<u>Cooperative Institute for Marine and Atmospheric Studies</u>
Employee Handbook

### <u>Last Revised</u>
March 2024

TABLE OF CONTENTS

LETTER FROM THE CIMAS DIRECTOR

At the University of Miami's Rosenstiel School of Marine, Atmospheric, and Earth Science, we are very proud of our 45+ year collaboration with the National Oceanic and Atmospheric Administration (NOAA). This collaboration started in 1977 with the founding of the Cooperative Institute for Marine and Atmospheric Studies (CIMAS). CIMAS brings together research resources and personnel of the University of Miami Rosenstiel School with those of NOAA for a Center of Excellence focused on understanding the Earth's oceans and atmosphere within the context of NOAA's mission of Science, Service, and Stewardship. The Rosenstiel School and CIMAS are uniquely positioned at the gateway of tropical meteorology and climatically important oceanographic processes including marine ecosystems. In addition, we are situated in close proximity to NOAA's Atlantic Oceanographic and Meteorological Laboratory (AOML), NOAA's National Hurricane Center (NHC), and NOAA's Southeast Fisheries Science Center (SEFSC). This co-location in terms of scientific and laboratory geography enables scientific progress that underpins NOAA's efforts to save lives and property, and ensure economic opportunity in the face of environmental challenges.

During our 45+ years of collaboration, we have expanded our scientific interactions so that nearly 50% of the workforce embedded in the above NOAA labs are University of Miami employees. We have also expanded our collaboration to include nine partner Universities (FAU, FIT, FIU, FSU, NSU, UF, UPRM, USF, and UVI). All of these collaborations are organized around four CIMAS research themes: Tropical Weather Observations, Analysis, and Prediction, Ocean and Climate Observation, Analysis, and Prediction, Ecosystem Observations, Modeling, Forecasts. and Management, Protection and Restoration of Marine Resources —all of which inform and guide NOAA in meeting its mission. Additional details are provided here.

Finally, we are also very pleased with the expansion of our partnership in undergraduate and graduate education. A large number of Rosenstiel School Master of Professional Science students prepare for their professional career with internships at the NOAA laboratories, which often turn into permanent employment. More recently, we have established CIMAS PhD graduate assistantships which are specifically focused on enhancing research collaborations between scientists working in the NOAA laboratories and University of Miami Rosenstiel School faculty. We have also established the CIMAS-Miami Dade College Internship program, where undergraduate students from MDC are mentored by CIMAS staff for summer internships. All of these educational efforts help NOAA have the best and brightest future workforce, and allow Rosenstiel School faculty to work side-by-side with NOAA scientists to meet their mission.

Dr. Ben Kirtman, CIMAS Director
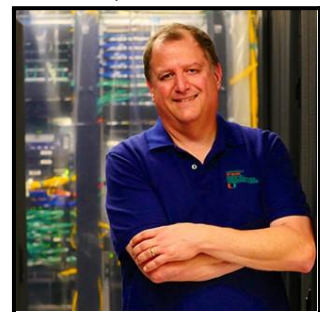
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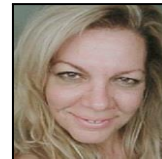
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CIMAS INTERNAL ADVISORY COMMITTEE (CIAC)

Purpose: CIAC was formulated as a committee of CIMAS employees who were both remote and in-person, early-to-late career, and of all levels of employment from multiple divisions at both AOML and SEFSC so that CIMAS employees would 1) be involved in making high-level CIMAS-related decisions, 2) have a clear conduit for expressing questions or concerns, and 3) form initiatives to address those concerns. CIAC is a two-way street - the directorate presents issues to CIAC for our feedback and CIAC members bring CIMAS employee issues to the directorate.

Current Members: See here for a list of current members.

Operations: Meetings are every two weeks, with the CIMAS Director attending some of those meetings. At least one CIMAS Associate Director (usually both) are in attendance. Note that the CIMAS Director is not in attendance to be a direct, involved participant - rather they attend simply to listen and answer questions.

Ways to Reach Out: You can reach out directly to anyone on CIAC with questions or concerns.

CIMAS STAFF AND RESEARCH PERSONNEL

Contact information for all CIMAS Administrative and Research personnel can be found here.

CIMAS RESEARCH THEMES

CIMAS conducts research, supports research and education, and provides outreach services with respect to the scientific topics below. These four "Research Themes" were defined by NOAA in the request for proposals for the NOAA Cooperative Institutes.

- Tropical Weather Observations, Analysis, and Prediction
- Ocean and Climate Observation, Analysis, and Prediction
- Ecosystem Observations, Modeling, Forecasts. and Management
- Protection and Restoration of Marine Resources

See here for detailed information on each theme.

CIMAS TASK ORGANIZATION

Task I provides the administrative structure for CIMAS and includes support for graduate students and limited-term collaborating research scientists from outside of Miami. It also includes NOAA-provided funding for access to research infrastructure (e.g., shiptime, super computing, internet access, etc.) as well as education and outreach. The University contributes to the administrative support of CIMAS in its role as a division in the Rosenstiel School. Task I also provides travel expenses and honoraria for short-term visits by scientists through the active CIMAS Visiting Scientist Program. During a typical year, CIMAS hosts about five scientists for periods of a week to several months. A few visiting scientists have multi-year appointments.

Task II provides support for highly specialized researchers who are employed by CIMAS to complement existing expertise at NOAA and the University in the four CIMAS research themes . The UM employment policy incorporates a well-delineated series of categories that allow for professional advancement in research. All Task II employees are UM employees working off-campus at NOAA facilities.

Task III encompasses the individual research projects of CIMAS funded by NOAA. These provide support for research on CIMAS themes by UM faculty, staff, and students. Support for specific projects is based both upon competitive proposals submitted to NOAA program offices (e.g., Climate Program Office, Weather Program Office, and Center for Sponsored Coastal Ocean Research), solicited proposals requested by NOAA research (e.g., OAR/AOML and NMFS/SEFSC), or operational entities (e.g., NOAA/NWS and NOAA/NESDIS). CIMAS research scientists and faculty at any Partner Institutions (CARICOOS, FAU, FIT, FIU, FSU, NSU, UF, USF, and UVI) in the CIMAS consortium may write either competitive or solicited Task III proposals to NOAA.

INFORMATION FOR CIMAS PERSONNEL

This section outlines many of the terms and conditions of your employment at UM. Additional information is available in UM's [Policy Repository](#) and [Human Resources](#) websites. On these websites, you will find benefits, pay, and other workplace requirements and policies. The information shown in the following sections intends to help CIMAS employees by consolidating information from different sources into a single document. Employees should always consult the official [UM](#) and [AOML](#)/[SEFSC](#) websites and communication channels as they contain the most up-to-date policies and procedures. For this reason, this document links whenever appropriate to the UM or NOAA laboratory websites. If at some point any of these links do not work please contact the CIMAS Directorate.

