

LLNL Hybrid Workplace Guide

Where mission delivery meets workplace flexibility





Message from the Director

“ Our hybrid workplace makes flexibility an enduring feature of how we deliver on our commitments while supporting meaningful balance between our work and personal lives. ”

Kim Budil, Laboratory Director

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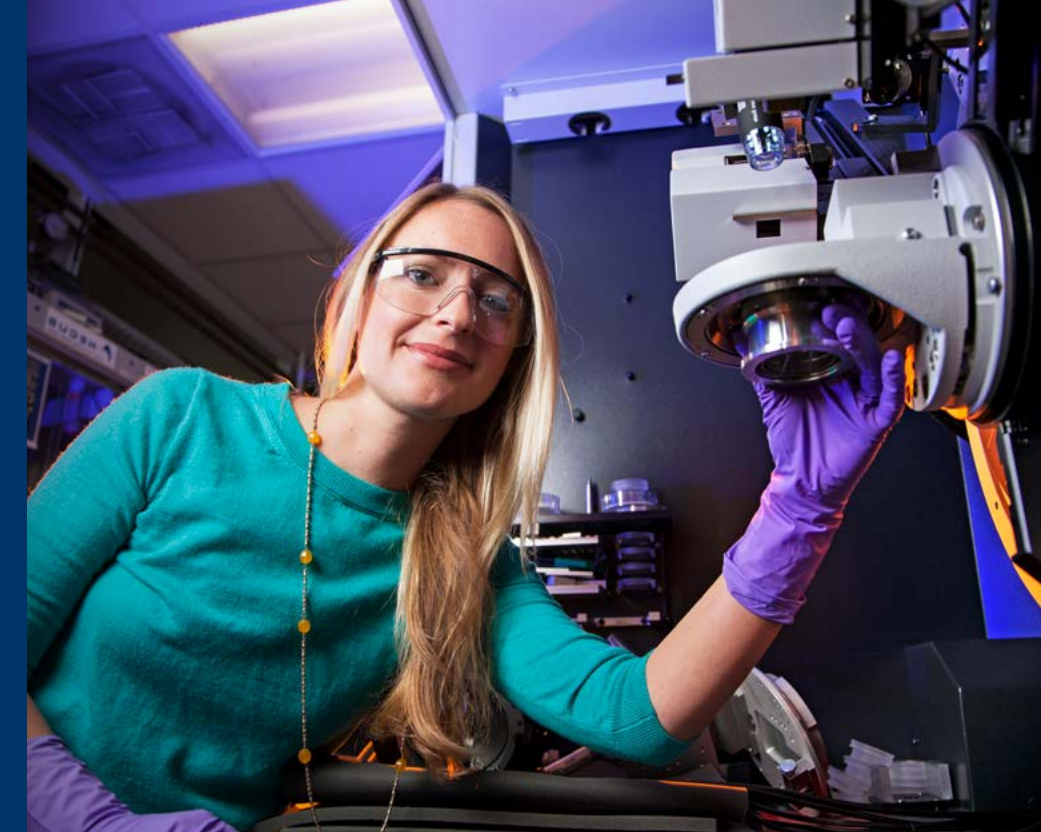
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Introduction to LLNL's Hybrid Workplace

In 2020, the world was faced with the onset of an unprecedented global pandemic that inherently changed our perception of “the workplace.” Many Lab employees were forced to quickly pivot to fully remote work, while others never left, and continued to maintain our critical on-site, mission-essential operations. The continuation of the Lab’s mission would not have been possible without the resilience and dedication of those working on-site and virtually in a pandemic-induced hybrid workplace. In this environment, we proved that many of our successes are not tied to a place, but to people, and we can continue to deliver on our important missions—whether at the Lab, or from a spare room in our home, or even from a shady alcove on a relative’s porch.

To help us continue to deliver on our national security mission while supporting our unique personal lives, the Lab is committed to embracing a flexible, hybrid workplace as a sustainable and enduring part of our future—a future that focuses on *what* we do rather than *where* we do it, and in some cases even when we do it.

This **LLNL Hybrid Workplace Guide** is a high-level orientation to the new normal hybrid workplace for all Lab employees, whether you’ve been here for 3 months or 30 years. It is your roadmap to navigating hybrid work at the Lab—including flexible workplace options, space and equipment, and safety and security—and will help you manage the inevitable complexities hybrid work brings, even if you’re not telecommuting. We anticipate that this guide will evolve over time, especially as we learn and find new best practices for our hybrid workplace. Other factors, such as alternate work schedules (AWS) and flexible schedules may affect *when* you work, but our focus for this guide is considerations for *where* you work. Each program, team, project, and person has a unique set of needs, and this guide will help you determine how to best balance those needs with workplace flexibility, knowing that a physical presence on-site is still a critical part of our Lab operations. With your support and engagement, along with a few helpful guidelines, we are confident that you will be empowered to continue to deliver on the Lab’s important missions; sustain our culture of teamwork and innovation; operate our site safely, securely, and effectively; and support each other to find a balance that will enable us to contribute to the fullest at work and live a happy and fulfilled life at home.

