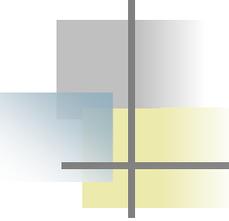


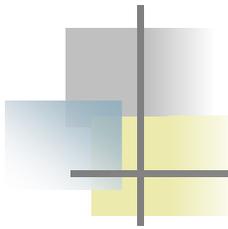
Equal Employment Office and Employment Office

Dianne Engram



Equal Employment Opportunity Legislation

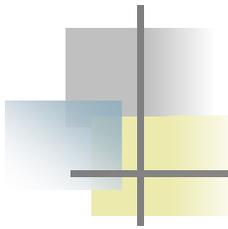
- Seven major federal laws and one executive order delineate the legal requirements that companies must meet to comply with equal employment regulations. They are:
 - Title VII of the Civil Rights Act of 1964.
 - The Equal Pay Act of 1963.
 - The Age Discrimination in Employment Act.
 - Executive Order 11246.
 - Section 503, Rehabilitation Act of 1973.
 - Vietnam Era Veteran Readjustment Act of 1974.
 - Americans with Disabilities Act 1990.
 - Civil Rights Act of 1991.



Dianne M. Engram

Manager, EOO

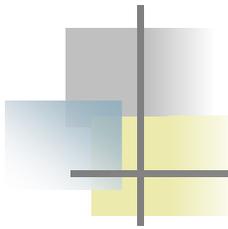
- Equal Employment Office
 - The Equal Employment Office is responsible for the administration of Federal regulations and monitoring employment practices to ensure compliance with State and Federal laws. Additionally, this office provides linkages to organizations that can identify qualified diverse candidates. It also recommends to management policies and procedures, which ensure fair and equitable treatment of employees and applicants. This office provides an avenue for employees to address problems in the workplace, both personal and professional.



Dianne M. Engram

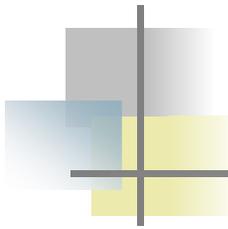
Manager, EOO

- Equal Employment Office
 - The EO office is responsible for the liaison of the Laboratory with enforcement agencies, handles the internally filed complaints, and works with Seyfarth Shaw attorneys to provide responses to externally filed complaints against the Laboratory.



EEO Pipeline Programs

- This office administers four pipeline programs for historically underrepresented minority students: TARGET – a 6-week program for local high school students aspiring to careers in science and engineering; Summer Internships in Science and Technology (SIST) – a 12-week residential program for undergraduate minority students majoring in physics, electrical/mechanical engineering, and computer science and spend two summers at Fermilab; and the Graduate Fellowship Program, which provides mentoring stipends and summer employment for minority students earning PhD's in Physics and URA member universities.

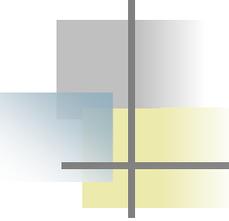


Bernie Dugan

Sr. HR Administrator

■ Employee Assistance Program

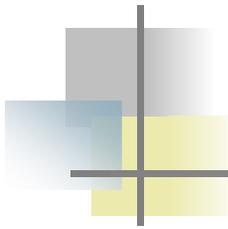
- The Fermilab Employee Assistance Program (EAP) is a confidential, professional service providing counseling for personal problems.
- The EAP provides professional assessment, referral and short term assistance to employees who are facing personal problems.
- The problem may involve a family or marital situation, financial or legal difficulties, alcohol/drug abuse, or emotional stress and depression.



Bernie Dugan

Sr. HR Administrator

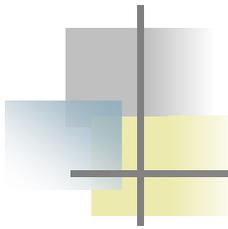
- Employee Assistance Program
 - The EAP is a guidance and referral service. Help is given to clarify the situation, identify options and resources, and locate the specialized help needed to address the problem.
 - DOT training for drivers required to carry a CDL, Commercial Drivers License.



Audrey B. Arns

HR Assistant

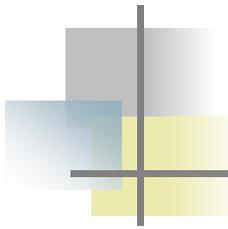
- Prepares all documents for EO functions.
- Handles all mailings for the three Summer Programs.
- Coordinates all electronic airline tickets for students of SIST and GEM programs.
- Prepares Underutilization Reports for all openings.
- Prepares all correspondence.
- Assists EAP/Wellness Committee



Audrey B. Arns

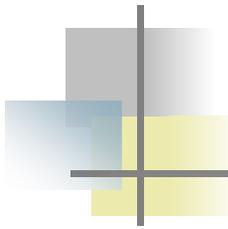
HR Assistant

- Provides support of SSCL Benefits administration as needed.
- Key Operator for Xerox machine and orders all office supplies for 15th floor.
- Serves as back up in managing myriad of details in the administration programs and provides support to the EEO office.



Employment Office Responsibilities

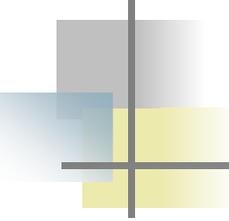
- Conducting orientation for all new employees
- Assisting with Visa renewals
- Attending job fairs and off-site recruiting
- Facilitating relocation for employees, guest scientists and guest engineers.
- Conducting exit interviews.
- Processing all clearances for terminating employees.
- Handled 47 VERPP Candidates in 2003



Joy Thomas

Recruiter

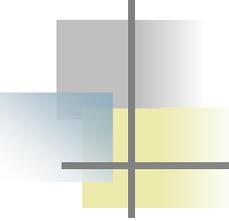
- Administrative Staff Support
- Maintenance Mechanics/Electricians
- Day Care Teachers
- Carpenters
- Firefighters
- Computer Operators
- Accelerator Operators



Shelley Krivich

Recruiter

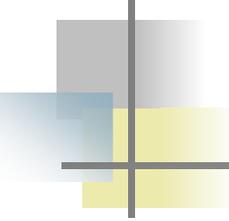
- Engineers (regular FT and Guests)
- Co-ops – 8 schools, 22 students
- ES&H Professionals
- Some Post-docs
- Construction Coordinators/Project Managers
- Engineering Physicists



Jeff Artel

Recruiter

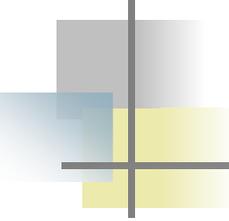
- Computer Professionals
- Technicians
- Some Post-docs
- Responsible for Employment Office reports



Marge Pitz

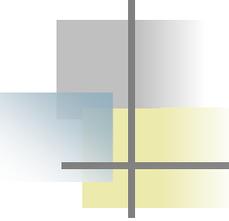
HR Assistant

- Facilitates On-Call Program
- Manages the job postings list and on line postings list
- Handles Correspondence for the Employment Office



Employment Statistics FY 02

■ Hires	195
■ Applications	9,685



Summer Hires FY 03

■ Regular Summer	86
■ PPD Physics Program	6
■ TRAC Teachers	13
■ SIST	14
■ TARGET	20
■ GEM	3