



ROCKY FLATS ENVIRONMENTAL TECHNOLOGY SITE

WORK FORCE RESTRUCTURING

PLAN THREE

**U.S. Department of Energy
Rocky Flats Environmental Technology Site
Golden, Colorado**

MAY 5, 1997

Amendment One

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**ROCKY FLATS ENVIRONMENTAL TECHNOLOGY SITE
WORK FORCE RESTRUCTURING PLAN 3
AMENDMENT 1**

INTRODUCTION

Since the implementation of Section 3161 of the Fiscal Year (FY) 1993 National Defense Authorization Act, the Rocky Flats Environmental Technology Site (Site) has voluntarily or involuntarily separated approximately 4,217 employees. This downsizing was a result of the Department of Energy's (DOE) mission change and the designation of Rocky Flats as an accelerated closure Site.

One of the DOE's Rocky Flats Field Office's (RFFO) basic goals is to maintain a trained work force to meet the Site's accelerated closure mission. Adjustments in requisite skills needed to accomplish accelerated closure continue to result in work force restructuring.

Section 3161 gives specific guidance to DOE concerning work force restructuring. In particular, it requires that a plan be prepared when it has been determined that a change in the work force of a defense nuclear facility is necessary. The Site's Work Force Restructuring Plan 3 (Plan) responds to this requirement. It details the programs under which downsizing actions occur. Amendment 1 of the Plan provides an update of work force restructuring programs that will be used to bring the Site to closure.

Projected costs savings for the number of employees impacted by work force restructuring activities are reported annually in the work force restructuring update.

Work Force Restructuring Programs:

The Voluntary Separation Payment Program (VSPP) was implemented at the Site in October of 1993. Approximately 3095 employees separated under the VSPP. The VSPP was discontinued in January of 1999, because of the Site's changing work force restructuring needs. With the designation of the Site for accelerated closure, the focus turned to retention versus wide-scale downsizing. The Site's downsizing is limited to involuntary separations of those skills no longer needed for accelerated closure. To date, there have been 1,122 employees involuntarily separated.

Outplacement assistance and retraining options are available to employees who are involuntarily separated from the Site, and who are eligible for such benefits under the terms of this Plan. Counseling services and community resources for job placement are part of the outplacement assistance for employees before and after separation. A Career Transition Center located on-site, provides services to both current and separated employees. The services offered include workshops on job search skills, resume preparation, interview skills, job identification, financial counseling and community services. Eligible separated employees may use the training programs identified in this Plan to pursue courses in current or new career fields.

Job openings at the Site require review of involuntarily separated workers within the DOE complex before external hiring is considered. Relocation assistance is also provided for individuals hired for other positions within the DOE complex.

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Additional approval will not be required for implementation of any work force restructuring program as long as the threshold of 500 separations in a twelve-month period is not exceeded, and as long as the restructuring can be accomplished within current funding allocations consistent with the terms of this Plan. Notification to RFFO, the Office of Worker and Community Transition and stakeholders is required at least one week prior to any activity and shall include a complete copy of the documents for employees in conjunction with the implementation of the program. Any deletions or modifications of program documents will be approved by DOE with the concurrence of counsel.

There is no guarantee that any required future restructuring of the work force will have benefits equal to or greater than those contained within this Plan. Nor is it the intent of DOE in implementing this Plan to create any private rights of action or to create any rights in third parties.

GOALS/CHALLENGES

The work force at the Site has the unenviable challenge of closing down the Site that many of them helped build. Their success in helping to end the Cold War has made them leaders once again. This time, they are among the first in the country to cleanup and close a former nuclear weapons manufacturing plant. The major challenge is to retain existing employees until their job is finished and to attract a limited number of new employees with different skills until the mission is completed.

