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(Benefits, Services and Policies)

EMPLOYEE POCKET GUIDE

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EMPLOYEE POCKET GUIDE

CONTENTS

	page
Pay & Work Policies	2
Benefits	4
Conveniences & Services	11
Personnel Policies	17
Employee Conduct	22
Index	26

The Lawrence Berkeley Laboratory is a product of man's curiosity about the nature of the universe. It is operated by the University of California and receives the major portion of its support from the U.S. Energy Research and Development Administration (ERDA). The Laboratory's mission is to contribute to mankind's knowledge about the natural world, and at the same time to use this knowledge to solve problems affecting society. An employee of the Laboratory is a member of the staff of the University of California.

This booklet serves as a brief introduction to many of the Laboratory's benefits, services and policies. More detailed information may be obtained from the Regulations and Procedures Manual and Appendix A, copies of which are available for reference in the LBL libraries.

Pay & Work Policies

HOURS OF WORK AND OVERTIME

Most full-time employees work a 5-day, 40-hour week. The Laboratory, however, has instituted a Flextime program which, in most jobs, allows the individual employee considerable control over when the scheduled hours are worked. Your supervisor can explain the details of the program to you and is responsible for assuring that operational requirements of the department or unit are met.

When emergencies occur or work schedules require, you may be asked to work overtime. Employees (non-exempt) are paid at time and one-half for all time actually worked over 40 hours per week, and in most classifications, over 8 hours per day. Exempt employees normally do not receive additional pay for overtime. Your supervisor or the Personnel Department can tell you if you are exempt or non-exempt.

Pay & Work Policies

SALARY

Job classifications and salary ranges at the Laboratory are based on similar jobs in the University, in industry, and other public agencies, and are changed periodically as needed. All job classifications and salary ranges used at the Laboratory must be approved by the Energy Research and Development Administration (ERDA).

PAYDAYS

Employees on a monthly salary are paid by check on the first regular workday of the month. Biweekly salaried and hourly rated personnel are paid by check every other Friday; when a holiday falls on this Friday, the checks are issued on the last regular workday preceding the holiday. A schedule of paydays and biweekly pay periods is available from the Personnel Department, the Accounting Office, and many departmental offices.

PAYCHECK DISTRIBUTION

When you begin work, you may arrange to have your paycheck mailed to your bank, home, or LBL department. Most employees prefer to have their check mailed to their home or bank. This may be changed at any time by completing a new payroll Check Distribution Request available at Personnel, the Accounting Office, and many departmental offices. The disposition of funds mailed to a bank must be arranged for in advance with the bank. The bank then mails a deposit receipt to you, together with the check stub showing pay and deductions.

PAYCHECK DEDUCTIONS

Your paycheck stub shows gross earnings and deductions. Deductions will be made for Federal and State Income Tax, your contributions to the retirement system, plus optional deductions for approved employee organizations, credit union savings or loan payments, and the premiums for any of the insurance plans in which you may have enrolled. You may also authorize deductions as contributions to the United Crusade. Those employees who are members of Social Security-Retirement System coordinated plans have deductions for Social Security. Deductions are not made for California Unemployment Insurance since the University pays the total cost of this benefit. The University is not covered by the California Disability Insurance Plan.

Benefits

VACATIONS

Most full-time Laboratory employees earn vacation credit as follows:

- | | |
|-----------------------------------|----------------------------|
| a) Less than 10 yrs. service | 1¼ days a month (10 hours) |
| b) Between 10 and 15 yrs. service | 1½ days a month (12 hours) |
| c) Between 15 and 20 yrs. service | 1¾ days a month (14 hours) |
| d) More than 20 yrs. service | 2 days a month (16 hours) |

Most part-time, career employees who work at least half of the working hours in the month earn vacation at a proportionate rate.

Temporary and summer employees for less than six months do not accrue vacation credits. If a temporary employee becomes a career employee, retroactive vacation accrued will be credited. Vacation credit may not normally be used until after the end of the calendar month in which it is earned. Vacations are scheduled according to the needs of the Laboratory with consideration for the wishes of each employee. When work conditions make it difficult to schedule vacation for an employee, credit may be allowed to accumulate, not to exceed an amount equal to twice the employee's current annual accrual. All employees who terminate from the Laboratory are paid for earned but unused vacation credit.

