

U.S. Department of Energy

Oak Ridge Office

ORDER

ORO O 340
Revision 4

DATE: 02/22/2007

SUBJECT: FEDERAL EMPLOYEE WELL-BEING AND SATISFACTION

1. PURPOSE. This Directive provides detailed requirements for Oak Ridge Office (ORO) activities under the 340 Series, FEDERAL EMPLOYEE WELL-BEING AND SATISFACTION, by assigning responsibility and accountability and providing administrative and/or contractual guidance to ORO and its contractors.
2. CANCELLATION. This revision cancels and replaces ORO O 340, Revision 3, FEDERAL EMPLOYEE WELL-BEING AND SATISFACTION, dated October 27, 2004.
3. SIGNIFICANT CHANGES. This Directive incorporates as Chapters in the 340 Series the current ORO Directives identified in Paragraph 4 below.
4. SUMMARY.
 - a. This revision to ORO O 340 transmits the following revised Chapters.
 - (1) Chapter I, Change 5, ALTERNATIVE WORK SCHEDULE PROGRAM, dated March 13, 2006.
 - (2) Chapter II, Change 4, GRIEVANCE POLICY AND PROCEDURES, dated September 28, 2006.
 - (3) Chapter III, Change 4, EMPLOYEE HEALTH AND ASSISTANCE PROGRAM, dated July 25, 2006.
 - (4) Chapter IV, Change 4, DRUG-FREE WORKPLACE TESTING IMPLEMENTATION PROGRAM, dated October 25, 2006.
 - (5) Chapter V, Change 3, EMPLOYEE FITNESS PROGRAM, dated August 28, 2006.

For information on applicability and assignment of responsibility, refer to these individual Chapters.

5. CONTRACTOR REQUIREMENTS DOCUMENT. For contractor requirements, refer to the attachments to the Chapters listed in Paragraph 4 above.

Original Signed By
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CHAPTER I – ALTERNATIVE WORK SCHEDULE PROGRAM

CHAPTER II – GRIEVANCE POLICY AND PROCEDURES (correlates to DOE O 342.1)

**CHAPTER III – EMPLOYEE HEALTH AND ASSISTANCE PROGRAM (correlates to
DOE O 341.1, and DOE G 341.1-1)**

**CHAPTER IV – DRUG-FREE WORKPLACE TESTING IMPLEMENTATION PROGRAM
(correlates to DOE 3792.3, Change 1)**

CHAPTER V – EMPLOYEE FITNESS PROGRAM (correlates to DOE O 341.1)