duties include professional advice and/or services requiring a special knowledge or experience) to the Laboratory upon commencement of employment and annually thereafter. Each employee must sign an agreement stating that he or she will not accept this type of employment with either another DOE cost-type-contractor, or any other organization without the prior approval of their Department Chair/Division Manager and other management staff.

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

Patent Agreements

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

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

The Brookhaven Science Associates ("BSA")/DOE contract permits BSA to take title to inventions made at the Laboratory. This contract further requires BSA to seek patent protection on such inventions, to attempt to license such inventions to industry to accomplish commercialization, and to share any royalties resulting from the licensing of such inventions with the inventor(s). BSA's program for royalty sharing is set forth in Standard Practice Instruction (SPI) 6-08 entitled "Distribution of Patent License Income" which is available through the SBMS Management System for Intellectual Property.

Ethics in the Conduct of Research

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

Use of Laboratory's Name, Representing the Laboratory

The Laboratory's official name is "Brookhaven National Laboratory." In written communications, use the full name at first mention. The Laboratory's official logo is an integrated graphic unit that contains elements with certain size and spatial relationships. Go to the following webpage to download the approved logo: <http://www.bnl.gov/pgs/logo.asp> . The Laboratory's slogan is "a passion for discovery."

Employees should use discretion and common sense when expressing their personal opinions in political or other situations in which they could be identified as representing the Laboratory. Exercise particular care in communicating with public officials. Employees contacted directly by a member of the news media must refer the call to the Media & Communications Office, Ext. 2345. An additional note: Employees speaking for the Laboratory may not endorse commercial products.

FOR YOUR INFORMATION

The Bulletin

The Laboratory publishes and distributes a weekly newspaper, The Bulletin. The paper carries science and administration news, employee features, news regarding health and other benefits, announcements of scholarships, concerts and lectures of Lab-wide interest, recreation program news, jobs, and classified advertisements. Ideas for articles or direct contributions from employees are encouraged to be included as space and suitability permit. The Bulletin of the week and archived copies are available on the BNL homepage at <http://www.bnl.gov/bnlweb/pubaf/bulletin.asp> .

BNL Website

A significant amount of information is available to Brookhaven employees, users, and guests through BNL's website, www.bnl.gov . When you are browsing from a computer on site, you are inside the BNL network and have access to features that currently include:

- Online newsclips - What's being written about Brookhaven by the media.
- Announcements box - Important internal news and event notification.
- Events database - A complete calendar listing of scientific lectures, seminars, colloquia, and music recitals.
- Special videos - Speaker presentations at Berkner Hall, addresses by the Laboratory Director, brown-bag lunch discussions, etc.
- Monday Memo - Online archive of the electronic newsletter.
- Classified ads - Most recent Bulletin ads and link to complete listing.
- Cafeteria menu - What's for lunch today?
- Comment box - Let the webmaster know what you think!

The BNL web content is dynamically updated and constantly changing. Employees should check the home page at least once a day to keep informed about goings-on at the Lab.

Monday Memo

Brookhaven National Laboratory's Monday Memo is a bi-weekly management e-mail newsletter. The Memo is distributed to BNL employees on alternate Monday mornings, except for holidays. Each issue contains a message from the Laboratory Director, as well as current news and information on various management topics, upcoming events, training, safety, and Brookhaven's science. Reader questions and concerns are answered in a "queries and comments" section. BNL employees are automatically subscribed to the Monday Memo. Archived copies can be found at <http://intranet.bnl.gov/memo/> .

"Broadcast," "Announce," and "InsideInfo" e-mail lists

The Media & Communications Office uses e-mail as one method of providing information to employees, users, guests, and the external community. BNL employees are notified about breaking news and time-critical information through "broadcast" e-mails, which are sent to every employee with a www.bnl.gov e-mail address. Many Lab employees also like receiving e-mailed BNL news releases and timely information about Brookhaven-sponsored events. This information is distributed to a separate, voluntary subscription list known as "announce." Employees who would like to subscribe to this news service can fill out the online application at <http://lists.bnl.gov/mailman/listinfo/bnl-announce-l> . Since the general public can also subscribe to the "announce" list, a separate voluntary subscription list, called "insideinfo," is used to send notifications to employees of events such as on-site blood drives and BERA club activities that are not open to the public. Employees who would like to subscribe to this service can fill out the online application at <http://lists.bnl.gov/mailman/listinfo/insideinfo> .

Energy Conservation

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

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

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

Research Library

The Research Library, located at 25 Brookhaven Avenue (Building 477), is open from 8:30 a.m. to 6:00 p.m. Monday through Friday. Full library services are available during regular weekday working hours.

Using current technology, the Research Library acquires, manages and disseminates a variety of information resources and delivers services to scientists and engineers in support of the Laboratory's research missions. Links to the Library's iLink catalog, electronic journals, research databases, and other electronic sources can be found on the Research Library's Homepage at <http://www.bnl.gov/isd/reslib/>. iLink includes information about the main collection housed in the Research Library, with links to many electronic resources, as well as collections located in departmental libraries and reading rooms.

Subscriptions, memberships, books, journals, and other library materials or licensed content must be ordered through the Research Library. With few exceptions, this type of information may not be ordered using Laboratory-issued credit cards. Licensed content provided to the Laboratory through the Research Library must be used in accordance with publishers' license agreements.

For additional information about services and available resources, please call Ext. 3483 or 3487.

Records Management

Any information generated in the conduct of scientific research and the business of the Laboratory is considered a federal record. All employees are responsible for preserving and protecting the records they generate and those for which they have been assigned responsibility, and ensuring that they remain accessible. Records are retained and disposed of according to retention schedules, approved by the National Archives and Records Administration (NARA). Each Laboratory organization has a Records Management Representative. Guidance on your records management responsibilities and procedures are available from your Records Management Representative, in the Records Management Subject Area in the Standards Based Management System https://sbms.bnl.gov/sbmsearch/subjarea/97/97_SA.cfm?parentID=97, as well as from the Records Management staff in the Information Services Division. For additional information call Ext. 5070, 7886, or 7692.

Publications

The Laboratory requires that the results of research be published, unless publication is expressly restricted by a contractual or other written agreement with the sponsoring organization. This requirement applies to scientific and technical staff, as well as guest researchers and collaborators who use Laboratory facilities in accordance with facility user agreements.

BNL staff members are responsible for ensuring that the information resulting from research and development is recorded and that it receives the required reviews and approval for release by the Laboratory, before it is disseminated in any way. Works authored or co-authored by BNL staff must be submitted for review and release to the Information Services Division before publication. Works that must be submitted include books or book chapters; conference papers and abstracts; formal and informal reports; journal articles; lectures and presentations; software, and others. Scientific and technical information is made available to the DOE, the scientific community, and the public in accordance with contractual requirements.

See the Publishing Scientific and Technical Information Subject Area https://sbms.bnl.gov/sbmsearch/subjarea/101/101_SA.cfm?parentID=101 in SBMS. For additional information call Ext. 3484.

Editing Services

Editing Services assists BNL's authors in writing, organizing, revising, and reviewing all types of scientific, technical, and administrative documents, thereby ensuring that publishers' requirements and accepted standards of quality are met.

The desired level of editing, from basic proofreading to re-writing, is specified by the author. Editing for authors for whom English is a second or other language is an important focus. Documents may be submitted for editing in MS Word, or in paper copy.

By prior arrangement, editing services are available for work sponsored by other agencies and institutions, such as proceedings of symposia or workshops. The Editor may also be available to record proceedings during the meeting. The cost of services for such meetings may be charged to the department or institution.

For further information call Ext. 3489 or 3482.

Photography and Graphic Arts

Photography and Graphic Arts provides high quality technical publishing services, including graphic design, photography, videography, printing, duplicating, and scanning. Professional publications and presentations can be produced in a variety of digital and print formats.

These include reports, brochures, photographs, video programs, conference materials, presentation view graphs, and posters. Large mailings can be prepared for on and off-site distribution. Photography, videography, graphic design and on-site printing services are provided at no charge for work accomplished during normal business hours. Some jobs will entail charges for overtime or special materials. Please see the following website for a full description of services: <http://www.bnl.gov/PGA/> .

Cafeteria

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

Telephones

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

Cashier

Certain personal bills, such as those for on-site housing and telephone, are paid at the cashier's office located in the Research Support Building 400. Your BNL ID card is required for all transactions. The cashier's office is open from 1330 - 1530, Monday through Friday.

Post Office

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

Brookhaven Center

The Brookhaven Center, located on Upton Road, is open from 1700 until 2200 Monday through Friday evenings. Supper, bar service, and other amenities are available.

