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## 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 as stated in "*Working: A Reference Guide*" will be strictly enforced.
- 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. Personal use of copiers (which includes student use unrelated to an LLE sponsored field of study) may be authorized in advance at 5 cents/page by contacting an Administrative Division representative. 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 required

- **Dress Code**

— The University policy states “As a University employee, you are expected to dress in good taste, suitable to your job responsibilities.”

— While you must be guided by “good taste” the following are some guidelines for employees and students:

— A coat and tie shall be worn by males and the equivalent by females when making presentations to tour groups, visiting officials, or sponsors.

— Staff in visible positions shall present a business-like appearance. This shall normally mean button shirts and pants for males and dresses or skirts (or dress slacks) and blouses for females.

— If your work is associated with a laboratory or maintenance-type environment, slacks for females may be appropriate.

— Shorts, cut-offs, mini-skirts, tank tops, or soiled/tattered clothing shall not be worn.

- **Guidelines for Consulting (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 from the Division secretaries. 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). Exempt employees receive a monthly statement of their vacation transactions and balances. Nonexempt employees receive this information on their pay stubs.

Vacation Vacation accrual is limited to a maximum of that earned in one year. Vacation accruals in excess of one year plus five additional days 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.

- **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.

— If rooms are shared, ensure additional occupants are also registered. This allows calls and messages to be forwarded. Ensure that your Division secretary knows how to contact you.

— 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**

Responsibilities

Individual Researchers and Technicians

- (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 \$25,000.00.
- (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
1100	Administrative Division Organization and Responsibilities Manual
1150	Style Policy
1310	Appointment and Promotion to Faculty-Equivalent Positions
1420	LLE Scheduling and Reporting of Absences
1600	Subject Identification Codes
1610	Retention of Records, Reports, and Correspondence
1650	Viewgraph Policy
1800	Administrative Tickler System
1950	LLE Travel Policy
3000	Laser Facility Organization and Regulation Manual
3305	Classification/Patent Review Procedure
4600	Office Supplies
5100	Policy on Visits of Non-U.S. Citizens
6200	Laser Operator Qualification Card
6550	Laboratory Safety Inspection Program
6610	LLE Radiological Controls Manual
6706	Beryllium Safety Procedures
6950	Incident Review and Reporting
8520	Property Management
8800	Operations and Maintenance Service Request
9800	Introduction of Computers into the OMEGA Facility
9850	Integration of Computer-based Diagnostics into the OMEGA Facility