HOLIDAYS

The Laboratory observes official University holidays as announced each year by the President of the University. They usually are

January 1

Third Monday in February

Last Monday in May

July 4

Labor Day

Thanksgiving Day

Friday after Thanksgiving

December 24 or 26

Christmas Day

December 31 or January 2

One Administrative Holiday to be selected by the President.

When holidays fall on Sunday, they are observed on Monday; when holidays fall on Saturday, no paid holiday is observed. Absences for religious holidays are charged to vacation credits or leave without pay.

SICK LEAVE

Most full-time employees earn one day of sick leave credit a month. Part-time employees earn credit at a rate proportionate to the time they work, if they work at least half the working hours in a month. Sick leave may not be used until after the month in which it has been earned. There is no limit to the amount of sick leave time that may be accrued and subsequently used.

Sick leave may be used only when an employee is not able to work because of sickness, disability, a medical appointment, quarantine, or a dental or optical appointment. An employee may be asked to furnish satisfactory proof of sickness or disability. Special uses of sick leave may be permitted in the following instances:

a) Female employees who resign or take a leave of absence to have a child are allowed sick leave from their accumulated credit during the period of disability as determined by the LBL Medical Services Department, in cooperation with the employee's personal physician.

b) In the event of death or serious illness in the immediate family, an employee may be granted a leave of absence with pay not to exceed five working days, and this time is deducted from the employee's sick leave credit accumulation. Immediate family includes spouse, parents, children, brothers and sisters; it also includes other related persons living in the immediate household of the employee. Not more than five days of accrued sick leave within any fiscal year may be granted to an employee for care of members of the immediate family. Not more than one day of such leave may normally be allowed for a husband's attendance upon his wife following childbirth. Not more than five days of sick leave may be granted to an employee for each absence required because of death of members of the immediate family.

c) If an employee becomes ill during his vacation, the time of sickness may be charged to accrued sick leave if the claim is supported by a doctor's written statement or other acceptable evidence.

No pay is given for unused sick leave credit when an employee

terminates; however, credit may be transferred in some instances, if other State or University employment is taken. Employees retiring from the University under PERS or UCRS may convert unused sick leave accumulation to additional service credit. Your supervisor or the Personnel Department can answer questions about the use of sick leave.

COURT DUTY, VOTING PRIVILEGES

Most full-time employees are allowed necessary time off without loss of pay or vacation credit as follows:

- a) Necessary time required for jury duty.
- b) Necessary time required to participate in an administrative or legal proceeding for the University or arising out of the duties of University employment.
- c) Necessary time when subpoenaed to appear as a witness, unless a party to the case or an expert witness.
- d) Up to two hours for voting in a statewide primary or general election if the employee does not have sufficient time to vote outside of working hours.

TEMPORARY MILITARY LEAVE

If you are a member of a reserve component of the Armed Forces and are ordered to training duty, up to 30 calendar days leave with pay will be authorized in a calendar year if you have been employed by the University for the equivalent of a full year immediately prior to the beginning of duty. A copy of your orders and written evidence of completion of duty must be sent to the Personnel Department before pay for military leave can be authorized. Leave with pay will be authorized only for the actual military duty assignment period plus reasonable travel time.

EXTENDED MILITARY LEAVE

If you are a career employee, you may take extended military leave without pay if you are called to active duty in the Armed Forces. You do not accrue vacation and sick leave credits while on extended military leave. You will be paid your regular salary for the first 30 calendar days of extended military duty provided (1) you have been employed by the University for a period of 12 months at half time or more immediately prior to the period of military service and (2) you are in a job classification accruing sick and vacation leave credits.