Teachers Federal Credit Union

The Teachers Federal Credit Union, located in the Research Support Building 400, is a full-service financial institution. The Credit Union is open 0900 to 1630 Monday through Wednesday, 0900 to 1700 Thursdays and 0830 to 1630 Fridays. Your BNL paycheck may be cashed with current Laboratory identification. Automated teller machines are located in the entrance of Berkner Hall as well as the lobby of Bldg. 400.

Service Station

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

Recreation

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

The recreation facilities at the Laboratory are as varied as the activities they support. They include the swimming pool and gymnasium on Center Street; the recreation park, with ball fields and picnic facilities, at Fifth Street and Brookhaven Avenue; the tennis courts on Bell Avenue; and the recreation building on York Lane. Please refer to the section entitled BERA for more detailed information. Program information is available on Ext. 5090 or by going to www.bnl.gov/bera.

BSA Scholarships

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

- a. The son or daughter of a regular BNL employee who began full-time or regular eligible part-time employment no later than the date by which the initial application must be filed and who is employed by BNL at the time the award is announced. The sons and daughters of retired employees or of employees who died when in regular service at the Laboratory are also eligible. In the case of stepchildren, eligibility will be established if the employee regularly claims the child as a dependent for income tax purposes; or if the stepchild normally resides in the employee's household, which must include the two-year period immediately prior to applying for a scholarship.
- b. A secondary school senior who will be graduated during the current academic year and who will enter college by the following fall.

More complete information can be obtained from the Human Resources and Occupational Medicine Division on Ext. 2885.

IN CONCLUSION

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

APPENDIX

Fringe Benefits for Full-Time, Part-Time, and Temporary Employees

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

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

*Benefits prorated according to official work schedule.

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

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diversity program

INTRODUCTION

In accordance with the Laboratory's Equal Employment Policy, each employment decision, including those involving hiring, promotions, terminations, and compensation, will be based on qualifications and other performance factors regardless of an individual's race, color, religion, gender, national origin, marital status, sexual orientation, citizenship, age, disability, veteran status, or any other characteristic protected by law or executive order.

Administration of Policy

Shirley Kendall, Diversity Manager (Ext. 3318), is responsible for directing and coordinating the Laboratory's Equal Employment Opportunity, Affirmative Action and Diversity Management Programs.

Diversity Management Steering Committee:

Reviews the program planning of the Diversity Office, and advises the Diversity Manager on the effectiveness and prioritization of the Office's activities. The Diversity Management Steering Committee develops policies and initiatives that support the Laboratory's commitment to achieve a diverse workforce. The Charge of the Committee is to:

- Formulate a management strategy to achieve recruitment, retention and developmental objectives for a diverse workforce.
- Promote and encourage interdepartmental and divisional active participation in diversity initiatives developed by the Diversity Office.

Affirmative Action Advisory Committee (A³):

The Affirmative Action Advisory Committee (A³) advises the Director on the progress of Affirmative Action (AA) and the achievement of Equal Employment Opportunity (EEO). The Committee makes recommendations on Laboratory policies, practices, and procedures in the areas of recruitment, hiring, transfer, promotion, terminations, training, education programs, benefits and labor relations, to ensure that designated classes are represented throughout the Laboratory workforce. The Committee consists of members selected from a diverse cross section of the Laboratory.

Equal Employment Opportunity/Diversity Representatives:

Equal Employment Opportunity Representatives are department/division employees who assist management in identification and resolution of potential EEO/AA problems and serve as peer counselors to employees. Many departments have EEO Committees who hold monthly meetings and organize EEO programs within their department/division.

Women's Program Coordinator

The Laboratory Director appoints a Women's Program Coordinator (WPC), with responsibility for addressing the particular employment concerns of women as part of the overall affirmative action functions.

Among the functions of the WPC are to identify issues related to the status of women at the

Laboratory and recommend solutions to management. The WPC and her advisory committee are involved in issues such as educational programs, career development, employee health and safety, and Laboratory policies impacting working parents and programs related to women. Women's Program Advisory Committee members represent women from various departments at the Laboratory.

Programs and Policies

- Equal Opportunity/Affirmative Action Policy
- Sexual Harassment Policy
- Laboratory Policy on Employee Harassment
- Invitation to Employees who are Disabled,
Vietnam Era Veterans, Special Disabled Veterans and "Other Eligible Veterans"

Affirmative Action Plan:

The Laboratory recognizes that, in order to fully achieve the principles of equal employment opportunity and workforce diversity, it is necessary to go beyond a neutral policy of nondiscrimination and take positive steps to increase opportunities for members of those groups in our society previously excluded from full participation at all levels of employment. Accordingly, the Laboratory functions under a written program, termed the Affirmative Action Plan, which is in accord with Federal guidelines. The Affirmative Action Plan has the goal of achieving significant participation of minorities and women in all categories of employment throughout the Laboratory.

Each year the Laboratory reviews and revises its Affirmative Action Plan (AA) to accommodate changing needs and priorities. Employees interested in reading the AA Plan may contact the Diversity Office during regular business hours.

Diversity Management:

The roots of diversity originate from the Affirmative Action (AA) and Equal Employment Opportunity (EEO) mandates of the 1960's and 1970's. Although it is not a law, diversity is a term used to expand the original scope of AA and EEO civil rights legislation; race, color, age, sex, sexual orientation, religion, and national origin. The philosophy of diversity incorporates into the original mix, individuals from different social levels, work experiences, and educational backgrounds. Therefore, the language of diversity is one of "inclusion" rather than "exclusion."

Now and in the future, we will need new ideas and solutions to the scientific problems we seek to answer, to encourage organizational growth. One way to accelerate the process is to welcome the new perspectives and methods brought by diversity. A variety of perspectives encourages creativity and problem solving.

Two assets of the Laboratory are its diversity of programs and the diversity of the people it employs. It is the combination of talent, energy, commitment and dedication that has fueled, and will continue to drive, our basic and applied research to the frontier of science and technology.

By adopting a philosophy of valuing diversity, we can broaden horizons. The benefits of creating a diverse workplace provides you with an opportunity to achieve personal and professional growth.

Diversity Office Staff:

- Shirley Kendall, Diversity Manager, Women's Program Coordinator, Ext. 3318
- Rosa Palmore, Sr. Diversity Coordinator, Ext. 2703

Laboratory Policy on Employee Harassment

Brookhaven National Laboratory intends to maintain a work environment that is free of threatening, intimidating or harassing conduct, including sexual harassment. Any employee who harasses another employee because of race, religion, age, color, gender, sexual orientation, national origin, citizenship, marital status, disability, veteran status, or other reasons will be subject to disciplinary action up to

and including discharge. The Laboratory does not condone harassment of any employee by any other employee, manager, supervisor, co-worker, vendor, user, guest or visitor.

INVITATION TO EMPLOYEES WHO ARE DISABLED, VIETNAM ERA VETERANS, SPECIAL DISABLED VETERANS AND “OTHER ELIGIBLE VETERANS”

As a federal contractor, Brookhaven National Laboratory is subject to Section 503 of the Rehabilitation Act of 1973 and to Section 402 of the Vietnam Veterans Readjustment Act of 1974 and, therefore, is required to take affirmative action in employment for qualified individuals with disabilities and qualified Vietnam era veterans, special disabled veterans and “other eligible veterans”.

A Vietnam Era veteran

Individuals who served on active duty for more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975 and was discharged or released with other than a dishonorable discharge, or was discharged or released from active duty for a service connected disability. If any part of such active duty was performed between August 5, 1964 and May 7, 1975; or served on active duty for more than 180 days and served in the Republic of Vietnam between February 28, 1961 and May 7, 1975.

A special disabled veteran

Is entitled to compensation and, veterans who would be entitled to compensation, but for the receipt of military retirement pay, under laws administered by the Department of Veterans Affairs for a disability rated at 30 percent or more; or are rated at 10 or 20 percent disabled if it has been determined that the veteran has a serious employment disability; or were discharged or released from active duty because of a service connected disability.

Other eligible veterans

Individuals who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. (Active duty for training as a member of the National Guard and Reserve does not qualify an individual for protection).

An individual with a disability

1. has a physical or mental impairment which substantially limits one or more of his/her major life activities; or has a record of such an impairment; or
2. is regarded as having such an impairment.

If you qualify, we invite you to identify yourself. Submission of this information is voluntary, and refusal to provide it will not subject you to discharge or disciplinary treatment. You may submit this information now or any time in the future. The information obtained concerning individuals shall be kept confidential, except that:

1. Supervisors and managers may be informed regarding restrictions on work duties, and regarding reasonable accommodations.
2. First aid and safety personnel may be informed if a condition might require emergency treatment.
3. Government officials investigating compliance with the Rehabilitation Act of 1973 or the Vietnam Era Veterans’ Readjustment Act of 1974 shall be informed.

