



# **Postdoctoral Scientist Sourcebook**

**UTMB Office of Postdoctoral Affairs  
Graduate School of Biomedical Sciences  
3.316 Levin Hall  
Galveston, Texas 77555-1050  
Phone: 409-772-2684  
Fax: 409-772-5420  
<http://gsbs.utmb.edu/postdocs/>**

Last Revised: September 8, 2011

# Postdoctoral Scientist Sourcebook

## Table of Contents [\(linked\)](#)

UTMB Office of Postdoctoral Affairs .....	5
Mission: .....	5
Goals: .....	5
Services for Postdocs: .....	5
Services for Faculty: .....	5
Professional Staff:.....	<b>Error! Bookmark not defined.</b>
UTMB Postdoctoral Scientist Policies .....	6
Introduction .....	6
Definitions .....	6
Expectations .....	6
Appointment and Discontinuation Policies .....	7
Criminal Background Check .....	7
Term of Appointment .....	7
Discontinuation of Appointment due to Funding .....	7
Discontinuation of Appointment for Cause .....	7
Annual Performance Evaluation .....	7
Compensation .....	8
Conflicts of Interest and Commitment .....	8
Non-Discrimination Policy.....	9
Scientific Integrity Policy.....	9
Sexual Harassment Contact/Policy .....	10
UTMB Postdoctoral Scientist Benefits .....	11
Vacation Policy.....	11
Accruals .....	11
Eligibility to Use .....	11
Using Vacation .....	11
Employee Eligibility Change .....	11
Carry Over .....	12
Vacation Table.....	12
Lump Sum Payment .....	12
Employee Injury Management Office / ADA Office.....	12
Sick Leave Policy.....	12
Immediate Family Defined .....	13
Accruals .....	13
Using Sick Leave Accruals .....	13
Accrual Carryover.....	13
Employee Eligibility Change .....	13
Exhausting Sick Leave .....	14
Sick Leave Abuse.....	14
Reinstatement of Sick Leave .....	14
Death Benefits .....	14
Family and Medical Leave .....	14
Eligibility .....	14
Leave Requirements.....	14
Adoption or Placement of a Child.....	15
Immediate Family Members Covered .....	15
Serious Health Condition Defined .....	16
Pregnancy and Use of Paid Accruals.....	16
Substance Abuse.....	16

## Postdoctoral Scientist Sourcebook

Both Parents Employed by State of Texas .....	16
WCI Leave .....	17
Intermittent Leave .....	17
Paid Leave Usage .....	17
Health Benefits Payments .....	17
Premium Payments .....	17
Restoring Benefits .....	17
Failure to Return to Work .....	17
Returning to Work .....	18
UTMB Notice Requirement .....	18
Human Resources - Employee Leave Management (ELM) .....	18
Employee Rights .....	18
Record Keeping .....	19
Leave Coordination .....	19
Hurricane and Emergency Evacuation and Leave Policy .....	19
Retirement Plan .....	19
UTMB Postdoctoral Scientist Services .....	20
University Identification Badges/Smart Cards .....	20
Employee Assistance Program .....	20
Environmental Health and Safety .....	21
University Federal Credit Union .....	21
Fitness .....	21
Employee Health Services .....	21
Housing .....	21
International Services .....	22
Office of International Affairs .....	22
International Tax Assistance .....	22
English as a Second Language .....	22
Transportation and Parking .....	23
Galveston Island Transit .....	23
Metropolitan Transit Authority of Harris County (METRO) .....	23
Park & Ride service from Mall of the Mainland to UTMB .....	23
Vanpools and Carpools on the Mainland .....	23
Parking .....	23
Jump-Starts and Lockouts .....	24
UTMB Research Resources .....	25
Animal Resources Center .....	25
Institutional Animal Care and Use Committee .....	25
Post Approval Monitoring (PAM) .....	26
Center for Technology Development .....	26
Office of Health Policy and Legislative Affairs .....	26
Office of Research Subject Protections: Institutional Review Board .....	27
Office of Sponsored Programs – Pre-award and Development .....	27
Office of Sponsored Programs – Finance and Post-award .....	27
Research Listserv .....	28
Core Research Facilities .....	28
Academic Resources .....	29
Academic Resources .....	29
Computer Support .....	29
Information Services .....	29
Email Accounts .....	30
Computer Laboratories .....	30
Computer-Based Training (CBT) .....	30
Developmental Support for Web-based Curriculum .....	30
File Sharing and Storage via iSpace .....	30

## Postdoctoral Scientist Sourcebook

Moody Medical Library .....	30
Office of Educational Development .....	31

## UTMB Office of Postdoctoral Affairs

---

3.316 Levin Hall

409-772-2684

409-772-2665

[postdoc.office@utmb.edu](mailto:postdoc.office@utmb.edu)

<http://gsbs.utmb.edu/postdocs/>

### **Mission:**

The mission of the Office of Postdoctoral Affairs is to advocate for postdoctoral scientists and help advance their careers by:

- Developing, implementing and enrolling postdoctoral scholars in GSBS certificate programs for professional development.
- Providing career development activities and resources.
- Supporting and assisting postdoctoral appointees with information, advice, contacts, and other needs as identified.
- Supporting and assisting the Organization of Postdoctoral Scientists.

### **Goals:**

- To establish, administer, monitor and support UTMB Postdoctoral Scientists Policies
- To serve as the central resource unit on the UTMB campus for postdoctoral issues
- To provide professional development programs for postdoctoral scientists
- To develop a sense of community among UTMB fellows and integrate them into the campus community
- To support faculty as requested in postdoctoral recruitment, retention and success

### **Services for Postdocs:**

- Assistance with enrolling in and registering for certificate courses
- Confidential crisis intervention and advising
- Consultations on mentoring relationships, benefits and policy issues
- Career and professional development seminars and symposia

### **Services for Faculty:**

- Individual and department presentations and consultations
- Assistance in recruiting appointees via meetings with candidates during campus visits
- Provision of descriptive language for grant applications and assistance with gathering data for tables as necessary

In addition to services and programs listed above, OPA supports the **UTMB Organization of Postdoctoral Scientists** and co-sponsors social and professional development activities for postdoctoral appointees.

## UTMB Postdoctoral Scientist Policies

---

Most policies in this section should be of interest to postdoctoral scientists. For a complete listing of all UTMB Campus Policies and Procedures, please review the Institutional Handbook of Operating Procedures: [http://intranet.utmb.edu/Policies\\_And\\_Procedures/index.htm](http://intranet.utmb.edu/Policies_And_Procedures/index.htm). For specific policies regarding postdoctoral appointees, go to the website and then select Post Doctoral Fellows and use the search function.

### Introduction

The University of Texas Medical Branch employs approximately 200 postdoctoral scientists in many departments and centers at UTMB. While their primary goal is to continue their research training, many aspects of their relationship with the university more closely resemble those of employees. Given that scenario, UTMB developed these policies and procedures to better outline the university's and the postdoctoral scientist's obligations and expectations in various contexts.

### Definitions

The University of Texas Medical Branch uses the FASEB (Federation of American Societies for Experimental Biology) definition of postdoctoral scientists, which states:

- The appointee was awarded a PhD, equivalent doctorate or terminal degree (e.g., ScD, MD, EdD) in an appropriate field
- The appointment is temporary
- The appointment involves substantially full-time research or scholarship
- The appointment is viewed as preparatory for a full-time academic or research career
- The appointment may be part of a clinical training program, if research training under the supervision of a mentor is a primary purpose of the appointment
- The appointee works under the supervision of a scholar or a department in a university or similar research institution (e.g., national laboratory, NIH, etc.) and
- The appointee is expected to publish the results of his or her research or scholarship during the period of appointment, in consultation with his or her mentor

In addition, the National Institutes of Health and the National Science Foundation established the following definition, which applies to all postdoctoral scientists supported by their grants:

**An individual who has received a doctoral degree (or equivalent) and is engaged in a temporary and defined period of mentored advanced training to enhance the professional skills and research independence needed to pursue his or her chosen career path.**

This definition, which emphasizes the importance of mentored training during the postdoctoral period, will be used for all postdoctoral scholars supported by funding from NIH or NSF.

[\[http://grants1.nih.gov/training/Reed\\_Letter.pdf\]](http://grants1.nih.gov/training/Reed_Letter.pdf)

### Expectations

The following universal set of performance expectations apply to postdoctoral scientists:

- Conscientious discharge of assigned duties
- Adherence to ethical standards
- Compliance with good laboratory practices and recognized university standards
- Observation of established guidelines for research involving biohazards, human subjects or animals

## Postdoctoral Scientist Sourcebook

- Open and timely discussion with the mentor regarding research progress, distribution of reagents or materials, or any disclosure of findings or techniques privately or in publications
- Collegial conduct toward coworkers and
- Compliance with all applicable university policies and procedures

### **Appointment and Discontinuation Policies**

#### **Criminal Background Check**

Prior to appointment, the University requires a criminal conviction check be conducted for prospective postdoctoral appointees. The criminal conviction check is intended to assist departments in evaluating prospective postdoctoral scientists considered for appointment. It will not be used to discriminate on the basis of race, color, nationality, creed, religion, gender, sexual orientation, disability or age.