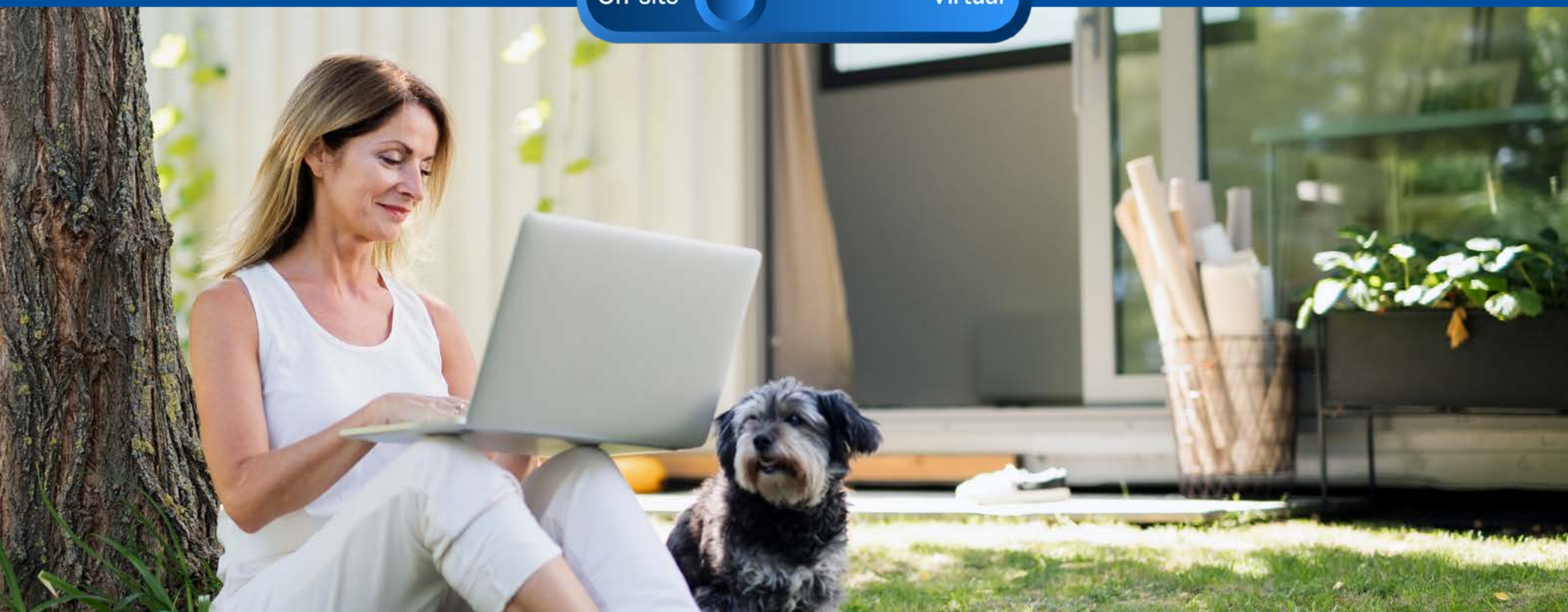




On-site



Virtual



Guiding Principles

Whether working on-site, off-site, or a hybrid of the two, our Lab mission remains the same—to strengthen national security through the development and application of world-class science and technology. Implementing a hybrid workplace affords us flexibility and eliminates a “one-size-fits-all” approach to achieving our mission goals. The hybrid workplace is multifaceted—it supports work/life balance and individual circumstances, gives us the best of both worlds, frees us from the peak commuting hours associated with the 9-to-5 mold, and sets us up for success.

In a hybrid work environment, we combine necessary access to our on-site laboratory spaces, state-of-the-art research facilities, and mission-critical classified work—all of which put us at the forefront of innovation and mission success—with the flexibility of telecommuting. It is important to note that some roles at the Lab require a full-time on-site presence and may not support telecommuting. In those cases, other means of flexibility, such as your schedule, may be available depending on your work responsibilities. We will briefly cover flexible schedules later in this guide. Part of the success of our hybrid workplace hinges on the following set of guiding principles:

- 1 **Commitment** to mission, team, and project needs
- 2 **Flexibility and adaptability** in how we work
- 3 Advancing our culture of **collaboration, innovation, and excellence**
- 4 Supporting employees in an **equitable** manner
- 5 Remaining **mindful** of evolving projects and needs, which may impact telecommuting agreements

With these principles, we are well-equipped to successfully operate within a hybrid workplace model.

Hybrid
Workplace
Terminology

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Effective communication is critical to the success of the Lab’s hybrid workplace. A variety of terms are used to describe different elements of hybrid work, and understanding these terms helps all of us operate by the same playbook and more effectively navigate the different policies, procedures, and guidelines associated with the hybrid workplace. In this section, we will go over terms for when you work (your schedule), where you work (on-site/telecommuting), workspace options, and the Lab’s matrix organizational structure, so you are ready to navigate the rest of this guide.

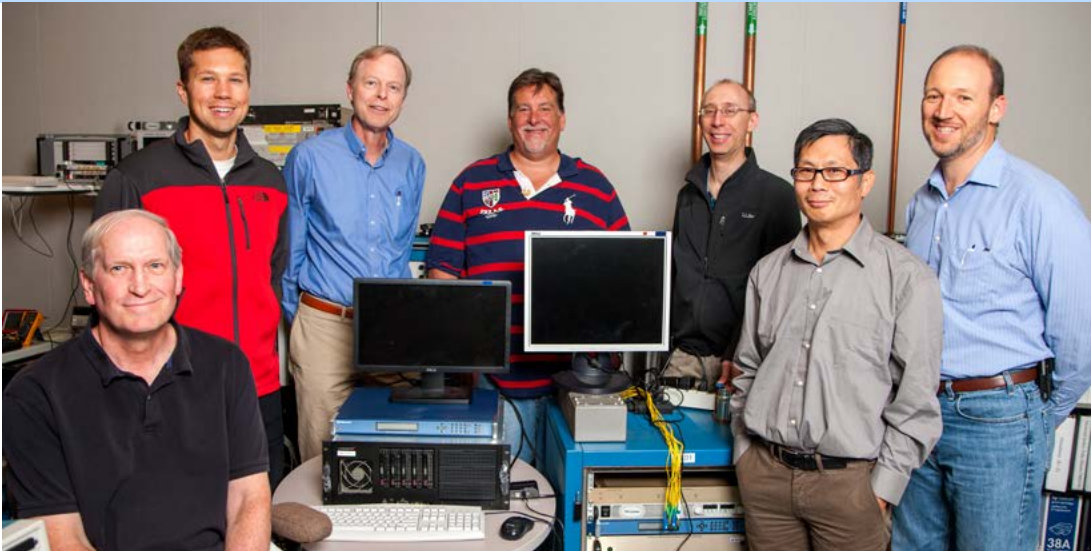


Flexible
Work Options



When You Work

While not the primary focus of this guide, when you work is an important part of workplace flexibility. Whether you want to work longer hours to get an extra day off each week (or every other week), or start earlier in the day so you can leave early to pick up the kids from school, schedule flexibility is one way to help balance work and personal needs. Discuss schedule flexibility in advance with your supervisor and ensure it is appropriate for your work duties. Alternate work schedules are requested and approved in LAPIS (lapis.llnl.gov).



Examples

Alternate Work Schedule (AWS)

A method of compressing the workweek, where employees work fewer days but longer hours on each of their workdays. The Lab offers 4/10 and 9/80 alternate work schedules. Both telecommuting and on-site employees within California may be eligible for an AWS.

An employee who works a 9/80 schedule works eight 9-hour workdays in a single pay period plus one 8-hour Friday and one Friday off.

Flexible Schedule

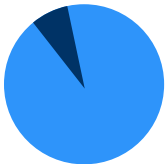
A flexible schedule refers to variations in the start and stop times of an employee’s workday. Depending on the employee’s work duties, employees may be able to start earlier or later in the day on an ongoing basis. A flexible schedule is separate from a telecommuting agreement and is to be discussed with the employee’s payroll and project supervisor(s) and, for non-exempt employees, reflected in TIME (in advance of the change).

An employee with a flexible schedule may work 10:00 a.m.–7:00 p.m. on Tuesdays and Thursdays, but 9:00 a.m.–6:00 p.m. Monday, Wednesday, and Friday.

Where You Work

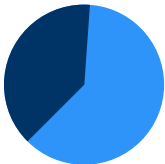
The Lab offers various telecommuting options for hybrid work: ad hoc telecommuting, regular part-time telecommuting, and other instances of telecommuting. Each telecommuting option requires payroll and project supervisor approval and is subject to periodic/ annual review. Telecommuting agreements may be renewed, modified, or discontinued at any time. You should work with your supervisor(s) to create a telecommuting arrangement that best suits team and individual needs.

There is additional flexibility within telecommuting arrangements. For example, there may be weeks where you telecommute more or less than the telecommuting percentage in your agreement due to work needs or personal flexibility. Telecommuting percentages are an average and may be supplemented by more time on-site and/or ad hoc days.



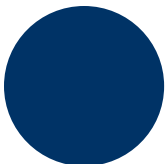
Ad Hoc Telecommuting

- > Allows telecommuting for one-time events of limited duration (*for example, a few hours or an entire day*)
 - Does not require a formal telecommuting agreement
 - Plan in advance with your supervisor(s)
 - Can supplement a regular part-time telecommuting agreement



Regular Part-Time Telecommuting

- > Work is performed from an off-site location on a recurring basis up to 80% time
 - Off-site location is within a commutable distance
 - Agreement is approved by your supervisor(s)



Other Instances of Telecommuting (Full-Time/Outside a Commutable Distance)

- > Allows full-time telecommuting (>80% time) within a commutable distance
- > Allows telecommuting outside a commutable distance but within CA
- > Allows telecommuting from outside CA
 - Any instance of full-time telecommuting/telecommuting from outside a commutable distance is approved on a case-by-case basis by a PAD/AD
 - Out-of-state telecommuting must be from an approved location that is setup for telework

Note: On a case-by-case basis, a PAD/AD may approve temporary, short-term telecommuting from a U.S. territory or foreign country with justification.

