

**PICO/UAF 1991 REMOTE AREA PERSONNEL POLICY
DEFINITIONS OF EMPLOYEE STATUS**



**POLAR ICE CORING OFFICE
UNIVERSITY OF ALASKA FAIRBANKS**

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DEFINITIONS OF EMPLOYEE STATUS**

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DEFINITIONS OF EMPLOYEE STATUS

Permanent Employee: Permanent on-going employment commitment between UAF and employee.

Entitled to full benefits. These include: annual leave; sick leave; holiday leave; personal holiday (if classified); maternity/paternity leave; basic & major medical health insurance; dental/vision/audio care insurance; basic life insurance; long-term disability; retirement benefits; UA pension plan; educational tuition waiver; workman's compensation; and unemployment benefits.

Additional optional benefits include: supplemental health insurance; survivor income; accidental death/dismemberment; health care/dependent care reimbursement accounts.

Seasonal Employee: Temporary personnel with no on-going employment commitment, having completed a minimum of 1040 hours work in the same position within one year.

Entitled to limited benefits. These include: annual leave; sick leave; holiday leave; basic health & major medical insurance coverage; dental/vision/audio care insurance; workman's compensation; and unemployment benefits.

Temporary Employee: Temporary personnel with no on-going employment commitment. Hired for field season only. After completing 1040 hours in same position within one year employee becomes "seasonal".

Entitled to workman's compensation and unemployment benefits only.

PAYROLL CLASSIFICATIONS

APT (Administrative/Professional/Technical):
Salaried staff - not entitled to overtime.

Classified:
Hourly staff - entitled to 1.5 times hourly wage for any hours worked in excess of 40 hours/week. Also receive one additional 8 hour holiday per fiscal year.

UNIVERSITY OF ALASKA FAIRBANKS
POLAR ICE CORING OFFICE (PICO)

1991 REMOTE AREA PERSONNEL POLICY (RAPP)

The purpose of this document is to set forth the personnel policies under which the PICO operates in remote field areas. It in no way alters any policies set forth in the University of Alaska Policy and Procedures Manual. Any conflict between these two documents will result in the University's Policy and Procedures Manual taking precedence.

1.0 WORK HOURS

1.1 Definition:

Standard working hours or shifts will be defined by the on-site manager. Reasonable break times will also be defined by the on-site manager.

1.2 Employee Status/Classification:

1.2.1 Hourly and Seasonal/Temporary Personnel: In the field, (defined as departure from the United States) hourly paid personnel will be paid for **ALL hours worked**. Any hours worked in excess of 40 hours/week (defined as Sunday thru Saturday) will be considered overtime. This overtime will be paid at a rate of 1.5 times their specified hourly rate. All overtime hours must be authorized by the on-site supervisor.

1.2.2 Salaried Personnel: In the field, (defined as departure from the United States) salaried personnel do not receive overtime. However, they will be eligible to receive Ice Pay after completing 3 consecutive weeks spent at the remote site. This Ice Pay will then be paid on a daily basis (daily being defined as 0800 to 0800) and will be paid retroactively to their arrival at the remote site. The Ice Pay rate will be determined prior to each field season to assure a fair and equitable rate. The current rate for the 1991 field season is \$40/day.

1.2.3 Procedure for Receiving Pay: UAF payroll is processed biweekly. Each biweekly pay period is paid two weeks AFTER the completion of each pay period. (Example: If work hours commence at the beginning of a pay period, the employee will complete 2 weeks work before any hours are submitted on a timesheet for payment. The check issued for payment of this first two weeks is processed and paid 2 weeks after submission of the timesheet. Therefore, it can take up to 4 weeks after the start of work for a pay check to be issued to the employee.) There are several options available for the distribution of payroll checks. These options include:

1. Automatic deposit to local (Fairbanks) banking institutions.
2. Mail in deposits to non-local banking institutions.
3. Forward to individual/address as specified by employee.
4. Forward to PICO/SFJ.
5. Hold at PICO/UAF office until return from field.

Checks being forwarded to banking institutions or specified individuals will be mailed within 48 hours after their receipt in the PICO/UAF office. The original check stub will be mailed to PICO/SFJ for distribution. A copy of the check/stub will be held at PICO/UAF with the mailing date of deposit noted for employee information upon return from the field. Employees will have the opportunity to select from these options at the beginning of each field season.

1.2.4 Salary Advances: The University of Alaska policy allows for limited use of salary advances in the event of "emergencies". A salary advance must be for hours already worked and submitted on a timesheet. Up to 55% of the gross earnings defined on a specific timesheet can be advanced within 3 days of the submission of the timesheet. The balance (less required deductions) would be processed with the routine payroll to be issued 2 weeks after submission.