LEAVE WITHOUT PAY

You may be granted up to five working days leave without pay by your department head. Longer leaves must be approved by the Personnel Department based on your department head's written recommendation. You do not accrue vacation and sick leave during leave without pay. Employees do not receive holiday pay for holidays occurring during or immediately before or after a leave of more than 20 calendar days. Retirement and insurance coverages may be affected by leave without pay, and you are encouraged to discuss possible effects with the Personnel Department.

OTHER TYPES OF LEAVE

You may be granted leave to further your education or for professional research or teaching. This kind of leave must be approved by the Director and, in some cases, by ERDA.

WORKERS' COMPENSATION

All employees of the Laboratory are covered by Workers' Compens-

sation. If you should be unable to work because of illness or injury covered under Workers' Compensation, your sick leave and vacation credits will be used to make up the difference between Workers' Compensation payments and your regular salary. Employees who accrue vacation and sick leave are eligible for the Laboratory's Supplemental Disability Leave Provisions when their sick leave and vacation credits are exhausted. A work-incurred injury must be reported to your supervisor and Medical Services.

RETIREMENT SYSTEMS

Employees (other than Safety Members) hired or rehired in regular status positions after April 1, 1976 are required to become members of the University of California Retirement System (UCRS) coordinated with Social Security. Those hired previous to that date may be in UCRS or the Public Employees' Retirement System (PERS). Members of any of the retirement systems may enroll in either or both the UCRS Fixed Annuity Plan or the UCRS Variable Annuity Plan. These optional plans are designed to enable you to add to your retirement income through additional contributions from your earnings and can be entered into on a tax-deferred basis if desired. The Personnel Department has pamphlets available which describe the various retirement plans and options and will answer any questions about retirement.

GROUP INSURANCE PLANS

Most Laboratory employees are eligible to buy University of California Group Life Insurance* and automobile insurance. Four group health plans—Kaiser Foundation, Equitable Basic plus Major, Equitable Comprehensive, and Blue Cross plus Major Medical—are available. You may enroll in the plans of your choice by the end of the month following the month in which you started work or during the

*Retirement System members have \$5000 free life insurance coverage.

annual enrollment period in November. You may also enroll eligible dependents in your insurance plan from the date they attain dependent status through the last day of the following month or during the annual enrollment period. The University pays part of the cost of these health insurance plans. Up to \$200,000 of Accidental Death or Dismemberment Coverage is also available, as is a \$1,500 Dependent Life Insurance Policy. Short-term Disability Insurance, which provides income protection in the event of a temporary disability, is also available at group rates. You may enroll by the end of the month following the month in which you started, or by special application which requires evidence of insurability. Laboratory employees do not participate in State of California Disability Insurance. Questions on insurance plans should be directed to the Personnel Department.

ACCIDENT INSURANCE

If you are in official per diem travel status, you are covered by \$10,000 accidental death, dismemberment, and total disability insurance. The cost of this insurance is paid by the Laboratory. The beneficiary is the beneficiary on record with the retirement system, unless the traveler provides other instructions to the Travel Office.

UNEMPLOYMENT BENEFITS

Laboratory employees are covered by California State Unemployment Insurance which is designed to partially replace wages lost because an employee is involuntarily unemployed. Eligibility for benefits is determined by the State of California Employment Development Department (EDD). The entire cost of this program is paid by the Laboratory.

In addition, some employees who are displaced because of lack of work or funds may qualify for severance payments by the Laboratory.

DEATH BENEFITS

If an employee dies after he has been employed by the University for at least six months at half time or more, his spouse or eligible dependents receive a sum equal to the employee's base salary for one month. It will not be paid to estates or to nondependents. In addition, both retirement systems provide for death benefits. For details, read the UCRS and PERS pamphlets or contact the Personnel Department.

Conveniences & Services

HEALTH AND SAFETY PRECAUTIONS

The Laboratory has a number of programs designed to protect your health and safety. The Medical Program requires a physical examination and laboratory tests prior to employment, periodically during employment, and at the time of termination or retirement. The first aid station and dispensary is located in Building 26. All injuries occurring at the Laboratory, including minor scratches, bruises, and strains, should be reported immediately because they may become serious if not treated.

