



Muon Department Meeting

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Department Meeting

December 1, 2022

Today's Meeting Agenda

- Welcome new members
- General Updates
 - Administrative Requests
 - Office Space and Occupancy
 - Training
 - Travel and Winter Break
 - Performance Reviews
 - Morale Funds
 - AOB

Welcome to the Muon Department!



- Gonzalo Diaz Bautista started this fall as a postdoc on Mu2e
 - Working on tracker electronics
 - Joins us from MINERvA
 - Wine and Cheese seminar tomorrow (Dec 2nd)



- Fatima Rodriguez started ~5 weeks ago as an Engineering Physicist
 - Working on g-2 radial field instrumentation and analysis
 - Was a GEM intern this summer working with Saskia and BK

Administrative Requests

In-person Coverage:

- Latoya is in on Monday and Tuesday mornings
- Sonya is in on Wednesday and Thursday mornings

Reminder:

- Muon g-2 requests should be directed to Latoya
- Mu2e requests should be directed to Sonya
- When they are away, please follow instructions in the out of office message
- There are lots of requests, so please plan ahead with purchases, and provide information about the website, budget code, shipping location, etc

- We also need to work with our Users to also follow the guidelines
 - If you have Users coming to the lab that are utilizing budget codes for ground transport and/or housing, there is a standard set of info they should provide in order for things to go smoothly

Office Space & Occupancy

Nearly all of the cubicles in the large seating area on WH9E are now assigned to employees or Users!

If Users are coming for a large chunk of time that need a desk in Wilson Hall, please let Andrei and Brendan know so we can allocate temporary (or more permanent) space

On a regular basis, we are seeing 10-15 on the floor for parts of each day.

- Many are Users
- Some users have voiced concerns about spending their grant money to come to Fermilab when they do not gain the benefit of collaborating with colleagues
- If you have ideas about things we can do to make the lab more appealing to come to, I encourage you to share them

Training

- Please review your training and bring things up to date
 - The division statistics improved after the summer
 - Division statistics dropped again this fall

- Please check your ITNA and schedule time to get your training up to date
 - Weekly emails to supervisors and monthly reports to the division → unneeded spam
 - Some training is essential to safely performing work
 - Some training is required to be in compliance, even if you don't use it everyday
 - Either way, please spend some time completing things

Rad-worker “Just in Time Training”

- A new class was added to everyone’s ITNAs October 31
- It is an addendum to the Rad worker training for employees (GERT for Users)
- Training motivation: Ensure Fermilab’s control and tracking of radiological materials exiting enclosures into compliance with DOE regulations
- Impacts
 - New rules takes effect January 1st
 - Course completion will be required for controlled/supervised access
 - Scanning of all materials removed from enclosures, independent of their interaction with the beams, including secondary, tertiary beams
 - Scanning+labeling+tracking of all materials impacted by the beam
 - Additional new step requiring scans by Rad y Techs and RSO signoff to “release” impacted materials outside of controlled areas
 - Additional RCTs are being hired; future load on rad-safety is not yet known
 - Plan ahead and expect time delays and growing pains when you need materials released
- 30 min Q&A sessions w/ rad safety: 12/1 9:30am, 12/7 11:30am, 12/9 2:30pm, 12/13 1:30pm, 12/15 10:00am, 12/20 3:30pm, 12/22 10:00am

Travel from/to Lab & Winter Break Impact

- General Request - Please make sure your property passes are up to date for equipment (e.g. laptops). This is done by logging into fermiproperty.fnal.gov
- Please talk to your supervisors in advance if you have travel plans for the year so we can properly understand the impact on the budget
- Note from Luz to PPD All-Hands in November:

The PPD Admin Support Group will be away during the voluntary winter break, December 23, 2022 -- January 2, 2023.

In anticipation of the winter break, submit requests:

Foreign Travel by November 21st (some embassy's will be closed during the holidays)
Domestic Travel by December 5th
Orders by December 5th

Due to the approvals and processing time needed, it is important that you submit your requests on time.

Requests submitted during December 23, 2022 -- January 2, 2023 will be processed after the winter break.

- Housing Office will have limited hours
- Global Services (including FNAP and Visa office) will be closed as well. December site access requests likely will not be processed until after winter break: (see [Fermi News](#))

Performance Reviews for FY23

The FY23 Performance Review details are expected to change in a couple of ways.

- I have not seen an announcement, but the web page has been updated <https://hr.fnal.gov/employment/performance-review/>
- Cascading SMART Goal setting is being modified such that all goals should flow down from Lia's Six Pillars
- The number of rating categories is increasing from 0,1,2,3 to 5 possible ratings
- The review period is shifting later by 1 quarter so that the review period lines up with the fiscal year
 - Self evaluations in September
 - Manager evaluations in October
 - Manager conversations & Goal setting in November
 - Merit raises established
- From the FAQ:
 - **When will merit increases for FY24 be effective given the change in the performance cycle?**
 - The merit increase effective date will no longer be October 1. Lab leadership will be looking into possible adjustments to account for the shift in merit increase effective date. More information will be communicated as it is available later in FY23.

I expect we will hear about this soon, there should be zoom session Q&As, and we can invite Chauncey to talk with us if there are questions or concerns

Morale Funds

- Still have some funds from FY22 plus additional funds for FY23
- Last year did some pizza lunch / dinners

- Suggestions to restart coffee on WH9E
- Input appreciated from all department members

Open Discussion

What ideas do you have for improvements?

What concerns or questions do you have?

How are things going for people?