



THOMAS JEFFERSON NATIONAL ACCELERATOR FACILITY

NEW EMPLOYEE'S GUIDE
to
WEB RESOURCES

WELCOME TO JEFFERSON LAB

JSA/Jefferson Lab believes that a smooth and thorough orientation of new employee results in a positive integration into the Lab's environment and will lead to a more productive and satisfying employment relationship. We believe each employee has the potential to make thoughtful and creative contributions to the achievement of the mission of the Laboratory, and we are strongly committed to maintaining a partnership with all employees. Our goal is to assist in making your career with the Lab a rewarding and productive experience. Scientists from around the globe collaborate with Jefferson Lab to conduct experiments that push numerous technology frontiers--not just superconducting technology, but data acquisition, computing, and the instrumentation and control of complex industrial-scale systems. Such an environment broadens the experiences of everyone who works here.

We welcome you to the Laboratory and trust your work here will be rewarding and satisfying.

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YOUR JLAB "WELCOME" BOOKLET

This booklet is designed to provide you with links to information on the Lab's web site. We encourage you to review them as you begin your employment. Most of the links are to the Jefferson Lab *Administrative Manual* on the web, although you will also need to review information on other JLab pages and documents such as the *ES&H Manual*.

Keep this guide within easy reach so you can find the most current Lab policies, procedures and programs. While we make every effort to keep all web documents up to date, the Lab reserves the right to change, interpret, withdraw or modify any policy, procedure, plan or program, including provisions relating to employment, at its sole discretion and without prior notice.

On your first day of employment, you will participate in an in-processing orientation conducted by Human Resources and meet members of your department, hall, or group, including your supervisor. Please use this process to familiarize yourself with the Laboratory and its policies and benefits. Ask questions to ensure you understand your employment relationship with JLab. As you learn more about the work environment, we would welcome any suggestions or ideas on improving the orientation program for new employees.

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WHAT IS JEFFERSON LAB?

<http://www.jlab.org/visitors/index.html>

Includes links on location, how the Lab works, why the Lab is unique, the site plan, important milestones and interesting facts about the Lab and the work being done here.

PUBLIC AFFAIRS

http://www.jlab.org/div_dept/dir_off/public_affairs/

Takes you to the Public Affairs web pages. Public Affairs is the primary point of contact for all inquiries to the Lab and its personnel from members of the media.

SITE ACCESS AND SECURITY

http://www.jlab.org/hr/Admin_Manual/300/30_1.html

Covers Admin Policy 301.02 on badging and site access.

ENVIRONMENT, SAFETY, HEALTH, AND QUALITY (ESH&Q)

<http://www.jlab.org/ehs/manual/EHSbook.html> and

http://www.jlab.org/div_dept/admin/HR/Admin_Manual/index.html

References to both the *ES&H Manual* and Policy 103.01 of the *Administrative Manual* for specific information on the Lab's Environment, Safety, Health, and Quality requirements. Jefferson Lab is strongly committed to these things and your adherence to safety policies is critical.

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

<http://www.jlab.org/adminmanual/200/202.01.html>

Explains Jefferson Lab's strong commitment to equal employment opportunity and affirmative action. We practice this commitment by ensuring all personnel actions are administered without regard to race, color, religion, sex, marital status, national origin, ancestry, age, disability, veteran status and, within the limits imposed by law, citizenship.

EMPLOYMENT POLICIES AND PRACTICES

<http://www.jlab.org/adminmanual/200/203.01.htm>

<http://www.jlab.org/adminmanual/200/204.01.html>

JSA/JLab seeks to fill job openings with the best qualified candidates. Once you have completed the 12-month probationary period, you may apply for any posted position for which you meet the stated qualifications. You may be employed as an exempt employee (not covered) or as a nonexempt employee (covered) by the overtime and minimum wage provisions of the Fair Labor Standards Act.

JEFFERSON LAB PUBLICATIONS

http://www.jlab.org/div_dept/admin/publications/publications.html

Lists all our manuals and publications. A number of internally published documents are also available on a wide range of subjects. Some JLab general interest publications include:

<http://www.jlab.org/adminmanual/>

The Jefferson Lab *Administrative Manual*

The Jefferson Lab Affirmative Action Plan
(available in the Employee Relations Office in the VARC Building)

<http://www.jlab.org/ehs/manual>

The Jefferson Lab *ESH&Q Manual*

http://www.jlab.org/fm/property/property_manual.pdf

The Jefferson Lab *Personal Property Management Manual*

http://www.jlab.org/div_dept/admin/business/purchasing/Purchasing.pdf

A to Z -User's Guide to Procurement

http://www.jlab.org/div_dept/dir_off/oa/QAMP.pdf

The Jefferson Lab *Quality Assurance Program Manual*

<https://www1.jlab.org/ul/apps/news/memo/2003guide.cfm>

The Jefferson Lab *Supervisor's "How-To" Guide*

COMPENSATION

<http://www.jlab.org/adminmanual/200/204.html>

<http://www.jlab.org/adminmanual/200/206.html>

Sections 204 and 206 of the *Administrative Manual* contain information on starting salaries, salary increases, overtime pay, shift differentials, and position classifications.

