

Question and Answers for New Hires

Q: Does the Lab advance leave if I do not have enough leave accrued during the Christmas shutdown?

A: No, the Lab does not advance leave to employees.

Q: When are my health benefits effective?

A: If you elect health benefits, they will be effective on your date of hire.

Q: How can I access the Lab's employee directory?

A: The Lab's employee directory can be accessed via Jstaff. This process will be shown to you during New Hire Orientation.

Q: What is the vesting schedule for my retirement plan?

A: You are vested immediately.

Q: Are Lab employees subject to a probationary period?

A: All Lab employees are subject to a 12 month probationary period.

Q: When do I get my badge?

A: During your initial orientation on your start date, you will have a chance to complete 3 default training requirements. Once they are done, you will be able to get your badge.

Q: How do I get programs I need on my computer if I am not the administrator?

A: When you log into the JLab domain on your office computer, go to START, Settings, Control Panel, Add/Remove Programs. Select Add New Programs on the left sidebar. All the programs available with Lab-wide licenses can be downloaded and installed from here. If you need a program that is not listed as an option, send an email to helpdesk@jlab.org or call the Helpdesk x 7155

Q: I took some mandatory training online before my start date. Do I have to re-take it after I start?

A: Not necessarily, but it's possible. While you can access some of our training via the Internet, if you take it prior to having a JLab account created (i.e. before your start date) your course completion record may not be retained long enough to be recorded.

Q: What is your dress code?

A: There is no formal policy at the Lab that outlines a specific dress code at this time, however, it is expected that good judgment is exercised in this regard.

Q: What happens if I need to see a doctor and have not received medical/dental cards?

A: Contact the Human Resources Department for your policy and group numbers.

Q: Can I roll my 401k retirement account into the Lab's 403b?

A: Yes, contact the Human Resources Department x 7598 for more information.

Q: Where to I report on my first day of employment?

A: VARC, building #28

Q: Do I need a security clearance?

A: No

Q: What information will I need to bring with me on my first day if I am a foreign national?

A: You will need to bring a valid passport, visa, I-94 card and DS-2019 or I-20.

Q: What information do I bring with me on my first day?

A: You will need to bring your identification records as indicated on the back of your I-9 Eligibility to work in the United States form (i.e valid passport, valid driver's license, social security card).

Q: Are there restaurant facilities on the Lab Complex?

A: Yes, the Quark Café located in the CEBAF building on the first floor. Quark Cafe is open for breakfast, Monday through Friday, 7-9:30 a.m. Lunch is served Monday through Friday, 11:30 a.m.-2 p.m. (the hot food line shuts down at 1:30 p.m.)

Q: What other Jefferson Lab facilities are available to employees? (Library...etc)

A: The SURA Residence Facility is a modern, well-equipped facility with 42 private guest rooms. These rooms are available to the JLab community at a reasonable rate.

The Scientific Library is located in the Applied Research Center (ARC) on the first floor. The regular library hours are Monday – Friday from 8:00 AM to 5:00 PM.

Jefferson Lab has an on site medical facility located in the VARC building. JLab's Occupational Medicine group provides a variety of occupational health services for employees and lab users. We assist visitors and subcontractors with medical emergencies, provide first-aid treatment and coordinate referrals to qualified off-site providers for more serious cases.