

**NIST-CNST UM FELLOWSHIP PROGRAM**  
**Institute for Research in Electronics and Applied Physics (IREAP)**  
**University of Maryland**

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# 1. POLICIES AND PROCEDURES

## ***1.1. Employer-employee relationship***

As a fellow in the National Institute for Standards and Technology's Center for Nanoscale Science and Technology-University of Maryland (**CNST-UM**) Cooperative Agreement, you are employed by the Institute for Research in Electronics and Applied Physics (**IREAP**) at the University of Maryland. Your supervisor is **Professor Daniel Lathrop**, the grant's Principal Investigator. Your supervisor will sign off on your Faculty Leave Reports (i.e. "timesheets").

You will also work closely with at least one of the researchers at NIST. This person is named in your offer letter, and will serve as your NIST project leader and primary collaborator. The NIST project leader will guide your research and mentor your development as a scientist. He or she will periodically provide feedback to your supervisor, Professor Lathrop, on how you are contributing to the project and on your professional development.

When your appointment has been approved by the Dean and the Provost here on campus, you will receive a Faculty Agreement form (i.e. a contract) that details your job title, salary, start and end dates of employment, and other terms of your appointment. You will be asked to sign and return this form to **IREAP** by the first day of your employment. Note that the typical term of an appointment is one year, renewable for a second, based on satisfactory performance in contributing to the cooperative research performed at NIST.

## ***1.2. Benefits***

As a **CNST-UM** fellow, you will be eligible for all the benefits available to University employees. This includes medical, dental and life insurance, retirement and 401K plans, tuition remission, annual and sick leave, and all University holidays. You will be required to enroll in medical and retirement plans when you are hired, and you'll then have the opportunity to make changes once a year during the Open Enrollment period (usually mid-November to mid-February). If you marry or divorce or have a baby during the year, contact **Nancy Boone** to get information about how to add or delete a dependent from your insurance plans.

On the first day of your employment, please plan to spend about 2 hours at **IREAP** filling out your payroll and benefits forms. Please bring ID in the form of any of the following:

- U.S. passport (or a valid driver's license + Social Security card)
- Permanent Resident card
- Employment Authorization card
- Foreign passport + I-94 card + DS-2019 form (for J1 visa holders)
- Foreign passport + I-94 card + I-797 form (for H1B visa holders)

If you will be listing a spouse and/or children as dependents on your medical insurance, please also bring a copy of your marriage certificate and the children's birth certificates (and an English translation of these documents, if applicable).

**Getting advice about which insurance/retirement plans to select:** Please contact the University of Maryland Benefits Office at 301-405-5654 (CNST-UM grant administrators are not permitted by the University to advise you on these matters).

**Opting out of Medical Insurance:** If you are covered as a dependent on your spouse's medical insurance plan, or if you have a medical insurance policy through some other source, you may opt out of enrolling in the University's plan. You must provide **Nancy Boone** with a letter from your insurance company detailing the levels of coverage your plan provides.

**Opting out of the Maryland Retirement system:** Unfortunately, this is not an option. If you are employed at the University in a benefits-bearing position, you are required to enroll in one of the retirement plans offered by the State of Maryland. However, if you expect to be employed by the University for less than 5 years, you'll want to select a retirement plan that allows you the most flexibility for transferring or retrieving those funds when you leave, so read the descriptions of each plan carefully and contact the University's Benefits office at 301-405-5654 to ask questions.

**COLA/Merit:** You will be eligible for Cost of Living Adjustments (COLA) and/or merit increases to your salaries whenever the Maryland State Legislature approves such increases. The Legislature usually passes the fiscal budget in April, and any salary increases take effect July 1. You will receive a Faculty Agreement form every year in May or June, detailing your salary and terms of employment for the coming fiscal year (i.e. July 1 to June 30). In years when we are able to give COLA and/or merit pay increases, you will also receive a letter from the University stating what your new salary will be.

### ***1.3. Faculty Leave Reports, Various Kinds of Leave, and Holidays***

You will be required to file a Faculty Leave Report every two weeks. These are available online at <http://ares.umd.edu>. These reports can be accessed as follows:

- Log in using your University Directory ID and password (you'll be able to set these up when you come to **IREAP** to complete your payroll and benefit forms).
- Select "Payroll and Human Services."
- Select "Time Entry/Faculty Leave Reporting."

You only need to record any "leave" that you use. For example, if you take two hours off work for a dental appointment, you would note 2 hours of sick leave for that day. You do not have to record time away at a conference or other work-related event.

