

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

NSF Funded Centers/Sites

The workweek begins at 12:00 a.m. midnight on Sunday and ends at 11:59 pm on Saturday.

NASA Funded Centers

The workweek begins at 12:00 a.m. midnight on Saturday and ends at 11:59 pm on Friday.

2. Work Day

The standard work week for business operations generally includes five (5) eight (8) hour work days beginning at 8:00 a.m. on Monday and ending at 5:00 p.m. on Friday. Alternate work schedules may be established by the Center/Site director, or designee, the individual's supervisor depending upon the needs of the organization and/or the requirements of the particular job and/or for purposes appropriate to the work being done. It is generally anticipated that a work day will include an unpaid lunch and 1-2 paid fifteen minute breaks. Neither the lunch break nor any other paid breaks may be combined and/or attached to the beginning or end of the work day to adjust an individual's work schedule.

3. Overtime Work

Overtime work is time worked in excess of 40 hours per work week (or as defined by local, State and/or federal law where a Center/site is located). Except in an emergency, overtime must be approved in advance by the employee's supervisor). 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 work.

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 defined **work week**. If an employee is **required** (subject to approval of management) to work on a scheduled holiday, time actually worked will be paid at one and one-half times the hourly rate in addition to up to eight hours of holiday pay.

5. Paid time off, including vacation and sick leave do not count as hours worked for purposes of calculating overtime.

6. Emergency Callout (ECO) Premium

There are times when a non-exempt off-duty employee is called back to work outside normal work hours without prior notice. In such cases, the employee is paid time and one-half for the time involved, including travel and work time. The ECO premium will not be paid if the time already qualifies for overtime premium.

7. Time Reporting

All timecard reports for all non-exempt staff will be submitted according to each Centers'/Site's designated schedule in order to prepare pay records in a timely manner for the designated 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 with a standard work schedule averaging a minimum of 40 worked hours per week.

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/Site director may authorize bonus payment in certain extraordinary cases.

D. DEFINITIONS OF WORK TIME

1. Time Worked

Time worked is the actual time during which the employee performs their 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 their normal place of duty without first going to their 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, 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 site. 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. Subject to the conditions set forth above, all authorized travel time spent driving an automobile (as the driver, not as a passenger) is treated as work hours, regardless of whether the travel takes place within normal work hours or outside normal work hours. An employee will receive his or her regular hourly rate for all travel time spent as the driver of an automobile, and this time will be factored into overtime calculations.

E. PAYDAYS

AURA staff will be paid a minimum of once per month. However, pay days are generally established every two (2) weeks. Some AURA staff may receive weekly pay in compliance with contracting requirements. A Payroll Calendar is provided to each site.

Policy Title and Number: B-XI Wages and Hours Reported

Name of Policy Owner: Human Resources

Policy History: Previous versions-October 2009, February 2005, November 1996, January 1992, June 1990

Policy Approved By: AURA Regulatory Compliance Policy Committee

Date Policy Approved: May 24, 2019

Effective Date of Policy: May 24, 2019

Description of Revisions: Current version contains no material change to policy – wordsmithing for clarity and compliance only.

Version # of Policy: 1.5

Next Scheduled Review Date: May 24, 2024