

Argonne National Laboratory Prime Contract**Appendix A: Personnel Appendix**

Last revised: September 29, 1999

XIII. EMPLOYMENT AND RECRUITING EXPENSE**A. Employment And Recruiting Expense**

Employment Agency fees - The Laboratory may reimburse for the actual cost of employment agency fees charged to the Laboratory in connection with securing personnel for employment at the Laboratory.

Recruiting Expenses - The Laboratory may reimburse consistent with other provisions of this contract, employees traveling for recruiting purposes the actual cost incurred for the following expenses: transportation, lodging, meals and reasonable refreshments purchased for prospective employees and when approved for spouses or representatives of academic institutions, professional societies and other scientific organizations and incidental expenses incurred in recruiting.

Help-wanted Advertising - The Contractor shall be reimbursed for the cost of help-wanted and other recruitment advertising. This activity shall be performed in a cost-effective manner.

B. Temporary Employment Appointments

The University shall be reimbursed for expenditures arising out of temporary appointments (less than 12 months) to the Laboratory in accordance with the following provisions:

(1) Temporary Employment Appointments

Personnel of research and education institutions and other persons participating in programs consistent with or contributing to Laboratory programs may be appointed as temporary (less than 12 months) employees of the Laboratory. These appointees may be hired either by the Division of Education Programs or by Human Resources.

The salary of a temporary employee shall be determined in accordance with Laboratory salary policy.

Temporary employees with term appointments greater than 6 months may be allowed to participate in Laboratory insurance and benefit programs to the extent deemed advisable by the Contractor, up to the level of benefits for corresponding regular employees. Contracting Officer approval is required to extend insurance and benefits to temporary employees with term appointments less than 6 months.

Argonne National Laboratory Prime Contract

Appendix A: Personnel Appendix

Last revised: September 29, 1999

Travel, relocation and living expenses incurred by temporary employees as described below and on the attached DEP schedule may be paid, provided the appointee's residence is more than 50 miles away from the Laboratory. The benefits allowed are based upon the type and length of appointment, but will not exceed those outlined for HR (below) and DEP (on attached schedule).

HR APPOINTMENTS

- (1) En route and return travel paid in the same manner as paid to new permanent employees to the Laboratory.
- (2) Actual after arrival lodging and M&IE on a daily basis, the applicable maximum per diem rates in effect for Federal civilian employees at the time of travel not to exceed 14 days. Up to 30 days may be granted on an exception basis as approved by the ANL Director-Human Resources.
- (3) Transportation and storage of employees' goods as follows:

Appointments \leq 6 months

Appointees are only allowed to bring personal effects with them when they transport themselves to the Laboratory. Transportation/storage of goods is not allowed.

Appointments $>$ 6 months $<$ One Year

Transportation of 10% of the poundage indicated in FTR 302-8.2 (currently 18,000 pounds maximum, or 1,800 pounds). Storage of goods for up to 30 days. Up to an additional 30 days may be allowed (total of 60 days with contracting officer approval).

- (4) After the period indicated in #2 above, Visiting Scientist appointments may also be allowed a living allowance of up to \$600 per month for the duration of their assignment to cover the expense of maintaining two residences (if applicable). Only Visiting Scientists who have their salaries based upon their academic salary qualify for this benefit.

DEP APPOINTMENTS

DEP appointments will be paid in accordance with the attached schedule of travel/relocation benefits. (See Attachment 1)

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C. Special Professional Services

The Laboratory may pay fees to persons who deliver lectures, conduct courses or symposia, or perform similar professional services to the Laboratory. The fee per day of service shall not exceed \$1,000 and the total honoraria given an individual may not exceed \$5,000 in a calendar year. Fees shall be based upon the individual's professional standing, the value of the service, the degree of inconvenience to the individual, amount of time devoted to the service, and other relevant factors. In the case of persons from nearby institutions or organizations, the fee may include an amount in lieu of reasonable expenses. Travel expenses which are reimbursable under the provisions of this Appendix may be paid in addition to the fee.

Argonne National Laboratory Prime Contract

Appendix A: Personnel Appendix

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Appointment Title	Benefits Received										Attachment 1	
	EnRoute/ Return Travel	Lodging	M&IE	Ship Car	Ship Household	Storage	Stipend	Payroll	Payroll	Payroll		
Cooperative Education (Co-Ops)	Yes										Yes	
Faculty Research (FRP)	Yes	Yes 1	Yes 1								Yes	
Faculty Research Leave Appointment (FRLA)												
Guest Student (No Travel/Relocation Benefits)												
Laboratory-Graduate Appointment (Lab Grads) 4	Yes										Yes	
Pre-College Programs											Yes	
High School Students											Yes	
Junior/High School Science & Math Teachers	Yes										Yes	
Research Aide	Yes										Yes	
Student Research Participation (SRP)	Yes	Yes2									Yes	
Thesis Parts Appointment	Yes	Yes 1	Yes 1								Yes	
Attendees at Workshops, Institutes, & Conferences for Students & Faculty	Yes											≤\$200/week
Other DEP Type Appointments International Exchange Students							14 days 3	14 days 3				

May Receive Site Transfer Benefits, as Negotiated With Appointee's Home Institution

1 Appointee is paid M&IE plus portion of actual lodging up to daily aggregate M&IE/lodging rate agreed upon with individual. The lodging portion will not exceed the ANL lodging rate for that location. Paid for the duration of the assignment.

2 Lodging paid as part of Payroll. Paid for the duration of the assignment.

3 In addition to 14 days full lodging and M&IE after arrival, may be paid for 50% of the daily lodging for the remainder of the students stay. Periods of stay ranged from approximately 3-7 months.

4 Tuition/fees for these appointees paid directly to the educational institution. Current maximum is \$5,000 per fiscal year. The cap amount paid is reviewed periodically and increased as warranted based upon discussions/negotiations with the educational institutions participating in the program.