You will receive 3 days of **Personal Leave** each year on January 1. Note that Personal Leave days are valid only through December 31 of that year (i.e. they don't accumulate or "roll over" to

the next year). You can use Personal Leave for religious holidays, moving to a new home, parent-teacher meetings at school, etc.

You will earn **Sick Leave** at the rate of about 8.74 hours per month, or 15 days over the course of a year.

You will earn **Annual Leave** at the rate of about 12.92 hours per month (or 22 days over the course of a year). However, please note that when your employment with the University ends, there is no pay-out for unused leave.

The University of Maryland follows a different holiday schedule than the Federal government. You will receive a Holiday schedule in your Faculty Agreement form, and the University holiday schedule is available at <http://uhr.umd.edu/wp-content/uploads/holiday-schedule-14-16v2.pdf>. Since you will be located at NIST, you should follow the Federal government's holiday schedule. However, please note that there are a few University Holidays (notably during the Spring Break and Winter Break) for which you are eligible and may take, if you choose.

As a University of Maryland employee, you are allowed **Parental Leave**, available beginning six months before and up to twelve months after the birth of a newborn or the placement of a child for adoption under the age of six. <http://www.president.umd.edu/policies/docs/II225A.pdf>.

**Overtime:** As a salaried employee, you are not eligible for overtime. However, if you have a period during which you work significantly more than 40 hours a week, you might arrange with your NIST project leader to take a day or two off from working on the project at NIST as "Comp Time" (compensatory time). You **would not** need to record these days off on your Faculty Leave Report.

#### ***1.4. Working from Home (Telecommute)***

Your employer, the University of Maryland does not have an official policy on telecommuting. However, your place of work, NIST, is under federal policies and project leaders might have expectations based on these policies. Telecommuting procedures for fellows will be determined on a case-by-case basis to take into account the fellow, the mentor and UMD. Please contact both your NIST mentor and Dan Lathrop in advance to discuss the situation. Note that individuals on visa may require additional reporting to the Maryland Department of Labor and USCIS.

#### ***1.5. Faculty Activity/OPA Reports, Effort Reports, and Technical Reports***

In February/March of each year, you will be asked to submit a Faculty Activity Report (FAR) and an Outside Professional Activities (OPA) report to the University of Maryland. These are electronic reports, and you will receive instructions for completing the reports in February. For the most part, you will provide a brief description of the research you've done that year and list your publications, presentations, etc. for that calendar year.

You will also be asked to review and sign off on your Effort Report 3 times a year. This is also an electronic report, and you will receive instructions each time they are due.

We are further required to file quarterly technical reports. You will be notified by **Daniel Serrano** when the reports are due. For the most part, you will just need to provide a 1-page report on your research progress and publications for that period.

### ***1.6. Affiliation***

As a researcher on the UM-CNST cooperative agreement, you of course have a dual affiliation. The following is the suggested wording for publications and presentations.

**Dr. ... acknowledges support under the Cooperative Research Agreement between the University of Maryland and the National Institute of Standards and Technology Center for Nanoscale Science and Technology, Award 70NANB10H193, through the University of Maryland.**

Your address line on all publications and abstracts should list both your NIST and UMD affiliations as follows:

<sup>1</sup>**Center for Nanoscale Science and Technology, National Institute of Standards and Technology, Gaithersburg, MD 20899**

<sup>2</sup>**Maryland Nanocenter, University of Maryland, College Park, MD 20742**

### ***1.7. Non-Disclosure Agreements and Proposals***

As a University of Maryland employee, any non-disclosure agreements (NDAs) and proposals must be routed for approval through the University's Office of Research Administration and Advancement. Please contact **Margaret Hess** if you are asked to sign an NDA or a proposal.

### ***1.8. Invention Disclosures and Intellectual Property Rights***

If your research on this project results in any inventions, new computer programs, or other intellectual property, please contact **Margaret Hess**. She will advise you and your NIST colleagues on whom to contact in the University's Office of Research Administration and Advancement. Disclosures should also involve the NIST Technology Partnerships Office.

### ***1.9. Employment Verification Letters***

If you need an employment verification letter (e.g. for a loan, apartment rental, etc.), please contact **Roxanne Defendini** at least 3 days in advance. We can scan and email the letter to you, or you can provide the address to which you want it mailed.

### **1.10. Business Cards**

You can order University of Maryland business cards through **Nancy Boone**. You can order in quantities of 250 or 500 cards. Note that business cards should reference both your University of Maryland title (as stated in your offer letter), and your NIST-CNST title, and should reflect your physical location at NIST (rather than an address at IREAP).

