



**National Optical Astronomy Observatory
and
National Solar Observatory**

Employee Handbook

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INTRODUCTION

About This Handbook

This booklet provides general information about those policies and programs that most directly affect NOAO and NSO employees. In general all information pertains to any staff members on the payroll of NOAO or related entities paid through the NOAO Central Administrative Services. However, some locations may have differing policies and procedures specific to the location. The details of the policies or programs are described in the AURA Policies and Procedures Manual, insurance or benefit plan documents and contracts, or other documents as applicable. An AURA Policies and Procedures Manual is available online. Benefits summaries and plan documents are available in the NOAO human resources office, located in Tucson. Questions about any of the policies or programs described here should be addressed to the NOAO Human Resources Manager.

This booklet is used to provide guidance only and is updated and otherwise modified on a continual basis. Comments and suggestions to improve this booklet are encouraged since a free exchange of information is vital to our efforts to make this an even better place to work.

This booklet provides guidance to all NOAO and NSO employees in our various locations; however, interpretation of the policies and procedures may be affected by the circumstances of a specific location. This booklet does not pertain to the local Chilean staff at NOAO-South – and does apply to expatriate hires (on the U.S. payroll) at NOAO-South.

No statement of policy or practice contained in this book is intended as a contractual commitment to any employee or group of employees. AURA and NOAO or NSO reserve the right at any time to change or cease any or all of the policies contained here or to take actions that may be contrary to a policy or practice described here.

AURA Policies and Procedures Manual

Employee information is available on the AURA corporate web site. This site can be found on the Web at <http://www.aura-astronomy.org>. Clicking on the menu item “AURAnet” will access information for internal use, including an online copy of AURA policies and procedures. Employees are prompted to provide a user name and password. These are confidential and are for the use of employees only. The user name and password are available from the human resources office in Tucson.

Who We Are & What We Do

The National Optical Astronomy Observatory (NOAO) is an internationally recognized research center in optical and infrared astronomy. Our mission is to support, facilitate, and advance discoveries in astronomy. Key to this mission is the operation of world-class telescope facilities, continuing research and development, and promoting the public understanding and support for astronomy and related sciences.

NOAO and NSO operate world-class telescope facilities for the nation’s astronomers at three location: Kitt Peak National Observatory (KPNO) near Tucson, AZ; Cerro Tololo Inter-American Observatory (CTIO) near La Serena, Chile; and the National Solar Observatory (NSO) with facilities on Kitt Peak and in Sunspot, NM. The fourth NOAO division, the NOAO-Gemini Science Center (NGSC), provides scientific support for

astronomers using the pair of twin 8-meter Gemini telescopes in Mauna Kea, HI and Cerro Pachon, Chile.

Astronomers come from all over the world to do research at NOAO and NSO facilities. Scientists conduct research in astronomy at all sites, and work with technical staff to plan, test, and develop new observing technologies and innovative telescope instruments on behalf of U.S. astronomers. We also foster partnerships with outside universities and research institutions to develop the breakthrough telescopes of the future.

NOAO promotes public understanding and support for astronomy, physics, and related sciences through a vigorous program of public information, media relations, and outreach. This includes major educational initiatives designed to make astronomy and science more accessible to U.S. teachers, schoolchildren, college students, and the general public.

NOAO and NSO are part of AURA, the Association of Universities for Research in Astronomy, Inc. AURA views itself as acting on behalf of the science communities that are served by its Centers, and as trustees and advocates for the Centers' missions. The members of AURA include 30 US institutions and six international affiliates. AURA's current membership consists of Australian National University, Boston University, California Institute of Technology, Carnegie Institution of Washington, Harvard-Smithsonian Ctr. for Astrophysics, Indiana University, Iowa State University, Johns Hopkins University, Leiden University, Massachusetts Institute of Technology, Michigan State University, New Mexico State University, Ohio State University, Pennsylvania State University, Pontificia Universidad Catolica de Chile, Princeton University, Rutgers University, SUNY - Stony Brook, Universidad de Chile, Universidad Nacional Autonoma de Mexico, University of Arizona, University of California, University of Chicago, University of Colorado, University of Florida, University of Hawaii, University of Illinois, University of Maryland, University of Michigan, University of Minnesota, University of North Carolina at Chapel Hill, University of Texas at Austin, University of Virginia, University of Washington, University of Wisconsin, and Yale University.

Formed in 1957, AURA manages NOAO under a cooperative agreement with the National Science Foundation. Other AURA centers include the Space Telescope Science Institute in Baltimore, MD, National Solar Observatory, Gemini Observatory and the New Initiatives Office. A board of directors elected from the association's membership sets policy for AURA and its centers. The president of AURA through a small corporate office located in Washington, DC manages AURA's executive and administrative affairs. In 1997 AURA commemorated its 40th anniversary with the production of videotape celebrating its history and proclaiming its vision for the future of astronomical research. This videotape is available in the NOAO library. AURA's corporate organization and mission are further described at <http://www.aura-astronomy.org/>.

Kitt Peak National Observatory maintains the world's largest concentration of optical telescopes. These include KPNO's Mayall 4-meter and 2.1-meter Telescopes. KPNO also operates the 3.5-meter WIYN telescope on behalf of the WIYN Consortium comprising the University of Wisconsin, Indiana University, Yale University, and NOAO. WIYN also operates a 0.9-meter telescope, on which KPNO users get a share of the time. Also on Kitt Peak are: the National Solar Observatory's McMath-Pierce Telescope complex and Kitt Peak Vacuum Telescope; the University of Arizona's 2.3-meter, 0.9-meter, 1.8-meter optical telescopes and 12-meter millimeter-wave telescope; the MDM Observatory, a collaboration of Michigan, Dartmouth, Columbia, and the Ohio State Universities running two telescopes, the McGraw-Hill 1.3-meter, and the Hiltner 2.4-

meter; the National Radio Astronomy Observatory's 25-meter Very Long Baseline Array dish; Edgar O. Smith's Calypso 1.3-meter; the RCT Observatory 1.3-m run by Western Kentucky University, Boston University, and South Carolina State University; the Wisconsin H-alpha Mapper (WHAM); Case-Western Reserve's Burrell-Schmidt 0.6-meter; the MIT/NASA Explosive Transit Camera and Rapid Moving Telescopes, and the Southeastern Association for Research in Astronomy's (SARA) 0.9-meter telescope.

NSO telescopes on Kitt Peak include the McMath-Pierce Solar Telescope facility, which is the world's largest solar telescope (1.6-meter main and two 0.9-meter auxiliaries, as well as a 70-cm Vacuum Telescope). The McMath-Pierce Solar Telescope is uniquely capable of panchromatic, flux-limiting studies of the Sun. It is the only telescope in the world on which investigations in the relatively unexplored infrared domain beyond 2.5 microns are routinely accomplished. These characteristics have led to a number of important discoveries concerning the nature of the solar atmosphere and its pervasive magnetic fields. Adaptation of a low-order adaptive optics system for diffraction-limited imaging in the infrared has been initiated. A large-format infrared array camera system for advanced imaging and spectroscopy applications is being implemented.

NSO also operates telescopes at Sacramento Peak, NM, located 50 miles southeast of Alamogordo, at an elevation of 9,200 feet in an area of excellent observing conditions. The principal observing instruments of NSO at Sacramento Peak are the Dunn Solar Telescope and the Evans Solar Facility. The 0.76-meter Dunn Solar Telescope was designed to provide the sharpest possible image of small solar details. The Evans Solar Facility contains a 0.4-meter coronagraph that permits coronal observations, a 0.4-meter telescope, and a coelostat. The Observatory also operates a number of specialized instruments to measure magnetic and velocity fields in the solar atmosphere and monitor sunspots, flares, and other daily activity on the Sun's surface.

