

# Scientist Terminations

Roger Dixon

# Overview

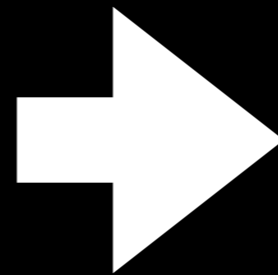
- **Why changes made to the Scientist Termination procedures?**
  - **Scientist Retreat I**
- **Review of Old Procedure**
  - **Located Under Fermilab Scientific Appointments in the Director's Policies**
  - **Applied to both Scientists and Applied Scientists**
  - **Covers both terminations for performance and reduction in force**
- **Presentation and Discussion of new procedures**
  - **Highlight Differences**
  - **Explanations**

# History

## Scientist Retreat I Scientist Termination Panel

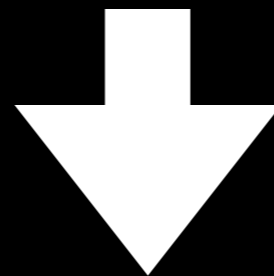
Scientist Termination Panel

Mary Convery  
Bogdan Dobrescu  
Robert Kephart  
Stephen Parke  
Panagiotis Spentzouris  
Stephen Wolbers



Scientists Appointment  
Policy Steering Group

Michael Lindgren  
with special assistance from  
**Kay Van Vreede**  
Juanita Frazier  
**Roy Rubinstein**



Roger Dixon  
**Control Rod**

# Scientist Terminations (Old Procedure applied to Scientists and Applied Scientists)

- The following statement covering terminations for performance and for a Reduction in Force (RIF) was contained in the Director's Policy for Fermilab Scientific Appointments
  - In the event that a Scientist must be terminated, such an action shall require a written statement of the reasons, a majority vote of FCSA, the consent of the Director, and approval of the **Fermilab Board of Overseers**. In exceptional circumstances such as a major restructuring of the Laboratory, termination of Scientists will require **the approval of only the Fermilab Board of Overseers**.

# Revised Scientist Termination Policy for Performance

In the event that a Scientist is being considered for termination due to performance, the process shall require **ALL** of the following:

- 1. A proposal by line management to WDRS to initiate a Performance Improvement Plan (PIP) for the employee**
- 2. A written statement by line management justifying this action**
- 3. A review of the scientist's performance and concurrence for the initiation of the PIP process by FCSA**
- 4. Completion of the PIP process**

Should these 4 steps result in a successful outcome of the PIP process for the scientist, no further action is required. If the PIP process is not completed successfully, the following 3 steps must be taken:

- 1. Line management provides a recommended course of action to the Director and WDRS. This course of action can include demotion, reassignment, or termination.**
- 2. The Director decides on the course of action.**
- 3. WDRS then implements the appropriate action based on the decision.**

In the event of a conflict, the provisions of Appendix A of the prime contract take precedence over the provisions of these procedures or any other Fermilab form or guidance document.

These procedures are not a contract or guarantee of any kind and are not intended to create any obligations on the Laboratory. These procedures may be terminated or changed by the Laboratory at any time, with or without notice, in the Laboratory's sole discretion.

# Revised Scientific Staff Reduction in Force (RIF) Termination Procedure

The following special procedures are to be followed whenever Laboratory funding constraints result in a need to reduce the number of Scientists employed by the Laboratory, and **DOE has agreed to the initiation of a Reduction in Force (RIF) by the Laboratory.**

1. In response to a request from the Laboratory Director for a reduction in force, a D/S/C head may propose specific scientific staff for termination. For each Scientist proposed, there will be an analysis of the reasons for the selection, based on job function, performance, knowledge, skills, and abilities needed for the future mission of the Laboratory. The proposal is reviewed by:
  1. The Laboratory Director
  2. WDRS
  3. FCSA
2. Once the Laboratory Director, FCSA, and WDRS concur on the RIF, WDRS informs the relevant Division/Section Head and the process moves to the **notification step**. If there is no concurrence on an **individual Scientist**, that Scientist will not be part of the RIF event. The relevant Division/Section head will be informed of his by WDRS and will return to step 1 and propose an alternate selection.

# RIF Notification

**Notification: Once the RIF Plan has been approved, the D/S/C head will notify the Scientist in writing of the intent to layoff. The period between receipt of the written RIF intent notice and the actual termination date will not exceed 180 days. During this period the Scientist will remain actively at work unless notified otherwise by the lab. For a given RIF event, the length of time between notice of intent and termination dates may vary due to budget constraints, but will normally be 180 calendar days, and it will be the same for each Scientist subject to the same RIF event.**

# Notification Content

**The Notification will contain the following:**

- **The name of an internal job coach to assist the Scientist in finding work within the physics field by helping him/her investigate internal and external opportunities and prepare a professional resume package and introduction letters.**
- **Outplacement assistance with an external firm to prepare the Scientist for a wider range of employment opportunities**
- **Explanation of Severance calculation method and amount.**
- **Laboratory expectation of performance/conduct while working during notice period, other RIF benefits and Waiver requirements.**

**Documentation of Job Coach Efforts: The Job Coach will document all efforts to assist with internal/external scientific job search and submit a written report to the Laboratory Director, WDRS and FCSA describing the actions taken and the results of said actions**



# Performance Termination Differences

- **No Board of Overseers Approval is required**
- **A Performance Improvement Plan (PIP) is required (the scientist is given the opportunity to improve his or her performance)**
- **FCSA concurs before the implementation of the PIP, but not on the final outcome**
- **Director has similar responsibilities to previous policy**
- **Line management can recommend a demotion or reassignment instead of a termination**

# RIF Termination Differences

- **Board of Overseers Approval is not required**
- **RIF terminations (like performance terminations) now require the concurrence of FCSA, the Director, and WDRS**
- **There is a normal “Notification Step” of 180 days for a RIF termination**
- **WDRS provides external outplacement assistance for RIF terminations**

# Discussion and Questions