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# personnel notes

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## EMPLOYEE DEVELOPMENT . . .

### Questions and Answers Regarding Employee Development at LBL

To improve work efficiency and to develop needed skills, it is the policy of the Laboratory to assist and encourage employees to obtain skills, knowledge, and abilities which increase the effectiveness of work performance in their present positions and improve their career opportunities within the Laboratory.

The following questions are those most frequently asked by employees at LBL.

**Q. Is it true that I have the primary responsibility for my own individual career development?**

**A.** Yes, the employee has the primary responsibility for individual career development. The employee must identify Laboratory-related career interest to the appropriate supervisor and initiate the request to participate in relevant career-related programs. Supervisors, upon an employee's request, are encouraged to assist the employee in setting career goals that are consonant with the employee's current position and to encourage attainment of these goals. Assistance in carrying out this responsibility is available from the Employee Development and Training Office of the Personnel Department.

**Q. How does the Laboratory define "career-related programs"?**

**A.** These programs are related to the development of skills, knowledge, and other qualifications which prepare an employee for additional assignments or positions within the Laboratory for which an employee, as evaluated by a Department Head and/or Division Head, has some reasonable chance of attainment. For example, supervisory training is a career-related program for an employee whose current position does not include supervisory responsibilities but who is interested in competing for future Laboratory job openings which require supervisory ability.

**Q. How does the Laboratory define "position-related programs" and "educational enrichment programs"?**

**A.** "Position-related programs" are directly related to the work assignments or conditions of the employee's current position. For example, supervisory training is a position-related program for an employee whose current position includes supervisory responsibilities.

"Educational enrichment programs" are related to an employee's career interests outside the Laboratory and are not related to Laboratory positions for which an employee might be an effective competitor. For example, a course such as music would be considered an educational enrichment program.

**Q. I understand the Laboratory has a tuition aid program. Who administers the program, and what is available?**

**A.** The Employee Development and Training Office of the Personnel Department designs, implements, coordinates, and

evaluates staff training and education activities for the purpose of improving work performance and developing needed employee skills for potential career development within the Laboratory.

This service includes educational aid, on-site training courses, the provision of information on off-site training opportunities, career counseling, and consultation with managers on work-group problems. Some or all of the costs involved in education and training opportunities may be paid for by LBL. The specific details of the policy are discussed in Section 2.04 of the *Regulations and Procedures Manual (RPM)*.

**Q. Whom do I contact to get tuition aid?**

**A.** First, you should discuss your plans with your supervisor. Your supervisor's support is an essential element in your career development. He or she must approve all requests for reimbursement and time off to attend class (if appropriate) and can provide valuable input as to how your plans fit into your work unit's goals or how they relate to the overall Laboratory mission. Your second step is for you and your supervisor to work out an Employee Development Plan (form RL-6216).

**Q. What is an Employee Development Plan?**

**A.** When an employee takes two or more courses per fiscal year using educational aid, a career development plan must be on file in the Personnel Department's Employee Development and Training Office. This plan outlines present duties, job objectives, and career goals and asks for a tentative schedule of courses to be taken toward achieving those goals.

The employee and the supervisor can obtain the proper form from the Employee Development and Training Office and work out the details of the plan, which should then be submitted to the Personnel Department. For assistance in completing an Employee Development Plan call the Employee Development Analyst at Ext. 7372. If there is need for counseling, the employee should make an appointment with the career counselor (Ext. 7372) to work out a plan.

**Q. Does my plan have to relate directly to my present job assignment?**

**A.** Not necessarily, but it must be a Laboratory-related program such that there is a reasonable expectation that the course work will benefit both the Laboratory and you in an existing job category.

**Q. Once my plan has been approved, what is my next step?**

**A.** If you want to take some course work for academic credit and wish to be reimbursed for a portion of the tuition costs and/or have time off from work to attend classes, you must complete a Request for Educational Aid form (7600-65305) before registering for classes.