It would assist us if you tell us about:

1. Any special methods, skills and procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for a position of

that kind.

2. The accommodations we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, or other accommodations.

Employees who would like to be considered under one of the Lab's affirmative action programs for disabled persons, special disabled veterans, Vietnam Era veterans or "other" veterans should contact their manager or Shirley Kendall, Diversity Manager, Bldg. 185A, telephone Ext. 3318, e-mail: kendall@bnl.gov.

SEXUAL HARASSMENT POLICY

Policy

Brookhaven National Laboratory intends to maintain a work environment that is free of threatening, intimidating or harassing conduct, including sexual harassment. Any employee who harasses another employee because of race, color, gender, sexual orientation, national origin, citizenship, marital status, disability, veteran status, or other reasons will be subject to disciplinary action up to and including discharge. The Laboratory does not condone sexual harassment of any employee by any other employee, manager, supervisor, co-worker, vendor, or user, guest or visitor.

Responsibility

Within the scope of the Laboratory policy on employee sexual harassment, it is the responsibility of each supervisor to create and maintain an atmosphere free of sexual harassment. It is also the supervisor's responsibility to promptly investigate all complaints of sexual harassment and to take appropriate corrective measures which may include disciplinary action.

It is the responsibility of employees to be aware of the appropriateness of their own conduct and behavior, and to respect the rights of co-workers.

Guidelines

Under federal laws, sexual harassment is included as a form of sex discrimination. The basic definition of sexual harassment is: unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made a term or condition of an individual.
- Submission to or rejection of such conduct is used as a basis for an employment decision affecting the employee.
- The harassment has the purpose or effect of reasonably interfering with the employees' work performance or creating an environment which is intimidating, hostile, or offensive to the employee.

Complaint Procedure

Employees who believe they have experienced a possible sexual harassment situation are encouraged to make it clear to the other party, either verbally or in writing that the behavior is unwelcome and/or objectionable.

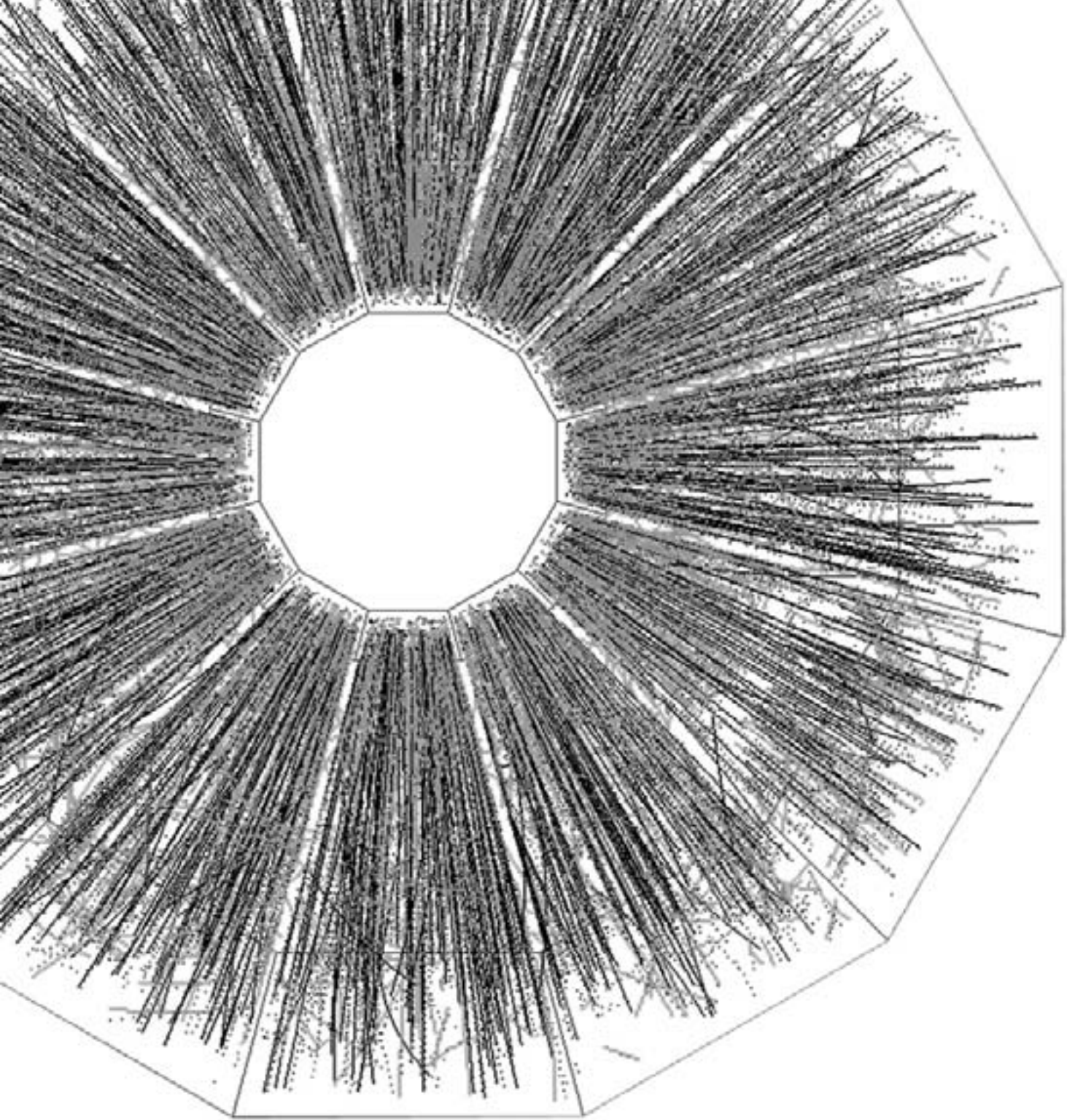
Several avenues within the Laboratory are available to employees for filing sexual harassment complaints:

- Employees should contact their Supervisor, Division Head, or Department Chairperson who will investigate the complaint.
- As an alternative, or in addition, the employee may contact Shirley Kendall, Diversity Manager/Women's Program Coordinator, at Ext. 3318, or by e-mail: kendall@bnl.gov. Together with the employee's management, she will conduct an in-house investigation.

- An additional avenue is the Employee Assistance Program, whose professionals can offer emotional support to an employee who is experiencing a problem.
- The Employee Relations Manager is another employee resource, Ext. 2888.

Complaint Resolution

- All allegations of sexual harassment will be immediately investigated and handled as confidentially as possible.
- If it is determined that sexual harassment has occurred, corrective action will be taken which may include disciplinary action up to and including termination.
- The Laboratory does not tolerate retaliation against employees who report incidents of sexual harassment, or those who participate in the investigation of sexual harassment.



benefits program

For Benefits information go to

www.bnl.gov/HR/Benefits

BROOKHAVEN
NATIONAL LABORATORY

managed for the U.S. Department of Energy
by Brookhaven Science Associates, a company
founded by Stony Brook University and Battelle

salary administration program

INTRODUCTION

This section of the Employee Guide to Brookhaven National Laboratory summarizes the key features of the Salary Administration Program. More detail on the Salary Administration Program is available to employees in the Salaries and Awards section of the HR Homepage and in the Compensation Subject Area of the Standards Based Management System (SBMS).

The aims of the program are:

- To maintain pay levels that are competitive with those of similar organizations and other relevant job markets.
- To pay distinguished performers rates that are higher than average market levels.
- To ensure fair and consistent salary treatment among employees.
- To attract, motivate and develop the highly competent employees necessary to achieve the Laboratory's program goals.
- To ensure that compensation decisions are made in accordance with Brookhaven National Laboratory's Equal Opportunity and Affirmative Action Policy Statement pertaining to HR practices.

Salary and Wage Schedules

The pay structure for nonbargaining-unit and nonscientific-staff employees is divided into six schedules. They are:

1. Engineering/Scientific Associate
2. Information Technology
3. Administrative
4. Technical Support/Supervisory
5. Clerical Wage
6. Technical Wage

The salary and wage schedules are composed of a number of pay grades to which job classifications are assigned according to their market and internal values. For monthly salary grades, ranges are divided into thirds: Growth (lowest), Competitive (middle) and Premium (top). The growth third of the range contains salary levels that are less than the general market average and is appropriate in the first several years, when an employee has not yet reached full maturity in a job level. The competitive third of the range indicates a level of salary that is comparable to average salaries paid for similar jobs in relevant labor markets. The premium third contains salary levels that are greater than what is generally paid to employees in the same job at BNL, or performing similar work in other organizations. It is intended for employees who have sustained superior performance for their job level over many years. Each of these salary grades also has a minimum and maximum pay rate. For Clerical Wage and Technical Wage schedules, the ranges consist of six steps, starting at minimum and progressing to a job rate. Salaries may advance above the job rate up to a range maximum based on employee performance.