For more information on procedures for completing the background check, please consult the 3.3.2 Security Clearance for New Employees Policy

[http://www.utmb.edu/Policies\\_And\\_Procedures/Employee\\_Related/PNP\\_004860](http://www.utmb.edu/Policies_And_Procedures/Employee_Related/PNP_004860)

#### **Term of Appointment**

The **maximum term of appointment** for a postdoctoral scientist is five years. Following this five-year training period, the person must be moved into an established employee position or separated with a minimum thirty (30) calendar days' notice in advance of the five-year maximum. See also Postdoctoral Administrative Policies 1.1.2 Postdoctoral Training Period at [http://intranet.utmb.edu/Policies\\_And\\_Procedures/Search\\_Results/PNP017\\_139458](http://intranet.utmb.edu/Policies_And_Procedures/Search_Results/PNP017_139458).

The term of appointment refers to **total** time spent in scholarly pursuits after receipt of the terminal degree, including postdoctoral research at other institutions. However, time accrued after the degree spent away from research will not be included in this total; e.g. maternal or fraternal leave, military service, etc. If research is conducted on a part-time basis, the effort recorded will accrue at that rate. For example, a person who conducts research 50 percent of the time will accumulate time in the postdoctorate at 50 percent, as well.

#### **Discontinuation of Appointment due to Funding**

A postdoctoral scholar may have his/her appointment ended with thirty (30) calendar days' notice if the funding supporting his/her appointment ends.

#### **Discontinuation of Appointment for Cause**

A postdoctoral scholar may have his/her appointment ended at any time during the appointment if he/she is found by his/her mentor to have violated the expectations set forth above.

#### **Annual Performance Evaluation**

A mentor of a postdoctoral scholar must complete an **annual written evaluation** of the scholar's performance. The evaluation process should be simple and must include the opportunity for the scholar to respond in writing to the evaluation. It is expected that both will regularly discuss successes and shortcomings in order to modify training and goals between annual evaluation dates.

The postdoctoral scientist and mentor also must both agree to the AAMC Compact Between Postdoctoral Appointees and Their Mentors, as spelled out in university Policies & Procedures, [http://intranet.utmb.edu/Policies\\_And\\_Procedures/Search\\_Results/PNP017\\_139545](http://intranet.utmb.edu/Policies_And_Procedures/Search_Results/PNP017_139545).

## Postdoctoral Scientist Sourcebook

For guidelines, see the IHOP Policy 3.6.5 Performance Management Program at [http://www.utmb.edu/Policies\\_And\\_Procedures/Employee\\_Related/PNP\\_004880](http://www.utmb.edu/Policies_And_Procedures/Employee_Related/PNP_004880)

### **Compensation**

UTMB will establish the practice of matching the beginning level NIH postdoctoral research appointee pay guidelines as the minimum pay level for a postdoctoral appointee hired at UTMB without research experience after receiving the doctorate. The increase for each progressive year, whether that experience is at UTMB or another institution, will be three percent (3%) or the maximum allowed under the research grant supporting the position. At the time of hire, a postdoctoral appointee may be paid more, but not less than the minimum matching his or her years of experience post degree. The NIH current postdoctoral salary/stipend guidelines for less than one year of experience, located under “Ruth L. Kirschstein National Research Service Award (NRSA) Stipends, Tuition/Fees and Other Budgetary Levels” at the website <http://grants1.nih.gov/training/nrsa.htm#policy>, will be the basis for the current minimum

Salary ranges will be assessed annually and may be modified by the Executive Vice President and Provost, the Vice President and Dean of Graduate School Biomedical Sciences and Human Resources administration.

See also Postdoctoral Administrative Policies 1.2.1 Postdoctoral Pay Scale at [http://intranet.utmb.edu/Policies\\_And\\_Procedures/Search\\_Results/PNP017\\_139522](http://intranet.utmb.edu/Policies_And_Procedures/Search_Results/PNP017_139522).

### **Conflicts of Interest and Commitment**

UTMB’s Conflict of Interest Policy **requires** every postdoctoral appointee to complete a Conflict of Interest form annually, whether or not the postdoctoral has financial relationships, time commitments, or other interests that may compete with his/her university responsibilities. The online form is at: <http://research.utmb.edu/comp-coi/forms.shtm>.

The university’s Conflict of Interest Policy is online at <http://research.utmb.edu/comp-coi/files/UTMBCOIManual.pdf>

If you have questions about this policy, contact:

Dr. Cary W. Cooper  
Vice President and Dean, Graduate School of Biomedical Sciences  
Chair, UTMB Conflict of Interest Committee  
409-772-2665  
[ccooper@utmb.edu](mailto:ccooper@utmb.edu)

Carolee A. King  
Vice President, Chief Legal & Regulatory Affairs Officer  
409-772-1904  
[caking@utmb.edu](mailto:caking@utmb.edu)

Toni D’Agostino  
Director, Research Services, Pre-Award  
409-266-9437  
[todayost@utmb.edu](mailto:todayost@utmb.edu)

## Non-Discrimination Policy

The University of Texas Medical Branch, in compliance with applicable federal laws and regulations, strives to maintain an environment free from discrimination against individuals on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, or veteran status. This includes, but is not limited to admissions, employment, financial aid, health care services, educational services, and access to UTMB programs, facilities or services. This applies to all employees and students, and anyone who utilizes UTMB facilities. The University policy on Non Discrimination can be found at:

[http://www.utmb.edu/Policies\\_And\\_Procedures/Employee\\_Related/PNP\\_004857](http://www.utmb.edu/Policies_And_Procedures/Employee_Related/PNP_004857)

To ensure fair treatment of individual cases in which discrimination is alleged, employees, non-employees, and student are encouraged to contact the Human Resources Employee Relations office. External users of UTMB facilities (e.g., visitors, contractors, vendor representatives, etc.) are also encouraged to adhere to principles of fair treatment and equal opportunity consistent with applicable laws and governmental regulations.

Each employee shall attend a training program regarding UTMB's discrimination policies before the 30<sup>th</sup> day after the employee is hired and shall complete supplemental training every two years. All employees who attend the training program are required to sign a statement verifying attendance at the training program. The statement shall be filed in the employee's personnel file.

## Scientific Integrity Policy

UTMB adheres to the policy on scientific misconduct as specified in the University of Texas System Administration Policy on Misconduct in Science. This policy defines scientific misconduct and encourages all faculty, health care professionals, and staff to report allegations of misconduct in science. Such allegations at UTMB should be reported to Walter J. Meyer, III, MD, Scientific Integrity Officer, via email at [wmeyer@utmb.edu](mailto:wmeyer@utmb.edu) or via phone at (409) 747-9667 or (409) 772-0762. Allegations also may be reported to the dean of the faculty member's school.

A UTMB goal is for our scientific community to adhere to high ethical standards while conducting research, and promoting creativity in scientists and academicians. We believe this can be accomplished by expecting integrity on research projects where every investigator maintains permanent auditable records of all experimental protocols, data and findings.

Faculty, health care professionals, postdoctoral fellows, undergraduate and medical students, housestaff, and research technicians should all be cognizant of what constitutes scientific misconduct, and the university's policy and procedures for reporting such conduct.

**Scientific misconduct is defined** in the UTMB Handbook of Operating Procedures as "the fabrication, falsification, plagiarism, or other practices that materially deviate from those that are commonly accepted within the scientific community for proposing, conducting or reporting research. It does not include honest error or honest differences in interpretation or judgment of data. **Misconduct may be further defined** as retaliation of any kind against a person who reported or provided information about suspected or alleged misconduct and who has not acted in bad faith."

The university will take the necessary precautions to protect the confidentiality of all persons involved in such allegations, assure a fair hearing under the principles of due process, and minimize the number of individuals involved in each stage of the investigative inquiry and hearings.

Investigators are encouraged to contact Dr. Meyer for instructional tapes and other educational materials relating to misconduct in science.