A list of telecommuting-related terms is provided below, which you may find helpful as you navigate the rest of this guide.

Examples

Commutable Distance

The Lab defines commutable distance as 3 hours each way in normal commute traffic—or approximately 100 miles—from your normal work site, and within the state of California (if your normal work site is in California).

Oakland is a commutable distance from the Lab because it is located within 100 miles from the main Lab site.

Fixed Telecommuting Schedule

Consistent telecommuting times or days that do not change.

The employee’s fixed telecommuting schedule designates their telecommuting days as Monday and Wednesday each week.

Variable Telecommuting Schedule

A telecommuting schedule that is subject to change and is collaboratively set on a weekly or monthly basis between the employee and their supervisor(s).

An employee who telecommutes up to 40% of the time may choose to come in Monday through Wednesday one week, and Wednesday through Friday the next.

Telecommuting Agreement
Outlines the terms and conditions of an employee's telecommuting schedule/responsibilities and is formally documented in the LAPIS telecommuting module or via PDF for other instances of telecommuting.

Telecommuting Arrangement
An umbrella term referring to an employee's existing and approved telecommuting agreement.

Telecommuting Policy
Provides information on eligibility, types of telecommuting, and conditions associated with telecommuting.

Examples

After discussions with your supervisor(s), request a formal telecommuting agreement in LAPIS to document the schedule you and your supervisor(s) agreed upon.


Per your telecommuting agreement, your arrangement is that you telecommute every Monday and are on-site Tuesday through Friday.

Under the telecommuting policy, payroll and project supervisors can approve part-time telecommuting agreements up to and including 80% and within a commutable distance to the Lab or other official LLNL work site.




Telecommuting
Questions


LLESA
Work-Life Balance

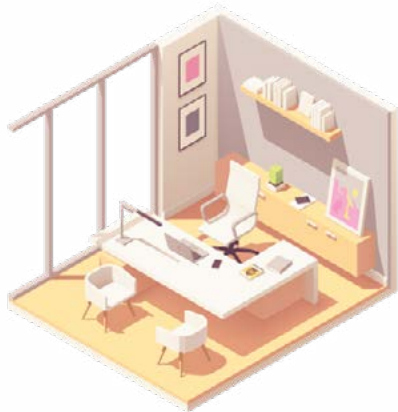
Information on virtual work-life balance:


On-Site Workspace Options

Embracing hybrid work means changing the way we view and use Laboratory spaces. Your role, schedule, and the occupancy limitations of your building may affect your on-site workspace options. On-site space is limited, so those who telecommute a majority of the time will likely have a shared space on-site. Your supervisor will work with you to determine the type of workspace best-suited for you and your team’s needs.

Dedicated Space

—Either a private cubicle or completely enclosed private office. A dedicated space is only ever occupied by a single person.



Drop-In (Hotel) Space

—A desk or kiosk that is not assigned to a specific individual. The space is equipped with the necessary equipment for work (monitor, keyboard, mouse, chair, etc.), and an employee is expected to bring their laptop to “dock” at the desk. These spaces are subject to availability and should be reserved ahead of time.



COMING SOON—“business centers,” an additional option for unassigned space that may host hotel spaces in addition to shared amenities, such as printers and private meeting rooms.

Shared Office or Cubicle

—An office used by more than one person, or an open cubicle space containing multiple desks.



Conference Rooms/Portable Video Teleconferencing (VTC)

—A variety of options will soon be available to employees, including rooms specifically equipped for hybrid meetings. Over the course of FY22, nearly fifty conference rooms across the Lab will be outfitted with new equipment for enhanced hybrid meeting capabilities. A select amount of portable VTC systems will also be available—essentially allowing any room to become a small hybrid meeting room. More details on hybrid meeting room capabilities will be coming soon.



Matrix Organizational Structure

The Lab’s organizational structure supports a matrix model, wherein you might “live” in one organization but support projects in another. This system allows employees to work on various projects across the Lab, bringing their unique skills and expertise to other programs. When considering hybrid work, it is important to understand how the Lab is integrated—payroll and project team needs are a key consideration for telecommuting flexibility, and both your payroll *and* project supervisors will need to approve telecommuting requests, as applicable. To help you understand the Lab’s organizational structure, we’ve provided some relevant definitions below.

Principal Associate Directorate (PAD or program)

One of the Lab’s four organizations that supports a specific programmatic/mission space. These include Weapons and Complex Integration, Global Security, NIF & Photon Science, and Operations and Business. PADs often matrix employees with scientific or technical expertise from associate directorates (ADs).

Associate Directorate (AD)

One of the Lab’s three directorates specializing in a specific scientific or technical area. These include Computing, Engineering, and Physical and Life Sciences. AD employees are often matrixed to principal associate directorates (PADs).

Project/Program Organization

The organization for which an employee does programmatic projects or work.

Project/Program Supervisor

The technical manager or lead for a programmatic project or work.

Payroll Organization

An employee’s primary reporting (hiring) organization, which manages the employee’s salary, reclassifications, etc. Some employees may only support projects within their payroll organization (and not a project/program organization).

Payroll Supervisor

An employee’s line supervisor within a payroll organization. A payroll supervisor is responsible for an employee’s performance appraisals, career development, timecard approvals, mentoring/coaching, and overseeing any work/projects within the payroll organization.



Selecting a Hybrid Work Environment

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The Lab is committed to supporting a hybrid work environment that meets mission, project, and team needs while being flexible for employees’ personal lives and preferences. Employees may choose to work on-site full time, request to split their time between work and an off-site location, or even request completely remote work in certain circumstances. While supervisors are ultimately responsible for approving telecommuting requests, a hybrid work arrangement should be the result of a discussion between supervisors and employees, resulting in an agreement between both parties that accounts for all of the projects the employee is working on, as well as programmatic goals and team needs.

Introduction

It is important to be aware that not all work environments are suitable for all employees, and some employees may have job duties that do not support telecommuting. Your role and responsibilities may impact the degree of flexibility that is available to you, and this may change over the course of your career at the Lab. We encourage both employees and supervisors to be as flexible as possible within the constraints of different role requirements, responsibilities, and mission needs. The Lab mission is the utmost priority in any hybrid work arrangement, and a hybrid work environment should not detract from an employee’s ability to successfully meet their work roles and responsibilities. Supervisors have the authority to revoke or modify telecommuting agreements as necessary to ensure mission, team, and projects needs are met.

The following sections of this guide are designed to help both employees and supervisors think about the many variables that may affect hybrid work. It includes high-level guidance and considerations for a variety of factors, such as your role and/or location, so consistency is supported as much as possible in telecommuting agreements.



Role-Based Considerations

There are multiple role-based factors you should consider when thinking about your preferred workplace arrangement, and whether or not a telecommuting arrangement may work for you and your team. Factors such as your need to conduct classified work, operational needs such as required response times, and hands-on or laboratory work may impact your telecommuting flexibility.