## **2. TRAVEL AND RELOCATION**

### **2.1. Requesting Travel**

Travel authorization is required for **all** travel before travel arrangements are made. Please contact **Roxanne Defendini** for a Travel Request Form. This completed worksheet must be submitted to Roxanne at least 30 days before you travel, and should include details about your proposed trip (e.g., are you an invited guest, how does the trip relate to your work at NIST, etc.). This need not be longer than one page, but should contain sufficient information for approval. . International travel requires a more detailed description; please contact Roxanne Defendini for additional instructions. Note that visa holders traveling outside the U.S. will need more time to make travel arrangements, and will require additional documents. (See “**Traveling outside the U.S. on a J1, H1B, or F1-OPT visa.**”)

### **2.2. Arranging Travel**

Once you receive approval, travel arrangements can be made for you, or you make them on your own, submitting original receipts for reimbursements at the end of your travel. The University will not reimburse for first-class airfare, costs associated to guests traveling with you, alcoholic beverages or unreasonable expenses. If traveling by car, only the amount up to the price of an airline ticket will be reimbursed for mileage

### **2.3. Relocation Expense Reimbursement**

For fellows relocating from greater than 50 miles away, a relocation allotment is stated in your offer letter. Relocation expenses are handled as travel reimbursement, and are subject to state and federal regulation.

**Roxanne Defendini** will send you a Travel Request Worksheet prior to your move.

- Reasonable estimates should be used when completing the form.
- Only expenses related to the Employee will be reimbursed. Costs related to family members will not be reimbursed. This includes plane fares, lodging and meals, receipts not bearing the Employee’s name etc. Certain moving expenses such as meals and

house-hunting trips are taxable and will be included in income and subject to Federal, State and FICA taxes.

- You are required to submit original receipts for all reimbursements.

**Please note:** Fees associated with registering your car, towing fees, parking tickets and/or any moving violation while relocating, penalties for breaking your current lease/rental agreement, lengthy hotel stays, fees incurred for cancelling pre-arranged trips, social/personal engagements, etc. **will not** be reimbursed.

### 3. FOR EMPLOYEES ON VISAS

#### 3.1. Hiring on Visas

If you are not a U.S. citizen, we can hire you on any of the following visas:

**F1-OPT** – This is the Optional Practical Training extension for your F1 (student) visa. You apply for this during your final semester of your doctoral program, and you will be issued an Employment Authorization card that is valid for 12 months. You can begin work any time on or after the start date listed on the Employment Authorization card. You can travel outside the U.S. on your F1 visa, provided your passport is valid. If you graduated with a STEM degree (Science, Technology, Engineering or Mathematics), you might be eligible for an additional 17-month OPT extension – contact **Roxanne Defendini** to discuss this option.

**J1** – This is the visa option for post-docs and researchers who are coming to UMCP/NIST from outside the U.S. J1 visas are renewable for up to a total of 5 years, and we can usually process the paperwork within two to three months. The candidate then makes an appointment at the U.S. embassy to apply for the visa. Please let **Roxanne Defendini** know which embassy you will be going to; we'll check to see what the “estimated wait time” is for visas at that embassy, and will recommend a feasible start date. Note that there can be a significant difference in wait times between embassies in the same country; for example, as of 01/06/15, the wait time for a visa appointment at the embassy in Beijing is 30-37 days, while the wait time at the embassy in Chengdu is 24-31 days, so it's important that we know which embassy you will use.

**H1B** – This is an employment visa, and NIST has to notify us that they want to sponsor a candidate for H1B. There are five steps in the application process, and it takes 4-5 months to process the application, even with the extra Premium Processing fee (which only speeds up the final step in the process). This is true whether we are applying for an initial H1B visa, or transferring your H1B visa from another university, or renewing your existing visa.

**O** – This visa is for “Outstanding” professionals. The application requires proof of the candidate's standing in his/her field of research (articles, awards, and letters of recommendation), so this is primarily a visa for researchers who have established a creditable body of work or are leading experts in a very specialized field.

Unfortunately, we cannot currently hire candidates on **J2 visa** because the Security Office at NIST cannot grant them clearance.

### **3.2. J-1 Orientation**

Orientation for J-1 researchers, short-term scholars, professors, interns and trainees is held every **Thursday** morning from **10:00am - 12:00pm** at the [International Student & Scholar Services](#) here on the University of Maryland campus. Attendance at orientation is required as soon as possible after your arrival at the university (i.e., the first or second week of your employment here).

