

XI. WAGES AND HOURS REPORTED

A. POLICY

Accounting, reporting, and payment for time worked will conform to good principles of management, requirements of applicable laws and specific contract terms.

B. TIME REPORTING FOR NON-EXEMPT STAFF

1. Work Week

The workweek covers the period from one Friday or Saturday (varies by Center) midnight to the same time seven days later. For non-exempt staff, the work week usually includes five standard work days of eight hours each. Normally, schedules will provide two consecutive days off, although these may not, in all cases, fall within the same workweek. The standard workweek for business affairs begins at 8:00 a.m. on Monday and ends at 5:00 p.m. on Friday. Special work schedules may be established by the Center Director, or designee, for purposes appropriate to the work being done.

2. Work Day

The standard workday for non-exempt staff will be established by each Center. The work day generally will include 8 worked hours per day and may include, in addition, an unpaid lunch period, and two paid fifteen-minute breaks. Paid breaks, if utilized, may not be combined and/or attached to the beginning or end of the work day to adjust the individual's work schedule. Special work schedules may require different work hours and breaks than those listed above.

3. Overtime Work

Overtime work is time worked in excess of 40 hours per work week. Except in an emergency, overtime must be approved in advance by the Director or a designee (generally the employee's supervisor). To the extent possible, overtime work will be equitably allocated among employees qualified to perform the work to be done. Priority may be given to those most available at the job site where travel is a major factor. From time to time, overtime work may be required. The employee is expected, to the extent possible, to meet the requirements for overtime.

4. Pay for Overtime Work

Those employees classified as non-exempt in accordance with the Fair Labor Standards Act, (FLSA), will receive pay at a rate equal to one and one-half times the normal rate of pay for work performed in excess of 40 hours in a **work week**. If an employee is **required** (subject to approval of management) to work on a scheduled holiday, time worked will be paid at one and one-half times the hourly rate in addition to up to eight hours of holiday pay.

5. Emergency Callout (ECO) Bonus

There are times when an off-duty employee is called to work without prior notice. In some cases the employee is paid his or her hourly rate for travel and work time, plus an ECO bonus equal to 50% of that hourly rate for the time involved. The ECO bonus will not be paid if the time qualifies for overtime premium.

6. Time Reporting

All Timecard reports for all non-exempt staff will be submitted according to each Center's designated schedule in order to prepare pay records in a timely manner for the Center's pay date.

C. TIME REPORTING FOR EXEMPT STAFF

1. Work Day and Work Week

Exempt staff may be authorized to work a varying number of hours per day or days per week; a standard workweek will average a minimum of 40 worked hours.

2. Time Reporting

Time reporting for exempt employees will meet the requirements of the Contract(s) or Cooperative Agreement(s) being charged. Time accounting for exempt staff will be on the basis of 40 worked hours per work week. Exempt personnel are not paid for overtime work; however, the Center Director may authorize bonus payment in certain cases.

D. DEFINITIONS OF WORK TIME

1. Time Worked

Time worked is the actual time during which the employee performs his/her duties on behalf of AURA, Inc.

2. Travel Time

a. Time spent traveling from the employee's home to the work site (and return) will be counted as time worked **only** in the following circumstances:

- 1) When the employee is required to work at a location other than his/her normal place of duty without first going by his normal work place.
- 2) When the employee is required to come in to work from "free time" to respond to an emergency situation. This is defined as an unforeseen condition, the correction of which would avoid a

hazard to the health or safety of the staff and/or would make vital facilities operable and available for the mission of the Center. This excludes overtime to perform routine maintenance or to work on long term or continuing projects where management schedules overtime.

- b. When an employee is away from home overnight, time spent traveling during regular work hours on scheduled (generally Monday through Friday) or non-scheduled (generally Saturdays, Sundays, and holidays) days is considered work time. Time spent in travel outside normal duty hours is not work time for pay purposes.
- c. When a special one-day assignment requires travel from home without reporting to the regular duty station, the employee is considered as working from the time he reaches a carrier or other means of transportation until he/she returns to the place of departure.
- d. An employee whose duty station is remote from the Center may, in pre-authorized instances, count as work the time spent as a driver of a vehicle transporting others for the convenience of AURA.

E. PAYDAYS

Pay days are generally every two (2) weeks. AURA staff will be paid a minimum of once per month.