1. APPLICABLE POLICIES

[Hours Worked, Overtime and Related Provisions](#) (Last revised 06/2022).
[Vacation Time](#) (Last revised 06/2022).
[Sick Time](#) (Last revised 05/2023).
[Holiday Pay and Floating Holidays](#) (Last revised 10/2021).
[Personal Leave](#) (Last revised 05/2023).
[Temporary Employment Policy](#) (Last revised 05/2023).
[Employment Separations](#) (Last reviewed 02/2022).

2. EMPLOYMENT STATUS

Exempt Employees: CIMAS employees who are considered "exempt employees" are those in the following job categories: Research Associate (RA), Senior Research Associate (SRA), Scientist, and Post-Doctoral Associate. These employees are deemed as such as they qualify for an "exemption" under the Fair Labor Standards Act (FLSA). In turn, they are paid on a salary basis regardless of the number of hours worked (i.e., no timesheets required). CIMAS has both full-time and part-time exempt employees.

- Full-Time means those individuals that are employed with the University (1) 100% of the University's defined work week for the position held, and (2) on a continuing basis for nine months or more each calendar year. They receive full benefits, but employees on a contract for less than 12 months do not accrue vacation time. Note that this definition does not include full-time employees employed with the University for a temporary or durational period of time.
- Part-Time means those individuals that are employed with the University (1) 50% of the University's defined work week for the position held, and (2) on a continuing basis for nine months or more each calendar year. If you are employed ≥50% but <100% of the time on a continuing basis, partial benefits apply. But, if you are employed <50% of the time on a continuing basis, benefits do not apply. Note that this definition does not include part-time employees employed with the University for a temporary or durational period of time.

Non-Exempt Employees: CIMAS employees who are considered "non-exempt employees" are those who are temporary employees and students. These employees are governed by the Fair Labor Standards Act (FLSA) and are entitled to overtime pay for all hours worked in excess of 40 hours per work week. In turn, they are paid on an hourly basis for all hours worked (i.e., timesheets required). Note that temporary employees are ineligible for paid time off or participation in many of the University's benefit plans. For more details, see the [Temporary Employment Policy](#).

3. SUPERVISOR VS NOAA ADVISOR

Supervisor: Your official supervisor is the CIMAS Director (a UM employee), who will be the *only* person in charge of all UM/CIMAS employees, and is the *only* person authorized to ultimately

approve promotions, raises, remote work (in agreement with your NOAA Advisor), travel, and provide directives from UM's HR.

Advisor: Your official advisor is your NOAA Advisor (a federal employee), who will be your guide in the lab and with whom you will arrange and plan your work and responsibilities.

4. WORKING HOURS

Full-time (exempt and non-exempt) employees are expected to work 8 hours a day with an unpaid 30 minute lunch break included (i.e., 7.5 hours of work per day - hourly per rate based on 7.5 hours). Those working at AOML/SEFSC should conform to AOML/SEFSC business hours or to a schedule that is worked out in agreement with the NOAA Advisor. In some cases, CIMAS employees are supported with funds from two or more project sources and therefore may have more than one NOAA Advisor. In such cases, working hours must be proportional to the level of salary support provided. When more than one NOAA Advisor is involved, it is the responsibility of the CIMAS employee to work out a suitable working schedule with the NOAA Advisors and to keep the NOAA Advisors informed of any changes in the employee's working schedule.

5. PAYROLL

All salary payments are made through direct deposit to a checking or savings account designated by the employee in [Workday](#). Payment is deposited on the last business day of each month for exempt employees (i.e., full-time and part-time employees) and bi-weekly for non-exempt employees (i.e., temporary employees).

In Workday, you can (a) update your tax withholding (W-4 form), (b) access your Payslips, and (c) view your tax documents (W-2 form).

> (a) Workday → Menu → Pay → Withholding Elections → Update
> (b) Workday → Menu → Pay → Payslips and/or select desired Pay Period
> (c) Workday → Menu → Pay → My Tax Documents

Your payslip contains information such as pre-tax deductions (e.g., health insurance premium, retirement deposit), federal and state taxes, other pertinent deductions, and time off accumulated/earned (e.g., vacation and sick time, if applicable).

If you are a remote employee who lives outside of Florida, you might have additional taxes taken out of your paycheck. For example, since there is no income tax in Florida, if you live and work in a state that *does* have state income taxes, those will be taken out of your paycheck. **Be sure to confirm this as well as any other deductions that your state requires (e.g., New York State requires deductions for both short term disability as well as paid parental leave).**

See pay schedules [here](#).

Contact the [UM Payroll Office](#) for more information about taxes, deductions, and general payroll questions: umpayroll@miami.edu | 305-284-3004

6. SALARY SETTING

CIMAS must follow the University of Miami Career and Compensation Program, please visit [miami.edu/compensation](#) for more information and contact the CIMAS Office Manager (Nathalia Bahamon) with any questions.

7. SALARY INCREASES

There are 3 types of salary increases: **University Merit Pool**, **Out-of-Cycle Increases**, and **Promotions**.

- **University Merit Pool** increases normally are implemented at the beginning of the University Fiscal Year (June 1st) and are seen in your June paycheck (Bi-weekly staff: mid-June | Monthly Staff: June 30). These salary increases are limited to a University "raise pool' and are allocated by the CIMAS Director on a discretionary basis. See "INTERNAL PROCESS FOR THE UNIVERSITY MERIT POOL AT ROSENSTIEL" below for more information.
- **Out-of-Cycle Increases** are possible at any time (as long as the increase is kept within the current position's pay band) and require justification on the basis of adoption of new responsibilities. These can occur once per UM's fiscal year (i.e., June 1 - May 31) with a maximum salary increase of 7%. Note that the increase is on a case-by-case basis. Information and questions regarding a position's pay band can be directed to the CIMAS Office Manager (e.g., Nathalia Bahamon).
- **Promotions** are possible at any time and require justification on the basis of adoption of new responsibilities. The employee should also meet the requirements of the new position (i.e., experience and degree; see "EMPLOYMENT STATUS AND CLASSIFICATION"). A promotion can have a maximum salary increase of 10%. Note that the increase is on a case-by-case basis.

The request for an **Out-of-Cycle Increase** or **Promotion** should be based on meeting/exceeding project goals, and for both types of salary increase the process can be initiated by email (addressed to the CIMAS Director) from either the CIMAS employee or their advisor. When requesting an **Out-of-Cycle Increase** or **Promotion**, please include a list of new responsibilities and an updated CV. Associate Directors can assist CIMAS employees in this process, but the request must go to the CIMAS Director who has the sole responsibility to evaluate its merit. Employees will be notified by the Rosenstiel Human Resources representative with a confirmation of their salary increase.