PRIVATIZATION OF CURRENT ACTIVITIES

Strategy:

Kaiser-Hill will continue to retain employees with the skills needed to deliver the core activities at the Site. Ancillary support activities that require fluctuating staffing levels may be performed by subcontractors outside of Kaiser-Hill. Consistent with DOE and Kaiser-Hill policies and procedures and collective bargaining agreement obligations, “make or buy” cost evaluation tools will be used to determine the cost/benefit ratio of any proposed privatization of a Kaiser-Hill performed organizational or departmental function. Staffing flexibility, avoidance of capital expenditures, increased efficiency, or access to expertise not available at the Site will be important considerations when making the ultimate privatization decisions.

Decision-Making Process:

Consistent with DOE policies and procedures and collective bargaining agreement obligations, an analysis will be conducted by Kaiser-Hill to determine whether privatization will accomplish measurable cost savings, meet other privatization objectives, or provide staffing flexibility to meet fluctuating needs. “Make or buy” decisions will be approved by the Kaiser-Hill Vice-President of Administration (or designee) and the Project Vice President (or designee) doing the privatization.

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Implementation Process:

Once an area is identified for privatization, Kaiser-Hill will pursue the following process:

1. Kaiser-Hill will notify RFFO every six months of potential privatization actions that are being considered for implementation during the next six-month period. They will also report privatizations that became effective during the preceding six-month period.
2. Affected employees will be notified prior to the anticipated contract effective date that their scope of work is at risk of being subcontracted and that they are, therefore, at risk of being involuntarily separated. At that time, affected employees will be provided detailed, written notification of their separation benefit program options.
3. Affected employees who are involuntarily separated will receive a two-week lay-off notice prior to the effective date of the new subcontract. In some cases, management may choose to involuntarily separate employees after the subcontract has taken effect. At management's discretion, employees receiving their two-week notice will either remain at work during the two weeks, or will be sent home with pay pending the termination of their employment. Salaried employees will receive the standard Involuntary Separation Program (ISP), including severance pay.

Hourly employees will receive severance pay according to the collective bargaining agreement in effect at the time of separation, and may receive standard ISP benefits when involuntarily separated.

After the two-week notice is given and their termination from employment is effective, employees will be free to accept and begin employment with another employer at the Site or elsewhere without forfeiting their rights to severance pay under the ISP. Consistent with applicable collective bargaining agreements and human resource policies, employees who quit and begin new employment before the two-week notice will be treated as voluntary quits and will receive no severance pay.

4. Kaiser-Hill's tuition reimbursement program provides employees with an ongoing opportunity to retrain themselves to provide core functions, and thus remain employed in jobs available at the Site. Employees whose functions are being privatized are also offered the following:
 - 1) Involuntary separation through the current ISP, and
 - 2) Involuntary separation after accepting a position with the new subcontractor. (This option allows the employees to accept employment with the new subcontractor, work through the separation notice period, and receive full severance payment and hiring preference).

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WORK FORCE PLANNING

Work Force Analysis:

The Site's work force is being restructured to meet accelerated closure requirements. Contractor input is the first step in the work force analysis process. DOE, however, recognizes its obligation to oversee and independently assess the information that it receives. RFFO and Kaiser-Hill cooperated to produce a work force analysis that shows the job category changes and future impacted classifications. This information is continually updated and provided to RFFO and employees.

Salaried Employee Selection Process:

The retention status of each salaried employee is based on job performance, experience, skills and business necessity. All lawful steps will be taken to assure that there is no disproportionate impact on protected groups from the restructuring effort.

Hourly Employee Selection Process:

Impacted hourly employees will be involuntarily separated using the applicable portions of the labor agreements in effect.

Eligibility:

Employees who meet the Job Attachment Test defined below can use the appropriate benefits within the Plan. Continuous service with a Management and Operating (M&O) contractor or an Integrating Management Contractor (IMC) equivalent covered by the requirements of Section 3161 at other DOE defense nuclear facilities as defined in Appendix C-1 of the Interim Planning Guidance for Contractor Work Force Restructuring, will be recognized for determining overall eligibility for benefits. Such service will not be recognized if work force restructuring benefits were previously received for such period of service. Breaks in employment of 30 days or less between continuous service dates will be allowed. Again, periods of service for which an employee has previously received severance pay, separation, pay, or other work force restructuring benefits will not be recognized for eligibility purposes and will not be counted or used in the calculation of severance.

