

## POLICY ON POST DOCTORAL EMPLOYMENT

**Number** 02.01.21

**Division** Academic Affairs

**Date** December 12, 2014

**Purpose** This policy pertains to the employment status of those filling postdoctoral positions on or after the first day of classes for the Spring semester 2015 at The University of Alabama in Huntsville.

**Policy** All University of Alabama in Huntsville (UAH) postdoctoral employees will be managed through the Office of Graduate Studies and are classified as student employees. Such positions are normally term limited to 3 years but may be extended an additional year to a maximum of four years with justification and approval by the Dean of the Graduate School. The following policies apply:

- A. Benefits.** As students, postdoctoral employees are exempt from participation in the State of Alabama Teachers' Retirement System (TRS). Postdoctoral employees will be offered medical, dental, and vision insurance; short-term disability insurance; occupational injury benefits; holiday and administrative leave pay; and, employee only contributions to the 403(b) and 457(b) retirement plans. Additionally, postdoctoral employees will be provided 12 days of Paid Time Off (PTO) annually to be accrued at 3.69 hours per pay period. These days may be used for sick, vacation, or personal leave. Unused PTO days may be carried forward into the next fiscal year up to a maximum of 24 days. Unused PTO leave at separation is not paid out.
- B. Salary determination.** The rate of pay for postdoctoral employees will be established consistent with the existing Mercer schedule. Applicable experience used to determine placement on the Mercer schedule will include all work experience beyond the Bachelor's degree, including work performed as a graduate student while studying for Master's and Ph.D. degrees.
- C. Continued employment beyond Postdoctoral assignment.** Postdoctoral students must convert to research staff, research faculty, instructional staff, or tenure/tenure track faculty in order to continue their employment at UAH beyond their postdoctoral student status. Employees who convert to regular employment status will be subject to all applicable benefits and deductions, including TRS.

