

**EMPLOYEES HANDBOOK**

**A Brief Guide to the  
Personnel Policy  
of the  
Los Alamos Scientific Laboratory**

**UNIVERSITY OF CALIFORNIA  
LOS ALAMOS SCIENTIFIC LABORATORY**

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VERIFIED UNCLASSIFIED  
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The Los Alamos Scientific Laboratory is operated by the University of California under a contract with the United States Atomic Energy Commission. Laboratory employees are governed by a personnel and employment policy, approved by the Atomic Energy Commission, which is presented in this brief form for your guidance and information.

### 1. THE ADMINISTRATIVE PANEL

An Administrative Panel, appointed by the Director, and composed of responsible members of the Laboratory scientific and administrative staffs, administers all wage, salary and other matters of personnel and employment policy and procedure. The Panel's chief concern is with the establishment and maintenance of adequate classifications and salaries.

### 2. CLASSIFICATIONS

At the time of employment, each employee is placed in a job category or classification corresponding to his experience, training and prospective duties. Non-professional and administrative employees are usually assigned to appropriate graded classifications, each with its own fixed wage or salary range, divided into salary steps.

Professional employees, principally graduates in science and engineering, usually are placed in the categories of Staff Member and Research Assistant. Such placement is decided upon by the Administrative Panel after a review of the qualifications of the individual.

### 3. MERIT REVIEWS

Periodic merit reviews of all employees are conducted by the responsible Group and Division Leaders in conjunction with the Personnel Department and subject to final review by the Administrative Panel.

Progress through the very wide salary ranges of the Staff Member and Research Assistant classifications is determined by the individual's professional contributions to the Laboratory, and is not based on a fixed amount or interval of increase.

Progress for employees in graded classifications is determined by formal ratings of merit, and is usually in specific steps as established for each grade. Progress from one grade to a higher grade

results from a change of duties or a substantial increase in responsibility, such as a promotion in the line of administrative succession or the attainment by an individual of additional skill or training required by the new classification.

#### 4. WAGE AND SALARY PAYMENTS

Employees are classed as "exempt" or "unlimited hour," and "non-exempt" or "limited hour," in accordance with their salary status and the nature of their duties.

Exempt employees are paid by the month, and are not paid for overtime worked in excess of the normal 40-hour, 5-day work week.

Non-exempt employees are paid at periods set by the Laboratory, either on an hourly-rate or a monthly-salary basis. They are entitled to overtime compensation under conditions described in Section 10.

#### 5. JURY DUTY AND ELECTION TIME

Necessary time off without loss of pay is allowed for required jury duty. Up to two hours off without loss of pay is allowed for voting in national, state and local civic elections.

#### 6. MILITARY LEAVE

Provision is made for leave with pay under certain circumstances for employees required to fulfill military service requirements. Details may be obtained from the Personnel Director.

#### 7. HOLIDAYS

All employees are paid at straight-time rates for scheduled hours for the following holidays occurring during their scheduled work week (with the exception as noted) even though no work is performed on that day:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Fourth of July	Christmas Day

An employee will not be granted holiday pay if he is absent without pay the day before and the day after the holiday.

If a non-exempt employee is required to work on a compensable holiday, he is paid at straight-time rates for hours worked in addition to the holiday pay allowance.

#### 8. SHIFT PREMIUMS

Shift premiums of five cents an hour for the swing shift and ten cents an hour for the graveyard shift are paid when more than half the working hours in an 8-hour scheduled shift of a non-exempt employee fall outside the hours of the day shift. The shift premium is added before overtime and holiday premiums are computed.

#### 9. CALL PAY

Non-exempt employees who are called in for certain specified emergency work outside their regularly scheduled hours will receive a minimum of four hours at straight time pay or  $1\frac{1}{2}$  times the base rate for all such hours worked, whichever is the greater. This is not to be confused with required overtime.

#### 10. OVERTIME

Overtime is paid to all non-exempt employees for required work in excess of 8 hours per day or more than 40 straight-time hours per week, at the rate of  $1\frac{1}{2}$  times the employee's basic hourly rate. Double time is paid for the seventh consecutive day worked in an established work week. Overtime will not be allowed unless it has been ordered in advance by the responsible supervisor and approved by the responsible Division Leader.

#### 11. VACATIONS

All full-time employees will accrue vacation at the rate of two 8-hour days per month of service, providing they are in pay status not less than half the accrual month, not to exceed 36 days accrual.

Accrued vacation remaining at termination is paid regardless of the reason for termination, but not to exceed 36 days.

Vacation may be taken at any time after it has accrued but only with the prior permission of the responsible supervisor.

Part-time employees will accrue vacation in proportion to time worked, providing they are in pay status at least half their scheduled time during the accrual month.

#### 12. SICK LEAVE

Sick leave accrues for all full-time employees at the rate of  $1\frac{1}{2}$  8-hour days per month of service, providing they are in pay status at least half the accrual month.

Sick leave is a discretionary grant on the part of the employer, is not a part of wages or salary, and is in no way payable on termination. A medical certificate may be required by the employer as proof of illness before sick leave payments are granted.

Sick leave is granted when an employee is unable to render service because of illness or disability of himself or quarantine resulting from illness of another person. A week's sick leave may be granted in cases of death or serious illness in the immediate family, by authority of the Director.

#### 13. LEAVES OF ABSENCE

Leave of absence without pay may be taken with the prior permission of the responsible Division Leader, except that leaves of one month or more must be approved in advance by the Director.

Unaccounted absences or leaves taken without the prior permission will be considered unauthorized and may, upon recommendation of the Division Leader, result in termination for cause.

#### 14. TERMINATIONS

Written notice to the Division Leader is required of all employees who wish to terminate their employment, in accordance with the provisions of the employment offer or agreement.

It is advisable to make two weeks advance inquiry to the Personnel Department's terminations office in order to avoid delays and confusion at the last minute.

Under no circumstances should an employee leave the Project permanently without having made proper termination arrangements.

#### 15. CHANGES IN STATUS

Employees must notify the Personnel Department by memorandum of any change in marital status, family status or name, as such changes affect important official records in the employee's interests. It is particularly important that all employees keep current their Personnel Department record of whom to notify in case of accident, as well as the address of that person.

#### 16. RETIREMENT PLAN

All full-time employees of the University of California automatically become members of the California State Employees Retirement system after six months of continuous employment. Information regarding rates of deduction and general benefits is available from the Business Office.

#### 17. GROUP INSURANCE

A commercial group hospitalization, surgical and medical insurance plan is available to University of California employees through payroll deduction. Make inquiry in the Personnel Department for details.

#### 18. GENERAL INFORMATION

The Personnel Department and Business Office are always available for information on personnel and payroll matters. However, your Group Leader is usually in the best position to advise you and should be consulted in any case.