**Q. Is it true I can get up to six hours of time off with pay each week to attend classes?**

(continued on next page)

A. Yes, but certain restrictions do apply. Time off to register for and attend approved courses may be allowed only when such courses cannot reasonably be taken outside of the employee's scheduled working hours. Time off with pay is charged to your department's operating account. If additional time is required, it must be accounted for by an adjusted work schedule or use of accrued vacation. This can only be done with supervisory approval after the work flow has been assessed by the supervisor. This is a benefit, not a right.

**Q. How can I expect to be reimbursed under the Laboratory's tuition aid program?**

A. Reimbursement of two-thirds of approved fees is made when the employee completes the course satisfactorily and submits proof of grades; a grade of "C+" or better for undergraduate work or "B" or better for graduate work is required for reimbursement.

All employees attending UC Berkeley who are eligible for Reduced Fee Benefit *must* use the Reduced Fee Cards. The course load may not exceed 6 semester units (9 quarter units) per semester/quarter, or three courses, whichever is greater. The appropriate Reduced Fee Cards should be obtained from the Employee Development and Training Office.

**Q. Who pays for tuition aid: my Department/Division or Personnel?**

A. The Personnel Department (Administration Division) bears the cost of partial tuition reimbursement for employees attending accredited colleges and universities under an approved program.

**Q. Does the Laboratory pay application fees and textbook costs?**

A. No. The policy and practice covers course fees only. Employees must pay the application fee and textbook costs.

**Q. How do I get more information?**

A. By calling the Personnel Department's Employee Development and Training Office at ext. 4297. We have current college/university catalogues for schools in the Bay Area, and an interview can be arranged, if you desire one, to explore options and alternatives regarding your goals and objectives. You then bear sole responsibility for applying to the school of your choice, meeting all admittance requirements, and selecting the courses in the approved development plan within a schedule convenient to you and your supervisor.

## EMPLOYMENT . . .

### Outreach Recruitment

In accordance with the *Regulations and Procedures Manual, Hiring Policies and Procedures, 2.01 B*, which states:

"The Laboratory will recruit from within and outside its work force to obtain qualified applicants. Reasonable efforts will be made, to inform and recruit qualified applicants from various segments of the appropriate recruiting area to facilitate the attainment of Affirmative Action goals and objectives set forth by the Laboratory Affirmative Action Plan."

The Employment Office is in the process of establishing an outreach Recruitment Program. Marina Gonzalez, Employment Representative, is responsible for coordinating the program. In conjunction with the Office of Equal Opportunity, Marina will

discuss quarterly statistics with hiring authorities regarding underutilization and will provide counsel and information on effective outreach recruiting. Marina attends many workshops and conferences, and she will be happy to arrange to have interested hiring supervisors attend a workshop or conference to learn about community outreach and to allow for direct input to the outreach community regarding available positions, anticipated positions, and job requirements.

### Staffing Changes

The Employment Office is pleased to announce the hiring of a part-time Employment Representative. Barbara Grote joined the Employment Office staff on November 28, 1983. Barbara is responsible for Technical and Crafts & Trades classifications and has Yvette Davis as her Assistant. Yvette will also continue to assist Tim Baldwin. Barbara's extension is 5531.

### LLNL/LBL Transfers

A new procedure has been established regarding LLNL transfers. When the LLNL candidate is hired at LBL, a termination PAF will be initiated by LLNL, but sick leave will transfer, and vacation will be paid. Seniority for lay-off purposes will transfer with the candidate. LBL will initiate start forms on the LLNL candidate.

The same process holds true when LBL employees transfer to LLNL. The employee terminates from LBL, is paid vacation and the sick leave credit is transferred. LLNL will initiate start forms on the LBL candidate.

### Hiring and Termination Information for Supervisors

In order to effectively complete procedures within the Employment Office, your cooperation is requested on the following issues.

