

**REMOTE AREA  
PERSONNEL POLICY**

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## **PICO/UAF REMOTE AREA PERSONNEL POLICY**

### **REMOTE AREA EMPLOYEE STATUS**

**Payroll:** Flat weekly rate plus 37% remote assignment differential. No overtime.

**Permanent Employees:** Permanent 12 month employment commitment between UAF and employee.

**Term Funded:** Seasonal personnel. Duration based on funding and subject to change as dictated by the funding agency. Paid bi-weekly salary.

**EEO Statement:** University policy 04.03.01 prohibits discrimination on the basis of race, color, national origin, religion, sex and any condition related to pregnancy.

**Sexual Harassment:** Policy 14.08.02 prohibits sexual harassment of employees, students and applicants for and during employment. This includes remote camps located outside of the U.S.

**University of Alaska Fairbanks  
Polar Ice Coring Office (PICO)**

**REMOTE AREA PERSONNEL POLICY (RAPP)**

The purpose of this document is to set forth the personnel policies under which PICO operates in remote field areas. The RAPP covers only those issues directly related with working in remote locations. Additional personnel policies are set forth in the University of Alaska Policy and Procedures Manual

**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 Salaried Personnel:** Salaried personnel do not receive overtime. However, they will be eligible to receive remote assignment differential (RAD). This RAD will be paid on a daily basis (daily being defined as 0800 to 0800) upon arrival at the remote site. Once RAD is begun, it will terminate upon that person leaving the remote site. RAD will be reestablished only when that person has returned to the remote site. The RAD rate will be determined prior to each field season to assure a fair and equitable rate. The current daily rate for the 1993 field season is 37% of base bi-weekly salary divided over 14 days but not to exceed \$40/day.

**1.2.2 Procedures for Receiving Pay:** UAF payroll is processed biweekly. Each biweekly pay period is paid two weeks AFTER the completion of each pay period.

**1993 Pay Period Schedule**

<u>Start Date</u>	<u>End Date</u>	<u>Check Issue Date</u>
1-10-93	1-23-93	2-5-93
1-24-93	2-6-93	2-19-93
2-7-93	2-20-93	3-5-93
2-21-93	3-6-93	3-19-93
3-7-93	3-20-93	4-2-93
3-21-93	4-3-93	4-16-93
4-4-93	4-17-93	4-30-93
4-18-93	5-1-93	5-14-93
5-2-93	5-15-93	5-28-93

<u>Start Date</u>	<u>End Date</u>	<u>Check Issue Date</u>
5-116-93	5-29-93	6-11-93
5-30-93	6-12-93	6-25-93
6-13-93	6-26-93	7-9-93
6-27-93	7-10-93	7-23-93
7-11-93	7-24-93	8-6-93
7-25-93	8-7-93	8-20-93
8-8-93	8-21-93	9-3-93
8-22-93	9-4-93	9-17-93
9-5-93	9-18-93	10-1-93
9-19-93	10-2-93	10-15-93
10-3-93	10-16-93	10-29-93
10-17-93	10-30-93	11-12-93
10-31-93	11-13-93	11-26-93
11-14-93	11-27-93	12-10-93
11-28-93	12-11-93	12-24-93

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 of 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 or 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.

**1.2.3** You will be unable to cash payroll checks in Kangerlussuaq. However, there is a banking facility in Kangerlussuaq that will cash travelers checks and advance cash on major credit cards up to \$200/day based on available funds.

**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 time sheet. Up to 55% of the gross earnings defined on a specific time sheet can be advanced within 3 days of the submission of the time sheet. 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:

Term Funded personnel at a remote area location earn three types of leave; Annual, Sick and Holiday. All leave is accrued by pay period. A pay period for leave purposes is based on a two week period. Working less than 80 hours will result in a proportionally lower accrual of leave. Working more than 80 hours does not increase leave accrual.

**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. Unused annual leave will be paid upon termination. In the event of death, all accrued annual leave shall be paid to beneficiary.

**2.1.2 Temporary Disability (Sick) Leave:** Sick leave is accrued based on University Policy. Maximum accrual is 4.62 hours per pay period. At termination, temporary disability leave accumulations are lost. Full payment for accumulated unused temporary disability leave is made to beneficiary in case of the death of an employee while employed by the University.

**2.1.3** Because of the unique demands of operations at remote locations, many standard holidays are not observed. The decision whether work is continued on a university holiday rests with the senior on-site manager. Additionally, pay is at the employee's standard rate.