EMPLOYEE BENEFITS

<http://www.jlab.org/adminmanual/200/205.html>

JSA/JLab provides a variety of employee benefits programs for you and your eligible dependents. At no expense to you, JSA provides life insurance, accidental death and dismemberment insurance, long-term disability insurance, partial premium payment of medical and dental insurance, and retirement fund contributions.

JSA also offers employee-paid group insurance and voluntary supplemental retirement programs including short-term disability, additional life insurance, a tax-deferred supplemental retirement annuity (SRA) plan, and medical and dependent care spending accounts. See Section 205 of the *Admin Manual* for full details.

WORKERS' COMPENSATION INSURANCE

<http://www.jlab.org/adminmanual/200/205.05.html>

JSA provides Workers' Compensation Insurance coverage at no cost to all employees. This insurance covers payment of medical treatment and/or income replacement benefits to employees who are injured on the job or who experience an occupational illness. Coverage is contingent upon the injury or illness being reported in a timely manner.

OCCUPATIONAL HEALTH AND SAFETY

http://www.jlab.org/div_dept/admin/HR/Admin_Manual/100/103.02.html#A

JSA/JLab maintains an occupational health and safety program to protect employees against health hazards in their work environment. Treatment for injuries and minor emergencies is available at a first-aid station in the VARC clinic, Building 28. In an emergency during normal business hours, page the nurse at 584-7539.

EMPLOYEE CONCERNS PROGRAM

<http://www.jsaep.ethicspoint.com>

JLab's ECP provides a method for employees (and others) to report a concern when using the reporting chain is not satisfactory. Reports can be made anonymously with a guarantee of no reprisals of any kind for reporting in good faith. Use the above web address or call the ECP Hotline at 1-800-269-7137.

EMPLOYEE ASSISTANCE PROGRAM

http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/205.08.html#A

JSA provides an employee assistance program that offers short-term counseling to help eligible employee and their dependents address job-related, personal, and family problems. This confidential program is offered at no cost to employees.

HEALTH CLUB

http://www.jlab.org/div_dept/admin/HR/Admin_Manual/200/205.08.html#A

Jefferson Lab employees enjoy a corporate rate at Riverside Wellness and Fitness Centers. Payroll deductions are available for eligible employee. Contact Human Resources for more information.

WORKING HOURS, PAY DAYS, AND TIME REPORTING

<http://www.jlab.org/adminmanual/200/206.html>

<http://www.jlab.org/adminmanual/400/401.html>

While you'll get an overview of these topics in New Employee Orientation and your supervisor will discuss them with you in more detail, you should also familiarize yourself with the policies behind them--206.02, 206.03 in the *Administrative Manual*.

TELECOMMUNICATIONS

<http://www.jlab.org/adminmanual/200/208.13.html>The Lab's main telephone switchboard number is (757) 269-7100. You can reach other JLab phones by dialing their 4-digit extension. Dialing a Lab number from outside requires the JLab prefix (269) plus your extension. Access to an outside line from within the Lab requires a "9" to be dialed first. In case of emergency, call 911 directly. If you are not in immediate danger, call ext. 4444 to notify JLab security personnel.

The telecommunications staff is responsible for purchasing, installing, programming, repairing, and training for all communications equipment. This includes telephone sets and accessories, pagers, walkie-talkies, cellular telephones, and fax machines.

COMPUTER CENTER SERVICES

<http://cc.jlab.org/services/> Information on using e-mail, opening a computer user account, and a variety of other computer-related links is available from the JLab Computer Center at ext. 7456. The Computer Center is located in F wing in CEBAF Center (Building 12). Their portal to all web-related services is

<http://www.jlab.org/adminmanual/200/208.10.html>

Policy 208.10 of the *Administrative Manual* provides guidelines on computer and network usage.

<http://www.jlab.org>

JLab's public World Wide Web page provides information on Lab activities and has an alphabetical search engine.

<https://misportal.jlab.org/InsightWebProject/InsightPortal.portal>

More internal employee information and links, including your training requirements, leave balance, and personal emergency data; as well as links to the Employee Self-Service program, time reporting, and even the menu at the Quark Café' can be found on the JLab Insight page.

FOOD SERVICES AND JSA RESIDENCE FACILITY

http://www.jlab.org/div_dept/admin/HR/Admin_Manual/100/104.03.html

Admin Policy **104.03** provides information on the Lab's cafeteria, the Quark Café', and other food and catering services available to employees, as well as the JSA Residence Facility. The "Res" is an on-site motel with completely networked computer work stations available to employees and their families or visitors at a nominal fee.

If you are planning a meeting, conference, workshop, seminar, symposium, or special event, contact Staff Services at ext. 6368 for assistance.

