

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

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*Last revised: October 1, 2002*

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**XVI. SECURITY SUSPENSIONS**

If the access authorization of an employee is suspended by direction of the Operations Office Manager, the Contractor shall transfer the employee to work not requiring access if such work is available. If a determination is made by the Contractor that no work is available in an uncleared area to which the employee may be transferred, the Contractor shall prepare a written report for the review and concurrence of the Contracting Officer setting forth the reasons for the determination. Subject to the Contracting Officer's concurrence with such determination and a determination that the employee's absence with pay is in the best interests of the Government, the Contractor shall place the employee on leave with pay at his/her base compensation until final disposition of the case under the Department of Energy procedures, 10 CFR Part 710.

In the event the employee whose access authorization has been suspended is transferred to another position where such access authorization is not required, compensation shall, thereafter, be the base wage or salary received by the employee in the position from which transferred, and such compensation shall continue until final disposition of the case under the Department of Energy procedures, 10 CFR Part 710.

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**EXHIBIT I. GRADES AND RATE RANGES**

Schedule A - Position Grades and Salary Ranges for all Non-union Positions.

Schedule B - Pay Schedule for Temporary Student Appointments.

Schedule C - Pay Schedule for Temporary Classifications.

Exhibit I was revised July 31, 2001, per Modification M375 and is available at <http://www.hr.anl.gov/compensation/>.

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**EXHIBIT II. COLLECTIVE BARGAINING AGREEMENTS**

1. Local 73, Building Service Employee's International Union (6/12/99 — 6/15/01)
2. Argonne Lodge No. 742, International Association of Machinists and Aerospace Workers' (AFL-CIO) (11/1/97 — 11/2/01)
3. Local 6-455, Paper, Allied — Industrial, Chemical and Energy Workers' International Union (AFL-CIO) (1/29/99 — 1/25/01)
4. Local 727, International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America (3/7/98 — 3/8/02)
5. Local 134, International Brotherhood of Electrical Workers' (7/10/96 — 7/14/00)
6. Local 501, United Association of Journeymen and Apprentices of Plumbing and Pipefitting of the United States and Canada (7/11/98 — 7/14/00)
7. District Council No. 30, International Brotherhood of Painters and Allied Trades (7/11/98 — 7/9/00)
8. Local 2-652, Paper, Allied — Industrial, Chemical and Energy Workers' International Union (AFL-CIO) (6/1/98 — 5/31/02)
9. E-TOP Lodge No. 2421, International Association of Machinists and Aerospace Workers' (AFL-CIO) (8/17/98 — 9/8/00)
10. E-TOP Lodge No. 2458, International Association of Machinists and Aerospace Workers' (AFL-CIO) (6/1/98 — 6/9/00)

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**EXHIBIT III. SEVERANCE PAY PLAN DESCRIPTIONS**

ANL Severance Pay Plan for Exempt Employees

Employer Identification Number: 362177139

Plan Number 521

ANL Severance Pay Plan for Non-Exempt Employees

Employer Identification Number 362177139

Plan Number 522

Plans identified are those which are in effect as of September 30, 1999. DOE will be notified of any changes subsequent to September 30, 1999.

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#### EXHIBIT IV. PAID LEAVE ELIGIBILITY POLICIES

<u>Policy</u>	<u>Policy Number</u>
Administrative Leave	4150
Bereavement Leave	4200
Family Leave	4300
Military Leave	4400
Sick Leave	4650
Holidays	4700
Jury Duty	4750
Vacation	4900

Policies identified are those which are in effect as of September 30, 1999 and described in the Human Resources Policy and Procedures Manual. DOE will be notified of any changes subsequent to September 30, 1999.

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#### EXHIBIT V. NON-BASE LUMP SUM PAYMENTS (FY 2000 and FY 2001)

	Science	Critical Operations	General Operations	Total Available Bonus
Outstanding	25	50 20	25	100%
Excellent	10	30 10	15	55%
Good	0	0 0	0	0

- The total non-base lump sum payment will be calculated based on the Contractor's performance in specified performance measures as identified in Appendix B of the Prime Contract.
- In the event the Contractor receives a rating of good or below in any Performance Area (Science, Critical Operations, General Operations), the Contractor shall not be entitled to provide any non-base lump sum payment.
- The Critical Operations rating will be a composite rating of all Critical Operations Performance Areas consistent with Appendix B of the Prime Contract.