The Radiation Safety Program provides safeguards against exposure to harmful amounts of nuclear radiation. Safety procedures include requirements for careful handling of radioactive materials, provisions for adequate shielding of sources and machines that emit radiation, and monitoring of radiation levels in all areas. Each employee is given a film badge that registers any significant external radiation to which he may be exposed. You should wear or carry this badge at all times so that the total radiation to which you are exposed will be registered. You should exchange your old film badge for a new one at the specified time each month, and return your film badge when you

terminate. In addition to film badges, dosimeters are issued to those employees who regularly work in areas where the radiation level may be higher than in the general Laboratory grounds.

The Industrial Safety Program is concerned with general Laboratory safety; it also includes a number of special safety procedures in various specific fields. Rescue, first aid and fire protection services are provided by the fire department.

Most injuries are caused by unsafe acts, not unsafe conditions. Please avoid taking chances, and be alert to the possibility of an accident in all of your activities. Because Laboratory safety regulations have been established for your protection, they are strictly enforced.

HEALTH SERVICES

Eye examinations for employees, students, and the general public are available from the Optometry Clinic on the Berkeley campus. Glasses, when prescribed, may be purchased from the Clinic or elsewhere. For information and appointments, call the School of Optometry.

Safety glasses are available to all employees through the Safety Services Department. If the duties of your job involve exposure to eye hazards the glasses are furnished without charge.

Safety shoes in various styles are available to all employees at moderate prices through the Safety Services Department, with payment by cash or payroll deduction.

Certain types of dental work may be obtained from student dentists at the Dental Clinic of the University of California Medical Center at costs considerably less than a licensed dentist's fee.

The Laboratory maintains a blood bank, in conjunction with the Alameda-Contra Costa Medical Association, for employees and their family members. If you are able to donate blood to the bank, please

Conveniences & Services

do so during the periodic blood drives at LBL.

Additional information about these services may be obtained from the Personnel Department.

EMPLOYEE ASSISTANCE PROGRAM

Consulting services are available to employees and members of their families who have personal problems which may tend to affect the employee's job performance. Such problems include but are not limited to: marital/family problems, emotional or financial problems, and alcoholism or drug abuse.

For further information, contact the Medical Services Department.

TOURS AND VISITORS

You are welcome to show your family or a few friends around the Berkeley Laboratory, provided you accompany them. It is preferable to keep the number under six and to schedule your tour on a lunch hour or a weekend. It is preferred that children not be brought to the Laboratory. If this is not easily avoidable, the children must be kept with the party and under strict control. Formal visits of groups having a technical interest in the Laboratory's work are arranged and scheduled by the Visitor Office.

The Laboratory conducts free public tours each Tuesday (except holidays) starting at 2:00 p.m. (and lasting about two hours) at the Building 65 parking lot. Reservations must be made with the Visitor Arrangements Office, 843-2740, Ext. 5611.

LIBRARY USE

The Laboratory's technical libraries are available to all employees. Full-time employees may also obtain a University of California Library

Card by requesting it from the main library on campus, and showing their employee identification card.

TECHNICAL ASSISTANCE ON PROFESSIONAL PUBLICATIONS

The Technical Information Department has a staff of technical editor/writers, illustrators, typists, and compositors to help you prepare any articles, brochures, and reports for publication, and to make sure their contents meet patent requirements. Any paper written about the Laboratory or its work must first be reviewed by the Technical Information Department before it is published.

PUBLICATIONS

The *LBL Newsmagazine* is a quarterly Laboratory employees news publication featuring articles about LBL research programs, people, and events. It is mailed to each employee's home. The editorial offices are located in Building 90.

The *Currents* is published weekly by the Public Information Department and is distributed throughout the Laboratory. It includes current information on job vacancies, news on employee benefits and services, affirmative action programs, notices of meetings, information about social and recreational activities, and employee want ads.

The *University Bulletin* is the official University of California newsletter, containing administrative announcements, reports on University activities and policies, news from all the campuses and items of general interest to both academic and staff personnel. It is distributed to departments once a week during most of the academic year.

