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Purpose of this document:

If a Labwide or local emergency occurs that disrupts the normal course of operations for the Lab or a division, this document provides information on the options the Lab or a division has to keep their employees working during the emergency. If it is not feasible for employees to continue to work, this document also provides information on the types of leaves available.

Who should read this document:

- Lab Director
- Deputy Lab Director
- Chief Operating Officer (COO) and designees
- Division Directors
- Deputy Division Directors
- Business Managers
- Managers
- Emergency Operations Center (EOC)
- Budget Officer
- Payroll Manager
- HR Center Managers
- HR Division Partners
- HR Department Operations Center Team Members



Definitions:

WORD	DEFINITION
Anticipated Power Interruptions	The Laboratory may experience or plan for periods of reduced power. In some areas, such interruptions may require lighting, temperature, and humidity changes as well as restricted use of electrical equipment.
Operational Emergency	An operational emergency is a major unplanned or abnormal event or conditions that involve or affect LBNL, which cause, or have the potential to cause serious health, safety, or environmental impacts. ¹
Public Emergency	A public emergency includes fire, explosion, power failure, flood, earthquake, snowstorm protest demonstration, riot, sabotage, pandemic illness, and other comparable occurrences.

Alternate Work Arrangements

Temporary Alternate Work Schedules

Purpose: When the Lab is operating under emergency conditions, due to either a public or operational emergency where it is desirable to minimize the number of employees on a LBNL work location, divisions may temporarily have non-represented employees work alternate work schedules. For represented employees, contact your division’s HR Center. HR Centers will contact the Employee/Labor Relations Department for final concurrence.

Policy: Under non-emergency conditions, [RPM 2.06\(D\)\(4\)\(a\)](#) Division/department management may determine that there are specific scientific and/or operational necessity reasons during which a regular, ongoing flextime schedule cannot be implemented. See policy for Flextime Operating Guidelines.

Under emergency conditions, the division director, or designee, may approve temporary alternate work schedules for the duration of the emergency under the following circumstances:

- The division’s Business Continuity Plan (BCP) identifies which positions or employees may work an alternate work schedule and;
- The division’s BCP identifies when they would initiate and end the temporary alternate work schedules;
- The division has provided the employee with essential resources to be able to work the alternate work schedule; and
- The division communicates to the employee that a temporary alternate work schedule is not grounds for requesting alternate work schedule under non-emergency circumstances.

¹ LBNL Master Emergency Program Plan



Temporary Telecommuting

Purpose: Due to an emergency which makes employee's normal and alternate LBNL work locations uninhabitable, divisions may temporarily have non-represented employees work from a non-LBNL location (i.e., work from home). For represented employees, contact your division's HR Center. HR Centers will contact the Employee/Labor Relations Department for final concurrence.

Policy: Under non-emergency conditions, [RPM 2.06\(D\)\(4\)\(b\) Telecommuting](#) allows the division director to approve for non-probationary career appointment or term appointment employees who are in good standing to a telecommuting arrangement up to 1 year.

Under emergency conditions, the division director, or designee, may approve a temporary telecommuting arrangement for the duration of the emergency under the following circumstances:

- The division's Business Continuity Plan (BCP) identifies which positions or employees may work from a non-LBNL location during an emergency;
- The division's BCP identifies when they would initiate and end the temporary telecommuting;
- The division has provided the employee with essential resources to be able to work from the non-LBNL location (i.e., remote access to network, laptop, and etc.); and
- The division communicates to the employee that a temporary telecommuting arrangement is not grounds for requesting a telecommuting agreement under non-emergency circumstances.

Requesting a Lab Public or Operational Emergency Leave

Purpose: To specify how a paid Lab Public Emergency Leave may be requested and implemented.

Policy: [RPM 2.11 \(E\) Public Emergency Leave](#) allows the Chief Operating Officer (COO), or their designee, to approve paid leave requests in the event of a Public Emergency, for employees participating in Civil Disaster Units, and/or for Anticipated Power Interruptions.

Procedure:

1. **Division Director** (or designee) requests approval from the Chief Operating Officer (COO) for paid Lab Public Emergency Leave in accordance to [RPM 2.11 \(E\) Public Emergency Leave](#). The Division Director should provide the following information: type of emergency, estimated number of employees impacted and expected length of emergency leave.
2. If the **Chief Operating Officer (COO)**, or their designee, approves the leave, the COO sends an e-mail to the Division Director approving the leave (type of emergency, number of employee's impacted and number of paid days approved). The Chief HR Officer (CHRO) and Budget Officer should be copied on the e-mail.
 - a. The **COO** may declare a Labwide Public Emergency Leave without needing a request from a division. The COO should inform the CHRO and Budget Officer the type of emergency and number of paid days approved.



