

Adm Ops Honors Outstanding Employees

The first recipients of Administration Operation's Pilot Employee Recognition Program and nominees were honored recently at an awards ceremony. The ceremony, which was hosted by Jim Clark, Deputy Director for Administration Operations, was attended by supervisors, division heads, and co-workers of the honorees.

During the ceremony, Mr. Clark presented award winners Rick Cargill, Bob Longmuir, Jerry Siminoff, Gail Jimson, and Molly Tompkins with desktop clocks bearing the inscription "1987 Employee Recognition Program Award Winner" and described to the audience their accomplishments. Pictures were taken commemorating the event.

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(John Peoples)

1987 Employee Recognition Program award winners hold the desktop clock presented to each of them by Jim Clark (left) in recognition of their outstanding accomplishments. Pictured next to Mr. Clark from left to right are Bob Longmuir, Molly Tompkins, Jerry Siminoff, Gail Jimson, and Rick Cargill.



(John Peoples)

Pictured are the first nominees for the Employee Recognition Program. The are front row (l to r): Eloise Racine, Bobbie Cruser, Beth Ann Crosby, Madeline McMullen, Marge Potter, Donna Breza, Greg Tompkins, Molly Tompkins, Fran Gantiosa, Carol Hirschman, Kimberly Burke, Jerry Siminoff, John Luckie, Steve Lengyel, and Arlene White. Back row (l to r): Host and presenter Jim Clark, Deputy Director for Administrative Operations, Bernie Giehl, Bob Longmuir, Pat Corcoran, Dorothy Quinn, Dave Gayley, Rick Cargill, Greg Czechowicz, Gail Jimson, Dolores Reiss, Matt Lawson, Gary Hill, and Scott Larson. Not pictured are: Terry Birch, Dominic Bisanzio, Bob Brown, Ted Cashel, Tom Clayton, Jose Davila, John Glasson, Tom Hagadorn, Jim McQuire, Cheryl, Miller, Wayne Snyder, Carolyn Springer, and Larry Sutton.

Also honored at the ceremony were the nominees for the awards. Each received a Mark Cross pen bearing the Princeton University logo on the clip.

The Pilot Employee Recognition Program was initiated to allow the Laboratory to recognize and reward employees or teams of employees who demonstrate a high level of contribution and achievement. Winners are selected from the nominees by a panel composed of their peers. Administrative Operation's was chosen to test the Program for one year. ○

Compensation Program

In any sampling of employee opinions, a leading attention-getter is always the subject of compensation. This was confirmed in the Opinion Research Corporation (ORC) Survey, as it has been in hundreds of similar surveys at corporations, industrial plants, and institutions across the country. It is understandable, as one can hardly think of a work-related topic with a higher priority for most employees.

The HOTLINE asked Gary Kater, the Personnel Department's Manager of Compensation and Benefits, to shed more light on this complex topic.

"Laboratory management places great importance on having pay policies and practices well understood by all employees," Kater said. "This is reflected," he continued, "in the series of Compensation Workshops that were started last year and will be completed this spring. When finished, all PPPL managers and supervisors will have attended the one-day session designed to provide information about all aspects of compensation at the Laboratory; with this information, supervisors will be better able to explain our pay policies and practices to their employees."

Other steps are also being taken to inform employees about compensation matters. A brochure is being prepared for distribution later in the year and special briefings are being given by Personnel representatives during regularly scheduled staff meetings.

"The initial step in salary administration is to establish salary rates that compare favorably with those paid for equivalent jobs of other employers in the Laboratory's markets for personnel," Kater said. "We do this," he continued, "by participating with other organizations, at least annually, in salary surveys. From this information, we determine appropriate and competitive salary ranges for similar work in a wide range of skill categories. Once established, the salary ranges receive careful scrutiny and are changed periodically to maintain our competitive levels. At the same time, we work hard to ensure that our compensation program is administered in a manner that is fair and equitable in its treatment of all employees across the Laboratory."