## Postdoctoral Scientist Sourcebook

### **Sexual Harassment Contact/Policy**

The University of Texas Medical Branch is committed to provide a work and learning environment that is free from inappropriate conduct that is sexual in nature. Sexual misconduct and sexual harassment in any form will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action. This policy is applicable regardless of the gender of the complainant or the alleged harasser. The university sexual harassment policy can be found at

[http://www.utmb.edu/Policies\\_And\\_Procedures/Employee\\_Related/PNP\\_004858](http://www.utmb.edu/Policies_And_Procedures/Employee_Related/PNP_004858)

An employee found to be in violation of this policy shall be subject to disciplinary action, which may include termination for employees and sanctions, including suspension or expulsion, for students. Failure or delay by a supervisor to follow-up by notifying the Human Resources Office of Employee Relations or sending the employee to Employee Relations regarding the allegations of sexual harassment will result in disciplinary action as stated above. When the allegation is against the supervisor, the management person who receives the allegations(s) is required to contact Employee Relations or send the complainant to Employee Relations. Violations of this policy by persons who are not employees or students could result in a ban from the institution, the loss of contracts, or other punitive action depending on the individual's relationship with UTMB.

## UTMB Postdoctoral Scientist Benefits

---

### **Vacation Policy**

Vacation is provided to all benefit-eligible UTMB employees in order to allow time away from work without loss of pay or benefits. See also Human Resources Policies 3.9.9 Vacation at [http://intranet.utmb.edu/Policies\\_And\\_Procedures/Employee\\_Related/PNP\\_004901](http://intranet.utmb.edu/Policies_And_Procedures/Employee_Related/PNP_004901).

### **Accruals**

Eligible employees accrue vacation beginning the first day of employment and ending on the last day of employment. Regular employees working 20-39 hours per week will accrue leave on a proportional basis. The proportionate rate is calculated by the percentage of time appointed times the full time accrual rate based on length of service. Monthly accruals are earned for each month or fraction of a month of employment.

Vacation accruals as provided by State Law are shown in the vacation table below in this document. If the employee's anniversary date falls on the first calendar day of the month, the higher accrual rate is effective that month. If the anniversary date is any other day, the higher accrual will begin the first calendar day of the following month.

### **Eligibility to Use**

Employees may not take vacation leave until they have been continuously employed by the state for six months, although vacation hours will be accrued during that period. Continuous employment means that the employee is paid a regular salary for the period. Continuity of employment is not interrupted if the employee is placed on leave without pay for less than one calendar month; but a full calendar month of leave without pay does not count toward state service or vacation accrual.

An employee who has completed six months or more of continuous state employment, leaves state employment and then returns is entitled to take vacation leave at the previous rate of accrual, upon reemployment in an eligible position.

### **Using Vacation**

An employee wishing to take vacation must complete a Leave Request Form and obtain supervisory approval in advance of the time taken. Leave requests should be considered with a number of factors including, but not limited to, staffing requirements.

An employee on scheduled vacation may not change vacation to any other paid leave, with the exception of an employee who is confined to a hospital due to an accident or illness. In this instance, the employee may request that vacation be changed to sick leave, if proper documentation is provided.

An approved holiday occurring while an employee is on vacation is regarded as a holiday and shall not be charged against the employee's vacation.

Vacation may be used in lieu of docking for lateness or unscheduled absence from work if mutually agreeable between the employee and the supervisor.

### **Employee Eligibility Change**

If an employee changes from an eligible to an ineligible benefits status (in which no benefits are accrued), vacation accruals, at the time of the change of status, will be paid in a lump sum.

## Postdoctoral Scientist Sourcebook

### Carry Over

With limitations, vacation accrued in one fiscal year may be carried forward into the next fiscal year. The maximum number of hours that may be carried forward is shown in the vacation table below. The maximum amount of vacation a part-time employee may carry forward from one fiscal year to the next is on a proportionate basis. There are no exceptions to these maximums.

All unused accumulated vacation leave exceeding the maximum carry forward limits will be credited to the employee's sick leave balance as of the first day of the next fiscal year. Maximum hours for carrying forward are shown in the vacation table.

Vacation Table		
Total Years of State Service	Hours Accrued Per Month	Maximum Hours Carried Forward
0-2	8	180
2-5	9	244
5-10	10	268
10-15	11	292
15-20	13	340
20- 25	15	388
25 - 30 years	17	436
30 - 35 years	19	484
At least 35 years or more	21	532

### Lump Sum Payment

Any employee, who resigns, is discharged, or separates from UTMB will be entitled to be paid a lump sum for all unused vacation leave time accrued up to the maximum allowed. Payment will be permitted when:

- The employee has been continuously employed with the state for six (6) months or more and,
- The individual has not been re-employed by a state agency to a position which accrues vacation time within a period of thirty (30) calendar days from the date of separation from the state employment.

In the event of death, the estate of an employee who has had six (6) months or more of employment will be paid for all accrued unused vacation balances at the time of death.

### Employee Injury Management Office / ADA Office

Employee Injury Management Office/ ADA Office

Hours are Monday-Friday 8am - 5pm.

Location: Rebecca Sealy east 2.808, Rt 0159

Phone: 409-772-1892

Fax: 409-772-0951

### Sick Leave Policy

Leave Management Office, Wendy Robinson

Location: Bethel Hall Room 1.128

Phone: 409-747-4645

Sick leave is provided to benefit-eligible UTMB employees in order to allow time away from work when sickness, injury, or pregnancy and confinement prevent the employee's performance of duty or when the employee is needed to care for and assist a member of the employee's immediate family who is actually ill. Please see Human Resources Policies 3.9.8 Sick Leave at

[http://intranet.utmb.edu/Policies\\_And\\_Procedures/Employee\\_Related/PNP\\_004900](http://intranet.utmb.edu/Policies_And_Procedures/Employee_Related/PNP_004900).

## Postdoctoral Scientist Sourcebook

Employees who are parents of children attending a grade from Pre-Kindergarten through 12th grade are also allowed to use 8 hours of sick leave for parent-teacher conferences each fiscal year.

UTMB complies with applicable federal and state laws and regulations, and strives to maintain an environment which does not discriminate against applicants or employees on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, or veteran status.

### **Immediate Family Defined**

Immediate family is defined as those individuals who reside in the same household and are related by kinship, adoption or marriage, as well as foster children certified by the Texas Department of Protective and Regulatory Services. Minor children of the employee, whether or not living in the same household, will be considered immediate family for purposes of regular sick leave. An employee's use of sick leave for family members not residing in that employee's household is strictly limited to the time necessary to provide care and assistance to a spouse, child, or parent of the employee who needs such care and assistance as a direct result of a documented medical condition.

### **Accruals**

Eligible employees accrue sick leave beginning on the first day of employment and ending on the last day worked. Sick leave accumulates at the rate of eight (8) hours for each month or fraction of a month's employment for full-time regular employees. Employees working twenty (20) hours or more per week but less than forty (40) hours will accrue on a proportionate basis. The proportionate rate is calculated by the percentage of time appointed times eight hours.

### **Using Sick Leave Accruals**

Sick leave may be granted when accrued by an employee but **may not be advanced prior to accrual**. In the case of scheduled sick leave, an employee must submit a completed Leave Request Form at least 16 hours in advance and in accordance with departmental policy and may be required to provide verification of an appointment or planned hospitalization.

In the case of unscheduled sick leave, an employee shall notify his/her supervisor in accordance with departmental policy. Immediately upon returning to work, the employee must complete a Leave Request Form and submit it to the supervisor for approval.

An employee who calls in sick on three (3) consecutive work days shall be required to present a physician's statement verifying the illness and clearing the employee to return to work.

A second opinion may be required at the expense of the department. In such cases, the choice of the second physician must be acceptable to the department. If required, an additional medical opinion may be requested and must be acceptable to both parties.

### **Accrual Carryover**

Accruals of sick leave may be carried forward from one fiscal year to the next with no limit to the number of days accrued. All unused accumulated vacation hours exceeding the maximum carry forward limits will be credited to the employee's sick leave balance as of the first day of the next fiscal year.

### **Employee Eligibility Change**

An employee who changes from an eligible to an ineligible status will have all sick leave frozen until the employee returns to an eligible status or terminates employment.

## Postdoctoral Scientist Sourcebook

### **Exhausting Sick Leave**

Employees who have exhausted all leave accruals but are still unable to return to work may be eligible to apply for additional sick leave hours as described in Human Resources Policy 3.5.1 Sick Leave Pool at [http://intranet.utmb.edu/Policies\\_And\\_Procedures/Employee\\_Related/PNP\\_004875](http://intranet.utmb.edu/Policies_And_Procedures/Employee_Related/PNP_004875).

### **Sick Leave Abuse**

Abuse of sick leave will be grounds for disciplinary action which may include termination. (See Policy 3.10.1 Discipline and Dismissal at [http://intranet.utmb.edu/Policies\\_And\\_Procedures/Employee\\_Related/PNP\\_051873](http://intranet.utmb.edu/Policies_And_Procedures/Employee_Related/PNP_051873).)