In an effort to ensure that the Laboratory's salary and wage ranges are competitive with market rates, the Laboratory conducts and participates in a number of national and local surveys of pay rates for jobs similar to those found at BNL. These surveys represent the best statistical information available and are valuable in arriving at an overall appraisal of pay levels at the Laboratory.

Current ranges for all of the salary and wage schedules may be found in the Salaries and Awards section of the HR Homepage and in the Compensation Subject Area of the Standards Based Management System (SBMS).

What Determines Your Classification and Pay?

Your classification is based upon your duties and responsibilities compared to those of other Laboratory employees and the criteria established in the summary job descriptions. These job descriptions are accessible to all employees in the Salaries and Awards section of the HR Homepage and in the Compensation Subject Area of the Standards Based Management System (SBMS).

Individual jobs and groups of jobs are regularly reviewed to determine the nature of duties and level of responsibility exercised. These jobs are then measured against others at the Laboratory and in relevant job markets to ensure that they are assigned to the proper salary or wage grade.

Your individual salary or wage rate within the pay range for your classification is determined by your performance, job knowledge, and skills.

Annual Salary Review

The Laboratory reviews the salary and classification of each employee once a year during the annual salary review. This review ensures that the salary and job classification of each employee is evaluated at least annually, but does not imply that a pay increase is given each year. Individual pay decisions are based primarily on performance level, position of the employee's salary in their salary range, and salary increase budget considerations.

During the annual salary review the following changes may occur:

1. Most employees receive salary increases based on the criteria for individual pay decisions listed in the paragraph above. Guidelines using these criteria may also prescribe holding an employee's salary at their current level.
2. Employees may be promoted from one classification to another in recognition of increased responsibilities, job knowledge, and skills.
3. Employees may be reclassified to a classification which more accurately reflects their duties and responsibilities than their present title.

How Are an Employee's Increased Responsibility, Knowledge and Skills Recognized?

To recognize individual growth in responsibility and knowledge, job families within most occupations have been established. These job families define a logical sequence for promotion of employees with a particular work specialty.

The level within a particular job family to which an individual might ultimately progress, and the rate of progression vary from individual to individual and depend on a number of factors. These include both the employee's performance and the Laboratory's requirement for work to be performed at a particular level of responsibility, knowledge, and skill. Changes of job classification do not automatically occur based on service time within a classification. Thus, while a degree of growth can be expected in most jobs, it is not guaranteed that progression will continue to the highest classification in a job family.

How Can You Know Where You Stand?

It is important that you understand all the factors that influence your salary. You should know:

- your classification,
- your pay rate,
- the salary range for your position,
- where your pay rate fits in the range,
- how well you are meeting performance expectations for your job.

BNL's salary schedules, the salary or wage grades of each of the jobs assigned to them, and the current pay ranges may be found on the HR Homepage in the Salaries and Awards section. Please refer to this web site to learn the salary or wage grade for your job and where your pay fits in the range for that grade.

You and your supervisor should have a discussion regarding your job performance at least once a year. A thorough assessment of your job performance should be based upon the achievement of objectives for your position, such as accomplishment of assigned duties and responsibilities, completion of projects, and development of job related skills. The discussion should also focus on areas which need improvement or strengthening.

It is your supervisor's responsibility to communicate with you about standards of performance and objectives for your job. Your supervisor is also the person to talk to about possibilities for advancement and career development at the Laboratory.

If discussions with your supervisor and his or her superiors within your department or division leave you with further questions, you may contact the Human Resources and Occupational Medicine Division.

DISCLAIMER

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

employee relations program

POLICY

The Laboratory wants your work-related problems and complaints and suspected wrongdoings to be resolved as promptly and fairly as possible. To do this, it is very important for you to be able to communicate complaints to your supervisors and to Laboratory management. The BNL Employee Relations Program provides several different routes for seeking solutions to your problems. Most of the time, complaints can be resolved by working within the supervisory structure of your department or division. If this is not possible, there are other options open to you, including the Employee Relations Manager in Human Resources and the Brookhaven Advocacy Council. Unresolved ES&H issues or questions of mismanagement may also be directed to the Employee Relations Manager. Concerns of possible fraud, waste, abuse or other criminal offenses may be reported to the Safeguards and Security Manager or Crimestoppers@bnl.gov. If your complaint concerns discrimination, harassment or affirmative action, you may choose to contact the Diversity Office Manager. Employees who do not feel safe in the workplace due to acts or threats of violence can contact the Committee on Conflict Resolution. Assistance for mental health related problems may be obtained by contacting the Employee Assistance Program Manager. Employees covered by a collective bargaining agreement do not have access to the Brookhaven Advocacy Council or the Employee Relations Manager. They do have access to the Departmental Equal Opportunity Representative, the Manager of the Diversity Office, the Employee Assistance Program Psychologist, the Safeguards & Security Manager and the Fraud, Waste & Abuse Hotline. Adjustment of their complaints must be in accordance with the pertinent collective bargaining contract.

DEPARTMENT/DIVISION

If you have work-related problems, questions, or complaints you are urged to talk first to your supervisors and next, if necessary, to your Department Chairperson or Division Manager. In most cases, you can expect to have a response within 10 working days. If the problem is still not resolved, or if you would prefer not to use departmental channels, you have other avenues available to you.

DIVERSITY PROGRAM

The Laboratory's Diversity Program consists of Equal Opportunity (EO), Affirmative Action (AA) and Diversity (DV) Management. Shirley Kendall, Diversity Manager, heads the DV Office located in Bldg. 400. She can be reached on Ext. 3318 or at kendall@bnl.gov. In addition; Rosa Palmore is the Sr. Diversity Coordinator. The Diversity Office supports the Laboratory's mission to do world-class science by implementing programs to provide a pipeline of qualified, diverse candidates; promoting an inclusive work environment; and recommending to the Laboratory Director policies and procedures that ensure (1) equitable treatment and opportunities for all employees; (2) an environment free from harassment; and (3) encourage respect for individual differences. Responsibilities of the Office include communicating the AA Plan to managers, monitoring the Laboratory's efforts in accomplishing the EO/AA policy objectives, and administering programs for employees with disabilities, disabled Vietnam Era Veterans and other qualified eligible veterans. The DV Office addresses concerns related to sexual harassment and other forms of harassment.

As Women's Program Coordinator, Shirley Kendall is responsible for addressing employment concerns of women.

Each department has a designated Equal Employment Opportunity (EEO) Representative, trained by the DV Office, who assists the Dept. Manager in implementing DV programs. The EEO Rep is available to respond to departmental employees who have questions or concerns pertaining to EEO, AA, or other diversity matters.

Two assets of the Laboratory are its diversity of programs and the diversity of people it employs. The office works with managers, supervisors, cultural groups, and employees to promote a diverse workforce and an inclusive work environment that recognizes and celebrates individual and group talents and differences.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

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

Requests for EAP services are usually made directly by the employee. At times, a supervisor or Clinic physician may recommend that an employee contact the EAP Counselor. All employee communications with the EAP are subject to standard professional ethics protecting confidentiality and anonymity.

The EAP Counselor is located in Bldg. 490, Room 5-1, and may be reached on Ext. 4567 or by e-mailing EAP@bnl.gov. Our website is located at www.bnl.gov/hr/ocmed/EAP.

BNL's on-site EAP services are provided by CIGNA Behavioral Health, which also provides employees and managers with 24/7 on-line and telephone services, including consultations, crisis intervention services, and information on community resources in areas such as prenatal/child/senior/pet care, parenting/adolescent issues, adoption, education, legal and financial issues. Online information and services can be accessed by logging onto www.cignabehavioral.com, entering the Employer ID "BNL" and the password (PIN) "employee". The number for telephone services and consultations is 1-877-622-4327.

BROOKHAVEN ADVOCACY COUNCIL

The Brookhaven Advocacy Council (BAC) advises and makes recommendations to the Laboratory Director on the resolution of employee, guest and user concerns/issues that are brought to its attention. The BAC functions independently of the Human Resources and Occupational Medicine Division, reporting directly to the Laboratory Director. A key component of the Laboratory's commitment to fairness, the BAC has the authority to receive and respond to employee, guest and user concerns/ issues; analyze and research data and propose resolutions. The BAC has access to all pertinent, uncensored information, within the Laboratory's guidelines regarding confidentiality, to assist in the resolution of these concerns/issues. A full description of the BAC is contained in a separate pamphlet and can also be found by visiting its website at www.bnl.gov/bac. The names, Laboratory phone numbers and addresses of all Council members can be found on the website.

