**Procedure on Time Charging for Educational Outreach Activities**

**1. Parent Policy and Related Policies/Procedures**

Parent Policy: Fermilab Time and Labor System for Exempt Employees and Time Reporting for Nonexempt Employees

**2. Purpose**

The purpose of this procedure is to establish parameters for charging time to the Education and Public Engagement (EPE) time charging codes and to facilitate consistent application across the laboratory and across job functions.

**3. Applicability**

This procedure applies to Fermi Research Alliance, LLC and all its employees.

**4. Effective Date and Date Reviewed/Updated**

This procedure goes into effect [insert date].

**5. Procedure**

a. Time charging codes have been established by Field Financial Managers for each Division/Section so that employees may charge time to Education and Public Engagement (EPE), consistent with this procedure.

b. This procedure is a result of a pilot program that was begun in September 2021. Analysis of that program revealed that there was a need for further guidance into charging allowability to the EPE charging codes.

c. With advance approval from the head of the office of Education and Public Engagement, FRA exempt employees and non-exempt employees may charge time spent on educational outreach activities that align with EPE programs. Appropriate approval from employees’ management is required.

d. If participation in an educational outreach activity at a certain time conflicts with primary work obligations, those primary work obligations take precedence. However, managers are expected to work with employees to identify times where interested employees can participate in educational outreach activities without impacting primary work needs.

e. Time charged to EPE codes must fall within established EPE office programs. To request time charging approval for educational outreach activities, employees must fill out the EPE Request Form is located [here.](https://forms.office.com/g/xgPxrY7hUa?origin=lprLink) In addition:

 - Employees seeking to participate in educational outreach activities may email edreg@fnal.gov.

 - New proposed activities must align with the Fermilab EPE mission and goals, including a connection to Fermilab/Fermilab science.

 - The EPE time charging code does not include all “education” – it does not include ITNA training, conference attendance, or other self-education activities. It also does not include external communication activities with the Office of Communication (such as media and videos).

f. Employees with EPE or Office of Communications as part of their job responsibilities or those supporting EPE as part of their regular work should not charge that time to the EPE codes.

g. EPE will conduct monthly reviews of time charged to the codes, with data provided by Finance. These reviews will help ensure consistent understanding of the codes and adjustments or additional communications will be made as appropriate.

**6. Definitions**

Fermilab is the physical site and property that is the Fermi National Accelerator Laboratory.

Fermi Research Alliance, LLC is the operator and manager of the Fermi National Accelerator Laboratory under Department of Energy Prime Contract No. DE-AC02-07CH11359 and is the principal employer of personnel working at Fermilab.

**7. Owner and Subject Matter Experts**

The Senior Director of Communications is the owner of this procedure, in consultation with the Head of the Office of Education and Public Engagement.

Finance is responsible for providing monthly data on the EPE time charging codes to Division Directors /Section Heads on a monthly basis. The Field Financial Managers are responsible for creating and maintaining EPE time charging codes for each Division/Section.

Office of Education and Public Engagement is responsible for managing Fermilab EPE programs and establishing and maintaining a form where educational outreach activitites may be proposed.

Division/Section Heads are responsible for communicating with managers in their Divisions/Sections regarding this procedure and reviewing the usage of these time charging codes by employees within their Divisions/Sections.

Individual Managers are expected to communicate with employees, EPE, and their Field Financial Managers as set forth in this procedure.

Fermilab Employees are responsible for ensuring that their time is charged appropriately, in consultation with their Division/Section managers.

**8. Review Cycle**

This procedure will be reviewed annually.

**9. Communication Plan**

The requirements of this procedure shall be communicated by the Communications Division to all employees, and the details of this procedure will be communicated to Senior Leadership. This procedure shall be available in the Fermilab policy database. The Senior Director of Communications is responsible for the communication of this procedure.

**10. References**

Educational Outreach Request Form: [Link](https://forms.office.com/g/xgPxrY7hUa?origin=lprLink)