

ORC Survey Progress Report

The survey conducted by PPPL two years ago by Opinion Research Corporation (ORC), identified a number of issues that employees indicated could be addressed to improve the quality of work life. According to Jim Clark, Deputy Director for Administrative Operations, significant progress has been made achieving the objectives set out in this regard in the State of the Laboratory address to all employees by Director, Harold Furth.



(JOHN PEOPLES)

A series of Career Planning and Development Workshops for Laboratory employees began in June.

Career Planning

Career Planning and Development Workshops are among the most recent of the programs designed to respond to employee concerns expressed in the survey. These Workshops, the first of which was held in June, are designed to help employees think about themselves and to identify and evaluate alternate career directions. As described by Elizabeth Moir, Manager of Training and Organizational Development at Lawrence Livermore National Laboratory, who helped PPPL develop the Workshop, "Career planning is a process which gives you [the employee] choices in what you will do with the remainder of your working life. It is different from career promotions which focus only on the next job."

..... and Career Counseling

At the Laboratory's initiative and to supplement the Career Planning and Development Workshops, career counseling is now available to all employees. Janet Buckner, who has extensive experience counseling adults in a work environment, has been employed by PPPL to assist employees as they think about their careers. Anyone interested in getting help in making career choices and taking career

actions should contact Janet, ext. 3702. The longer range plan is to tailor this activity to the continuing level of interest and participation by employees.

Communication Improvements

Clark said that, since the last HOTLINE update on responsiveness to the survey (February 1988), Technical Operations is now conducting informal round table meetings (first piloted by Administrative Operations) to increase the upward flow of communication between employees and management, the HOTLINE has been made more efficient and flexible due to the introduction of desktop publishing, the Dialogue process has been extended to other staffs and employee groups, and pilot sessions of Communication Workshops have been held for managers and supervisors. "Those actions are designed to expand the communications flow as a two-way process," Clark added.

Compensation Workshops and Handbook

"In the compensation area, Personnel has completed the Compensation Work-

shops for supervisors and has distributed a handbook about compensation at PPPL to all employees," Clark said. The handbook explains how the Laboratory keeps salaries competitive through national and area surveys, and addresses other topics such as guidelines for distribution of annual merit adjustments, how jobs are structured and evaluated, how levels or grades are determined, as well as other topics of interest.

40-Hour Work Week

"Among more current changes," Clark related "was the option for the Laboratory's Office Support Staff to switch to a 40-hour work week where work loads and individual schedules warrant. At the same time, those whose preferred the 36-1/4 hour week were permitted to continue. When the longer work schedule was needed and the employee elected to switch to the 40-hour week, the resulting increase in gross pay, as well as in certain pay-based benefits such as vacation pay, was approximately 10%. "Response to these changes has been positive and the introduction has gone very smoothly," said Clark. "It's an example of the Laboratory's efforts to respond to legitimate concerns of employees," he stated.

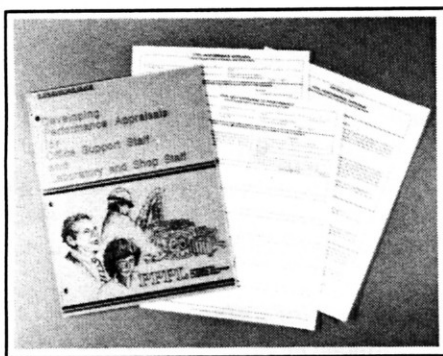
Appraisals Focus on Performance

Major changes in two appraisal systems have also been implemented in response to the employee opinion survey. This year, for the first time, all managers and supervisors were evaluate in the six areas of responsibility common to all supervisory positions. According to Clark, these include such items as planning and utilization of resources, communication, affirmative action, and safety.

(continued)

"We're placing greater emphasis on the supervisory areas of responsibility," Clark explained. "In the past," he added, "it was the technical part of the job that got attention during the appraisal review. Now we are emphasizing the managing aspect of the job as well."

Appraisals for members of the Office Support and the Laboratory and Shop Staffs have also been revised. The focus of the appraisal is now on the actual work performed by the employee. This allows employees to be recognized for what they do.



