

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

Last revised: September 29, 1999

XII. EMPLOYEE TRAINING, EDUCATION, AND DEVELOPMENT**A. Training And Development**

The Laboratory shall establish training, education and development programs which are consistent with Department of Energy requirements and guidance, industry standards, and other Federal, State, and local regulations. These programs shall be implemented in a cost effective, and systematic process which is consistent with the above requirements and with industry practices. These programs shall ensure that employees are well-qualified and competent to manage facilities and meet mission requirements through administrative, professional and technical excellence.

The Laboratory may permit selected employees to attend training classes while receiving full pay in order to enable them to acquire the needed skills to qualify them for more responsible jobs and maintain competence in their fields.

The Laboratory will encourage employees to continue their intellectual or professional development, and as the occasion arises, to revitalize or reorient their activities and will provide the Contracting Officer with information regarding the various training programs and the associated cost as requested.

The cost of lunch while participating in training programs is a reimbursable expense if the training is for at least six (6) hours in a single day and the participants are required to stay in the training facility over the normal lunch period. Refreshments (non-alcoholic beverages and/or snacks) may be served at breaks during training sessions which last at least three (3) hours.

B. Educational Assistance

In furtherance of the objective of maintaining a personnel training program which will improve the efficiency and productivity of Laboratory operations, develop better employees, increase needed skills, or prepare employees for increased responsibilities, the Laboratory may approve and support educational courses taken by employees which in the Laboratory's judgment serve to fulfill this objective.

An employee or a third Party on behalf of an employee may be paid for tuition, required textbooks and fees for courses approved in advance by the Laboratory. Such reimbursement is subject to the following limitations:

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Employees must be regular full or part-time employees. Normally, courses will be taken on the employee's own time; however, working hours and pay may be adjusted to permit the employee to attend required courses not available outside of working hours. Courses must be directly related to the employee's current position, prepare the employee for increased responsibility, or otherwise assist in meeting future staffing needs of the Laboratory. Schools must be accredited in the Directory of Accredited Institutions.

Completed courses require a grade of "C" or better for reimbursement. Employees who resign before completing a course are not eligible for reimbursement, or must reimburse the Contractor for payments already made by the Laboratory.

C. Personnel Training Programs

The Contractor shall be reimbursed for the cost of personnel training and personnel development programs, including but not limited to, apprenticeship training, supervisory training, management development, career updating and redirection, and work-study and other programs supporting the development of scientific and technical staff in fields of interest to the Laboratory.

The Division of Educational Programs (DEP) is responsible for conducting the International Atomic Energy Agency (IAEA) Training Courses on Nuclear Power Planning and Implementation and other IAEA-sponsored manpower development courses.

The Division of Educational Programs and the Diversity Action Program Office are responsible for establishing and implementing pre-college programs to encourage students to select careers in science and mathematics and to enhance the instructional capabilities of the affected teachers. These programs are designed to meet the future Department of Energy requirements to develop human resources for its energy research and development programs.

The Division of Educational Programs is responsible for both domestic and international training activities. On behalf of the U.S. Department of State and other non-DOE Federal Agencies, the Division conducts training courses for persons from developing countries. For such courses, the expenses of a welcoming ceremony and of appropriate lunch and dinners for the participants, contributors to the courses as well as non-alcoholic break refreshments and completion ceremony dinners are reimbursable.

The domestic programs sponsored by DOE and non-DOE Federal, State and Local Agencies include students and teachers involved in both long and short term training and science education activities. Seminar series break refreshments for students and scientists at seminars

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jointly sponsored by DEP and the research divisions are allowable. In addition, the cost of meals and/or break refreshments involving orientation, awards presentations, science education meetings and closing ceremonies are reimbursable for students, teachers, parents and program contributors.

D. Payments to Instructors

The Laboratory may pay appropriate fees to instructors (including Laboratory employees) who conduct after-hours classes for Laboratory employees.

E. Advanced Degree Program

The Contractor may grant academic leave with pay to employees for the purpose of continuing or completing a graduate-level degree related to their work. Such leave will be limited to a total of nine months. This program shall be limited to a lifetime limit of 12 months without the approval of the Contracting Officer.

Eligible employees must have been continuously employed by the Contractor in a regular full time status for three or more years before applying for academic leave.

An employee to whom academic leave is granted is required to furnish a written statement that the employee will return to employment at the Laboratory upon completion of such leave and remain in employment for a minimum of one year. If the employee does not return to the Laboratory, all education costs paid to or for the employee for that academic leave shall be reimbursed to the Laboratory by the employee. Should such employee be transferred to another DOE facility other than the Laboratory within a period equal to the length of the academic leave, the action will be reviewed with the Contracting Officer to determine appropriate action.

Any travel involved will be at the employee's expense.

Status of Employment — Employees on leave under this Article will continue to be Laboratory employees and shall be covered by all applicable provisions of this Appendix.