NSO is working with the solar physics community to develop the next generation solar telescope that will enable observations of fundamental astrophysical processes at their intrinsic scales. This major new ground-based facility for solar physics is the 4-m Advanced Technology Solar Telescope (ATST). When coupled with adaptive optics, the ATST will be capable of breaking the 0.1-arcsec barrier in the visible and provide the resolution needed to analyze the fundamental structures of solar magnetic fields. Achieving high temporal and spectral resolution simultaneously with the necessary data quality requires a high photon flux, which, in turn, requires a large-aperture telescope (~ 4-m), even for the Sun. Critical diagnostics of the solar magnetic field in the low chromosphere and the corona reside in the thermal infrared, thereby adding a requirement for an all-reflective telescope with low-scattering optics.

NSO/Tucson is also the headquarters of the Global Oscillation Network Group (GONG), an international, community-based project which is conducting a detailed study of the internal structure and dynamics of the Sun by means of helioseismology—the measurement of resonating acoustic waves that penetrate throughout the solar interior—using a six-station, world-circling network that provides nearly continuous observations of the Sun's "five-minute" oscillations, or pulsations. The GONG stations are hosted by, and operate in close collaboration with, major international astronomical facilities: the New Jersey Institute of Technology's Big Bear Solar Observatory in California, the High Altitude Observatory's site on Mauna Loa in Hawaii, the IPS Radio and Space Services' Learmonth Solar Observatory in Western Australia, the Physical Research Laboratory's Udaipur Solar Observatory in India, the

Instituto de Astrofísica de Canarias' Observatorio del Teide on Tenerife in the Canary Islands, and the Cerro Tololo Inter-American Observatory in Chile. The network averages around 90% coverage, and at this level, it is possible to reliably "fill in" the few remaining gaps and have essentially complete data. GONG has also established a major, distributed data reduction and analysis system, located at NSO/Tucson, to facilitate the coordinated scientific investigation of these measurements. The existing 256 rectangular-pixel cameras were replaced with 1,024 square pixel devices in 2001. This upgrade, known as GONG+, is scheduled to operate for a full eleven-year solar cycle, producing continuous magnetograms in addition to the helioseismic data and science.

Development of CTIO began in 1963 after extensive tests to select a site in the Southern Hemisphere for observation of those parts of the sky not seen from the Northern Hemisphere. The observatory headquarters is located in La Serena, Chile, a pleasant coastal city about 300 miles north of Santiago. Facilities at La Serena include instrument laboratories, administrative offices, and housing for expatriate employees and official visitors on a campus shared with Gemini South. Additional living quarters are located at the observing site. Observing facilities are located on Cerro Tololo (a 90-minute drive from La Serena) and include the Blanco 4-meter, 1.5-meter, and 0.9-meter telescopes. NOAO is a partner in the international YALO consortium, which operates a 1-meter telescope on loan from Yale University. "Tenant" facilities on Cerro Tololo include the 2MASS 1.3m telescope, the University of Michigan 0.6-meter Curtis Schmidt telescope, a 0.6-meter telescope originally installed by the Lowell Observatory of Flagstaff, AZ and an astrometric survey facility operated for the United States Naval Observatory. More details can be found at <http://www.ctio.noao.edu>. NOAO is also a partner in the 4.2m SOAR optical/infrared telescope (<http://www.soartelescope.org>), currently being constructed on Cerro Pachon, close to the 8-m Gemini South facility and a 30-minute drive from Cerro Tololo. Pachon, Tololo and La Serena are connected to each other by a wide-band (OC-3) communications link. As at Kitt Peak, facilities on Cerro Tololo are used by visiting scientists for at least sixty percent of available observing time, with the remainder available for use by staff members and/or for engineering upgrades and tests.

NGSC is the NOAO-Gemini Science Center, and is the liaison between the U.S. astronomical community and the Gemini 8-Meter Telescopes Project, an international collaboration to operate two 8-meter telescopes—one on Mauna Kea in Hawaii, the second on Cerro Pachon, near Cerro Tololo in Chile. NGSC is concerned with representing our national scientific and technical interests in the design and operation of these telescopes. The program represents NOAO's commitment to provide leadership and access to advanced technology for the nation's astronomers.

EMPLOYMENT INFORMATION

Equal Opportunity in Employment

NOAO and NSO prohibit discrimination based on race, gender, sexual orientation, color, age, religion, national origin, lawful political affiliations, veteran status, or mental or physical disability. This policy extends from consideration for hire through all aspects of employment, including termination. Employees will be treated fairly and with respect.

Additionally, we take affirmative action to employ and advance in employment members of protected classes. A copy of our affirmative action plan is available on the Central Administrative Services section of the NOAO intranet, and from the human resources office in Tucson. The Center Human Resources Manager is designated as the EEO/AA Program Manager. In Arizona, NOAO and NSO maintain the policy to grant preference in employment to Native Americans living on or near the Tohono O'odham Nation, as agreed by the National Science Foundation and the Tohono O'odham Nation in a lease agreement dating back to 1958.

Recruitment and Employment

Open positions are publicized a minimum of 5 days. Such publication shall include listing in the recruitment notice and on the employment opportunities web page. For positions in Arizona, the recruitment notice will be shared with the Tribal Employment Rights Office for a minimum of 3 days prior to filling the vacancy. Additional advertisement for positions may be required depending on the position, and must be coordinated through the human resources Office. The human resources office is to be a party to all decisions regarding qualifications, rate of pay, etc.

If staff members from other AURA Centers, or affiliated observatories are under consideration for open positions with NOAO or NSO, the Center Director of the other observatory will be contacted (normally through Human Resources networks), to notify them of our interest in their staff member.

Conditions of Employment

All new hires working in the United States must comply with the attestation and verification requirements of the Immigration and Control Act of 1986. Employees must show evidence that they are authorized to work in the United States within three days of the hire date, or they will not be allowed to work until documentation is provided.

In general, no definite duration is implied by employment. Continued employment is subject to satisfactory job performance and to the availability of funds and work. Certain Scientific Staff appointments may include specified contractual terms, and are more completely detailed in the AURA policy and procedure manual (policy B-I).

Staff Reassignments

Staff members may be reassigned between departments to meet changes in funding, workloads, or requirements. Reassignments will be at the convenience of the Center; however consideration will be given to the employee's wishes when possible. Those reassignments creating a vacancy will not become effective until a replacement has been selected, or by mutual approval of the supervisors involved. Reassignments will not result in increased pay except in cases of bona fide promotions or where the new

position utilizes training or experience not required by the former position. After reassignment, an employee has no rights to return to the former position.

Scientific Staff Appointments

Scientific Staff include appointments with Tenure, Tenure-Track and Scientific Track (non-tenure parallel) term appointments, Distinguished Research Scholar, Emeritus Status, Non-Resident Staff, Guest Investigators and Visiting Scientists, etc. There are specific contractual terms and programs associated with these various appointments, and the Human Resources Office or the AURA policy manual (policy B-I) should be referenced for more information.

Personnel Classifications and Definitions

Employees are classified as either exempt or non-exempt according to the type of work performed. Exempt personnel include scientific staff, engineering, managerial, and other professionals who qualify for this classification under the Fair Labor Standards Act (FLSA). They are paid a fixed salary which covers all time worked during the pay period. Non-exempt personnel do not meet the exemption tests under the FLSA. They are paid on a salaried or hourly basis and receive compensation for all hours worked, including overtime pay for hours worked in excess of 40 hours per workweek.

Employees are also defined as regular or temporary; and full-time, part-time or seasonal. Regular full-time employees work a minimum of 40 hours per week and, unless otherwise stated, have no definite limit to their contemplated term of service. They may participate in all benefit plans and may be classified as either exempt or non-exempt.

Regular part-time employees work less than the standard full-time workweek and, unless otherwise stated, have no definite limit to their contemplated term of service. Regular part-time employees working at least 20 hours per week may participate in benefit plans on a proportionate basis according to the number of hours worked, and by paying a portion of certain insurance premiums.