LIBRARY SERVICES

<http://www.jlab.org/adminmanual/200/214.html>

The Jefferson Lab Library is located on the first floor of the ARC (Building 7). The Library collection includes scientific and technical monographs, serials, and preprints, selected documents and reports by

inter-governmental organizations and scientific laboratories, local and national newspapers, and archival copies of JSA/JLab documents.

HOLIDAYS AND LAB CLOSURES

<http://www.jlab.org/adminmanual/200/206.html>

Lists the 11 paid holidays during each calendar year. Also, a holiday shutdown usually occurs near the end of the calendar year. JLab Management may announce additional closures as required by business necessity or emergency/weather conditions.

TIME OFF AND LEAVE OPTIONS

<http://www.jlab.org/adminmanual/200/207.html>

JSA provides a variety of options for leaves of absence (both paid and unpaid), designed to assist employees in maintaining a healthy balance between personal, professional, and civic responsibilities and goals.

Section 207 of the *Administrative Manual* (has full details on all leaves. You'll need a good working understanding of the different types because you'll have to differentiate among them on your time sheet.

STANDARDS OF CONDUCT AND PERFORMANCE

<http://www.jlab.org/adminmanual/200/208.html>

As a member of the JSA/JLab community, you are expected to carry out your duties and responsibilities as defined by management; observe acceptable business principles and standards of conduct; achieve established high standards of job performance; give a productive day's work to the best of your abilities and skills; adhere to established standards of attendance and punctuality; demonstrate considerate, responsive, courteous, and constructive behavior toward fellow employee and visitors, and adhere to all policies, practices, and

programs adopted by the Laboratory.

Although several key policies are explained in New Employee Orientation, you can find out more, including what prohibited conduct will subject you to corrective action, up to and including separation from employment, by reviewing Admin Policy 208.01. Here are some highlights:

The Lab's performance appraisal process measures the efficiency and effectiveness of our operations through the efforts of individual employees. It also provides you with meaningful information about your performance and aids in making personnel decisions. Appraisals are conducted at least annually.

Each and every employee has an obligation to report any improper practice, action, or conduct that could compromise safe and efficient operations, including but not limited to: possession of firearms, other weapons, or explosives on JLab property; possession of illegal drugs or unauthorized controlled substances for sale or distribution on JLab property; damage or sabotage of property or safety systems; or unauthorized access to JLab facilities.

To provide a forum that encourages open dialogue without the fear of reprisal, JSA has established an Employee Concerns Hotline that allows employees to report an allegation of wrongdoing. Callers may leave their name or provide the information anonymously (269-7137). Employees may also choose to send an email to employeeconcerns@jlab.org. For additional information, a website is provided at <http://www.jlab.org/intralab/security>.

Our policies permit employees to engage in outside employment or

activities as long as that employment or activity does not constitute a real or perceived conflict of interest with JSA/JLab or DOE and does not interfere with the effective performance of your JSA/JLab duties. You must complete and have approved a *Request to Engage in Outside Business Activities* form prior to engaging in any outside business activity.

INTELLECTUAL PROPERTY

<http://www.jlab.org/adminmanual/700/701.html>

As a condition of employment, JSA/JLab employees agree to assign their rights to all discoveries generated under the prime contract to Jefferson Science Associates.).

ISSUES AND APPEALS

<http://www.jlab.org/adminmanual/200/210.00.html#D>

Jefferson Lab offers a formal grievance process for the rare situations where issues cannot be resolved through discussion with your supervisor or succeeding levels of your management chain.

EMPLOYEE DEVELOPMENT AND CAREER MANAGEMENT

<http://www.jlab.org/adminmanual/200/209.html>

JSA/JLab funds a variety of job-related training opportunities, both on and off-site, as well as an educational reimbursement program for qualified employees pursuing an approved degree.

EMPLOYMENT RECORDS AND REFERENCES

<http://www.jlab.org/adminmanual/200/211.html>

Your personnel records are maintained in Human Resources and contain information related to your employment. They are considered

confidential and may be disclosed only to authorized individuals on a need-to-know basis or as required by law or court order. Notify Human Resources of any changes in your personal information to ensure your file is up to date at all times.

Telephone inquiries for confirmation of employment are honored routinely by Human Resources. Any other requests for information must be in writing with a signed authorization by the affected employee.

SERVICE RECOGNITION

<http://www.jlab.org/adminmanual/200/211.html>

This program recognizes active continuous employment milestones. It details our service awards program for eligible regular and term employees.

SEPARATION FROM THE LABORATORY

<http://www.jlab.org/adminmanual/200/212.html>

If you choose to resign from JSA/JLab, you should give your supervisor 2 weeks (10 working days) notice. Your employment at the Laboratory is on an "at will" basis, so you may be discharged by JSA/JLab with or without notice, depending on the circumstances.

Also, lack of funding, lack of work, or organizational restructuring may necessitate reductions in employee levels (layoffs) within the Laboratory.

<http://www.jlab.org/adminmanual/200/212.html>

Although JSA contributions to your employee benefits cease upon your separation from employment, you have certain options for continuing some benefits, including the provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA) which allow you and your dependents to continue your group health and dental insurance for up to 36 months.