

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

*Last revised: August 15, 2012*

**SECTION IX - EMPLOYEE PROGRAMS****a. Service and retirement awards.**

The Contractor may expend from the Laboratory's operating budget, an amount not to exceed \$30.00 for each regular full-time employee on the payroll September 30 of each year without Contracting Officer approval. The types of awards may include, for example, Length of Service/Retirement Recognition; Safety Awards; Suggestion Program, Special Employee recognition, and other non-performance based awards.

**b. Performance award programs.**

The Contractor may recognize employees or groups of employees who have distinguished themselves by their significant contributions and outstanding performance in the course of their work through distribution of non-base compensation awards (i.e., such as annual performance bonus). These may be provided to employees based on individual performance as documented in annual performance appraisals. Non-base compensation award programs are subject to DOE Contracting Officer approval.

Additionally, noteworthy achievements and special efforts (e.g., Pacesetter Awards) may be recognized by the presentation of cash awards, plaques, certificates, and memorabilia to individuals or groups of employees.

Annually the Contractor shall provide the Contracting Officer with reports on the individual award program expenditures.

**c. Patent Awards.**

An award of \$250 may be made to any Contractor employee, assigned employee, loaned employee, or other affiliate of the Contractor whose development of an invention resulting from the employee's work for the Contractor under the Prime Contract is processed for a United States patent application, up to a maximum of \$1500 in awards for a team of co-creators on any one application. This award can also be made to creators of noteworthy copyrighted material or mask works upon filing of the copyright for the purpose of registration and commercialization through licensing by the Laboratory.

An award of \$500 may be paid to each such inventor upon the issuance of a United States patent, up to a maximum of \$3,000 in awards for multiple inventors on any one patent.

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The Contractor may provide each such inventor with a plaque signifying the issuance of a United States patent.

**d. Cost of Health Services.**

The Contractor shall be reimbursed for the costs of operating the Health Division for Laboratory employees and directly reimbursed for the cost of health services for DOE site employees, including but not limited to the following: Pre-employment physicals and other medical examinations required to meet Laboratory employment requirements, operation of a health unit which provides medical care for occupational injuries and to provide minor relief for minor physical complaints of employees while at the Laboratory and health examinations provided as a health service for employees.

**e. Other.**

1. The Contractor may develop, administer and support a variety of employee programs. These programs may include athletic, cultural, and family activities. Participant fees may be collected to partially offset the cost of some or all of these activities. Appropriate facilities, utilities, and maintenance may be provided by the Laboratory. Entertainment costs, including costs of amusement, diversions, and social activities are unallowable, as well as directly related costs such as tickets, meals, lodging, rentals, transportation and gratuities.
2. Wellness program. Costs of a Wellness Program to promote employee health and fitness are allowable. This program may include activities such as stress management, smoking cessation, exercise, nutrition, weight loss and other early detection screenings for which cost sharing with participants may occur. A report of wellness activities and associated costs shall be provided to the Contracting Officer annually.
3. Employee Assistance Program. The Contractor shall (1) maintain a program of preventive services, education, short-term counseling, coordination with and referrals to outside agencies, and follow-up upon return to work that conforms to the requirements of 10 CFR 707.6, Employee Assistance, Education, and Training; (2) Submit for approval by the Contracting Officer any changes to the employee assistance program implementation plan; (3) Prepare and submit information to DOE concerning Employee Assistance Program services as requested by the Contracting Officer. Such reports shall not include individual identifiers.
4. Employee Communications. The costs incurred in the publication, printing and distribution of a house organ, handbooks and other employee communication media

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designed to effectuate better employee relations and understanding of Appendix A and current employment regulations shall be reimbursed and performed in a cost effective manner.