POSTDOCTORAL APPOINTMENT GUIDE FOR ADMINISTRATORS

Administrators should familiarize themselves with the Postdoctoral Policy document (herein called “the Policy”) found here: http://www.rochester.edu/college/postdoc. This document provides the formal definitions of a postdoc and provides the differentiation between 093 Postdoctoral Associates, 094 Visiting Postdoctoral Fellows and 095 Postdoctoral Fellows.

Overview of a Postdoctoral Position

To be hired into a postdoctoral position, the following conditions must be met:

- The person must have received a PhD and must be within 5 years of receipt of the PhD (unless there are extenuating circumstances and a petition is granted)
- The position is a training position, with a faculty mentor
- The position is full-time (unless there are extenuating circumstances and a petition is granted)
- The postdoc must be paid the greater of: a.) 1.3 the department’s 12-month equivalent graduate stipend or b.) The New York State salary threshold for exempt employees (currently $37,830). This threshold is reviewed annually.
- The advisor or department must pay either an F&A rate (for 093s) or a lump sum payment (for 094s and 095s) to enable the postdoc to purchase health insurance

Additionally, anyone who meets the above conditions (within 5 years of receipt of the PhD, working with a faculty mentor in a training position) must be hired into a postdoctoral position, unless there are extenuating circumstances and the Dean of Graduate Studies approves an exception to this policy.

The typical length of a postdoc appointment position is at least an academic year (unless the person is a current graduate student being hired for a short-term postdoctoral appointment to finish up work from the graduate program).

Offer Letters

Administrators should work with faculty to create offer letters to potential postdocs that follow the guidelines outlined in the Policy (sample letter templates are provided on Page 6 of the Policy and in the dual appointment process document). The offer letter MUST include the points noted in the template letters. The text of the template should be copied into the department/supervisor’s letterhead and edited before finalizing.
Stipend Policy

Postdoctoral stipends must be the greater of: a.) 1.3 the department’s 12-month equivalent graduate stipend or b.) The New York State salary threshold for exempt employees (currently $37,830) This threshold is reviewed annually. This means that if the postdoctoral associate is coming with his or her own funding, this funding must meet this level or it will need to be supplemented by the advisor or department so that the postdoctoral associate’s total funding meets this minimum threshold. In this case, the postdoc will have multiple appointments, and the benefits will follow whichever is the majority (over 50%) appointment. See the policy “Process for Appointing Postdocs with Dual Appointments” for more information on logistics for appointing postdocs to multiple appointments and a specific template dual appointment offer letter that must be used.

For part-time postdoc salary requirements, see “Appointments” below.

Medical, Dental and Vision Insurance

All postdoctoral associates are provided with the opportunity to enroll in medical, dental and vision insurance through Garnett Powers & Associate. For 093s, the employer portion of this insurance is covered through a fringe benefit rate paid on the stipend. For 094s and 095s, the employer portion of this insurance is paid as a lump sum each month. The faculty advisor or the department is responsible for covering this fee (see below for information on how to budget for this fee).

Appointments

In general, postdoctoral appointments should be full-time unless there are extenuating circumstances, in which case approval for a part-time appointment can be obtained from the Dean of Graduate Studies. Approved part-time postdoc appointments must either have a minimum salary of $727.50 per week or the appointment must be set up as an hourly appointment.

In general, postdoctoral appointments are at least for an academic year or a calendar year period. However, shorter appointments are permissible with ASE Dean of Graduate Studies approval. UR PhD students may be hired for a short-term post-doc appointment to complete work begun in the PhD program. Any short-term appointments must meet the minimum weekly salary requirements as noted above.

Timeline and Process for Postdoctoral Appointments

As soon as a department interviews a candidate and would like to make an offer, the department must prepare an offer letter as outlined above, following the templates provided in the AS&E postdoctoral policy or dual appointment document (as appropriate). This offer letter must be signed by the faculty advisor and the Postdoctoral Associate.