Employees who were transferred by their employer, for the benefit of DOE, to the M&O or IMC equivalent contractor at Rocky Flats from another M&O or IMC equivalent contractor at another DOE facility, with the understanding that their service at Rocky Flats would be considered for all purposes as a continuation of the prior service, and that the prior service would be credited for purposes of their Rocky Flats employment, may be eligible to have their continuous service at the previous site recognized in the calculation of their separation pay. For such service to be recognized, the employee must have received no work force restructuring benefits coincident with the transfer and there must have been no break in employment. Employees will be required to furnish satisfactory proof of eligibility under this provision. None of the benefits resulting from Section 3161 are available to employees re-employed at or in support of the Site.

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Regular Employees:

1. The employee must have been working for a contractor with a direct contract for DOE at a defense nuclear facility on September 27, 1991.
2. The employee must have worked full-time (or regular part-time) at or in support of Rocky Flats from that date through February 4, 1997, the date of the current work force restructuring notification, and through the date of their separation under an ISP.
3. The employee must have been involuntarily separated from employment at the Site as a consequence of the work force restructuring notification set out in number two (2) above, upon which the employee relies to establish eligibility.
4. Employees hired after September 27, 1991, are only eligible for the benefits provided by their company's standard policies, access to Career Transition Center services, and participation in the Displaced Workers Medical Benefits Program (if program eligibility requirements are met).

Intermittent Workers Including Construction Workers:

1. The employee must have worked for a contractor at a defense nuclear facility on or before September 27, 1991.
2. The employee must have worked for a contractor at or in support of Rocky Flats within 180 days preceding the work force restructuring notification of February 4, 1997.
3. The employee must have worked for a contractor at or in support of Rocky Flats a total number of hours, including time worked prior to September 27, 1991, equivalent to an employee having worked full time from September 27, 1991, through the work force restructuring notification of February 4, 1997, depending on the date the employee used to establish eligibility, or have actually worked the local industry standard of full time as shown in Appendix 1, from September 27, 1991, through the work force restructuring notification of February 4, 1997, depending on the date the employee uses to establish eligibility.
4. The employee's job at Rocky Flats must be affected as a result of the announced work force restructuring. For an intermittent employee, this would mean the termination of a project or the completion of the assignment or project without prospect for follow-on assignment at the Site.

Colorado Building Trades craft workers who meet the eligibility requirements shown above will be eligible for a one-time, special 3161 payment of six weeks' pay at the base hourly wage rate, relocation, tuition reimbursement, and Career Transition Center services. Any Building Trades craft worker who accepts this 3161 benefit will not be eligible for rehire by the Site subcontractor for a period of one year unless he or she pays back a pro rata share of the separation payment to DOE.

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DOE support service contractors (SSC's) are separated into two categories:

1. Those employees whose task order or contract is ending, or who are displaced because they did not take a job with the new contractor, will be eligible for Career Transition Center services and will be placed on the priority hiring list for six months.
2. SSC's who are displaced because their position was converted to a Federal position are eligible for Career Transition Center access, and placement on the priority hiring list for six months.

Employee and Community Notification Requirements:

Pursuant to Section 3161 of the National Defense Authorization Act for Fiscal Year 1993, a work force restructuring notification was issued to employees at the work Site and to surrounding communities on February 4, 1997. Site announcements, bulletins and newspaper articles will continue to be used to ensure that employees and stakeholders are kept informed concerning work force restructuring activities. The Site will issue a community/stakeholder advisory at the beginning of each fiscal year announcing projected work force restructuring activities.

Under certain conditions, the Worker Adjustment and Retraining Notification Act (WARN) requires notification at least 60 days prior to layoff or Site closure. WARN Act notification is generally required when there is a layoff of 33 percent of the employees totaling 50 or more at a single site of employment or a total of 500 or more employees, or when there is a "plant closing" resulting in a loss of employment for 50 or more employees in a 30-day period. DOE, in consultation with the contractor, will determine whether WARN applies.

