
LLE POLICIES

- **Building Access and Security**

- Access is limited to authorized staff, U of R collaborating faculty and staff, assigned graduate students and undergraduate students, and contractors associated with research programs on a long-term basis (greater than one month).
- Only LLE/UR employees may grant access to other personnel.
- Non-U.S. citizens who are not LLE employees, University faculty, or students require DOE authorization prior to being allowed access to LLE (this requires approximately two months). Please contact the LLE Director's Office for further instructions regarding this policy.
- Everyone who is not authorized normal access must sign in at the reception desk (even if the desk is not manned) and be issued a visitor's ID badge. Non-U.S. citizens will be issued a red foreign national ID badge indicating that an escort is required.
- ID badges must be worn at all times.
- All building accesses must be secured (locked)/controlled at all times.
- For safety considerations, all personnel working in LLE laboratories after hours must sign in at the LLE front desk (East or West Lobby).

- **Working Hours**

- Normal hours of operation are 8:30 AM to 5:30 PM Monday through Friday with one hour for lunch from 12:00 PM to 1:00 PM. Working hours will normally be commensurate with these hours of operation and will be established by the Group Leader and approved by the Division Director. Exceptions to these normal hours for nonexempt staff will be granted only for operational reasons or special personal circumstances. If you think you may be late or absent, you shall call your immediate supervisor. An individual who falsely reports time worked will be subject to disciplinary action or dismissal.

- **Standards of Conduct**

- University Policies are found at <http://www.rochester.edu/working>.
- An individual's right to privacy shall remain inviolate; this includes their offices (hard- or soft-walled), files, computers, etc.
- Equipment and supplies are for official use only by authorized personnel. This includes copy machines, machine and electronic shops, computers, test equipment, etc. Particular attention must be paid to ensure adherence to copyright laws.
- LLE administrative supplies are to support official LLE business only and are not to be used by students, non-LLE employees, or to fulfill private needs.

- **Mail**
 - You should use the LLE address only for your official LLE mail.

- **Staff Meeting**
 - An all-LLE Staff Meeting is scheduled every Monday at 8:30 AM. Attendance by all LLE full-time staff is expected.

- **Dress Code**
 - The University policy states “The University expects that employees’ appearance, personal hygiene, and dress will be neat, clean, and appropriate to the function they perform at the University. More specific guidelines or rules may be established by department heads when they are necessary based on the nature of the work.”
 - The following are some guidelines for employees and students:
 - A suit, collared shirt, tie and sport coat, dress slacks, blouse, dresses, skirts, and other professional attire is expected when making presentations to tour groups, visiting officials, or sponsors.
 - Staff in visible positions shall present a business-like or business-casual appearance.
 - For laboratory/maintenance environments, attire should be appropriate with safety expectation and protocols.
 - Shorts, cut-offs, mini-skirts, tank tops, hats, or soiled/tattered clothing shall not be worn.

- **Guidelines for Consulting by LLE Employees (see attached)**

- **LLE Conference Presentations:**
 - Oral conference presentations are preferred. If you believe that you should give a poster presentation, you must first speak with your Division Director who will obtain the approval of the Laboratory Director.

LLE DIRECTIVES

LLE employees are responsible for complying with the requirements of all LLE Directives. Directives are available on the website www.lle.rochester.edu/resources/documents. The following extracts from these directives are of general applicability:

- **Extracts from LLE Instruction 1420—Scheduling and Reporting of Absences**

Absences University policy requires each employee to notify his or her supervisor of unplanned absences or tardiness and to receive supervisor approval in advance for planned absences (i.e., vacation).

Vacation Vacation accrual is limited to a maximum of that earned in one year. Vacation accruals in excess of one year will be lost if not taken by 31 December of each year. Vacations or absences of one to two weeks should be submitted to your Division Director at least one month in advance; absences of more than two weeks must be submitted three months in advance. Requests for shorter absences should be submitted as far in advance as practical. Requests should be submitted in accordance with LLE Instruction 1420.