### **Reinstatement of Sick Leave**

Employees separated from employment with the State under a formal reduction-in-force policy shall have their sick leave balance restored if reemployed by the State within twelve (12) months of separation. Employees separated for other reasons shall have their sick leave balances restored if reemployed by the State within twelve (12) months of separation, provided there has been a break in service of at least one (1) month.

### **Death Benefits**

The estate of the deceased employee is entitled to payment for one-half of accrued sick leave or 336 hours, whichever is less, provided that the employee had continuous employment with the State for at least six (6) months.

### **Family and Medical Leave**

#### **Eligibility**

In accordance with the Family and Medical Leave Act (FMLA), UTMB employees who meet the following criteria are eligible for up to twelve (12) weeks of family and medical leave per year for certain family and medical reasons. (See Human Resources Policy 3.9.10 Family and Medical Leave at [http://intranet.utmb.edu/Policies\\_And\\_Procedures/Employee\\_Related/PNP\\_004902](http://intranet.utmb.edu/Policies_And_Procedures/Employee_Related/PNP_004902).) Employees must be:

- Employed by the State of Texas for at least twelve (12) months (Note: This time does not have to be consecutive or continuous), and
- Worked for the State of Texas for at least 1250 hours during the 12-month period immediately preceding commencement of the leave.

UTMB complies with applicable federal and state laws and regulations, and strives to maintain an environment which does not discriminate against applicants or employees on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, or veteran status.

#### **Leave Requirements**

UTMB will grant its employees up to 12 work weeks of leave in a 12-month period for one or more of the following reasons:

- Birth of a son/daughter and care after such birth
- Placement with an employee of a son/daughter for adoption or foster care
- Serious health condition of spouse, child or parent of employee
- Serious health conditions of employees that render the employees unable to perform their job functions, or
- “Any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty (i.e., military), or has been notified of an impending call to active duty status, in support of a contingency operation. (Note: this provision requires the Secretary of Labor to issue regulations defining “any qualifying exigency”. In the interim, UTMB will provide this type of leave to qualified employees.)

## Postdoctoral Scientist Sourcebook

UTMB will grant an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty up to 26 work weeks of leave in a single 12 month period. This military caregiver leave is available during “a single 12 month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Except for leave covered by workers compensation benefits, employees are required to utilize all accumulative vacation and applicable sick leave while taking FMLA leave. Sick leave must be exhausted first, followed by any other accruals. If the employee qualifies for sick leave pool, all other accruals must be exhausted before using the sick leave pool.

Leave for birth or placement for adoption may be taken before the actual birth or adoption. An employee’s entitlement to leave for the birth or placement of a child expires 12 months after the birth or placement.

When an employee is taking leave to care for a spouse, child, or parent with a serious health condition or due to his/her own serious health condition, the employee will be required to support the leave request with medical certification from the health care provider. The medical certification must be furnished at least 15 days after the employee notifies UTMB of the requirement of FMLA. Failure to provide medical certification within the 15 days may result in denial of FMLA. Intermittent FMLA leave must have a new physician certification annually. UTMB may ask for a new physician certification no more frequently than every 30 days.

If UTMB wishes to obtain another opinion, a second opinion at the University’s expense may be obtained. If the two opinions differ, a third opinion may be obtained at UTMB’s expense, and will be the final determination. The healthcare provider responsible for providing the third opinion must be approved jointly by UTMB and the employee.

Medical certification is required if an employee is planning to use sick leave accruals for the birth of a child. Documentation to support adoption or foster care may be required.

### **Adoption or Placement of a Child**

Up to six weeks of sick leave may be used for the adoption of a child under 3 years of age. Remaining leave under FMLA entitlement must be taken using other accruals or leave without pay. Sick leave may not be used for adoption of a child over 3 years of age. Other accruals or leave without pay may be used in those instances.

### **Immediate Family Members Covered**

For the purpose of FMLA, an employee’s spouse, children, and parents are considered next of kin.

- Spouse is defined in accordance with the applicable State Law including common law marriages when recognized by the State.
- Unmarried domestic partners do not qualify for family leave.
- The term ‘parent’ does not include parent “in law.” Persons who have day to day responsibilities to care for and financially support a child or, in the case of an employee, had such responsibility for the employee when he or she was a child are covered by FMLA (loco parentis). In this case, a biological or legal relationship is not necessary
- Son or daughter is defined under the FMLA to include a child under 18 years or one who is 18 years or older who is incapable of self care because of a mental or physical disability.

For purposes of confirmation of family relationship, UTMB may require the employee giving notice of the need for leave to provide reasonable documentation or statement of family relationship. This

## Postdoctoral Scientist Sourcebook

documentation may take the form of a simple statement from the employee, or a child's birth certificate, a court document, etc. UTMB is entitled to examine documentation such as birth certificate, etc., but the employee is entitled to the return of the official document submitted for this purpose.

### **Serious Health Condition Defined**

The term "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider. The FMLA is not intended to cover short-term conditions for which treatment and recovery are brief.

### **Pregnancy and Use of Paid Accruals**

Pregnant employees may use sick leave for doctor's visits, illnesses associated with pregnancy, delivery, and recuperation after delivery. The amount of sick leave used for recuperation will be based on a doctor's statement. The remaining FMLA entitlement may be used from other accruals such as vacation, compensatory time, or leave without pay. Only absences related to a serious health condition, such as complications of pregnancy, may be deducted from the employee's FMLA entitlement prior to the birth of the child.

Fathers may use sick leave only if the child is actually ill or to care for his spouse while she is recovering from labor and delivery. A doctor's statement indicating the need for care by another person during recovery from childbirth will be required. The remaining FMLA entitlement will be paid from other accruals such as vacation, compensatory time or given as leave without pay.

### **Substance Abuse**

Treatment of substance abuse may be included under the FMLA. However, absences because of an employee's use of a substance without treatment does not qualify for the FMLA. The inclusion of substance abuse does not prevent UTMB from taking any employment action against an employee who is unable to perform the essential functions of the job, provided UTMB complies with the Americans with Disabilities Act (ADA) and does not take action against the employee because such employee exercises his rights under the FMLA.

### **Both Parents Employed by State of Texas**

A mother and father who are both eligible for FMLA leave and are employed by the state of Texas, regardless of whether they work at different agencies or institutions, may be limited to a combined total of twelve (12) work weeks of leave during any twelve month period if the leave is taken for

- Birth of the employees' son or daughter or to care for the child
- After the birth
- For placement of a son or daughter with the employees for adoption or foster care, or
- To care for the child after placement; or
- To care for the employees' child with a serious health condition.

When the mother and father both use a portion of the total 12-week FMLA leave entitlement for one of the purposes listed above, the mother and father would each be entitled to the difference between the amount he or she has taken individually and 12 weeks for FMLA leave for a purpose other than those purposes above. For example, if each parent took 6 weeks of leave to care for a healthy, newborn child, each could use an additional 6 weeks due to his or her own serious health condition or to care for a child with a serious health condition. If one parent is ineligible for FMLA leave, the other parent would be entitled to the full 12 weeks of FMLA leave.

## Postdoctoral Scientist Sourcebook

### **WCI Leave**

Use of accruals must conform with guidelines in [IHOP Policy 3.11.1, Worker's Compensation Insurance](#).

### **Intermittent Leave**

Leave taken due to the serious health condition of the employee or a qualifying family member may be taken at the time it is needed. There is no minimum limitation on the number of hours of intermittent leave that may be taken. For example, the leave may be taken in increments of 2 hours, 4 hours, etc., provided proper notice has been given if the need for the leave is foreseeable. When an employee has requested intermittent leave, UTMB may transfer the employee to an alternative position with equivalent pay and benefits if qualified for the position, and if it better accommodates the recurring periods of leave more so than the employee's current job.

### **Paid Leave Usage**

Employees are required to use all accumulated vacation and sick leave, if applicable, when taking leave under the FMLA. However, UTMB is not permitted to count paid leave which was not for a FMLA purpose against an employee's FMLA leave entitlement. For example, if an employee has taken sick leave on various occasions for a cough, cold, flu or something that is not an extended illness, those days may not be counted toward the 12-week entitlement under the FMLA. If however, the employee is expecting the birth of a child and has taken leave prior to the birth for prenatal care, UTMB may require the employee to use her or his sick and vacation leave, and limit the total amount of time away from the employment to a total of 12 weeks. UTMB must inform the employee that paid leave must be taken when an individual requests FMLA leave.

### **Health Benefits Payments**

When an employee is on unpaid FMLA leave, UTMB will continue to contribute its share of the premium payment for health/dental as if the employee had continued in employment during the leave. For example, if the employee normally has family medical coverage, UTMB will continue sharing the cost of the premiums with the employee at the family rate. The employee is required to pay his or her share of the premiums in the same manner as required when working: on a monthly basis in accordance with applicable billing procedures.