RESTRUCTURING ELEMENTS

Involuntary Separation Process:

The process for involuntary separations is outlined by each contractor in its policy manual for salaried employees and in the labor agreements for hourly employees. At company discretion, employees may be paid for a minimum of a two-week notice period while performing a job search. The 60-day notice required under the WARN Act will only be made when it is determined by DOE, in consultation with the contractor, that the WARN Act applies to the specific situation.

Health Insurance Benefits:

Health insurance benefits for employees vary by company and by negotiated labor agreements. However, extended coverage for eligible employees is available pursuant to DOE's Displaced Worker Health Benefit Program (DWHBP) or the Consolidated Omnibus Budget Reconciliation Act (COBRA). Eligible employees are employees who involuntarily separate and are not eligible for such coverage under another employer's group plan, including that of a spouse, or under Medicare coverage. Appendix 2 details this benefit.

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Relocation Assistance:

An involuntarily separated employee who moves 50 miles or more from the Site and his or her current residence to accept employment within the DOE Complex with a company that does not provide moving expense reimbursement in the normal course of business, may receive a maximum \$4,000 reimbursement for actual allowable expenses. This program is detailed in Appendix 3.

Separated Employee Training:

Education assistance helps involuntarily separated employees prepare for other positions. Separated employees must apply for this benefit during the 12 months following their separation. This reimbursement program shall not exceed \$10,000 total for each person, for a 24-month period following approval of his or her plan of studies. Existence of this program is dependent upon the availability of funding.

Another alternative for separated employees is starting their own businesses using the Entrepreneur Resource Program or by taking courses in operating small businesses from local community colleges.

A third alternative is payments for approved on-the-job training with a new employer subsidizing the worker's pay for his or her training period. This program shall have no more than a maximum of 10 participants at any given time. Appendix 4 details the Separated Employee Training program.

TRAINING FOR THE RETAINED WORK FORCE

It is the goal of Kaiser-Hill and DOE to provide training opportunities in order to help employees who are retained at Rocky Flats under the environmental management mission meet new mission requirements. As training needs become available from various line and support organizations, the current training programs and the necessity for new programs will be evaluated. Effective October 1, 1999, the Tuition Reimbursement Program was revised to allow employees a broader range of educational options. In addition to traditional programs which focus narrowly on skills associated with Rocky Flats work, other non-traditional degree programs, certifications or licensing courses which can also be expected to increase the employees employability and market skills for positions after leaving Rocky Flats have been included. Modifications to existing programs will be made to maintain up-to-date programs that meet emerging business needs.

CAREER ASSISTANCE FOR PLACEMENT AT NON-DOE FACILITIES

Career assistance will be provided to those employees whose positions are at risk. The Career Transition Center offers full service to employees before and after separation in the areas of career counseling, outplacement, employer networking, resume preparation, job development, education fairs and job fairs, tuition reimbursement and the use of community resources.

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PREFERENTIAL TREATMENT OF DOE COMPLEX EMPLOYEES

Section 3161 provides that, to the extent practicable, employees whose employment at a defense nuclear facility has been involuntarily terminated receive hiring preference in filling vacancies in the work force of DOE and its contractors and subcontractors. DOE has determined that employees must be identified as having helped maintain the nation's nuclear deterrent during the Cold War in order to qualify for this hiring preference. The preference should be honored by all prime contractors and by subcontractors whose contracts with DOE equal or exceed \$500,000 in value.

DOE established the following criteria for determining eligibility for the hiring preference: The individual must be a former employee (1) who was involuntarily terminated (except if terminated for cause); (2) who meets the eligibility standards under the Section 3161b Attachment Test; and (3) who is qualified for the job at the time the work is to begin. Where qualifications are approximately equal, eligible individuals will be given preference-in-hiring. However, the preference will be administered so that it is consistent with applicable law, regulation, or executive order, and collective bargaining agreements.

