**Appointment Addendum – House Officer**

**Policies**

Postdoctoral positions at NC State University are temporary appointments for no longer than five (5) cumulative, total years from the effective date of the initial appointment.  Please refer to the following URL for policies that apply to this appointment:  [**NCSU REG10.10.08 - Postdoctoral Scholars**](http://policies.ncsu.edu/regulation/reg-10-10-08).  Your performance, salary, and responsibilities will be reviewed according to established University requirements and departmental / college evaluation criteria.

**Benefits**Retirement:

Postdocs may participate in voluntary retirement programs through the [**UNC Voluntary 403b Program**](http://www.fis.ncsu.edu/hr/benefits/403b.asp) and [**NC Deferred Compensation Plan (457)**](http://www.fis.ncsu.edu/hr/benefits/def_457.asp) provided under Section 457 of the Internal Revenue Code.  See [**NCSU REG10.10.08 - Postdoctoral Scholars**](http://policies.ncsu.edu/regulation/reg-10-10-08), Section 9.1.

**Leave**

For information regarding leave earning types and amount, holiday schedules, eligibility for Family Medical Leave, see [**NCSU REG10.10.08 - Postdoctoral Scholars**](http://policies.ncsu.edu/regulation/reg-10-10-08), Section 9.3.

**Health Insurance**

Postdoctoral Research/Teaching Scholars/Intern/Resident (Post Docs) are eligible for health benefits through the NC State Preferred Care Medical Insurance for Post Docs, which is implemented through NC State’s Student Health Services, unless you choose to waive these benefits on the Post Doc Medical Coverage form (see enclosure).  See [**NCSU REG10.10.08 - Postdoctoral Scholars**](http://policies.ncsu.edu/regulation/reg-10-10-08), Section 9.2.  The Post Doc Group Health Plan and Student Health Service fee will be paid for you while you are a Post Doc.  Health benefits are also available for dependents at your own expense.  If you have any questions about health insurance benefits, please call Hill, Chesson and Associates at (919) 645-0240 or e-mail them at: email@hillchesson.com.  The web site is: [**http://www.hillchesson.com**](http://www.hillchesson.com/).

**Proof of Work Authorization**

As required by Federal law, this offer is contingent upon your presentation of authorized documentation that verifies your identity and your eligibility to work in the U.S.  You will be asked by a representative of your department to complete the form I-9 (Employment Eligibility Verification) no later than your third day of work.  If you are not a U.S. citizen, or U.S. Permanent Resident, your department will work with HR’s International Employment Office to petition for non-immigrant visa status on your behalf for employment at NC State University.

**Funding Contingency**

This position is funded in whole or in part from contract or grant sources, and as such, your employment is contingent upon the continued availability of such funding.

**Licensure**

The position is contingent on successfully applying and /or receiving a Faculty Certificate or North Carolina Veterinary Medical License.  This requires a written exam on the North Carolina Veterinary Practice Act, which will be scheduled shortly after your employment start date.  Additional information on the exam and licensing, as well as the NC Veterinary Practice Act can be found on the North Carolina Veterinary Medical Board website: [**http://www.ncvmb.org/**](http://www.ncvmb.org/).  You are strongly encouraged to review the NC Veterinary Practice Act prior to your employment start date.

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