Housing Policies and Procedures (PostDoc)

I. Purpose

This Policy defines housing requirements and procedures for postdoctoral researchers at Albert Einstein College of Medicine (“Einstein” or “College of Medicine”).

II. Scope

This Policy applies to postdoctoral researchers at Einstein’s Belfer Institute for Advanced Biomedical Studies.

III. Policy

III.A. Overview

Albert Einstein College of Medicine owns 1579 Rhinelander Avenue, which is reserved for postdoctoral researchers and their families. Postdoctoral researchers are allowed to occupy an apartment in Einstein housing for a maximum of three years.

All Einstein housing is managed by the Einstein Housing Office and all occupancy is subject to the policies and procedures outlined in the Housing Policy Handbook, a copy of which is available in the Housing Office.

Many postdoctoral researchers rent apartments in privately owned buildings in the neighborhood.

III.B. Eligibility

Postdoctoral researchers are eligible for Einstein housing if they meet all of the following criteria:

- Hold the Einstein title of research fellow on a full-time basis
- Are based on the main campus of Einstein
- Are compensated by Einstein or directly by a funding source or sponsoring agency
- Are within the first four years of initial postdoctoral appointment at Einstein

Because the number of postdoctoral researchers who desire to live in Einstein housing exceeds the availability of apartments, meeting all eligibility criteria does not guarantee that an apartment will be made available.

NOTE: The sharing of Einstein postdoctoral apartments is only permitted among eligible individuals from the housing waiting list with authorization from the Belfer Institute. The unauthorized sharing of an
III.C. **Length of Occupancy in Einstein Housing by Postdoctoral Researchers**

This Policy has been developed with the goal of making available, to the extent possible, on-campus housing to new postdoctoral researchers. It is felt that postdoctoral researchers who are staying at Einstein beyond three years have had the opportunity to become familiar with the area and to locate housing within the community.

1. Postdoctoral researchers who move into Einstein housing are limited to a one-time term of occupancy of three consecutive years. Postdoctoral researchers who elect to vacate Einstein housing before the expiration of their three-year terms of occupancy are not eligible to reapply.

2. Occupancy in Einstein housing is limited to three years per family. A postdoctoral researcher whose spouse is also a postdoctoral researcher at Einstein has a total allowable term of occupancy of three years.

3. An individual occupying an Einstein apartment whose postdoctoral appointment is terminated for any reason, or who receives a promotion to a faculty rank, is no longer eligible to reside in Einstein housing and is required to vacate within 30 days of the termination/promotion date. EXCEPTION: If the spouse of the terminated/promoted postdoctoral researcher also holds a postdoctoral appointment at Einstein, the family may continue to occupy its Einstein apartment until the expiration date of its three-year term, provided the spouse remains at Einstein in a full-time postdoctoral capacity.

4. Occupancy under this policy applies only to time spent as a postdoctoral researcher.

III.D. **Vacating Einstein Housing**

Postdoctoral researchers are expected to vacate Einstein housing at the end of their three-year term of occupancy. In certain extenuating circumstances, an extension of occupancy of up-to-two months, without penalty, may be granted by the Director of the Belfer Institute. Requests for an extension of occupancy will be reviewed by the Director on a case-by-case basis. For postdoctoral researchers, who have not vacated Einstein housing by their three-year expiration date, or their approved two-month extension period, a 20% increase in the monthly rent will be applied for the duration of their occupancy.

III.E. **Procedure**

The Belfer Institute Office maintains the postdoctoral waiting list for on-campus housing. The list includes all eligible postdoctoral researchers already at Einstein who wish to reside in Einstein housing, as well as the names of eligible postdoctoral researchers whose appointments have not yet started. The Belfer Institute and the housing office follow this list when offering vacant apartments to postdoctoral researchers.

For a postdoctoral researcher to get on the waiting list, a Housing Eligibility Form (PostDoc), POST-FRM-2018-001, must be completed, signed and dated by the principal investigator and departmental administrator to verify eligibility as a research fellow, and submitted to the Belfer Institute office with a copy of the postdoctoral researcher's C.V. The Belfer Institute office will verify eligibility, add the name to the waiting list and forward the approved form to the housing office.
For your convenience, you may print copies of the Housing Eligibility Form (PostDoc), POST-FRM-2018-001.

For the addition to the list of an individual who has not yet arrived, the Housing Eligibility Form (PostDoc), POST-FRM-2018-001, C.V., and signed letter of acceptance of the position must be provided. A new postdoctoral researcher will not be eligible to be offered an apartment until the Belfer Institute has verified that the arriving postdoctoral researcher has received his or her graduate degree or has provided acceptable documentation from the degree-granting institution that all requirements for receiving the degree have been satisfied.

Once a postdoctoral researcher is on the official waiting list, the Belfer Institute is responsible for notification of availability, while the Einstein Housing Office handles the rental process. The housing office is located on the first floor of 1935 Eastchester Road and can be reached at 718.430.3552.

IV. Definitions

None.

V. Effective Date

Effective as of: August 17, 2020

VI. Policy Management and Responsibilities

Einstein’s Belfer Institute for Advanced Biomedical Studies is the Responsible Office under this Policy. Einstein’s Executive Dean is the Responsible Executive for this Policy. Einstein’s Director of the Belfer Institute for Advanced Biomedical Studies is the Responsible Officer for the management of this Policy.

VII. Approved (or Revised)

[Signature]

Responsible Executive

[Signature]

Date

August 17, 2020