This hiring preference is applicable with respect to vacancies in employment at DOE facilities. However, no such vacancies occur when positions become available through a privatization action or follow-on contract. Current employees are first offered continued employment with the replacement contractor to avoid a layoff. Subsequently, the current employees pursue their personal options and then it becomes necessary to consider employment of non-employees of the Site.

An individual's hiring preference continues until termination by the action (or inaction) of that individual. Initially, and on an annual basis thereafter, eligible individuals must certify their desire to retain their hiring preference.

Actions that will terminate an individual's hiring preference include: voluntary termination or termination for cause from a position that was obtained through the exercise of the preference, or failure to comply with the annual certification requirement.

Future Rocky Flats employment opportunities will require review of involuntarily separated workers within the DOE complex before a contractor considers hiring individuals not previously employed at Rocky Flats. Of such individuals, involuntarily separated Rocky Flats workers, who meet the requirements previously discussed, will be given first preference for future job openings at Rocky Flats. Currently, hourly contractor employees at Rocky Flats also have recall rights in accordance with the provisions in their collective bargaining agreements. Salaried employees do not have specific contractual recall rights. Involuntarily separated employees from other DOE Sites will also receive consideration after individuals involuntarily separated from employment at Rocky Flats, for positions for which they qualify.

RFFO reviewed Kaiser-Hill's implementation of preferential hiring prior to issuance of the Work Force Restructuring Plan. Reviews continue to occur as needed in order to assure that the hiring processes conform to preferential hiring requirements.

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EMPLOYEE AND STAKEHOLDER INPUT AND REVIEW

This Plan was initially developed by RFFO with the input and review of a variety of stakeholders, including the Rocky Flats Local Impacts Initiative (the former community reuse organization), employees, and labor organizations representing potentially affected employees. Appendix 5 provides specific information concerning stakeholder comments.

MEASURING RESULTS

An annual report will be provided setting out implementation of the Plan. The report will also reflect relevant changes in circumstances since the previous plan and an evaluation of the Plan's implementation during the previous year. A feedback program is being used to evaluate the restructuring program and to provide for Plan updates as required by Section 3161 of the National Defense Authorization Act.

Rocky Flats maintains records that track employees' use of the various restructuring activities and the expenditures on those activities including the number of involuntary separations, participation in and costs of retraining programs, and relocation costs, etc.

CONCLUSION

This Plan is intended to be used as an umbrella for future work force restructuring activities. The Plan may be modified as needed, in accordance with departmental guidance on work force restructuring as amended.

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APPENDIX 1

**STANDARD AREA FULL-TIME EMPLOYMENT
DEFINITIONS**

LOCAL UNION	HOURS REQUIRED IN A YEAR TO MAINTAIN CONSTRUCTION WORKER BENEFITS
Asbestos Workers, Local 28	1,600 Hours
Boilermakers, Local 101	1,000 Hours
Bricklayers, Local 7	1,000 Hours
Carpenters District Council	1,560 Hours
Carpenters, Local 1393	1,560 Hours
Carpet & Resilient Tile, Local 419	1,320 Hours
Cement Masons, Local 577	1,440 Hours
Electricians, Local 68	1,620 Hours
Operating Engineers, Local 9	1,600 Hours
Glaziers, Local 930	1,600 Hours
Ironworkers, Local 24	1,200 Hours
Laborers District Council	1,440 Hours
Millwrights, Local 2834	1,560 Hours
Painters & Drywall, Local 79	1,440 Hours
Plumbers & Gas, Local 3	1,500 Hours
Pipefitters, Local 208	1,500 Hours
Roofers, Local 41	1,200 Hours
Sheet Metal, Local 9	1,920 Hours
Sprinkler Fitters, Local 669	1,700 Hours
Teamsters, Local 13	1,600 Hours

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APPENDIX 2

SEPARATED EMPLOYEE HEALTH INSURANCE GUIDELINES

Kaiser-Hill Team employees involuntarily separated (who are not retiring) may be eligible for healthcare coverage continuation as follows:

MEDICAL BENEFITS

Separating employees have the following three options regarding medical benefits.