(DIETMAR KRAUSE)

Revised Appraisal Forms and Instructions were ready for this year's appraisal cycle.

Clark stated, "The changes respond to concerns and suggestions of employees and are consistent with current trends in the private sector for appraising performance. Our efforts are directed to making the appraisal process more objective and informative. We also want to increase meaningful feedback to employees about their career and help them get the most out of their present job assignments, as well as to improve their decisions about careers," he explained.

Special 'MPG' Program

"Next," Clark said, "is the Laboratory's continuing support of 'Managing Personal Growth (MPG),' a development program designed by Blessing/White. We had a session for Office Support Staff a few months ago with very enthusiastic feedback from those attending. A second session will be scheduled after summer vacations for Laboratory and Shop employees. "MPG," Clark explained, "ties in well with the career planning changes I mentioned previously."

Other Activities

Other ORC-related activities recently undertaken include presentations by Steve Iverson, Personnel Director, to Main Campus officials regarding employees' feelings about medical and dental insurance and other University benefits, based on Laboratory employee responses to the ORC survey.

"We sense a new responsiveness on Main Campus — a willingness to listen and to understand how PPPL employees feel about benefits. With the many changes in staff on campus, it will take some time to address these, as well as other changes, if the University concludes they are warranted and if there is a way they can be funded," Clark noted. "We are encouraged," Clark said in conclusion, "by the recent improvements in the tuition refund and tuition grant programs which are now more responsive to employee needs." *

PPPL — ORC Employee Opinion — Survey Response —

Learning About Your Pension

In response to ORC findings, the Laboratory is providing more information to employees concerning certain benefits, including the Princeton Pension Plans for biweekly and monthly employees.

Biweekly Pension

Last winter, the PPPL Personnel Office arranged to have Ms. Barbara Smith, the Associate Director of Benefits at Princeton University, conduct a number of meetings at the Laboratory to review and discuss the various aspects of the biweekly pension plan. All biweekly employees and those monthly employees who had prior biweekly service were invited to attend. The meetings were well received and proved quite beneficial to those who attended.

During the last few months, the Personnel Office has received a number of questions concerning the biweekly pension plan. There seems to be some confusion over two key elements of the plan. The first is the amount of income employees will receive when they retire and how it is

calculated; the second relates to the amount of annual funding the University provides to the plan.

The Princeton Pension Plan for biweekly employees is a **Defined Benefit Non-Contributory Pension Plan**. This means that the plan promises to pay a stated retirement benefit equal to a percentage of an employee's preretirement pay upon retirement and the employee is **not** required to contribute a portion of their salary towards funding the plan. The **actual amount of retirement income** an employee will receive is determined by a **formula** which takes into consideration the following: (1) years of service; (2) the average of the five highest October 1 salaries; and, (3) age at retirement. Once an employee retires they will continue to receive this amount in accordance with the payout option they choose. Individuals who are contemplating retirement or desire to estimate their projected retirement benefit should contact Ms. Bobbie Forcier, PPPL's Benefits Administrator, at ext. 2101 for assistance.

The biweekly pension plan is funded entirely by the University. Annually the University funds the plan with the necessary amount to ensure that there will be enough funding available to cover payments to current and future retirees. Based on the current actuarial calculations, the University is setting aside an amount equal to 6% of the **total** biweekly payroll. This annual funding amount, which can vary from year to year, does not limit or change in any way the amount that each individual is entitled to receive on retirement.

If you have any questions, please contact Bobbie at ext. 2101. She will be happy to meet with you or to attend staff meetings to discuss the pension plan and/or other University benefits.

Monthly Pension

Preparations are now underway to have a representative from TIAA-CREF visit in early fall to discuss the monthly pension plan, the Supplemental Retirement Annuities, and the new Money Market Accounts. If there are other items of interest that you would like the TIAA-CREF representative to address at this seminar please contact Bobbie Forcier, ext. 2101. *

TORE SUPRA Achieves First Plasma

TORE SUPRA, a large \$133 million superconducting tokamak, made first plasma on April 6, 1988 at Cadarache, France. Initially currents of 1.7 MA lasting 30 sec will be tested but, ultimately, it may be possible to produce steady-state conditions in the device. An international team of researchers, including US participation, will be working with the experiment.