In accordance with *Regulations and Procedures Manual, Final Candidate Processing, 2.01 D.6.C.*, which states:

"After making a selection decision, the hiring supervisor shall contact the appropriate Employment Representative. The Employment Representative will evaluate the selection process, discuss the salary with the hiring supervisor, and contact the candidate to make the job offer. *All completed Personnel Referral forms shall be returned to the Employment Representative before the offer can be made.* Each referral form must detail reasons for selection or non-selection; all criteria shall be job-related and will address the skills, knowledge, and abilities required to perform the job."

We are requesting that all Referral forms be documented and returned to Employment at the time a selection has been made. A position cannot be closed nor can a hire be approved until all of the pertinent materials have been returned.

In accordance with the *Regulations and Procedures Manual, Termination Procedures, 2.20 H.1.*, which states:

"Termination of an employee requires that the department involved must submit a Stock Form 7600-55050, Personnel Action Form (PAF) to the Personnel Department at least five days prior to the termination date. The PAF should show the correct reason for an employee's termination in order to determine eligibility for unemployment insurance."

*Termination PAF's must be sent to Employment prior to the termination date. The Supervisor is responsible for ensuring that all Laboratory property is returned before the employee leaves the premises. Obtaining Laboratory property after the person has left is very difficult. Every effort should be made to comply with this policy.*

## LBL Transfer Applicants

The Employment Office must have an updated application on all employees who are interested in transfer. An application should be completed for each position, or a photocopy of the original application may be submitted for additional positions for which you have applied. Applications that do not show a complete history of current and previous work may delay the scheduling of an interview and the finding of a position. The Employment Representative and the interviewing supervisor need complete information on all applicants before a decision to interview can be made.

For further information regarding any of these employment issues, contact the LBL Employment Office at Ext. 4226.

## PERSONNEL DEPARTMENT . . .

### Office Location Changes

Three Personnel Department units have been moved recently to new locations. Employees should note that the Employment Office is now located in Building 90, Room 1012 (mailstop 90/1042). The Foreign Personnel and Visitor Arrangements Unit is now in Trailer B90F (mailstop B90F). The Employee Development and Training Office is now located in Trailer B65A (mailstop B65A). All telephone extensions remain the same.

## EMPLOYEE RECREATION . . .

### Employees' Buying Service

In April, 1982, the LBL Recreation Advisory Panel created an Employee's Buying Service that provided employees with the opportunity to purchase a wide range of catalogue consumer items at discount prices. Over the past year the program services have changed their direction because local catalogue houses are providing discounts that are in many cases equal to what the Buying Service could provide.

The new direction of the Buying Service is toward convenience services and items for employees reflecting the response from the Laboratory population in last year's survey of needs. In August, 1983, a Buying Service Coordinator, Christina Chavez, was hired. Christina is available during the lunch hour in the LBL Cafeteria foyer on Monday, Wednesday, and Friday.

Services currently include a new photofinishing service at greatly reduced prices with a drop-box located in the cafeteria foyer; special sales at discount prices of various items such as books, children's clothes and toys, jewelry, and holiday candies; and convenience items such as stamps, tennis balls, and greeting cards. In addition, information is available on special discounts for Laboratory employees at local vendors and amusement parks and for IBM personal computers. Employees should consult the *Currents* for information on special sales and new services. Suggestions and comments on the Employees' Buying Service may be directed to Kathleen Handron, Recreation Coordinator, at Ext. 5474 in the mornings.

## PERSONNEL NOTES . . .

Personnel Notes is a quarterly publication of the Personnel Department that is intended to clarify existing Laboratory personnel practices and policies, inform employees of new or impending changes, and clarify other personnel issues that arise out of recurring individual problems and questions.

Personnel Notes is distributed to all Laboratory employees at their office addresses. Questions or suggestions regarding Personnel Notes should be directed to the Employee Development and Training Office at Ext. 7371. Additional copies are available on request.

**For Reference**

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