CONFLICT RESOLUTION COMMITTEE

The Conflict Resolution Committee serves as a resource for the Laboratory in situations concerning violent behavior or the type of threatening behavior which leads a person to believe that another individual poses a threat to their physical well being. Employees, contractors, guests or visitors can approach any member of the Committee if they are the victim of violence arising in the work place or threatening behavior. The Committee also acts as a resource to supervisors and managers in helping them address these types of situations. The Committee members are appointed by and are responsible to the Director. The members are representatives from the following functional areas of the Laboratory: Community Involvement, Government & Public Affairs; Employee Assistance Program Office; Legal; Human Resources and Occupational Medicine; Safeguards & Security; Employee Training and Safety & Health Services. To contact this Committee, call the Director of Human Resources on Ext. 2878 or e-mail ConflictResolution@BNL.GOV.

EMPLOYEE RELATIONS MANAGER

The Employee Relations Manager is an experienced Human Resources and Occupational Medicine Division staff member. The Manager's role is to provide guidance to employees and supervisors in resolving work-related problems. The Manager is familiar with Laboratory policies and practices and, in addition, has access to various management resources in obtaining answers to questions and complaints. You should feel free to approach the Manager by e-mail, by telephone or by a personal visit. The Manager will deal with problems, such as hostile work environment, sexual harassment, pay equity issues, interpersonal problems, etc.; on as confidential a basis as is possible. In most instances, you can expect to have a response to your complaint within 10 working days. If unable to resolve the problem, the Manager may, with your consent, refer the issue to another appropriate resource. The Manager is also responsible for coordinating the Employee Concerns Program, which addresses issues related to mismanagement, gross waste of funds, abuse of authority and unresolved environment, safety and health concerns. Individuals not satisfied with responses from line management or ES&H Representatives are encouraged to bring their concerns to her attention. Employee Concerns issues, can be initiated by e-mail, EmployeeConcerns@BNL.GOV or calling Ext. 2888. The Employee Relations Manager is Susan Foster. She is located in the Human Resources and Occupational Medicine Division, Building 400B, and may be reached on Ext. 2888 or e-mailed at EmployeeRelations@BNL.GOV. A suitable meeting place, outside of the Human Resources and Occupational Medicine Division, may be arranged at your request.

FRAUD, WASTE, ABUSE, CORRUPTION, AND OTHER CRIMINAL OFFENSES PROGRAM

It is the Laboratory's policy to seek to uncover wrongdoing, including fraud, waste, abuse, misuse, corruption, criminal acts, or intentional mismanagement; report such abuses to proper authorities; and ensure corrective actions are taken. It is also the Laboratory policy to ensure that no reprisals are taken against an employee reporting suspected wrongdoings. Employees should report knowledge of any suspected wrongdoing to Safeguards and Security Management on Ext. 2280 or e-mail Crimestoppers@bnl.gov. Employees may also report allegations of wrongdoing to the DOE Office of the Inspector General, Fraud, Waste and Abuse Hotline, telephone 1-800-541-1625 or 202-586-4073, or e-mail ighotline@hq.doe.gov.

SCIENTIFIC STAFF OMBUDSPERSON

The Scientific Staff Ombudsperson is a senior member of Scientific Staff whose role is to provide guidance to scientists in resolving and managing issues that may come up during their employment or stay at the Laboratory. The role of Ombudsperson reports to the Director of the Laboratory. The Ombudsperson is familiar with general Laboratory policies, as well as policies that are specifically related to the Scientific Staff. The Ombudsperson has access to various resources that will assist him in arriving at recommendations and solutions to issues that are confronting staff.

The Scientific Staff Ombudsperson is Dr. Peter Bond. You may e-mail Dr. Bond, bond@bnl.gov or call him on Ext. 4063.

laboratory security

CYBER SECURITY

What is Cyber Security and Other Questions You Might Ask

What is Cyber Security?

First and foremost, cyber security (computer and network security) is an attitude which recognizes that “information” is for Brookhaven what cash is to a bank or cars are to General Motors. Information is the end product of our labor and is a valuable asset. Second, cyber security is a set of planned actions taken to protect the confidentiality, availability, and integrity of the information and to prevent the theft or misuse of the processing equipment.

What do You Mean by Confidentiality, Availability, Integrity and Misuse?

That’s a good question, because, if you understand what these terms mean, you will understand the foundation of cyber security.

First, confidentiality. Whenever the Laboratory employs people, it must maintain certain personal information about those people. Salary information, marital status, home telephone and address, and medical history are examples. The company has a legal and ethical obligation to protect this information so that only other employees with a defined need to know will have access to it. Also, there may be occasions when work done here at BNL involves the use of proprietary data owned by someone else. The obligation to protect that information is the same as if it were employee personal information. A third type of information where confidentiality is a concern is data that is developed here at BNL but is not ready for publication.

Second, availability. Information is stored in data bases and files for use at another time. If that data is not available when needed, the result could be long delays, costly rebuilding of the database or file, or the irrecoverable loss of important information.

Third, integrity. As the use of automation grows, we tend to rely more and more on the data that we get from the computer. Once the system has been tested, there is the tendency to accept what the computer says because, “computers don’t make mistakes.” An error in input or a deliberate alteration of data could cause irreparable damage to an administrative system or scientific project.

Fourth, misuse. BNL Computer and network resources are government property and are provided by BNL to its employees for business purposes. BNL understands and accepts a reasonable level of personal use of its resources as indicated in the BNL Computer User Agreement. However, because these facilities are government property and are provided for business purposes, the Laboratory is obligated to curb inappropriate activity and to prevent, and aid in the prosecution of, illegal activities. The Laboratory is also obligated to report unacceptable use, which could include personal browsing that cuts into an employee’s productivity, online gaming or gambling, downloading copyrighted material (i.e. music, videos, etc.), or browsing sites deemed inappropriate for the workplace (hate groups or pornography).

Why do we Need a Cyber Security Program?

There are legal and ethical reasons for having a cyber security program but if that is not enough, there are applicable DOE Orders for unclassified and classified computer security programs. DOE Orders are legal additions to the contract between Brookhaven Science Associates (BSA) and the Department of Energy.

What Kind of Data Must be Protected?

First, there is the obvious information, like classified data that has to do with National Security, payroll, personnel, medical records that have to do with the Privacy Act, and proprietary data which is covered by patent and copyright laws. Then there is that large amount of data that is BNL mission sensitive, such as financial and accounting information, scientific research and study results, and data that supports the operation of our various research facilities. While this latter type is not as sensitive as some others, it has a value, and it is the property of the Department of Energy.

Who is Responsible for Cyber Security?

The best answer to that question is: “We all are.” The Laboratory Director, Deputy Directors, Associate/Assistant Laboratory Directors, Department Chairs and Division Heads are all responsible for compliance with DOE Orders. However, each of us involved in the development, processing, or use of output data has the obligation to recognize its sensitivity and the protection that is required. It has often been said, “If all are responsible then no one is.” To address that problem, the Laboratory considers the “application owner,” the person with primary responsibility for the development and processing of the data, to be the responsible person. Examples of application owners would be for payroll, the Fiscal Officer; for a scientific project, the principal investigator; and for the automated control of scientific facilities, the operations supervisor. The Chief Cyber Security Officer is responsible for providing the guidance, planning and strategy for the rest of the Laboratory to follow.

What are These Responsibilities?

Managers must provide the leadership in security awareness and compliance and the financial and personnel support to bring the program to fruition. The application owner is responsible for determining system or application sensitivity, analyzing risk, and developing the safeguards. Computer facility managers and staff are responsible for the installation of safeguards and the day-to-day protection of the application. Those who work with the data are expected to understand the security implications of the work they do, to know what precautions they should take, and to report any incidents that may have an affect on the security of the data.

What is a Risk Analysis?

Simply stated, a risk analysis is an in-depth look at the system or application to determine what bad things could happen that would have a serious or not so serious effect on the mission of the project or the Laboratory as a whole. The system or application owner is charged with this responsibility, since he or she is in the best position to see the total picture and yet is close enough to the detail to be effective. The risk analysis should identify any external or internal threats and any vulnerabilities in the day-to-day operation that could allow those threats to become reality.

What Do You Do After You Have Identified the Threats and Vulnerabilities?