### 2.2 Requesting Annual Leave:

**2.2.1** All leave must be approved by the Director, Assistant Director or their designee using a leave request form. These forms will be available in the Kangerlussuaq office. In the case of personnel at remote sites, all leave approval is delegated to the senior PICO representative.

**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.

**2.2.4** Due to the difficulties and costs in getting personnel in and out of remote field sites, it is not anticipated that leave during the field season will be granted. Exceptions will be dealt with on a case-by-case basis by the senior on-site PICO representative.

## **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. A statement from competent medical personnel that the employee is medically fit to return to work will also be required.

**2.3.2** Because of the close proximity of working conditions in remote camps and the potential for the spread of contagious illnesses, it is required that an employee who is sick visit the Camp Medic. If in a transiting field location and a clinic is available, the employee's direct supervisor may require a note from competent medical personnel for such leave taken.

## **3.0 BENEFITS**

### **3.1 Health Care Program/Medical Care**

From the initial day of employment, employee and their dependents receives 100% covered hospitalization and 80% of covered medical charges after \$100 per person (\$300 maximum per family) deductible. Maximum out-of-pocket expenses in meeting the 20% covered care in any calendar year are \$400 per person or \$750 for family; after that, plan pays 100%. Lifetime benefit limited to \$1,000,000.

### **3.2 Dental Care**

From initial day of employment, employee and their dependents receives preventative services covered at 100%, basic expenses covered at 80%, major expenses at 50%. \$2,000 maximum benefit per covered individual per year.

### **3.3 Vision Care**

From initial day of employment, employee and their dependents receives partial reimbursement for eye examination, frames, lenses, and contact lenses up to specified maximum amounts for each.

### **3.4 Audio Care**

From initial day of employment, employee and their dependents receives 80% of charge for hearing examination in connection with purchase of hearing aid. \$400 maximum during any three year period.



### **3.5 Supplemental Health Benefits**

More extensive coverage for medical, dental, vision, and audio care is available at the employee's expense. Optional enrollment must be at the time of hire, during open enrollment, or upon family status change. The expense is deducted on a pre-tax basis. For further information regarding rates, contact the PICO Business Office.

### **3.6 Health Care Reimbursement Account**

Provides employees with the opportunity to pay for those medical expenses uncovered by health insurance with their own tax-free contributions. Account balances must be spent during the plan year, or the money is lost. Optional enrollment must be at the time of hire, during open enrollment or upon family status change.

### **3.7 Dependent Care Reimbursement Account**

Provides an employee with the opportunity to be reimbursed with her/her own tax-free contributions for dependent care expenses that are necessary to allow the employee (and his/her spouse, if married) to seek or retain employment. Account balances must be spent during the plan year, or the money is lost.

### **3.8 Life Insurance Programs**

The university provides life insurance totaling two times the employees annual salary, paid to beneficiary upon employee's death.

### **3.9 Survivor Income**

Available at employee's expense in amounts from \$25,000 to \$150,000. Benefits paid in lump sums or in monthly installments. Participation is optional. Enrollment is at time of hire, during open enrollment, or upon family status change. For further information regarding rates, contact the PICO Business Office.

### **3.10 Accidental Death and Dismemberment**

Available at employee's expense for accidental loss of life or limb. Participation is optional. Enrollment at time of hire, during open enrollment, or upon family status change. For further information regarding rates, contact the PICO Business Office.

### **3.11 Travel Accident**

Protection provided by the university from accidental death while traveling on university business. Coverage is \$100,000.

### **3.12 Long Term Disability**

In conjunction with other available benefits, pays 60% of base salary, to a maximum of \$3,000/month, to the totally disabled. Benefits continue until death, retirement or recovery. Coverage begins on first day of month following first day of employment.

### **3.13 Worker's Compensation**

Compensation for on-the-job injury or illness. Provides coverage for medical expenses and loss of compensation.

### **3.14 Retirement Benefits: Public Employees Retirement System (PERS)**

Retirement benefit based on salary and service. Normal retirement benefit at age 60. Reduced benefit at age 55. Full vesting in five years. Disability benefit at no cost. Comprehensive medical insurance available for retiree and eligible dependents. Survivor benefits paid to the beneficiary. University contributes approximately 5% of your salary (changes yearly) and you contribute 6.75% before taxes.

### **3.15 University of Alaska Pension Plan**

Retirement benefit based on amount contributed and investment option selected. Immediate and full vesting. Account balance may be withdrawn at termination. The university contributes 7.65% of your first \$42,000 in gross wages.

### **3.16 Medicare**

Medicare benefits for disabled and for those age 65 and over.