1. DOE Displaced Workers Health Benefit (DWHB) Program

- Provides the same medical coverage you were enrolled in while you were an active employee.
- Requires submission of the completed Continuation of Medical Coverage Election/Enrollment Form within 30 days of receiving such.
- Requires submission of monthly premiums and Statement of Certification/Payment Coupon.
- First Twelve Months: Employee pays the active employee premium rate during the first year following termination of employment. Rates are subject to change annually beginning January 1. Employee premiums, along with the Statement of Certification/Payment Coupon, are to be submitted monthly by personal check to Mutual of Omaha. Employees will be sent invoices by Mutual of Omaha. The effective date for extended benefits coverage under DWHB will be the first day of the month following termination.
- Second Twelve Months: Employee pays half of the Consolidated Omnibus Budget Reconciliation Act (COBRA) rate the second year (13th month through 24th month, following termination of employment). The COBRA rate is 102 percent of the total premium cost of the plan (including employer and employee shares). COBRA rates are reviewed and revised each calendar year.
- Twenty-Fifth Month and After: Employee pays full COBRA rate during the third and subsequent years (starting the 25th month following termination of employment). COBRA rates are reviewed and revised each calendar year.

If the separated employee's premiums and Statement of Certification/Payment Coupon are not received by Mutual of Omaha by their due dates, coverage will terminate effective to the last premium payment period and cannot later be reinstated.

Coordination of benefits does not apply since employees and their dependents are not eligible for extended medical coverage under DWHB if they are, or become, eligible for group coverage elsewhere (including through Medicare).

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You and your dependents are no longer eligible for extended medical coverage under DWHB when you become eligible for group medical benefits from another plan. However, coverage under DWHB can continue during a required waiting period (if applicable) for new coverage to begin since you are not yet eligible for benefits from another plan. For example, if you take a new job that offers medical benefits that become effective 30 days after your new job begins, you can continue your DWHB extended medical coverage during the 30-day wait.

If you are eligible for group coverage from another employer, but that employer's coverage contains a preexisting condition limitation or exclusion, you will continue to receive coverage for the preexisting condition under the extended medical coverage under DWHB until the preexisting condition limitation or exclusion period is satisfied. Claims should be filed with the other employer's insurance plan first. Then an Explanation of Benefits from the other employer's plan (showing the benefits coverage limitation or exclusion for the preexisting condition) should be filed with your medical carrier.

Eligible participants include only those dependents that were covered under your medical plan immediately prior to termination of active employee coverage. Dependents can be covered without the employee being covered, if the dependent is not eligible for coverage under another plan. For example, if a terminating employee is age 65 (or older) and eligible for Medicare (and therefore not eligible for extended medical coverage under DWHB) and the employee has a spouse who is age 62 (who is not eligible for coverage under another employer or through Medicare), then only the spouse is eligible for coverage under DWHB and the single person rate would be applied.

You can add or delete dependents to your extended medical coverage under DWHB with a "qualifying event" provided you notify Mutual of Omaha of your qualifying event/request for change no more than 31 days after the qualifying event occurs. Information about typical qualifying events is contained in the Rocky Flats Environmental Technology Site (RFETS) Summary Plan Descriptions.

Dependents who experience loss of eligibility for extended medical benefits coverage under DWHB due to a "subsequent qualifying event" (divorce, death of spouse, children no longer meeting the eligibility provisions of the plan) are eligible to continue extended medical benefits coverage under COBRA for a maximum of 36 months from the loss of active employee coverage/termination of employment provided all of the following are met: (1) they were covered by the medical benefits plan immediately prior to termination of active employee coverage, (2) they were continuously covered under extended medical coverage under DWHB, (3) the subsequent event occurred no more than 18 months from the loss of active employee coverage/termination of employment, and (4) they provide Mutual of Omaha formal notification of the qualifying event/request for change no more than 60 days after the occurrence of the subsequent qualifying event.