For raises tied to the **University Merit Pool**, a Workday notification will alert eligible staff to view their adjusted compensation rates in the system (Bi-weekly staff: mid-June | Monthly Staff: June 30). This will be the *only* notification employees will receive regarding their salary adjustment. If you require additional information regarding your salary adjustment, please speak with the CIMAS Director.

8. INTERNAL PROCESS FOR THE UNIVERSITY MERIT POOL AT ROSENSTIEL

There is no cost of living increase at UM. Annual merit salary increases are awarded on the basis of a common "raise pool" that applies to the entire school and collectively to all classes of employees (i.e., academic faculty, research faculty, research staff, and administrative staff). The raise pool equates to an average percentage salary increase for the entire UM. The percentage assigned to the raise pool is determined by the University administration and is generally uniform across Schools and units in the University. In practice, at Rosenstiel during recent years, salary increases have been treated as merit-based. That is, individual employee raises are not equal to the UM raise pool but each unit must raise the salaries so that the average salary raise of the unit is equal to the raise pool. The University administration generally starts developing its salary raise strategy in mid to late March. There is no way to anticipate what the pool will be each year.

The Rosenstiel Dean initiates a series of one-on-one meetings with Division Chairs and Department Heads for the purpose of allocating the raise pool. Each University unit (including CIMAS) is allocated a raise pool that is the same percentage as the School raise pool (the source of the funds that support the employee – i.e., federal grants, University general funds, and/or foundation money – has no relevance in assigning salary levels).

The unit head (e.g., CIMAS Director) develops a proposal of raises for each individual in its unit. The CIMAS Director will carry out the final evaluation of salary increases, with assistance from the Associate Directors. Thus, it is important that the CIMAS director has sufficient data about the persons in their unit to enable the presentation of a persuasive case to the Dean. This data is collected each year using the University's performance management program, TALK for Success. TALK, which stands for transform, align, listen, and know, is the framework that employees and managers use during their performance conversations. Detailed information about the University's performance management program, including additional resources and optional training sessions can be found here.

9. BENEFITS

The best resource to see all benefits and dates is the UM Welcome Booklet (look for the "Benefits Enrollment Dates & Deadlines" section) and the very detailed benefits summary, updated each year. Choose your benefits carefully, since you will only have the opportunity to change them once a year during "Open Enrollment" (see below for more details). However, it is possible to change your benefits during Qualifying Status Change Events (e.g., marriage, divorce, birth, change of employment status, etc.). Please visit the Human Resources website for additional information regarding UM employee benefits.

Open Enrollment is the annual opportunity for faculty and staff to make changes to medical, dental, flexible spending, disability, legal, and voluntary accidental death and dismemberment benefits. Open Enrollment occurs each year in October. During this time, all faculty and staff are required to log into Workday to make their benefits elections. The effective date for Open Enrollment benefit changes is January 1st of the following year.

Benefits Summary

	Benefit	Eligibility/Effective Date	Enrollment Deadlines
Health Insurance	Medical/Dental/Vision	start date	enroll in Workday within 15 days from start date; changes may only be made during annual Open Enrollment or due to Qualifying Status Change
	Flexible Spending Accounts	1st of the month following start date	
Financial Security	Group Life Insurance	start date	automatically enrolled - designate beneficiaries in Workday
	Group AD&D	start date	automatically enrolled - designate beneficiaries in Workday
	Voluntary Excess Life Insurance	start date	enroll in Workday within 30 days from start date for guaranteed issue amount; if you miss the deadline, medical evidence of insurability will be required by insurance company

	Voluntary AD&D	start date	enroll in Workday within 30 days from start date or during Open Enrollment
	Long-Term Care Insurance	start date or at any time thereafter	enroll in Workday within 30 days from start date for guaranteed issue amount; if you miss the deadline, medical evidence of insurability will be required by insurance company
	MetLaw Legal Plan	1st of month following start date	enroll in Workday within 15 days from start date; changes may only be made during Open Enrollment
	One Month Pay Death Benefit	start date	automatically enrolled - designate beneficiaries in Workday
Retirement	Voluntary Retirement Savings Plan 403(B)	start date	enroll today at netbenefits.com/um
	Retirement Savings	after 1 year of employment	automatically enrolled
Disability	Short-Term Disability	1st of month following date of hire	enroll in Workday within 15 days from start date; changes may only be made during annual Open Enrollment
	Long-Term Disability	start date	automatically enrolled
	Salary Continuation Plan	start date	automatically enrolled
Additional Benefits	Tuition Remission	see below for details	see below for more details
	Paid Parental Leave	start date	automatically applicable
	Faculty and Staff Assistance Program (FSAP)	start date	automatically enrolled
	Employee Discount Program	start date	automatically applicable
	University Credit Union	start date	automatically applicable

Pertinent Details on Specific Benefits

Health Insurance: Full-time CIMAS employees are eligible for health insurance through UM, and, since they are considered as staff, are eligible for medical, vision, and dental benefits as of their start date. Enrollment must be completed within the first 15 working days via Workday. Part-time employees who work at least at 50% effort (20 hours/week or more) are entitled to prorated health insurance. Please contact HR for more detailed information.

Retirement Account: The University offers a 403(b) Retirement Savings Plan (RSP), providing a 5% core contribution (vested after 3 years of service) and up to 5% matching contribution (vested immediately). You become eligible to receive core and matching contributions after you complete one year of service and complete 1,000 hours (i.e., 125 working days or 25 working weeks) during the 12-month period immediately following your date of hire. This benefit is offered through Fidelity or TIAA-CREF. Note that you can open the account as soon as your start date to begin making your

own voluntary contributions (all contributions are pre-tax, and voluntary contributions can be changed any time).

Tuition Remission

- Eligibility
    - Full-time benefits-eligible employees are eligible for 100% tuition remission for six credits (two courses) per semester, up to 15 credits per calendar year. New employees are eligible for the benefit for the first semester following their first 90 days of employment.
    - Part-time benefits-eligible employees receive the same amount of credits as full-time benefits-eligible employees, however the benefit is prorated based on their work status effort (full-time/part-time) in the system.
    - Employees classified as temporary, temporary intermittent, faculty-intermittent (seasonal), casual, per diem, or student are not eligible for any employee tuition remission benefits.
    - Legal spouses and dependent children are eligible for tuition remission based on the length of time the employee has been employed and the status of their employment at the University. See the tuition remission website (above link) for more details.
    - Employees and dependents must meet the admissions requirements set forth by the University, to include grade point average and SAT requirements. An employee and/or dependent will not be admitted solely on the basis of employment.
- CAUTION: The University manages its tuition remission plan in accordance with Internal Revenue Service (IRS) regulations.
    - Tuition remission benefits at the *undergraduate* level *are not* taxable.
    - Tuition remission benefits at the *graduate* level *are* subject to Federal Income and Social Security withholding taxes (as if you were paid the cost of your courses). Employees enrolled in graduate level courses will be exempt from taxation for the first $5,250 of graduate tuition remission per calendar year. The value of graduate tuition remission received by employees *over* $5,250 per calendar year is taxable income to the employee. Employees will be taxed on all graduate tuition remission received by dependents.
        - **A Graduate Tuition Remission Taxation Form must be filled out for the calendar year that you, your spouse, and/or dependent will be taking graduate courses. The value of graduate tuition remission received by employees over $5,250 and/or dependents will be allocated over the employee's remaining pay periods in the calendar year.**
- CAUTION: Employees who do not successfully complete a course (drop or fail) will be responsible for all, or a portion, of the tuition cost for the course (see Tuition Drop/Withdrawal Credit Schedule).

