**College of Medicine** PO Box 100215

Gainesville, FL 32610-0215

352-273-7500 (Tel)

352-273-8309 (Fax)

DATE

Address

Dear Dr. ,

We are pleased to extend an invitation to you to join the University of Florida’s College of Medicine. This letter confirms our offer of a 1.0 FTE, twelve (12) month OPS position. Your title will be Adjunct Clinical Post-Doctoral Associate, in the non-standard program of PROGRAM NAME beginning DATE. Your appointment will be compensated at $0,000.00 on a bi-weekly basis, which annualizes to $00,000.00.

Your appointment will be for the period START DATE through END DATE, after which your employment will end. In accordance with the University of Florida Regulation UF-[7.003](https://regulations.ufl.edu/wp-content/uploads/2012/09/7003.2016final4-8-16.pdf), this position is considered OPS and is, therefore, temporary in nature. During the term of your employment, both you and the University of Florida are subject to the [constitution and laws of the State of Florida](http://www.leg.state.fl.us/statutes/), and the rules, regulations and policies of the [Florida Board of Governors](http://www.flbog.edu/board/regulations/) and the [University of Florida Board of Trustees](http://regulations.ufl.edu/), including [Conflict of Interest Program](https://coi.med.ufl.edu/), and [Intellectual Property Policy](http://generalcounsel.ufl.edu/media/generalcounselufledu/documents/Intellectual-Property-Policy.pdf). The State of Florida and the University of Florida retain the right to modify or rescind any law or regulation governing the conditions of your employment.

You are eligible to participate in the generous benefits programs offered by the College of Medicine. Details may be obtained by contacting the College of Medicine Human Resources Office at (352) 265-8017 or by visiting their [website](https://com-dean-adminaffairs-a2.sites.medinfo.ufl.edu/wordpress/files/2020/06/2020-COM-Residents-6.24.20.pdf).

As an Adjunct Post-Doctoral Associate, you automatically will be enrolled in the University of Florida’s FICA Alternative Plan. Under the provision of this retirement plan, instead of paying 6.2% social security taxes post tax you will contribute 7.5% of your pre-tax wages into an investment account in your name. The Medicare contributions at 1.45% will be withheld from your biweekly paychecks and will be matched by the university. Information regarding the FICA Alternative Plan is available at: <https://benefits.hr.ufl.edu/retirement/fica-alternative-plan/> No retirement contributions will be made on your behalf.

**Duties and Responsibilities**: Description of Duties

**Special Conditions of Employment:** Should you decide to accept this offer, it will be contingent upon completion of all required new hire forms, health assessments, and applicable screenings. This includes your eligibility to work under the provisions of the Immigration Reform and Control Act of 1986 and the Controlled Substance Conviction Requirement of Chapter 893, Florida Statutes, completion of successful pre-employment screening which includes a review of criminal records, Office of Inspector’s General (OIG’s) List of Excluded Individuals and Entities (LEIE) database records, the System for Award Management (SAM) excluded list, the state sanctioned provider list, verification of education, and professional reference checks. In conjunction with the verification of your education, an official copy of the transcript of your highest degree must be submitted prior to the start date of your employment. If applicable, this offer is also contingent on your securing valid immigration status and work authorization before your expected start date and maintaining your valid immigration status and work authorization throughout your employment. The University of Florida will be the owner of all medical or patient records generated by the practitioner.

You acknowledge that as an employee of the University of Florida, you will assign your rights to bill to, and receive payment from, the Medicare program, and as such you will assist with the filing of a CMS-855R, Reassignment of Medicare Benefits, as appropriate. You also will ensure that, to the extent required, you will assist in terminating any previous assignments of such rights by executing a CMS-855R. If your Medicare billing privileges are revoked at any time during your employment, you must notify the University of Florida immediately. Such revocation may be appealed, but the time for the appeal is limited. In the event your billing privileges are revoked and an appeal is not successful, your employment with the University may be terminated immediately.

Your effective date of employment is contingent upon your receipt of a valid Florida Training License and credentials with UF Health Shands Hospital. Your failure to obtain and maintain appropriate licensure will be considered just cause for revocation of this offer or immediate termination of your employment.

We are extremely enthusiastic about you joining us at the University of Florida and look forward to working with you.

Sincerely,

Department Chair

Program Director

Colleen Koch, MD, MS, MBA

Dean, UF College of Medicine

ACCEPTANCE:

I understand and accept the conditions of this letter of offer.

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