"Our compensation program is merit-based," Kater noted. "This

means compensation should directly relate to the individual's performance on the job. Actual performance as appraised by the employee's supervisor is compared to expectations set forth by Laboratory management for performance within that individual's own classification.

"These managerial expectations reflect the the level of responsibility, the complexity of the job, the requirement for interaction with others, the level of skill associated with the position, and the need for innovation and creativity. And, in addition to keeping the actual salary rates current, we also continually review and update the various job classifications to make sure they accurately reflect the levels and types of work being performed."

Concluding, Kater reflected, "The Laboratory's Compensation Program major objectives are the recruitment, retention, and motivation of our work force. Ultimately, here at PPPL, as at similar scientific research enterprises, the quality of the work force is crucial to accomplishing our mission and goals."○



(Ed Farris)

Gary Kater, Manager of Compensation and Benefits at PPPL.

Remember your secretary.

24-30 April is Professional Secretaries Week.

DOE Welcomes CIT Engineers

by Phyllis Rieger

Heading the CIT Project Office for the U.S. Department of Energy, Princeton Area Office (DOEPAO) are engineers Kenneth Absher and James Yeck.

They have the primary responsibility within DOE for the management of the CIT Project and administration of associated contractual matters. The DOE Project Office will implement the overall programmatic guidance and funding for CIT provided by the Office of Fusion Energy (OFE) at DOE Headquarters.

Ken, who'll serve as On-Site Project Manager, comes to Princeton from USDOE's Richland (Washington) Operations Office where he was a Supervisory Nuclear Engineer on the N Reactor. A DOE employee for 20 years, Ken spent 13 years at the Washington State site where he held a number of supervisory and engineering positions. He began his DOE career with the fission program at Germantown, Maryland.

Originally from California, Ken earned his B.S. Degree in Nuclear Engineering from the University of California, Berkeley.

Assisting Ken with his new responsibilities is Jim Yeck who comes from the

DOE Chicago Operations Office. Jim holds a B.S. Degree in Theoretical and Applied Mechanics from the University of Illinois. Currently, he is completing his M.S. Degree in Mechanical Engineering from Northwestern University.

"Cooperation is a major element of any successful project," says Ken. "Both Jim and I look forward to working with PPPL personnel as well as the other staff involved."

According to them, "The principal point of interaction between PPPL and DOE on CIT will be the respective CIT Project Offices. In order to assure close communications between DOE and PPPL on CIT, the two Project Offices will be co-located at 305 College Road."

Both report to Dr. Milton D. Johnson, Area Manager of DOEPAO. ○

Driver Insurance Q&A

In response to a number of questions asked about auto insurance coverage, the University has prepared the following policy statement.

The primary coverage for PPPL employees who may drive their own vehicles between sites of PPPL or between PPPL and Princeton's main campus during business hours and for any other business purposes (within scope of employment) is their own personal automobile policy.

Employees should indicate such business use to their own automobile insurance companies to obtain appropriate coverage. If an employee does

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(John Peoples)

Milt Johnson (right), Area Manager of the DOEPAO, welcomes DOE CIT Project engineers Jim Yeck (left) and Ken Absher (middle).

not check the business-use block on his or her insurance form, that policy may not be valid for recovery of charges in the event of an accident occurring during the course of business; the insurance company would probably not pay for damages.

The University encourages employees to use shuttles when available. PPPL shuttle schedules are posted on the lobby doors of LOB and the entry way doors of 307 College Road East,

as well as on many of the bulletin boards.