If the candidate is a (FN) foreign national and requires a J1 Visa, a J-1 Scholar Job code proposal form must be completed and submitted via email to tammy.michielsen@rochester.edu. This form can be found at ___________________. If the appointment is approved as a postdoctoral
appointment, the department should instruct the candidate to complete ISO forms found at: www.iso.rochester.edu/employment The ISO will review and process the DS-2019. The FN would then apply for a Visa. When a visa is obtained, the FN will enter the US, arrive on campus and check in with ISO.

At least two weeks prior to the start date of the Postdoctoral Associate, the department must submit to Tammy Michielsen, Faculty Affairs Officer in AS&E:

- 520 appointment form
- Appointment letter with all signatures
- Post-doc’s CV
- Completed AS&E Personal Data form
- If applicable, outside funding documentation
- Any accompanying documentation of approved petitions to the postdoc regulations

Upon arrival of the postdoc, an intellectual property agreement must be signed by the postdoc, witnessed by a department representative and sent directly to ORPA.

IMPORTANT: If the offer letter does not follow the template offer letter, any of the conditions for a postdoctoral appointment are not met (e.g., minimum stipend) or any of the required documents are not provided with the 520 form, the 520 form will be returned to the department. THIS MAY DELAY THE POSTDOC’S ABILITY TO START ON A GIVEN DATE. Departments are responsible for any repercussions caused by this delay.

The table below is provided as a guide for documentation to accompany a 520 form.

<table>
<thead>
<tr>
<th>New Appointments</th>
<th>Signed letter required with 520 form</th>
<th>CV required with 520 form</th>
<th>AS&amp;E Personal Data Form</th>
<th>If applicable, outside funding documentation</th>
<th>If applicable, documentation of approved petitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Changes between 0093, 0094, 0095 (new offer letter required)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Reappointment with significant change in job duties or a decrease in the stipend amount</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**Health Insurance Enrollment – Garnett Powers & Associates:**

After a postdoc’s appointment is in HRMS, Garnett Powers & Associates (GPA) is notified the following Wednesday via an automatic feed. GPA will send an email to the postdoc notifying them of the ability to enroll. Postdocs may review the health insurance plans and premiums at the Garnett Powers Website: [http://clients.garnett-powers.com/rochester/](http://clients.garnett-powers.com/rochester/)

A dedicated customer service rep is available to answer any questions at: Toll-Free 1-844-243-0027
Email: URPD@Garnett-Powers.com

For eligibility questions, contact Janice Van Opdorp at janice.vanopdorp@rochester.edu.

**Health Insurance Budgeting Information**

Departments pay for a portion of health and dental insurance for postdocs. The type of Postdoctoral Appointment determines the way the department's contribution towards postdoc health insurance is determined.

- **Postdoctoral Associates (Job Code 093):** The employer portion of premiums is collected through the benefit rate (Rate 4). Fringe Rate Schedule: [https://www.rochester.edu/orpa/proposals/fringe/](https://www.rochester.edu/orpa/proposals/fringe/)
- **Postdoctoral Fellow (Job Code 095) or Postdoctoral Visiting Fellow (Job Code 094):** a flat rate is used to compute the department's contribution. These figures are for January 1 - December 31, 2017.
  - The employer contribution for health insurance – the blended rate – is $616.79 per postdoc per month, or $7,401.49 per postdoc per year.
  - The employer contribution for dental – also a blended rate – is $30.82 per postdoc per month, or $369.84 per postdoc per year.
  - For postdocs that elect both health and dental insurance, the rate is $647.61 per month, or $7,771.32 per year.

Postdocs will pay the employee portion of the premium through payroll deduction (093s and 095s) or directly to Garnett-Powers (094s). The employee portion of the premium can be found at the website below; the actual amount will vary depending on what health or dental plan the postdoc chooses.

http://clients.garnett-powers.com/rochester/rates.pdf - (monthly postdoc contribution column)

There is also a voluntary vision plan (also shown in the link above). Postdocs pay all of the premium for this plan directly to Garnett-Powers. The university will not pay any part of this premium.