The *Daily Californian* is an independent student newspaper available daily on campus during the school year.

Conveniences & Services

CAFETERIA SERVICE

The Laboratory cafeteria serves breakfast and lunch to employees and visitors at reasonable prices. You can make special arrangements with them to provide refreshment or meal service for Laboratory-connected groups.

BUS SERVICE

Bus service to the Berkeley campus and downtown Berkeley is provided by the Laboratory. Information on this service may be obtained from the Supply Services Office. A bike rack on the Laboratory bus holds two bikes.

In addition, shuttle buses are operated to provide frequent transportation service between buildings on the hill.

CREDIT UNIONS

Two employee-operated credit unions are available in Berkeley to employees who wish to build their savings and borrow money for necessary expenses:

- a) The University Campus Credit Union - 2440 Bancroft Way
- b) California State Employee's Credit Union - 2033 Shattuck Ave.

Regular payroll deductions can be arranged with either Credit Union for either savings or loan payments.

EMERGENCY LOAN FUND

The University has an Employee Emergency Loan Fund to provide loans to employees scheduled for half-time or more who have an immediate emergency need for funds and have no other timely

source, such as credit unions or other lending agencies.

If you wish additional information or wish to make application for a loan, contact the Personnel Department.

RECREATIONAL ACTIVITIES

The "184 Club" is an employee recreational organization at LBL. It sponsors numerous activities in which you may participate for a small membership fee. The club also welcomes suggestions on new group activities.

Recreational facilities in the Men's and Women's Physical Education Departments on the Berkeley campus are available to employees (and spouses of full-time employees) upon payment of a modest fee to the cashier in Sproul Hall which entitles you to the use of a locker, towels, swim suits, gym suits, athletic equipment, and the swimming pools. Facilities for both indoor and outdoor activities are available when they are not in use for class instruction. The Strawberry Canyon Recreational Area, located just east of Memorial Stadium, has swimming pools, tennis courts, playing fields, and a clubhouse available to students, faculty, employees, and their families. Laboratory employees are charged a nominal membership fee. For further information about these facilities inquire at the Recreational Area.

SPORTS EVENTS

If you are a full-time employee, you may buy a University Athletic Privilege Card, which entitles you to free or reduced admission to sports events held on the Berkeley campus. For further details, inquire at the Athletic Ticket Office on the campus.

TELEPHONES

Necessary local telephone calls of a personal nature are permitted, but should be held to a minimum to keep the telephone lines available for Laboratory business. Toll charges on personal calls may not be charged to LBL. Public telephones are located in various areas of the Laboratory for your convenience.

MAIL

The Laboratory mail service is operated to handle official Laboratory mail. Employees should not use this service for personal mail. Official Laboratory or University stationery may be used only for official purposes.

LOST AND FOUND

A lost and found service is operated by the Laboratory Protection Department.

Personnel Policies

EMPLOYMENT

Many applicants for jobs at the Laboratory apply at the suggestion of a friend who is already on the Laboratory staff. We consider these personal recommendations an excellent source of good employees so please do tell your friends about job openings here.

EQUAL EMPLOYMENT OPPORTUNITY

The Laboratory pursues an Affirmative Action program to ensure equal employment opportunities without regard to race, sex, religion, color, national origin, marital status, or within the limits imposed by law or University regulations, because of age or citizenship. This program is coordinated by the Laboratory's Affirmative Action Department.

IDENTIFICATION CARDS

Identification cards are issued to all employees and guests of the Laboratory. The card should be carried at all times while in the Laboratory. Lost cards should be reported immediately to the Badge Office in Building 90.

DURATION OF EMPLOYMENT

Unless specified otherwise in the letter offering employment, employment is for a trial period of six months, after which you are considered to be a continuing employee. Continued employment depends upon satisfactory job performance, and the availability of funds and suitable work assignments. In the event that employees must be laid off due to lack of work or funds, this will be done according to University policy which provides consideration for length of service as well as for quality of performance or special skills.

