



# THE AURA OBSERVATORY EMPLOYEE HANDBOOK FOR PERSONNEL STATIONED IN CHILE



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# **PROCEDURES HANDBOOK FOR THE AURA OBSERVATORY IN CHILE**

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## **I.**

## **INTRODUCTION TO AURA-O**

### **I.a AURA'S MISSION IS "TO PROMOTE EXCELLENCE IN ASTRONOMICAL RESEARCH BY PROVIDING ACCESS TO STATE-OF-THE-ART FACILITIES."**

Under contract with its Executive Agency, the United States National Science Foundation (NSF – <http://www.nsf.gov/>), AURA, Inc. (<http://www.aura-astronomy.org/>) is ultimately responsible for the science programs, organization, construction, operation and maintenance of the AURA-Observatory Programs (such as Gemini (<http://www.gemini.edu/>), NOAO (<http://www.noao.edu/>), SOAR (<http://www.soartelescope.org/>) etc.), Projects and Resident Visiting Initiatives in Chile. Its astronomical observatory facilities are located on Cerro Tololo and Cerro Pachón, near Vicuña; its business headquarters are located at Colina El Pino, Casilla 603, La Serena, Chile, with a branch Office at Presidente Riesco 5335, Las Condes, Santiago.

AURA, Inc. operates in Chile as an International Organization under the provisions of Chilean law. As such, AURA enjoys significant benefits and faculties pertaining to the operation of its Observatory in Chile. The AURA Observatory in Chile (AURA-O) is operated according to the general policies laid out in the AURA Policy and Procedures document at:

<http://www.aura-astronomy.org>

These general policies apply to all AURA Centers, be they in the United States or in other countries. Clicking on the menu item “AURAnet” will access the information for internal use; employees are prompted to provide a user name and password. These are confidential and can be obtained from your Program’s HR office or from the AURA-O Director’s office.

This handbook provides general information that directly affects AURA-O employees in Chile.

### **I.b PRECEDENCE OF CHILEAN LAW AND OTHER AURA DOCUMENTS**

In the event of policy interpretation conflict, the Chilean Law and Constitution, the language of the agreement between AURA and the Government of Chile, the AURA Policies and Procedures, the Spanish-language version of the “Reglamento Interno de Orden y Seguridad” and the Charter for AURA-O all have precedence over the policies and procedures stated in this Manual. This handbook is intended to be used in parallel to a similar staff handbook provided by your Program/Unit Management.

### **I.c THE CHARTER FOR AURA-O**

The Charter for AURA-O governs AURA’s Chile-Specific Policies, including policies that apply specifically to staff hired outside Chile. It can be found at:

[http://www.aura-o.aura-astronomy.org/dedans/who/docs/AOSS\\_Charter -  
Accepted\\_revisions\\_2003.pdf](http://www.aura-o.aura-astronomy.org/dedans/who/docs/AOSS_Charter_-_Accepted_revisions_2003.pdf)

The Charter includes more detail on the operating principles for AURA's Observatory in Chile, the legal status of AURA in Chile, categories of logistics and support services provided by NOAO-S, the process for setting charges for these services, the AURA-O Management Council of Directors, procedures for resolution of disputes and a section on budget and accounting. The Charter for AURA-O also contains appendices providing a more detailed history concerning AURA's legal status in Chile and the origin of AURA's exemption from value-added tax. The AURA-O Director's Office acts as an extension of the AURA Corporate office in Chile.

**II.a.1. Affirmative Action Program**

AURA has developed Affirmative Action Programs to assure the implementation of equal opportunities for all present and prospective employees. Each employee is expected to share this responsibility and to extend the cooperation necessary to make equal opportunity a reality. AURA policy prohibits discrimination based on race, gender, sexual orientation, color, age, religion, national origin, lawful political affiliations, or mental or physical handicap.

**II.a.2. Holidays for Employees stationed in Chile**

AURA employees resident in Chile shall observe the holiday schedule issued each December by the Director of AURA-O. This schedule incorporates 15.0 traditional Chilean Holidays, 1.0 "Director's Holiday," 1.0 day before Christmas, and 0.5 day on New Year's Eve, a total of 17.5 days.

Saturdays and Sundays are not considered to be holidays for staff working in schedules that routinely include weekends, except for those days included in AURA-O's official holiday list falling on weekend days or any other special date as specifically decreed by the Chilean government (such as election days).

Once the basic holiday schedule has been approved each December, there shall be no further changes made during the year except by decrees of the President of Chile, the United States, or AURA.