### **Premium Payments**

If the employee fails to make a timely insurance(s) premium payment, a 30-day grace period will be provided after the agreed upon date for which payment is due. If the employee does not make payment within 30 days, UTMB will cease to maintain the coverages on the date the grace period ends. Prior to expiration of the grace period, UTMB will notify the employee of the discontinuation of the insurance coverages.

### **Restoring Benefits**

If UTMB discontinues coverages as a result of non-payment of premiums, after the person returns to the university, his or her group health benefits must be restored to at least the same level and terms as when leave commenced. Therefore, the restored employee shall not be required to meet any qualification requirements, such as a waiting period or pre-existing condition requirements, when he/she failed to continue their health coverage for non-payment of premiums.

### **Failure to Return to Work**

If an employee fails to return to work after a period of unpaid FMLA and UTMB has paid for maintaining health coverage, UTMB is entitled to recover the premiums paid unless the reason the employee does not return to work is due to:

Continuation of a serious health condition that entitled the employee to FMLA leave, or

## Postdoctoral Scientist Sourcebook

- Other circumstances beyond the control of the employee

An employee is considered to have returned to work after he/she has been back on the job for thirty (30) calendar days. Therefore, an employee who returns to work for only one week and then departs is not considered to have returned to work for the purposes of the premium payments.

### **Returning to Work**

When an employee returns to work under the FMLA, he/she is entitled to be restored to the same position as when the leave started, or to an equivalent position with equivalent pay. An equivalent position is one that has the same pay, benefits, and working conditions, and involves the same or substantially similar duties and responsibilities and with the equivalent skill, effort, responsibility and authority.

### **UTMB Notice Requirement**

UTMB is required to post a notice, *Your Rights Under the FMLA*, in a prominent place, in order to inform employees of their rights and responsibilities under the FMLA. UTMB must also supply this same notice directly to employees.

### **Human Resources - Employee Leave Management (ELM)**

Supervisors are required to supply the FMLA Physician Certification, Employee Statement, and Leave Request to any employee requesting leave under the FMLA. Supervisors should also notify their employees of department expectations.

Employees must give at least thirty (30) days advance notice to their supervisors of the need to take FMLA leave when it is foreseeable, such as for the birth or adoption of a child or for medical treatment. When it is not practical under any circumstances to give such notice, such as premature birth or medical illness, the notice should be given as soon as practical within one to two business days of when the employee learns of the need for leave. Oral notice is sufficient to inform the supervisor that the employee will need the FMLA leave.

The supervisor shall notify Human Resources ELM of the date the employee received the FMLA documents. When the employee returns the documents to the supervisor, he or she is responsible for completing the Employee Notice with the supervisor. The supervisor will send all of the documents to ELM, which will review the documents and determine whether the request for leave qualifies under the FMLA.

It is the employee's responsibility to ensure that all of the FMLA documents are completed. If adequate information is not included to make a decision, the request may be denied, and the employee will be required to obtain a new physician certification. An employee who has given notice under the FMLA and has met the medical certification requirements, if needed, may not be denied FMLA leave if qualified. ELM will communicate the decision regarding the request to the employee and supervisor. ELM makes the final decision regarding the request for FMLA.

ELM will track FMLA usage and remaining entitlement and will communicate with both the employee and supervisor during the employee's leave. This communication does not replace communication that should occur directly between the employee and supervisor.

### **Employee Rights**

Employees who exercise their rights under FMLA are entitled to do so without restraint and shall not be subject to discharge or discrimination by UTMB. It is unlawful for any person to discharge or in any other manner discriminate against an individual for having filed charges, instituted any proceeding under or

## Postdoctoral Scientist Sourcebook

related to the FMLA, given any information in connection with the inquiry proceeding with the right under the FMLA, or testified in any right or proceeding regarding the FMLA.

If an employee's FMLA rights have been violated, the FMLA provides that the employee may file a complaint with the Department of Labor or file a private law suit against UTMB to obtain damages and other relief. There is also an assessment of penalties for willfully failing to post the related notice.

### Record Keeping

All original requests will be filed in Employee Leave Management in accordance with the law. Reporting of FMLA leave time taken will be accomplished through the appropriate time reporting procedures. Billing of employee insurance premiums while on FMLA without pay will be handled within the current billing process.

The medical information may be disclosed to:

- Supervisors and managers, if needed, regarding work restrictions
- First aid and safety personnel if the employee's physical and medical conditions require medical treatment, or
- Government officials investigating compliance with the FMLA

### Leave Coordination

The FMLA regulations state that if UTMB provides more benefits than the law requires, the FMLA will not restrict those benefits. Therefore, benefits such as the sick leave pool and extended disability leave, when available, shall be used in conjunction with and count towards the 12 weeks of FMLA leave. It should also be noted that the FMLA does not restrict or modify any federal or state anti-discrimination rules or UTMB's obligation to comply with the ADA.

### Hurricane and Emergency Evacuation and Leave Policy

Hurricane season runs from June 1 to November 30 every year. Everyone is reminded to stay alert and aware of storms entering the Gulf of Mexico that may cross the Texas coast. For details about the university policy, link to [http://intranet.utmb.edu/Policies\\_And\\_Procedures/Search\\_Results/PNP\\_055701](http://intranet.utmb.edu/Policies_And_Procedures/Search_Results/PNP_055701), Staffing During Adverse Conditions. Employees are encouraged to sign up for the UTMB First Call program, to be notified in time to evacuate, during emergencies about the status of the campus, and afterwards about what needs to be done, where and when. Each department has an emergency plan. Know what that is and follow it to the letter. You also will be reminded what to do as the situation becomes more urgent. If that does not happen, contact a faculty member or administrator for instructions.

On a personal level, create a family emergency plan. For those who live in Galveston, link to: <http://www.cityofgalveston.org/documents/townhall%20mtng%20hand%20outs%205%2010.pdf> . For those who live off the island, link to <http://www.gcoem.org/content/view/28/139/> for hurricane planning information in Galveston County or to <http://www.hcoem.org/> for hurricane management information in Harris County.

### Retirement Plan

To obtain information about retirement eligibility and plans, contact UTMB Employee Benefits Services at 409-772-2630 or 866-996-8862 Monday through Friday 8 a.m. to 5 p.m. or 24/7 by sending a message to [benefits.services@utmb.edu](mailto:benefits.services@utmb.edu).

## UTMB Postdoctoral Scientist Services

---

### University Identification Badges/Smart Cards

The ID Badge/Smart Card is UTMB's official faculty, staff and student identification, with the capability of access control to restricted buildings. A secure, multi-purpose and efficient system for identification and access, the smart card badge provides benefits for users and managers. In addition to serving as official identification and controlling building access, the cards also enable entrance to and egress from parking garages and access to some computer systems.

In order to obtain an identification badge for new or interdepartmental transfer employees, a request must be made through the supervisor, who will ask the departmental Key Control Officer (KCO) to authorize the badge. All UTMB employees, volunteers and students must wear their badges while on duty, with the exception of employees in certain direct patient care areas. The UTMB ID Badge/Smart Card shall be displayed face-up at all times and presented and/or surrendered to university officials upon request. Failure by employees or students to wear and display the UTMB ID Badge may result in disciplinary action, which may include termination.

The ID Badge is the property of UTMB and is non-transferable. Unauthorized use warrants confiscation and/or disciplinary action, as stated in the Information Resources Security Manual. Failure by affiliated representatives to wear and display the UTMB ID Badge/Smart Card may result in their being barred from campus. Employees may be required to wear an additional identification badge bearing their name and department/job title.

The first UTMB ID Badge for employees is free of charge. A replacement fee for a lost or negligently damaged badge will be charged. The ID Badge/Smart Card should not be folded, have holes poked in it for any type of pin, or have any stickers. Individuals will be responsible for the replacement cost for any of these types of damage. A stolen badge will be replaced at no charge, provided a police report associated with the theft is shown to police. There is no charge to replace old, worn-out badges due to age, etc. Upon termination of employment, employees must return their identification badges and issued keys to the ID Badge Section of the University Police.

### Employee Assistance Program

Employee Assistance Program

Office hours are 8 a.m. to 6 p.m., Monday through Friday

Location: Rebecca Sealy east 2.812

Phone: 409-772-2485

Fax: 409-747-4289

The Employee Assistance Program (EAP) provides professional, confidential counseling and assistance to employees and their eligible dependents. Licensed professional counselors and licensed clinical social workers are available to help identify employees' areas of concern and work with them on finding practical solutions to issues that affect their personal lives and/or job performance.

To make an appointment or to speak to a counselor, call the Employee Assistance office at (409) 772-2485. EAP counselors are available 24 hours a day/365 days a year by calling 409-772-2485. Every effort is made to schedule appointments within 48 hours.