The first thing to do is to evaluate each threat to determine the probability of that threat materializing. If the probability is low, then the risk may be acceptable. The trick is to concentrate your efforts on the high risk threats. By doing so, the low risk threats will probably be protected against also. Once the threats are evaluated, we next look at the day-to-day procedures to determine what actions we can take or what changes we can make to provide cost effective safeguards. For example, if fire is a high potential threat, the safeguards could include a smoke/heat detector, an extinguisher, and an up-to-date backup disk secured at a different location.

When the Safeguards are in Place, is the Job Done?

That depends on the application. If the application is static, then the only thing to do is to monitor the use of the safeguards. However, if the application, or the hardware, or the operating environment

changes, new threats or new vulnerabilities may be created. If that happens, we must determine if new or modified safeguards are required.

Is There Anywhere I Can Get Help with My Cyber Security Problems?

Yes, each department or division has a copy of the BNL Cyber Security Protection Plan (CSPP) and has appointed a Cyber Security Point of Contact to assist you. If that person is not available or cannot answer your questions, then please contact the ITD Helpdesk at Ext. 5522 for additional assistance with any cyber related issue. If the information you intend to process is classified, then specific security requirements must be met. Be sure you contact the BNL Information Security Site Manager, Bldg. 050, Ext. 7955, before you begin any such work.

Now That I Have a Better Understanding of Cyber Security, What Should I Do?

If you are a system or application owner, that is, you have primary responsibility for a computer system or application, then you should:

1. Review the information on the cyber security web site (<http://www.bnl.gov/cybersecurity>),
2. Make sure your systems meet the requirements documented in the unclassified cyber security subject area in SBMS, and
3. Contact your local cyber security point of contact for any additional requirements that are specific to the department you are working in.

A cyber security program is like any other insurance policy. It costs something to have it, and we hope we never have to use it, but it is reassuring to know that it is there if we need it.

LABORATORY SECURITY

General

The Laboratory site is the property of the United States Government and is under the Government's jurisdiction. The Laboratory Director has promulgated certain regulations pertaining to the administration of the Laboratory site and has delegated authority and set forth responsibilities as stated below. Each individual is responsible for following security requirements and contributing to secure missions and workplaces.

Laboratory Responsibility After Hours

The Police Watch Commander is responsible for the site after working hours and has authority commensurate with that responsibility. In addition to taking whatever immediate action is necessary, the Police Watch Commander will notify Laboratory management when appropriate. Employees on site after working hours should promptly inform the Police Watch Commander of any unusual occurrences.

Admission To And Exit From The Laboratory Site

The Laboratory site is not open to the public. Entrance is restricted to persons having official business and properly sponsored visitors. Persons entering must be identified by Laboratory identification cards, car stickers, or other satisfactory means of identification on request. Special admission procedures apply to certain noncitizens of the United States. Advice on these procedures should be obtained from the Safeguards and Security Division.

Laboratory Identification Cards

Laboratory ID cards are required for entrance to or while on the Laboratory site and are acceptable as verification of eligibility for participation in the Laboratory's recreation program. Employee, guest and temporary identification cards are issued to those who require access for an extended period of time or for recurring visits.

- Employee photo ID badges are prepared by the Safeguards and Security Division upon request of the Human Resources Division. In addition, certain user facility personnel are authorized to request the issuance of photo identification cards.
- Guest photo ID badges are issued to persons with Laboratory appointments; consultants; employees of the Department of Energy and the U.S. Post Office; and employees of BERA, food service, banking service, gas station service, and telephone repair service.
- Contractor photo ID badges are issued to construction contractors and subcontractors upon request of the sponsoring department/division.
- Short-term consultants/visitors, individuals who perform work or services at the Laboratory site, who will be on-site for one to three days are issued a temporary identification pass upon request of the appropriate sponsoring department/division through a visitor access form entry.
- Photo ID cards can be issued to household family members of employees and guests who require frequent access to the Lab.

Upon termination, employees and nonemployees must surrender their ID badges to the Human Resources Division or the management of the host department, division, or group.

Required Notification

Whenever it appears that a criminal offense has been committed on the Laboratory site, the Safeguards and Security Division must be notified promptly.

The Laboratory Police Group must be notified prior to simulated emergencies for training purposes, or any scheduled extraordinary event that would attract the attention of employees or non-Laboratory personnel.

Private Vehicles And Traffic Regulations

Employees and guests who regularly drive their vehicles on site are required to register them with the Safeguards and Security Division Office located in the Research Support Building 400, and obtain a vehicle registration sticker. When displayed with a valid BNL Identification, the sticker will expedite entry to the site.

Privately-owned vehicles may not be driven on the site unless the vehicle has proper state registration, and the operator possesses a valid operator's license. Vehicles left on site more than ninety days without approval may be considered abandoned and disposed of accordingly. The Laboratory assumes no responsibility for private vehicles left on site.

The traffic rules and regulations of the State of New York have been adopted for all vehicles operated on site. Laboratory traffic rules include a speed limit of 30 miles per hour, except where otherwise posted, and restricted parking in accordance with posted limitations. Fire apparatus, police vehicles, ambulances, and utility emergency vehicles have the right-of-way when displaying flashing emergency lights and/or an audible signal.

The Police Group enforces traffic regulations through a traffic citation program.

Monday through Friday, the north gate is open for incoming traffic from 0730 to 0900, and for outgoing traffic from 1630 to 1730.

Monday through Friday, the south gate is open for outgoing traffic from 1630 to 1730. Both gates are closed at all other times.

Firearms and Other Prohibited Articles

Only members of law enforcement agencies may bring or carry firearms onto the site without specific authorization from the Police Group. On-site residents shall store firearms with the Police Group during their stay on site. No firearm of any type may be fired on the Laboratory site without authority granted by the Laboratory Police Group.

Explosives and other dangerous articles are prohibited on site.

Protection Of Government Property

With few exceptions, property on the Laboratory site belongs to the United States Government. Only personal property, i.e., briefcases, books, notebooks, and personal clothing, may be removed from the Laboratory site without a Property Pass or Property Loan Agreement. The Laboratory reserves the right to inspect and search vehicles entering or leaving the site.

Contractor And Subcontractor Registration

Each organization which awards a contract or subcontract for work to be performed on the Laboratory site is required to notify the Police Group of such an award, with the name and address of the contractor/subcontractor, building or area in which the work will be conducted, and work performance dates.

Access Authorization (Security Clearance)

A security clearance is an administrative determination that an individual is eligible for access to Restricted Data, other classified information, or special nuclear material. Security clearances granted by the DOE at BNL are designated as "Q" or "L." The responsibility for the protection of classified information rests upon each employee who has access to such information.

Supervisors and managers are responsible for insuring that personnel under their supervision with access to classified information are properly instructed in, and are thoroughly familiar with, the

procedures and requirements for the safeguarding of such information.

If you are a person to whom Access Authorization has been granted you will receive a comprehensive security briefing from the Personnel Security Officer in the Safeguards and Security Division. In addition, you must notify the Personnel Security Officer if:

- Your home address, marital status, or name changes;
- You contemplate travel to a sensitive country;
- You expect to be outside the United States for more than three months on nonofficial business, or intend to visit another DOE facility which would require transmittal of DOE F 5631.20, Request for Visit or Access Approval;
- You are arrested for any reason or cited for any traffic violation for which a fine of \$250.00 or more is imposed;
- You are under treatment for mental illness;
- You are on a leave of absence or on extended leave and will not require access for at least 90 days;
- You are contacted by any person or organization attempting to gain illegal or unauthorized access to classified or sensitive information, technology, or special nuclear materials; or
- You believe you may be the target of an attempted exploitation by a foreign entity.

If your access authorization is terminated for any reason, you must receive a security termination briefing from the Laboratory's Personnel Security Officer in the Research Support Building 400.

Classification Of Information

National defense information is classified according to two areas, Category and Level. Categories specify the types of information and Levels indicate the importance of that information.

There are three Categories of classified information:

- Restricted Data (RD) — Information dealing with (1) design, manufacture, or utilization of atomic weapons; (2) production of special nuclear material; or (3) use of special nuclear material in the production of energy.
- Formerly Restricted Data (FRD) — Classified information that has been removed from the restricted data category but still remains classified. It relates primarily to the military utilization of atomic weapons.
- National Security Information (NSI) — Information dealing with military and national security matters, as well as intelligence, nuclear safeguards, and foreign relations.

There are three Levels of classified information, based upon sensitivity or level of damage to our national security from unauthorized disclosure:

- Top Secret — Information is classified Top Secret if unauthorized disclosure could reasonably be expected to cause EXCEPTIONALLY GRAVE DAMAGE to the national security.
- Secret — Information is classified Secret if unauthorized disclosure could reasonably be expected to cause SERIOUS DAMAGE to the national security.
- Confidential — Information is classified Confidential if unauthorized disclosure could reasonably be expected to cause DAMAGE to the national security.