Temporary staff may work full-time or part-time and are hired to meet a specific workload or complete a project of limited duration. Normally, employment in this status will not exceed six months without approval of the Center Director or designee. Additionally, employees may be hired in a seasonal status to work intermittently on temporary projects. Temporary and seasonal employees are eligible for only very limited benefits.

Relocation of Employees

Employees recruited from or transferred to locations beyond a 50-mile radius of the Center may receive one-way travel and relocation expenses, contingent on available funds. Some relocation costs paid by the organization are considered taxable income and appropriate tax withholding is performed in conjunction with a regularly scheduled pay period in the year in which the relocation expenses are paid.

Within the U.S., travel allowance for a private automobile will be paid at the currently authorized rate for no more than two vehicles between the point of origin and the city in which the center is located, by the most direct route. Alternately, and for international moves, NOAO or NSO will pay one-way air coach fare for the employee and dependents.

For international moves, NOAO or NSO will not relocate automobiles. Meals and lodging

en route will be reimbursed as substantiated by receipts. Up to 30 days lodging, inclusive of any lodging previously reimbursed during the recruitment or transfer process, may be allowed after arrival.

Moving of household goods may include packing and unpacking, and may be arranged by the Center upon approval of the Center Director or a designee. For international moves, weights will be limited to 7,000 pounds for an individual or 11,000 pounds for a family. An additional shipment will be allowed by airfreight of up to 250 pounds for an individual or up to 500 pounds for a family. In addition, NOAO or NSO will pay for movement of authorized household goods into and out of a warehouse and for up to 30 day's storage. Insurance not provided in base moving rate schedules may be obtained at the employee's expense.

Moves to NOAO-South are covered by a separate policy (available in the AURA policy and procedures manual) and are coordinated through the Procurement Office in Tucson.

Visa and Permanent Resident Sponsorship

NOAO and NSO seek to hire the most suitable job candidate without regard to national origin or citizenship, as long as the selected individual is authorized to work in the United States. Where deemed necessary, we will facilitate securing an appropriate employer-sponsored work authorization visa or permanent resident alien designation.

All offers of employment to candidates requiring work authorization are contingent on the attainment of the required work authorization. The organization will normally utilize the AURA Exchange Visitor Program to obtain a J-visa for the employee and appropriate travel visas for the employee's authorized family members. Authorized family members are normally limited to the employee's spouse and dependent children to age 21. As appropriate, other types of visas may also be sought. The hiring department will pay reasonable attorney fees and INS fees for work authorization visas as a recruitment expense.

When deemed in the best interest of NOAO or NSO, an employment-based permanent resident alien petition may be supported. In such cases, we require the employee benefiting from such petition to sign a letter of intent to remain employed with NOAO or NSO for a minimum of 24 months following receipt of the permanent resident alien card, or to reimburse NOAO for any funds expended on the employee's behalf if the letter of intent is not fulfilled. Please see the human resources office in Tucson for a complete copy of this policy.

Employment Records

Personnel records and information from them are treated as confidential.

The human resources office maintains official records for employees and applicants for employment. Any records relating to the status or changes of status for any employee should be forwarded to Human Resources for inclusion in the official record. From time to time requests for updating or verification of information may be made, in order to maintain records that are as current and accurate as possible.

Access to official records is limited to people who have a need for the records in the course of their duties, such as supervision of the employee concerned, or consideration of the employee for transfer or promotion to another program or department. Normally, employees do not have access to their own files; however, they

may request copies of official records and documents in their files (for example, performance evaluations, personnel or benefits action forms, etc.). Exceptions require Human Resources Manager approval.

Requests for information from third parties are to be forwarded to the human resources office. Responses to such requests will normally be confined to confirmation of date of birth, and employment dates. Salary, or other, information will only be supplied if the employee has authorized such release in writing. The human resources office may confirm salary information that an employee has voluntarily supplied to a third party.

Employees who personally respond to requests for information, outside the official Human Resources response, must clearly state that they are providing a personal opinion, and they are not acting in any official capacity for the organization.

Pre-Employment Inquiries

This organization is noted for its good reputation and our employees enjoy enviable positions in the community. To ensure this reputation is maintained, we reserve the right to inquire into the background of prospective employees, including previous employment and character references. For certain positions, motor vehicle or credit references may be made. The results of these inquiries are confidential.

Physical Status and Examination

It is our policy to assign employees only to duties they are physically and mentally able to perform. For certain positions, applicants (post offer) may be required to pass a physical examination as a condition of employment. Whenever considered appropriate, any employee may be required to undergo examinations to establish fitness for initial or continuing service. All such examinations will be at the organization's expense, and will comply with applicable regulations. Decisions as to retention or severance of the employee will be made by the Center Director in conjunction with the Human Resources Manager. Decisions regarding initial hire will be made by the hiring Manager in conjunction with the Human Resources Manager.

Probationary Period

Where appropriate, a probationary period may be established at time of hire; when an employee is placed in a new position with different duties and/or responsibilities; or in order to provide the employee with the opportunity to improve when work performance or behavior is not at an acceptable level. The length of this period may vary with the situation.

Unique Policies for Overseas Assignments

Expatriates working in locations outside the United States have some unique procedures and benefits that apply to the specific locale in which they are employed. These are enumerated in a Service Agreement, which details those benefits that apply in their given circumstances. Staff members will receive assistance in applying for any required visas or identification documents for themselves, their spouses and their authorized dependents. Staff members on foreign assignments are expected to respect the local laws of the assignment country. A Point of Origin will be designated at the time of hire or transfer to the non-U.S. assignment. Salary and any site allowances are paid in U.S. Dollars through the U.S. payroll offices, except staff on sabbatical

leaves, or on temporary assignments are not paid site allowances after the first 60-days. Depending on country of citizenship, tax treaties, salary levels, etc. Some or all of the salary or benefits may be taxed. Each individual should consult with an appropriate tax specialist, accountant or tax attorney to determine the impact of tax regulations as to his or her individual circumstances. The number of holidays for expatriates is designated by the Center Director and normally coincides with the local holidays of the assignment country.

Commuting Assignments, for less than one year, may receive travel reimbursement, reimbursement of actual and reasonable expenses and allowable out of pocket expenses, an airfreight shipment of personal effects (not to exceed 500 pounds), and return travel and shipment upon the conclusion of the assignment. If the commuting employee resigns for reasons within his or her control, or is terminated for cause within 12-months or within the term of the temporary assignment, the employee will not be entitled to receive the benefit of return shipment of personal effects.

Long Term Assignments, one more than one years, may receive the following benefits at the discretion of the Center Director. The specific benefits available to an individual will be designated in the Service Agreement:

Travel reimbursement for the employee, his or her spouse and dependent children under age 19, from the Point of Origin to the non-U.S. location; Shipping of Personal Effects by ocean freight, with a limited amount of goods via air freight; Relocation Payment as a one time lump sum amount to assist in transitional needs depending on any unusual or unique circumstances, availability of qualified candidates in the recruitment area, turnover in the position, and other factors; Cost of Living Allowance in an amount to be determined by NOAO or NSO and applied equally for all its operations in a particular location; Mobility Allowance for periodic lump sum payment in order to attract and retain a particular employee with special skill sets or other factors; Annual Home Leave travel may be approved by the Center Director or a designee, for the transportation costs of an employee and his or her immediate family; Medical Emergency Travel costs in the event a medical emergency requires treatment outside the country of assignment; Language Training for the employee and immediate family in the assignment location language, Dependent Education Allowance for dependent children to attend an international school; Terminal Year Option for employees with at least three years, but less than six years assignment in a non-U.S. location, this option may be granted to allow the employee to spend their final year working in a U.S. NOAO or NSO location.

Employment of Relatives

We often employ relatives of employees with approval of the director or a designee. All applications for employment must be coordinated through the human resources office according to recruitment policies and practices. Employees will not be employed within the chain of command of a related employee. Concerns regarding such employment should be discussed with the Human Resources Manager. If necessary the lines of supervision and authority will be adjusted to avoid circumstances that could be deemed a conflict of interest.