PROMOTIONS AND TRANSFERS

Job openings are filled by promotion or transfer whenever possible. An employee interested in transferring from one job to another should discuss it with his immediate supervisor and with the

Personnel Department. A current list of vacancies is kept in the Personnel Department and is posted at regular intervals throughout the Laboratory.

EDUCATION AND TRAINING

Opportunities for advancement through education and training are available. These opportunities include:

- a) Regular University of California courses at reduced fees,
- b) Extension courses,
- c) Reimbursement of course fees after successful completion of approved courses,
- d) Time off with pay for class attendance under certain circumstances,
- e) On-the-job training sessions, and
- f) Special conferences.

Some or all of the costs involved in education and training opportunities may be paid by LBL. For more information, ask your supervisor or talk to the Employee Development Counselor in the Personnel Department.

INVENTIONS

Employees at LBL frequently develop new processes and equipment. The Patent Agreement, which is signed as a condition of employment at LBL, requires that all novel ideas, discoveries, and inventions in which an employee participates be reported to the Patent Office for transmission to ERDA and to the University of California Board of Patents, which will act on them in accordance with the Patent Agreement. Even if an idea is not related to LBL work, reporting it may prevent possible future patent conflicts.

Technical reports, drawings, and other publications originating at

the Laboratory must be screened by the Patent Office and the Technical Information Department before they can be taken or sent outside the Laboratory in order to ensure that patent requirements are met.

ABSENCES

If you are going to be absent from work, you should make arrangements with your supervisor in advance. If you are absent unexpectedly, because of illness, for example, please call your supervisor as soon as possible.

CHANGE OF STATUS

Your supervisor should be advised of any change in name, address, telephone number, Military Reserve Status, degrees held, academic status, U.C. student status, or family status. It is important for you and the Laboratory that records of this information be kept up to date.

Your supervisor should also have on hand the current address of the person to notify if you are involved in an accident or become suddenly ill.

Some employees may require ERDA Security Clearance because of need for frequent access to facilities or personnel at ERDA or the Livermore Laboratory. These employees must file a Data Report on Spouse if they marry. This form (ERDA 354) is available from your department secretary or from the Personnel Department.

DISCIPLINARY ACTION

Disciplinary action may be taken because of inattention to duty, inefficiency, insubordination, absence without leave, violation of law or University regulations, intemperance, dishonesty, misuse of public funds or property, or other conduct which adversely affects the Laboratory or the University. Disciplinary action may consist of warning, suspension, demotion, or dismissal.

GRIEVANCE PROCEDURE

Each employee is urged to try to resolve any problems through informal consultations with his supervisor, department head or the Personnel Department. For serious problems which have not been resolved with the employee's supervisor or department head, appeals may be made through established administrative review or formal grievance procedures. The Personnel Department can give you additional information and guidance on these procedures.

TERMINATION

The Laboratory appreciates as much advance notice as possible of a planned resignation. Two weeks or more is desired. All Laboratory items and property must be returned or accounted for before your final pay check can be issued. Items such as your identification card, film badge, parking stickers, and keys, should be brought to the Personnel Department on your last day. Property should be returned to the Supply Department.

If advance notice of your termination is given, you will receive information concerning your group insurance and retirement rights. Check with the Insurance and Retirement Office if you do not get this information or if you have any questions.

PARKING AND TRAFFIC CONTROL

For your safety, special regulations are necessary for orderly control of parking and traffic at the Laboratory. Bicycle riders as well as motor vehicle operators must observe these regulations. Printed copies of local site regulations are available from the Laboratory Protection or Personnel Departments.

Employee Conduct

OUTSIDE EMPLOYMENT

As an employee, you may engage in consulting, employment, or business activities outside Laboratory hours if doing so neither creates a conflict of interest nor impairs your service to LBL. However, many of these activities must be approved in advance by your department head and the Director's Office. Form RL-2481 is used for this purpose and is available from your supervisor, department secretary, or the Director's Office.

The University imposes restrictions on purchase of goods or services from individuals or firms in which a University employee, or a close relative, has an interest as an owner, officer, agent, manager, or other official.