The table on the next page provides **examples** of possible telecommuting arrangements based on your role. Please be aware that this is not a full list of roles or possible schedules and is not prescriptive of the work environment you should pursue; it is simply intended to help you think about telecommuting from a role-based perspective.



Employee Resources



Supervisor Resources



Laboratory Role	Considerations	Hybrid Work Schedule Guidance/Examples
My role involves supervising experimental work , Laboratory facilities, or other on-site operations. Some of my work is classified.	Roles that are classified, supervise experimental work, and/or need Laboratory instrumentation and infrastructure require an on-site presence. However, any unclassified computer-based work may be completed via telecommuting if the role permits.	<ul style="list-style-type: none">• Lean towards an on-site presence• Potential for part-time telecommuting• Potential for ad hoc telecommuting
My work relates to Lab operations and may sometimes require an immediate on-site response time.	Many jobs in operations typically require an on-site presence, but ad hoc telecommuting may be an option depending on your specific responsibilities.	<ul style="list-style-type: none">• Lean towards an on-site presence• Potential for ad hoc telecommuting
My work requires a high level of creativity and innovation . I oftentimes need to collaborate with other team members and organizations throughout the Laboratory.	For those whose job function requires highly complex work, on-site work may be the most beneficial option.	<ul style="list-style-type: none">• Lean towards an on-site presence• Potential for part-time telecommuting• Potential for ad hoc telecommuting
My role is mostly classified and requires multiple classified meetings each week.	Classified work and meetings require an on-site presence. However, you may be a good candidate for ad hoc telecommuting.	<ul style="list-style-type: none">• Lean towards an on-site presence• Potential for ad hoc telecommuting
My goal is to advance positions/roles at the Laboratory and eventually become a manager.	Those seeking a management role should consider the requirements of their sought-after role, so they begin to gain the relevant experience to support that position. This may mean increasing one's on-site presence to better cultivate leadership skills through interpersonal relationships.	<ul style="list-style-type: none">• Lean towards an on-site presence• Potential for part-time telecommuting• Potential for ad hoc telecommuting
My current role requires minimal direction from others, is unclassified, and does not require on-site facilities or resources.	Hybrid/telecommute work is a viable option for those whose work can be completed with virtual resources and technology.	<ul style="list-style-type: none">• Potential for part- or full-time telecommuting• Potential for ad hoc telecommuting
My work is unclassified and involves conducting experiments using Laboratory facilities and resources and analyzing collected data.	Data analysis, report writing, etc., may be conducive to a hybrid environment, allowing for the use of on-site resources and the ability to perform computer-based work via telecommuting.	<ul style="list-style-type: none">• Lean towards an on-site presence• Potential for part-time telecommuting• Potential for ad hoc telecommuting
I work on multiple projects with a mix of unclassified and classified work.	Consider the frequency of needing access to infrastructure to perform classified work.	<ul style="list-style-type: none">• Potential for part-time telecommuting• Potential for ad hoc telecommuting
I am a supervisor/team lead , and my work is unclassified and does not require on-site facilities/ resources.	Consider whether your team is based on-site or off-site, and your ability to effectively lead and communicate with team members, train new staff, and provide direction through virtual applications.	<ul style="list-style-type: none">• Potential for part- or full-time telecommuting• Potential for ad hoc telecommuting
My role directly supports an executive manager .	Your hybrid work flexibility should be determined with the help of the executive you report to. Perhaps your schedule matches theirs or you have day(s) that you both are on-site.	<ul style="list-style-type: none">• Potential for part-time telecommuting• Potential for ad hoc telecommuting

Physical Location Considerations

In some instances, employees may need or wish to telecommute from out-of-state or from outside a commutable distance to the Lab. Before requesting this type of arrangement, it is important to consider how you will continue to sustain innovation, creativity, and teamwork while working remotely, knowing that an on-site presence helps create and cultivate the Lab’s unique culture. Telecommuting from out-of-state or from outside of a commutable distance may have additional implications, such as:

- > Required on-site presence if your assignment changes
- > Tax and benefit implications
- > Possible future regional compensation structure
- > Commuting costs not covered by the Lab



Telecommuting Parameters



- Parameters of Telecommuting Out of State and Out of Country
- Administrative Guide for Other Instances of Telecommuting

Space and Equipment

The Laboratory has limited space on-site, so you may be asked to share an on-site workspace if you telecommute a majority of the time. Leveraging shared space helps address the Lab’s space limitations and support an equitable work environment.

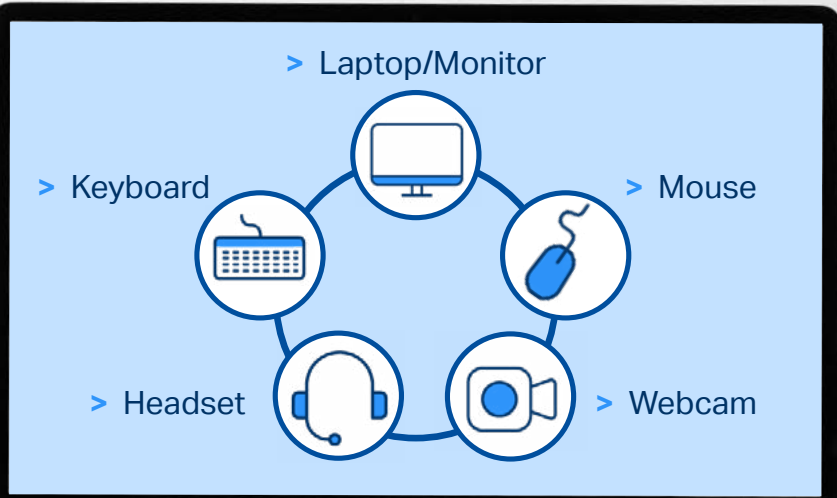
A technology setup (telework kit) at a primary off-site work location is provided for those telecommuting at least one day or 20% per week or more. A base setup will be recommended, but programs have flexibility to augment this setup according to business need. A single computer, preferably a laptop, is standard, but dual computers can be approved based on business need. Employees are responsible for accounting for all property on a property pass. See additional details below:

Telecommuting < 20% (or one day) per week
Eligible for on-site office space/not eligible for telework kit, but may use laptop as primary computer to support regular part-time telecommuting <20% and ad hoc telecommuting.

Telecommuting 20–50% per week
Eligible for telework kit in addition to on-site setup (main computer is one laptop brought back and forth).

Telecommuting > 50% per week
Eligible for telework kit but likely subject to modified on-site workspace (shared space, “drop-in” space, etc.).

