

# RF Group Conduct of Operation

## Revised on November 10<sup>th</sup>, 2014

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This document summarizes RF Group expectations based on common courtesy consistent with the ANL Policies and Procedures.

### **1. Timekeeping**

Group members are expected to fully honor commitments made to work specific hours (core hours, schedule changes, or overtime) and to begin their work at scheduled times. In accordance with ANL policy, hourly employees must reflect actual start and end times on their timecards in DAYFORCE, not scheduled times. Note that ANL considers work to begin and end at the job site (e.g. your desk, not as one drives through a Lab entrance gate.)

### **2. Notification of late arrival or unplanned absence**

Employees who will not be reporting for work within 30 minutes of their scheduled start time should make a reasonable attempt to notify the Lab of their reason for absence and of their expected arrival time. This includes late arrival, reporting sick and other unexpected absences. Simply leaving a message on an answering machine, or a voice mail when reporting in sick or late, is acceptable as a last option. Technicians should phone the group secretary, Lucy Sanchez (252-5310) first. If she is not available, Group Chief Technician, Dave Meyer should be contacted. All others should notify Lucy Sanchez, Ali Nassiri, or Doug Horan. Additionally, if you have reported sick on the previous day, on your return to work, or before you start your work, you must verbally let your supervisor (or the group secretary) know that you are back and fit for duty as soon as you report for work. The same protocol applies when leaving the APS site to attend seminars, meetings and training classes within the ANL site or other off-site locations. If you are unable to reach them, leave a voice message and make personal contact with another RF Group staff member, or inform ASD Office (2-5305).

### **3. Lunch breaks**

The ANL workday provides for an unpaid lunch break of 30 minutes plus two paid breaks of 15 minutes (i.e. a total of 1hr break-time per day). Group members are expected to adhere to this on average over the working week. Requests for occasional longer lunch breaks can be accommodated on case-by-case basis. Group members are expected to take their lunch breaks, except when demanded by machine operations support. Those having to work through the lunch break are expected to obtain approval if they wish to leave early.

#### 4. Schedule change for employee benefit

Group members are expected to work their core hours unless a schedule change has been previously requested and approved. Requests must be approved in advance (it is not acceptable for example, to report for work early on a given day with the expectation of leaving early). Technicians should submit requests to Doug Horan, all others should submit requests to Ali Nassiri or designee.

#### 5. Vacation requests

Except under extenuating circumstances, group members are expected to give a reasonable notice of vacation requests. Those who habitually fail to give reasonable notices are more likely to have their requests disapproved. All requests should be submitted at least 24hrs in advance. Requests for vacation longer than a half-day should be submitted at least 1-1/2 times as long in advance as the length of the request (e.g. a request for a 2-day vacation should be submitted at least 3 working days in advance). *This does not apply to emergency situations.* If there are conflicts because of multiple requests for the same time period, approval shall be given on a first-come, first-served basis. Technician should forward their vacation requests for approval to Doug Horan with an email copy to Lucy Sanchez. All other vacation requests must be sent to Ali Nassiri, with email copy to the group secretary. Group members (staff and technicians) are strongly discouraged from scheduling vacation time during shutdowns. If this to occur, requests must be submitted at least 3 weeks before the beginning of a scheduled shutdown period. Vacations will not be approved for machine startup weeks except under extenuating circumstances.

#### 6. Personal business during working hours

Personal phone calls (both incoming and outgoing), personal computer usage, and other personal business should be conducted during break times or during personal time only, and should be kept to a minimum. Group members are expected to adhere to ANL and APS policies on telephone and computer usage at all time.

Incidental use of computing resources for personal activities, education, or communication during free-time periods, off-hours or weekends may be permitted only if it does not interfere with the regular work of the Laboratory. Computer use must not result in non-work-related costs. Incidental use of computing resources that lowers work performance may be a cause for corrective action. As a matter of propriety, common sense should guide the use of visualizations open to public view, idle-time screen displays, and on-screen-photographic images. These should be kept appropriate to the professional environment of the APS. To help meet these ends Argonne requires the use of a URL Filter. This filter monitors web browser requests and refuses connections to web pages based on categories. The targeted categories are deemed to have no direct relevance to any work to be performed in support of the Argonne mission. They are also deemed to provide or display material considered controversial in nature by significant sectors of the general public.

## 7. Overtime

When overtime is necessary, technicians may elect to start work prior to their core hours, provided this is agreed ahead of time with the group Chief Technician. Except under extenuating circumstances, individuals may not start work earlier than 6:00am, or work more than 11 hours in any given day. Overtime may be available under a blanket approval or on a case-by-case basis, but always requires Group Leader's approval.

## 8. Personal Protection Equipment (PPE)

All members of the RF Group are required to wear proper PPE, which includes *safety glasses with side shields*, while entering and/or working in all RF technical work areas.

Ali

November 10<sup>th</sup>, 2014