This is an internal business practices guideline of the OIR Group.

Optical / Infrared Instrumentation Group
M/S 105-24
Caltech Optical Observatories
California Institute of Technology
Pasadena, CA  91125
Abstract

This document describes guidelines for labor reporting within the OIR group.

Revision Sheet

The revision sheet should track all changes to the document and be consistent with project version control numbering.

<table>
<thead>
<tr>
<th>Release No.</th>
<th>Date</th>
<th>Revision Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rev. 1.00</td>
<td>1/05/05</td>
<td>Initial Guidelines by R. Dekany</td>
</tr>
</tbody>
</table>
1 GENERAL INFORMATION

1.1 Purpose
The purpose of these guidelines is to promote uniform labor cost reporting within the OIR group, to ensure accurate labor reporting to our customers and proper establishment of internal OIR overhead rates.

1.2 Scope
These guidelines are applicable to exempt OIR employees reporting work performed on OIR projects on campus, work charged to OIR accounts by individuals outside of OIR (when authorized), and for work performed by exempt OIR staff when remotely deployed (e.g. at Palomar or Keck Observatories).

1.3 Definitions
1.4 Acronyms and Abbreviations
ADfD Associate Director for Development
COO Caltech Optical Observatories
IPT Integrated Product Team
OIR Optical / Infrared
S²B Sub-Sub-Basement

1.5 Applicable Documents
Caltech Employee Handbook (available at http://cit.hr.caltech.edu/staffbook.html)

1.6 Points of Contact
Questions regarding this document should be directed to the OIR Group Administrative Assistant, who will consult with the Associate Director for Development as needed.

Administrative Assistant - Marcia Brown (626) 395-4013
Associate Director - Richard Dekany (626) 395-6798

2 LABOR REPORTING GUIDELINES

2.1 Project Hours

2.1.1 Each employee shall report labor hours only for those OIR Projects (Projects) on which he or she actually worked.

2.1.2 Each employee should work only on Projects for which he or she has received authorization from the respective IPT Lead and the Associated Director for Development

2.1.2.1 Occasionally, unique expertise may be needed for short periods from OIR staff not previously authorized for a project. Employees may support such requests, reporting actual time spent, up to a maximum of 4 hours per pay period per project and 8 hours per pay period.

2.1.2.2 Work in time segments too small for feasible reporting shall be allocated among Projects as are Incidental Activities below

2.1.3 Each employee shall charge personal absence to the Hour Type that corresponds to the reason for absence

2.1.4 Each employee should avoid loss of vacation hours that occur accumulation reaches Caltech’s accumulation maximum.

2.1.5 Each employee should complete and submit his or her own labor hours report on a fortnightly basis, allocating 80 hours total, including an estimation of daily labor hours.
2.1.6 If an exempt employee works more than their scheduled number of hours, then the employee shall use actual labor as the basis for prorating scheduled hours to the appropriate project.

2.1.6.1 In determining the scheduled hours to be prorated, the employee shall exclude any time charged to paid or unpaid leave, or Non-Project time (see below).

2.1.6.2 In determining the schedule hours to be prorated among Projects each fortnight, the employee shall include:

- Work directly pertaining to Project deliverables
- Project IPT meetings
- Partial day hours missed due to illness (full day absences are charged to sick leave)
- Travel to and from remote worksites for Project work
- Routine maintenance of desktop computers used for Project work
- Project labor reporting
- Reporting functions specific to each Project (such as external sponsor reviews or preparation of project status or technical presentations for COO All-Hands meetings)
- Incidental activities (see below)

2.1.7 Incidental Activities

Incidental activities are those work related activities that occur during a normal business day, are sponsored by campus, are reasonable in duration, and do not relate to the assigned scope of work. Examples include:

- Attendance and participation in campus-sponsored business meetings such as:
  - Campus-wide assemblies
  - Campus-sponsored ceremonies, celebrations, and promotions
  - Meetings with Campus auditors
  - Fire, hazardous material, or emergency evacuation drills

- Visits to Campus-provided or sponsored services such as:
  - Medical Services
  - Insurance or Retirement Services
  - Employee Transportation Offices
  - Caltech Credit Union
  - Employee Recreation Club
  - Blood Bank Donation Facilities

- Attendance and participation in special Campus-sponsored campaigns or seminars such as:
  - United Way Campaign
  - Insurance or Retirement Seminars
2.2 Non-project labor

2.2.1 Each employee shall report labor hours for both time spent directly working on OIR projects (Project Hours) and for time spent indirectly supporting the mission of the OIR group (Non-Project Hours).

2.2.2 Each employee shall report labor hours not directly attributable to OIR deliverables (e.g. labor typically required of all Caltech employees), as Non-Project hours to a chart of accounts established for this purpose.