3. The **CHRO** will inform the HR Center Manager of the Division with the approved leave. In the case of a Labwide Public Emergency, the CHRO will inform the HR Leadership Team (HRLT) and, if activated, the HR Department Operations Center (DOC) Team Leaders.
4. The **Budget Office** will inform the COO of the cost impact of the approved leave to the Payroll Burden budget and whether a rate change is needed.
5. **Division Directors** should instruct their employees to charge their time to "A- Authorized Leave" in LETS for the approved days.

Chief Operating Officer (COO) Designees:

If the Chief Operating Officer is unavailable, the following positions have been designated to approve a request for declaring a Lab Public Emergency Leave:

- Lab Director
- Lab Deputy Director
- Deputy Chief Operating Officer

Other Leaves Available to Employees

If employees are unable to work and Lab Public Emergency Leave is unavailable, the following are other leaves available to eligible employees.

- [Vacation Leave](#)
- [Sick Leave](#)
- [Bereavement Leave](#)
- [Family Care and Medical Leave](#)
- [Voluntary Leave Donation](#)
- [Personal Leave Without Pay](#)



Division's HR Center Contacts

HUMAN RESOURCES CENTER SERVICES

Division/Contact	Function	Phone	Fax	Center	Location	Mailstop
Computing Sciences/IT Division						
Diesch, Chris	HR Manager	495-2211	495-2201	CRD, NERSC, IT	50B-4218B	50B-4230
Ocon Leimer, Marcia	HR Division Partner	495-2727	495-2201	CRD, NERSC, IT	50B-4218C	50B-4230
Maroudas, Maria	HR Assistant	495-2747	495-2201	CRD, NERSC, IT	50B-4218A	50B-4230
Todd, Jeff	Recruiter	486-5327	486-7793	CRD, NERSC, IT, AFRD, NSD, Physics	50B-2215C	50B-2215
Energy & Environment						
Bigelow, Tracy	HR Manager	486-6065	486-7738	EETD/Earth Sciences	66-0222	66R0200
Beardsley, Marilyn	HR Division Partner	486-6246	486-7793	EETD	90-2065A	90R2121
McAllister, Susan	Recruiter	486-5683	486-7793	EETD, Earth Sciences	90-2063C	90R2121
Willen, Jennifer	HR Division Partner	486-7967	486-7793	EETD, Earth Sciences	90-2121N	90R2121
Tagatac, Misty Jo	HR Assistant	486-7074	486-7793	EETD	90-2121M	90R2121
Kirkendorfer, Laura	HR Division Partner	486-7649	486-7043	Earth Sciences	90-2063D	90R2121
Horton, Andi	Recruiter	486-4783	486-7793	EETD, Earth Sciences	90-2065B	90R2121
VACANT	HR Assistant	486-4577	486-7793	Earth Sciences	90-2121J	90R2121
Engineering						
Carl, Rachel	HR Manager	486-4904	486-6546	Engineering	46A-1154A	46A-1136
Gachis, Michelle	HR Division Partner	486-6783	486-6546	Engineering	46A-1152	46A-1123
Northrup, Ame	HR Assistant	486-4615	486-6546	Engineering	46A-1150	46A-1123
McLean, Rita	Recruiter	486-7506	486-6546	Engineering	46A-1152	46A-1123
Facilities						
Cook, Mari	HR Manager	486-4709	486-5331	Facilities	90R1140B	90R1140
Aquayo, Oscar	HR Division Partner	486-7228	486-6546	Facilities	46A-1149	46A-1123
Martin, Deborah	HR Division Partner	486-5372	486-6546	Facilities	46A-1149	46A-1123
Jenkins, La Shanta	HR Assistant	486-5483	486-6546	Facilities	46A-1150	46A-1123
Miller, Mauri	Recruiter	486-6041	486-6546	Facilities	46A-1149	46A-1123
General Sciences (AFRD, NSD, Physics)						
