

OFFER LETTER TEMPLATE FOR NON-FACULTY APPOINTEES

January 5, 2010

Name
Address
Address

Dear Dr. _____,

We are pleased to offer you an appointment as XXX in the Department of XXX at the Harvard School of Public Health (HSPH). This nonfaculty academic appointment is for the period XXX through XXX, with the option of renewal. Your responsibilities will be XXXX under the direction of Professor XXX.

Salary and Benefits

Your annualized salary is «net_pay», and you will be on the monthly payroll. If your time commitment changes during the year, your salary will be adjusted accordingly. Assuming that your annual appointment is renewed, you may be eligible for a salary adjustment, either at the beginning of the fiscal year (July 1) or on the anniversary date of your hire.

Harvard University offers a comprehensive range of benefits, including health coverage and a variety of other programs and services. Detailed information about benefits will be provided to you by the university's benefits office once you are on the Harvard payroll; in the meantime, we would encourage you to visit <http://atwork.harvard.edu/benefits/>.

Please see the enclosed policies and procedures for information about paid time off.

Renewal and Termination of Appointment

Renewal of your appointment is at the discretion of your department. While departments are encouraged to inform an annual appointee three months before the expiration of an appointment whether or not his/her appointment will be renewed, this is not always possible. Similarly, departments are expected to give annual appointees as much notice as possible if their appointment must be terminated early, for example if the funds supporting the position should become unavailable. Appointments may also be terminated early for cause, which would include unsatisfactory performance. Due to the temporary nature of the position, annual appointees are not entitled to severance pay or layoff benefits at the end of their appointment.

Obligations with Respect to Harvard Policy on Conflicts of Interest and Commitment

To ensure the integrity of the institution and its scientific enterprise, the school has explicit rules and holds implicit norms governing the behavior of its appointees. With the acceptance of a nonfaculty academic appointment at HSPH, you are expected to be aware of your obligations under the school's Policy on Conflicts of Interest and Commitment (see enclosure).

Acceptance of Offer

Your offer of employment is contingent upon proof of your eligibility to work in the United States. Attached is an employment authorization (I-9) form (and FNIF, if applicable) that must be completed and signed. This form (or These forms) will need to be completed with your department administrator. Also included in this packet are a voluntary self-identification form and a Harvard University Confidentiality Agreement.

If you have any questions about this offer, please contact Debbie Mattina, who oversees the school's nonfaculty academic appointments; she can be reached at dmattina@hsph.harvard.edu or by phone at 617-432-1327. If you choose to accept our offer, please sign and date the enclosed copy and return it within two weeks to Ms. Mattina in the Office of Faculty Affairs, Harvard School of Public Health, 635 Huntington Avenue, Boston, MA 02115. (You may also fax a copy to her at 617-432-4711 or email a scanned copy to her at dmattina@hsph.harvard.edu.)

You may receive a separate offer letter directly from your department or faculty supervisor. Please understand that if there is any discrepancy between the terms outlined in the two letters, those specified in this letter will take precedence.

We look forward to your joining the HSPH community and hope you will accept our best wishes for every satisfaction and success in your career.

Sincerely,

Bernita L. Anderson
Associate Dean for Faculty Affairs

enclosures: Copy of this letter
 HSPH Policies and Procedures for Non-Faculty Academic Appointees
 Voluntary self-identification form
 Harvard University Confidentiality Agreement
 Employment Eligibility Verification (I-9) form

cc: department administrator

I accept this offer of employment.

John Smith

Date: _____

HSPH Policies and Procedures for Non-Faculty Academic Appointees

Below is information about some policies and procedures pertaining to non-faculty appointments. Additional information is available online at

<http://www.hsph.harvard.edu/administrative-offices/faculty-affairs/index.html>

Harvard ID Card

On the first day of your appointment, you should talk to your department administrator regarding how to obtain a Harvard ID card. You will need to fill out a small booklet called *Safe Use of Laboratory Animals at the Harvard Longwood Campus*. Your Harvard ID card will be mailed to your office address approximately one week after your photograph has been taken. Your card provides access to Harvard buildings, including the Harvard libraries, Harvard Housing Office, and Harvard museums; to discounted use of Harvard's athletic facilities; and to the Longwood-Cambridge shuttle.

Benefits

The university Benefits Office sends information regarding available benefit plans and a variety of other Harvard programs and services to new employees. If you have any questions, please call the Benefits Office at 617-496-4001. Orientation sessions for research fellows (postdocs) are conducted approximately every two months. In addition, the university offers new employee orientation sessions most Mondays in Cambridge. Please contact Debbie Mattina (dmattina@hsph.harvard.edu or 617-432-1327) for information and to register for an orientation session. You must elect benefits coverage within 60 days of your start date.