Base Telework Kit







Starting a Hybrid Work Discussion

Starting a Hybrid Work Discussion

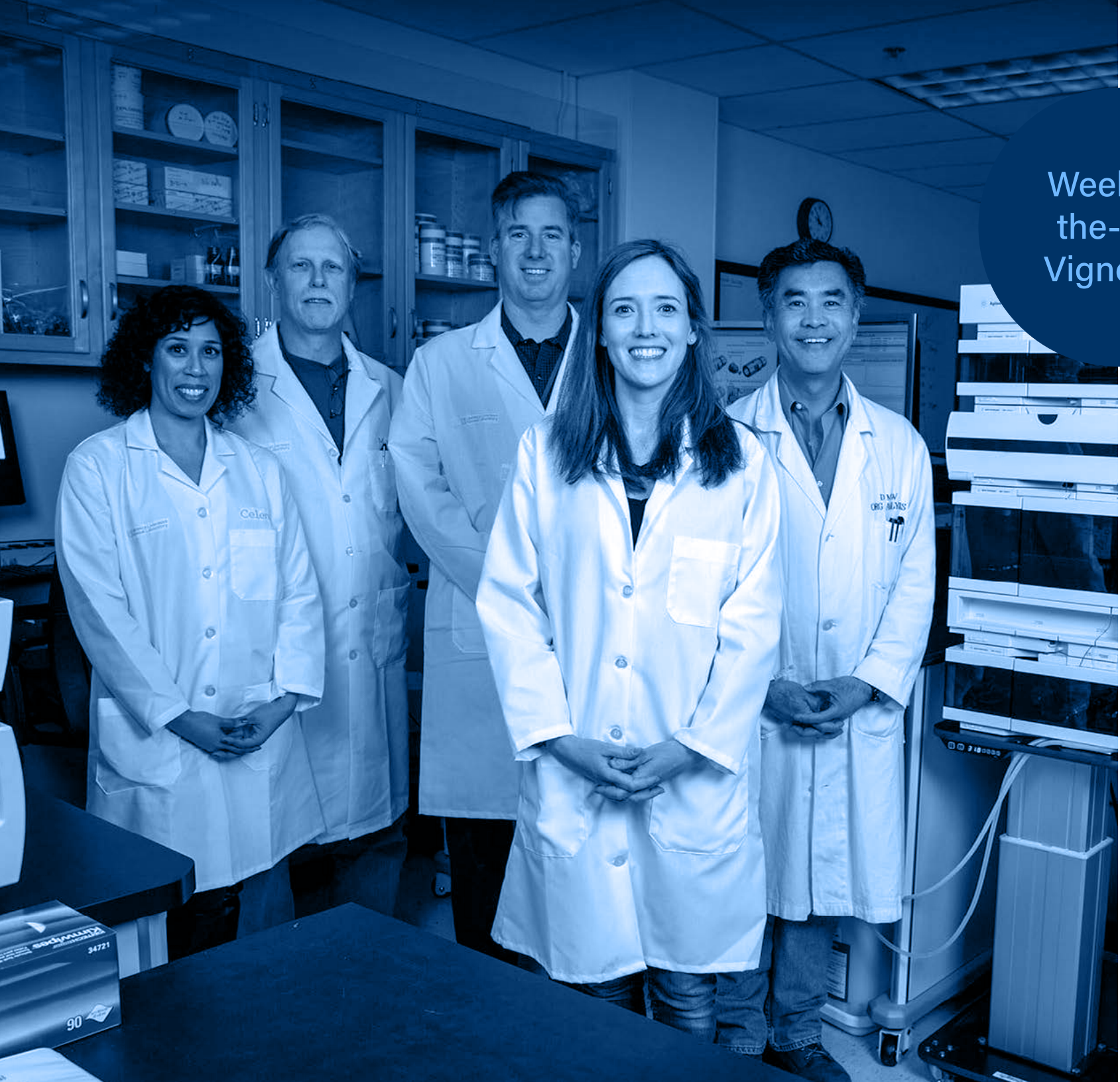
A successful telecommuting agreement begins with a discussion between an employee and their payroll and project supervisor(s). Open communication, understanding, honesty, and respect are paramount. If you are interested in telecommuting full-time or from outside of a commutable distance or have other instances of telecommuting in mind, you should be aware that these are approved on a case-by-case basis and will require additional levels of approval. The following narrative provides one example of what starting a hybrid work discussion might look like.

1	An employee approaches their supervisor(s) one-on-one to express interest in telecommuting, and what their desired schedule would be. OR An employee mentions telecommuting during a team meeting, and asks for the input of their supervisor(s) and team members.
2	If the employee also directly supports other organizations, they request input from their team(s) in the other organization(s) as well, taking into consideration how telecommuting will affect those teams/organizations.
3	Using the input acquired in steps 1 & 2, the employee takes the optional "Telecommuting Self-Assessment," found on telecommuting.llnl.gov/employee-resources . 
4	The employee sets a time to meet with their payroll and project supervisor(s) to review their telecommuting request.
5	The employee comes prepared to the meeting with a preferred hybrid work schedule and reasoning to support their requested schedule. The supervisor asks relevant questions regarding the employee's ability to telecommute, and they come to an agreed-upon telecommuting arrangement that meets the needs of the Laboratory and affected teams/organizations.
6	Upon receiving verbal/email approval from their supervisor(s), the employee will formally document their desired telecommuting schedule using the LAPIS telecommuting module (if within a commutable distance) at lapis.llnl.gov . 



Process for Telecommuting from a Commutable Distance





Week-in-the-Life Vignettes

Week-in-the-Life Vignettes

The Lab's hybrid workplace offers many possibilities and options for Lab employees. Variables to consider include the requirements of your role and your current work schedule—whether you work a traditional work week or have an AWS. Find inspiration for your hybrid schedule by exploring the following scenarios:

Example 1

Scott (he/him) works in Weapons and Complex Integration as a nuclear chemist. Since most of his work is classified and requires on-site use of the Lab's facilities, he has requested to telecommute up to 20% of the time. This will allow him to perform his essential job duties on-site, while offering him the flexibility to perform unclassified duties from his home office one day each week. He has decided to telecommute regularly on Mondays, allowing him to catch up on emails and report writing, and join his group's unclassified weekly staff meetings via Webex.

Example 2

Alex (they/them) works as a scientist for the Laboratory's Forensic Science Center (FSC) and telecommutes up to 50% of the time. They spend the first part of the day telecommuting, as this allows Alex to avoid morning traffic. While working from home in the mornings, Alex completes data analysis and research write-ups on the computer. They then come on-site in the afternoons to perform experiments using FSC facilities and collaborate with other on-site team members.

Example 3

Alicia (she/her) is a graphic designer. Her work consists of creating images and graphics for engineers and scientists across the Lab, helping to provide visual representations of their work. Telecommuting up to 80% of the time suits her role, as her work is primarily computer-based. She works Monday through Friday, with Tuesday being her on-site day. Her department and team have worked together to ensure group meetings all fall on Tuesday, so this is the ideal day to go on-site and catch up with her team face-to-face.



**Additional
Resources**



Tips for staying productive, creating boundaries, and working effectively in teams in a hybrid environment:



Need technical assistance?
Contact the LivIT Service Desk:

925-424-4357




Settling Disagreements

Settling Disagreements

Your **management chain** is your primary resource to discuss and resolve telecommuting disagreements; however, in some cases you may want to seek assistance from a neutral third party on how to have productive telecommuting discussions with your management chain. This section outlines a list of resources available to you if you and your supervisor(s) are not on the same page regarding your hybrid work schedule. Remember to always approach these conversations with an open mind, ready to listen, learn, and understand.

Employee Relations

Employee Relations provides a confidential, problem-solving resource for employees, supervisors, and managers to explore work-related matters and sensitive issues. This includes seeking guidance on how to approach your higher-level supervisors with your concerns on the outcome of your telecommuting request and identifying other possible telecommuting options. Visit the Employee Relations website at employeerelations.llnl.gov. 

Ombuds

The Ombuds program at the Laboratory offers a way for employees to discuss work-related issues and concerns in an informal, neutral, and confidential setting. Ombuds can help you prepare to talk with your supervisor(s) about any telecommuting concerns.

To access an Ombuds or for more information on the process, visit ombuds.llnl.gov. 