**II.a.3. Use of Computers, Information Systems, Phones, Etc.**

In addition to Center-specific policies on the appropriate use of computers, software and the Internet services provided by the AURA Programs in Chile, Chilean Law (No 19223 of 28.05.1993) deems some practices a criminal offense, hence they are banned from AURA-O operations. Some examples of such offenses are given in what follows:

1. The malicious destruction or rendering useless of a computer or an information system, its parts or components; precluding, hindering or modifying its operation.
2. Illicitly gaining control, or using knowledge contained in computers; interference of access to information systems or altering/damaging the data contained therein.
3. The use of corporate Internet-related systems or telephones to access, transmit, store, display, or request obscene, pornographic, erotic, profane, racist, sexist or other offensive material (including messages, images, video, or sound; or sites with links to explicit adult content) that violate AURA's sexual harassment policy.

4. Access to sites that promote illegal activities, racist propaganda or content, and spam mail commercial services.
5. Deliberately wasting computer resources, including bandwidth, disk space, and printer paper or running or installing games or other unauthorized software on company computers
6. Any use that is deemed to adversely affect AURA is strictly prohibited, such as connecting unauthorized equipment to the network for any purpose inconsistent with the business purpose of AURA-O or using the AURA network to gain unauthorized access to another computer system.

AURA staff not governed by center-specific policies will understand that Observatory property, including telephones, e-mail, computer and information systems are for official business only. Using observatory information systems for professional development may also be an appropriate use of our facilities. Information systems, phones, and email should not, however, be used for general personal business, to solicit or influence others to become involved in commercial ventures, religious or political causes, outside organizations, or other non-job-related activities

#### **II.a.4. Employee ID cards**

Employee cards are the institutional identification for AURA staff. The card is not transferable, and as the magnetic strip contains encoded information regarding the user, it is also used as a swipe card for recording meal consumption. Eventually it may be used for granting access to AURA facilities if so required in the future.

There is a photograph of the employee on the card, it also includes the employee's ID number and the host Program. The card is provided by NOAO-S Human Resources Department and must be requested by the Program contracting a new employee, who should provide the following information:

1. Name,
2. ID #
3. Photograph
4. Account to which meals are to be charged

The commercial provider of cards will deliver them to HR each time 10 new cards are accumulated. The estimated time to receive the Swipe Cards depends on the number of newly hired employees, so it can take from one to two months to receive them.

In the event of loss of or damage to the card, the holder must immediately notify the Human Resources Officer so that it can be eliminated from the system and replaced by a new card with a different verification digit. When an employee ceases to work for AURA, the card must be returned to the Human Resources Office for its disposal.

Programs have been furnished blank swipe cards, which they can assign to temporary visitors. These blank cards have an activated magnetic strip so that the visitor can readily obtain meals at the dining facilities on the mountains.

Supervisors and Managers may request more than one meal ticket a time with their employee swipe card.

**II.a.5. AURA-owned vehicles**

Employees driving AURA-owned vehicles must possess a valid driver's license and, if applicable, an International Driver's License. Drivers are personally responsible for citations, fines or confinement resulting from violations of traffic laws while driving official vehicles. They are also responsible for conformance to local laws; and in case of an accident, the employee must file an accident report as soon as possible with Human Resources.

**II.a.6 AURA-O Summer Student Program**

AURA-O sponsors a summer internship program for students from Chilean universities and technical colleges requiring this kind of experience. Only students whose area of study is directly related to the operation of an observatory will be accepted. AURA gives selection preference to children of AURA employees - provided the applicant meets the requirements of the Departments sponsoring the program.

In keeping with AURA Policies and Procedures (B.1.B.8), someone other than a member of the intern's immediate family must provide supervision and selection of interns. No preference will be given to students of AURA family members who have satisfied the requirement of their educational institution.

**PROCEDURE:**

The Human Resources (HR) Office will accept applications, together with vitae, during the last quarter of the calendar year, along with letters from each student's institution requesting the internship. Near the end of November the HR Office prepares a list of candidates and qualifications and distributes it to the department heads of the Observatory who select the students they wish to have as interns. Once the internship has been identified the student, the Manager of HR and the student's institution sign a three-party contract. This contract allows the educational institution to provide insurance coverage (required by AURA-O) for the student. Interns are paid a minimal wage as recognized by Chilean employment law.

Special policies and procedures apply to AURA's activities in Chile, and therefore slightly different procedures may apply to expatriate hires and to Chilean hires. Consequently the following portion of this Personnel section has been subdivided accordingly.