In addition to the health and welfare benefits offered by the university's Benefits Office, the Office of Human Resources at HSPH administers the HSPH fitness benefit program. This benefit provides financial assistance to faculty, staff, and nonfaculty academic appointees who wish to enhance their wellbeing through physical activity. The benefit can be used to pay for memberships in health clubs and/or to purchase fitness equipment. Participation in a licensed behavioral weight management program and licensed stress management services is also covered. Information about this benefit is available at <http://www.hsph.harvard.edu/administrative-offices/human-resources/benefits-perks/hsph-fitness-and-wellness-benefit/index.html>.

Paid Time Off

Annual nonfaculty academic appointees are entitled to one month's vacation (20 working days) within the term of a one-year appointment. (If appointed for less than one year, the amount of vacation time is prorated.) All vacation time must be used before your termination date. Any unused time will not be paid following your appointment end date. Vacation time can be accrued from year to year only with departmental approval, up to a maximum of 40 days, and with the understanding that all vacation time must be used before your termination date. Copies of attendance records (showing vacation, sick and personal time used) are not needed by Faculty Affairs, but should be maintained within the department.

You are also eligible for 3 days of personal time to be used during the year (July 1 – June 30). Sick days are accrued at the rate of 1 day per month. If your appointment is not for the full year, the number of personal days and sick days are prorated based on the length of your appointment.

Taxes

US citizens and permanent residents --- Since stipendee postdoctoral fellows are not employees of the university, income taxes will not be withheld from your stipend. In addition, you should be aware that the university's contribution to your benefit plans must be treated as taxable income to you, i.e., imputed income. It is expected that you will prepare quarterly tax filings. When doing so, you must include benefit contributions made by the university as well as your gross pay. The following website provides guidance on whom to call with tax compliance and reporting questions: http://vpf-web.harvard.edu/ofs/tax_services/pdf/fell_hand.pdf

Non-resident aliens --- Please consult the university's tax office (617-998-1112) to determine your tax status.

Obligations with Respect to Harvard Policy on Conflicts of Interest and Commitment

Permission for nonfaculty academic appointees to undertake outside activities such as consulting must be sought from and given by the appointee's department chair or supervisor. Further, upon assuming your position, at the beginning of each calendar year, and as your circumstances change, you are required to report on your outside professional activities and financial interests. The school's grants administration officers must confirm that a current disclosure form has been submitted by each investigator, whether full- or part-time at the school, before signing off on a submitted proposal for federal funding. Finally, a current disclosure form must be on file before your reappointment or promotion paperwork will be processed. If your department or program has additional reporting requirements, you will be informed of those requirements by your department or program.

To fully understand your obligations, please consult the school's policy found on the HSPH website: <http://www.hsph.harvard.edu/conflictpolicy>. This policy is intended to serve as a guide for HSPH appointees in structuring their relationships with industry and other outside ventures in view of their academic responsibilities.

Research Web Page

As an HSPH researcher, an individual research webpage will be created for you. The school hopes that you will find this page useful both in publicizing your research and in helping you to establish contacts with colleagues. Once you have a Harvard ID and an HSPH or Harvard email account, your page will be created. It will be pre-populated with some basic information and is designed so that you can add biographic information and details about your research and publications. You will receive an email message that provides information about how to login and add information to your page.

ADDITIONAL INFORMATION FOR POSTDOCTORAL RESEARCH FELLOWS

Postdoctoral Fellow Web Site

The school has a website that provides information for its postdoctoral fellows. The URL for this website is <http://www.hsph.harvard.edu/academicaffairs/postdocs.htm>. This website supplements the university postdoctoral fellow website (<http://postdoc.harvard.edu/>), a comprehensive postdoctoral website which includes information about getting settled in Boston and at Harvard, university-wide policies, and resources at Harvard.

HSPH Postdoctoral Association

The HSPH Postdoctoral Association (PDA) was founded in May 2007 by a group of HSPH postdocs. Its purpose is to "enhance the HSPH postdoc experience" by providing opportunities for HSPH postdocs to develop their careers through relevant workshops and seminars, to network at postdoc gatherings, to provide support and collaboration with each other, and to have fun! The HSPH PDA is organized and run by postdocs and is governed by the HSPH PDA Council, which currently consists of ten members. These officers may be contacted through the Council email address at pda@hsph.harvard.edu. The PDA's website is <http://www.hsph.harvard.edu/pda/index.html>

HSPH Cafeteria Discount Program

HSPH provides a 20% discount to eligible HSPH postdoctoral fellows when they pay with Crimson Cash at Sebastian's Cafe and HMS's Courtyard Cafe. The cafeteria cashiers will need to know that you are a postdoc before ringing up your purchase. The 20% discount will then register when your ID is swiped. The discount will be applied only to cafeteria purchases made using Crimson Cash. Value can be added to the Crimson Cash balance stored on your Harvard ID card by visiting <https://cash.harvard.edu/>. Please note that the list of eligible individuals is refreshed on a monthly basis, so new postdocs can expect to wait up to a month before they begin to receive the discount.