Carl, Rachel	HR Manager	486-4904	486-6546	AFRD, Nuclear Science, Physics	46A-1154A	46A-1136
Heim, Diane	HR Division Partner	495-2802	486-5842	AFRD	71-0254	71R0259
Garcia, Sylvia	HR Assistant	495-2828	486-5842	AFRD	71-0252	71R0259
Charles, Carolyn	HR Division Partner	486-6619	486-5842	Physics, Nuclear Science	50F-1645	50F-1650
Miller, Arlene	HR Assistant	486-4563	486-5842	Physics, Nuclear Science	50F-1630	50F-1650
Todd, Jeff	Recruiter	486-5327	486-7793	CRD, NERSC, IT, AFRD, NSD, Physics	50B-2215C	50B-2215
Life Sci/Phy Bio/Genomics/JGI						
Diesch, Chris	HR Manager	495-2211	495-2201	Life Sci/Phy Bio/ Genomics/JGI	50B-4218B	50B-4230
Catino, Dee	HR Manager	925-296-5676	925-296-5656	JGI, Genomics	100-0107	100 PGF
Watchmaker, Chris	HR Division Partner	925-296-5764	925-296-5796	JGI, Genomics	100-108B	100 PGF
Albers, Cristina	HR Assistant	925-296-5892	925-296-5632	JGI, Genomics	100-108B	100 PGF
Cannan, Bill	Recruiter	925-296-5682	925-296-5632	JGI, Genomics	100-0151	100 PGF
Riggs, Rebecca	HR Division Partner	486-4512	486-7043	Life Sciences	90-2063E	90R2121
Elkins, Ewa	HR Division Partner	495-2952	486-7043	Life Sciences	90-2121P	90R2121
Afandi, Sadia	HR Assistant	486-6672	486-7043	Life Sciences	90-2121H	90R2121
Kirkendorfer, Laura	HR Division Partner	486-7649	486-7043	Phy Biosciences	90-2063D	90R2121
Santiago, Christine	HR Assistant	486-5059	486-7043	Phy Biosciences	90-2121K	90R2121
McAllister, Susan	Recruiter	486-5683	486-7793	Phy Biosciences, Life Sciences	90-2063C	90R2121
Clarke, Tina	HR Division Partner	486-6593	486-7185	JBEI/Phy Biosciences	97B-4114	97B-4121
VACANT	HR Assistant	486-5803	486-7043	Phy Biosciences	90-2121N	90R2121
OCFO/EH&S/HR/Directorate/Public Affairs						
Cook, Mari	HR Manager	486-4709	486-5331	OCFO/EH&S/HR/Directorate/Public Affairs	90R1140B	90R1140
Crosson, Wade	HR Division Partner	486-7301	486-5331	EH&S Division/Directorate/Public Affairs	90R1140C	90R1140
Lopez, Neli	HR Division Partner	486-6366	486-5331	EH&S Division/Directorate/Public Affairs	90R1140A	90R1140
Schmidt, Arabella	HR Division Partner	495-2902	486-5331	OCFO/HR	90R1140	90R1140
Johnson, Meaghan	HR Assistant	495-2498	486-5331	OCFO/EH&S/HR/Directorate/Public Affairs	90R1140	90R1140
Singh, Bill	Recruiter	486-5935	486-5331	OCFO/EH&S/HR/Directorate/Public Affairs	90R1140A	90R1140
Rodriguez, Robert	Recruiter	486-7092	486-5331	OCFO	90R1140A	90R1140
ALS						
Carl, Rachel	HR Manager	486-4904	486-6546	Advanced Light Source	46A-1154A	46A-1136
Brixner, Bettina	HR Division Partner	486-6930	486-7295	ALS/MSD (CXRO)	7-0201	7R0222
Fuller, Katie	HR Assistant	495-2233	495-2789	ALS/MSD (CXRO)	7-02040	7R0222
MSD & Chem. Sci						
Bigelow, Tracy	HR Manager	486-6065	486-7738	Mat Sci/Chem Sciences	66-0222	66R0200
Wong, Penny	HR Division Partner	486-7254	486-7738	Mat Sci/Chem Sciences	66-0223	66R0200
Cerin, Diana	HR Assistant	486-6509	486-7654	Materials Sciences	66-0220	66R0200
Gordon, Paris	HR Assistant	486-6685	486-5336	Materials Sciences	66-0226	66R0200
Osborne, Denise	HR Assistant	486-7509	486-5336	Chemical Sciences	66-0206	66R0200
Pasolingan, Amy	Recruiter	486-5277	486-7738	Mat Sci/Chem Sci/ALS	66-0208	66R0200

Last updated 8/16/2010