**Postdoctoral Salaries and Benefits Policy – Department of Medicinal Chemistry**

**Definition of Postdoctoral Scholar:**

A Postdoctoral Scholar must have received a PhD, PharmD, or equivalent doctoral degree from an accredited institution. The Postdoctoral Scholar is appointed to a temporary training position, typically five years or less, and is pursuing full time research/scholarship under the direction of a faculty member. Postdoctoral Scholars are expected to participate in the scholarly activities and research mission of the College and publish the results of their research or scholarship.

* Postdoctoral Research Associate (9210) – Are University employees who are receiving additional training while performing service for the University, for which they are compensated via payroll.
* Postdoctoral Research Associate w/Retirement (9211) – Are University employees who are receiving additional training while performing service for the University, for which they are compensated via payroll and receive retirement benefits
* Postdoctoral Paid direct (9207) – Are compensated directly from a funding agency and may receive additional compensation via University Payroll. Postdocs on fellowships, training grants and traineeships are moved to this job code and are paid by accounts payable and are not considered University employees for the duration of the fellowship.

**Purpose:**

To establish guidelines governing the salaries and benefits of Postdoctoral Scholars in the Department of Medicinal Chemistry. Salary and benefits should be specified in writing at the time of postdoc hire.

**Salary:**

1. Postdoctoral Scholars in the Department of Medicinal Chemistry shall receive a salary consistent with the most current NIH NRSA Kirschstein scale, according to number of years of experience they have working as a postdoc. Salaries for postdoctoral research associates are adjusted annually on July 1 to follow the current financial year NIH/NRSA stipend guidelines. It is recommended that a scholar spend no more than five years in a postdoctoral training position – if the scholar wishes to continue working in the College at the conclusion of a five-year postdoctoral training position, the scholar should be transitioned into job code 9178 (staff research associate with retirement benefits) or a research faculty position, as appropriate.

2. The starting salary of postdocs in the Department of Medicinal Chemistry corresponds to the number of years of postdoctoral experience that they have completed before coming to the Department of Medicinal Chemistry, with raises to the next salary level defined by the NIH NRSA Kirschstein stipend scale occurring on July 1 annually. For example, a postdoc who finishes their PhD and then is a postdoc for six months in their thesis lab gets credit for 0 years’ experience when they start in the Department of Medicinal Chemistry, and their raise to a year 1 postdoc would come on July 1, whereas a postdoc who has done a first postdoc for 2 years and 3 months before starting a second postdoc in the Department of Medicinal Chemistry will get credit for 2 years of experience when they start in the Department of Medicinal Chemistry (and would get a raise to a year 3 postdoc on July 1). Note that postdocs must be hired before April 1 to receive the stipend increase in July. Postdocs hired after April 1 will receive their first raise in the July after their one-year anniversary at the University.

3. We recommend that the salaries of postdocs who are paid on their own individual

awards from external sources be supplemented (as necessary) up to the current NIH

NRSA Kirschstein pay scale from PI funds (when unrestricted funds are available). In

cases where postdocs are funded by their own fellowships, all the guidelines,

restrictions, and requirements of the funding agency or foundation should be followed

and take priority (e.g., the salary scale and raise schedule may be set by the funding

agency), and the salary amount may be set at the maximum level that the sponsor budget allows effective on the grant/fellowship start date. Institutional allowances associated with the fellowship may be used to cover health insurance and the PI is expected to cover the costs of health insurance for the postdoc if residual costs remain.

4. Postdocs who secure their own individual fellowship awards from external sources will receive a bonus of $3000 per year throughout the lifetime of their fellowship from the College.

5. When a postdoc transitions off an individual fellowship and an associated salary that exceeds the NRSA level for experience, the Department of Medicinal Chemistry recommends that the salary revert to the NRSA level for experience.

**Benefits:**

1. Postdocs must have health insurance. Faculty grants or research funds pay the

employer portion of the postdoc's insurance. Postdocs may elect to take advantage of

their partner’s coverage in cases where this is possible. It is ultimately the responsibility

of the postdoc to ensure that they have adequate insurance.

2. Whether a postdoc will be hired into job code 9210 (not eligible for retirement benefits) or job code 9211 (eligible for retirement benefits) is a decision left to the discretion of the PI. Compensation and benefits decisions must be applied consistently within a lab. Postdocs on certain visas are ineligible for university-funded retirement benefits. If a PI wishes to supplement the compensation for retirement ineligible postdocs in some way, this should be done consistently for all postdocs in the lab.

3. According to University HR policies, postdocs are eligible for 15 paid vacation days per year. They are also eligible for 8 hours per month of sick time (96 hours sick time per year) and 16 hours of personal preference time. These should be reported to the PI. The reporting process should be discussed with the PI and be consistent within each lab. The same leave recommendations pertain to postdocs on fellowship unless otherwise specified by the funding agency. Postdocs are eligible for paid Postdoc Parental Leave upon the birth, adoption, or foster placement of a child (https://postdocs.utah.edu/postdoctoral-fellows-parental-leave/). The University allows 12 work weeks of FMLA leave, to run concurrently with any paid leave. This is unpaid unless the postdoc uses vacation or sick leave accrued within the calendar year. FMLA information is published on the University’s HR website. Postdocs on fellowship may follow the family leave guidelines of the funding agency.

**Benefits eligibility chart**

**Approved by the faculty:** 11/9/2022