Medical Leave of Absence and Short-Term Disability:

For information on UM's medical leave of absence and short-term disability policies, see the below links:
UM short term disability policy
UM medical leave of absence and short term disability detailed presentation

Employment Separations: Information on how separations affect your benefits can be found here.

Parental Leave

There are a number of moving parts with parental leave. This section will cover FMLA, UM's paid parental leave benefit, eligibility/process for using Short Term Disability, process for supplementing your time with sick/vacation/floating holiday days to "make yourself whole", and state-specific details.

First and foremost, when you are comfortable sharing that you are expecting, contact Nathalia to see who you should reach out to at UM regarding Parental Leave. That person will be your Parental Leave Coordinator who will help guide you through this process. It is recommended that you start this process at least 60 days in advance of your anticipated leave given deadlines and processing times for various forms.

- **FMLA**
  - The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with unpaid, job-protected leave for specified family and medical reasons.
  - As the leave is unpaid, employees are required to use any accrued time off (sick/vacation/floating holidays) to compensate them during their leave. An employee cannot elect an unpaid leave if they have accrued time off available.
  - For more details on the policy and eligibility requirements, see here.
  - You will need to fill out the FMLA Request for Leave of Absence Form and submit the form through Workday or directly to your designated leave coordinator.
  - Employees should refer to UM's Family and Medical Leave policy for more information.

- **UM's Paid Parental Leave Benefit**
  - Benefit
    - UM provides up to two weeks of paid parental leave (based on a 37.5/40 h work week) following the birth or adoption of a child.
  - Eligibility
    - Full-time and part-time (FTE of 50% and above) staff who are the primary caregiver to a newborn or adopted child *and* are on an approved medical leave of absence are eligible for this benefit.
  - FAQs: see here.

- **Short Term Disability (STD) related to parental leave**
  - If you are the birthing person and are enrolled in UM's STD benefit, you may be eligible for STD payments.
  - For more information on plan details, cost of coverage, and claims information, see here and here.

- **Supplementing to "Make Yourself Whole"**
  - You are required to use your time off balances to be paid while on FMLA. This means you must submit your time off via Workday.
  - Your UM Parental Leave Coordinator can let you know how much time off you should input based on your specific case. Reach out to them to confirm what you should be inputting into Workday.

- **State-Specific Details**
  - Depending on where you work, you might qualify for additional Parental Leave benefits!
  - Thus, be sure to check and confirm whether your state has their own Parental Leave benefits and whether there are associated tax deductions that your state requires (e.g., New York State requires deductions for both short term disability as well as paid parental leave).

ULearn and Commerce Learning Center

There are a variety of online training resources, such as **LinkedIn Learning**, that can be accessed through the **ULearn** platform.

Once logged into ULearn, go to "Browse for Training" to search the topic of interest. However, do not stop here if you do not find what you are looking for. Most of the online courses are provided by Linkedin Learning and may not appear among the search results in ULearn. Access any course or just directly log in to Linkedin Learning to find more courses (you will need your UM credentials as well to log in).

Linkedin Learning - Search results for
- R Programming: +1,100 courses
- Python: +3,900 courses
- MATLAB: +100 courses
- And more…

Another UM training source is through the **Institute for Data Science and Computing (IDSC)** where Software Carpentry Workshops are typically offered every year and you do not have to be in-person to take them!

The **Commerce Learning Center (CLC)** online learning platform for DOC/NOAA employees also offers courses with a similar structure as ULearn powered mainly by Skillsoft. You may need to be granted access to the CLC by your NOAA Advisor.

10. VACATION, FLOATING HOLIDAYS, SICK LEAVE, & REQUESTING TIME OFF

Vacations

Exempt, Full-Time Employees accrue vacation as described below:

Length of Continuous Service	Accrual Rate	Maximum Vacation Balance
Two (2) years or less	6.667 hours per month (0.83 days/month | 10 days/year)	Up to 80 hours (10 days)
More than two (2) years, but less than ten (10) years	10.000 hours per month (1.25 days/month | 15 days/year)	Up to 120 hours (15 days)
Ten (10) or more years	14.667 hours per month (1.83 days/month | 22 days/year)	Up to 176 hours (22 days)

Employees who reach their maximum vacation balance will not accrue additional vacation leave until a portion of their balance has been used. Vacation time below the maximum vacation balance will carry over to the next calendar year. Note that exempt employees hired or returning from an unpaid leave of absence after the sixteenth (16th) day of the month shall not accrue vacation time for that month.

For Non-Exempt, Full-Time Employees, please check the Vacation Time Policy.

Part-Time Employees working at least 20 hours/week are eligible for vacation and sick leave. Accrual will be proportional to the amount of time they work in their part-time assignment.

Floating Holidays

If you are primarily housed in AOML or SEFSC, you are to take the federally scheduled holidays. If you are primarily housed on the Rosenstiel campus, you are to take the University scheduled holidays. Please see the UM Scheduled Holidays and CIMAS Holidays.

As the federal government holiday schedule is not aligned with the number of days off UM provides, CIMAS employees also receive 6 floating holidays:
- 3 fixed dates (Presidents' Day, Columbus Day/Indigenous Peoples' Day, and Veterans Day) automatically assigned in Workday's calendar each year.
- 3 days to be chosen at the employee's discretion (consider them extra vacation days).
    - CAUTION: unlike vacation days, these 3 floating holidays do not carry over to the next year, so use them by December 31st or you will lose them.

Sick Time

Exempt, Full-Time Employees shall accrue sick days as described below:

Length of Continuous Service	Accrual Rate	Maximum Sick Time Balance
Two (2) years or less	8 hours per month (1 day/month | 12 days/year)	Up to 1,056 hours (132 days)
More than two (2) years, but less than ten (10) years	10 hours per month (1.25 days/month | 15 days/year)	
Ten (10) or more years	14.667 hours per month (1.833 days/month | 22 days/year)	

Employees who reach their maximum sick time balance will not accrue additional sick leave until a portion of their balance has been used. Sick time below the maximum sick time balance will carry over to the next calendar year. There is no financial compensation for unused sick days when an employee leaves their employment at the University.

For Non-Exempt, Full-Time Employees and *Part-Time Employees,* please see the Sick Time Policy.