## **II.b. EXPATRIATE STAFF**

**Specific policies which apply to AURA Employees hired outside Chile by the AURA Centers, such as Gemini and NOAO, are covered in the policy and procedures documents maintained by each of the individual component Programs of AURA-O.**

### **II.b.1      *Unique Policies and Procedures (Chile)***

This AURA Policy applies to the AURA Expatriate employees based in Chile. Please refer to section B XXII of the AURA Policies and Procedures manual for information.  
<http://www.aura-astronomy.org/a/pp/b22.pdf>

### **II.b.2.      *Accreditation Procedures for Official AURA Expatriate Employees and Visitors***

Before traveling to Chile, non-Chilean citizens must check with the nearest Chilean consulate in their home country, or with the Human Resources Officer of their contracting Program, to find out if they will need a visa to enter Chile. Otherwise they may enter the country with nothing more than the tourist card provided by the airline.

Immediately after arrival, the contracting Program will provide the AURA-O Director's Office with a Spanish translation of the new staff member's resume, which - together with his/her passport and that of his/her spouse and school-age children, plus two 4x3.5cm color photographs of each of them - will be sent to the Ministry of Foreign Affairs for accreditation.

After the Ministry of Foreign Affairs has registered an expatriate employee and his/her qualified dependents as fully accredited members of AURA-O, an "official" (multiple-entry) visa is stamped in their passports, and an official identification card or "Tarjeta de Identificación Oficial" (also referred to as Cédula de Identidad, Carnet de Identidad or RUT) is issued. Expatriates must carry this "carnet" with them for the duration of their stay in Chile. The ID includes a unique number (Rol Unico Tributario -or RUT in Spanish) by which the bearer is identified as having the juridical ability (and authorization) to conduct personal business in Chile.

Lost "carnets" must be reported immediately to the Police and to the Ministry of Foreign Affairs via the AURA-O Director's Office.

A month prior to completion of his/her assignment in Chile, the employee must return all family passports to the AURA-O Director's Office. These will be forwarded to the Ministry of Foreign Affairs with a request to cancel Official visas of the employee and his/her legal dependents and issue them temporary visas until their departure date.



Official Identification black booklets or cards (which include their RUTs) of employees ending their employment in Chile, and those of their dependents must be returned to the Chilean Government (via the AURA-O Director's Office) 15 days before departure from Chile.

After having returned the Official Visa and official identification card or booklet, the expatriate will immediately cease to be legally capable of conducting business or commercial transactions of any kind in Chile, because her/his juridical faculties will have been revoked upon the execution of the former act. He/she will then revert to the status of a tourist visiting Chile. It is illegal to continue using the official identification card number after it has been cancelled by the Chilean authorities. Permanently departing residents must be certain to have closed bank accounts, disposed of any material possessions in Chile and acquired an International driver's license (if needed) before handing their RUT back.

If an ex-employee decides to remain in Chile after detachment from AURA-O, he/she will need to go through the following procedures:

If the stay-over is for six months or less, the ex-employee and dependents may request short-term, "tourist type" resident visas to the immigration authorities.

If the additional time to be spent in Chile is longer than six months, the ex-employee and dependents may apply for temporary residents' visas, which can eventually be replaced by permanent visas.

### **Short Term Residents**

Short-term Residents working under special AURA arrangements, who must nevertheless reside in Chile for periods of time in excess of 90 days, will be categorized as official expatriates. They will be accredited with the Ministry of Foreign Affairs in the same manner as other regular expatriate employees, except that they will invariably be classified under category 6 of the agreement between AURA and the Chilean Government, will not be issued a RUT Tarjeta de Identificación Oficial, and will not be granted immunity, importation privileges or official exemptions of any kind.

Consultants and Temporary Associates who will not remain in Chile for more than three months may enter the country on the standard tourist cards provided on their inbound flight. Chilean Immigration authorities will keep the original and will leave the duplicate in the visitor's passport. This copy must be presented to the International Police upon departure.

### **II.b.3 Privileges and Guarantees**

In accordance with the Agreement between AURA and the Chilean Government, AURA-O's expatriate staff can be accredited by the Ministry of Foreign Affairs as International Officials of AURA. By means of this accreditation, the Chilean Government confers on

these representatives of AURA the same immunities, prerogatives and privileges that are granted to representatives and officials of the United Nations Economic Commission for Latin America (CEPAL).

The Agreement, signed in Santiago on February 16, 1953, states that expatriate scientists, professors, engineers, technicians and employees who come to Chile to work in the building, installation, maintenance and operation of the observatory (in a quantity and rank to be determined by mutual agreement between the Chilean Government and AURA), are subject to regulations and prerogatives during their stay in Chile.