## Postdoctoral Scientist Sourcebook

### Environmental Health and Safety

Environmental Health & Safety, a division of Facilities Operation and Management, aims to create and maintain a safe, functional and pleasing environment. EHS has four safety programs: **Biological & Chemical Safety (409-772-1781)**, **Environmental Protection Management (409-747-0515)**, **Occupational Safety & Fire Prevention (409-747-0515)** and **Radiation Safety (409-772-2279)**.

EHS provides training in conjunction with Research Services and other departments on campus. For a list of courses, link to: [http://www.utmb.edu/ehs/B&C/Training/training\\_%20page.htm](http://www.utmb.edu/ehs/B&C/Training/training_%20page.htm) Courses include:

- Department of Transportation and [International Air Transport Association](#) (DOT/IATA) Shipping class for Biological Agents
- Programs in hazardous waste management and minimization, environmental regulatory compliance and assistance for the cleanup of hazardous materials
- General Fire Safety

### University Federal Credit Union

Postdoctoral scientists are eligible for membership in the University Federal Credit Union. As Credit Union members, they are eligible for all services, including several different types of loans, disability and credit life insurance, an automated Voice Response system, Funds Transfers, Wire Transfers, Direct Deposit, Payroll Deduction, Taxes Online and a Debit Card. Contact information: <https://www.ufcu.org/> or by phone at the Galveston Office: 409-797-3300.

### Fitness

UTMB recognizes the importance of providing an environment that encourages personal well-being. In 1968, the graduates and friends of UTMB contributed to establish the Alumni Field House. For more than 40 years, the field house been a place for students, alumni, employees, retirees and their families to unwind, get in shape and have fun. Thanks to the generous support of the Moody Foundation, the field house is a state-of-the-art fitness and wellness facility, with exercise equipment, as well as opportunities for research, work/study programs and internships. A recent renovation has increased the size of the facility to more than 49,000 square feet. Because the student service fee is included in the tuition and fees paid by the GSBS, each postdoctoral scholar enrolled in the postdoctoral certificate program may become a member of the field house. For details about the field house, link to: <http://www.utmb.edu/auxiliaryenterprises/AlumniFieldHouse/index.htm>.

### Employee Health Services

The Employee Health Clinic serves employees who incur ailments and injuries at work. The clinic is located on the second floor of the Emergency Building, in Suite 2.500. Hours are Monday through Friday 8 a.m. - 5 p.m. Employees may contact the clinic at (409) 747-9172.

### Housing

While the university may not make specific housing recommendations, the following links will help locate apartments in the area. The Galveston Association of Realtors also has a link to real estate agents for those who wish to purchase a home in the city. The Clear Lake area of Houston is represented on this site: [http://www.clearlakecity.com/Real\\_Estate/index.shtml](http://www.clearlakecity.com/Real_Estate/index.shtml).

Several online services may help someone find an apartment in the area:

- [ApartmentHawk](#) - a rebate to clients who use this service
- [ApartmentWIZ](#) - a rebate to clients who use this service
- [houstonsapartments.com](http://houstonsapartments.com)

## Postdoctoral Scientist Sourcebook

- [apartment.com](http://apartment.com)
- [apartmentassistant.net](http://apartmentassistant.net)
- [aptsinhouston.com](http://aptsinhouston.com)
- [galveston-apartments.com](http://galveston-apartments.com)
- [galveston-apartmentsforrent.com](http://galveston-apartmentsforrent.com)
- [gulfapartmentlocators.com](http://gulfapartmentlocators.com)
- [rentersresource.com](http://rentersresource.com)

The Office of Student Life also has a list of local housing options:

<http://www.utmb.edu/studentlife/prospect/HousingInfo.htm>

### **International Services**

#### **Office of International Affairs**

The Office of International Affairs provides programs and services to enhance and facilitate the stay of international staff and students at UTMB. These programs are offered in support of institutional research, clinical and educational endeavors.

Professional services include, but are not limited to:

- Immigration advising and visa processing
- Orientation and education on matters relevant to the international population
- Support of cross-cultural activities and experiences
- Classes in English as a Second Language
- Acting as liaison among university departments, government agencies, private organizations and the local community

Office location: 4.254 Rebecca Sealy Hospital

Walk-in advising: 9 a.m. -4 p.m., Monday through Friday

<http://www.utmb.edu/international/splash2.htm>

#### **International Tax Assistance**

Foreign nationals who earn money while in the United States (US) and even some who do not get paid while visiting the US, are required to comply with certain US federal tax laws. Please contact the International Affairs Office for information about local tax preparers who may be able to help you. Link to <http://www.utmb.edu/international/taxinfo/default.htm>

#### **English as a Second Language**

Classes in English as a Second Language are provided through the International Affairs Office. Other resources can be found at <http://www.utmb.edu/international/resources/esl.pdf>.

## Postdoctoral Scientist Sourcebook

### Transportation and Parking

While most people have cars or trucks, many UTMB employees arrive without them. In Galveston, that is less of a problem than elsewhere in the region. For occasional trips, four taxicab companies are available: Busy Bee, (409) 762-8429; Jeff's Cabs & Shuttle Service, (409) 621-5222; Tropical Taxi, (409) 621-4000; and Yellow Cab Company, (409) 763-3333.

### Galveston Island Transit

For those who require alternative methods of transportation, UTMB and the City of Galveston provide free transit service on the island. Schedule information can be found at <http://www.islandtransit.net/main.htm>. This link has more details: <http://intranet.utmb.edu/transit/>.

### Metropolitan Transit Authority of Harris County (METRO)

For those without vehicles or who choose not to drive, Harris County has the Metropolitan Transit Authority of Harris County (METRO), which serves Houston and Harris County. Link to <http://www.ridemetro.org/> for information about types of transportation, routes and other services.

### Park & Ride service from Mall of the Mainland to UTMB

Residents north of the island who work in Galveston can shorten their commutes by using the Park & Ride service from Mall of the Mainland to the island and back. The service provides morning, midday and afternoon service to several stops, including:

- UTMB (8th and Market)
- American National Insurance Company (20th and Market)
- Downtown Galveston (25th Street and The Strand)
- Galveston City Hall (25th and Avenue H)
- Island Transit Transfer Stop (Broadway and 53rd Street)
- Mall of the Mainland

The mall Park & Ride lot is located in a designated area of 200 spaces near the Sears department store at the northwest corner of the mall. The fare is \$2 per passenger, one way. Passengers are allowed free transfers to Galveston's Island Transit fixed-route system and Connect Transit's Texas City fixed route system. Link to the schedule at: <http://www.islandtransit.net/newparkandrideservice.htm>

### Vanpools and Carpools on the Mainland

While a car is essential for getting around the Houston/Galveston region, other transportation services are available for the convenience of employees working in Galveston. Those include vanpools and carpools departing from and returning to several locations throughout the region. For details, link to <http://www.utmb.edu/commute/default.asp>.

### Parking

Finding a free place to park on or near campus is nearly impossible, although a few spaces may be found on the extreme south and east sides of the university. Employee and student parking on surface lots and garages around campus may be arranged through the UTMB Parking Facilities office, Administration Building 2.206, Route 0118. Hours are Monday through Friday 8 a.m. - 5 p.m. You may contact the office at (409) 772-1581 or on the web at <http://www.utmb.edu/AuxiliaryEnterprises/ParkingFacilities/index.htm>.

If you drive to campus intermittently, the free commuter lot on the east side of Fourth Street (Holiday Drive) near the Seawall has a shuttle van that will deliver you to and from campus. Public parking also is available in the Administration Building Garage (Garage 1) and the Harborside parking structure adjacent to the University Hospital Clinics (Garage 2) at \$1.75 per hour or less, or a total of \$14 per day. Other

## Postdoctoral Scientist Sourcebook

parking and transportation alternatives are detailed on the Parking Facilities web site at: <http://www.utmb.edu/auxiliaryenterprises/ParkingFacilities/index.htm>.

Vehicles parked illegally may be cited by Campus Police and subsequent violations may result in further citations, immobilization (“booting”) of a vehicle, or towing. The UTMB Police Department is located on the first floor of the Administration Building, phone 409-772-1503.

### **Jump-Starts and Lockouts**

The UTMB Police Department strives to provide protection and service in a courteous manner to the faculty, staff, students, patients and visitors of UTMB in conformance with the Regents rules and regulations, UTMB policies and federal, state and local laws and ordinances. The department also implements programs aimed at preserving the assets of UTMB, of which personnel are the most precious. As a result, the police respond to requests for emergency assistance and for safety escorts during hours of darkness. Police are on call 24/7. Contact information: (409) 772-1111 for emergencies, and (409) 772-2691 for non-emergency situations. Information is online at <http://www.utmb.edu/police/>.