A copy of the University's policy regarding this matter may be obtained from Dick Rossi's office. ○

Five Notaries at PPPL

According to the New Jersey manual "Notaries Public," a public notary is "A public officer who's function is to ad-

minister oaths and attest and certify by his hand and official seal certain classes of documents in order to give them authenticity." PPPL is fortunate to have five employees with Public Notary Licenses. They are Dolores Bergmann, B308, C-Site, ext. 2200; Vianna Gleaton, QA/QC Modules, C-Site, ext. 2367; Joyce Lawton, Mod I, C-Site, ext. 2071; Kristofer Mann, Sr., 307 College Road East, ext. 3222; and Patricia Stephens, B378, C-Site, ext. 2750. ○

1,350 Years of Service



(Ed Farris)

It resembled a high school reunion of sorts when 32 of 41 Lab employees with 30 years plus of service to the University gathered for a recent photo.

How this came about is that one day Mechanical Engineering (ME) Division secretary Sonja Patterson reported that many ME employees wouldn't be attending the February "In Focus" showing at 307 because the Division was honoring five special people—Mike Capone, Vince Corso, Louise Schaufler, Bob Majeski, and Joe Davenport—for achieving a special milestone of 30 years of service. Fellow workers held a luncheon for these co-workers.

We felt this should be reported in HOTLINE with a photo. Then it came to our attention that several employees had racked up 30+ years of service. That's the story. The people are: standing (l to r) Dick Palladino, John Murray, Dave Mullaney, Ken Hobson, Joe Hengeli, Bob Majeski, Bob Kneeshaw, Uffe Christensen, Joe Malinowski, Kris Mann, Frank Homan, Hank Dymowski, Don Carter, Dan Zydorski, Don Muschal, Bob Motley, Mike Capone, and Tom Stix.

Sitted (l to r) 2nd row: Joe Davenport, John Peoples, Dick Shamon, Tom Devine, and Louise Schaufler.

Sitted (l to r) 1st row: Dick Farley, Dirck Dimock, Russell Kulsrud, George Martin, Milt Pelovitz, Joe File, Mike Scott, Vince Corso, and Ken Wright.

Unavailable for the photo: Bernie Giehl, George Depagnier, Carl Oberman, John Nicol, Bob Ellis, Sam Hand, Warren Class, Bill Walker, and Ellis Simon.

Sports Invitation

Spring is here and the Princeton Forrestal Center is embarking on a second year of a Forrestal Area friendship sports program. The center has issued an invitation to PPPL employees to participate in their softball and volleyball summer activities. Play starts the beginning of May.

This program is intended for recreation and not ultra-serious, teeth-grashing competitions. It is a thoroughly co-ed program and **everyone** plays. Anyone interested in participating should call George Levitsky at ext. 2797.

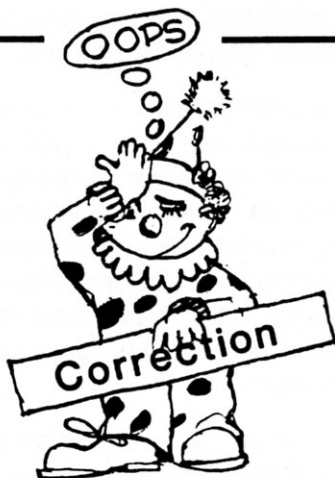
Princeton 'Linked' to JFK

Princeton Air Link began commuter service to JFK International Airport on February 17. There are four nonstop, round-trip flights daily. Presently, the cost is \$89 one way, but the Airline is working on cooperative agreements with major airlines which would, on connecting flights, pick up a substantial amount of the one-way fare. If such agreements come about, the commute could end up costing the traveler as little as \$15 each way. See Ilse Gusciora in Travel Services for more information. ○

Damaged Badges Cause Problems

The Department of Public Safety has been advised by maintenance personnel that some card readers are malfunctioning because employees are inserting broken or cracked I.D. cards. If your I.D. card is damaged, a new one can be obtained from the Department of Public Safety. The Department, which is located on the second floor of the Chemical Science Building, B-Site, is open daily from

8:45 a.m. to 4:45 p.m. No appointment is necessary. The Department of Public Safety thanks you for your cooperation. ○



In Volume 9, Number 11 of HOT-LINE, the figure caption introducing new employees at PPPL identified Jerry Levine as an engineer in the **Administration Department's Project and Operational Safety Office**. This is incorrect. The Project and Operational Safety Office is a unit in **Technical Operations**.