2.0 LEAVE

2.1 Types of leave:

Temporary personnel do not accrue leave of any type. Permanent and Seasonal personnel at a remote area location earn the following types of leave. All leave is accrued by pay period. A pay period for leave purposes is based on a two week period of 80 hours worked. Working less than 80 hours will result in a proportionally lower accrual of leave. Working more than 80 hours does not increase leave accrual. Seasonal personnel are defined as "temporary personnel who have worked in the same position for more than 1040 hours within one year".

2.1.1 Annual Leave: Annual leave is accrued based on University Policy. Maximum accrual for new employees is now 1.5 days per month, based on a minimum of 80 hours paid per pay period in each given month. The rate increases to 1.75 days per month after five (5) consecutive years and 2 days per month after ten (10) consecutive years with the University.

2.1.2 Temporary Disability (Sick) Leave: Sick leave is accrued based on University Policy. Maximum accrual is 4.62 hours per pay period based on 80 hours paid per pay period.

2.1.3 Holiday Leave: University policy provides for 11 paid holidays per year. These include: New Year's Day (2/days); Spring Break; Memorial Day; Independence Day (2/days); Labor Day; Thanksgiving (2/days); and Christmas (2/days). In order to receive holiday pay the employee must be in a "paid status" for the work day prior to the holiday and also the work day after the holiday.

2.2 Requesting Annual Leave:

2.2.1 All leave must be approved by the Director, Assistant Director or their designee.

2.2.2 All leave requests in excess of three working days should be submitted at least 30 days in advance of the leave start date.

2.2.3 All leave for three working days or less should be submitted at least one week in advance of the leave date.

2.3 Requesting/Justification of Sick Leave:

2.3.1 At the request of the immediate supervisor, all such leave taken in excess of three consecutive days may require a note from competent medical personnel emphasizing the reason and duration of the sick leave that has been recommended and an indication of what the treatment has been prescribed. A statement from competent medical personnel that the employee is medically fit to return to work will also be required.

2.3.2 The Fiscal Officer may require a note from competent medical personnel for all such leave taken in the case of continuous, excessive or pattern absenteeism by an individual.

2.4 Use of Holiday Leave:

2.4.1 Permanent non-exempt and seasonal (hourly) personnel also accrue a single (8 hour) personal holiday after six months of employment. This personal holiday must be used in the fiscal year earned or it will be lost.

2.4.2 The wage/time compensation for holidays spent in the field will be as follows: Permanent (hourly) and Seasonal employees will receive 8 hours as paid holiday plus time and 1/2 for all hours worked on the holiday. Arrangements will be made for a comparable day off for Permanent (salaried) employees when they return from the field. Temporary employees will be paid for the hours worked on the holiday. They do not qualify for any holiday pay adjustment. It is understood that whenever possible, holidays spent in the field will be observed by a reduction in work requirements to whatever extent is possible. This reduction is to be determined by the on-site manager.

2.5 Leave of Absence Without Pay:

Commonly called "Leave Without Pay" (LWOP), this type of leave may be authorized by the Director at the request of division managers based on work requirements and field schedules. LWOP cannot be granted while any annual leave remains unused. In this status the employee is entitled to full rights and privileges as if he/she were in regular service except salary is suspended and no leave time is accumulated. Employees taking LWOP may continue the health/life insurance at their own expense and retirement programs to the extent allowed by the law. LWOP has the benefit of allowing the employee to return to the same position and same pay scale occupied before the leave.

3.0 EMERGENCIES

3.1 Employee:

In the event of severe illness or injury resulting in the inability of a field party member to perform his/her duties, the employee will be put on sick leave and transportation costs from the field site to point of hire/destination (whichever is less) will be paid. The employee's return to the field at PICO expense will be determined by the specific circumstances as evaluated by the on-site supervisor.

3.2 Immediate Family Member:

Severe illness or death of an immediate family member (as defined in the University's policy and procedure manual) that requires the presence of a field party member at home is considered an emergency. Personnel will be granted sick or annual leave whenever a bonafide emergency exists and transportation costs on regularly scheduled flights from the field site to point of hire/destination (whichever is less) will be paid. The employee's return to the field at PICO expense will be determined by the specific circumstances as evaluated by the on-site supervisor.