Outside Employment

The primary obligation of each staff member is to carry out that part of NOAO's or NSO's program for which he or she is personally responsible. No outside employment which explicitly or by implication conflicts with his or her primary work

responsibilities may be undertaken. In considering offers for outside employment, a staff member is expected to act according to the highest professional standards. Employment may not be accepted from an organization, which regularly engages in direct business dealing with NOAO/NSO. Staff members will not be permitted to evaluate proposals or to negotiate or influence the negotiation of contracts with organizations with which they have consulting or other significant relationships.

The name of AURA, NOAO, NSO, or other AURA-managed Center, may not be used in connection with any outside employment, except as recommended by the Center Director, with approval of the AURA President.

Staff members derive principal financial support from funds of the Government of the United States. As a result outside employment must follow the same guidelines and regulations as for government employees. Compensation from a third party may not be accepted for work which is part of the staff member's regular duties, or which would be performed as a matter of public service, or contractual obligation with that third party, since this may be contrary to laws forbidding dual compensation for government employees. Any consulting or contracting agreements by staff members must be reviewed by the NOAO Contracts Office, in order to include specific required language and provisions.

Adjunct academic appointments or temporary teaching assignments in institutions of higher education may be accepted with approval of the Center Director. Such may include releasing the staff member temporarily from their current assignments through leaves of absence or other arrangements. Such leaves of absence, are limited to one year, unless approved and extended by recommendation of the Center Director and approved by the AURA board of directors. Additionally, part-time adjunct positions, advising of graduate students, serving on university committees, etc. may be undertaken, which do not require a leave of absence from current duties. Such positions will not result in monetary compensation (other than travel expense reimbursements) from the education institution, although regular compensation may be adjusted if appropriate, based on a memorandum of understanding between NOAO/NSO and the educational institution.

Joint Appointments for Tenured or Tenure-Track scientific staff may be made between NOAO/NSO and other research or academic institutions where it is in the interest of both organizations. Details of such appointments will be negotiated and arranged by execution of a memorandum of understanding agreed to by both organizations, and following the process outlined in AURA policy B III.

Promotion and Transfer

Open positions will be publicized internally by notices posted on our web sites, and in some cases on bulletin boards throughout the facilities. Qualified employees who submit a timely letter of interest to the human resources office will be considered for promotion to vacant positions. When appropriate, outside recruitment and internal recruitment may be conducted simultaneously.

Completion of Employment

Written notice is requested of employees who voluntarily resign. A minimum of two-week's notice is generally considered to be reasonable, although exceptions to this may occur depending on circumstances. If completion of employment is due to entrance in the U.S. Armed Forces, benefits and years of service will be reinstated in accordance with guidelines set forth in applicable Uniformed Service regulations.

Should layoff become necessary because of a reduction in force, notice or severance pay in lieu of notice will be given, the amount being determined by the status and length of service of the employee, in accordance with AURA policy. Employees whose employment ended because of a reduction in force and who are rehired within one year will not lose seniority in regard to vacation and sick leave accrual rates.

In case of discharge for cause, notice or severance pay in lieu of notice is not normally given. Exceptions to this may occur with authorization by the Center Director or a designee.

Upon completion of employment for any reason, payment for accrued, unused vacation will be made in accordance with the vacation policy.

ATTENDANCE AND LEAVE OF ABSENCE

Sick Leave

Employees who need to use sick leave must personally notify their Supervisor or a designee within 1/2 hour of starting time. Notification must not be given by a person other than the employee except in case of emergency. It is important to provide proper notification since failure to do so may result in no report, therefore no pay. In certain circumstances, a supervisor may authorize employees to notify them of absence by way of email or voicemail. Please check with your supervisor in advance to verify which methods of notification are acceptable.

If used for medical/dental appointments, only the time required to complete the appointment may be applied to sick leave.

When the need is substantiated in writing, employees may use accrued sick leave for the illness of a spouse or dependent child, or for life-threatening illness of independent children, parents, grandparents, grandchildren, brothers, sisters, brothers/sisters-in-law of the employee, and spouse's parents. For full-time employees, the amount of accrued sick leave used in these circumstances will normally be limited to 40 hours in any consecutive 12-month period. Part-time employees are allowed a proportionate amount. If more than 40 hours of sick leave is needed for the illness of a family member, this must be requested and approved through the Human Resources Manager, as it may warrant a request under the Family and Medical Leave Act.

Other than noted above, sick leave is provided only for the personal illness of an employee, and proof of illness may be requested by the employee's supervisor or the Human Resources Manager. Sick leave will not be charged for absence due to an industrial accident, but the amount of income from the sick leave plan will be affected by other disability income such as workers compensation and social security.

Eight hour's worth of sick leave are accrued per month during the first year, 13.5 hour's per month are accrued during the second and third years of employment and 20 hour's per month thereafter. Sick leave does not accrue during leave without pay. No more than 1,440 hour's worth of sick leave may be carried forward to a new calendar year. Temporary and part-time employees who work at least 20 hours per week receive proportionate sick leave credit and may carry to the following year in proportion.

An employee completing employment will not be paid for unused sick leave.

In certain cases, the Center Director may advance sick leave to an employee who has used all accumulated vacation and sick leave. Details about advances to sick leave are available from the Human Resources Manager.

Family and Medical Leave

Employees are eligible for up to 12-week's worth of unpaid family or medical leave during any consecutive 12-month period if they have been employed at least 12-months and have worked at least 1,250 hours during the 12-months preceding the leave. Employees are entitled to this leave for the birth or placement of a child (leave must be taken within the first 12 months of the birth or placement); when a family member (child, spouse, or parent) is affected by a serious health condition requiring the employee's absence from work; or when the employee personally experiences a serious health condition and is unable to work.

Employees are required to substitute accrued vacation or, in the event of their own health condition, accrued sick/vacation leave for all or any part of the 12 weeks. Upon exhaustion of sick/vacation pay, the remainder of the leave will be unpaid.

Employees will be restored to the same or equivalent position after the leave.

During the leave, the organization will provide health care insurance benefits under the same conditions as during active employment. Employees are required to continue paying their contribution of the premiums for all insurance benefits during the leave period. If the employee does not return to work after the leave, we may recover our share of the premiums paid during the leave.

Since this benefit relates to the Family and Medical Leave Act (FMLA) of 1993, which requires certain notifications and record keeping responsibilities, the Human Resources Manager must be notified at least 30 days in advance (when the leave is foreseeable, or as soon as possible if an emergency situation) of any FMLA leave and will assist in planning the leave of absence.

Other Leaves of Absence Without Pay

In addition to the Family and Medical Leave described above, the Center Director may grant leave without pay for good and sufficient reason. The AURA Board of Directors must approve leave extended beyond one year.

During leaves of absence without pay (LWOP), contributions to the retirement plan cease. Vacation and sick leave do not accrue during LWOP, but LWOP does not affect seniority dates used for computing accruals. Except for sabbatical leaves and Family and Medical Leave described above, LWOP that exceeds 31 calendar days cancels insurance coverage. Medical, dental, and life insurance may then be continued with the employee paying 100% of the premiums, plus an administrative fee in accordance with COBRA regulations. If an employee fails to return as scheduled, they will be considered to have voluntarily resigned. For these reasons, LWOP should be fully discussed and planned with the Human Resources Manager in advance.

Bereavement Leave

In the event of death in the immediate family (spouse; children; parents; grand-parents; grandchildren; brothers/sisters; or in-laws), the Center Director or designee (Human Resources Manager in this case), may grant up to five working days of special leave in a given calendar year. Part-time employees scheduled to work at least 20 hours per week are allowed a proportionate amount of special leave.

