



Post Doctoral Associate Terms of Employment

Your employment as a Post Doctoral Associate at the University of Massachusetts Medical School (UMMS) is subject to and contingent upon the following terms and conditions:

1. Your appointment is contingent upon evidence of a doctoral degree. You must furnish either a copy of a diploma or statement from the Registrar, or University official, that you have received your doctoral degree and completed all degree requirements in order for your appointment to be processed. Please provide this to your academic department.
2. The first six months of employment at UMMS is considered a probationary period (see the UMMS Probationary Period Policy: HR Policy 06.04.080). If a post doctoral associate transfers to a new position within UMMS, there is a three month probationary period.
3. You will be expected to have knowledge of and meet all standards and practices per the UMMS Post Doctoral Policy, which may be obtained from the Office of Post Doctoral Scholars.
4. You will comply with all UMMS policies, including completion of research-related training requirements and other obligations and with all applicable Federal and Massachusetts laws and regulations. If your work involves interaction with patients, you must complete the credentialing documents and processes required to engage in clinical activities.
5. All post doctoral associates must submit documentation to demonstrate eligibility to work in the United States. Pursuant to Federal I-9 requirements, you must provide adequate documentation to demonstrate your employment eligibility in the U.S. Please bring proper identification to Human Resources the day you plan to complete your new hire paperwork.
6. For all international scholars, employment is contingent upon having a valid visa and it is your responsibility to ensure that you are in compliance with U.S. Citizenship and Immigration Services policies. Please contact the International Students and Scholars Office immediately so that any visa issues may be addressed prior to your arrival.
7. If funding for your salary is discontinued or no longer available during your period of employment, you will be provided with at least 90 days notice the appointment shall end unless another source of funding is identified.
8. You are considered an "at will employee." As an at-will employee, your position may be terminated at any time for any lawful reason.
9. Your appointment is contingent upon successful completion of education confirmations, employment references, employment health screening, confirmation of authorization to work in the United States and/or a background screen investigation.

Post Doctoral Associate Terms of Employment

Page 2

10. As part of the medical clearance, you must provide immunization records for measles, mumps and rubella (MMR), and show proof of a TB test within the last three months. If you are unable to provide this medical information, UMass will do the testing as part of your health screening.
11. All employees are required to arrange direct deposit for payroll. If you will use a checking account, please bring a voided check the day you come to Human Resources. If you will use a savings account, please bring your account number and your bank's transit number.
12. You are eligible for benefits. If you elect benefits, coverage becomes effective for non retirement programs the first of the month following completion of **60 days of employment**. Please note that your benefits paperwork must be completed **no later than 30 days** following your start date because some types of insurance require payment in advance of coverage. There will be a Benefits Representative available at Orientation to answer any questions you may have.
13. Due to the continued growth at the campus and the need for patient parking, you will be required to park offsite and use the shuttles provided if your work location is at the Main Campus.
14. Please note that UMass Medical School and UMass Memorial Medical Center are tobacco-free environments. Smoking and the use of all tobacco products is prohibited. Both institutions provide a range of resources to encourage and support individuals who wish to quit or who need help managing their tobacco addiction while at work.
15. All new postdoctoral associates at UMMS, including contingent worker postdoctoral associates, will be required to complete training in Responsible Conduct of Research (RCR) within six months of the start date. RCR training is offered through the GSBS and the Office for Postdoctoral Scholars. Ph.D. graduates of UMMS who are employed as a postdoctoral associate at UMMS for more than 6 months following the completion of Ph.D. requirements are also required to complete RCR training. You may contact the Office for Postdoctoral Scholars at OPS@umassmed.edu or 508-856-3520 if you have any questions.

By signing, I agree to these Terms of Employment.

Your Signature

Date

Your Name (printed)

July 1, 2011