***Time Saver Tips:** If you choose to attend the J-1 Orientation during your first week of employment, you can opt to fill out your payroll/benefits forms that Thursday, too, and thus save yourself the extra trip to the University.*

You will need to bring your DS-2019 form, your passport, and visa with you to the Orientation session. If you have family members accompanying you on J2 visas, you will need to bring their documents to the Orientation as well. Please note that failure to check in at International Student & Scholar Services within the specified time limits can result in deportation and revoking of your visa.

The Orientation session will cover the immigration regulations associated with your J-1 status, including time limits, health insurance, keeping your SEVIS information current, and travel outside the U.S. We will explain restrictions on your employment, and how to apply for a Social Security number.

If you are coming to us from outside the U.S. and have never obtained a U.S. Social Security card, you will go to the Social Security Administration office in Rockville, MD. (Note that you must be in the US for 10 days before you can apply for the Social Security card.) You'll receive some paperwork at the orientation, and from **Nancy Boone** when you complete your payroll forms, which you will need to take with you when you apply for your Social Security card.

Please note that we cannot submit your medical insurance enrollment forms until you receive a Social Security card, so you'll need to apply for the card as soon as possible.

### **3.3. Traveling outside the U.S. on a J1, H1B, or F1-OPT visa**

**J1 visa** –You will need to come to the University of Maryland to get a “travel signature” on your DS-2019 form at the International Student & Scholar Services, and a travel letter from **Roxanne Defendini**. Please email Roxanne at least 3 days prior to coming to campus so she can prepare the travel letter.



**H1B visa** -- You will need to come to the University of Maryland to pick up your “travel packet” from the International Student & Scholar Services, and get a travel letter from **Roxanne Defendini**. Please email Roxanne at least 3 days prior to coming to campus so she can prepare the travel letter.

**F1-OPT** – Technically, you can travel outside the U.S., but check with **Roxanne Defendini** before you make plans. There are a number of concerns, depending on your country of citizenship, the expiration date on your passport, and (if applicable) how close we might be to submitting an H1B visa application on your behalf.

### **3.4. Maryland Driver’s Licenses**

To apply for or to renew a Maryland Driver’s License, you will need to go to the Motor Vehicles Administration office at 15 Metropolitan Grove Rd. (off Clopper Road), Gaithersburg, MD.

According to the DMV website:

#### **If you are renewing your Maryland license:**

- You will receive a notice from the MVA when it is time to renew your license.
  - Your renewal notice will inform you whether you can renew:
    - Online.
    - By mail.
    - At a MVA self-service kiosk.
    - In person.
- If you are under the age of 40, and eligible\*, you will be *required* to renew online, by mail or at a kiosk. For more details, visit <http://www.mva.maryland.gov/drivers/apply/renewing-your-license-info.htm>.
  - **Online:**
    - To renew online, visit <http://www.mva.maryland.gov/online-services/fast-track.htm> and follow the website instructions.
    - You will be asked to provide:
      - Your MD driver’s license number.
      - Your date of birth.
      - The last 4 digits of your Social Security number (SSN) or your MVA PIN.
      - A credit/debit card or your bank account information to pay the renewal fee.
  - **By mail:**
    - You can renew by mail if you have received a “renew by mail” package (Form DL-179A or DL-179B).
    - Complete the renewal application.
    - Must meet the vision requirements, if you are 40 years old or older.
      - Ask your eye doctor to complete the Vision Certification section of the application.
    - Include a check for your renewal payment.

- **At a kiosk:**
  - To find a nearby kiosk, visit <http://search.dmv.org/dmv/maryland/kiosk-locations>.
  - At the kiosk, follow the instructions on the screen.
  - You will need a check, credit/debit card, or cash to pay the renewal fee
- If you are over 40 or not eligible\*, you have to renew in person. Visit the DMV office and:
  - Bring your current MD driver's license.
  - Prove your SSN, with documents such as your:
    - Social Security card.
    - W-2 form.
    - 1099 form.
  - Have your photo taken.
  - Provide a new signature.
  - Pay the renewal fee.
- If you are under 40 but not a US citizen, you may be required to renew at a DMV office. Follow the instructions above, and also bring updated documents proving your legal residence.
  - \* You are not eligible if:
    - Your social security number cannot be verified; OR
    - Your address is incorrect on the renewal notice; OR
    - Your address has changed; OR
    - A request to correct or update your address has been submitted by you to the MVA since you received your Maryland Mail-In Driver's License Renewal Application; OR
    - You have suspensions, cancellations or revocations; OR
    - You have a tax compliance flag; OR
    - You have a suspension in another state; OR
    - You are a commercial driver; OR
    - You have an alert on your record.