Court Leave & Jury Duty

Full-time employees called for jury duty or required to testify or participate in a court case not involving themselves as litigants will be allowed the necessary time off without loss of pay. Part-time employees pay will be computed on the same basis as for holidays. Employees may retain any reimbursement they receive for court or jury duty.

Employees released early from jury duty are to report for work to complete the normal workday. Shift employees will report for work at the normal starting time, or upon release from court or jury duty. The employee is requested to provide certification from the court regarding time served in court or jury duty service to his or her supervisor.

Voting Leave

Up to three hours away from regular duties without loss of pay may be allowed for voting to employees whose duty stations are such as to make it a hardship to vote in a general, primary, or local election within the times the polls are open. Requests for this time off must be provided with at least 24 hour's advance notice, and the Center will determine, with employee input, the maximum period of voting leave appropriate based on the employee's duty station, polling hours and other reasonable criteria.

Academic Leave

If job accommodation can be made, up to four hours per week (for a lab class) or up to three hours per week (for lecture class) with pay may be taken by regular, full-time employees to attend classes for which tuition refund has been approved. Advance approval by the immediate supervisor and next-level supervisor are required for academic leave.

Sabbatical Leave

Scientific staff members qualify for sabbatical leave after six years of service and no more often than after seven subsequent years of service. In general, sabbatical leave is for study, research and/or professional writing, or for travel as approved by the Center Director. At the option of the employee, leave may be for one year at ½-salary, or one-half year or less at full salary. Pay at ½-salary may be supplemented by a grant or other outside funding paid either directly to the employee, or through NOAO or NSO.

Approvals for Sabbatical leave must be made by the Center Director, who in turn is to report all actions to the Center's Management Council. A written report of activities and accomplishments during the Sabbatical Leave shall be submitted to the Center Director upon return to NOAO or NSO.

The employee is expected to return and serve for a period equal to the time away, but in no case less than six months. In the event the staff member fails to return to his/her regular Center position, the employee will be terminated, unless extenuating circumstances warrant a special consideration and decision by the Center Director. AURA reserves the right to recover all sabbatical pay and insurance premiums paid during the sabbatical in the event the employee fails to return.

Military Leave

Up to 10 days leave with pay each fiscal year may be granted to full-time employees who are ordered to active duty in the U.S. Armed Forces and produce confirming evidence. Part-time employees scheduled to work at least 20 hours per week may also be granted leave with pay computed on the same basis as their normal part-time pay. Time off with pay is allowed for the pre-induction physical examination. For military leave that extends beyond the 10 days described above, leave without pay is available. Employees returning from Military Leave are subject to the protections afforded under USERRA regulations depending on the length of time served and reemployment requirements prescribed.

Donation of Blood

Absence from work with pay is permitted in order to donate blood to such organizations as the America Red Cross.

Hazardous Conditions

The Center Director, or designee, may authorize absence with pay due to the development of unique conditions, which are potentially hazardous to the well being of employees. Such absences are charged to administrative leave. Examples of hazardous conditions warranting such time off include, but are not limited to, dangerous weather conditions, failure of heating/cooling or electrical systems, or other situations where health and safety of staff are of concern.

Work-Related Injury or Illness

Employees absent due to work-related causes will continue to receive pay until they return to work or, if later, the expiration of six month's absence. To qualify for this status, income benefits received from workers compensation must be returned to the organization.

If the absence is expected to exceed six months, the case will be reviewed to determine the employee's status. If qualified, the employee will be required to apply for benefits under the long-term disability insurance plan, which becomes effective after six month's absence. Industrial Leave, not Sick leave, will be used for work-related absences. Part-time staff members are entitled to the same provisions, except pay will be in direct ratio to time worked during the 30 days preceding the absence.

PAY AND PERFORMANCE

Paydays & Time Reporting

NOAO and NSO employees are paid every other Friday. Time reports are to be submitted by noon on the Monday following the end of the two-week pay period. Certain temporary, seasonal, or probationary staff members are paid on a separate two-week pay cycle.

The workweek normally consists of 40 hours of work within the period beginning and ending midnight Saturday. Specific work hours (including lunch and break schedules) are determined by the supervisor and are dependent on the needs of individual jobs and are appropriate to the work being done.

For non-exempt staff members, certain travel time is counted as time worked, therefore travel by non-exempt staff should be discussed with the Human Resources Manager to ensure proper accounting and payment of worked time.

Overtime Pay

Non-exempt employees receive overtime pay for time worked in excess of 40 hours per week. Overtime pay is only paid based on time actually worked. Overtime pay is not issued for hours over 40 in a week that are paid, but not actually worked, such as vacation, sick leave or holidays not worked. Part-time employees do not usually work overtime, but if they do, they also are paid one and one-half times the normal rate. For work on holidays or on the regular day off in lieu of the holiday, employees are paid one and one-half the normal rate plus up to eight hour's worth of holiday pay. All overtime work to be paid to non-exempt employees must be approved and documented on the submitted web-timesheet.

Exempt employees do not receive overtime pay.

Performance Standards and Review

Appraisal of work performance is made by supervisory staff on a continuing basis and will be discussed with employees from time to time and at least once annually. During the review, the job content, responsibilities and expectations will be discussed with the employee to ensure the employee and supervisor have a common understanding. Based on such discussions, the written position description should be reviewed and further defined or modified as necessary. Additionally, during the review, the supervisor and employee should develop a mutual understanding of the significant aspects of the job, set performance goals, and determine the level of performance expected.

A written performance appraisal document will be prepared annually, in which each supervisor will compare each employee's actual performance with the performance goals developed in previous discussions. This written appraisal may be a composite evaluation for employees working in more than one program area. The assigned functional supervisor will be responsible for collecting information from all pertinent sources. Upon completion of the discussions, the supervisor and employee will sign and date the appraisal form. As appropriate to the level and supervisory chain, the next level supervisor may also sign and date the form to indicate review. Finally, all appraisals will be reviewed by the Center Director, and the Human Resources Manager. Completed, signed appraisals will become part of the employment file. The

employee is encouraged to actively participate in the written appraisal process, and employee comments will be included in the employment file.

Position Descriptions

The human resources office maintains position descriptions electronically. Normally, these are very general and in some cases must be supplemented to reflect specific tasks and duties of an individual. Employees have the opportunity to receive copies of their written position descriptions and to provide feedback to their supervisor on the content of the descriptions on an annual basis, or whenever the nature of the position has changed sufficiently to warrant updates to the written description.

Salary Ranges

Salary ranges are established for each position in accordance with prevailing practice and AURA policy. Wage surveys are conducted locally and nationally, as necessary, to ensure that salary ranges are in line with comparable positions of other firms within the recruiting area for the particular skill.

Salaries normally are kept within the established ranges. They are reviewed annually on an individual basis and also may be reviewed when there is a significant change in responsibilities between annual reviews. During the review process, each supervisor makes recommendations for merit increases or other adjustments for further review and approval by the Center Director, or a designee and, in some cases, the AURA President or Board of Directors.

Performance Improvement or Disciplinary Procedures

When it is necessary to correct unacceptable conduct or improve an employee's performance, disciplinary actions may be taken. Depending on the seriousness of the concern, any appropriate step in the process may be used at any time, including immediate suspension and/or involuntary termination of employment.

Normally, progressive counseling is pursued to improve an employee's performance or behavior to expected standards. For early correction of minor problems, oral counseling may be used. Supervisors will conduct such discussions in private, and are to make a note of the date, time and content of verbal counseling meetings. While more than one counseling session may be appropriate, prolonged oral counseling may progress to additional actions if sufficient improvement is not made.

Prior to taking actions beyond oral counseling, the Center Human Resources Manager should be contacted. Written counseling may be appropriate with or without prior verbal counseling depending on the seriousness of the concern. Where appropriate, a probationary period may be specified to allow for satisfactory completion of performance or behavior goals following notification. While more than one written warning may be appropriate, repeated written warnings are not, and further actions may be taken if insufficient improvement is made.