In this same issue, it was also reported that personnel in the **Department of Public Safety** were conducting special training courses on back strengthening exercises. In fact, it is personnel in the **Occupational Safety Branch** that are conducting these courses.

We apologize for these errors.

News from TIAA and CREF

Effective April 1, College Retirement Equities Fund (CREF) is introducing a new Money Market Annuity fund (MMA) as an investment alternative for accumulating future retirement benefits and paying out annuity income.

Announcement of the new fund was made by Dr. Clifton R. Wharton, Jr.,

Chairman and Chief Executive Officer (CEO) of the College Retirement Equities Fund and its companion organization, Teachers Insurance and Annuity Association (TIAA). Together they comprise a nationwide pension system for higher education.

Interim relief permitting introduction of the MMA was granted by the Securities and Exchange Commission (SEC) on January 21. The SEC registration process for the new CREF MMA also embraces the existing CREF Stock fund.

The new investment alternative will permit policyholders in the existing CREF Stock fund to allocate new premiums to the MMA and to transfer accumulations between the CREF Stock fund and the MMA at any time. The new fund option will be particularly useful to those who wish to have a hedge against sharp stock market fluctuations.

"We are delighted to inaugurate this fund for our policy holders in higher education, and we are pleased that it will become effective now," Dr. Wharton said.

"The addition of the CREF Money Market Annuity will provide policyholders greater opportunities for diversifying their retirement investments through periods of unpredictable economic change. It will offer them new flexibilities in tailoring their personal financial security programs to fit changing circumstances over their careers."

Daily Valuation

Accompanying the MMA introduction is a major change in the frequency with which CREF accumulation units are valued. Valuation will now take place on a daily basis instead of monthly, as in the past. Policyholders will be able to transfer funds among the CREF stock and MMA accounts or to

TIAA (a fixed-dollar annuity) on any business day. A new, automated toll-free telephone service and personal identification (PIN) numbers will facilitate policyholders' transfer transactions and premium allocation changes among the CREF investment options and to TIAA.

New Transfer Option Concurrent with MMA

As a vehicle for accumulating and paying our annuity dollars under educational employers' pension plans, the new CREF MMA is unlike regular money market funds from which contributions can be withdrawn at any time. TIAA-CREF thus required SEC exemptive relief from several regulations governing such funds.

As a condition of the temporary relief granted January 21 permitting introduction of MMA, the SEC required that CREF concurrently offer participating educational institutions an additional annuity product that would permit employees greater flexibility in transferring future CREF premiums and allocations to alternative funds.

The new Group Annuity product, developed as part of TIAA-CREF's "future agenda" program, is being offered to educational employers concurrent with the start of the CREF MMA. Implementation of the MMA, however, is not contingent on employers' acceptance of the Group Annuity product.

The SEC action on TIAA and CREF's application for exemptive relief was delayed when several objections were filed with the federal agency last summer. The CREF's introduction of the MMA today was expedited by the SEC's granting of temporary relief pending a formal SEC hearing on CREF's application for permanent relief.

"We are fully prepared to present our case at the SEC hearing," Dr. Wharton

stated. He noted that the language of the January SEC order had found temporary relief for CREF and the MMA "appropriate in the public interest and consistent with the protection of investors" intended by the law.

The CREF offers variable annuities and is registered with the SEC as an open-end investment company. The TIAA is an insurance company. Together they provide a nationwide portable pension system for employees of colleges, universities, independent schools, and related nonprofit educational organizations.

For more complete information about CREF including charges and expenses obtain a prospectus from College Retirement Equities Fund, 730 Third Avenue, New York, New York 10017. Read it carefully before you invest or send money.

More immediate questions may be addressed to Bobbie Cruser, ext. 2101. ○



Are You an Idea Killer?

