RUTGERS UNIVERSITY POLICY
GOVERNING
POSTDOCTORAL APPOINTMENTS

This document sets forth the factors which determine whether the appointment of a particular individual as a postdoctoral should be as a postdoctoral fellow, which carries no employer/employee relationship with the University, or whether it should be as a postdoctoral associate, an employee of the University. In addition, it spells out the terms and conditions of employment of postdoctoral associates:

I. POSTDOCTORAL FELLOWS have no employee/employer relationship with the University.

Description. A postdoctoral fellow is an individual holding a doctoral degree, who is affiliated with Rutgers to continue his/her education, and who is receiving either an individual award or an institutional award:

a. For individual awards, the individual must have been selected by a funding agency which specifically named him/her as the recipient of an individual training award which is transferrable to another institution.

b. For institutional awards, the individual must have been selected by the University with the funding agency’s concurrence.

No services are required of postdoctoral fellows, either by Rutgers University or the funding agency, in exchange for this award; any benefit to Rutgers or the funding agency should be incidental to the purpose of continuing the fellow’s education. A postdoctoral fellow is usually appointed for periods not in excess of one year; in no instance may an individual be appointed as a postdoctoral fellow for longer than three years.

An appointment to a postdoctoral fellowship requires the approval of the appropriate dean, for appointments within academic departments, or of the director for appointments within research centers. The approving officer is responsible for insuring that the requirements of such appointments (receipt of the doctoral degree, the amount of and appropriate distribution of the stipend, enrollment in the applicable health program) are fully met.

Appointment Information - Payroll Authorization Form (PAF)

Position Code: 997
Subcode charged: 8450
Job Class Number: 99690
Payroll Type: 9
Amount of Stipend: Determined by funding agency

UVPAA-9/15/98
Benefits: Guardian Life Insurance Company of America Health Insurance/Life Insurance. The cost for the coverage is charged to the award. In the event of split funding, the charge is apportioned between the accounts involved on the same basis as the stipend charges to the accounts. Other benefits include access to libraries, recreation facilities, and housing as if he/she were a graduate student.

**Dual Appointment.** Certain postdoctoral fellows may also be appointed as Rutgers employees while receiving this stipend, but only as a Payroll Type 7 or 8. Under the terms set by certain funding agencies, such additional appointments may not be permitted. If there is a question regarding a dual appointment for a particular postdoctoral fellow, please consult the Division of Grant and Contract Accounting and the regulations of the funding agency.

II. **POST DOCTORAL ASSOCIATES** are employees of the University.

**Description.** A postdoctoral associate is an individual holding a doctoral degree employed by Rutgers University to perform research or scholarship, in continuation of his/her education, under the direction of the Principal Investigator (PI), in order to meet the research or scholarship goals established by the pertinent funding agency. The efforts of the postdoctoral associate must be certified to the funding agency.

An appointment as a postdoctoral associate requires the approval of the appropriate dean, for appointments within academic departments, or of the director for appointments within research centers. Posting and/or advertising of these positions is not required.

The approving officer is responsible for ensuring that the requirements of such appointments (receipt of the doctoral degree, the amount of and appropriate distribution of the salary, enrollment in the applicable health program) are fully met.

Postdoctoral associates are usually appointed for periods not in excess of one year for a total employment period of four years maximum. An extension beyond this period is permissible only if the dean/director and the campus Provost/University Vice President for Academic Affairs, as appropriate, approve. The postdoctoral associate may not be affiliated with Rutgers as a postdoctoral fellow after the period of appointment.

Postdoctoral associates are exempt ("NL") employees; they are "at-will" employees. They are not eligible for the Administrative Assembly.

**Appointment Information - Payroll Authorization Form (PAF)**

Position Code: 900 to 925  
Subcode charged: 1370  
Job Class Number: 99631  

UVPAA-9/15/98
Payroll Type: 1
Amount of Salary: T-Coded
I-9 Necessary
Must work 100% time to be enrolled in the State health plan
Must work 50% or more time to be enrolled in ABP

Dual Appointment. A postdoctoral associate may have a second appointment but only as a Payroll Type 8, if they are teaching. Such appointment must be consistent with the regulations of the funding agency.

TERMS AND CONDITIONS OF EMPLOYMENT FOR
POSTDOCTORAL ASSOCIATES

1. SALARY is commensurate with experience of the individual and the level of the work performed, within the guidelines of the funding agency and the department or center. The PI may grant salary increases only if funding is available.

2. HEALTH BENEFITS are provided if the appointment is full time. The award will be charged for the cost of the fringe benefits as part of the fringe benefit rate that is applied to salaries and wages.

3. PENSION PLAN is provided for all except F and J visa holders.

4. UNPAID LEAVE ENTITLEMENTS are provided for:
   a. FAMILY LEAVE in accordance with New Jersey law.
   b. FAMILY AND MEDICAL LEAVE in accordance with U.S. Federal law.
   c. ADDITIONAL PERSONAL OR MEDICAL LEAVE, at the discretion of the PI.

5. PAID TIME OFF for:
   a. JURY DUTY, without loss of pay.
   b. MILITARY LEAVE, in accordance with law.
   c. UNIVERSITY HOLIDAYS, at the discretion of the PI.
   d. ILLNESS OR PERSONAL REASONS. These days are accrued at the rate of one day for each full month of employment. There is no cash value for these accrued days upon termination of employment. If a postdoc is ill for more than the number of accrued days, he/she should apply for Temporary Disability Insurance.

UVPAA-9/15/98
e. **COMPENSATORY TIME OFF**, may be given at the discretion of the PI if the postdoctoral associate has been required to work particularly long hours. As exempt (NL) employees, postdoctoral associates have no right to extra or premium pay for overtime work.

f. **WORK RELATED INJURY**, A postdoctoral associate who is injured on the job must report the injury immediately to the PI. If the Office of Risk Management determines that the injury is work-related, the individual will receive statutory worker's compensation benefits.

6. PARKING FEES are calculated as for any other type 1 University employee.

7. **TERMINATION NOTICE** must be given to each postdoctoral associate who is to be terminated or laid off for lack of funds or lack of work at least three weeks before termination date.

8. **COMPLAINT PROCEDURE**. Postdoctoral associates who have questions, concerns, or complaints about their appointment, or who may be experiencing difficulty in their relationships with the PI or faculty members who recruited them, shall direct such concerns to the appropriate chair or director in the first instance. If the matter is not resolved satisfactorily at this department or center level, the individual may appeal the matter to the appropriate dean, Provost or the University Vice President for Academic Affairs.

9. **UNIVERSITY COPYRIGHT AND PATENT POLICIES** apply, as for all other employees.