Employees may be required to provide documentation from their healthcare provider regarding their absences of three (3) or more consecutive work days. However, when a Supervisor reasonably suspects an employee is abusing the privileges afforded under this policy, the Supervisor may require such documentation for absences of less than three (3) days.

Requesting Time Off

1. **Request** the needed time in Workday, indicating if the request is using sick time, vacation time, or floating holiday(s).
    - Process: Workday → Time Off → Request Time Off → *Select the calendar day(s)* → Request Time Off
    - Timeframe: You must enter Vacation and Floating Holiday time off requests into Workday at least 2 weeks prior to the requested time off.
    - Increments: Time off (Vacation, Floating Holiday, and Sick time) must be requested in 4-hour increments (no less). Vacation and Floating Holiday time may be used in the same request.
2. Email Notification
    - For vacation/floating holiday time, email Isabel Castro (icastro@earth.miami.edu) with your requested days off and CC your NOAA Advisor. Note that CIMAS does *not* need acknowledgement/approval from your NOAA Advisor.
    - For sick time, email Isabel Castro (icastro@earth.miami.edu) with your requested days off and CC your NOAA Advisor. Note that CIMAS does *not* need acknowledgement/approval from your NOAA advisor. If there is no anticipated knowledge of sickness/medical procedure, just let Isabel and your NOAA Advisor know about it as soon as possible.
3. **Informing Others:** Mark your time off on your NOAA calendar and set up an auto-response via the "Vacation responder" in your Gmail settings.

Note that your NOAA Advisor should be *aware* of your absence, but they *do not* need to approve your time off. Consider project requirements including meetings, deadlines, and scheduled field time when requesting time off.

11. SUPPORT SERVICES AND TRAVEL

Applicable Policies

Hours Worked, Overtime and Related Provisions (06/2022)
Travel & Business Expense Reimbursement Policy (11/2022)
Travel Card (TCard) Guidelines (03/2023)
International Travel Approval (04/2021)

Travel Approval, Booking, and Reimbursement Process

Submitting the Travel-Request Form
- *Before* you start booking your travel arrangements, your planned travel must be approved by your Supervisor (i.e., the CIMAS Director).
- Complete the appropriate CIMAS travel request form (and submit it to Carmen Rifa (carmen.rifa@earth.miami.edu), CCing your NOAA Advisor. The CIMAS Director will only approve travel if they see that the NOAA Advisor is copied. Request the applicable Task II or grant number from the PI or your NOAA Advisor. You can digitally sign this form.
- When traveling to countries or regions that are listed in the U.S. Department of State Travel Advisories as Level 3 or 4, you must complete the International Travel Faculty and Staff Authorization Form (Restricted Travel Only) and send it to Carmen Rifa as well. Submit this form at least 2 weeks in advance. If you are not traveling to Level 3 or 4 regions, skip this step.

Booking Travel
- Proceed to make travel bookings *only after travel is approved* (i.e., all necessary forms have been submitted and approved).
  - Airfare reservations made through the UM Travel Portal are recommended but not required. If you choose to book outside the travel portal, you are required to register domestic and foreign travel with SOS (University's global assistant program). Visit the University's travel policy for more information. CAUTION: The Fly America Act/Open Skies Agreement requires all flights charged to federal awards be booked with U.S. flag air carriers.
  - Car rental and hotel reservations through the UM Travel Portal are recommended but are not required.
  - If traveling internationally, make sure your personal and trip information is updated in the International SOS travel assistance. This will ensure you will get the help you deserve if in need of assistance during your international travel.
  - Note that the UM Travel Portal is not just for official business! It also offers faculty, staff, and students access to book leisure travel for themselves and/or both leisure and business travel for guests, offering negotiated rates and discounts (check them out!).
- When booking travel accommodations, there are 3 options:
  - Make your own travel arrangements and pay travel related expenses (i.e., registration, airfare, lodging) with your personal credit card – you will be reimbursed later through CIMAS.
  - Pay with the UM Travel Card
    - If using a travel card, bear in mind that you will have to submit the expense report within 30 days of the purchase, and, if the card is not paid after 60 days (due to an expense report not approved), the card may be suspended. To request the reinstatement of the UM card, please have your CIMAS

supervisor send an email to travelcard.ap@miami.edu approving the reinstatement.
- ■ Follow these instructions to apply for the Travel Card.
- ○ A combination of both methods above.

Reimbursement - Submitting Expenses
- ● Upon your return, you will submit your expenses incurred with the UM Travel Card and/or with your personal credit card. For this, *it is greatly important to keep all the receipts* (this is not necessary for meals or incidental travel expenses under $75 US dollars; see the "Per-Diem" section below and the Travel & Business Expense Reimbursement Policy).
- ● Reimbursements usually take 1-2 weeks to process, depending on the business unit's workload (in the approval process) and the documentation you submitted. It is important to make sure every expense is backed up with receipts, there is a $0 balance for hotel expenses, and if there are any inexplicable expenses you are able to show why you incurred the expense.
- ● CAUTION: If you do not follow the guidelines set forth by UM, the University is not obligated to reimburse you for travel expenses. If the UM Travel Card is misused, you will be liable for those non-reimbursable charges.
- ● Procedure
  - ○ Scan all your receipts/backup documentation and organize them with a number and name (brief description), i.e., 1_Hotel_HyattTampa.pdf. It is important to submit hotel receipts with a $0 balance, showing that all charges were paid off.
  - ○ Create a spreadsheet with your expenses indicating clearly what was paid out of pocket and/or with the UM Travel Card. If the currency is not US dollars, please use the OANDA website to get the currency rate in US dollars on the date the card was charged (credit card balances are not accepted). You can use the spreadsheet example shown below for reference.
    - ■ *Expense Report Summary Example (Note: on the table DOP represents Dominican Peso)*

Item	Description	PDF No.	Date	Amount	DOP	DOP/US$
Transport	Uber home to MCO airport	1	6/27/2022	$ 29.96		
Transport	Taxi SDQ airport - Hotel Embassy Suites	2	6/27/2022	$ 41.86	$ 2,300.00	$ 54.95
Transport	Uber Hotel - ANAMAR office	3	6/28/2022	$ 2.09	$ 115.19	$ 55.01
Transport	Uber Hotel - ANAMAR office	4	6/29/2022	$ 2.22	$ 122.17	$ 55.11
Transport	Taxi Hotel Embassy Suites - SDQ airport	5	6/30/2022	$ 40.00		
Transport	Uber MCO airport to home	6	6/30/2022	$ 35.91		
	Subtotal paid out of pocket			$ 152.04		
Hotel	Hotel Embassy Suites - Hilton Santo Domingo - 06/27 - 06/30	7 - 8	6/30/2022	$ 657.08	$36,319.11	$ 55.27
Flight	JetBlue round trip MCO-SDQ 06/27 - 06/30	8	6/23/2022	$ 524.67		
Flight	1 Baggage B6 flight MCO-SDQ	9	6/26/2022	$ 35.00		
Flight	1 Baggage B6 flight SDQ-MCO	10	6/30/2022	$ 41.00	$ 2,266.00	$ 55.27
	Subtotal paid with UM credit card			$ 1,257.74		
	Total expenses			**$ 1,409.78**		

    - ■
  - ○ Send your expense summary to Carmen Rifa (carmen.rifa@earth.miami.edu) along with all the receipts/documents. Carmen will create the expense report in Workday. It is a good idea to create a Google drive folder to keep and share the documentation.
  - ○ Stay on the lookout for an email from Workday in your UM email requesting your approval for the expense report. You can also check its status in Workday under Expenses, or just in the Notifications section.
  - ○ If the report looks good, approve it so it continues the approval process through the different departments. In Workday, under Expenses/Recent Expense Reports/Business Process tab you can check the status.
  - ○ You will be notified when your expense report is approved and paid or if it was returned due to missing documentation.

