

**STEPHENSON STELLAR CORPORATION**  
**Time & Material (T&M) Rate Schedule**  
**Effective: 1 July 2021**

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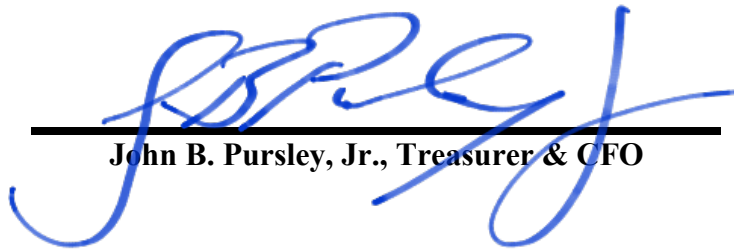
**A) Labor Price:**

<u>Number</u>	<u>Labor Category*</u>	<u>Contractor Site</u>	<u>Client Site</u>
PL5	Professional Level 5	\$ 318.43	\$ 262.23
PL4	Professional Level 4	\$ 256.87	\$ 211.54
PL3	Professional Level 3	\$ 192.65	\$ 158.66
PL2	Professional Level 2	\$ 144.48	\$ 118.99
PL1	Professional Level 1	\$ 96.33	\$ 79.34
TL3	Technical Level 3	\$ 144.48	\$ 118.99
TL2	Technical Level 2	\$ 96.33	\$ 79.34
TL1	Technical Level 1	\$ 64.22	\$ 52.90
AL2	Administrative Level 2	\$ 80.27	\$ 66.11
AL1	Administrative Level 1	\$ 48.16	\$ 39.67

**B) Nonlabor Price:**

- 1) Billable at receipted costs plus a twenty percent (20.0%) G&A handling charge.
- 2) Direct nonlabor cost categories are: Travel, Material, and Other Direct Costs (ODCs).

**C) Approval:**

  
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**John B. Pursley, Jr., Treasurer & CFO**

18 Jun 2021

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**Date**

**D) Note:**

**\* Attached are the Company Labor Category Descriptions.**

# COMPANY LABOR CATEGORY DESCRIPTIONS

## **PROFESSIONAL LEVEL 5**

**Typical Duties/Responsibilities:** One or both of the following:

- A. In a **supervisory capacity**, is responsible for (a) an important segment of a very extensive and highly diversified engineering program; (b) the entire engineering program when the program is of moderate scope. [The programs are of such complexity that they are of critical importance to overall objectives, including problems of extraordinary difficulty that often have resisted solution, and consist of several segments requiring subordinate supervisors. Is responsible for scientific approaches, for planning and organizing facilities and programs, and for interpreting results]; or (c) programs so extensive and complex as to require staff and resources of sizable magnitude (e.g., research and development, a department of government responsible for extensive engineering programs, or the major components of an organization responsible for the engineering required to meet the objectives of the organization).
- B. As a **staff member**, (a) formulates and guides the attack on problems of exceptional difficulty and marked importance to the organization or industry [Problems are characterized by their lack of scientific precedents and source material, or lack of success of prior research and analysis so that their solution would represent an advance of great significance and importance. Performs advisory and consulting work for the organization as a recognized authority for broad program areas or in an intensely specialized area of considerable novelty and importance]; or (b) is recognized as a national and/or international authority and leader in an area of engineering or scientific interest and investigation.

**Direction Received:** Receives general administrative direction.

**Typical Titles:** Chief Scientist/Engineer/Analyst, Executive Director, Principal Advisor, Principal Staff Member/Director

### **Qualifications & Experience:**

Minimum: Bachelors Degree or equivalent; 10 years or more experience

Typical: Masters Degree or equivalent; 25 years or more experience

## **PROFESSIONAL LEVEL 4**

**Typical Duties/Responsibilities:** One or more of the following:

- A. In a **supervisory capacity**, (a) plans, develops, coordinates, and directs a number of large and important segments of a project of major scope and importance; (b) is responsible for the entire engineering program of an organization when the program is of limited complexity and scope. [The extent of responsibilities generally requires a few (3 to 5) subordinate supervisors or team leaders]; (c) is responsible for an

## COMPANY LABOR CATEGORY DESCRIPTIONS

important segment of the engineering program of an organization with extensive and diversified engineering requirements, or (d) is responsible for the entire engineering program of an organization when it is more limited in scope. [The overall engineering program contains critical problems, the solution of which requires major technological advances and opens the way for extensive related development. The extent of responsibility generally requires several subordinate organizational segments or teams. Recommends facilities, personnel, and funds required to carry out programs that are directly related to and directed toward fulfillment of overall organization objectives].