4.0 MEDICAL EXAM REQUIREMENTS

Medical and dental exams are now required for work in both Greenland and Antarctica. All personnel must be found physically competent for remote area duty. This is for the employee's safety. Medical and dental services are limited. Any medical/dental problems could become life-threatening. PICO will provide NSF medical and dental packets for your doctor/dentist to fill out with relevant information which will include, but not be limited to, blood type, allergic reactions to medications, next of kin, etc., which will be kept on file in the PICO/UAF administrative office. Greenland participants copies will also be maintained in the PICO/Sondrestrom office. PICO will reimburse employees for all required medical/dental exams. However, PICO will not reimburse for any medical/dental corrective procedures required to meet the standards as set by NSF. In addition, PICO will reimburse up to \$50 for sunglasses (\$150 for prescription lenses) for field personnel. Short term personnel may use sunglasses/goggles available from the PICO/Sondrestrom office. Permanent and seasonal personnel must first submit these expenses to the University health insurance carrier for reimbursement.

5.0 DRUGS AND ALCOHOL

Controlled substances are not to be used, sold, distributed, consumed or possessed by PICO personnel at remote field sites. Any PICO employee found in violation will be immediately terminated. Personal consumption of alcoholic beverages is permitted only when not on duty. It is understood that this consumption should not be to excess. Disciplinary action will be taken if alcohol consumption has a negative impact on job performance. Any form of substance abuse, including alcohol, will not be tolerated.

6.0 TRAVEL REQUIREMENTS/RESTRICTIONS/REIMBURSEMENTS

6.1 All travel must be approved prior to commencement of such travel. A properly completed travel authorization (TA) is required. Any travel completed without a TA cannot be reimbursed per UAF policy.

6.2 For employees travelling to Greenland via the PICO/Sondrestrom office we recommend the "return" commercial airline ticket, military clearances and tickets provided by PICO be held at the PICO/Sondrestrom office until your departure from Greenland. Any employee not wishing to leave tickets, etc. at the field office will be fully responsible for their return commercial airfare in the event of loss.

6.3 After travel is completed the employee is reimbursed for only those business-related expenses which have been approved. Receipts are required for airline tickets (original ticket stub) and all other expenses in excess of \$10, other than meals. Meals are reimbursed only for the time that the traveler is actually performing business-related travel. The maximum amount of per diem for meals at designated locations cannot exceed those provided for in the UAF regulations (minimum of \$26/day depending on specific location, pro-rated for partial days). All travel expenses claimed are subject to the approval of the Director. The traveler is responsible for providing proper receipts for all travel-related business not covered above. Personnel stationed or transiting Sondrestrom Air Base will be reimbursed for the time on Base at a rate to be specified prior to each field deployment. This rate is currently \$20/day for the 1991 field season. There will be no per diem reimbursement for time spent at remote sites where meals and lodging are provided. At other remote site locations reimbursement will be determined by prior arrangement with the PICO business office.

Expenses not considered travel-related, such as parts or supplies purchased for project support, cannot be claimed on a travel expense form. They will be reimbursed as a petty cash expense through the business office.

6.4 All travel related expenses must be submitted to PICO/UAF within 30 days after the completion of required field work in order to be reimbursed. Partial receipts may be turned in to PICO/UAF throughout the season to be held for final reconciliation at the end of the season. Expenses held more than 90 days after the completion of field work WILL NOT be reimbursed.

6.5 Employees traveling to a remote area location will be considered to be in a paid (per diem plus salary) travel status for only the actual period of time (or its equivalent) spent enroute to the remote area via the most direct route from the point of hire. Salary paid while in travel status will not exceed 8 hours/day. This allows for personal side trips during which time the employee will be considered to be on annual leave or leave without pay with no compensation for per diem. Such leave requests are subject to the same prior approvals as any request for leave.

6.6 Employees will receive a travel advance only upon request. This advance cannot exceed the estimated per diem expenses as identified on the initial Travel Authorization. A travel advance also requires the "original signature" of the traveler on the Travel Authorization form. For those employees not physically located in Fairbanks we will have a letter request form available that can be completed with an

original signature and returned to PICO/UAF. Please note that any amount advanced to the traveller not off-set by verified and/or receipted expenses must be reimbursed to PICO.

6.7 Employees who voluntarily terminate their employment before the end of the field season, leaving the remote area location without prior arrangements to do so, will have all pay and per diem stopped upon notification of termination. Remaining portion of return airfare will be provided to point of hire/destination (whichever is less).

7.0 **SONDRESTROM**

All employees will be under the general direction of the PICO Field Operations Manager during any period of time spent on the Sondrestrom Air Base.