Per Diem

The University reimburses travelers for meal expenses incurred during foreign or domestic travel based on the GSA and DOD (M&IE Total). The value amounts will appear in the expense report

based on the location and activity (traveling or working). Make sure to account appropriately for travel (75% M&IE) vs. working (100% M&IE) days. You also must clarify if and when any meals were provided and therefore you are no longer eligible for the allowance for those meals (e.g., you stayed from date A to date B on a boat and meals were provided on board, the conference you attended included meals). If you use the UM Travel Card to purchase meals while on travel, you may not get the full per diem allowance. You do not need to submit receipts for meals purchased with your personal credit card. Please note that per diem is only applicable to overnight stays.

12. PARKING

For parking information, review the Rosenstiel Parking Policy. Parking at AOML and SEFSC is free of charge for CIMAS employees. Note that an RFID access card is needed to open the entrance gates. This card is also used to access the laboratories.

13. RICKENBACKER COMMUTER PLAN

If your workplace is located in Miami, FL on Virginia Key, you are entitled to obtain the Rickenbacker Commuter Plan. The toll charge for each pass and for a 2-axle vehicle is $2.25 (with SunPass), and the annual plan is $60. The plan is valid from October 1st to September 30th, regardless of when you purchase it.

You need to submit:
- A letter of employment from HR or CIMAS indicating your current work location
- Vehicle registration (one per employee)

If you are a resident of the village of Key Biscayne, you are also entitled to apply to the Commuter Plan. In such cases, follow the instructions available at the Rickenbacker Commuter Plan.

14. USE OF NOAA GOVERNMENT VEHICLES

CIMAS employees must obtain approval from either AOML/SEFSC and UM before driving a NOAA vehicle. For this, you need to submit a set of forms and complete online training.

UM: The Motor Vehicle Report (MVR) process must be completed online via Workday. Instructions can be found here. Use the following information to help fill out the MVR:

- Department Name and Account Number/Worktag: CIMAS / PG003827
- Driving Status: Permanent
- Purpose: Business
- Please provide driving purposes: Non-UM vehicles. NOAA government vehicles are used to support oceanographic research activities.
- Who granted permission?: Benjamin Kirtman
- Vehicle Type (select all that apply): - Passenger Van - Pickup Truck - Sedan/SUV - Towing Trailer (if applicable) - Utility Van/Box Truck (under 26,001 lb)

Note: we do not have to provide a list of the vehicles to Risk Management since they are NOAA property.

AOML: Visit the AOML Vehicle Reservation site on AOML's internal website (NOAA gmail needed).

SEFSC: First check out the SEFSC requirements for driving a NOAA vehicle. Additionally, see below for guidance for each lab. If your lab is not listed below, reach out to your NOAA Advisor or the SEFSC CIMAS Liaison.

- **Miami, FL:** There is a Google Calendar for each of the 4 field trucks available. Contact Emily Ruhl (emily.ruhl@noaa.gov) for information on these calendars. The lab also has another car and truck for the center, but these are checked out using a paper logbook located by the front desk in the lobby.

- **Beaufort, NC:** One green truck is available, contact Blake Price (blake.price@noaa.gov) for more information.

- **Panama City, FL:** There are a couple of government vehicles (van, trucks) that can be checked out via a paper logbook that is located by the mailboxes in the main building. Check with the facilities manager Brian Niquett (brian.niquet@noaa.gov) for more information on the status of vehicles..

- **Galveston, TX:** There is a Google Calendar that staff are supposed to check for specific vehicle availability, and then create an event to reserve that vehicle if it is available. Email the facility manager, Robert Colton (robert.colton@noaa.gov), with the details on the requested vehicle and dates needed.

- **Pascagoula, MS:** Contact Jayson Chatman (jayson.l.chatman@noaa.gov) or Rob Vivian (rob.vivian@noaa.gov) for more information.

15. POINTS OF CONTACT

- Carmen Rifa (carmen.rifa@earth.miami.edu): purchases, expense reimbursements, hire of temporary employees (employment of less than 1 year) and students, process temporary employee timesheets, and travel.
- Isabel Castro (icastro@earth.miami.edu) and Luis Quijada (lcq5@miami.edu): financial aspect of CIMAS including information about proposal submissions, timesheets, and time-off.
- Nathalia Bahamon (n.bahamon@miami.edu): all HR processes, including opening new CIMAS positions (employment of 1 year or greater), and visas.

16. HIRING PROCESS

Opening A Position

Any current CIMAS employee should use the following procedure to start the hiring process of a new CIMAS position within a division, and advertise it in the UM's career website.

AOML

1. Check with the Divisions Director or Isabel Castro if a position is available in the current annual work plan (e.g., "TBD" or specific positions).
2. Get the required concurrences :
   a. If the position is identified in the annual work plan, it was pre-approved by the AOML Director and final concurrence is the responsibility of the Division Director
   b. If it is NOT in the annual work plan, the Division Director concurrence must be followed by the AOML Director concurrence (AOML's director will only concur to opening a position, not salaries).
3. Forward the concurrence email to the CIMAS Office Manager (Nathalia Bahamon), who will obtain approval from the CIMAS Director. Include job description, advertisement and salary to be offered.

Note: Even if a position is vacant due to the termination of another CIMAS employee, a new position must be opened. The position left by the former CIMAS employee is closed.

SEFSC

1. For the job description and associated advertisement, contact the CIMAS Office Manager (Nathalia Bahamon) for a template to follow.
2. An email requesting a position to be open should be sent to the Branch Chief, Division Director, and Deputy Director stating the salary to be offered along with the job description and advertisement.
3. Once written concurrence is received from those three individuals, the CIMAS employee should forward the email (with concurrences in one email thread) to the CIMAS Office Manager (Nathalia Bahamon), who will obtain approval from the CIMAS Director (Ben Kirtman).

