

Fermilab Employee Advisory Group Meeting July 21, 2011

11:00 AM – 1:00 PM, One North

AGENDA TOPICS

1. Senior Management Update
2. Discussion of flex time issues
3. Update on accomplishments table
4. Update on survey results
5. Review the framing document on management
6. New topics

MEETING SUMMARY

Status of using SharePoint for alerts:

- The EAG still wishes to move the majority of communication through SharePoint and SharePoint alerts,
- This has not worked well for some folks, it was noted that you need to sign up for each area in which you want alerts,
- Anyone still having issues with SharePoint alerts, you can call Eileen of Jaimie.

1) Senior Management Update

Bruce Chrisman noted that the House of Representatives passed the 2012 full budget bill at the level of the President's budget request. This is good news, though it still needs to go through the Senate.

The voluntary separation offer has closed, and a total of 44 people were approved (up to 100 were being sought). This was after some withdrew, and some others were turned down because they are in needed positions. A few will leave in August, but most will leave after the end of the fiscal year. There will be a short update in *Fermilab Today* on this tomorrow.

Several independent reviews of the lab have been completed in recent months. In general, they have gone very well. Last week the review demonstrated that the lab is following mission-readiness principles overall. The lab was rated marginal on a few issues for emergency preparedness in water and electricity due to funding that was eliminated, but expects to see that funding back and those projects completed.

A major review is coming up at end of August on contractor assurance. This is a new clause in the contract that requires a series of management systems to be put in place. The President of the Board has to write a letter of assurance each year that systems are in place and meeting DOE requirements. This should enable DOE to conduct fewer reviews. There are 11 management systems, each has its own responsible manager and each clause of the contract falls under one of these management systems. A Task Force is working three mornings a week to get ready for this.

Bruce has been trying to reach Harry Davis from the University of Chicago to schedule him for a future EAG meeting, and hopes to connect with him soon.

2) Flex Time Issue

The senior management group is split on this issue over the concern that they won't be able to have meetings with people constantly absent from the lab. Others believe it is the modern way to do business and we need to move forward. This is the same issue discussed at the lab in the '90s and this is the reason it did not move forward then. This issue has to be resolved at the senior management level before it makes sense for the EAG to deal with it. This is not a closed issue, and it is still under consideration.

There is also an issue with Kronos. To go outside of what is currently in the system for 40 hour weeks would involve writing a lot of new rules and doing a lot of testing. There are currently 50 people using four 10-hour days with Fridays off, both exempt and nonexempt. The 8 9-hour days is the more popular approach and that is where we have some technical problems because it appears you worked overtime in one week and would get paid for it and then you work under 40 hours the next week.

It was noted that when the EAG has discussed "flex time" they have largely been talking about flexible schedules, where there is flexibility to leave early on some days and make it up on another day.

The management discussion has centered on alternate work schedules that have schedule longer days and days off. This is a different issue and clarity is needed regarding what is currently allowable, used and possible at the lab.

EAG comments and questions on the issue included the following:

- Key challenges include exempt vs. non-exempt rules and preferential treatment within departments.
- There will always need to be rules specific to particular roles and departments. We can't make it equal but we need to make it fair. Everyone understands that a flexible schedule can't get in the way of

doing your job effectively. However, people who do exactly the same job but for different bosses can be treated very differently. It would be nice to have some minimum requirements that make it more equitable across the lab.

- A suggestion was made that every job description should be evaluated to see if it is eligible for flex time. It was noted that such an evaluation would be extremely difficult and it will differ department by department. Yes, we need to give some guidelines but then managers still need to implement it reasonably within departments.
- If you had more non-exempt employees that are doing it then more exempt employees would also be doing it.
- There is also inequity in the departments currently doing four 10s. Why shouldn't other departments try it? Payroll says they can't handle any more, because it requires them to do things manually, so they are resistant. Kay thinks there are a lot of people who want it so expanding it selectively would be unfair.
- One group that has been doing this for years found that they could get so much more done because of the nature of our work. Before adopting it, everyone one of the 14 people had to agree to go to this schedule, the hourlyies are the ones doing four 10s. The longer days actually make it better for the work. All technicians are off on Fridays. On a week with paid holidays, they take two hours vacation to make up for the holiday day off.
- Question for the senior managers who are reticent, there are still 40 hours of work a week, if everyone knows the off days, then what is issue? The work is not all self-contained in the lab, so there is need to coordinate with outside parties. There are also personal issues at play.

3) Accomplishments Table

The committee has met twice to discuss this and is in the process of collecting information from the various areas regarding what actually has been implemented. Will have better clarity by the next meeting, and we will be able to discuss next steps and plans for communication. This table will continue to be updated over time so everyone is encouraged to offer suggestions or additions. It should be placed on the web for all to see and provide feedback.

4) Survey results

EAG members looked at preliminary demographic results. There are 126 responses so far. These are pretty evenly distributed across departments. Between 4 and 6% of employees responded. EAG members still want to get more responses but are comfortable with the distribution.

Kay will provide the latest information on employee numbers by department and discipline to allow for an accurate understanding of percentages. There are currently about 1,975 employees at the lab.

It is important to encourage all EAG members to fill out the survey. Some people are concerned about the anonymity. Since it will not allow the same computer to be used twice (by placing a cookie on the computer). It does track IP addresses but nobody is going to look at that, and that information will be deleted from the data. The EAG will download all responses and delete them from SurveyMonkey so that data will not be kept around for others to access. Out of 126 responses, quite a few added additional comments.

The following actions were identified:

- The survey deadline is August 19
- EAG members all need to fill out the survey themselves, early responses were deleted when the final survey was posted
- EAG members need to encourage others to take survey
- Get out flyers across the lab
- The EAG website is updated and has an area for anonymous comments
- The survey is a featured item on Fermilab at work page, but it was suggested to make the survey link more visible on the website
- *Fermilab Today* will conduct an interview with Eileen about what we have learned so far and to reassure people about privacy issues
- Put out a final information blast before closing to encourage folks to respond.

5) Review the framing document on management

The goal statement is still valid and the EAG is still working to meet the stated objectives. We will revisit the document once we evaluate the survey results. This document should be published on the web site.

6) Tevatron Shutdown and Celebration

Two groups have been formed. One will focus on the moment of actual shutdown. The control rooms will be closing down with a one hour event starting at 2:00 PM. Control rooms can't really hold a lot of people, so they will use high-bay areas and the auditorium to look at video connections. At 3:00 PM there will be a lab-wide party organized by the second committee. All lab employees and everyone who has historically been involved in the Tevatron and collaborations will be invited. There will be a tent on the grounds to handle the crowd. Later that evening there will be a collaboration parties hosted by the two collaborations.

The Office of Communication is planning a web site to memorialize the event. There will also be a commemorative poster and a photo book with hard cover released in June 2012. It has been noted that September 30 a Jewish holiday. CDF and Dzero collaborations already changed their meetings to coincide with this date. It had been discussed but decided to go ahead.

Agenda items for August:

- Discuss survey results
- Updated accomplishments table