- B. As a **staff member**, (a) conceives, plans, and conducts research in problem areas of considerable scope and complexity [The problems must be approached through a series of complete and conceptually-related studies, be difficult to define, require unconventional or novel approaches, and require sophisticated research techniques. Available guides and precedents contain critical gaps, are only partially related to the problem, or may be largely lacking due to the novel character of the project. At this level, the individual researchers generally will have contributed inventions, new designs, or techniques which are of material significance in the solution of important problems]; or (b) is a recognized leader and authority in the organization in a broad area of specialization or in a narrow but intensely specialized field. [Selects research problems to further the organization's objectives. Conceives and plans investigations of broad areas of considerable novelty and importance for which engineering precedents are lacking in areas critical to the overall engineering program. Is consulted extensively by associates and others, with a high degree of reliance placed on ensuring scientific interpretations and advice. Typically will have contributed inventions, new designs, or techniques, which are regarded as major advances in the field].

Or a staff member may also serve as the technical specialist for the organization in the application of advanced theories, concepts, principles, and processes for an assigned area of responsibility (i.e. subject matter, function, type of facility or equipment, or product). Keeps abreast of new scientific methods and developments affecting the organization; recommends changes in emphasis of program or new programs warranted by such developments.

**Direction Received:** Supervision received is essentially administrative, with assignments given in terms of broad general objectives and limits.

**Typical Titles:** Principal Staff Member/Manager, Principal Staff Member, Senior Staff Member/Manager

**Qualifications & Experience:**

Minimum: Bachelors Degree or equivalent; 6 years or more experience

Typical: Masters Degree or equivalent; 20 years or more experience

# COMPANY LABOR CATEGORY DESCRIPTIONS

## **PROFESSIONAL LEVEL 3**

**Typical Duties/Responsibilities:** One or more of the following:

- A. In a **supervisory capacity**, plans, develops, coordinates, and directs a large and important engineering project or a number of small projects with many complex features; or plans, schedules, conducts, or coordinates detailed phases of the engineering work in a part of a major project or in a total project of moderate scope. Or supervises, coordinates, and reviews the work of a small staff of engineers and technicians, estimates manpower needs and schedules/assigns work to meet completion date. [Performs work that involves conventional engineering practice but may include a variety of complex features such as conflicting design requirements, unsuitability of conventional materials, and difficult coordination requirements. Work requires a broad knowledge of precedents in the specialty area and a good knowledge of principles and practices of related specialties].
- B. As a **staff member**, carries out complex or novel assignments requiring the development of new or improved techniques and procedures. [Work is expected to result in the development of new or refined equipment, materials, processes, projects, and/or scientific methods]. Or develops and evaluates plans and criteria for a variety of projects and activities to be carried out by others. Assesses the feasibility and soundness of proposed engineering evaluation tests, products, or equipment when data are insufficient or confirmation by testing is advisable. Usually performs as a staff advisor and consultant as to a technical specialty, a type of facility or equipment, or a program function.

**Direction Received:** Supervision and guidance related largely to overall objectives, critical issues, new concepts, and policy matters. Consults with supervisor concerning unusual problems and developments and receives technical guidance on unusual or complex problems and obtains supervisory approval on proposed plans for projects.

**Typical Titles:** Senior Staff Member/Associate Manager, Senior Staff Member, Staff Member/Associate Manager, Staff Member/Leader, Staff Member

### **Qualifications & Experience:**

Minimum: Bachelors Degree or equivalent; 4 years or more experience

Typical: Masters Degree or equivalent; 14 years or more experience

## **PROFESSIONAL LEVEL 2**

**Typical Duties/Responsibilities:** Performs work that involves conventional types of plans, investigations, surveys, structures, or equipment with relatively few complex features for which there are precedents. Assignments usually include one or more of the following: equipment design/development; materials testing; specifications preparations; process study; research investigations; report preparation; and other activities of limited

# COMPANY LABOR CATEGORY DESCRIPTIONS

scope requiring knowledge or principles/techniques commonly employed in the specific narrow area of assignments. May supervise or coordinate the work of draftsmen, technicians, and others who assist in specific assignments.