## UTMB Research Resources

---

### **Animal Resources Center**

*Mail Route: 0621*

*Phone: 409-772-1275*

*William Masters, DVM, Director*

<http://research.utmb.edu/arc/default.shtm>

The University of Texas Medical Branch, Galveston Animal Resources Center (ARC) is responsible for providing care to all vertebrate animals on campus. The ARC's program is reviewed semi-annually by the Institutional Animal Care and Use Committee, and has been accredited by Association for the Assessment and Accreditation of Laboratory Animal Care International (AAALAC) since 1995. The ARC provides a comprehensive program of veterinary care, animal husbandry, technical advice and assistance and facilities to advance research on the UTMB campus. The ARC is comprised of eight campus facilities with approximately 108,000 square feet of assignable space. Housing and care is provided for all common research species from amphibians and rodents to primates, sheep and swine. Biocontainment housing is available up to ABSL 4. The ARC is fully accredited by the AAALAC, PHS assured and USDA approved. UTMB complies with all applicable provisions of the U.S. Department of Agriculture, Animal Welfare Act and Public Health Service or other federal statutes and regulations relating to animals. The animal care and use program at UTMB conducts activities involving animals in accordance with the Guide for the Care and Use of Laboratory Animals.

### **Institutional Animal Care and Use Committee**

*4.500 Rebecca Sealy Hospital*

*Mail Route: 0156*

*Phone: 409-266-9427*

*Allan F. Silva, Manager/Compliance Officer*

<http://research.utmb.edu/iacuc/default.shtm>

The Institutional Animal Care and Use Committee (IACUC) comprises scientists, veterinarians, graduate students and lay persons, and is charged with the task of determining the scientific merit of proposed research and overseeing the welfare of the animal subjects.

Animal protocols are the scientific blueprint and legal documentation of how a study will be conducted. Every research project requires a protocol that has been approved by the IACUC. Every investigator is obligated to understand and abide by the laws and regulations that govern the use of animals for research. Although many federal, state and local regulations are involved, the investigator should be familiar with two main sets of regulations. These are the Animal Welfare Act, enforced by the United States Department of Agriculture (USDA), and the Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals, administered by the Office of Laboratory Animal Welfare (OLAW). Many of the USDA regulations are similar to those of the PHS policy.

Both of these regulations require research institutions to establish an IACUC with defined responsibilities. These include reviewing all proposed activities related to the care and use of animals, twice yearly review of the institution's program for animal care, and twice yearly review of all animal facilities and animal research areas.

Federal policy directs the IACUC to evaluate research proposals by investigators to ensure that the number of experimental animals is appropriate, non-animal alternatives are used if possible, any pain or distress is minimized, use of animals has been justified, activities do not unnecessarily duplicate previous efforts, personnel are appropriately qualified and animal activities are in accord with the USDA regulations and PHS policy.

## Postdoctoral Scientist Sourcebook

### **Post Approval Monitoring (PAM)**

*4.400 Rebecca Sealy Hospital*

*Mail Route: 0156*

*Voice: 409-266-9489 or 266-9444*

*Laurie Sower, Director, UTMB Research Lab Operations and Support*

<http://research.utmb.edu/Comp-PAM/default.shtm>

Use of animals in research has become a sensitive issue in recent years. The US Department of Agriculture (USDA) and the Office of Laboratory Animal Welfare (OLAW) enforce the Animal Welfare Act and the Public Health Service Policy on Humane Care and Use of Laboratory Animals respectively to ensure the humane care and use of animals in research, testing and training. As the number of regulations increases and evolves continually, UTMB has taken a proactive approach toward compliance. The Post Approval Monitoring (PAM) Program provides assurance to regulatory agencies, UTMB and the community that animal experiments are performed humanely and in accordance with approved IACUC protocols and serves as a conduit between laboratory staff and the Institutional Animal Care and Use Committee (IACUC) and Animal Resource Center (ARC). The PAM staff teaches a postdoctoral certificate course in the graduate school, CTPS 6107, Animal Research Tools and IACUC Protocol Essentials.

### **Center for Technology Development**

*3.200 Medical Research Building*

*Mail Route; 0663*

*Phone: 409-772-0374*

*Jason C. Abair, JD, Assistant Vice President*

<http://www.utmb.edu/techdev/>

The Center for Technology Development (CTD) is charged with the management of the University of Texas Medical Branch's intellectual property assets, while promoting and encouraging scientific research. Business services include:

- Intellectual Property Management
- Marketing and Licensing of University Intellectual Property
- Sponsored Research Agreements with Industry
- Commercialization
- Business Development and Collaboration
- Training and Workshops

### **Office of Health Policy and Legislative Affairs**

*5.118 Administration Building*

*Mail Route: 0103*

*Phone: 409-772-5033*

*Ben G. Raimer, MD, Senior Vice President*

<http://www.utmb.edu/hpla/>

The Office of Health Policy and Legislative Affairs advances the education and research mission of UTMB by strengthening research, innovation, decision-making and relationships in all matters related to health policy. The team works to further the university's knowledge and communication on health policy issues – including workforce, access, reimbursement, reform and community engagement – through data management, research decision-support and leadership. The office works to advance innovative models to improve access to health care that are effective in improving health and are cost efficient.

## Postdoctoral Scientist Sourcebook

### **Office of Research Subject Protections: Institutional Review Board**

4.500 Rebecca Sealy Hospital

Mail Route: 0158

Phone: 409-266-9475

Richard Rupp, M.D., Director

April Vanderslice, CIP, IRB Manager

<http://research.utmb.edu/irb/default.shtm>

UTMB is committed to protecting the rights and well-being of human subjects who choose to participate in biomedical or socio-behavioral research. As such, the university has an organized and systematic program in place for the protection of research subjects that includes a commitment to the principles and guidelines for protecting research subjects contained in the Belmont Report: respect for persons, beneficence, and justice. With respect to the Belmont principles, UTMB ensures that:

- The sum of the benefits to the research subject and the importance of the knowledge to be gained so outweigh the risks to the subjects as to warrant a decision to allow the subject to accept these risks.
- Legally effective informed consent is obtained, unless the requirements for waiver of informed consent are met by adequate and appropriate methods in accordance with the provisions of applicable regulations.
- The selection of subjects is equitable and is representative of the group that will benefit from the research.

The Institutional Review Board (IRB) includes scientists, ethicists and lay persons, and is charged with the task of determining the scientific merit of the proposed research and ensuring the welfare of the human subjects. Every investigator is obligated to understand and abide by the principles and regulations that govern the human subjects research.

### **Office of Sponsored Programs – Pre-award and Development**

4.400 Rebecca Sealy Hospital

Mail Route: 0156

Phone: 409-266-9400

Toni D'Agostino, Director, Pre-award and Development

<http://research.utmb.edu/AskForFunding/default.shtm>

The Office of Sponsored Programs Pre-award and Development provides support to UTMB staff and faculty who are seeking external funding for sponsored projects. OSP assists with the acquisition, maintenance and reporting of grant and contract funding for UTMB research, education and training. Assistance is provided to principal investigators, administrators and administrative staff in such areas as:

- Institutional oversight and administration of sponsored programs
- Training and development
- Management of regulatory compliance
- Research administration reporting and information systems

### **Office of Sponsored Programs – Finance and Post-award**

4.400 Rebecca Sealy Hospital

Mail Route: 0156

Phone: 409-266-9443

John States, Assistant VP, OSP – Finance and Post-award

<http://research.utmb.edu/SpendFunding/default.shtm>

Office of Sponsored Programs Finance and Post-award provides support to UTMB staff and faculty who are working with external funding for sponsored projects. Assistance is provided to principal investigators, administrators and administrative staff in such areas as:

## Postdoctoral Scientist Sourcebook

- Serving as the official UTMB representative in deliberation with funding organizations to meet their financial and administrative requirements
- Establishing, updating, and closing-out account numbers and budgets for grants and contracts
- Providing advice and problem resolution services to Principal Investigators, administrators and administrative staff regarding the post-award administration of grants and contracts, and acting as a liaison between Principal Investigators and UTMB support offices
- Developing, approving, and obtaining signature on subcontract documents as necessary to perform grant and contract scopes of work
- Providing oversight for cash management of all grants and contracts, including the preparation of billings, financial reports, and letters-of-credit, and the deposit of all grant and contract payments.

### Research Listserv

A listserv is an email group communication system for simultaneous, user-directed discussions. The UTMB Research Listserv is a communication link among UTMB researchers across campus who otherwise would not have the opportunity to discover all the materials and intellectual resources available right here.

