

<b>Contact Person</b>	Lynnette Witt	<b>Revision</b>	0
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## Check-in and Check-out – Laboratory Employment

This procedure documents the processes to be followed for checking in new employees and checking out employees leaving the Ames Laboratory. This procedure will help ensure Ames Laboratory's intellectual and personal property are protected.

### 1.0 APPROVAL RECORD

- Reviewed by: Document Control Coordinator (Hiliary Burns)
- Approved by: Director, Human Resources (Lynnette Witt)
- Approved by: Manager, Information Systems (Diane DenAdel)
- Approved by: Manager, Procurement & Property Services (Andrea Spiker)
- Approved by: Manager, Facilities & Engineering Services (Doug Hoenig)
- Approved by: Manager, Safeguards & Security (Jeff Bartine)
- Approved by: Manager, Environment, Safety, Health & Assurance (Sean Whalen)
- Approved by: Chief Operations Officer (Mark Murphy)

The official approval record for this document is maintained by Training & Documents.

### 2.0 REVISION/REVIEW INFORMATION

In accordance with the Ames Laboratory Document Control program, this procedure will be reviewed at a minimum of every three years. The revision description for this document is available from and maintained by the author.

### 3.0 PURPOSE AND SCOPE

This procedure documents the processes for checking new employees in to Ames Laboratory and checking out employees who are leaving Ames Laboratory. The same processes also apply to faculty/staff associates and student associates of the Laboratory. This procedure will help ensure Ames Laboratory's intellectual and personal property are protected.

### 4.0 ROLES AND RESPONSIBILITIES

#### 4.1. Laboratory Director

Coordinates with the Laboratory's Legal Counsel and/or outside entities such as the FBI or DOE's Counterintelligence when required for an employee's separation from the Lab.

#### 4.2. Laboratory Legal Counsel

Communicates and initiates any necessary legal actions.

#### 4.3. Associate Laboratory Director for Sponsored Research Administration

Handles export control issues that arise due to the unexpected departure of an employee; protection of intellectual property and sensitive technologies.

#### 4.4. Intellectual Property

Assures all intellectual property has been identified and protected and, in the case of a graduate student leaving, that any Ames Laboratory funded thesis or dissertation is collected and reported to DOE.

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Updates the Employee Intellectual Property Agreement, signed by all employees upon check-in.

#### 4.5. Human Resources

Ensures check-in and check-out procedures are up to date and are followed. Human Resources (HR) staff notify employees via email when they need to check-in or check-out. The email sent to new employees lists the items required for check-in. In the event of an unexpected departure from the Laboratory, HR should be notified immediately.

Assists supervisors, the Safeguards & Security Manager, and the Directors Office with issues arising from an unexpected departure from a program/department.

Retains the original, signed check-out sheet and any other documentation in the employee's personnel file.

Coordinates with Accounting in cases where the departing employee was employed for less than one year and was reimbursed for moving expenses. When this occurs, the employee is required to reimburse the Laboratory for moving expenses paid by the Laboratory, including any related taxes. Employees are notified of this stipulation through information contained in their offer packet.

#### 4.6. Procurement & Property Services

Assures that all inventoried Ames Laboratory personal property is accounted for and all GSA Purchasing Cards (P-cards) are cancelled.

#### 4.7. Environment, Safety, Health & Assurance (ESH&A)

Ensures that radioactive materials are turned in or reassigned, dosimetry is returned, exit eye exams for laser users are offered, chemicals are reassigned, hazardous waste is scheduled for pick up, safety coordinator/representative is replaced, group leaders with Readiness Reviews are reassigned, and occupied space is left in an appropriate manner for the next occupant. Issues and collects Employee Exit Review form (Form 10200.123) from employees and associates.

#### 4.8. Training & Documents

Provides employees with instructions on how to log on and use the Ames Laboratory learning management system.

#### 4.9. Records Management

Collects the departing employee's Laboratory research notebooks.

#### 4.10. Facilities & Engineering Services (FES)

Provides access for employees, as needed, to rooms/areas either through their ISU University ID card or key(s) upon employment. Revokes card access and/or collects key(s) when the employee leaves the Laboratory.