2.2.2.1 Allowable non-project OIR Overhead labor charges include:
- Attendance at COO and OIR All-Hands meetings
- Attendance at COO-sponsored seminars and colloquia
- Labor to setup and configure new desktop computers
- With prior arrangement, infrastructure support (such as the S²B lab renovation)
- With prior approval, attendance at technical and scientific symposia and conferences
- With prior approval, technical training provided by and conducted at Caltech
- With prior approval, self-education and skills enhancement
- With prior approval, community services in support of the COO mission (e.g. Keck SSC organized topical working groups, editorships, etc.)

2.3 Proposal preparation

2.3.1 Each employee shall report labor hours attributable to solicited proposal generation according to a chart of accounts established for that purpose.

With prior approval by the COO Director and ADfD, employees shall report labor hours attributable to unsolicited proposal preparation to a chart of accounts established for that purpose.

2.4 Secretarial and Administrative

2.4.1 OIR Group secretaries and/or administrative assistant shall report non-leave labor identified to the OIR overhead account.

2.5 Management

2.5.1 The OIR Associate Director shall report non-leave labor to OIR projects in proportion to time spent on each project, with the exception of:
- Support of general management activities (activities that do not result from the specific requirements of a Project).
- Work that cannot be easily identified to a specific Project.
- Work in time segments that are too small for practical measurement, which shall be allocated to the OIR overhead account.

2.5.2 The Associate Director shall provide each IPT Leads with a summary of Project labor reported for their respective Projects fortnightly.
### 2.6 Labor Reporting Example

In a given pay period, an exempt employee who worked as follows:

<table>
<thead>
<tr>
<th>Project</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project A</td>
<td>40</td>
</tr>
<tr>
<td>Project A IPT meetings</td>
<td>3</td>
</tr>
<tr>
<td>Travel to Palomar Observatory for Project A</td>
<td>7</td>
</tr>
<tr>
<td>Project B</td>
<td>17</td>
</tr>
<tr>
<td>Project B IPT meetings</td>
<td>8</td>
</tr>
<tr>
<td>Caltech-mandated Ethics training</td>
<td>4</td>
</tr>
<tr>
<td>Blood bank donation</td>
<td>2</td>
</tr>
</tbody>
</table>

**Incidental**

- OIR Overhead
  - OIR All-hands Meetings | 2 hours |

Total Hours Worked: 83 hours

would determine the prorating for Incidental time among their projects as:

- Direct Project Hours: 75 hours
- Project Allocatable Hours: (80-2) = 78 hours
- Prorating fraction for Project Hours: (78/75) = 1.04

and would report the following allocation:

<table>
<thead>
<tr>
<th>Hours Worked</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OIR Overhead Hours</td>
<td>2</td>
</tr>
<tr>
<td>Project A</td>
<td>50*1.04 = 52 hours</td>
</tr>
<tr>
<td>Project B</td>
<td>25*1.04 = 26 hours</td>
</tr>
</tbody>
</table>

Total Hours Reported: 80 hours (per exempt employee status)
OIR LABOR REPORTING GUIDELINE SUMMARY

Hours to be Allocated to Projects

- Work directly pertaining to project deliverables
- IPT meetings
- Partial day hours missed due to illness (full day absences are charged to sick leave)
- Travel to and from remote worksites
- Routine maintenance of desktop computers
- Labor reporting
- Reporting functions specific to each project:
  - External sponsor reviews
  - Preparation of project status or technical presentations for COO All-Hands meetings
- Incidental activities: "Work related activities that occur during a normal business day, are sponsored by campus, are reasonable in duration, and do not relate to the assigned scope of work", such as:
  - Attendance and participation in Caltech-sponsored business meetings such as:
    - Campus-wide assemblies
    - Campus-sponsored ceremonies and promotions
    - Meetings with Campus auditors
    - Fire, hazardous material, or emergency evacuation drills
  - Visits to Caltech-provided or sponsored services such as:
    - Medical Services
    - Insurance or Retirement Services
    - Employee Transportation Offices
    - Caltech Credit Union
    - Employee Recreation Club
    - Blood Bank Donation Facilities
  - Attendance at special Caltech-sponsored campaigns or seminars such as:
    - United Way Campaign
    - Insurance or Retirement Seminars

Hours to be Allocated to OIR Overhead

- Attendance at COO and OIR All-Hands meetings
- Attendance at COO-sponsored seminars and colloquia
- Labor to setup and configure new desktop computers
- With prior arrangement, infrastructure support (such as the S^2B lab renovation)
- With prior approval, attendance at technical and scientific symposia and conferences
- With prior approval, technical training provided by and conducted at Caltech
- With prior approval, self-education and skills enhancement
- With prior approval, community services in support of the COO mission (e.g. Keck SSC organized topical working groups, editorships, etc.)