### **3.17 Tax Sheltered Annuity Plans (TSAs)**

Employee contribution to TSA account to defer taxes on income. Withdrawal of any amount, at any time, with taxes payable at that time.

## **4.0 EMERGENCIES**

### **4.1 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 (if applicable) 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 Assistant Director of PICO.

#### 4.2 Immediate Family Member:

Severe illness or death of an immediate family member 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 Assistant Director of PICO.

### 5.0 MEDICAL EXAM REQUIREMENTS

Medical and dental exams are required for work in both Greenland and Antarctica. All personnel must be found physically competent for remote area duty by the National Science Foundation Medical Director. This is for the employee's safety. Medical and dental services at the remote site are limited. Any medical/dental problems could become life-threatening. PICO will provide NSF medical forms 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/Kangerlussuaq office. PICO will reimburse employees for all required medical/dental exams. Employees will be required to sign a form agreeing that they will not submit a claim to any insurance carrier. This is due to the fact that PICO must pay all expenses for a mandated physical. PICO will not reimburse for any medical/dental corrective procedures required to meet the standards as set by NSF. Original receipts must be submitted for reimbursements. PICO can not reimburse anyone other than the employee. No payments will be made to hospitals, clinics, doctors, etc.

5.1 All drill personnel, or anyone exposed to significant amount of n Butyl Acetate, must agree to participate in a monitoring program and have blood tests as required by separate PICO policy. PICO will reimburse costs associated with this test. Original receipts must be submitted to PICO UAF.

5.2 Non prescription sunglasses will be issued upon your arrival at the Kangerlussuaq field office. It will be your responsibility to return the sunglasses at the end of the season no matter what the condition. If you require prescription sunglasses, please contact the PICO UAF office.

### 6.0 DRUGS AND ALCOHOL

6.1 The University of Alaska in Regents Policy 04.10.09 prohibits the unlawful manufacture, distribution, dispensing, possession, or use by the employee of a controlled substance in any workplace of the university to include remote field sites. Any PICO employee found in violation will be immediately terminated.

**6.1.1** All persons entering Greenland are subject to Danish and Greenlandic laws and regulations. This includes, but is not limited to, inspection of personal baggage. Anyone found in possession of a controlled substance will be denied entry to Greenland and may be subject to prosecution by Greenlandic and Danish laws.

**6.2** 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. This will be determined by the immediate supervisor.

**6.2.1** The consumption of non-Greenland taxed alcoholic beverages at Kangerlussuaq is permitted. However, the transporting of these beverages beyond the boundary of the tax free area is illegal. Only properly taxed and labeled beverages may be transported beyond the tax free area. Any fines incurred for personnel violating this, will be borne by the employee. Any form of substance abuse, including alcohol, will not be tolerated.

## **7.0 TRAVEL REQUIREMENTS/RESTRICTIONS/REIMBURSEMENTS**

**7.1** All travel must be preapproved. A properly completed travel authorization (TA) is required. Any travel completed without a TA cannot be reimbursed per UAF policy.

**7.2** Personnel will be allowed a maximum of 140 pounds of personal baggage to and/or from Greenland. This includes personal cold weather gear. This does not mean you are authorized to hand carry the entire amount. In some cases your baggage will be shipped via other means. Some modes of transportation limit baggage to less than 140 pounds; in some cases as low as 44 pounds. In these cases PICO will determine how your baggage will be shipped. Contact the PICO Travel Specialist for instructions. In no case will PICO pay excess baggage charges without prior authorization. Personal baggage in excess of 140 pounds will not be transported to or from the summit camp.

Any personnel desiring to ship skis to Greenland may place the skis in the initial charter flight to Greenland and it will not count toward the 140 pound baggage limitation. Skis that are transported in any other manner will be counted against the personal baggage limitation. Contact PICO for instructions to ship skis from place of hire to charter departure at PICO's expense.

Professional, project related equipment or tools do not count towards your 140 pound personal limit. This equipment may be transported with your personal baggage. Whether checked or hand carried, this equipment must be labeled and reported in accordance with PICO cargo guidelines to insure proper tracking. Also, if this equipment places you in an excess baggage situation, you must have prior approval from PICO. Personnel will not be allowed excess baggage at PICO expense without prior authorization.

Baggage allowances for various modes are listed below for planning purposes:

AMC: You are allowed two checked bags not to exceed 70 pounds each. Checked baggage exceeding the weight criteria is counted as one piece for each increment of 70 pounds. **NO ONE PIECE OF BAGGAGE CAN EXCEED 100 LB. ANY PIECES OVER THIS WEIGHT WILL NOT BE TRANSPORTED--NO EXCEPTIONS.**

109th AG: Same as AMC.