#### 4.11. Safeguards & Security

Works with the supervisor, program/department, Human Resources, and the Director's Office in the event that security concerns arise.

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Coordinates as needed with the ISU Department of Public Safety and others who may need to be involved in security/safety-related issues arising from the departure of an employee. In the case of the unexpected death of an employee, works with FES to immediately restrict access to the employee's offices and laboratories until all pertinent research data, notebooks, and personal property are accounted for and either confiscated or re-assigned to other personnel.

#### **4.12. Information Systems**

Provides employees with an Ames Laboratory username and ameslab.gov email account and provides information and access to the Laboratory's various systems and applications as required. Deactivates email access and systems access upon notification of termination of employment.

#### **4.13. Division/Institute/Program Director or Department Manager (herein referred to as Program Directors)**

Retrieves and protects any sensitive information that was in the employee's possession, in coordination with the Office of Sponsored Research Administration, upon employee departure.

#### **4.14. Supervisor/Program Assistant**

Notifies new employees that they cannot start work until they have checked in with Human Resources. Advises new employees of the items/information they must bring on their first day of work to prevent critical services, such as door access, from being delayed and hindering their ability to work.

Notifies Human Resources when the employee resigns, either with or without notice, or passes away. Ensures Laboratory property is accounted for including data files stored on employee's personal devices or on cloud services like Box or CyBox.

#### **4.15. Employee**

For the purpose of this procedure, an employee is any ISU staff member or student that has at least a portion of their salary paid by Ames Laboratory, a non-salaried faculty/staff associate or student associate, or a person who has been assigned Ames Laboratory personal property. The employee is responsible for checking in and out of the Laboratory at the beginning and end of their appointment. Employees will follow instructions sent to them by HR and/or their program area via email regarding their individual requirements for check-in and/or check-out.

Returns all Laboratory property that he/she has acquired, including research notebooks, computers and peripherals, data files stored on employee's personal devices or on cloud services like Box or CyBox, and reassigns chemicals and other personal property prior to leaving the Laboratory.

## **5.0 PREREQUISITE ACTIONS AND REQUIREMENTS**

### **5.1 New Employee**

#### **5.1.1 Check-In Process**

New employees must check-in at the Human Resources office on or before their first day of work and provide proper identification to complete the Form I-9. Acceptable forms of identification are: 1) driver's license and original Social Security card or birth certificate,

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or 2) U.S. passport. Non U.S. citizens will need to present valid visa, passport and duration of stay documents (DOE O 142.3).

New employees wanting to expedite the check-in process may download the check-in forms and payroll packet from the [Human Resource New Employee Forms](#) page on the Ames Laboratory website and bring the completed forms with them on their first day.

Human Resources staff will check forms for completeness and assign an employee number. The new employee will be given instructions for obtaining a badge and selecting an Ames Laboratory username and email address. Foreign nationals will be set up with an appointment to meet with an International Student Advisor at the ISSO office in the Memorial Union.

New employees will log into Access Plus on the ISU system to report their office address, phone and to enter their bank information for direct deposit to complete their employee sign in. New employee onboarding will be available for all Professional & Scientific and Merit staff both through Access Plus and individually through Ames Laboratory Human Resources.

New employees will have access to the Ames Laboratory learning management system on their first day of employment. All Laboratory specific training courses must be completed prior to starting work in Laboratory spaces. Employees must complete General Employee Training (GET), Business Ethics, Cyber Security Awareness, and Personally Identifiable Information (PII) training within two weeks of employment.

## **5.2 Employee Departure**

### **5.2.1 Employee Check-Out Process**

Supervisors should direct employees to begin check-out well in advance of their final day of work to ensure there is adequate time to complete the process and return or reassign any Ames Laboratory property. HR staff issue the employee a check-out sheet for the employee to sign certifying their last day of work and advise them of the remaining signatures needed to complete the process. Employees may return their Ames Laboratory badge when they present for check-out or when they return their completed check-out sheet. The purpose of check-out is to ensure that all Ames Laboratory personal property is returned and accounted for and services are discontinued. The completed check-out sheet should be returned to HR by the employee on their last day of work at Ames Laboratory.