**For both AOML and SEFSC, the advertisement of Postdoctoral Associate positions can be waived when a candidate has already been selected. If this is the case, a job description and an email requesting the position to be open will still be needed. Be aware that if a Postdoctoral Associate position is not advertised, the employee (once hired) cannot get a promotion to another category unless the desired position is advertised.

Position-Approval Process

1. Once the CIMAS Director receives the concurrence email, approval will be granted in writing. The CIMAS Office Manager will then proceed to request a job requisition in Workday. This process can take up to two (2) weeks.
2. Once the job requisition has been fully approved, the CIMAS Office Manager will communicate with the requestor and provide them with the requisition number as well as other pertinent information regarding the position. NOTE: Positions need to be open for a minimum of five business days, and at least three candidates need to be interviewed before a recommendation to hire can be made.

Candidate-Selection Process

3. UM HR will send applicant-submitted documents for a given position to the CIMAS Office Manager. They will then forward the documents to the requestor.

4. Create a "new-hire search committee": All potential new hire search committees must be comprised of CIMAS or UM employees which must include at least one CIMAS employee, of equal or higher rank with respect to the position, who will lead the selection process. The CIMAS member of the search committee has the responsibility of communicating the search recommendation to the CIMAS Director, as well as the Lab Director, Deputy Director, and Division Director. **NOTE:** Please interview and decide on those candidates you wish to decline as quickly as possible to ensure that the process is completed in a timely manner.
5. Once the interviewing process is completed and you have a made a decision, the leading CIMAS employee should send an email to the Office Manager, with the following information:
   - Name of person recommended for hire, position title and requisition number, salary to be offered, start date for the position, date of interview, and the reason(s) the person was chosen for the position.
   - Names of all others who were interviewed, dates on which interviews took place, and the reason(s) each person was not chosen.
   - A copy of the CV for the person recommended.
   - Any other pertinent information, such as, visa requirements, moving expenses, etc.

When recommending a start date, please make sure to take into consideration the time it takes to obtain NOAA security clearance. DOC/NOAA clearance may vary but as a reference:
   - ~ 30-45 days for US Citizens and permanent residents.
   - ~ 90 days for foreign nationals.

This is in addition to the time it takes to prepare the corresponding documentation at CIMAS/AOML/SEFSC, which may take another 1-2 weeks.

17. SUBMISSION OF PROPOSALS THROUGH CIMAS

A Proposal Guidance Package for CIMAS employees was created to eliminate confusion and reduce the workloads and email clutter for CIMAS employees, the CIMAS Director, the CIMAS Sr. Manager, Sponsored Programs, the CIMAS Sr. Program Coordinator, and UM's Sponsored Programs Office (i.e., the Office of Research Administration; ORA).

Included in the package is a clear, step-by-step guide for CIMAS employees along with additional documents (e.g., helpful email templates, a planning timeline). As the package is a living document, steps will be modified as guidance changes. When using the package for your own proposal process, please download your own copies of all included items so that you can personalize them to your process.

If something in the document is confusing, if you experienced/experience a different process, if something is missing from the process, or if you simply have a question, please feel free to drop a comment on the document. If you would prefer, you can also contact Sarah Ditchek (AOML: sarah.d.ditchek@noaa.gov) and/or Nikki Vollmer (SEFSC: nicole.vollmer@noaa.gov).

18. SCIENTIFIC PUBLICATIONS

Scientific papers are CIMAS' primary "product." The performance of both CIMAS as an institute and individual employees of CIMAS is judged to a large degree by these publications. When you publish a paper, please bear in mind that **your affiliation is with CIMAS**; you must **NOT** represent yourself as a Federal Government employee, nor as being employed by any NOAA Laboratory.

Author List

Your *primary* affiliation should be listed as follows:
> (Your name)
> Cooperative Institute for Marine and Atmospheric Studies
> Rosenstiel School of Marine, Atmospheric, and Earth Science
> University of Miami
> Miami FL 33149

Your affiliation with AOML/SEFSC may be listed as a *secondary* affiliation.

Acknowledgements

In the acknowledgement section of the paper, the following statement should be inserted:

> This research was carried out [in part] under the auspices of the Cooperative Institute for Marine and Atmospheric Studies (CIMAS), a Cooperative Institute of the University of Miami and the National Oceanic and Atmospheric Administration, cooperative agreement # NA20OAR4320472.

The wording "in part" is used to reflect the distribution of authorship in multi-authored papers in cases where one or more co-authors are not affiliated with CIMAS.

Page/Publication Charges: CIMAS may consider covering such charges depending on the authorship/funding situation. Please contact the CIMAS office (Isabel Castro and Luis Quijada) to inquire about covering charges. If CIMAS decides to pay for page charges, please send all order

forms, etc. through the CIMAS office for processing and payment. If you do not follow the University guidelines for payment, the University is not obligated to pay for page charges.

19. REPORTS

CIMAS must prepare various reports for the University and for NOAA. These reports serve two purposes: 1) it allows the CIMAS Director to prepare research summaries accurately and comprehensively, and 2) it provides a method to gauge progress and productivity for consideration in setting annual salary increases. While a major part of this is an administrative function that is performed by the CIMASDirector, information for these reports must originate from the scientific staff. Note that CIMAS makes every attempt to minimize the burden of this reporting.

Annual Reports for Task II Effort: If any of your projects or allocated effort fall under Task II, then you are expected to provide an annual update of your current research activities to the CIMAS Director. Note that CIMAS is obligated to submit this to NOAA. To that end, once a year CIMAS will request employees who meet the requirements for this reporting to fill out an "Annual Report Template" as well as a "Publications Template."

Sharing Task III Effort Progress & Highlights: If you have a project that falls under Task III with an individual award number or if your allocated effort falls 100% under Task III, you do not need to submit an annual update for that project or effort for the CIMAS annual report. Note that reporting obligations of Task III projects are specified in each Task III funded proposal. You should check with the Task III Principal Investigator about what those obligations are and if you need to contribute to such reports.

Optional Reporting: Beyond the above reporting obligations, if there are highlights and significant accomplishments related to your CIMAS research, CIMAS would like to know about them! You can send CIMAS a succinct summary of these, at your discretion.

20. USE OF UM/CIMAS LOGOS, STATIONERY, & ELECTRONIC COMMUNICATIONS

For University Logos for digital and web content, please visit here.

For CIMAS and Rosenstiel Logos and Backgrounds, please visit here.

For information regarding the use of University Stationery, please visit here.

For information regarding the use of Electronic Communications, please visit here.

21. CIMAS LIAISONS

CIMAS Liaisons will serve as a point of contact for CIMAS employees in the off-campus work place. The Liaisons provide help to CIMAS employees by identifying sources of information and guidance as to where the employee can seek additional assistance. They do not have the authority to supervise, but they can provide information to CIMAS employees who have a question or concern.

The Liaison for AOML is Rayne Sabatello (rayne.sabatello@noaa.gov) and for SEFSC is Jesse Wicker (jesse.wicker@noaa.gov).

