

Argonne National Laboratory Prime Contract**Appendix A Advance Understandings on Human Resources**

Last revised: August 15, 2012

SECTION VIII – EMPLOYEE TRAINING, EDUCATION AND DEVELOPMENT

- a. The Laboratory Director or designee shall send an annual report to the Contracting Officer providing the number of employees participating in training, and education and development programs and the dollars spent.
- b. The Laboratory shall establish training, education and development programs that are consistent with DOE requirements and guidance, industry standards, and other Federal, State and local regulations. These programs shall ensure that employees are well-qualified and competent to manage facilities and meet mission requirements through administrative, professional and technical excellence.

1. Training.

The Laboratory may permit selected employees to attend training classes while receiving full pay in order to enable them to acquire the needed skills to qualify them for more responsible jobs and maintain competence in their fields.

2. Education.

(A) The Laboratory may approve and support educational courses taken by employees which serve to improve efficiency and productivity of Laboratory operations, increase needed skills, or prepare employees for increased responsibilities.

(B) An employee or third Party on behalf of an employee may be paid for tuition, required textbooks and fees for courses approved in advance by the Laboratory.

3. Development.

The Contractor shall be reimbursed for the cost of personnel training and personnel development programs, including but not limited to, apprenticeship training, supervisory training, management development, career updating and redirection, and work-study and other programs supporting the development of staff in fields of interest to the Laboratory. Authorized courses include, but are not limited to:

- International Atomic Energy Agency (IAEA) Training Courses on Nuclear Power Planning and Implementation;
- IAEA-sponsored manpower development courses;

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- Pre-college programs to encourage students to select careers in science and mathematics and enhance capabilities of teachers.

c. Payments to Instructors.

The Contractor is authorized to pay appropriate fees to instructors (including Laboratory employees) who conduct after-hours classes for Laboratory employees.

d. Special Professional Services.

The Laboratory may pay fees to persons who deliver lectures, conduct courses or symposia, or perform similar professional services to the Laboratory. The fee per day of service shall not exceed \$1,000 and the total honoraria given an individual may not exceed \$5,000 in a calendar year. Fees shall be based upon the individual's professional standing, the value of the service, the degree of inconvenience to the individual, amount of time devoted to the service, and other relevant factors. In the case of persons from nearby institutions or organizations, the fee may include an amount in lieu of reasonable expenses. Travel expenses which are reimbursable under the provisions of this Appendix may be paid in addition to the fee.

e. Advanced Degree Program.

The Contractor may grant academic leave with pay to employees for the purpose of continuing or completing a graduate-level degree related to their work. Such leave will be limited to a total of nine months. This program shall be limited to a lifetime limit of 12 months without the approval of the Contracting Officer.

Eligible employees must have been continuously employed by the Contractor in a regular full time status for three or more years before applying for academic leave.

An employee to whom academic leave is granted is required to furnish a written statement that the employee will return to employment at the Laboratory upon completion of such leave and remain in employment for a minimum of one year. If the employee does not return to the Laboratory, all education costs paid to or for the employee for that academic leave shall be reimbursed to the Laboratory by the employee. Should such employee be transferred to another DOE facility other than the Laboratory within a period equal to the length of the academic leave, the action will be reviewed with the Contracting Officer to determine appropriate action.

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Any travel involved will be at the employee's expense. Status of Employment - Employees on leave under this Article will continue to be Laboratory employees and shall be covered by all applicable provisions of this Appendix.