If an employee does not complete check-out, HR staff will contact the supervisor and program assistant/administrative assistant to complete the process on behalf of the employee. If the employee has left ISU/Ames Laboratory with their badge, P-card, key(s) or other Ames Laboratory property, the supervisor or program assistant/administrative assistant is responsible for contacting the employee to coordinate the return of said property.

### **5.2.2 Check-out for Special Circumstances**

#### **5.2.2.1 Check-out when employee is not available**

There are specific instances where an employee is not available to complete check-out:

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- Unexpected departure
- Termination for cause
- Long-term disability
- Death

In these circumstances, HR will consult with the supervisor to ensure the completion of check-out. When an employee fails to report to work, or calls in and indicates that they have resigned and will not be reporting to work, the supervisor or program assistant/administrative assistant should immediately contact Human Resources and FES. FES will disable the employee's access card so that he/she no longer has access to the facilities. Purchasing and Property Services must also be notified if the employee was a P-card holder so their card can be cancelled.

If the supervisor is concerned that the employee may be a threat to Ames Laboratory facilities or employees, the supervisor must inform Human Resources and Safeguards & Security (S&S). S&S will evaluate the threat and take any necessary steps to protect Laboratory employees and personal property. The employee's program director should retrieve and protect any sensitive information that was in the employee's possession in coordination with the Office of Sponsored Research Administration.

#### 5.2.2.2 *Death*

Upon notification that an employee has passed away, the supervisor or the program assistant/administrative assistant will immediately contact Human Resources. FES should be contacted to restrict access to the deceased employee's office and Laboratory space until all sensitive information is retrieved and protected by the responsible supervisor or program director in coordination with the Office of Sponsored Research Administration.

In a case where the employee is housed in University-owned space, the supervisor, S & S and HR will work with the employee's University department to ensure all Laboratory personal property and sensitive information is protected and accounted for.

Upon notification, Purchasing & Property Services will determine if any personal property was assigned to the employee and will inventory and account for that property. They will also cancel their P-card if the employee was a cardholder.

Records Management will work with the supervisor or program assistant/administrative assistant to collect any lab research notebooks assigned to the employee.

The Intellectual Property Coordinator will work with the program director if there are any known pending intellectual property disclosures from the individual.

Any remaining personal effects of the deceased employee will be boxed up and returned to the next of kin or personal representative. If access to Ames Laboratory space is needed by the next of kin or personal representative, that

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person will be accompanied by an Ames Laboratory employee.

### 5.2.3 *Failure to Return Ames Laboratory Property*

In all instances, if the employee has left Ames Laboratory with their badge, key(s), P-card or other Ames Laboratory personal property, it is the responsibility of the supervisor to contact the employee to arrange their return. If an employee fails to return Ames Laboratory property, the supervisor should contact Human Resources so the matter may be elevated as deemed necessary.

## 6.0 **Additional Information**

Attachment 1: Employee Check-out Sheet

# The Ames Laboratory Employee Check-Out Sheet

Name: DEFAULT, TEMPLATE

Last Day Of Work: \_\_\_\_\_

Employee Number: 99997 Pay Base: \_\_\_\_\_

Badge: No

Signature and Date: \_\_\_\_\_

### A NOTE CONCERNING PAYCHECKS

Your final check will be direct deposited on the next payroll date as it was during your employment. If you need to make other arrangements, please contact either your financial institution or the ISU Payroll Office.

### OBTAIN SIGNATURES AT THE OFFICES LISTED BELOW:

Please be ready to turn in whatever materials you may have withdrawn from these areas.

#### Not Applicable

ESH&A, G40 TASF (Chemicals/Dosimetry)

Occupational Medicine, G11 TASF

Records Management, 151 TASF

#### Not Applicable

Scientific & Technical Information (Thesis)  
311 TASF

Information Systems, 334 TASF

#### Not Applicable

Purchasing & Property Services, 211 TASF

Facilities Services  
158 Metals Development

Supervisor

Chemistry Dept, 1605 Gilman  
(Postdocs, Visiting Scientists, Assoc only)

### REASON FOR LEAVING:

\_\_\_\_\_  
\_\_\_\_\_

### FORWARDING ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

**WHEN ALL SIGNATURES ARE OBTAINED,  
PLEASE RETURN FORM TO 151 TASF.**