**Direction Received:** Receives instructions on specific assignment objectives, complex features, and possible solutions. Assistance is furnished on unusual problems; work is reviewed for application of sound professional judgment.

**Typical Titles:** Associate Staff Member/Leader, Associate Staff Member

**Qualifications & Experience:**

Minimum: Associates Degree or equivalent; 4-6 years experience

Typical: Bachelors Degree or equivalent; 7 years or more experience

## **PROFESSIONAL LEVEL 1**

**Typical Duties/Responsibilities:** Using prescribed methods, performs specific and limited portions of a broader assignment of an experienced engineer. Applies standard practices and techniques in specific situations, adjusts and correlates data, recognizes discrepancies in results, and follows operations through a series of related detailed steps or processes.

**Direction Received:** Supervisor screens assignments for unusual or difficult problems and selects techniques and procedures to be applied on non-routine work. Receives close supervision on new aspects of assignments.

**Typical Titles:** Assistant Staff Member, Intern (Graduate Level)

**Qualifications & Experience:**

Minimum: Associate Degree or equivalent; 2-4 years experience

Typical: Bachelors Degree or equivalent; 3 years experience

## **TECHNICAL LEVEL 3**

**Typical Duties/Responsibilities:** Performs non-routine and complex assignments.

**Direction Received:** Works under general supervision of a scientist or engineer. Performs experiments or tests, which may require nonstandard procedures and complex instrumentation. Records, computes and analyzes test data, and prepares test reports.

**Typical Titles:** CAD Specialist II, Programmer, Skilled Trades – Master, Technician III

**Qualifications:** High School or equivalent; and

**Experience:** 3 years or more

# COMPANY LABOR CATEGORY DESCRIPTIONS

## **TECHNICAL LEVEL 2**

**Typical Duties/Responsibilities:** Performs assignments that are normally standardized. Operates testing or processing equipment of moderate complexity. May construct components or subassemblies or prototype models. May troubleshoot malfunctioning equipment and make simple repairs. Extracts and processes test data.

**Direction Received:** Works under direct supervision of a scientist or engineer.

**Typical Titles:** CAD Specialist I, Laborer II, Skilled Trades – Journeyman, Technician II

**Qualifications:** High School or equivalent; and

**Experience:** 2 or more years

## **TECHNICAL LEVEL 1**

**Typical Duties/Responsibilities:** Performs simple and routine tasks or tests. Records test data and may prepare simple charts or graphs. Performs routine maintenance and may install or set up test equipment.

**Direction Received:** Works under direct supervision of scientist or engineer.

**Typical Titles:** Laborer I, Skilled Trades – Apprentice, Technician I

**Qualifications:** High School or Equivalent; and

**Experience:** 2 to 3 years

## **ADMINISTRATIVE LEVEL 2**

**Typical Duties/Responsibilities:** Performs a variety of intermediate to advanced levels of complex and difficult duties. Handles responsibilities routinely and in addition relieves professional level staff of detail as needed. Provides support to a specific professional level individual or organizational unit (task, project, or program).

**Direction Received:** Operates under general direction and exercises independent judgment within the scope of the position and established policies and procedures.

**Typical Titles:** Administrative Assistant II, Administrative Assistant III, Executive Assistant, Office Administrator, Research Assistant

**Qualifications:** High School or equivalent; and

**Experience:** 2 years or more

# COMPANY LABOR CATEGORY DESCRIPTIONS

## **ADMINISTRATIVE LEVEL 1**

**Typical Duties/Responsibilities:** Performs a limited range of duties and support activities to a specific professional, technician or administrative level individual or organizational unit (task, project, or program).

**Direction Received:** Operates under direct supervision according to clearly defined and established policies and procedures.

**Typical Titles:** Administrative Assistant I, General Clerk, Receptionist, Reproduction Specialist

**Qualifications:** High School or equivalent; and

**Experience:** 0 to 2 years

The following experience to qualification substitutions are not considered deviations to the minimum qualification and experience standards for each of the above Position Level classifications.

- (1) Any combination of additional years of experience in the proposed field of expertise plus full time college level study in the particular field totaling four (4) years will be an acceptable substitute for a Bachelors Degree.
- (2) A Bachelors Degree plus any combination of additional years of experience and graduate level study in the proposed field of expertise totaling two (2) years will be an acceptable substitute for a Masters Degree.
- (3) Additional years of graduate level study in an appropriate field will be considered equal to years of experience on a one-for-one basis.