**If you are applying for a license:**

- Visit a DMV office.
- Present your current driver's license OR a certified driving record from your previous state/country.
- Pay the fee (your driver's license will be valid from 5 to 8 years).
- Pass a [vision screening](#).
- Prove your age and identity, with documents such as:
  - Original or certified copy of your birth certificate.
  - Valid U.S. passport.
  - Valid permanent resident card.
- Prove your Social Security number, with documents such as:
  - Your Social Security card.
  - A W-2 or 1099 dated within the last 18 months.
  - A paystub dated within the last 3 months.
- Provide 2 documents to prove you are a Maryland resident, such as a:
  - Utility bill.
  - Bank statement.
  - Mortgage agreement or rental contract.

- NOTE: These items must show your name and address, and each document must be from a different company.

**If you are exchanging your out-of-state license for a Maryland license:**

- Follow the section **If you are applying for a license** (above).
- New Maryland residents must obtain a Maryland Driver's License within 60 days.
- Bring your out-of-state driver's license.
- An Out-of-State license may be valid or expired. If expired for one year or more, you are required to pass a knowledge test and driver's skills test.
- If licensed for less than 18 months, you will be issued a Maryland Provisional License.

**If you are coming to us from outside the U.S., and are applying for a license or exchanging your "Out-of-Country" license:**

Follow these steps provided by the [International Student & Scholar Services](#):

- The process that MVA has set up is a step-by-step process so if one step was missed or not initiated then the final processing cannot be completed. This information is directly from a contact at the MVA with whom the university has developed a relationship.
- Either request the Online SAVE Verification or visit the MVA. Please do not do both.
- **STEP I:** Complete the online [SAVE Verification Request Form](#) (Make sure all contact information is completed and correct).
  - MVA reports that an MVA representative will contact you within two (2) business days with the verification results and information to continue the process. (If you experience any difficulties with the form, or do not receive a response within two (2) business days, you can send an e-mail to the MVA at <mailto:sdecad@marylandmva.com>)
  - If you missed this step this may explain why you received a short-term license.
- **STEP II:** Once an MVA representative has contacted the applicant after confirming SAVE verification and scheduled an appointment for the applicant, the applicant should have all the required documents listed here: **passport with visa, I-94 paper form or printout from online I-94, I-20** with SEVIS number, **letter of ineligibility from Social Security or Social Security card, 2 proofs of residence**, out of State or foreign issued **drivers license, 3-Hour Alcohol & Drug Certificate** if applicable) See <http://www.mva.maryland.gov/Driver-Services/Apply/proof.htm> for complete list of acceptable sources documents (or follow this online guide to determine which documents you will need to bring: <http://license.mva.maryland.gov/CheckList/default.aspx>)
  - ALSO NOTE: Applicant should have everything in order before their visit, or completing the online verification. Once the MVA receives verification, the response is only valid for 30 days. **(If their documents are not in order, or the applicant does not come to the MVA within 30 days of being contacted from the online request, a new SAVE request will be required, which may delay the process)**
- If you do not have your license, you must present a driving record from the country's license issuing authority. The driving record should be accompanied by an Apostille or a letter from the country's Embassy verifying the driving record.
- The Out-of-Country license may be required to be accompanied by an international driver's license or translated into English by an approved MVA translator.

- You must pass a knowledge test and a driving test in a motor vehicle that you must provide.
- If licensed for less than 18 months, you will be issued a Maryland Provisional License.
- If you are from Out-of-Country, and have never held a license, you must obtain a [learner's permit](#).

Note that your license will be tied to your visa -- that is, when your visa expires, so does the license. If NIST wants to extend your appointment, please have your NIST collaborator notify us far enough in advance that we can get your new visa approved and issued BEFORE the old visa expires. This will allow you to renew your license before it expires.

### ***3.5. Additional Information***

The University Human Resources website has a thorough introduction to employee benefits that can be accessed here: <http://uhr.umd.edu/benefits/benefits-at-a-glance/>  
For frequently asked questions, visit <http://uhr.umd.edu/faqs/>  
For more information about Social Security, visit <http://www.ssa.gov/ssnumber/>  
The Internal Revenue Service website is <http://www.irs.gov/>