- The listserv utilizes the Research Services' "keyword" database to create user groups and provides investigators with common interests a fast, convenient and dynamic forum for discussion, as well as a means for networking and collaboration. It is a powerful way to link all basic and clinical researchers for a united research effort at UTMB.
- The UTMB Research Listserv is unique in that everyone in the UTMB research community may enter their information and be included in the database. Individuals wishing to send a query may select keywords to identify who receives their message. E-mail requests sent via the Research Listserv can be sent to UTMB investigators by specific department or center, program user status, or common research interests. All replies to email queries are sent to the originator, rather than everyone in the listserv.
- The Research Listserv represents a powerful tool for UTMB investigators to find colleagues for joint projects, obtain assistance in establishing new techniques in their laboratories or find specific equipment for their studies. Also, it can be used to announce seminars, disseminate grant information and announce open positions in the laboratory. These are merely examples of the many types of possible uses for the listserv.
- The UTMB Research Listserv was created and developed by Bruce Luxon, funded by a 1998 President's Cabinet Award to the Sealy Center for Structural Biology, the Graduate School of Biomedical Sciences, and the former Office of the Vice President for Research. It is maintained by [Dennis Obukowicz](#) and [Linda Crumpler](#).
- To sign up for the listserv, link to: <http://research.utmb.edu/starline/listserv.htm> and select "Add/Update your Listserv Entry." Enter your name and UTMB email address, and follow the prompts. Click "submit" when you are finished. In a few days, your account will be activated and you should begin receiving Research Listserv emails.

### Core Research Facilities

*Research Services*

*Mail Route: 0130*

*Phone: 409-772-0762*

*William G. New, Associate Dean, Research Administration*

<http://www.utmb.edu/core/>

UTMB has a variety of core research laboratories and other facilities supporting the research enterprise.

The resources and brief descriptions are available at this link:

<http://research.utmb.edu/Support/corefacilities.shtm>

## Academic Resources

---

### Academic Resources

*Moody Medical Library*

*Mail Route: 1035*

*Phone: 409-772-2372*

*Brett Kirkpatrick, Associate Vice President, Academic Resources & Director, Libraries*

<http://ar.utmb.edu/ar/ARHome/tabid/516/Default.aspx>

The mission of Academic Resources is to create access to scholarly information and develop innovative knowledge management services and products that support and enhance learning, teaching, research, patient care and public service activities of UTMB and the community it serves. These services are provided through the following (links provided):

- [Academic Computing](#)
- [Academic Technology Center](#)
- [Classroom Services](#)
- [Graphics Services](#)
- [Moody Medical Library](#)
- [Online Testing Center](#)
- [Photography](#)
- [Printing Services](#)
- [Quick Copy](#)

### Computer Support Information Services

*4.102 Administration Building*

*Mail Route: 0113*

*Phone: 409-772-3810*

*Help Desk: 409-772-5200; email: [ishelp@utmb.edu](mailto:ishelp@utmb.edu)*

*Ralph Farr, Chief Information Officer*

<http://www.utmb.edu/is/>

Information Services aligns information technology resources to meet the challenges presented by UTMB's changing needs, while continuing to support existing customers. The department focuses on the following areas:

- Enhance customer relations with other key information technology areas on campus
- Improve the telecommunications infrastructure through upgrades and enhancements to voice, video, and data networks.
- Respond to security requirements
- Improve decision support abilities to assist with: market analysis, trending, reporting, forecasting, and the "what ifs"
- Consolidate operational functions to improve system availability

Information Services provides solutions for a variety of technological needs at UTMB.

Everything from desktop telephone service to web hosting can be found in this venue. At this one-stop shop, users can meet all their cellular service, pager, wireless computing devices, long distance and teleconference calling needs. They also can investigate personal computer acquisitions, learn about UTMB's desktop standards, order computing equipment, and pursue a host of other options.

- Equipment
- Assistance
- Access Mgmt.
- Xerox Technology

## Postdoctoral Scientist Sourcebook

### **Email Accounts**

After they are hired and before they arrive on campus, new employees complete paperwork that initiates the process of setting up email accounts. Each department has an administrator, known by IS as the “trusted requester,” who authorizes email, ID badges, office keys, and the like.

### **Computer Laboratories**

Moody Medical Library has a large number of computer workstations.

### **Computer-Based Training (CBT)**

UTMB offers a variety of computer- and web-based training modules. For web-based training required by the university’s compliance standards, log in at: <http://training.utmb.edu/>

### **Developmental Support for Web-based Curriculum**

The Moody Medical Library's Academic Technology Center supports the development of multimedia instructional material for a web-based educational environment. This is accomplished by providing consultation, training and production services and by providing ready access to development tools and equipment. For details, link to:

<http://ar.utmb.edu/ar/Library/AcademicTechnologyCenter/tabid/457/Default.aspx>.

### **File Sharing and Storage via iSpace**

iSpace (<https://ispace.utmb.edu/xythoswfs/webview/xythoslogin.action>) is a collaborative resource for file storage and sharing for students, faculty, and staff at UTMB. You can use iSpace to store copies of important documents such as notes, assignments, research papers, e-learning materials, graphics, joint projects, etc. and have these files available anywhere you have an Internet connection and a Web browser. This resource is offered to help students, faculty, and staff conduct university-related business.

iSpace accounts are available only to students, faculty and staff. As an account owner, you may assign access privileges to others. You are responsible for the integrity and availability of your data files. Always keep backup copies of your data on additional media, such as a local hard drive, CD-ROM, flash drive, etc. Your iSpace account expires and hence is inaccessible once your official affiliation with the university ends. Before leaving the university, copy your data to other media. iSpace is licensed to UTMB; for the integrity of the system and to comply with state and federal mandates, policy and practice standards govern its use.

Online training to use the service can be obtained by linking to:

<http://www.utmb.edu/is/ispace/>.

### **Moody Medical Library**

*Moody Medical Library Building*

*Mail Route: 1035*

*Phone: 409-772-2372*

*Brett Kirkpatrick, Director*

<http://library.utmb.edu/>

Housed in a modern five-story building and centrally located on the UTMB campus, the Moody Medical Library (MML) is the oldest medical library in Texas and one of the largest medical research libraries in the Southwest. The library staff is committed to the advancement of education, research, patient care and public service programs of the university by obtaining, applying and disseminating biomedical information and the tools for its management and use.

## Postdoctoral Scientist Sourcebook

The library is implementing electronic networks and information technologies to achieve a high technology vision of the 21<sup>st</sup> Century academic medical library.

The MML occupies 50,519 square feet, has a seating capacity of 579, and offers 80 public computer workstations. The eight library faculty and 44 support staff allow the library to be open 97 hours per week. The library provides access to extensive collections including subscriptions to 43,526 journals, 246 databases, 550 linear feet of manuscripts and archival material and acquires approximately 2,000 monographs each year. Of the total number of journal subscriptions, approximately 43,254 are available in online format. Additional resources include 49,795 electronic books. Access to electronic resources from a non-UTMB connection is facilitated by a proxy server. During the 2007-2008 academic year, the UTMB Library housed 262,699 print volumes. The library has multiple resource sharing agreements with other libraries and commercial vendors to supply information that is not available within the library's own collections. Services and resources include (links provided):

- |  |   |
|--|---|
| <input type="checkbox"/> <a href="#">Alerting services</a>   | <input type="checkbox"/> <a href="#">Literature searches</a>        |
| <input type="checkbox"/> <a href="#">Borrow materials</a>    | <input type="checkbox"/> <a href="#">Our Journals</a>               |
| <input type="checkbox"/> <a href="#">Use other libraries</a> | <input type="checkbox"/> <a href="#">Reference services</a>         |
| <input type="checkbox"/> <a href="#">Computers</a>           | <input type="checkbox"/> <a href="#">Spaces and places</a>          |
| <input type="checkbox"/> <a href="#">Databases</a>           | <input type="checkbox"/> <a href="#">Classes and other services</a> |
| <input type="checkbox"/> <a href="#">Library Catalog</a>     |   |

### Office of Educational Development

2.300 Marvin Graves Building

Mail Route: 0408

Phone: 409-772-2791

Ann Frye, Ph.D., Assistant Dean for Educational Affairs

<http://www.utmb.edu/oed/default.htm>

The Office of Educational Development is a team of professionals with expertise in medical education research and development. The team provides consultation and collaboration with those involved in educating the UTMB community to facilitate development of caring, competent biomedical professionals who are life-long learners. Services include (links provided):

- |  |   |
|--|---|
| <input type="checkbox"/> <a href="#">Curriculum development</a>    | <input type="checkbox"/> <a href="#">Faculty development</a>          |
| <input type="checkbox"/> <a href="#">Evaluation and assessment</a> | <input type="checkbox"/> <a href="#">Standardized patient program</a> |
| <input type="checkbox"/> <a href="#">Educational research</a>      |   |