Where appropriate, if previous actions have failed to produce the desired improvement, or in cases of very serious performance or unacceptable conduct, a suspension or leave of absence without pay may be imposed. During this time, a review may be conducted to determine if termination of employment is warranted.

Involuntary Termination may occur when an employee is unable or unwilling to improve to the required level of performance or behavior, or in cases of serious

misconduct or performance deficiencies. Termination may occur with or without prior notice as appropriate to the circumstances.

Grievance Resolution

Employees who feel they have a grievance or formal complaint against any of its policies, practices, managers, or supervisors should have the opportunity to have such grievances and complaints heard and responded to fairly and promptly to foster and maintain productive and harmonious relationships.

Except for communications with or initiated by the complainant, participants in the grievance process will treat as confidential any information gained during participation. This includes all aspects of handling, investigating, reviewing, and making final decisions on complaints or grievances.

Unless there are extenuating circumstances, complaints or grievances must be stated within 15 working days of the occurrence that gave rise to the complaint, or if involuntary termination is involved, within five working days of receipt of the termination notice.

The following process does not apply to locally hired Chilean staff at NOAO-South, as grievance policies and procedures established by Chilean law take precedence over those presented here.

An employee is encouraged to discuss any complaint or grievance with the immediate supervisor, orally or in writing. The supervisor will give a decision or an interim reply within the next five working days that he or she is present for duty. If a decision cannot be made in five working days, an interim reply would include a reason for delay, and an estimate of the time expected to be required to give a decision.

If the channel of communication is not open, or if the employee is not satisfied with the answer received, or if there has been no reply within the five days, the employee may refer the matter in writing to the next level supervisor, who will respond as above. This process may be repeated until the matter is resolved, or reaches the Center Director. All will provide copies to the Human Resources Manager, and to supervisors who previously have been included in the process. If the complaint is against the Human Resources Manager or the Center Director, the complaint should be reported to a Corporate Officer of AURA.

At any time the employee feels it necessary, a level of authority may be by-passed for the next management level if the matter to be discussed personally involves the supervisor at that level, or if the subject matter is personal and would be embarrassing if discussed with that supervisor.

The Center Director normally will refer the matter to the Human Resources Manager for investigation. The Human Resources Manager will obtain all available information and will prepare a written analysis and summary for referral to the Director. If the complaint involves the Human Resources Manager, the Director will designate another to perform these functions. Advice of legal counsel will be obtained, if needed.

The Director will notify the complainant and all others concerned of the final determination on the case within five working days after receiving the recommendations. With the exception of the staff appointed by direct authorization of the AURA board of directors, the Center Director's decision is final.

GENERAL POLICY & MISCELLANEOUS INFORMATION

Business Travel

Except for overland travel between the headquarters and the observing sites, the appropriate Center Director or Unit Manager must approve domestic travel at NOAO or NSO expense in advance. The appropriate Center Director or a designee must approve international travel for all employees and travel by the scientific staff.

Applicants for employment may be reimbursed when approved in advance. This includes travel costs for personal interviews, or other costs associated with the employment selection process.

Travel reimbursements may also be approved in advance for guest investigators or observers, graduate students, visiting scientists and summer research assistants, center consultants, staff members appointed to scientific, technical or administrative positions who are recruited from or transferred to locations more than 50 miles from the Center (including relocation for family members)

Normal mode of travel is by U.S. commercial airlines, by the most economical airfare available at the time the reservations are made. Exceptions will be allowed only when the most economical fare or a U.S. carrier is not available, when significant delays or costs are involved, or in cases involving the health of the traveler. Such exceptions would be approved in advance by the Director or designee.

Use of private vehicles for official business trips must be approved in advance by the Center Director or a designee. If use of the private vehicle is approved as being more advantageous to the Center, reasonable lodging and meals en route will be paid, and the traveler will be reimbursed at the currently authorized rate for the direct distance to point of duty and return to the Center site. If approval is for the convenience of the traveler, excess travel time will be charged to vacation leaves, and meals and lodging en route will not be paid.

Unless company transportation is provided, employees who use their private vehicles between a Center location and its remote locations on officially requested AURA business may be paid the currently authorized rate for direct travel.

Travel advances may be requested when the Travel Request is submitted. An accounting will be made for all monies advanced for travel expenses and any remaining cash will be returned to AURA within ten days after returning from the trip. Travel advances will not exceed expected expenses.

Allowable expenses are those related specifically to the business being conducted, and normally included actual and reasonable food and lodging, telephone use when necessary in the course of official business, transportation to and from airports, excess baggage costs if needed for official business, room or office space for official use, registration fees, valet and laundry, cost of travelers checks, one safe arrival phone call to family not to exceed 15 minutes duration.

Rental of vehicles must be approved in advanced and must be justified on the basis of need to conduct official business and not as a convenience to the employee. AURA will not reimburse the cost of insurance coverage provided by rental agencies for vehicles rented within the contiguous 48 states, as this coverage is already provided by AURA's comprehensive automobile general liability insurance. In all other locations, the optional insurance should be accepted and the cost will be reimbursed.

Vehicles

Employees driving company or government vehicles must possess a valid driver's license and, if applicable, a valid international driver's license. Government vehicles are for only official duties connected with the Center, and in accordance with guidelines of the NSF where specified in the contract. A U.S. Government Motor Vehicle Operators ID card (GSA card) must be obtained from the local Center facilities office. Unauthorized persons may not be transported. Drivers are personally responsible for citations, fines or confinement resulting from violations of traffic laws while driving official vehicles. They are also responsible for conformance to local laws in case of accident and must file an accident report with the local Facilities office as soon as possible.

Failure to follow policies and/or violation of existing laws, by an employee or authorized visitor driving a government vehicle may result in withdrawal of driving privileges by the organization. No staff member may permit a government vehicle to be driven by a person who does not have a valid GSA operators permit. Continued eligibility to drive government or company vehicles depends on a safe driving record and following policies and procedures.

Export Regulations

Employees, visitors, grantees, or other individuals utilizing the facilities are to comply with United States Export policies and regulations. This applies to physically exporting items, as well as transfer of technology or "deemed export" policies. Violations of export laws can result in not only loss of employment, but also serious civil penalties such as fines and/or imprisonment. For this reason, all questions concerning export regulations should be directed to the Procurement Manager, who is designated as the AURA Export Control Administrator.

Inventions and Proprietary Information Agreement

Staff members have an obligation regarding the handling of intellectual property. AURA retains title to inventions that occur as a result of the research or work conducted by the organization. The government, as a major funding source, also receives a comprehensive license for use of such inventions. This also extends to copyrightable information, such as software.

The concepts, ideas and discoveries made by staff are valuable assets, and such intellectual and creative efforts should be fostered and recognized. Research inventions and copyrightable materials are protected under the AURA Intellectual Property Policy (A-VIII).

Staff members will receive, and are required to read and sign, an Intellectual Property Agreement upon first becoming employed. Employees are also required to notify the NOAO Contracts Office promptly of any intellectual property arising in the course of, or in connection with their work activities. The Contracts Office can assist in determining where intellectual property rights are held either solely or jointly, and the division of expenses and revenue of any jointly owned intellectual property. Questions may be referred to the Human Resources Manager, and/or the Sponsored Projects and Contracts Manager.

Service Awards

Service awards are presented after five year's of active service with NOAO or NSO and for each succeeding five-year period. Service time will be credited for any service with an AURA Center. Additionally, annually AURA presents awards to staff members from each Center based on outstanding contributions to science and service to the astronomy community and the AURA Centers. These awards may also include team awards and technology or innovation awards.

Employee Suggestions

NOAO and NSO recognize that a diverse employee population will generate new and creative ideas and problem-solving methods. Accordingly, employees are encouraged to express themselves concerning improvement work methods and processes. We especially appreciate suggestions for increased productivity or where economy or efficiency can be achieved. A suggestion normally will be submitted through supervisory channels to the level at which a decision can be made. We encourage supervisors to keep employees informed of any decisions or changes that are made as a result of such suggestions.