These special privileges are granted at the exclusive direction of the Chilean government, strictly as a courtesy to the Organization, and ***not as a personal benefit to the individual recipients***. Official expatriate staff, and members of their family, may import furniture and other personal property exempt from all customs duties or taxes at the time they commence their work in Chile. This exemption includes an automobile, as long as it remains in Chile as the property of the incumbent expatriate for at least one year. Regulations for the importation and transfer of motor vehicles are detailed below.

Staff accredited as International Officials are legally impaired from performing other remunerated activities in Chile, except those strictly pertaining to their exclusive contract with the International Organization that accredited them as members of its official staff in Chile. The same compulsory regulation applies to accredited family members and legal dependents. AURA asks that all of its staff in Chile take great care to respect these privileges granted by the Chilean authorities (who can unilaterally remove them from the organization and from each one of us).

### **Accreditation Category Definitions**

In order to fully comply with the language and spirit of the Agreement, AURA has determined that category 5 (Jefes y Funcionarios Superiores) will apply exclusively to tenured astronomers and PhD's or other staff members specifically designated by the AURA-O Director. Other staff members will be accredited under category 6.

### **Importation Allowances for Employees Accredited under Category 5**

Officials accredited under category 5 will be granted a first year importation of 80,000 CIF US dollars' worth of personal items, owned by the official employee and his/her family, including one automobile (see conditions in the "vehicle" section below) exempt from customs duties. The initial year for importations starts counting from the accreditation date. Upon termination of the initial year allowance, the official will be granted a renewable duty-free allowance of US\$5,000 CIF for each subsequent year, starting from the expiration date of his/her initial importation allowance.

These duty-free importation privileges are personal and non-transferable, they cannot be used under a consolidated system and are not valid after the expiration date of the

corresponding term. Importation quota remnants from previous years may not be accrued or carried over into the next term.

The allowances have been designated for the importation of liquor, spirits, wine, cigarettes, whisky and cognac in accordance to the corresponding individual allowances. The quota will also allow the importation of electronic devices such as notebooks, computers, video and/or photographic cameras, television sets, ipods, CDs, MP3s, books and other similar goods in reasonable quantities. All of these commodities must be brand-new, and thus demonstrated by the submittal of an original commercial invoice. Pro-forma invoices are not accepted.

For clarification purposes the following goods are given as an example of articles that cannot be imported under this tax-free regime: clothes or textile products, beverages other than those mentioned above, candy, perfume, jewelry, beauty articles, food supplements, etc.

Personal effects, including clothing and home appliances, must be imported within the first year of mission in Chile, which is counted from the date of accreditation. After this term has expired the Ministry will deny any liberation requests.

Vehicles: Employees accredited under category 5 will be permitted to import a reasonably-priced vehicle on their first year at the Observatory and every subsequent three years thereafter. Requests for importation of luxury or very expensive vehicles will not be accepted. The value of the vehicle imported during the initial period will be deducted from the “initial importation” allowance. It will not be necessary to transfer a previously imported vehicle to import a second one.

Items not allowed duty-free exemption: Special wares, which are not strictly personal or household goods (i.e. vehicle spare parts, live animals, seeds, plants, etc.), may not be allowed duty-free importation. Please consult with the Santiago Operations Office for specific details.

#### **Importation Allowances for Employees Accredited under Category 6**

Officials accredited under category 6 will be granted a first year importation of 30,000 FOB US dollars’ worth of personal items, owned by the official employee and his/her family, including one automobile (see conditions in the “vehicle” section below) exempt from customs duties. The initial year for importations starts counting from the accreditation date.

These allowances are personal and non-transferable; they are not valid after the expiration date of the corresponding term.

Electrical and electronic devices can be imported in reasonable quantities according to family needs during the term of the Initial Importation quota.

Vehicles: One reasonably-priced duty-free vehicle may be imported during the first year of residence in Chile. Requests for importation of luxury or very expensive vehicles will not be accepted. The value of the vehicle imported during the initial period will be deducted from the “initial importation” allowance

Items not allowed under duty-free exemption: Special wares, which are not strictly personal or household goods (i.e. vehicle spare parts, live animals, seeds, plants, etc.), may not be allowed duty-free importation. Please consult with the Santiago Operations Office for specific details.

#### **II.b.4 Duty-Free Vehicle Importation Procedures**

The following procedures shall be observed for the importation of personal vehicles:  
**Please Remember! Only NEW vehicles may be imported.**

##### 1. Importation Procedures:

1.1 Secure the AURA-O Director’s authorization to proceed with the importation under the umbrella of the privileges and allowances granted to AURA in Chile.

