

Reference: NRAO Employee Short-term work assignment to Chile

Dear

As previously discussed you have been assigned a short-term work assignment in Chile, South America. This assignment is directly or indirectly related to the ALMA Project construction, integration & testing, commissioning or ongoing operations. Because your assignment will exceed the parameters of regular business travel but be less than the time considered to be a long-term assignment, you will be designated as on a short-term assignment of more than three weeks but less than twelve months.

The period of your short-term assignment will be from _____ to
a total of ____ of months and/or ____ of days.

As an employee on short-term assignment to Chile you will be eligible for a Temporary Field Service Allowance as specified in Section 10 of the NRAO travel policy. A copy of the policy is included on the back of this assignment letter. Please read this policy carefully to understand your responsibilities.

This assignment has been made by your Division or IPT Leader,

Sincerely,

Division Head or IPT Leader

Pc: HR Office
Fiscal Office

F. Temporary Field Service Allowance in Chile

- 1. Purpose:** To provide NRAO employees with financial assistance when accepting temporary assignments in Chile which precludes them from receiving benefits afforded employees who are assigned to Chile for a period equal to or exceeding one year. This allowance is intended to provide an employee with limited funds to cover direct and indirect costs associated with living abroad and does not supersede travel benefits the employee would otherwise be afforded during the assignment.
- 2. Assignments covered:** Temporary assignments covering a period of time that is less than one year (364/365 leap year/calendar days) but more than three weeks in duration (21 calendar days).
- 3. Coverage:** With the exception of vacation and holiday time and business trips spent outside of Chile during the assignment term, the allowance will only apply to earnings while on the job in Chile. Should an employee's assignment in Chile be interrupted, whereby his or her time work in Chile has ended either temporarily or for the remainder of the term, the employee's allowance will end until such time as the employee returns to Chile to complete the current assignment or a new qualifying temporary assignment in Chile is made.
- 4. Allowance:** The allowance will equal 15% of an employee's gross base pay and begin on the day the employee departs for Chile (airline flight) to start the assignment and end on the day the employee returns to the States from Chile. Any personal time (vacation, holiday, etc.) spent at the beginning or end of the assignment will not be covered by this allowance. The allowance is a separate payment, not an addition to the employee's salary. It therefore does not increase an employee's base salary for benefit purposes, such as the retirement plan contribution, but is still taxable income to the employee. These payments will not be grossed up for taxes.
- 5. Employee responsibility:** NRAO employees are expected to review their paychecks when the allowance begins and ends to make sure the allowance is applied correctly. The employee must reimburse NRAO for any overpayment that may occur for any reason.
- 6. Authorization:** A formal assignment in letter or memo format, signed by the appropriate NRAO Division Head, must be completed in advance of the assignment and include the term (start and finish dates) of the assignment in Chile. A copy of the document must then be sent to Human Resources and Payroll. Any subsequent change in the assignment that impacts the time the employee works in Chile must be documented and written notification provided to Human Resources and Payroll.
- 7. Deviations and Interpretations:** Because this allowance is compensation based, any deviation from this policy or question regarding its interpretation must be brought to the attention of the Manager, Human Resources for review and approval, in concurrence with the ALMA AD.