22. EMPLOYMENT STATUS AND CLASSIFICATION

The UM employment policy incorporates a well-delineated series of employment categories that allow for professional advancement in the research ranks.

TRACK I

Track I appointments are a sequence of three categories targeted for advanced technical or scientific staff who are required for the support of research activities at the University. These positions constitute the normal research classification progression at UM. Advanced education, professional achievement, and/or experience are the basis for an appointment to a higher level position.

JOB CATEGORIES IN TRACK I: Research Associate (RA I, RA II, & RA III), Senior Research Associate (SRA I, SRA II, & SRA III), and Scientist (Assistant Scientist, Associate Scientist, & Scientist)

Research Associate (RA I, RA II, & RA III)

- Description: The Research Associate is the first research-professional category.
- Levels
    - RA I
        - will support research activities at the University
        - will understand and interpret research protocols and procedures
        - will work under the direction of a Principal Investigator, Program Director, or designee of the Principal Investigator or Program Director (e.g., a Senior Research Associate or higher)
    - RA II
        - all conditions of RA I
        - will work under general supervision
        - expected to use *some* creativity and latitude in performing research tasks.

    - RA III
        - all conditions of RA I
        - will work under general supervision
        - expected to use *a wide degree* of creativity and latitude in performing research tasks
        - may have advisory responsibilities
- Requirements
    - RA I: Bachelor's degree
    - RA II: Bachelor's degree and at least 2 years of relevant work-related experience
    - RA III: Bachelor's degree and at least 5 years of relevant work-related experience, including evidence of research accomplishments leading to the dissemination of new information (i.e., publications, presentations, etc.)

Senior Research Associate (SRA I, SRA II, & SRA III)

- Description: The Senior Research Associate is the second research-professional category.
- Levels
    - SRA I
        - will support research activities at the University
        - will work under the direction of a Principal Investigator, Program Director, or a designee of the Principal Investigator or Program Director (e.g., Assistant Scientist or higher)
        - will work under direct supervision but are expected to carry out research tasks with some creativity and latitude as assigned
        - may be required to supervise Research employees
    - SRA II
        - all conditions of SRA I
        - expected to perform research duties utilizing a wide degree of creativity and latitude

- ○ SRA III
  - ■ all conditions of SRA II
  - ■ expected to supervise others with creativity and latitude
- ● Requirements
  - ○ SRA I: Master's degree and some research experience gained during education, training, or in employment in a research position
  - ○ SRA II: Master's degree and at least 1 year of relevant work-related experience with evidence of tangible contributions to the dissemination of new research information
  - ○ SRA III: Master's degree and at least 3 years relevant work-related experience including significant evidence of research productivity such as publications, presentations, or a tangible contributory role in grants. Advisory experience required if advisory responsibilities are involved

Scientist

- ● Description: Scientist is the third research-professional category.
- ● Levels
  - ○ Assistant Scientist
    - ■ will support research activities at the University
    - ■ will work under the direction of the Principal Investigator or Program Director
    - ■ will contribute to basic and applied research activities
    - ■ may play a lead role (e.g., authorship of scientific publications, technical and agency reports, patent preparation, etc.)
    - ■ expected to publish in refereed journals in collaboration with the Principal Investigator or Program Director, or independently within the scope of their responsibilities in the programs of the Principal Investigator or Program Director

  - ○ Associate Scientist
    - ■ all conditions of Assistant Scientist
    - ■ expected to have achieved national recognition in their field as evidenced by publications in quality refereed journals and presentations at national meetings
    - ■ may work under the direction of a Principal Investigator or Program Director
    - ■ may be required to supervise Research employees and/or nonexempt staff

  - ○ Scientist
    - ■ all conditions of Associate Scientist
    - ■ expected have some first or lead authorship in some of their publications
    - ■ will play a leadership role in basic and applied research activities
    - ■ expected to author scientific publications, technical and agency reports, or patent applications independently or in collaborations
    - ■ may assist in the development of research staff training

- ● Requirements
  - ○ Assistant Scientist: Ph.D., M.D., or other doctoral level degree and one year of relevant post-doctoral experience
  - ○ Associate Scientist: Ph.D., M.D. and a minimum of five years of relevant post-doctoral research experience
  - ○ Scientist: Ph.D., M.D., and at least 10 years of relevant post-doctoral experience

TRACK II

Track II appointments
- ● are for a limited duration (i.e., terminal; three years maximum)

- are non-degree seeking
- have no research-classification progression
- are approved by the Provost/designee upon recommendation of the respective department chair and dean
- are confirmed by signed contract as issued by Provost/designee
- have benefits defined for the Research position
- may consult in accordance with University policy (see Consulting Activities, Policy B-65)
- are normally supported by extramural funding
- are exempt from University recruitment/advertising procedures

JOB CATEGORIES IN TRACK II: Visiting Researcher, Post-Doctoral Associate, and Visiting Scientist

Visiting Researcher, Post-Doctoral Associate, and Visiting Scientist

- Description
    - will support research activities at the University
    - will work under the supervision of a member of the University faculty
    - may lead to the advancement of knowledge and be documented by scientific publications
- Requirements
    - Visiting Researcher: Master's degree or equivalent in their specialty
    - Post-Doctoral Associate: Doctoral degree or equivalent in their specialty
    - Visiting Scientist: Doctoral degree or equivalent in their specialty and have a minimum of five years of experience in their field

23. WORKPLACE MISCONDUCT RESOURCES

- Sexual Misconduct Policy
- Sexual Misconduct and Sex- or Gender- Based Discrimination Policy
- Title IX policy
- Nepotism/Consensual Relationships
- NOAA Workplace Violence Prevention and Response Program

24. CIMAS MENTORING PROGRAM

The CIMAS Mentoring program is intended to foster professional growth and career development for mentees and mentors. Mentees can gain professional knowledge, skills, and insights through discussion with their mentors, as well as assistance with specific career-related topics such as proposal writing or work/life balance. Benefits for mentors include experience with mentoring and expanding their own networks. Interaction will be driven internally by the mentor and mentee, with collaboratively established goals and direction. This program provides a framework for CIMAS employees to find mentors within CIMAS and NOAA. For more information, visit the CIMAS mentoring program website.

USEFUL LINKS AND RESOURCES

CIMAS website, Contact CIMAS
UM website
AOML website
SEFSC website

Benefits and Wellness information
CIMAS holidays
CIMAS mentoring program
Commerce Learning Center (CLC)
Communication Portal
Funding opportunities
Holiday Pay and Floating Holidays
Human Resources
Layoffs - benefits information
Linkedin Learning
Payroll information
Proposal Guidance Package
Religious holidays information
Retirement Savings Plan
Sick Time
ULearn Opportunities
UM Welcome Booklet
Vacation Time
Well Canes
Well Canes Incentive Guide
Workday