1.2 Obtain the Advance Importation Approval Assent from the Ministry of Foreign Affairs. In order to let AURA conduct these formalities, the corresponding expatriate employee must submit to the Operations Office in Santiago a valid commercial quotation from his/her commercial vehicle dealer. This commercial quotation must include all the relevant vehicle identification details, year of manufacture and its Customs (CIF) value. Pursuant to stringent emission control regulations enacted in Chile after 2000, the importation of used vehicles is not allowed.

1.3 Obtain the Duty Liberation Decree, which is processed with the following original documentation:

- a. Bill of Lading,
- b. Commercial Invoice & Packing List,
- c. Insurance Policy and
- d. Advance Importation Assent.

1.4. Complete the Customs Clearance Procedures for the importation of the vehicle into the country, under the duty-free regime regulations and exemptions granted by Chilean Law.

##### 2. Vehicle Registration

Following customs clearance the vehicle owner must immediately register her/his vehicle with the local Civil Registrar. The Chilean plates obtained via this compulsory formality must be submitted to the Santiago Operations Office along with the import documentation listed above, for the request of OI plates.

The standard Chilean plates (Placa Patente Unica Nacional or PPU) are kept in the custody of the Inventory Control Office for the period of time that the vehicle is licensed with official (OI) plates. The Chilean plates (PPU) are returned to the vehicle owner once the sales prohibitions have been properly cleared.

The vehicle owner is expected to keep securely the original Customs and Ministry forms that were used in the importation of his/her vehicle, which will be required at the time of its transfer and sale.

### 3. Getting a License Plate

In accordance with Law Decree No 577 of the Ministry of Foreign Affairs, which was sent to resident diplomatic missions via Circular No 318 of September 20, 1984, International Officials accredited with the Government of Chile are entitled to request exempt license plates for up to two vehicles.

The OI licensing package will consist of two license plates, a validation decal sticker, and a registration card.

Official (OI) License Plates for personal vehicles, either imported duty-free or purchased from local sources or individuals, will be requested using the following documentation:

#### Vehicles imported under the duty-free regime

- Original Customs Declaration of Simplified Importation (DIPS)
- Original Ministry's duty liberation decree
- Original Commercial Invoice
- Original Civil Registrar's Ownership Registration Request Form
- Chilean License plates
- Mandatory Insurance Policy (Municipal copy)
- Third-party Insurance Policy – certificate
- Homologation Certificate

#### Vehicles Purchased in Chile (new or used, from a local, commercial business or from an individual owner)

- Original Civil Registrar's Ownership Registration Request Form
- Original Commercial Invoice or Notarized Purchasing Contract
- Chilean License Plates
- Mandatory Insurance Policy (Municipal copy)
- Third-Party Insurance Policy - certificate
- Homologation Certificate or Revision Técnica

### **Vehicle Sale and Ownership Transfer**

The property transfer of vehicles of resident representatives and accredited international officials of AURA, Inc. in Chile, imported under the duty-free regime, is regulated by Law Decree No 711 of 1979 and Law N° 19.633 of the Ministry of Financial Resources dated

August 31, 1999, which modifies the tax schedule affecting the importation of vehicles with duty-free privileges.

The owner of a vehicle must request, through AURA-O, an official vehicle disposal title in order to sell, junk, salvage or export a personal vehicle imported duty-free. This request must be accompanied by the return of the OI plates, validation decal stickers, and registration card. It must also include the originals of the Customs Declaration and Duty Liberation Forms.

The Ministry of Foreign Affairs issues the Liberation certificate clearing a duty-free vehicle for sale, these have an expiration term of 90 days after emission. All sale and transfer formalities of the vehicle need to be conducted before the liberation certificate expires.

Vehicles imported duty-free become automatically exempt from customs duties three years after their importation date, counted from the date stamped on the Simplified Form of the Customs Declaration of Importation (DIPS.)

Chilean law decrees, however, that the first buyer of motor vehicles imported duty-free is obliged to pay a portion of the 19% IVA tax (Value Added Tax). The portion of the IVA to be paid is calculated by reducing a 10% of this rate for every year of usage of the vehicle, up to maximum reduction of 70% of the rate. The vehicle becomes fully exempt from this tax after remaining ten years in the country.

The terms of the Law indicate that duty-free vehicles cannot be transferred before the mandatory 3-year prohibition period has properly expired. Exceptionally - and with prior approval of the Ministry of Foreign Affairs - vehicle property may be transferred before the expiration of the mentioned moratorium (mandatory period), provided the corresponding duties and taxes are paid in the amounts mandated by the Chilean Customs bye-laws.