Gratuities

Employees shall not give or accept gifts or special favors of value in business relationships with companies or persons with whom NOAO/NSO or other AURA Centers do business. Ordinary business courtesies, such as buying or receiving lunch, are not considered gifts within the context of this policy. It not inappropriate to retain advertising novelties that are widely distributed and of little appreciable value (such as coffee mugs, key chains, pens, etc.). Offers by present of potential suppliers to provide expense paid trips or other items of value, whether for business or pleasure must be declined. Employees must use high ethical standards in recognizing situations which, by reason of association, they should disqualify themselves from participating.

Congressional Relations

NOAO and NSO adhere to the policy of the Federal Government, which forbids any reimbursement to staff members of costs associated with attempting to influence Federal or State legislation (lobbying). This includes communications with Congressional representatives or their staffs on behalf of any AURA Center programs. However, this does not limit the right of any employee to communicate with congressional representatives or staff members individually with no mention of any AURA Center, on the employee's own time, and not using any company or government funds. Additionally, this policy does not prohibit employees from responding to written requests from officials for a technical or factual presentation of information.

Smoking Policy

Smoking is not permitted in NOAO or NSO buildings in the United States.

Use of Computers, Information Systems, Phones, Etc.

Company and government property, including telephones, email, computer and information systems are for company business only. Using company information systems for professional development may also be an appropriate use of our facilities.

Information systems, phones, and email should not, however, be used for general personal business, to solicit or influence others to become involved in commercial ventures, religious or political causes, outside organizations, or other non-job-related activities.

For privacy reasons, employees should not attempt to gain access to another employee's personal files, either paper or electronic, without the latter's express permission. However, management reserves the right to access and disclose all files and all communications sent over its information systems. Such access, other than as incidental to normal network and computer maintenance, requires approval of the Center Director or designee. Users of electronic information systems should take appropriate security measures to ensure that the casual browser cannot access confidential files.

Workplace Security

We are committed to a secure and harmonious work environment for employees and visitors. Security measures will be taken to facilitate such an environment. Acts of violence and/or threats of violence are not acceptable conduct in the workplace. Firearms or other dangerous weapons are not to be brought to work areas within any organization facilities.

Employees may be issued a key-card or key(s) to their building or work area. These are exclusively for the use of the employee and should not be loaned to others. Employees who have forgotten their card or keys and need building access during regular business hours are to contact the Central Facilities Operations Department.

When employees have visitors to the building, we ask that they assist us in requesting that the visitors sign in and out at the main lobby. For extended visitors temporary key cards or parking passes may be requested through Central Facilities Operations.

For our safety, and the security of our property and facilities, employees are not to let unknown persons into the building. During business hours, such persons are to be directed to the main lobby entrance. Exterior doors to the building are not to be propped open.

We maintain a service providing a security guard after regular business hours on working days, and 24 hours a day on weekends and holidays. The primary function of this service is to provide fire watch and security of Tucson facilities. Other functions include door lockup and open procedures, vehicle dispatch, escort of employees to their vehicles, response to employee reports of security related issues, and admitting approved staff and visitors to the buildings. Official visitors and contractors may not enter the facilities after hours unless authorized to do so. The security guard will request presentation of a picture I.D. while verifying authorization for after-hours entry.

Employees are responsible for their personal items brought to work. We encourage and will provide reasonable means to lock up items of value such as purses, wallets, personal tools, personally owned small electronics, and so forth. To arrange for keys and locks or a locking area to store personal items, please contact the Safety Officer or the Central Facilities Operations Department. Employees are responsible for their personal or rented vehicles parked in organization parking lots. We do not recommend leaving personal vehicles in the main parking lot overnight. For employees who travel to Kitt Peak or other out-of-town locations, we provide fenced lots, which are locked after usual business hours.

Employees are asked to assist us in securing government property used in their work areas. Special tools, computers, and other government or company property may need to be locked or reasonably secured when not in use.

Company vehicles must be locked when not in use. Returned vehicles are to be parked in the maintenance yard near the facilities operations building or in the fenced lot on First Street near the warehouse. Upon arrival, the vehicles should be locked and the keys placed in the key drop box at either location.

Employees or visitors who believe unsafe or threatening conditions exist in our facilities are to report these conditions to their supervisor, the Risk Management Specialist or the Human Resources Manager. All reports will be investigated and steps will be taken to resolve the situation as appropriate.

Similar policies and security measures are taken at the various NOAO and NSO locations. Please check with your supervisor or the facilities staff at each location for applicable procedures.

Safety

We are committed to providing employees and guests with a safe and healthy work environment. In pursuit of this goal, managers and supervisors are tasked with ensuring that work conducted in their area does not pose a potential risk to the health and well being of the assigned personnel.

Employees have a key role in this program by maintaining a safety conscious work attitude. Unsafe conditions or health and safety concerns should be reported to the supervisor or the NOAO Risk Management Office immediately. Employees involved in an activity that could reasonably be considered to pose a serious threat to life or health have the right, under OSHA regulations, to cease work until the condition can be reviewed and abated.

A safety manual is available in every work area, or online. Employees are encouraged to become familiar with this manual and the work activities addressed therein. Questions or comments concerning the manual or its contents should be directed to the Risk Management Office in Tucson at extension 8211.

Drug-Free Workplace

AURA recognizes the problems illegal drugs have created in society and the workplace. The federal government, in implementing the Drug-Free Workplace Act of 1988, requires federal contractors to certify to their contracting agency that they will maintain a drug-free workplace. To comply with the provisions of the Act, AURA has adopted the following policy.

AURA employees are expected and required to report to work on a timely basis and in appropriate mental and physical condition for work. It is AURA's intent and obligation to provide a drug-free, healthful, safe, and secure work environment. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on AURA premises or while conducting official business off AURA premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences. Employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug statute for violations occurring on or off AURA premises while conducting official business. A report of a conviction must be made to the Center Human Resources

Manager within five days of the conviction. This requirement is mandated by the Drug-Free Workplace Act of 1988. Each AURA center will notify its contracting agency within ten days after receiving notice of employee convictions for drug statute violations occurring on or off site while conducting official business.

Resources are available through the human resources office as to the availability of drug counseling, rehabilitation, and group health insurance benefits. The AURA center may require satisfactory participation in a drug abuse assistance or rehabilitation program for convicted employees. Each AURA center will continue to make a good faith effort to maintain a drug-free workplace through the actions stated above.

Harassment

As a part of our continuing affirmative action efforts and pursuant to the legal requirements of Section 703 of Title VII, we affirm our commitment to ensuring all employees an environment that is fair, humane, and respectful. Behavior that inappropriately asserts sexuality as relevant to employee performance is damaging to this environment. It is illegal and against the policies of AURA for any employee, male or female, to harass another employee by making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of an employee's continued employment, or making submission to or rejections of such conduct the basis for employment decisions affecting the employee, or creating an intimidating, hostile, or offensive working environment by such conduct, or by publicly displaying photographs, pin-ups, calendars, etc., which portray sexually explicit, offensive, or demeaning images.

In addition to sexual harassment, this policy also prohibits any form of other harassment because of race, religion, color, gender, age, national origin, disability, marital status or sexual orientation. We prohibit the making of slurs, jokes, or similar-type epithets based on any of the above-listed categories.

Any employee who believes he or she has been the subject of sexual or any other type of harassment should report all the facts and circumstances immediately to his/her supervisor. If doing so would prove uncomfortable, the employee should contact the Human Resources Manager, or any member of upper management. The Manager should immediately contact the Human Resources Manager, who will undertake a thorough investigation. Every effort will be made to promptly investigate all allegations of harassment in as confidential a manner as possible, and to take appropriate corrective action if warranted. NOAO and NSO strictly prohibit retaliation against another employee or individual who has complained of harassment, cooperated in the investigation of a complaint, or acted as a witness during the investigation of a complaint. Any employee who retaliates against another employee in violation of this policy shall be subject to appropriate disciplinary action, up to and including termination.