EMPLOYEE ORGANIZATIONS

Employees may join and participate in the activities of employee organizations of their own choosing or they may refrain from joining employee organizations. Employees, whether or not members of employee organizations, may represent themselves individually in employment matters or may choose to have another individual represent them. Procedures and regulations concerning relations with employee organizations are available from the Personnel Department.

USE OF THE NAME OF THE UNIVERSITY

Employees may not use the name "University of California" or "Lawrence Berkeley Laboratory" to designate any business, social,

political, religious, employee or other organization; or suggest that any such organization is affiliated with or is favored, or opposed by the University of California.

USE OF GOVERNMENT PROPERTY AND FUNDS

Law prohibits employees from appropriating any article of Government property, including scrap or salvage material, for personal use. The use of Laboratory facilities (tools, copying machines, computers and other equipment) for personal use or other non-LBL purposes is also forbidden.

Government supplies and equipment may not be taken off any site except for official work, and then must be accompanied by an official shipping document or a material pass (Form RL-355).

Falsification of documents such as time cards, travel vouchers, invoices, etc. or conduct which results in the misappropriation of materials or funds are grounds for disciplinary action by the Laboratory and prosecution under Federal Law.

USE OF OFFICIAL VEHICLES

Vehicles are furnished by the Laboratory for official use only. They may not be used for personal convenience or benefit even during the course of an official trip. Operators of the Laboratory-furnished vehicles are personally liable for payment of any costs incurred due to their misuse of such vehicles. All operators must have a valid driver's license issued by the State of California or other licensing jurisdiction where he or she resides or is principally employed. In addition, operators of U.S. Government-owned vehicles must have a valid U.S. Government Operator's Identification Card. Application forms, as well as further information regarding use of vehicles, may be obtained from the Safety Services Office.

USE OF LABORATORY FACILITIES FOR OPEN MEETINGS

Employees of LBL and persons officially connected with the Laboratory may use Laboratory facilities for Independently Sponsored Open Meetings subject to published time, place and manner regulations. Additional information can be obtained by contacting the Personnel Department.

COOPERATION WITH FEDERAL AUTHORITIES

Employees are required to report violations of laws involving Government property to their department head or the Laboratory Protection Department and to assist Government agencies investigating such violations.

RELATIONS WITH STATE AND FEDERAL OFFICIALS

Employees, as such, shall not initiate nor seek to promote through members of the Legislature or the Congress or other State or Federal officers any policies or legislation relating to the University, nor give the appearance of acting in the name of the University on any policies or legislation unless they are authorized to do so.

ACCEPTANCE OF GIFTS, DISCOUNTS, OR FAVORS

Employees are not permitted to accept gifts, or benefits from any source which might affect or appear to affect their judgment in the discharge of their duties. An employee who ignores this regulation may incur disciplinary action by the Laboratory and prosecution under State or Federal Law.

Employee Conduct

USE OF OFFICIAL INFORMATION

Official information not available to the public should be held in confidence and may not be used for personal gain or other unofficial purpose. An employee who does so may incur disciplinary action by the Laboratory and prosecution under State or Federal Law.

GAMBLING, NARCOTICS AND ALCOHOL

Gambling and the use of narcotics and restricted dangerous drugs (except as prescribed by a physician) are prohibited. The use of alcoholic beverages is permitted only at times and places approved by Laboratory management.

PERSONAL PROPERTY

Except as required in the performance of assigned duties, firearms and explosives are prohibited. Personal property may not be brought to the Laboratory for the purpose of making repairs or adjustments.

USE OF COPYRIGHTED MATERIAL

Because of the widespread use of office copying machines, Laboratory employees must be especially careful about reproduction of copyrighted material. The Technical Information Department will answer any questions you may have about the reproduction or use of copyrighted material.