Should the employment terminate before the moratorium, the Ministry will allow the sale and property transfer of the vehicle only if it has been in the country for a period in excess of six months, and provided all the corresponding duties and taxes have been paid. Other exceptions may be granted when the vehicle owner is facing major problems. Clearance permits may be approved after presenting proof that the payment of the corresponding customs duties has been made.

Failure to comply with these regulations is deemed a "customs fraud", which may subject the seller to fines and/or penalties.

#### **II.b.5. Expatriate Staff Orientation Manuals**

AURA-O has compiled a set of orientation documents in response to the Expatriates' request for special assistance.

Orientation Manuals for Expatriate staff can be found at:

<http://www.aura-o.aura-astronomy.org/dedans/humanresources/humanresources.asp>

## **II.c. CHILEAN STAFF**

The policies and procedures that apply to Chilean hires are set out in the “Reglamento Interno de Orden, Higiene y Seguridad”, as required under Chilean law. The Spanish language version of this document has precedence over any translations into English or other languages. In case of disputes, the guidance of Chilean Law has precedence.

See [http://www.aura-o.aura-astronomy.org/pandp/docs/Reglamento\\_Interno\\_AURA-O.pdf](http://www.aura-o.aura-astronomy.org/pandp/docs/Reglamento_Interno_AURA-O.pdf) and <http://www.aura-o.aura-astronomy.org/pandp/docs/Internal%20Procedures%20of%20Safety%20and%20Order.pdf> for the English translation of it

### **II.c.1 Guidelines for Accreditation of Chilean Citizens as “International Employees”**

The following guidelines shall be followed when considering the accreditation of Chilean citizens as “International Employees” of AURA:

- The accreditation shall be requested only for new hires selected by open, international competition, effective on or after 1<sup>st</sup> March, 2003. The proposed hire must have been included in a shortlist – to be made available to AURA on request - which included applicants from countries other than Chile.
- The applicant must be and have been based at an institution located outside Chile for at least one year before the time of her/his application. Under special circumstances, the President of AURA may waive this requirement.
- The accreditation will be requested only for senior employees classifiable in Category V - as understood in the context of the relevant Chilean legislation applicable to the “Comision Economica para America Latina” (CEPAL) and ESO.
- Any decision to change these guidelines is reserved to the President of AURA.

### **II.c.2 Chilean Salary Classification and scale, job details and how and when they are modified**

Salary ranges are established for each position in accordance with prevailing practice and AURA policy. Wage surveys are conducted locally and nationally, as necessary, to ensure that salary ranges are in line with comparable positions of other organizations within the recruiting area for the particular skill. Information on salary scales can be obtained from the HR Manager.

Salaries are normally kept within the established ranges. They are reviewed annually on an individual basis and also may be reviewed when there is a significant change in responsibilities between annual reviews. During each review process, supervisors make recommendations for merit increases or other adjustments for further review and approval by the Center Director, or a designee.



### **III.**

### **BUILDINGS AND GROUNDS**

#### **III.a. COMMON AREAS**

Common areas are those owned by AURA and shared by Residents and employees alike. They may include recreation facilities, roads, sidewalks, woods and any open area that is not part of a resident's front/back/or side yard, parking lots, landscaping, playgrounds, fences, laundry room and all other jointly used space.

Some common areas, defined by specific, mutually agreed-upon contracts, are for the exclusive use of residents, for example, playgrounds. Other areas like the sport facilities are to be shared and enjoyed by all authorized AURA-O personnel.

AURA-O has general responsibility for maintaining the common areas; however while AURA recognizes the Resident's right to plan his/her own garden, the removing or planting of trees or any large-scale modification needs to be approved by the Landscaping Committee and the Administration and Facilities Manager.

No dumping in any of the common areas is permitted. Permitted dumping spots have been identified in the "Maintenance of Garden and Grounds" section of the Housing Policy.

#### **III.b. HOUSING POLICY**

The AURA Observatory in Chile (AURA-O) has implemented a Housing Policy in order to clarify responsibilities regarding the use of AURA houses, land and furnishing. The Housing Policy can be found at:

[http://www.aura-o.aura-astronomy.org/pandp/docs/AURA\\_Housing\\_Policy\\_Mar2006.pdf](http://www.aura-o.aura-astronomy.org/pandp/docs/AURA_Housing_Policy_Mar2006.pdf)

### **III.c. ROOM AND BOARD**

AURA-O manages the use of all NSF property in Chile, delegating to each Program or Project the responsibility to properly control this usage and set their internal guidelines in accordance with those provided in the AURA PPM and AURA-O procedures.

