

Institute for Medical Research, Inc.	Policy on Hiring Personnel	No. 701	
		Effective Date 4/14/09	
		Revision Date	
		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 additional staff to support his research work. 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. 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 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.