

Postdoctoral fellow appointments are made on the regular state payroll as limited positions. As such, they are established for a specific period consistent with funding source timeframes. There is no requirement for the completion of an RF-1 form or a formal recruitment/search process. However, University Affirmative Action procedures must be followed if the department determines that advertising (i.e. either online or paper) is warranted. To establish the position, departments should process a Position Action Form (PAF) and Employee Action Form (EAF). All other extensions or other modifications to the original appointment are done on an Employee Action Form (EAF) on a timely basis to prevent any disruption in pay or in appropriate salary distribution allocations. The Office of Human Resources must be notified at least 30 days in advance if a limited appointment is not being renewed or if funding curtailment results in the need for a layoff.

Postdoctoral fellow positions are categorized as Board of Education (BOE) nonclassified nonunion and as such are under the jurisdiction of all BOE and applicable URI personnel policies. These policies are found on the Human Resources website (www.uri.edu/hr); a copy of both manuals may be downloaded.

Salary Ranges:

The salary range is currently \$42,000 to \$50,000 and is based on NIH guidelines. Exceptions must be approved by the Office of the Provost. These positions are eligible for salary increases as approved by the BOE.

Benefits:

Employees whose appointments are at least 20 hours per week and six (6) months in duration are eligible for paid:

- Health insurance, subject to premium co-shares
- Board of Education 403(b) Alternate Retirement Plan
- Vacation—22 days per year for calendar year appointment only
- Sick leave—15 days per year
- Parental leave—up to 6 consecutive paid weeks for employees who have completed at least one year of service
- Workers Compensation and Unemployment insurance coverage
- Fulltime employees are eligible for the Board of Education tuition waiver program
- Appointments between 16 and 19 hours per week accrue vacation and sick leave on a pro-rated basis.

Employees accrue vacation and sick leave every pay period (2 weeks) and are paid for unused vacation upon termination, subject to BOE policy guidelines.

The Office of Sponsored Projects should be consulted by principal investigators writing these positions into grant proposals to insure that appropriate benefit percentage rates are calculated.

Questions regarding postdoctoral fellow employees should be addressed to either Laura Kenerson (874-5271) or Leslie Pojda (874-2182) in the Office of Human Resources.

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