Staff Relations

In addition to the informal resources available to help resolve a disagreement or conflict, Staff Relations offers a formal complaint resolution process. Visit the Staff Relations website at staffrelations-int.llnl.gov/. 

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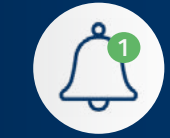
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A hybrid workplace requires all of us to be knowledgeable about both on-site and off-site safety and security protocols, and to always remain vigilant of our surroundings. At the end of the day, we always want you to go home safe and be safe at home.

On-Site

There are a variety of on-site safety and security protocols that protect both Lab employees and the important mission work that we do. You should familiarize yourself with the information on the following pages, so you are aware of these protocols while at the Lab site.



Emergency Notifications



Lab AtHoc Emergency Notification System
Sign up for notifications to receive updates on unexpected and/or dangerous situations, such as wildfires, on-site hazards, Lab closures, etc.

 Search "AtHoc"



Badges

The Laboratory requires a DOE-approved badge to access the site, with the exception of General Access Areas. This includes Laboratory employees, subcontractors, and visitors.

- > Wear your badge:
 - Above the waist
 - On the front of the body
 - Photo side out (if applicable)
 - Only while on-site
- > Keep your badge in a safe place where it cannot be stolen.

Escorting

Escorting allows authorized personnel the ability to escort unauthorized persons into a Limited Area (LA). Think of an escort as a host or a guide, ensuring the safety of the Lab and the person they are escorting. To be an Administrative Escort (AE), you are required to be a U.S. citizen, possess a Department of Energy (DOE) access authorization (Q or L) or security clearance (TS or S) held by LLNL, and have an approved DOE badge (that you are visibly wearing). While escorting, follow these guidelines:

- > The escorted may not be left alone at any time.
- > An AE can escort a maximum of five people at a time.
- > Display proper signage where the escort is taking place.
- > Ensure the organization’s personnel are aware of the visit and that all classified materials are secured and protected.
- > At the end of a visit, bring the escorted to the appropriate exit.



Badge Office



Building B071



(925) 422-0717



Security Help Desk



(925) 422-0100



Request a Security Escort:



(925) 423-1683

Getting Around

The Laboratory provides a variety of travel methods to make getting around the site easier. Explore your options for on-site travel below—and make sure to follow the rules of the road, keeping yourself and others safe.

Driving On-Site

- > The on-site speed limit is 15 mph in parking lots, and 25 mph elsewhere.
- > Park personal vehicles in designated spaces that are striped and/or posted.
- > Personal vehicles may not park in designated government parking.
- > Monday—Friday (6:45 a.m. to 1:30 p.m.) spots marked carpool/vanpool require a commuter pass.

Use of Bicycles

- Laboratory bikes are available for on-site employee use on a first-come, first-serve basis.
- > Always wear a helmet. Get a free helmet voucher at esh.llnl.gov/html/bhp.php
 - > Upside-down bikes indicate that they are out of service or not properly working. Maintenance crews regularly survey the site for these bikes and repair them.




Use of Government Vehicles

- First-come, first-serve government vehicles are available for employees on official business only.
- > These vehicles are located outside designated buildings, and should be returned to the same building.
 - > These vehicles may be parked in government parking spots.
 - > Employees are required to have a valid driver’s license to operate these vehicles.


Taxi Services

The Lab provides complimentary taxi services on-site during normal business hours. You may also reserve a taxi for future tours and visits.




24/7 Emergency Assistance


Emergency Services
In case of medical, fire, or Lab emergency call:


 911 Lab landline
or (925) 447-6880
Cell phone (non-Lab phone)

On-Site Accidents
Notify the Protective Force Division at:

 (925) 422-9763


Vehicle Assistance
For on-site emergency vehicle assistance (flat tire, jump-start, etc.) call maintenance mechanics at:

 (925) 422-9763




Transportation


Site Map
Find buildings or get directions using the Lab’s interactive map.





Vehicle Use
Find more information on transportation options.




About Carpool/Vanpool


 Search “commuter pass”






Taxi Services

 Building B411, RM 1533

 (925) 422-8294 (2-TAXI)



Controlled / Prohibited Items

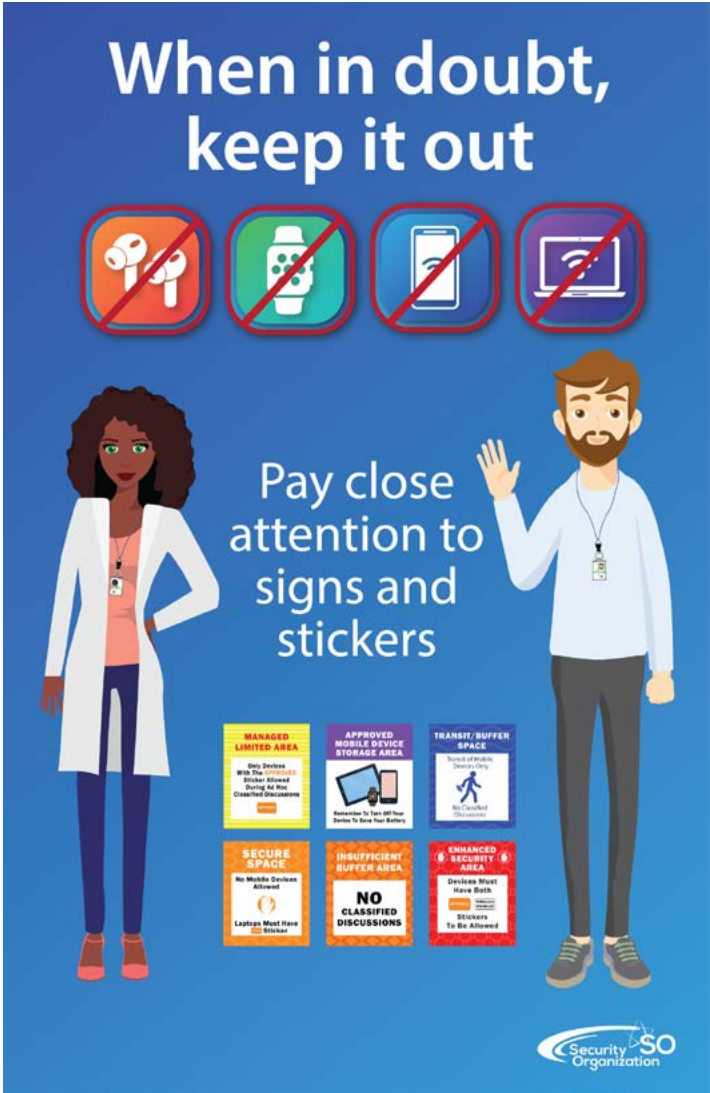
What is the difference between a controlled and a prohibited item? A controlled item is one that has usage restrictions depending on access areas. A prohibited item is one that is not allowed on-site, unless approved by the Director of Security. Below you will find a list of devices/controlled items that are permitted, and those that are prohibited.

Controlled Items:

- > Any electronic device, personal or government-owned (this includes smartphones, laptops, smart watches, and fitness trackers)
- > Wireless devices (headphones, headsets, and all Bluetooth devices)
- > Alcohol (only closed containers are allowed to be temporarily stored in a personal office or private vehicle, no consumption allowed on-site)
- > USB devices (a non-government device cannot be plugged into any government-owned device)
- > Car cameras or helmet cams
- > *Medical devices (e.g., hearing aids, insulin pumps, etc.)
- > Binoculars and telescopes

Prohibited Items:

- > Explosives
- > Weapons
- > Hazardous waste and materials
- > **Drugs and illegal substances



*For more information on bringing medical devices on-site, visit csp.llnl.gov/mobile/medical-devices.

