

Institute for Medical Research, Inc.	Policy on Hiring Personnel	No. 701	
		Effective Date 4/14/09	
		Revision Date 8-21-13	
		Final Approval	Approved by IMR Board of Directors: 4/14/09

Purpose

To establish IMR's policy on hiring personnel through IMR.

Scope

IMR Investigators

Policy

There are times when an Investigator may need to hire staff to support his research work. A written position description is required before an employee can begin working and it is the responsibility of the Investigator to determine a reasonable salary rate, the duties involved and the length of employment for a potential new hire. These determinations are to be based on the Investigators available research funds. The IMR Administrative Staff may advise the Investigator regarding salary rate, determining benefit eligibility and the costs associated with fringe benefits. Fringe benefits expenses include social security and Medicare tax, and additional benefits such as annual leave, holidays, sick leave, health insurance, 403(b) retirement, as appropriate.

Prior to making an offer of employment, the Investigator **must** contact the IMR Administrative Office to begin the pre-employment process. The pre-employment process includes meeting current IMR and Durham VA Medical Center requirements including a security clearance, verification of education and licensures, completion of required medical center training, etc. and may also include the successful completion of a pre-employment medical exam, if appropriate.

At the time of employment, the Investigator must also identify the study funds that are to be utilized for the employee's salary and benefits and the amount of effort to be charged if there are numerous studies. Changes to personnel effort on studies are a normal and expected occurrence but must be communicated to the IMR Administrative Staff **prior** to the change being implemented in order to adjust study budgets, salary agreements, etc as appropriate.