Index

Absences from work	20
Academic status, change in	20
Accident insurance for travelers	10
Address change, employee's	20
Advancement opportunities	19
Alcoholic beverages	25
Articles, technical, preparation help	14
Athletic Privilege Cards	16
Auto Insurance	9
Badges, radiation safety	11
Blood bank	12
Brochures, preparation help	14
Bus service	15
Cafeteria	15
Copyrighted Material, reproduction or use of	25
Credit unions	15
Currents	14
Daily Californian	14
Data Report on Spouse	20
Death benefits	11
Degrees held, change in status of	20
Dental Clinic	12
Disciplinary action, causes for and types of	20
Dispensary	11
Dosimeters	12
Education and training	19

Employee Assistance Program	13
Employee organizations	22
Employment	
Applicants	17
Duration of	18
Outside LBL	22
Reduction in force	18
Termination of	21
Equal Employment Opportunity Policy	18
Eye examinations	12
Falsification of documents	23
Family status, change in	20
Federal authorities, cooperation with	24
Firearms, prohibited	25
Fire protection	12
First aid	12
Flea Market want ads (Currents)	14
Gambling	25
Government property, reporting of law violations	24
Government property and funds, restriction on	23
Gratuities, restrictions on acceptance	24
Grievance procedures	21
Group insurance plans	9
Guests and visitors	13
Health and safety precautions	11
Health insurance	9
Health services	12
Holidays	5
Hours of work	2
Identification cards	18

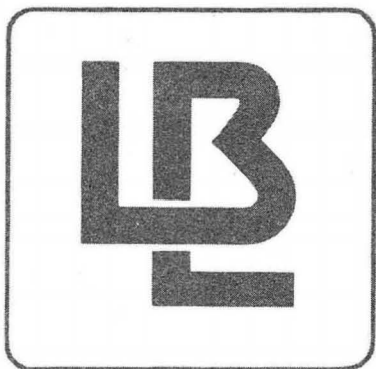
Information, official, restriction on use	25
Injuries, work incurred	11
Insurance	
Accident	10
Health	9
Disability	10
Life	9
Inventions	19
Job classifications	3
Job openings, posting of	19
Jury duty, time off for	7
LBL Newsmagazine	14
Leave	
Education	8
Extended military	8
Professional Research or Teaching	8
Temporary military	7
Leave without pay	8
Library, use of	13
Loans, employee emergency	15
Lost and found service	17
Mail service, restriction on use	17
Medical Program	11
Name change	20
Narcotics	25
Open meetings	24
Optometry Clinic	12
Overtime	2

Parking and traffic control	21
Patent Agreement	19
Patent Office	20
Paycheck	
Deductions	4
Distribution, arrangements of	3
Paydays	3
Personal property	25
Physical examinations, when required	11
Policies or legislation relating to University, improper promotion of	24
Promotions	18
Publications, review of	14
Public Employee's Retirement System	9
Radiation Safety Program	11
Recreational activities	16
Recreational facilities, Berkeley campus	16
Relations with State and Federal Officials	24
Religious holidays	5
Reports, preparation help	14
Rescue services	12
Reserve status change	20
Retirement credits, during leave without pay	8
Retirement systems	9
Safety	
Equipment	12
Industrial	12
Medical Services	11
Radiation	11
Salary	
Ranges	3

Security Clearance	20
Severance Pay	10
Sick Leave	6
Sick leave credits	
Transferring of	7
As supplement to Workers' Compensation	9
Sick leave, effect on accrual	
During extended military leave	8
During leave without pay	8
Sports events	16
Strawberry Canyon Recreational Area	16
Supplemental Disability Leave Provisions	9
Technical Information Department	14
Telephone number change, employee's	20
Telephones, use of	17
Termination	21
Tours and visitors	13
Traffic regulations	21
Transfers	18
Training	19
U.C. student status, change in	20
Unemployment Insurance	10
University Bulletin	14
University of California Board of Patents	19
University of California Library Card	13
University of California Retirement System	9
University name, restriction on use	22
University purchases from employees, restrictions on	22

Index

Vacations	4
Vacation credits	
As supplement to Workers' Compensation	9
Effect on accrual during extended military leave	8
During leave without pay	8
Vehicles, official, restriction on use	23
Visitors	13
Voting, time off for	7
Workers' Compensation	8



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