

Postdoc Remote Worksite Appointment Approval Process Domestic Only

This checklist is provided by the Center for Postdoctoral Affairs in the Health Sciences (CPAHS) for any faculty member in the schools of the health sciences requesting to appoint or reappoint a postdoctoral associate or postdoctoral scholar that will be working primarily in a location outside of Pennsylvania for six months or longer. Due to international employment and taxation laws, postdocs cannot be approved to work remotely outside of the US so this process only applies to domestic requests.

For questions regarding this process or to request approval for a postdoc to work remotely outside of PA who is already under contract, please contact postdoc@hs.pitt.edu for assistance.

AUTHORIZATION PROCESS		
Action	Description	Completed
1. Departmental Approval	Seek approval from department chair, division chief, or center/institute director	
2. Postdoc Consent	Discuss expectations with postdoctoral trainee	
3. Job Description	<p>Draft detailed job description including overall summary, duties and responsibilities, expectations or standards, and opportunities available. <i>Please see attached template for guidance (Addendum 1).</i></p> <p>Submit to postdoc@hs.pitt.edu for approval by director, Center for Postdoctoral Affairs in the Health Sciences and School of Medicine associate dean for postdoctoral affairs.</p>	
ADMINISTRATIVE ACTIONS FOR COMPLIANCE AND SECURITY		
4. Research Compliance	<p>If the faculty member is currently the PI or working on research awards that will be used to fund the postdoc position, the department needs to contact their Office of Research Contracts Officer <i>before</i> the remote work begins to ensure award compliance. http://www.research.pitt.edu/</p> <p>If the faculty member is participating in an Intergovernmental Personnel Agreement (IPA) that will be used to fund the postdoc position, please consult with the Office of Research. Indicate on the Written Work Plan if this is an IPA and what agency it is administered through.</p>	
5. Conflict of Interest	<p>If the remote work involves consulting with an outside company and is <i>not</i> part of a joint agreement, the remote work should be reviewed by the Conflict of Interest office.</p> <p>https://www.coi.pitt.edu/</p>	

6. Data and Hardware Security	<p>Ensure that the postdoc’s computer hardware and software meet the University’s security requirements. More information can be found in the guidelines. Quick links: Computing, Information and Data Policy http://technology.pitt.edu/security/data-classification-matrix</p> <p>Recommend that the postdoc complete the Information Security Awareness Training http://technology.pitt.edu/security/information-security-awareness-training</p> <p>The postdoc should be familiar with the procedures on the disclosures of sensitive information http://technology.pitt.edu/security/disclosure-sensitive-information</p>	
8. Worker’s Compensation	<p>For Postdoctoral Associates, review the Workers’ Compensation website for Non-PA Worker’s Compensation Procedures in the event of a work-related injury. Postdoctoral Scholars are not eligible for Worker’s Compensation. http://www.cfo.pitt.edu/wc/index.html</p>	
9. Request Form	<p>Complete the Postdoc Remote Work Location Request form (see Addendum 2).</p>	
10. Send Documentation for approval to CPAHS	<p>Include 1) the Postdoc Remote Worksite Appointment Approval Process Checklist, 2) the remote worksite job description, and 3) the Postdoc Remote Work Location Request form along with appointment letters and the other required documentation to be pre-approved through the CPAHS on-line process at https://www.postdocport.pitt.edu/</p> <p>An approved/signed Postdoc Remote Work Location Request form will be returned to the department.</p>	
11. Faculty Records/Payroll Notification	<p>When creating a postdoc offer in Talent Center, include 1) the Postdoc Remote Worksite Appointment Approval Process Checklist, 2) the remote worksite job description, and 3) the APPROVED/SIGNED Postdoc Work Location Request form.</p> <p>Faculty Records will extend the postdoc offer and subsequent steps in Pitt Worx will result in Payroll being notified to modify state tax withdrawals accordingly.</p>	

Checklist Completed By: _____

Signature: _____

Date: _____