

Qweak Experiment Shift Policy

This policy was approved by the Qweak collaboration on March 7th, 2009, subject to formal wording to be provided by the Council; this policy document was approved by the Qweak Institutional Council on April 17, 2009.

Preamble

The Qweak experiment is scheduled to be “on the floor” in Hall C for two calendar years, during which we have beam scheduled for 431 days (not including an additional 21 “TBA (to be announced)” days some of which we might hope to get beam as well, and also not including no-beam days for which we will have the target cold, and thus require a target operator). In addition we need to provide a run coordinator all running periods. Thus, there is a large load of shifts required for the present moderately-sized collaboration.

The shift number goal is derived from the following assumptions:

1. We require 3 shifts per day, with 3 persons per shift. We may consider dropping to 2 persons/shift during “steady production running”, but cannot count on this.
2. A day acting as Run Coordinator is considered equivalent to one shift.
3. A collaboration size of 86 people.
4. These lead to an **estimated need** for an average of **50 shifts per collaborator**.

Policy

- 1) Set a goal for shifts to be staffed by institution, based on **30 shifts per collaborator** at the institution, with the **expectation** that most institutions will provide more than this goal. In particular, thesis students, QWeak postdocs and sabbatical visitors will naturally be expected to do more.
- 2) There will be **no minimum** number of shifts for present individual collaborators; institutions will be internally responsible for distributing their shift load.
- 3) An institution’s shifts can be taken at any time during the running of the experiment (there is no requirement to take a certain fraction in a given calendar year or for a particular run-period).
- 4) The collaboration welcomes additional institutions to join the experiment by approaching the Institutional Council with a proposed contribution; in cases where a group joins without providing a significant hardware or software contribution, a higher goal for shift contribution would be expected, to be discussed with the Council.

Implementation

- 1) There will be three shifts per day: 8:00 AM-4:00 PM “Day”, 4:00 PM-midnight “Swing” and midnight-8:00 AM “Owl”.
- 2) One “Swing” shift counts as 1.0 shifts: “Day” shifts count as 0.8 shifts, and “Owl” shifts count as 1.2 shifts towards the institutional goal.
- 3) Individuals are responsible for signing up for their own shifts, on a first-come, first-served basis. A shift schedule for each section of the beam-time will be published several months in advance, to allow people to plan travel schedules and sign up with plenty of time. There is no requirement to sign up for particular blocks of shifts – this allows maximum flexibility for travel, *etc.*
- 4) Individuals can freely arrange to “swap” shifts amongst themselves after they have already signed up. The individual initiating the swap is responsible for ensuring that the shift schedule is updated to reflect the swap.
- 5) Anticipated duties of shift crew:
 - a. “Shift Leader”
 - b. “Target Operator” (+ magnet, slow controls, *etc.*)
 - c. “Worker”: Compton, online data analysis, *etc.*
- 6) A person who has signed up for a shift which is subsequently cancelled will get credit for that shift for their institution.
- 7) Each individual is expected to ensure that he/she has the appropriate training for their shift responsibilities in advance of taking the shift, such as JLab safety training, Hall C walkthrough, target training for target operators, *etc.*