2. Normal COBRA Benefits

- COBRA continuation coverage must be elected no more than 60 days after termination of employment. Enrollment will be in the same medical choice in which you were enrolled just prior to separation from employment with the Kaiser-Hill Team.

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- The effective date of continuation of coverage will be the date following the last pay period after separation (which is the date that insurance coverage as an active employee terminates).
- The separated employee pays full COBRA rate monthly. Employees will be sent invoices by Mutual of Omaha.
- If coverage is not elected within 60 days after termination of employment, and/or applicable premiums are not received by their due dates, coverage will terminate effective at the end of the last premium payment period and cannot later be reinstated.
- When continuing medical coverage through COBRA, you may add or delete dependents only upon the occurrence of a “qualifying event.” You may change your coverage option to become effective at the beginning of the next calendar year.
- COBRA rates are reviewed and revised each calendar year.

3. No Coverage

- Coverage terminates for claims incurred after termination (as of the last day of the pay period) without continued participation by payment of employee premiums under extended medical coverage under DWHB or by electing normal COBRA benefits.

DENTAL BENEFITS

Normal COBRA Benefits:

- Dental coverage may only be continued by electing COBRA continuation coverage for dental benefits no more than 60 days after termination of employment. Enrollment will be in the same dental plan which you were enrolled just prior to separation from RFETS. The effective date of COBRA continuation coverage will be the date following the last pay period after separation (which is the date that insurance coverage as an active employee terminates).
- The separated employee pays the full COBRA rate for dental coverage monthly by personal check. Employees will be sent invoices by Mutual of Omaha. (Note: A full monthly premium payment will be required rather than a prorata amount for mid-month effective date). Up to 18 months coverage is available as long as premium payments continue to be made to Mutual of Omaha.
- If coverage is not elected within 60 days after termination of employment and/or applicable premiums are not received by their due dates, coverage will terminate effective at the end of the last premium payment period and cannot later be reinstated.
- When continuing dental coverage through COBRA, you may add or delete dependents only upon occurrence of a “qualifying event.” Further information about COBRA is contained in the RFETS Summary Plan Descriptions. COBRA rates are reviewed and revised each calendar year.

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“Dual Couples”:

(Both spouses work for Kaiser-Hill or employer on the Site benefits program)

Loss of your employment or your spouse’s employment is considered a “qualifying event” for adding or deleting dependents from coverage. Therefore, an employee who separates from Kaiser-Hill or employer on the Site benefits program, whose spouse also works for Kaiser-Hill or employer on the Site benefits program, and is eligible for coverage, can be covered by their actively employed spouse. The active employee will need to contact Benefits Administration at Building 060 or by telephoning 303-966-2856 to obtain the necessary forms to add dependents (children and/or spouse). Coverage must be elected within 31 days of the “qualifying event” in which case the coverage will be effective on the day immediately following the pay period in which the employee separates from RFETS.

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APPENDIX 4

RELOCATION GUIDELINES

Eligible involuntarily separated employees, as defined in the Work Force Planning section of the Work Force Restructuring Plan 3 Amendment One, who move 50 miles or more from the Site and their current residence to accept employment within the DOE Complex may receive a maximum \$4,000 reimbursement. This reimbursement only covers documented, actual allowable relocation expenses incurred within 12 months from the date of separation. Only expenses or receipts from established businesses will be accepted.

Eligibility Requirements for Separated Employees:

- Must have a confirmed full time job and start date before moving.
- The new employer does not provide moving expense reimbursement in the normal course of business.
- If starting their own business, must have a business license established prior to moving, and other documentation as required.
- Must be employed by new company for a minimum of two weeks.
- Receipts must reflect that the move occurred either after their start date or within 14 calendar days prior to their start date.
- Employees traveling a minimum of 350 miles per day and not less than 150 miles on the last day may be eligible for meals and lodging en route.
- Employees moving a minimum of 100 miles from the Site and their current residence may be eligible for temporary living expenses at their destination.
- Employees who resign from the company under normal separation policies (other than this Involuntary Separation Program) are not eligible for relocation benefits.

