



Fermilab

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February 22, 2006

To: T&M Subcontractor Supervisors

From: Dan Hellberg, T&M Manager

Subject: T&M Work Hours

Each T&M subcontractor is being paid for eight (8) hours of work performed by each subcontractor employee working at Fermilab each day. I expect each of these individuals to be on site, performing their assigned tasks for the eight (8) hours they are being paid. Fermilab's subcontractor work is from 7:00 a.m. until 3:30 p.m., Monday thru Friday.

A thirty (30) minute lunch break between 12:00 noon and 12:30 p.m. and two fifteen (15) minute coffee breaks are authorized. The morning break will start at 9:00 a.m. and the afternoon break will be at 2:00 p.m., or as close to these times as the performance of work allows. With the exception of picking up vehicles, tools, equipment and getting work assignments, employees should be at their assigned work site at the start of the work day and should not be leaving the work site before the end of their eight hour shift, unless reassigned to another location.

If required, fifteen (15) minutes at the beginning of the work day and at the end of the work day are allocated and should be ample time to pick up or return equipment to their designated location. Those employees that are not picking up or returning vehicles, tools, etc., are to be on the work site at the beginning of the work day (7:00 a.m.) The last fifteen (15) minutes of the work day are to be used for tool pick up and associated clean up activity.

All breaks are to be taken on the work site with the following exception. No breaks will be taken in a Radiation area. In these cases, the employees will exit the Radiation area and take their break at the nearest accessible facility that provides wash up capabilities. The Task Manager will determine the appropriate location prior to the start of the work and shall make known to the employees the location to be utilized. The Task Manager must be notified and approve any changes in the break times.

Repeated violations to any rules by employees may result in Fermilab directing the Subcontractor to not reassigning those individuals to any Fermilab work. All Task Managers should bring violations of these rules to the attention of the T&M office manager or his assistant. The T&M office will handle the enforcement of these rules and other contract requirements.

CC:

D. Carlson
J. Collins
V. Kuchler
G. Bagby
R. Ortgiesien
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Task Managers