

Information for Departments regarding Post Doc changes effective 1/1/2009

Below is additional information regarding the Post Doc changes that will be effective at the beginning of the year. Also included is the process to transfer employees in the D12 paygroup to the P12 paygroup.

Foreign National Visa - A J-visa is appropriate for visiting scholars, researchers/professors, etc. and will continue to be appropriate for individuals in either of the P12 paygroup Post-Doc categories, so long as the DS-2019 (which is on file with the International Center) conforms with the work said individual is performing. There will be no requirement that foreign nationals convert their J-visas to H visas as of January 1, 2009.

Contract and Offer Letter

A contract and offer letter template will be created for departments to use in the future. The documents are presently in draft format but will be completed for use by 1/1/09 or before.

Job Title Postdoctoral Associate

Requirements: (No exceptions to education or experience requirements.)

1. Completion of a Ph.D or equivalent (M.D., D.V.M., etc)
2. 0 thru 3 years of related experience.
3. Job Code – 001779

Job Title Postdoctoral Scholar

Requirements: (No exceptions to education or experience requirements.)

1. Completion of a Ph.D or equivalent (M.D., D.V.M., etc)
2. 3 years of related experience as a Postdoctoral Associate
3. Job Code – 001780

Employees that do not qualify for P12 paygroup.

1. Postdoctoral employees that are on grants that require the person to “not be an employee” will stay in the D12 paygroup.
2. Postdoctoral employees that do not meet the educational requirements will stay in the D12 paygroup.

Vacation/Sick Leave and Benefits

1. Vacation and Sick leave accruals will start as of 1/1/09. There will be no retro leave prior to 1/1/09. Reporting time off will follow normal department procedures for a monthly time entry.
2. Employees that have been with the university for one year will be eligible to sign up for retirement as of 1/1/09. Other employees will be eligible to sign up for retirement once

- they complete the university's one year employment requirement with the university. Employees will need to go the HR benefit web site to sign up for retirement.
3. Employees will also be eligible for FMLA and parental leave benefits once they have completed their one year employment requirement with the university.

Procedures to move employees to P12 paygroup.

1. Pull up the appropriate JDF template at link <http://louisville.edu/hr/employment/postdoc> and then complete with job specifics for each D12 employee moving to the P12 paygroup. Return completed JDFs to Inna Elkin in Human Resources. Refer any questions regarding the process to the appropriate HR Employment Rep for your department.
2. Forward all revised JDFs to HR by 10/17/08.
3. D12 to P12 conversion completed by 1/1/09

Postdoctoral Hiring Procedures after 1/1/09

Hiring procedures for future Post Doc positions will follow same criteria and requirements as current staff positions within the University including the completion of a Criminal Background Check (CBC)

1. Department will create job opening through Recruiting Solutions in PeopleSoft.
2. Position does not need to be advertised if the department already identified a qualified candidate for the position.
3. Applicant applies for postdoctoral position by completing on-line application and attaching their resume through the main UL jobs site, www.louisville.edu/jobs. If position is not advertised, candidate must still complete application. Instructions for this process are available at <http://louisville.edu/hr/employment/postdoc>.
4. Preferred candidate is identified if not previously available. Department completes CBC before proceeding with candidate hire.
5. Once CBC is complete, department completes hire process with their Employment Services Representative and selects date to attend New Employee Orientation.