(Reprinted with permission from the June 1988 Fusion Power Associate's Executive Newsletter.)

Used Equipment For Sale

Approximately 60 items of used government equipment are being offered for sale by the Laboratory. Items, including printers, terminals, hard copy units, oscilloscopes, and amplifiers, may be inspected on August 4 and 5 from 9:00 a.m. to 3:00 p.m. at Receiving #3.

Only sealed bids on approved forms received prior to 3:00 p.m., Friday, August 12 will be accepted. The special provisions regarding this sale are included in the bid package.

To request a bid package or for additional information regarding the sale call Joyce Bitzer, ext. 2714.

TRANSITIONS

The HOTLINE offers congratulations to the following employees:

Len Brigman in TFTR Tokamak Operations and his wife, Jodi, whose son, Zachary, was born June 22.

Jim Corl in TFTR Field Coil Power Conversion and his wife, Diane, whose daughter, Kristin, was born on May 13.

Thomas Egebo, in Cost and Schedule Control and his wife, Rena, whose son, Christopher, was born June 14.

Jim Faunce in TFTR Diagnostics Engineering and his wife, Candy, whose son, Benjamin Booth, was born June 15.

Terry Fenton, in the Plasma Physics Library and her husband, Gordon, whose son, Paul Gregory, was born April 27.

Peter Mathé, in the Computer Division and his wife, Erika, whose daughter, Csilla, was born July 4.

Sandra Aren Nemeroff in the Computer Division and W. Tyler Clark who were married April 8. ✱

Condolences

The X-Ray Laser Division would like to express their condolences to fellow worker Dr. Chang Hee Nam. Our prayers and thoughts are with you at this time of sorrow. ✱

Obituaries

George Georgios died on July 19. George, who was a Senior Postal Clerk in the Materiel Control Office, Administrative Operations, had been a Laboratory employee since 1981.

George is survived by his wife, Annette, a son Gus, a stepson Garry, and two daughters, Josephine and Hope.

Joseph Kondash died recently. Joseph was formerly a member of the Maintenance Division in Administrative Operations. He retired in 1984 after seven years of service.

Lee Schultz died on May 16. Lee was a technician in the Engineering Department. He retired in 1980 after twelve years of service. ✱

Safety Training

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

<u>Course</u>	<u>Date/Time/Location</u>
PCB Handling/Spill Response	9 August 1:30-3:30 p.m. Safety Training Trailer
Radiation Safety Training	16-18 August 8:30 a.m.-12:00 noon LOB Auditorium
Fire Extinguisher	23 August 9:00-10:30 a.m. Safety Training Trailer
Chemical Handling	25 August 9:00-10:30 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 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.

Cafeteria to Reopen Under New Management



(DIETMAR KRAUSE)

Jackie Yull, new C-Site cafeteria manager, checks the salad bar, one of a variety of options open to employees when eating at the cafeteria.

Save your appetite! Bring a co-worker! On August 8th at 11:30 a.m., the C-Site cafeteria officially reopens under the new management of Brock and Company.

Come one and all and sample the food, be treated to free dessert, and register for one of the many door prizes to be awarded.

Cafeteria Advisory Committee members have worked hard to bring you the best service possible and they would like to hear your comments, questions, or suggestions. Committee members are:

Tim Bennett, ext. 2574
Stefano Bernabei, ext. 2562
Tony DeMeo, ext. 2755
Vic Gambino, ext. 2451
Jerry Hart, ext. 3102
Dottie Pulyer, ext. 2151

The PPPL HOTLINE is issued by the Princeton University Plasma Physics Laboratory, a research facility supported by the United States Department of Energy. It is primarily an internal publication. Correspondence and requests to reprint material should be directed to Carol Phillips, Editor, HOTLINE, P.O. Box 451, Princeton, NJ 08543 or telephone 609-243-2754; interoffice correspondence should be addressed to Room B366, James Forrestal Campus, C-Site.

This issue of HOTLINE was designed by Carol Phillips
