

**Argonne National Laboratory Prime Contract****Appendix A: Personnel Appendix**

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*Last revised: September 29, 1999*

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**X. EMPLOYEE PROGRAMS****A. Employee Assistance Program**

The Contractor shall (1) maintain a program of preventive services, education, short-term counseling, coordination with and referrals to outside agencies, and follow-up upon return to work that conforms to the requirements of 10 CFR 707.6, Employee Assistance, Education, and Training; (2) Submit for approval by the Contracting Officer any changes to the employee assistance program implementation plan; (3) Prepare and submit information to DOE concerning Employee Assistance Program services as requested by the Contracting Officer. Such reports shall not include individual identifiers.

**B. Wellness Program**

Reasonable costs of a Wellness Program to promote employee health and fitness are allowable and may consist of activities such as stress management, smoking cessation, exercise, nutrition, and weight loss.

**C. Special Arrangements - Affirmative Action Program**

In furtherance of Federal policy to increase opportunities for employment of minority groups, women, handicapped persons, and Vietnam Era Veterans, the Contractor may make special arrangements to facilitate such employment by the Laboratory. The Contractor shall be reimbursed for bus transportation costs incurred in the furtherance of this program. The Contractor may provide financial support to assure bus transportation by private operators is available to transport employees. The employee will pay a reasonable fare for such transportation, but the Contractor may subsidize to the extent necessary to assure continued operation of new bus routes for a period not to exceed six (6) months.

**D. Employee Recreation**

The costs of recreation, registration fees of employees participating in competitive fitness programs, team activities, and sporting events, except for the costs of employees' participation in company sponsored intramural sports teams or employee organizations designed to improve company loyalty, team work, or physical fitness, are unallowable.

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**E. Employee Communications**

The costs incurred in the publication, printing and distribution of a house organ, handbooks and other employee communication media designed to effectuate better employee relations and understanding of Appendix A and current employment regulations shall be reimbursed and performed in a cost effective manner.

**F. Awards And Service Dinner**

The Contractor may expend from the Laboratory's operating budget, an amount not to exceed \$30.00 for each regular full-time employee on the payroll September 30 of each year without Contracting Officer approval. The types of awards may include, for example, Length of Service/Retirement Recognition; Safety Awards; Suggestion Program, Special Employee recognition, and other non-performance based awards.

A service award luncheon may be given for those employees who have attained twenty (20) years of service and a combined service award dinner may be given for those employees who have attained twenty-five (25) or more years of service, recognized at five (5) year intervals. The awardee's Division Director/Department Heads and other appropriate management personnel are authorized to attend the luncheon and dinner. Spouses of the awardees may be included for the service award dinner.

**G. Patent Awards**

An award of \$100 may be made to any Contractor employee, assigned employee, loaned employee, or other affiliate of the Contractor whose development of an invention resulting from the employee's work for the Contractor under the Prime Contract is processed for a United States patent application, up to a maximum of \$300 in awards on any one application.

An award of \$100 may be paid to each such inventor upon the issuance of a United States patent, up to a maximum of \$300 in awards on any one patent.

The Contractor may provide each such inventor with a plaque signifying the issuance of a United States patent.

The Contractor may provide an annual dinner honoring inventors who have been issued United States patents within the preceding year. Spouses of the inventors, appropriate Contractor management officials, and representatives of industry shall also be authorized to attend that dinner.

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**H. Cost Of Health Services**

The Contractor shall be reimbursed for the costs of operating the Health Division for Laboratory employees and directly reimbursed for the cost of health services for DOE site employees, including but not limited to the following: Pre-employment physicals and other medical examinations required to meet Laboratory employment requirements, operation of a health unit which provides medical care for occupational injuries and to provide minor relief for minor physical complaints of employees while at the Laboratory and health examinations provided as a health service for employees.

**I. Paycheck Advances**

The Laboratory may advance wages to selected employees where necessary to enable them to meet initial needs of employment such as transportation, lodging, and other essential expenses (food, utilities, etc.).