

02/25/2019

Sinilal Bhaskaran

Assistant Professor, Department of Botany, Fatima Mata National College  
Kollam, 691001

Dear Sinilal:

It is with great pleasure that the University of the Sciences in Philadelphia ("USciences") makes this conditional offer for the position of Post-Doctoral Research Fellow. We know you will find this position both challenging and rewarding. The following outlines our offer in more detail:

#### **Start Date**

Your start date will be 04/01/2019. Your work day hours will be mutually agreed upon between you and your manager.

#### **Reporting Relationship**

You will report to Dr. Shivendra Sahi, Chair of Biological Sciences & Professor of Biological Sciences, who will provide full details regarding your position responsibilities and performance expectations.

#### **Compensation**

You will be paid bi-weekly. Your compensation will be \$44,000.00 per annum. The quotation of an annual salary is for our mutual convenience only and does not imply any specific length of employment. Your salary may be reviewed in conjunction with your performance annually. This may result in a salary increase subject to the terms of our performance management policy.

#### **Introductory Period & Employment At-Will Status**

All new employees are subject to an Introductory Period during the first (90) calendar days. This is an opportunity for you and your supervisor to assess if your performance in this position is progressing satisfactorily. As stated in our Employee Handbook, our extension of this offer of employment to you does not constitute a contract of employment, and your acceptance of our offer does not guarantee employment with us for any specific position and/or for a specific period of time. Your employment with USciences will be "at will," which means either you or USciences will have the unrestricted right to end your employment at any time and for any or no reason, with or without prior notice.

#### **Benefits**

As a full time employee, you are eligible to participate in the University's benefits program according to plan eligibility. This means that Health, Dental, Life, and other programs will be available to you effective April 1, 2019. Vacation benefits are accrued before



use based on your workweek pay period. Any benefits described in the summary may be modified or terminated at the sole discretion of the University at any time.

### **New Employee Orientation (Mandatory)**

All new employees are expected to attend our New Employee Orientation. This will give you an opportunity to learn more about the University and our benefits. Please plan to attend this mandatory session on **Monday, April 1, 2019 at 10:00 a.m.** in the Human Resource Conference Room at 4100 Chester Avenue, Third Floor, Suite #3200. This program will be completed at approximately 11:30 am. A separate invitation will be sent closer to the date as a reminder.

### **Background Check**

This offer of employment is conditioned upon satisfactory completion of a background check including references, education verification, prior employment verification, motor vehicle check, and criminal background check. These forms are included in your hire packet. We reserve the right to rescind this offer based on the results of the background check.

### **Employment Eligibility**

Newly hired employees must complete and sign Section 1 of Form I-9 within **72 hours from your date of hire**. The Department of Homeland Security (U.S. Citizenship and Immigration Services) requires USciences to examine evidence of identity and employment authorization. Human Resources must physically examine original documents. Enclosed is a list of acceptable documents that can be used to support your I-9 Form. Failure to comply with this regulation will result in not being able to start employment on your date of hire.

If you choose to use your Social Security Card with another document that establishes identity, but have lost the card, misplaced it, or it was stolen, you must then apply in person to your local Social Security Administration (SSA) Office upon receipt of this letter. You will receive a receipt from SSA indicating that you have applied for a replacement card. You may use the receipt provided by SSA to complete your I-9 on your employment start date. You will have 90-days, from the date of the SSA receipt, to present your replacement card to HR in order to continue employment or provide another form of ID showing proof of eligibility to work in the United States. Failure to comply with I-9 (proof of eligibility to work in the United States) Federal Law and regulation requirements will result in a withdrawal of our offer of employment or immediate termination.

Within your first week of employment, you may obtain your Employee Identification Card and Parking Permit available to you from our Finance Department. Please schedule your appointment with Terry Reilly, Financial Coordinator in Student Auxiliary Services is now located in Wilson Hall Room 130 (The back of Wilson Dining Hall). For your convenience she can be reached at (215) 596-8946.

USciences is committed to enhancing and sustaining an education community that is inclusive and equitable with a long-standing commitment to equal employment and education opportunity for all qualified persons. As a part of your position responsibilities, you will be required to complete a mandatory on-line Harassment prevention training. Once your USciences e-mail account is activated, you will receive information about this training from Human Resources. Please plan to complete the training within 30-days of receipt. Should you have any questions about your account access or activation, please contact your Manager, named above.





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215.596.8800 | [usciences.edu](http://usciences.edu)

Philadelphia College of Pharmacy  
Misher College of Arts and Sciences  
Samson College of Health Sciences  
Mayes College of Healthcare Business and Policy

Your acceptance of this offer includes your agreement to abide by the terms of this offer letter and institutional policies and procedures as published in the Employment Handbook Information Guide.

Sinilal, we look forward to you becoming a part of the USciences team! Please feel free to contact me at the number below should you have any questions.

Sincerely,

Kristen Torpey

+1 (215) 596-1154

**Where healthcare and science converge.**

Founded in 1821 as the Philadelphia College of Pharmacy