SAAM: Same as AMC

Domestic commercial air within CONUS: You are allowed three bags total, checked and carry-on: Bag 1- Weight not to exceed 70 pounds. The sum of the length, height, and width dimensions cannot exceed 62 inches. Bag 2- Weight not to exceed 70 pounds. The sum of the length, height, and width cannot exceed 55 inches. Bag 3- Weight not to exceed 70 pounds. The sum of the length, height, and width cannot exceed 45 inches.

Commercial air between CONUS and Copenhagen: You are allowed to check two bags and carry on one: Bag 1- Weight not to exceed 70 pounds. The sum of the length, height and width cannot exceed 62 inches. Bag 2- Weight not to exceed 70 pounds. The sum of the length, height and width cannot exceed 55 inches. Bag 3- Carry on only. Weight not to exceed 40 pounds. The sum of the length, height, and width cannot exceed 45 inches.

Commercial air between Copenhagen and Greenland: You are allowed only ONE checked bag, weight not to exceed 44 pounds, and one carry-on not to exceed 11 pounds. Excess baggage will be charged at the rate of \$2.85 per pound. If you are traveling commercial air between Copenhagen and Greenland, you must contact PICO in advance so that PICO can determine the most cost effective method for transporting baggage exceeding the 44 pound limitation.

7.3 Employee is reimbursed for only those business-related expenses which have been approved. It is the employee's responsibility to keep track of these reimbursements. The Travel Specialist will provide you with a simple form for keeping track of your expenses throughout your travel. 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 Assistant Director. The traveler is responsible for providing proper receipts for all travel-related business not covered above. In addition, the traveler is responsible for submitting the dates of arrival and departure (i.e. CONUS to Kang to Camp to Kang to CONUS). Meals and lodging will be provided for personnel transiting Kangerlussuaq and therefore will not receive a

per diem. There will also not be per diem reimbursement for time spent at remote sites where meals and lodging are provided. At other remote 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 PICO/UAF business office with original receipts.

**7.4** All travel related expenses **MUST** be submitted to PICO/UAF within 30 days after the completion of field work in order to be reimbursed. In the event that an employee goes on extensive travel after the field season, it is the traveler's responsibility to make sure all expenses are returned to PICO UAF no later than 30 days after the last day of field work. 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 30 days after the completion of field work **WILL NOT** be reimbursed.

**7.5** 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. 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.

**7.6** 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. Employees not physically located in Fairbanks must submit a written request with the amount and their original signature to PICO/UAF. Any amount advanced to the traveler not off-set by verified and/or receipt expenses must be reimbursed to PICO.

**7.7** Employees who voluntarily terminate their employment before the end of the field season or leave 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). After notification of termination, the employee will be permitted to remain at Kangerlussuaq until the next available flight to CONUS.

## **8.0 KANGERLUSSUAQ**

**8.1** All employees will be under the general direction of the PICO Field Operations Manager (FOM) during any period of time spent in Kangerlussuaq. PICO personnel off ice for medical treatment and awaiting return to the ice, report directly to the FOM. This direction includes packaging equipment, palletizing and airlift. All scientific personnel work for their respective P.I. in conjunction with the FOM regarding packaging

equipment, palletizing and airlift. The FOM is the last PICO employee to depart Kangerlussuaq. The FOM will ensure that all return cargo is properly packaged, palletized and prepared for shipment prior to his/her departure.

## 9.0 COMMUNICATIONS

There are no voice communications from GISP2 to the US. Sending personal telexes from GISP2 will be allowed on a limited basis. However, all telex charges will be billed to the individual at the end of the season.

Telex messages of a business or personal nature can be received by individuals at GISP2. Provide the following procedures to anyone wishing to send you a telex message:

- a. Prepare the message.
- b. The first line of the text should include the name of the person the message is for. For Example: "For John Jones"
- c. Call 800 627-4728 for the Telex operator. The operator will want the following information:

Location message is going: GISP2  
Telex mobile ID number: 49313401 Atlantic East Region

The service is available 24 hours per day. The message will be transmitted within one hour. Normally, messages should reach the addressee within 24 hours of transmittal. Rates are \$9.00 for the first half minute, plus 40 cents for each addition one tenth of a minute. The average message is approximately 90 words, takes 1.5 minutes and costs \$13.00. Credit cards (MC, Visa, AE) are accepted for payment.