Classified Information

The responsibility for the protection of classified information rests upon each employee who may have access to such information. Classified information, verbal or written, is given only in approved security areas and only to individuals who have an Access Authorization (security clearance) and a need to know to perform their assigned duties.

All classified documents are received at and transmitted from the office of the Laboratory's Classified Document Custodian located in Building 30.

Any person who receives a classified document through the U.S. mail, by courier, or otherwise, shall immediately deliver it to the Document Custodian without opening it. In the event that it is received after normal working hours, it should be turned over to the Police Group where it will be locked in a safe until it can be delivered to the Document Custodian.

All discussions and meetings involving classified information must be held in specifically designated and approved security areas.

An access authorization (security clearance) is required by individuals whose work requires access to classified information or security areas. Requests for access authorizations are made by the Director, Department Chairs/Division Managers to the Laboratory Security Officer.

OPERATIONS SECURITY

The Operations Security (OPSEC) Program, as outlined in applicable DOE Orders is a process designed to disrupt or defeat the ability of foreign intelligence or other adversaries to exploit sensitive departmental activities or information and to prevent the unauthorized disclosure of such information. Other goals include the prevention of those adversaries' circumvention of security systems and their acquisition of technology that is currently under protection by a federal agency.

All government agencies and federal contractors routinely use and store classified information, which is protected by both physical and administrative security measures. In addition, large amounts of sensitive, but unclassified and generally uncontrolled information are also stored and handled. This unclassified information, if collected and evaluated, can direct intelligence agents to more important classified material and assist in the formation of correct and significant conclusions regarding specific government systems or projects. By alerting federal employees and contractors to the dangers of the careless treatment of this sensitive information, and educating them to the use of proper safeguards, OPSEC can fulfill its goal of increasing the difficulty of intelligence-gathering for foreign and domestic adversaries.

The OPSEC program utilizes two subsets of information, the Critical and Sensitive Information List (CSIL) and the Essential Elements of Friendly Information (EEFI).

The Critical and Sensitive Information List includes programs and activities that are to be shielded directly from an adversary. Types of information which may be on a CSIL are:

- Classified programs/projects
- Unclassified sensitive information
- Privacy information
- Financial/Budgetary information
- Essential mission-related
- Freedom of Information Act
- Security related information
- Proprietary Information
- Unclassified Controlled Nuclear Information (UNCI)
- Controlled scientific and technical information

The Essential Elements of Friendly Information are indicators or pathways which might lead an adversary to CSIL information. Examples of EEFIs are:

- Manuals and handbooks on sensitive subjects
- Budgetary documents outlining new projects
- Access lists for classified projects
- Procurement patterns or details
- Travel requests and employment advertisements
- Trip reports and travel plans
- Equipment inventories
- Operational checklists/procedures
- Projects plans and drawings
- Meeting minutes, notes, reports

Security measures and precautions should be taken at all times regarding these two categories of information. Remember:

**BE AWARE OF THE ADVERSARY THREAT!
KNOW HOW INFORMATION IS GATHERED!
KNOW WHY INFORMATION IS WANTED!
THINK BEFORE YOU TALK!**

It can be easy for us to be careless with information as some of us talk over lunch about subjects best discussed only in the office with authorized personnel. Others write unnecessary details into contracts, giving little thought to who might have access to that information. We may relate detailed accounts of our daily activities to our families, without concern for what they might tell friends or acquaintances. To impress friends and colleagues, we may let slip details regarding important work we are doing or people we know. All of these security “slips” create opportunities for the intelligence agent. From these bits of knowledge, combined with the huge amount of information available in openly accessible literature, the plans, personnel, and operations for an entire project can be assembled and given to an adversary of our government.

Called HUMINT in espionage circles, human-derived intelligence is also invaluable to the covert intelligence-gathering operation because it assists in targeting specific individuals for future contact and recruitment. Once a person has been identified as having access to desired information, intelligence operatives can delve into the personal lives of that person and their family, searching for a point of weakness that can be exploited to effectively “turn” the individual into a supplier of classified or sensitive material.

Because we live in a free and open society, where information on almost everything is readily accessible, many Americans tend to be oblivious to the dangers of openly discussing sensitive subjects or passing on information that we think might be helpful or interesting to a “friend.” We must change this aspect of our consciousness. We must awaken to the dangers of potential espionage that surround us. While it is possible that almost any sensitive or classified material sought by a foreign government may be uncovered sooner or later, it is imperative that we, as Americans, make such intelligence-gathering as difficult and time-consuming as possible. The longer it takes for a foreign government to acquire our national secrets, the longer our nation can maintain its defensive and technological edge against our enemies abroad. Almost every type of work the federal government and its contractors are involved in may be of interest to some foreign or domestic operative. The following are regarded as highly valuable areas of interest:

- Security Systems
- Material Control and Accountability
- Financial Plans
- Proprietary Data (CRADA Information)
- Procurement Documents
- Construction Drawings and Specifications
- Defense Production Information
- Energy Research and Development Technologies
- Federal Staffing Information
- Computer Systems
- Strategic Plans
- Budgetary Documents
- Environmental Documents
- Construction Planning
- Uranium Enrichment Information
- Strategic Petroleum Reserve Planning and Operation

Virtually all modern nations and some domestic, anti-government groups employ intelligence agents trained to obtain information by any available means. If you have direct or indirect access to sensitive or classified information, you may well be a target of these agents, who will stop at nothing to recruit or compromise you into providing them with sensitive data or material.

The stakes are high. The rewards go to the nation that acquires the most information concerning known or potential adversaries’ defense plans and weapons; scientific research and technical developments; energy sources; and industrial research, design, and manufacturing processes. The

loser is the government that pays for this research and development only to have that advantage taken away through espionage.

Though most nations utilize a wide range of intelligence-gathering resources, such as satellites, aircraft, ships, and human agents, the most potentially damaging intelligence tool is the individual insider. This may be a person who has been enticed with money, sex, drugs, or the opportunity for revenge and who now works freely with the agents of an adversary. It may also be a person who unknowingly provides information to operatives through carelessness or a lack of concern for security measures in the workplace and in daily contact with others. While there will always be those who will betray their country for material gain, responsible individuals can take precautions to ensure they do not inadvertently leak information to intelligence agents through careless practices or thoughtless behavior.

Foreign intelligence agents are not the only source of potential danger to our national security. Domestic threats exist as well. They are groups in and among our society that seek to endanger or interfere with personnel and activities at government worksites. These include terrorist groups, anti-nuclear protestors, certain peace activists, environmental extremists, and other small, but highly motivated organizations that might use any available means, including violence, to disable or disrupt the work of a federal agency or contractor. The same information that is valuable to foreign operatives is equally valuable to these domestic anti-government groups because it assists them in planning operations and the designation of targets. Information accidentally "leaked" to any of these organizations could cause not only work stoppage and embarrassment to our government, but loss of life and property as well.

How do we protect ourselves from the potential hazards of espionage, both foreign and domestic? The answer is contained in the simple phrase, "Need to Know." Before you speak to anyone regarding sensitive material, you should ask yourself honestly, "Does this person need to know?" When you write a contract for a project involving some highly classified or secret government project, include in it only those facts and figures that are mandatory.

Other precautions can be taken in the workplace to slow down the covert collection of our national secrets. Do not throw classified material into the trash before running it through a 1mm x 5mm paper-shredder with a cross-cut shred. The daily debris from offices or areas where highly sensitive work is being done is greatly valued by intelligence agents. Do not leave office doors unlocked if secret or classified documents are stored inside and unauthorized personnel might be able to enter. If your job includes having access to secret or classified information, remember that part of your job is to guard that information for the security of your agency or company and our nation.

The most important precaution you can take is to be aware. Ask yourself before you leave your work station if the information that has been entrusted to you is secure. Think before you speak in front of people. Make sure others have a realistic need to know before you share information with them on any sensitive subject.

Be wary of those who ask too many questions about work you are doing or projects involving your agency or company. Such questions may be merely idle curiosity or they may be attempts to coax you to reveal valuable information. If you have knowledge of someone who is violating security procedures, or contemplating or committing espionage, you should report it immediately to your supervisor, and the Safeguards and Security Division Manager. They can assess the situation and advise you on how to avoid genuine damage to yourself, your family, and our country's security. When appropriate, arrangements can be made to keep your report confidential. Remember, in the struggle for our nation's economic and military security, you are the front line of defense.