**While marijuana is legal in California, it remains prohibited for use or possession by LLNL personnel.
Find more Information at: counsel.llnl.gov/legal-briefs

Electronic Devices

Personal devices are any electronic devices that are non-government-owned. Government devices are those provided to employees by the Laboratory for business purposes only. Examples of these devices include but are not limited to phones, smartphones, laptops, tablets, desktop computers, smart watches, and Bluetooth devices.

Personal Devices

- > No classified information
- > Only connect to the LLNL Guest network (which is monitored)
- > No recordings (Government devices can record for business purposes only)



Look out for new mobile device restrictions



Security Incident Reporting Office (SIRO)

If you accidentally bring an electronic device into a restricted area, self-report the incident by contacting SIRO.

(925) 424-7476 (4-SIRO)



Required Training

Is your training up to date?

All Lab employees are required to keep safety and security trainings up-to-date. Check the status of your training here:



Access Areas

There are two main types of access areas at the Lab: Property Protection Areas (PPAs) and Limited Areas (LAs). In a PPA, nearly all controlled devices (both government and personal) are allowed inside or outside the area/building. An LA consists of four designated areas: Managed Limited Area, Transit/Buffer Space, Secure Space, and Enhanced Security Area. When traveling through Laboratory spaces, pay close attention to building signage indicating the space you are in and the items that are permitted.

Managed Limited Area

- > Government and personal devices are allowed both outside and inside.



Transit / Buffer Space

- > Personal devices may only travel through these spaces, and are not allowed to remain nor be used.
- > Government devices may remain if they have an orange "Approved" sticker.



Secure Space

- > Mobile devices are prohibited.
- > Laptops with an orange "Approved" sticker are allowed.



Enhanced Security Area

- > Personal devices are prohibited.
- > Only government-owned devices with an orange "Approved" sticker and a white "Wireless Disabled" sticker are allowed.



Other Important Signs



Prohibited Items and Access Areas



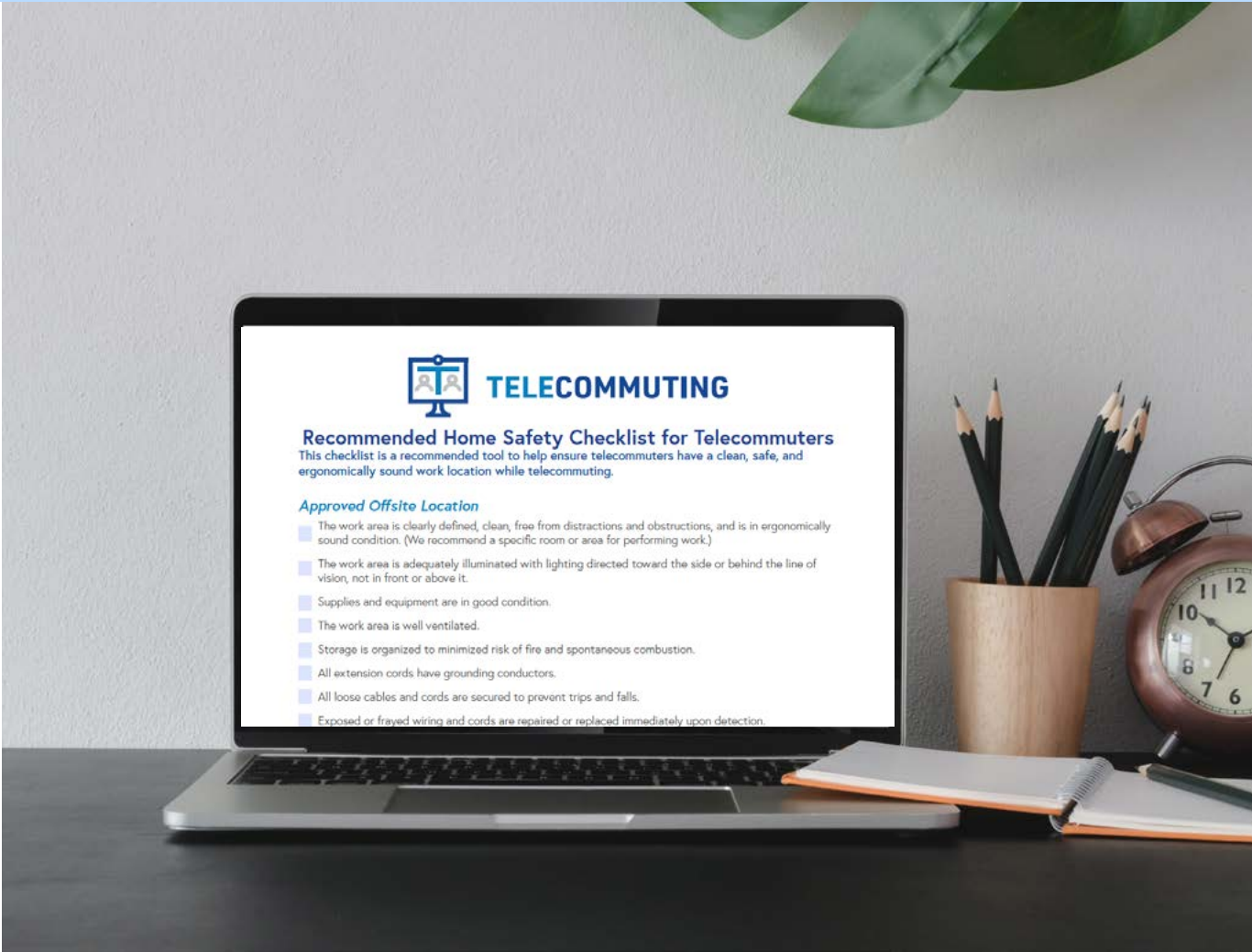
Decision Tree for Controlled Articles



Signs, Stickers, and Labels
Resources regarding access areas and electronic/mobile devices.