BENEFITS

Vacation

Vacation for full-time non-exempt employees accrues on a biweekly basis at the rate of eight hour's per month for the first two year's of employment; 12 hour's per month from three through five year's of service and 16 hour's per month after five year's of service. Part-time employees working at least 20 hours per week accrue proportionate vacation credit. Regular exempt employees accrue vacation credit at the rate of 16 hours per month from their date of hire. Vacation accrues during leave with pay, but not during leave without pay, and may not be used until earned. Temporary and seasonal employees do not accrue vacation, and part-time employees working less than 20 hours per week do not accrue vacation.

Vacations are to be taken at the convenience of the center and normally require advance approval. In emergencies, telephone approval, within 1/2 hour of starting time, from the supervisor or a designee is required. It is important to obtain approval since failure to do so may be considered no report with no pay. Incidental absences of eight hours or less require telephone approval. Vacations exceeding eight hours require written approval in advance, except in emergency situations, when telephone approval will suffice, but should be confirmed in writing on the first subsequent working day. Many supervisors accept and approve email requests for vacation and this will be considered written approval. Employees should check with their supervisors about acceptable methods of requesting vacation time.

No more than **384 hours of vacation leave may be carried to a new calendar year.** Pay will not be granted in lieu of vacation. Upon completion of employment, employees are paid unused vacation to a maximum of 384 hours. These hours are proportionate for part-time employees.

Holidays

There are ten paid holidays each year, which include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day; plus 4 additional holidays as designated by the Center Director. If the Center Director does not designate additional holidays, they may be taken as "floating" holidays elected by the employees. When a holiday occurs on a Saturday, the preceding Friday will be observed; when the holiday occurs on a Sunday, the following Monday is observed as the paid holiday.

Part-time employees receive the same holidays, as do full time employees. They are paid in direct proportion to the average number of hours worked per day during the previous pay period if they have worked at least 40 hours or more during that pay period.

Holidays occurring during vacation or sick leave will be paid and not charged against vacation or sick leave. However, holiday pay is not granted during vacation in conjunction with retirement or termination from employment. Holidays occurring during leave without pay will not be paid.

Tuition Refund

We support work-related education and training for regular, full-time employees by refunding 100% of tuition costs for grades of A or B and 50% for a grade of C.

Reimbursement is limited to six credits per semester. Approval must be obtained in advance of registering. Employees eligible as veterans for benefits under the G.I. Bill, or similar legislations, shall be reimbursed for not more than the amount by which the tuition fee exceeds the benefits to which the employee is already entitled. According to Internal Revenue Code regulations, reimbursement for certain courses, or for payments above established amounts in any calendar year, is considered taxable income.

Parking/Bus Passes

Permits for employee parking in Tucson are available from the Central Facilities Operations department and will be furnished to eligible employees at time of hire. The parking lot for most employees is located on the southwest corner of First Street and Martin Avenue. Please check with your supervisor or facilities staff for parking and transportation at non-Tucson locations.

Employees in Tucson may purchase Sun Tran bus passes from the designated travel reduction representative (contact director's office for name of current designee). We subsidize 50% of the cost of each pass as part of our Travel Reduction Plan. To monitor the use of the bus passes all subsidized riders exchange their NOAO parking permit for a bus-rider parking permit. We offer this subsidy as a benefit to our employees and others should not use the passes.

For employees who use bus service on an occasional basis, limited ride Sun Tran Passes may be available for purchase. Parking permits need not be exchanged for this type of pass. Sun Tran bus route maps are posted, and bus schedules are available as well.

Credit Union

Employees in Tucson and their immediate families are eligible for membership in the DM Federal Credit Union. Information is available from the human resources office in Tucson, or at DMFCU branches.

University of Arizona Affiliate Privileges

Some minimal affiliate privileges from the University are available for NOAO and NSO staff members. Each privilege has specific requirements and procedures as follows:

Employees may have access to certain buildings and University computer accounts on an as needed basis. These should be arranged directly with the department overseeing the computer account or building in which access is required.

CatCards are U of A identification cards, and may be obtained for a fee at the University CatCard office.

The campus Recreation Center is available for staff members. Fees are based on the type of classes or general use in which the individual participates. The NOAO Human Resources Office provides a list of current employees to the Recreation Center on a Semester basis, and intermittently at other times as needed.

The U of A Library is available for use to all staff members; however check-out privileges and online data-base privileges require a separate process. For staff members who require this type of access, an application form plus your C.V. or Resume must be sent to the Provost Office for approval. Upon approval, your information is added to the Library database for check-out privileges, and your

CatCard can be coded for such privileges. Please see the Human Resources Office in Tucson for more information on applying for extended library privileges if needed.

Discounts for most purchases from the U of A Bookstore are available by using a specific discount card. Please see the Human Resources Office in Tucson to obtain a discount card. This card and a photo ID must be presented to the cashier at the bookstore to receive your discount. The discount card must be returned to NOAO human resources upon ending your employment.

Business Travel Insurance

Coverage extends to all employees, expatriate hires at NOAO-South, board of directors, consultants and AURA officers. Participation continues throughout employment or board affiliation. Coverage provides for up to \$100,000 in accident insurance while on business-authorized travel. Coverage does not extend to travel to and from the primary work location. Amount of coverage is dependent on status and salary.

Worker's Compensation Insurance

Employees in the U.S. and expatriate hires at NOAO-South are eligible for this insurance from the date of hire. Coverage according to state law may vary. Expatriate hires at NOAO-South are covered under Arizona state law. This insurance provides compensation for absences of more than one week due to a job-related injury, illness, or death. Such injuries occurring on lunch hour, non-work hours or participation in athletic events are not covered. This benefit is paid entirely by the organization.

Social Security

Employees in the U.S. not exempted by federal law and U.S. Citizens at NOAO-South are eligible for this coverage from the date of hire. Coverage provides for Medicare, Retirement, Disability, and Survivor's benefits. Details are available at any local social security office. The employee and the organization share the costs of this benefit.

Unemployment Insurance

Employees in the U.S. and U.S. Citizens at NOAO-South are eligible for this coverage from the date of hire. Some income is provided through local unemployment agencies if the reasons for separation are not disqualifying. The claimant must reside in the U.S., Canada, or Puerto Rico when the claim is filed. Details are available at the State Employment Office, and the benefit is paid entirely by NOAO.

Retirement Medical Insurance Coverage

Employees hired before July 1, 1990 qualify for this coverage if their age and years of continuous service with AURA total at least 78 and they are at least age 58. Currently, the organization pays 100% of the premium for employees and shares the cost of dependent coverage with employees. Employees on part-time status at the time of retirement are eligible for this benefit as long as all eligibility requirements are otherwise met, and part-time work equals at least 20 hours per week. For such part-time employees, all years at less than full-time status will be prorated to reflect the proportion of service by the employee.

Employees hired after June 30, 1990 whose age and service are equal to the formula described above may continue the coverage by paying 100% of the premium to NOAO.

Employees whose age and service are not equal to the formula may continue health coverage for a limited amount of time, under the terms of the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985, as amended.

Dental coverage under COBRA is available to all employees who complete employment.

Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA)

This law provides the ability for former employees to continue medical or dental coverage for a limited period of time after leaving employment. Costs are entirely the responsibility of the former employee. Certain limitations apply, especially when the former employee is eligible for Medicare or certain other insurance coverage. This law applies if group insurance coverage ends due to completion of employment, divorce, or other qualifying event. A complete explanation of COBRA benefits is available from the human resources office in Tucson.

Insurance and Retirement Savings Programs

We provide for a comprehensive insurance benefits program. Please refer to the Employee Benefits Summary Booklet, which is included in this handbook for employees.

Other Benefits

Please reference the Employee Benefits Summary Booklet for additional benefits information.

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