BROOKHAVEN EMPLOYEES RECREATION ASSOCIATION

www.bnl.gov/bera

ALL EMPLOYEES, USERS, RETIREES, GUEST/VISITOR APPOINTMENTS, AND FAMILIES ARE WELCOME

Activity	Brief Description
Aerobic Fitness Club	Classes held Tuesday and Thursday after work at the Rec Hall.
Afro-American Culture Club	Meets to promote cultural awareness and encourage intercultural exchange.
Amateur Radio Club	Operates 440-MHz amateur repeater and promotes amateur radio activities.
Antique & Classic Motoring Club	Promotes interest in preservation and enjoyment of antique and classic vehicles.
Archery Club	Uses outdoor range year-round; provides free instruction to beginners.
Art Society	Organizes professional and employee exhibits.
Asian Pacific American Association	Our primary purpose is to actively support and promote BNL's objectives and goals towards diversity in the workplace, and in particular, to help enlighten the entire Lab community about issues of concern to the Asian Pacific Americans.
Aviation Club	Meets monthly to promote understanding, safety, and enjoyment of flying.
Badminton Club	Casual play on reserved courts, lunch times and Saturdays year round/singles ladder and doubles tournament runs Sept. - April.
Ballroom Dance Club	Meets on Wednesday evenings in the North Room at the Brookhaven Center for ballroom dance lessons given by a professional instructor.
Basketball League	Teams compete once a week in gym, Dec. - Mar.
BREA (Brookhaven Retired Employees Association)	Retired employees meet and discuss issues concerning retirees benefits, etc.
Bridge Club	Meets twice a month to partake in the enjoyment of duplicate bridge.
Camera Club	Meets monthly; uses club's darkroom facilities for black & white and color processing.
Camping Club	Organizes camp-outs spring, summer, and fall at the Lab and off-site. Holds monthly meetings.
Chinese Students and Scholars Club (CSSC)	Meets several times a year to promote and celebrate Chinese culture, play sports and outdoor activities, and renew friendships.
Choral Group	Rehearses four-part harmony particularly in Nov. & Dec. for annual Christmas concert.
Cricket Club	Plays at ball fields, spring, summer and fall.
Exercise & Body Building Club	Members meet during open gym hours.
GLOBE Gay, Lesbian or Bisexual Employees	Meets monthly to provide information and have discussions about issues that affect the GLOBE employees at the Laboratory .
Golf League	Teams compete weekly May thru Aug. and hold tournaments at local courses.
Gospel Choir	A diverse group of Lab employees, guests and visitors who sing at on-site and community-based events as a positive image for BNL. Scheduled rehearsals.
Hispanic Heritage Club	Organizes the Hispanic Heritage Celebration, which runs from September 15 to October 15 each year. Holds meetings as needed.
Indo-American Association	Promotes the culture of Indian subcontinent through festivals, dances, and concerts.
Jiu Jitsu Club	Classes are appropriate for all abilities of men, women and children, ages six and up.

Micro-Computer Club	Meets twice a month to discuss growing microcomputer technology.
Motorcycle Club	Promotes enjoyment of motorcycling. Sponsors motorcycle safety courses.
Mountain and Canoe Club	Plans year-round trips; meets as necessary.
Music Club	Meets weekly to play live music, organizes evening concerts with BNL & local talent, promotes live music through ethnic diversity and community relations. Free lessons - all welcome.
Racquetball Club	Uses LI Raquetime court located off-site.
R/C Model Club	Operates radio-controlled model planes and cars, lunchtime and scheduled weekends.
Reiki Community Circle	Provide the structure for people to incorporate health enhancing skills in their lives. Weekly meditations and hands-on healing. Meet Thursdays in Bldg. 211 at noon.
Rifle & Pistol Club	Holds shoots year-round at off-site range. No firearms allowed on BNL site
Running & Cycling Club	Schedules meets spring and fall; holds planning meetings as necessary.
Soccer League	Plays at ball fields and in gym.
Softball League	League plays May - September on six ball fields.
Social and Cultural Club	Meets weekly to build closer ties between BNL and its neighbors through dance socials and lessons; organizes ethnic food parties, karaoke sessions, etc. to promote cultural awareness.
Swim Club	Organized to promote health and fitness through swimming.
Table Tennis Club	Plays at noontime in gymnasium and Recreation Bldg.
Tai Chi Club	Ancient Chinese art, which is soft flowing, mentally relaxing form of exercise. Meets three days a week at Brookhaven Center.
Tennis Committee	Plays tennis on BNL courts and organizes tournaments.
Toastmasters	Meets twice a month to practice and improve speaking skills needed for prepared speeches and extemporaneous speaking.
Trailblazers	Promote snowmobile safety and arrange nature watching trips and tours.
Ultimate Frisbee Club	Meets on Monday and Thursday at 5:30 p.m. in the field in front of Currie House during good weather. All are welcome from beginners to experienced players.
Upton Nursery School	Cooperative school held on-site for 3 and 4 year olds.
Veterans Association	To support BNL employees who are faced with the challenges of their loved ones currently serving in the military.
Ving Tsun Kung Fu	Meets Tuesday and Thursday at noon in Brookhaven Center.
Volleyball League	The League plays in the gym on Mon and Wed eve, with practice games on Thurs. noon and Sat at 10 a.m. For more info: http://www.vb.bnl.gov/

Facilities

PLEASE NOTE: The pool and gym are closed Saturday and Sunday between Memorial Day through Labor Day.

Swimming Pool (Bldg. 478) Ext. 3496

The pool is available to BNL employees and their families. There are open swim, lap swim and other programs offered Monday thru Saturday. You may purchase an individual or family pool pass at the pool. Friday evening is Family Swim from 5:00 p.m.-8:00 p.m. for \$5.00 per family. Swimming lessons are available for children and are scheduled during the summer. Adult swim lessons are generally scheduled for January and February. For more information contact the Recreation Office at 344-2873.

Gymnasium (Bldg. 461) Ext. 3147

The gym is open Monday - Friday from 7:00 a.m. - 9:00 a.m. and 11:00 a.m. - 9:00 p.m. and Saturday 10:00 a.m. - 2:00 p.m. for BERA sponsored activities, and employees' and users general activities. The gym is available for activities such as volleyball, and basketball games. Some areas are reserved for use by organized BERA league teams. For more information contact the Recreation office at 344-2873.

For information regarding use of gym lockers contact the gym office at 344-3147 between 3 p.m. - 9 p.m.

Weight Room (Bldg. 461)

Located in the back of the gymnasium. The hours are Monday - Friday 7:00am - 9:00a.m. and 11:00 a.m. - 9:00 p.m. and Saturday 10:00 a.m. - 2:00 p.m. The Weight Room is for members only. All are welcome to become members of the BERA Exercise and Body Building Club. There is an annual fee of \$25, or Guest passes are available at the BERA Store for a fee of \$3.00 per day. The BERA Store is open M-F from 9:00 a.m.-3:00 p.m. On the 2nd Monday and 4th Wednesday of the month, between 5-7 p.m., there will be a fitness trainer available at the weight room to discuss gym equipment safety orientation.

Recreation Hall (Bldg. 317) Ext. 3033

Is located in the apartment area and is available for use as a lounge or meeting place for employees, residents and visitors to BNL. On Tuesday, Wednesday and Thursday evenings an attendant is present between 5:30 p.m. to 9:30 p.m. Some activities available at the Rec Hall are: ping-pong, chess, lending library, piano and large screen TV. Reservations for employee group parties can be made by calling the Recreation Office at 631-344-2873.

Recreation Park and Gazebo - Ext. 2873

The Park is located at the east end of Brookhaven Avenue. It features athletic fields (softball, football, soccer and cricket pitch), an archery range, volleyball courts and picnic areas. There is a covered gazebo and barbeque grills for use. Playground equipment is located at the fields for children. If you wish to reserve the Gazebo or an area in the Park, or make a camping reservation, please contact the Recreation Office at 631-344-2873.

Parcourse Fitness Circuit

Located north of West Fourth Avenue by the BNL Fire House, the Parcourse is spread throughout a beautiful setting of pine woods and consists of a series of 18 exercise stations set up in a 1.57 mile serpentine trail.

Tennis Courts

There are outdoor tennis courts on Bell Avenue available for your use. Reservations are needed for prime time: 11:30 a.m. to 2:00 p.m. and 4:30 to 7:00 p.m. Reservations may be made by Lab employees only, including those with visiting and guest appointments and BNL retirees. For more information call 344-5139 or 344-2147.

BERA Store

Hours: Monday through Friday
9:00 a.m. - 3:00 p.m.

Phone: 631-344-3347

Location: Building 488, Berkner Hall

Ticket sales, discount coupons, phone cards, souvenirs, cards/gifts, movie tickets and more.

For a listing of current trips, discounts and more, please go to: www.bnl.gov/bera