Psychologist Harvey Hornstein defines "ideicide" in his new book Managerial Courage as "the murder of an idea.... before it is appropriately and adequately tested." Says Hornstein, "Ideicide is not only a bruise to individual dignity, it is a potential threat to organizational survival."

A professor of Columbia University and a management consultant, Horn-

stein studied 208 corporate managers to determine what stimulates or stifles risk-taking—or courage—in corporations. He found that ideicide stifles courage and discourages individual initiative. When companies convey the message that employees' suggestions for change will be futile, the personal costs of risk-taking are raised to unacceptable levels.

New ideas rock the boat. They challenge the status quo, which most organization work hard to preserve. "New ideas," Hornstein says, "often meet resistance because they imply that what the company is doing isn't what it ought to be doing."

Most people find it easier to take a safe path and simply do not offer ideas that challenge accepted practices. How about you? Do you have an idea? If you want to get your idea accepted, Hornstein suggests:

- Stick to business. If your idea condemns people or your boss's work, you're setting your idea up to be killed—and maybe your career along with it.
- Present your idea to key people face to face. This approach enhances your credibility, and identifies you more closely with your idea. An idea sent in a memo is too easily dismissed or filed away and forgotten.
- Enlist others to support and promote your idea. "If you alone repeat your pet idea over and over," says Hornstein, "people will start to say, 'Oh, there he (or she) goes again.' It's much less likely then that the idea will be accepted."
- Be persistent without becoming obnoxious. Don't bludgeon people with your idea. Be sensitive to their priorities.

For employers Hornstein adds: "Not every idea will be worthwhile. Some ideas come before their time, some

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come after their time, and some are just plain silly. But they all deserve to be heard, to receive a fair exploration. Otherwise you'll never know if you've killed off a good idea."

Good ideas owe their life and acceptance to courage—courage on the part of employees in presenting new ideas, and courage on the part of managers in seeing them through. So, if you haven't told anyone about your good idea—don't commit ideacide. Speak up. And be receptive to ideas others bring you. Those ideas might go further than you ever dreamed—and boost your career along with them. ○



Starting this month **HOTLINE** introduces a monthly feature on crime prevention. For crime prevention or investigation information call ext. 2895.

If You are a Victim of a Crime

Report the crime to the local law enforcement agency immediately to prevent others from being victimized. BUT, when you undertake this responsibility, you as a victim are entitled to certain rights.

- A right to be treated with dignity and compassion.
- A right to protection against intimidation from your attacker.
- A right to information about the progress of your case.
- A right to equal treatment in court, such as being consulted about bail,

plea bargaining, and when you will be needed to testify.

- A right to the prompt return of your property if it is recovered by police.

TAKE ACTION: Testify in court. Join a local crime prevention organization. Talk to friends and co-workers about the crime and ask them to accompany you to court. Contact your local victim assistance program or community mental health center for help.

BE PREPARED: Talk with some people at work to get answers to the following questions.

- What happens to my job if I am a victim?
- Who takes care of my responsibilities?
- Whom do I tell if I am a victim at work?
- What are the company policies where victimized employees are concerned?

How to Help a Victim of Crime

DO

- Call an Ambulance.
- Give emergency first aid.
- Call the police.
- Offer a ride to the hospital.
- Be there. Help with the victim's children and meals. Small tasks are tough for traumatized victims.
- Express concern and caring by asking, "How do you feel?" or "I'm glad you're okay."
- Encourage the victim to talk.
- Let the victim repeat himself/herself.

- Be patient. Ask: "Tell me what happened," and "Can you tell me more about that?"
- Reassure the victim that it wasn't his/her fault.

DON'T

- Make assumptions. (Often no one asks, "Are you all right?")
- Assume that the victim has reported the crime.
- Blame the victim in any way. ("You shouldn't have walked through there.")
- Ask questions out of idle curiosity.
- Push rape or sexual assault victims to tell details about the crime.

