

## X. PERSONNEL CLASSIFICATIONS AND DEFINITIONS

### A. POLICY

Employees shall be placed in jobs they are qualified to perform and will be classified and reported upon in accordance with prevailing practice and requirements reflected in the Fair Labor Standards Act (FLSA). See Section B - Table 1, AURA Staff Benefit Eligibility for benefit offerings available for each employee classification. For pay and benefits purposes, employees will be classified as either regular or temporary, full or part-time and either exempt or non-exempt. Any change in status or designation requires the review and approval of management and Human Resources.

### B. CLASSIFICATION

#### 1. Regular Staff

Regular staff are either full-time (regularly scheduled for 40 hours per work week) or part-time employees (regularly scheduled for less than 40 hours per work week) who, generally, unless otherwise stated, have no definite limit to the intended term of service.

Centers may designate individuals hired for specified terms of employment (set term/contractual employees hired for terms of more than six months) as regular employees.

Regular employees may participate in benefit plans and programs, offered by AURA, for which they are eligible – see Section B – Table 1: AURA Staff Benefit Eligibility. Benefits offered to part-time employees may vary based on the number of hours the individual is regularly scheduled to work.

Regular employees will be classified as either exempt or non-exempt as determined in compliance with the Fair Labor Standards Act (FLSA).

- a. Exempt employees are paid a fixed amount per pay period for all hours worked and are not eligible for overtime pay.
- b. Non-exempt employees are paid overtime pay equal to 1.5 times their base hourly rate for all hours worked over 40 in a work week. For the purpose of calculating overtime pay, the work hours of each workweek stand-alone. Paid time off, such as vacation or sick leave, is not included in the calculation of worked hours for the purposes of calculating overtime.

#### 2. Temporary Staff

Temporary staff may be either full-time or part-time employees hired to accommodate a specific workload, intermittent projects and/or projects of limited duration (generally six consecutive months or less). Each Center determines its policy with regard to the duration of temporary staff assignments. In the event a temporary employee is extended

for a period in excess of six consecutive months, Human Resources will ensure that proper benefits are provided to the staff member consistent with the provisions for set term/contract employees.

Temporary employees will be classified as either exempt or non-exempt in compliance with the Fair Labor Standards Act (FLSA).

Graduate Students/Research Assistants working under the guidance of staff members of an AURA Center while engaging in work on their dissertation are also classified as temporary employees. Interns, regardless of the duration of employment, are considered temporary employees.

Temporary employees are eligible for certain benefits as set forth in the Section B – Table I AURA Staff Benefit Eligibility.

### 3. Temporary Research Assistants/Students

Students from recognized institutions may be furnished an opportunity to observe and assist in scientific research and to broaden and further their interest in such areas by being granted internships. Temporary Research Assistants/Students are eligible for holiday pay and legally mandated benefits only,

### 4. Individuals Not Considered AURA Employees

Persons in the following categories are not considered employees of AURA, receive no remuneration from AURA, and do not qualify for the benefit plans or programs of AURA. Although not meant to be an exhaustive list, the following serve as examples of such positions:

- Non-resident Scientific Staff
- Visiting Scientists
- Guest Investigators
- General Observers
- Archival Researchers

These individuals are outside of the parameters of these policies. Details of the appointment of these persons are covered in their individual letter of appointment.