

ACKNOWLEDGEMENT REGARDING APPOINTMENT OF PART-TIME POSTDOCTORAL SCHOLARS/ FELLOWS (“Postdocs”)

Procedures Applicable to Postdoctoral Scholars/Fellows with Part-Time Appointments:

- Part-time employment must be allowable under the terms and conditions of any award or funding being used to fund the postdoc salary.
- It is expected that postdocs appointed part-time receive a salary that is proportionate to the salary minimum set forth by the Office of Postdoctoral Affairs, prorated to meet the Full Time Equivalent (FTE).
- Part-time postdocs will be paid two times per month, while full-time postdocs are paid one time per month.
- Any part-time postdoc who is paid at a salary rate below the FTE salary minimum set forth by the Office of Postdoctoral Affairs is considered to be classified as nonexempt for purposes of university policies and procedures. This means that for such part-time postdocs daily work hours for PI-driven projects must be tracked and they should be paid for each hour worked, including overtime (1.5x the hourly rate) for time worked in excess of 40 hours per work week.
- Part-time postdocs falling under these procedures are required to complete weekly time sheets, accurately recording the hours worked for each work week on PI-driven projects.
- Principal Investigators supervising part-time postdocs are expected to assign and manage work consistent with the part-time schedule of the part-time postdoc. While additional work hours to complete a specific task or to meet a particular deadline may be necessary on occasion, consistent need to exceed the part-time schedule will lead to re-evaluation of the appropriateness of the part-time appointment.
- The responsible department is required to approve postdoc time reports and to ensure that adjustments to pay information is promptly communicated to the Payroll Department to provide compensation for additional hours worked in excess of the part-time schedule, including overtime compensation when required.
- It is important for any part-time postdocs, their supervising Principal Investigators and the responsible department to adhere to these procedures to avoid legal and compliance risks. Intentionally recording inaccurate work hours, pressuring a part-time postdoc to record inaccurate work hours or knowingly approving inaccurate work hours is considered non-compliance and may be deemed falsification of university records. Non-compliance may lead to the discontinuance of the part-time appointment, non-renewal of appointments and/or denial of future requests for part-time appointments.
- The Postdoc Office will be working directly with the departments affected to ensure that time worked by part-time postdocs is accurately tracked and compensated.
- Should the need for the postdoc to work over the scheduled number of hours on PI-driven projects, permission should be sought from the PI before additional work is done.