Lodging facilities in all AURA-O installations in Chile are made available to staff, visiting investigators, consultants or contractors as detailed below. Every fiscal year “room and board” fees are set by the Council of Directors during its annual September meeting. Rates for the AURA-O lodging facilities can be found by clicking the “rate” icon in the following web page <http://www.aura-o.aura-astronomy.org/dedans/aossnet/aossnet.asp>. Program Travel Coordinators need to provide an account number when making reservations for Program users.

#### **Restriction and Limitation**

Spouses, family members and friends are not allowed to stay in the Lodge (La Serena), in the dormitories by the dining room or technician’s dorm on Tololo, nor at the 20 Unit dorm on Pachón, unless directly related to the observing program or work that is being carried out at the Observatory. Exceptionally, a staff member may be allowed to rent a house on Tololo to house his/her family member(s) on special occasions. Authorizations for these exceptions are to be requested well in advance from the AURA-O Director’s Office.

#### **III.c.1. La Serena Campus Lodge**

The La Serena Lodge (also formerly known as the Motel) is a row of dormitories on the AURA Campus for visiting investigators who have been granted observing time on AURA Program telescopes. Guests are free to make use of the kitchenette to prepare snacks. Basic breakfast food will be available and stocked on a daily basis except on Chilean holidays and weekends. Occasionally, and depending on availability it can be used by:

- AURA employees on official business,
- Senior consultants to AURA-O,
- Visiting scientists.

Reservations must be made at the La Serena Operations Office, via the Program Travel Coordinator at least 24 hours in advance of the guest’s arrival, if arriving during a weekday, and 48 hours in advance if arriving over the weekend or on a Chilean holiday.

#### **III.c.2 Tololo Dormitory**

The Dorm on either side of the Dining facilities on Tololo is primarily reserved for persons working on a night schedule; day workers may be assigned rooms in other lodging facilities on the summit. Dormitory rooms are made available in the following order of precedence:

- Investigators on observing runs.
- Members of AURA-O’s scientific staff whose work requires them to remain on the mountain overnight.

- Members of technical staff whose work requires them to remain on the mountain overnight.

Ethernet connections are available in all dormitories by the Dining room.

Reservations should be made at the Round Office Building, via the Program Travel Coordinator at least 24 hours in advance of the guest's arrival, if arriving during a weekday, and 48 hours in advance if arriving over the weekend or on a Chilean holiday.

**III.c.3     20 Unit Dormitory on Pachón and Technician's Dormitory on Tololo**

These lodging facilities are made available for visiting investigators, AURA employees and contracted workers whose work requires them to remain on Tololo or Pachón overnight.

Reservations are to be made at the Round Office Building in the same manner as stated above. During emergencies any available rooming will be assigned immediately upon request.

## **IV. General Public VISITS TO THE OBSERVATORY**

### **IV.a. GENERAL PUBLIC**

The general public will normally be allowed to visit Observatory premises on Saturdays only. These visitors must obtain visitors' passes from, and be registered by, the Duty Receptionist. No visitors' passes shall be signed until the corresponding visit has been recorded in the log at the Reception Desk. This log provides information for guides and mountain personnel of prospective visits, as well as cancellations thereof. Receptionists must take a phone number down for every reservation in case the visit has to be cancelled due to bad weather conditions. Cancellations shall be treated with the same care as reservations.

The number of unofficial visitors shall be limited to those who can effectively be controlled by the two guides, that is 40 persons per each morning and afternoon tour.

Visitors should gather at the entrance gate from 9:00 to 9:30am for the morning tour and from 13:00 to 13:30 for the afternoon tour, to commence the trip to the summit. Visitors arriving after 09:30 or 13:30 must politely be refused entry, likewise visitors who arrive late for the morning tour cannot be rescheduled for the afternoon tour unless the guides verify that such rescheduling will not exceed the afternoon quota.

If the gatekeeper finds that the visitors have erased the original names, numbers and dates on their passes, he shall politely refuse them entry.

Reception shall make every possible effort to ensure that all unofficial visitors are aware of these restrictions.

### **IV.b. SPECIAL CASES OR UNOFFICIAL VISITORS:**

Special visits may be scheduled Monday - Friday provided that:

- a. Telescope Operations and Logistics managers endorse the visit.
- b. The group is accompanied by an experienced guide who will check regarding possible restricted areas on the day of the visit; and
- c. It has been made clear to the group leader that they may be refused admittance to one or more of the domes because of preparations for that night's observing or construction projects in progress.

These special visits are subject to the approval of the AURA-O Director's office.

