



Department of Energy

Oak Ridge Operations Office
P.O. Box 2001
Oak Ridge, Tennessee 37831—

Mr. Greg L. Turner
Chief Financial Officer
UT-Battelle, LLC
Oak Ridge National Laboratory
P.O. Box 2008
Oak Ridge, TN 37831-6231

Dear Mr. Turner:

REIMBURSEMENT AUTHORIZATION NUMBER 7 – Educational Assistance

We approve UT-Battelle's L.L.C. (UT-Battelle) request to add "Educational Assistance" (EA) to the list of plans and activities that part-time employees may participate in at the Oak Ridge National Laboratory.

We do agree to the formatting corrections you have requested to the list of plans and activities under section 3.2.4.c Salaried Employees – Part Time Employment.

We are also in concurrence with the EA policy changes you plan to implement which provide for higher grade expectations, upfront re-imbursment of EA expenses (followed by proof of course completion with a satisfactory grade) and which also provides for the recovery of advanced EA expenses if employees fail to complete the course with a satisfactory grade.

Should you have any questions regarding this matter, please contact Jill Freeman at 576.0662.

Sincerely,

A handwritten signature in black ink, appearing to read "George J. Malosh".

George J. Malosh
ORNL Site Manager

Enclosures

cc w/enclosures:
D.R. Boykins, UT-Battelle
D.C. Rice, UT-Battelle
S.G. Hiser, AD-442
J.W. Smith, UT-Battelle
L.L. Riedinger, UT-Battelle

DOE Form AD-36 (4-91) U. S. Department of Energy REIMBURSEMENT AUTHORIZATION	No. RA No. 07 Pages <u>3-4</u> Section <u>3.2.4.c</u>
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Project Operations and Research	Location Oak Ridge, Tennessee
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Contractor UT-Battelle, LLC

Contract No. DE-AC05-00OR22725	Date of Contract April 1, 2000
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The following modifications to the Advance Understanding on Personnel Costs (Appendix A) is approved as an allowable cost, effective: September 1, 2002

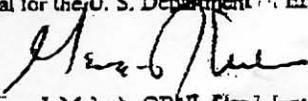
*October 1, 2002 - JJ
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This R. A. incorporates the addition and formatting correction as stated below into the Contract with an effective date of September 1, 2002, for page 3-4 Section 3.2.4.c. The attached page is a sample of the page to be replaced in Appendix A. Upon approval of this RA (No. 7), Appendix A will be reissued in its entirety on the Web.

The contractor has a period of 60 days to transition completion of the changes resulting from this revised R.A. No. 7.

The following highlights the changes incorporated by this R.A.:

<u>Page</u>	<u>Section</u>	<u>Description</u>
3-4	3.2.4.c	Addition of "Educational Assistance" to the list of plans and activities so that part-time employees may participate.
3-4	3.2.4.c	Correct formatting error by changing "Company Service" to Company Service Credit and "Credit Pension Plan" to Pension Plan.

Approval for the U. S. Department of Energy by:  Mr. George J. Malosh, ORNL Site Manager	Date <i>10/11/02</i>
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OAK RIDGE NATIONAL LABORATORY

MANAGED BY UT-BATTELLE FOR THE DEPARTMENT OF ENERGY

P. O. Box 2008
Oak Ridge, TN 37831-6231
(865) 241-0648
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July 29, 2002

Mr. George J. Malosh
ORNL Site Manager
Department of Energy
Oak Ridge National Laboratory
Post Office Box 2001
Oak Ridge, Tennessee 37831

Dear Mr. Malosh:

**DE-AC05-00OR22725, Request for Reimbursement Authorization (RA No. 07) –
Educational Assistance (EA)**

Enclosed for your signature is the proposed RA No. 07 (effective date is September 1, 2002) to the UT-Battelle, LLC, Contract, and a copy of page 3-4 of Appendix A to show the changes to be made (highlighted). This requested change is to add "Educational Assistance" to the list of plans and activities under section 3.2.4.c Salaried Employees – Part Time Employment and to correct a formatting problem on this list.

Planned changes in ORNL's EA policy, including the addition of eligibility for part-time employees, have previously been discussed with the appropriate representatives from the DOE-ORO and ORNL Site Office, and supporting data and benchmarking information have already been provided.

Thank you for your consideration. If you should have any questions regarding this matter, please contact Darryl R. Boykins at 574-4190.

Sincerely,

Greg L. Turner
Chief Financial Officer

GLT:sjb

Enclosures (2)

c/enc: D. R. Boykins
J. C. Hill, DOE-ORO
S. G. Hiser, DOE-ORO
J. W. Smith

L. L. Riedinger
D. C. Rice - RC
File

Lunch Periods
Meal Allowances
Overtime and/or Premium Pay

EMT Premium
Licensing Payments

- (2) Saturday and Sunday Work - An exempt salaried employee who works on Saturday as part of the regular schedule may receive an additional twenty-five cents per hour for such work, unless such work is part of an extended work week.

An exempt salaried employee who works on Sunday as part of the regular schedule may receive an additional fifty cents per hour for such work, unless such work is part of an extended workweek.

These payments may not be included in earnings when calculating the employee's participation in the various benefit plans.

- (3) Meal Allowances - An exempt salaried employee may be paid a meal allowance to the maximum allowable consistent with bargaining unit agreements set forth in Section 3.1.

- (4) EMT Premium - An exempt salaried employee who is required by the company to carry the EMT Medical Technician Certification may be paid a premium consistent with that paid under bargaining unit agreements listed in Section 3.1.

- (5) Licensing Payments - Where required to perform specific jobs in nuclear reactor operations related positions, a licensing payment for nuclear reactor controllers and related licensed positions is an allowable cost as long as the total compensation remains reasonable as supported by market data. Licensing payments discontinue upon failure to receive the required periodic re-licensing.

c. Salaried Employees - Part Time Employment

Part-time employees may be hired regardless of the salary ranges that are to be used. Compensation, determined by time actually worked, will be calculated on the same basis as for full time, salaried employees at a rate comparable to that paid to regular employees in similar assignments. All part-time employees are considered nonexempt for overtime purposes consistent with Fair Labor Standards Act regardless of job classification.

Part-time employees may participate in the following plans and activities:

Company Services Credit	<u>Pension Plan</u>
Group Insurance	Safety Programs and Awards
Holiday Pay (if working)	Savings Plan
Jury Duty (scheduled workday)	Shift Differential
Layoff Allowance	Travel
Occupational Disability	Vacation Plan
Overtime Premium	Voting
<u>Educational Assistance</u>	