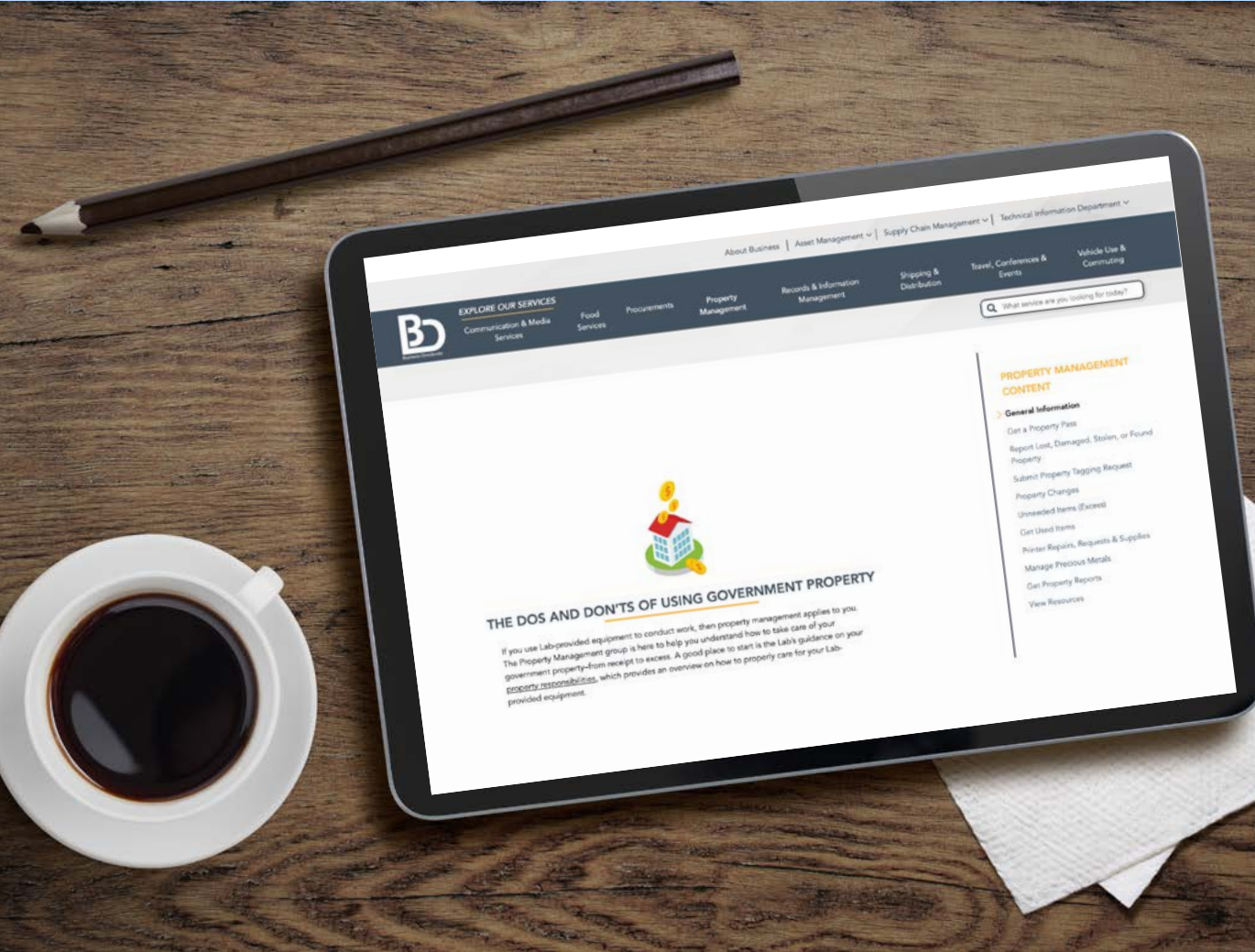
Telecommuting

The office at your approved telecommuting location should be set up for success, following the same safety guidelines as your on-site office. This means eliminating any safety hazards, having an ergonomic office setup, and ensuring that you are prepared for the unexpected. We want you to stay safe while telecommuting, and help you create an optimal work environment for maximum productivity.



Lab Property Responsibilities

You are responsible for the condition and physical security of any Lab property supplied to you, including chairs, laptops, computers, and peripherals such as monitors, headsets, and cameras. If you plan on taking property off-site (including items shipped to your home), obtain a property pass that is filled out by your property center representative and supervisor. You may also need to fill out a Property Record Change Form, which formally assigns or removes Lab property from your stewardship.



Telecommuting
Checklist



For detailed information on how to safely set up your home office, see the Home Safety Checklist.



Ergonomics
Program



The Ergonomic Program helps employees create a safe workstation. Request your ergo assessment now:



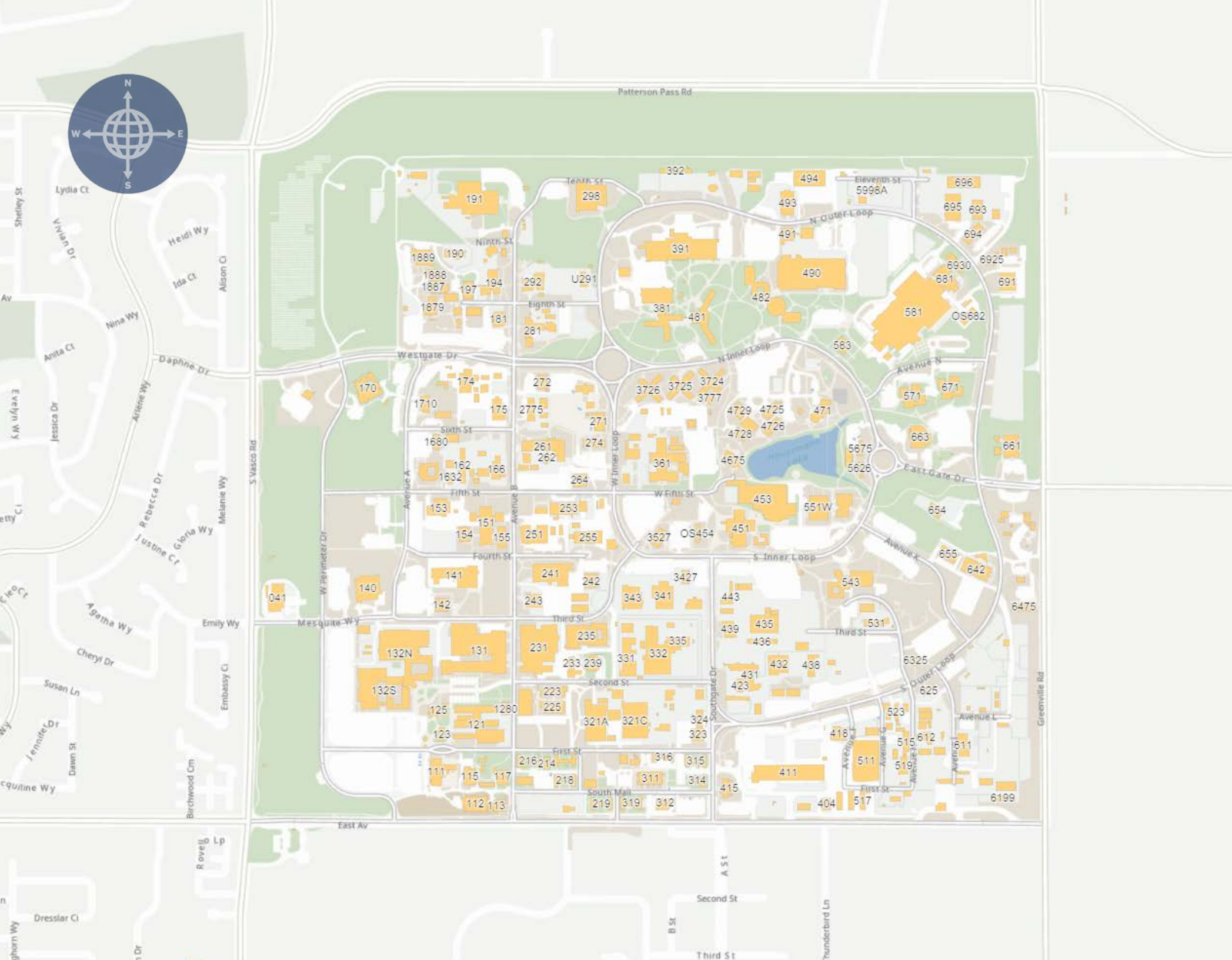
Search “ergo”



Property
Policies



Information on property management, responsibilities, property policies, and forms.



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Science & technology on a mission

On-site
at home
or hybrid