Employees' Responsibilities

1. Notify supervisors of unplanned absences and anticipated tardiness as soon as possible.
2. Receive written authorization for vacation by submitting a vacation request form to their supervisor.
3. Plan and coordinate taking the yearly vacation entitlement with their supervisor so as to minimize disruption in operations.

*Supervisors must turn in vacation slips promptly and prior to the vacation date(s).

**Exempt employees (salaried) may take vacation in 1/2 day increments.

***Non-exempt employees (hourly) may take vacation in 1-h increments.

- **Extracts from LLE Instruction 1950—LLE Travel Policy**

- All official travel must be preapproved by your Division Director using the LLE travel request form. Completion of this form is required for your protection; it documents official travel to assure official University benefits and ensures that you will be reimbursed for travel performed.
- Meal expenses must be itemized, single meals costing \$25.00 or more also require a receipt.
- Additional insurance on rental cars shall not be taken and will not be reimbursed.
- See LLE Instruction 1950 for further information.

- **Extracts from LLE Instruction 8520—Property Management**

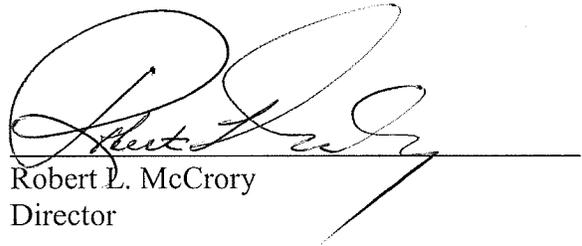
Individual Researchers' and Technicians' Responsibilities

1. Obtain the approval of account holders for all equipment purchases and appropriate Division Director and Controller for equipment costing more than \$1,000.00, and the Laboratory Director for those items over \$50,000.00.
2. Request fabricated equipment authorization when appropriate and obtain supplies and materials used to fabricate equipment with a fabricated equipment requisition.
3. Perform receipt inspections of equipment and notify the Purchasing Manager of any discrepancies.
4. Be responsible for the care, upkeep, usage, and accountability of assigned equipment.
5. Inform the Purchasing Manager when equipment is relocated.
6. Ensure all equipment disposal, transfer, and storage requests are referred to the Purchasing Manager for processing.
7. Support the property clerk in the conduct of periodic equipment inventories.
8. Re-evaluate the continued retention of equipment in long-term storage biennially at the request of the Purchasing Manager.

- **The following are the effective directives:**

- 1000 LLE Directives
- 1150 Style Policy
- 1200 Performance Evaluations and Salary Review
- 1310 Appointment and Promotion to Faculty-Equivalent Positions
- 1420 LLE Scheduling and Reporting of Absences
- 1610 Retention of Records, Reports, and Correspondence
- 1650 Viewgraph Policy
- 1950 LLE Travel Policy
- 3000 LFORM Laser Facility Organization and Regulation Manual
- 3100 TFAB-TFORM Target Fabrication Tritium Facility Organization and Regulation Manual
- 3305 LLE Abstract/Publication/Conference Presentation Review Procedure
- 4600 Office Supplies
- 5100 Policy on Visits of Non-U.S. Citizens
- 5500 Policy on Foreign Travel
 - US DOE Request for Foreign Travel Form
 - Foreign Travel Trip Report Form
- 6060 Public Access Defibrillation (PAD) Protocols
- 6200 Laser Operator Qualification Card
- 6300 Equipment Tagout Procedures
- 6550 Laboratory Safety Inspection Program
- 6610 LLE Radiological Controls Manual
- 6680 Radiological Materials Shipment
- 6706 Beryllium Safety Procedures
- 6950 Incident Review and Reporting

- 7700 Design and Integration of Equipment
- 8520 Property Management
- 8800 Operations and Maintenance Service Request
 - Operations and Maintenance Service Request Form
- 9800 Introduction of Computers into the OMEGA Facility
- 9850 Integration of Computer-Based Diagnostics into the OMEGA Facility
- 9860 Computer Access Policy



Robert L. McCrory
Director

Guideline for Consulting by LLE Employees

1. General

A general policy that allows consulting activities by faculty has been published as a part of the University's Manual for Research and Sponsored Activities and in the Faculty Handbook (see attached).^{*} For LLE staff, it is the responsibility of the Laboratory Director to establish policy and methods of implementation. For LLE any such policy must consider the requirements of the Laboratory's contracts and grants for sponsored research and the rights of sponsors to data and inventions developed in the course of or under their sponsorship. It is the intent of this guideline to follow, as close as possible, the University policy.