### **IV.c. PERSONAL VISITORS OF AURA EMPLOYEES**

A special form for AURA employee's personal guests, which is at the Reception desk, must be filled out by the host employee and approved by the AURA-O Director's office before the pass is issued.

Out of respect for the work of the astronomers and other personnel, such private visits shall be restricted, to the extent possible, to Sundays. Saturday visits are discouraged so as not to interfere with the public scheduled tour. A maximum of 20 morning and 20 afternoon Staff visitors will be allowed on Tololo at a time.

The host employee shall be responsible for serving as guide to his/her personal visitors. Therefore, if their visit is scheduled for a normal working day, the employee shall be charged vacation time for any work hours lost in conducting the visitors. The employee shall follow normal procedures in requesting such vacation time from his/her supervisors.

The employee will be charged for any meals consumed while on observatory premises. Meal reservations or cancellations are to be made by 4:00pm on the Friday preceding the visit. After that time any meals reserved will be added to the personal account of the hosting employee whether they are consumed or not.

#### **IV.d. SCOPE OF TOURS**

Normal public visits conducted by AURA-O guides shall be limited to the visitor center, the Blanco 4-m viewing gallery and main floor, the 1.5-m dome (but not the observing floor), and one of the following telescopes (if not in use or if authorized by the astronomer using the telescope): 16-in, 36-in, or Schmidt. The telescopes and domes are not to be moved for general public visits.

AURA employees escorting guests to Tololo should follow the above rules although they may give their guests a more extensive tour as long as their group is small enough to be controlled. However, visits to the telescope control rooms or observing areas are permitted only if authorized by a resident astronomer or the supervisor of telescope operations or his/her delegate. Furthermore, no telescope or dome should be moved without the permission of the astronomer using the telescope, and then only by someone qualified to operate the telescope.

#### **IV.e. SAFETY GUIDELINES FOR ALL PEOPLE TRAVELING ON THE AURA ROAD**

Everyone driving onto AURA property from the main road must check in beforehand with the gatekeeper and provide his/her name, vehicle description and destination. Arrivals to and departures from Tololo should be reported to the Round Office Building; the same applies for SOAR travelers. Gemini travelers must notify the paramedics of arrivals on and departures from Pachón.

When the trip from the gate to the Round Office Building/Pachón (or vice versa) takes more than 60 minutes, an emergency team is sent out to discover the reason for the delay.

Visitors and staff traveling between Tololo and Pachón must notify the Round Office Building on Tololo and paramedics on Pachón of their departures and arrivals.

Human nature being what it is, the best efforts of the hired guides cannot guarantee that inquisitive individuals will not sometimes "escape" from the tour group. Accordingly, during visiting hours, mountain personnel shall lock all spaces to which visitors should not have access.

AURA	Association of Universities for Research in Astronomy Inc.
AURA Corp.	The AURA Washington Office
AURA-O	AURA Observatory (formed by Gemini [ <a href="http://www.gemini.edu/">http://www.gemini.edu/</a> ], NOAO South [ <a href="http://www.noao.edu/">http://www.noao.edu/</a> ] & SOAR [ <a href="http://www.soartelescope.org/release/00home/eng_home.php">http://www.soartelescope.org/release/00home/eng_home.php</a> ])
Carnet	Identity card. Before September 2005 black booklets were issued instead of the card. Carnet is also used for driver's license
CIF	Cost Insurance Freight
CLP	Chilean pesos
CTIO	Cerro Tololo Inter-American Observatory [ <a href="http://www.ctio.noao.edu/">http://www.ctio.noao.edu/</a> ]
Gemini Telescope	The Gemini Observatory 8-meter telescope at Cerro Pachón
House Expense	Maintenance and repair work performed on the premises that are paid for by rental income.
HVAC	Heating, Ventilation and Air Conditioning
NOAO	National Optical Astronomy Observatory (mostly CTIO in the South) [ <a href="http://www.noao.edu/">http://www.noao.edu/</a> ]
NSF	National Science Foundation
OI	International Organization
Padrón	Car identifying and ownership paper
Patente/Placa	Car plates
PPU	Placa Patente Unica Nacional (car plate)
Program	A Science and Technology Unit of AURA-O (Gemini, NOAO-S, SOAR)
Resident Expense	Maintenance, repair work and modifications performed on the premises that are paid for by the Resident
RUT	The single, universal identifying number for Chilean citizens, it is used for tax purposes, passports, identity cards, driving licenses, etc.
SBF	Southern Base Facility (Gemini Building on the Recinto in La Serena)
Unit	Same as Program.