Reimbursable Relocation Expenses:

- Mileage or towing charges for one (1) vehicle for individuals with single status and two (2) vehicles for individuals with family status. Direct mileage will be determined by the Rand McNally Guide.
- The cost of packing, unpacking, and transportation of household goods and personal effects, not to exceed 15,000 lbs., plus up to 30 days of storage at an established storage business at your destination.
- Receipts are required from an established business for reimbursement of labor charges and moving supplies.
- Up to five (5) days of temporary living expenses at your destination (meals and lodging at an established business).

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Taxes:

Some relocation reimbursements are taxable income. Taxes will be withheld on these amounts at the appropriate supplemental tax rate. Employee should consult their tax advisor.

**THE WORK FORCE RESTRUCTURING RELOCATION GUIDELINES FURTHER
DETAIL THIS PROGRAM. THEY ARE AVAILABLE AT THE CAREER TRANSITION
CENTER**

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APPENDIX 5

SEPARATED EMPLOYEE TRAINING GUIDELINES

Education Assistance:

The education assistance training program helps involuntarily separated employees prepare for positions that are available in the Denver and Metropolitan Areas. Extension of education assistance for 36 months past the separation date continues to be approved for those who are involuntarily separated to help in their training needs. Separated employees must apply for this benefit during the 12 months following their separation. The program ends when the employee meets the \$10,000 maximum over a 24-month period or when his or her plan of study is completed, whichever comes first. The funding for this program continues to be dependent upon budget availability.

Self-Employment:

Another alternative for separated employees is starting their own business using the Entrepreneur Resource Program or by taking courses in operating small businesses from local community colleges. These courses help prepare them to either begin their own business or buy an existing business. The Small Business Administration has supported these efforts by providing information and, where possible, financial support. Educational advice on curriculum availability, educational program costs, and credit transferability will be provided by the educational institution representatives. These representatives will help to develop an appropriate individual plan of studies.

Outplacement Apprenticeship Program:

A third alternative is subsidizing the worker's pay for his or her training period to pay for approved on-the-job training with a new employer. This training period will not exceed one year and a maximum of one-third (up to \$4.00 per hour) of his or her pay with the new employer. This program shall have no more than a maximum of 10 participants at any given time.

July 9, 2002

APPENDIX 6

STAKEHOLDER COMMENTS AND PUBLIC MEETINGS

COMMENT PERIOD

A public comment period was opened and advertised December 6, 1996 through January 10, 1997.

BRIEFINGS AND INFORMATIONAL MEETINGS

December 10, 1996	Briefing to the Rocky Flats Local Impacts Initiative Worker Impacts Committee. Sponsored by DOE
December 11, 1996	Employee information meeting held on-Sit Sponsored by DOE
December 12, 1996	Employee information meeting held on-Site Sponsored by DOE
December 16, 1996	Two Employee information meetings held on-Site Sponsored by DOE
December 17, 1996	Employee information meeting held on-Site Sponsored by DOE
December 18, 1996	Employee informational meeting held on-Site Sponsored by DOE
December 18, 1996	Briefing to Congressman David Skaggs' Office

SUMMARY OF STAKEHOLDER COMMENTS

COMMENTS

SUBJECT

55	<u>VSPP PAYMENT SCHEDULE</u> – All 55 comments requested that no reduction be made in the VSPP payment schedule.
31	<u>ELIGIBILITY FOR SECTION 3161 BENEFITS</u> The majority of the comments requested that individuals hired After September 27, 1991, continue to be eligible for all Section 3161 benefits.
29	<u>CREDITING SERVICE FROM OTHER DOE DEFENSE NUCLEAR FACILITIES</u> – All 29 comments requested that prior service at other DOE Defense Nuclear Facilities be recognized for the purpose of eligibility for Section 3161 benefits.
17	<u>RELOCATION ASSISTANCE</u> – The comments requested both voluntarily and involuntarily separated employees be eligible for relocation assistance as allowed in the approved 1995 Work Force Restructuring Plan.