

Argonne National Laboratory Prime Contract

Appendix A Advance Understandings on Human Resources

Last revised: August 15, 2012

SECTION XII – REDUCTIONS IN CONTRACTOR EMPLOYMENT

Reductions in employment will be conducted in accordance with the contractor's personnel management policies and practices and in accordance with applicable Departmental guidance on workforce restructuring, as revised from time to time.

a. Workforce Restructuring Actions

1. The Contractor will notify or request approval of workforce restructuring actions in accordance with the following:

RESTRUCTURING ACTION	#EMPLOYEES POTENTIALLY IMPACTED	ACTION REQUIRED
Voluntary	50-99	CO Notification
Voluntary	100+	CO Approval
Involuntary	50+	CO Approval

- A. Notifications will include a business case outlining the drivers necessitating restructuring activity, an implementation strategy and communication plan.
 - B. Actions requiring approval will additionally require a workforce restructuring plan prepared in accordance with DOE policy.
 - C. Notifications and Approval actions shall be submitted a minimum of 10 business days prior to announcement to employees.
 - D. Waivers or self-select forms that vary from those provided in DOE policy documents are subject to approval by DOE.
2. Any employee who volunteers for layoff or retirement during a time period in which the Contractor has a DOE approved active reduction in force plan will be eligible for severance pay provided the termination is accepted by Laboratory management and results in the retention of an employee who otherwise would have been laid off.
 3. The Contractor, to the extent practicable, shall provide outplacement services in the forms of skills assessment and resume preparation to those employees who are involuntarily separated due to a layoff.

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b. Work Force Planning Requirement.

In addition to conducting both short and long term work force planning, the Laboratory will assist the Department in developing a Work Force Restructuring Plan pursuant to Section 3161 of the National Defense Authorization Act for Fiscal Year 1993 (the Act) and the above referenced guidance.

The Work Force Restructuring Plan will be generic in nature; that is, it will identify how employees will be accommodated whenever they are impacted by a reduction-in-force. The plan will be updated as required by law, and, if necessary, may be modified to address the needs of a particular restructuring action, including the provision of enhanced benefits. When modification to the approved plan is necessary due to changing circumstances, stakeholder input or implementation experience, proposed changes to the established plan shall be submitted for Departmental approval.

c. Notice to Stakeholders.

The Laboratory shall provide notification of work force restructuring action for any occurrence that is expected to involve the involuntary separation of 50 or more employees, to employees, the public, and stakeholders, in accordance with a schedule approved by the Contracting Officer or his designee. The above noted stakeholders will be notified of and consulted with concerning the pending action as early as possible following agreement between DOE and the Laboratory of the intended action.

d. Displaced Worker Health Benefits Programs.

The allowable costs for the DOE Displaced Worker Health Benefits Program are:

1. First Year: The Laboratory's contribution for an active employee.
2. Second Year: One half of the Laboratory's COBRA premium.
3. Third and subsequent years: Reasonable administrative costs that exceed the 2 percent administrative fee paid by the displaced worker.