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#### EXHIBIT V-A. NON-BASE LUMP SUM PAYMENTS (FY 2002 - FY 2004)

##### Value of Lump Sum Payment Pool Earned as Percent of Non-Union Payroll

Rating	Science	Mission Critical Operations	General Operations
Outstanding	.50%	.25%	.25%
Excellent	.25%	.125%	.125%
Good or lower	0%	0%	0%

##### Lump-Sum Payment Pool Scenarios

Science	Mission Critical Operations	General Operations	Percentage of Non-Union Payroll Earned
Outstanding	Outstanding	Outstanding	1.0%
Outstanding	Outstanding	Excellent	.875%
Outstanding	Excellent	Outstanding	.875%
Outstanding	Excellent	Excellent	.75%
Excellent	Outstanding	Outstanding	.75%
Excellent	Outstanding	Excellent	.625%
Excellent	Excellent	Outstanding	.625%
Excellent	Excellent	Excellent	.50%

- The ratings above are the DOE-validated ratings of the Laboratory's Final Self Assessment Report as required under Appendix B of the Contract.
- In the event that the Contractor receives a rating of "Good" or below in any Performance Area (Science, Mission Critical Operations, or General Operations), the Contractor shall not be entitled to provide for any non-base lump sum payment pool.
- The Mission Critical and General Operations ratings will be a composite rating of all of the functional area components, weighted consistent with Appendix B of the Contract.

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**EXHIBIT VI. DEFINITIONS**

Early Retirement Incentive Program is a program that enables an employee to retire when they fall short of prescribed eligibility requirements (e.g., by adding a particular number of years, such as 3, to an employee's age and/or length of service).

Employee is a person hired by and working for the Laboratory.

Exempt Employee is an executive, administrative, or professional employee who is exempt from the provisions of the Fair Labor Standards Act.

Incentive Compensation is a form of non-discretionary compensation that is designed to reward performance and/or motivate an employee toward achieving a specific goal or goals.

Lump Sum Increase is a non-base pay increase that an employee receives in the form of a cash payment.

Merit Pay is a reward to employees based on their performance that is delivered through a merit increase or lump-sum increase. A merit increase is not based on projected or potential performance. A merit increase is provided through the Merit Increase Fund.

Nonexempt Employee is an employee who is covered under and is subject to the provisions of the Fair Labor Standards Act.

Normal Workweek for most employees is forty (40) hours. However, there are some round-the-clock operations such as security and fire prevention that require longer workweeks.

Pay At Risk is defined as a program in which a portion of the expected base pay of expected merit pay becomes contingent on performance.

Payroll Week of each employee commences at midnight Sunday and consists of the next seven- (7) consecutive twenty-four (24) hour periods thereafter.

Promotional Increase is a salary increase warranted by an assignment to a position where there is a measurable increase in job responsibility from the previous position.

Regular Full-Time Employee is an employee whose employment is of an indefinite duration and who is regularly scheduled to work at least forty (40) hours per week.

Regular Part-Time Employee is an employee whose employment is of an indefinite duration and who is regularly scheduled to work less than forty (40) hours per week.

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Retirement Incentive Plan is a plan that encourages retirement eligible employees to voluntarily elect to retire in return for certain enhanced benefits (e.g., receipt of severance pay in accordance with the Laboratory's severance pay plan).

Salary Adjustment is any change in the basic rate of pay other than an increase for merit or promotion.

Service means employment with the Contractor from date of hire. Unpaid leaves of absence usually will not be counted. Prior service will not be credited except as otherwise specified in this Appendix. In the application of the provisions of this Appendix, prior service of an employee with the Metallurgical Laboratory, Clinton National Laboratory, the special construction account of The University of Chicago under Prime Contract No. AT-40-1-GEN-42, or time of employees on assignment from The University of Chicago will be considered as equivalent Argonne National Laboratory service for the purpose of qualifications for reimbursable benefits under this Appendix.

Temporary Employee is an employee within this category whose assignment is temporary and whose stated term of appointment normally does not exceed thirty-six (36) months. Employees within this category function as interim replacements to supplement the work force or to assist in the completion of a specific project. Work schedules may be full-time or part-time in nature. Employment beyond any initially stated period does not in any way imply a change in employment category.

Termination means resignation, discharge, lay-off, retirement, death or removal from payroll because of disability (as distinguished from disability absence where the employee is not removed from the payroll).

Voluntary Separation Programs are in general, under a Laboratory reduction-in-force initiative, programs that are:

- a. Open to all employees, either Lab-wide or, perhaps, restricted to a particular organization, e.g., a particular division, project, or program, or a skill mix, who volunteer to be terminated and receive severance pay.
- b. Available to employees who voluntarily sign a "Release" form as part of their election to voluntarily separate their employment in return for acceptance of certain prescribed benefits.

Workday of each employee commences with the time on each calendar day at which the employee is scheduled to start work and runs the next twenty-four (24) hours.