In the aftermath of crime, victims desperately need to know that someone cares, and that they can survive. You can help by listening. Your presence helps counter feelings of helplessness, guilt, and isolation that victims often experience.

- Offer to help with practical things like babysitting, cooking a meal, repairing broken locks and windows, and trips to court.
- If a co-worker needs time off to handle claims and appearances in court, offer to cover appointments and help out with his or her workload.
- Help the victim contact victim services or a mental health center to cope with the trauma and practical burdens of victimization.
- Encourage victims to get active in community crime prevention or victim assistance programs to restore their confidence and help others. ○

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This issue of **HOTLINE** designed by Carol Phillips

How to Get a Good Night's Sleep

What is your nightlife like? Even though we spend about one-third of our lives sleeping, and five to six years dreaming, most of us have little idea about what goes on while we sleep, or even why we sleep. But we sure do enjoy it!

According to the Better Sleep Council, here's what really goes on in our nightlife and how we can sleep better.

Features of the Night

Your body keeps right on working as you sleep: muscles tense and relax; pulse, temperature, and blood pressure rise and fall; chemicals race through your bloodstream; your brain conjures up fantastic voyages.

Each night, you go through several stages of sleep. You probably have heard of Rapid Eye Movement, or REM, sleep, but your night begins with non-Rem (NREM), or quiet sleep.

During the first stages of sleep, your body becomes progressively relaxed.

Your brain waves and whole body slow down until you are completely asleep and difficult to awaken. Within an hour or so, you enter REM or active sleep and the really good dreams begin. Your pulse and breathing quicken and your blood flow and brain temperature increase. All through the night, your body journeys through these sleep stages four or five times.

How much sleep is enough? Most of us need from seven to nine hours each night. If you need fewer hours in dreamland, it's probably because you sleep more efficiently in deep NREM and REM sleep!

Before the Lights Go Out

You undoubtedly have discovered that lots of things can affect your sleep. Follow these tips to set the stage for a restful night.

- Keep exercise light in the evening so your body will be fairly relaxed when you are ready for sleep. Try yoga or other relaxation techniques.
- Choose a good mattress and box spring set to support your back.

- Keep regular hours, even on week-ends. Monday morning won't be nearly as dreadful.
- Avoid caffeine and nicotine. Their sleep-interfering effects can last for hours.
- Keep evening meals, snacks, and drinks light. Don't suffer from the wrath of too many grapes! Milk, eggs, tuna, cashews, poultry, and sardines contain a chemical that promotes sleep.
- Set aside a time to worry during the day. At night, play mind games: light a candle in your mind and let it flicker whenever you have distracting thoughts. A steady flame will relax you, especially in the middle of the night. Or imagine you are laying on a beach basking in the sun. When all else fails, count wooly creatures!
- Follow important rituals: take a warm bath, turn the thermostat to the mid-60s, block out noise so you can sleep deeply, and turn out the lights to give your biological clock the hint.

Pleasant dreams! ○

Safety Training Courses

The Occupational Safety Branch has scheduled the following safety training courses for April:

<u>Course</u>	<u>Date/Time/Location</u>
Proper Use of Fire Extinguishers	19 April, 1:30-3:00 p.m. Safety Training Trailer
Respiratory Protection	20 April, 1:30-3:00 p.m. Safety Training Trailer
Ladder Safety	21 April, 1:00-2:00 p.m. Safety Training Trailer
Chemical Handling	27 April, 1:30-3:00 p.m. Safety Training Trailer
NEC Changes	28-29 April, 9:00-11:00 a.m. Safety Training Trailer

Employees must obtain permission from their immediate supervisor to attend these classes. Supervisors should call Mary Ann McBride at ext. 3468 to enroll their employees.

Basic Safety for new employees is offered every Monday afternoon at 1:30 p.m. in the Safety Training Trailer.

CPR is offered every Tuesday at 9:00 a.m. in the Safety Training Trailer. Contact Mary Ann McBride, ext. 3468, to enroll.