

U.S. Department of Energy

OAK RIDGE OPERATIONS

ORO O 350
CHAPTER IV

Date: 05-31-96

SUBJECT: CONTRACTOR PERSONNEL AND INDUSTRIAL RELATIONS REPORTS

1. PURPOSE. This Chapter correlates to DOE O 358.1 (formerly DOE 3220.4), CONTRACTOR PERSONNEL AND INDUSTRIAL RELATIONS REPORTS, dated January 7, 1993, by assigning responsibility and accountability and providing administrative and/or contractual guidance to Oak Ridge Operations (ORO) and its contractors. Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORIG 3220.4, CONTRACTOR PERSONNEL AND INDUSTRIAL RELATIONS REPORTS, dated August 4, 1992.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff, management and operating (M&O) contractors, and other contractors performing work for ORO as provided by law and/or contract and as implemented by the appropriate contracting officer.
4. RESPONSIBILITIES.
 - a. Director, Personnel Division.
 - (1) Reviews and evaluates contractor reports and submissions, obtains supplementary information as necessary, and consolidates such information for forwarding to Headquarters Office of Contractor Human Resource Management (OCHRM).
 - (2) Maintains records on contractor personnel and industrial relations matters and furnishes current information to the Contracting Officers' Representatives (COR) and Principal Staff, as required.
 - (3) Reviews contractor reports and identifies questions/issues based on report content requiring analysis or other follow-up action.
 - b. Contracting Officers' Representatives ensure contractors submit required reports on a timely basis in accordance with Table 1 (see Attachment 2 of this Chapter).
5. REQUIREMENTS AND PROCEDURES.
 - a. Basic requirements for submitting contractor personnel and industrial relations reports are contained in Table 1 as well as supplementary instructions and report dates.

- b. The ORO-required Semiannual Wage and Salary Report provides information for the administration of wage and salary provisions of M&O contracts. The report should be prepared using the format illustrated in Table 2 (see Attachment 3 of this Chapter). It should contain each job classification in use, the classification's approved rate range, and the distribution of individual rates within each classification. The job classifications shall be grouped according to the payroll breakdown used by the contractor; that is, manual or hourly paid employees, and nonmanual or salaried employees further identified as exempt or nonexempt. The weighted average wage or salary shall be shown for the three major groupings of employees; that is, hourly, exempt, and nonexempt. The report should contain information as of the last payroll in June and December.
6. REFERENCES. None.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this Chapter.
9. ATTACHMENTS.
 - a. Attachment 1 - Contractor Requirements Document.
 - b. Attachment 2 - Table 1.
 - c. Attachment 3 - Table 2.

CONTRACTOR REQUIREMENTS DOCUMENT

Contractors that are identified in paragraph 3 of this Chapter shall accomplish the following:

1. Submit two copies of all reports through the COR, or directly to the Chief, Industrial Personnel Group (IPG), as specified by the COR, by the due dates indicated in Attachment 2 of this Chapter.
2. Contractors needing additional blank report forms or assistance in completing a report may call IPG at (615) 576-0660.

TITLE OF REPORT	FORM NO.	FREQUENCY	DUE DATES TO ORO	REF. IN DOE ORDER 358.1
7. Collective Bargaining Agreements	N/A	When new agreement is negotiated	As soon as possible following the conclusion of negotiations	Chapter VII
8. Contractor Organization Charts	Format described in DOE F-3220.4	Annually as appropriate	Initial charts submitted within 45 days of effective date of the contract. Subsequent charts submitted by Jan. 1, or on occasion of major change in personnel	Chapter VIII
9. Report on Contractor Salary Increase Fund	DOE F-3220.8	Annually	Within 30 days of SIF Approval	Chapter IX
10. Semiannual Wage and Salary Report	ORO Format	Semiannually	1/15 and 7/15	Chapter IV, Table 2

TABLE 2
SEMIANNUAL WAGE AND SALARY REPORT
For Pay Period Ending (Nearest) June 30, 19__

TO: DOE Oak Ridge Operations

PROJECT: Oak Ridge Area LOCATION: Oak Ridge, Tennessee

CONTRACTOR: Energy Era, Inc. TYPE OF CONTRACT: Operations

CONTRACT NO: DE-AC05-76-OR-000 DATE OF CONTRACT: January 1, 19__

<u>Classification</u>	<u>Rate Range</u>	<u>Number of Personnel</u>	<u>Weighted Average</u>	<u>Distribution</u>
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Manual or Hourly Employees

	<u>Rate Group</u>	<u>Per Hour</u>						
Carpenter	13	\$14.20 - 15.00	22@	\$14.68	5@	\$14.20	3@	\$14.50
					2@	14.30	12@	15.20
Chemical Operator	11	\$12.80 - 13.40	14@	13.22	4@	12.80	10@	13.40
Weighted Average Hourly Rate			etc.	36	\$14.11			

Weekly or Monthly Nonexempt Employees

		<u>Per Week</u>						
Secretary	G	\$270 - \$360	10@	\$317.20	2@	\$270	1@	\$350
					1@	290	2@	356
					4@	320		
Clerk	E	220 - 330	30@	265.66	5@	220	3@	290
					20@	270	2@	300
Weighted Average Salary			etc.	40	\$278.59			

Weekly or Monthly Exempt Employees

		<u>Per Month</u>						
Department Head	C	\$2800 - \$4200	3@	\$3480	1@	\$3100	1@	\$3790
					1@	3550		
Associate Physicist	B	2150 - 3000	7@	2457	2@	2150	1@	2900
Weighted Average Salary			etc.	10	\$2764			

(Signature and Title)

(Date)