Accordingly, it is important that the specifics of each consulting request, except any remuneration, be sufficiently detailed for the Director's review in order to assure that the consulting work is distinguishable from and does not interfere with the work to be performed as part of an LLE employee's day-to-day activity in the lab. The requirements for such assurances are detailed below and an approval form is attached. Before any individual consulting is started, authorization must be requested by the individual, endorsed by his/her Group Leader and Division Director, and approved by the Laboratory Director. Such requests will be processed by the Director, Division of Administration, who will subsequently inform the individual, in writing, of approval or rejection.

It is the intention of this guideline to encourage early discussion by the individual requesting authorization for consulting with his/her Group Leader, Division Director, and the Director of Administration so that problems that might result in a rejection of a request can be addressed and perhaps resolved early on.

2. Request for Approval of Outside Consulting

Each of the following items should be addressed on the form attached:

- (a) A description of the work to be performed, its duration, and how it is distinguishable from that work you are expected to perform for LLE.
- (b) An explanation of how you will perform this work without sacrificing responsibilities (including obligations concerning inventions and confidentiality to the Sponsors, DOE, or others funding your ongoing work.
- (c) A statement that separate notebooks will be kept of work performed at or for LLE versus that performed for personal consulting. A statement that in the event the scope of work is expanded or its duration significantly changed, another Request for Approval of Outside Consulting will be submitted.

This form should be forwarded to the Director, Division of Administration.

^{*}See Personnel Policy/Procedure 123 for full-time University staff attached
(<http://www.rochester.edu/working/hr/policies/pdfpolicies/123.pdf>)

3. Authorization

The Director, Division for Administration, after reviewing the request and discussing the consulting effort with any party necessary to determine its allowability, will discuss his/her recommendation with the Director of the Laboratory. A copy of the final request, with approval or rejection, will be returned to the individual.

4. Use of LLE Resources

LLE resources are not available for use in work related to outside consulting. Such resources include, but are not limited to computing, office space, telephone, and lasers. However, it may be possible for a "user" rate for certain equipment to be previously agreed upon between LLE and the consultant. As an example, computing time or National Laser Users' Facility charges, normally available for outside purchase, might be made available. The rate will be that used for commercial purposes, or governmental cost rate if applicable.

Time for consulting should be done on personal time.

REQUEST FOR APPROVAL OF OUTSIDE CONSULTING

Any person requesting permission from the Director of LLE to perform consulting work in addition to his regular LLE-related duties and responsibilities must refer to the “Guideline for Consulting by LLE Employees” and fill out this form. Attach and refer to additional sheets as is necessary.

NAME:

CONSULTING AGREEMENT WITH:

DURATION OF AGREEMENT:

TIME INVOLVEMENT FOR CONSULTING:

- (a) Describe the work to be performed and how it is distinguishable from the work you are expected to perform for LLE.

- (b) Explain how you will perform this work without sacrificing responsibilities (including obligations concerning inventions and confidentiality) to the Sponsors, DOE, or others funding your ongoing work.

If accepted, I will comply with the comments added below, if any, and keep separate notebooks for the consulting work performed versus the work performed for LLE. In the event the scope or duration of this consulting work changes, I will submit another “Request for Approval of Outside Consulting.” Consulting will be done on my personal time.

Individual’s Signature _____ (date)

Group Leader Approval _____ (date)

Division Director Approval _____ (date)

This application has been reviewed by the Director of LLE and accepted/rejectedd with the following comments (write “none” if none):

Laboratory Director _____ (date)

COMMENT(S):