



09/08/2023

Avinash Dhimal
158 Greenmeadow Dr
Timonium, MD 21093

Dear Avinash:

Welcome to Johns Hopkins University (JHU). It is a pleasure to confirm our offer and your acceptance of employment. To confirm our mutual understanding, this letter describes several specifics of your new position:

Classified Title:	Research Program Coordinator
Working Title:	Research Program Coordinator
School/Division:	School of Medicine
Department:	Urology
Supervisor:	Lauren M Shepard
Employee Group:	Full Time
Standard Work Schedule:	Monday to Friday
Standard Work Hours:	40.00
Anticipated Start Date:	10/09/2023
Starting Hourly Rate:	\$18.27
FLSA Status:	Non-Exempt
Benefits Eligibility Position Type:	Staff-Non Admin

Please be aware that our employment offer is contingent upon the successful completion of our pre-employment process, including a health evaluation, and education, background, and reference checks. In accordance with the Immigration and Reform Control Act of 1986, you will need to provide satisfactory proof of permission to work in the United States You will receive further instruction on how to complete this step, should you accept our offer.

Vaccine Requirement & Masking

In consultation with the Johns Hopkins University Health Advisory Group and other public health experts across our campuses, and given the impending expiration of the federal COVID-19 Public Health Emergency Declaration, **Johns Hopkins University is simplifying its COVID-19 vaccine policy.**

All incoming students and employees must have received at least one dose of any FDA- or WHO-authorized vaccine. This will not impact current affiliates who have been vaccinated or have received an appropriate exemption. This change is effective as of May 9, 2023. Our [policy for granting medical and religious exceptions remains unchanged.](#)

This simplified policy aligns with current CDC and FDA guidelines. It also more closely matches the wide availability of the single dose COVID-19 vaccine, as the original two-shot series is scarce. All future COVID-19 vaccination will be posted on covidinfo.jhu.edu.

Proof of vaccination: You must submit proof of vaccination. The link will be provided once you have cleared the pre-employment process.

Masking is optional in all campus, classroom, and work-related spaces; individuals may choose to continue masking, and we will continue to provide free, high-quality masks.

Masking on the university shuttle services has also been relaxed. [Please view the details of the masking policy here.](#)

Consistent, proper use of high-quality masks is one of the most effective measures to limit the spread of COVID, and students, faculty, and staff are encouraged to continue masking if that makes them more comfortable and/or if they have particular circumstances that influence their personal risk tolerance.

Occupational Health (if applicable)

For positions in clinical areas or laboratories, or for those that involve work with research subjects or community contact, the pre-employment physical requires a TB screening at least six weeks before your start date. TB screening can be a negative PPD test or an IGRA (T-spot or Quantiferon blood test). A chest X-ray may be required if your TB screening is positive. Documentation of immune status against rubella (German measles), rubeola (measles), mumps, varicella (chickenpox), and hepatitis B, and documentation of having received the Tdap (tetanus, diphtheria, and pertussis) vaccination is required. This may include documentation of having two (2) MMR vaccines, two (2) varicella vaccines, or antibody status to these diseases from laboratory testing. Blood tests for immunities to these diseases are ordinarily included in

the pre-employment physical exam except for those employees who provide results of blood tests or immunization documentation from their own health care providers.

Any vaccinations required for these diseases will be given at no cost in our Occupational Health office. An applicant who chooses to have his or her own practitioner complete the above requirements is responsible for those incurred costs.

Position Specifics

This position is non-exempt under the Fair Labor Standards Act and therefore eligible for overtime pay at one and one-half times the hourly rate for hours worked over 40 in a work week. University policy requires that staff members in non-exempt positions not work more than the standard number of hours in their work week without prior authorization from their supervisor.

Your JHU compensation does not consist of salary alone -- benefits are also an important part of your total compensation package. The JHU Benefits program has four main goals:

- To help protect you and your family from serious financial loss in case of illness, injury, disability, or death.
- To help you build financial security for both the present and the future.
- To provide opportunities for education, recreation, and personal needs.
- To provide services for you and your family.

To help you become acquainted with the university and to familiarize you with policies, procedures, and available benefits, you will be instructed to register and complete the online New Employee Orientation program. During this program, you will receive information on JHU's Personal Benefit Elections program, which provides you with the opportunity to select the benefits that best meet your individual needs. Detailed benefits information is available at <http://benefits.jhu.edu>.

Orientation

The online New Employee Orientation program also includes the Johns Hopkins University staff handbook. It is your responsibility to read the handbook and ask your supervisor questions if you need additional information or clarity regarding items covered therein. By accepting our offer, you agree to observe and abide by the policies and procedures of Johns Hopkins University that are generally explained in the staff handbook.

For School of Medicine hires, the online New Employee Orientation program must be completed on your first day of employment as it contains very important information as required by the Joint Commission. For all School of Nursing and Bloomberg School of

Public Health hires, the online New Employee Orientation program must be completed within 30 days of hire.

Additional Information

As a leading educational institution, we are committed to providing our staff with professional development and personal enrichment opportunities. Along with these types of training opportunities, there are tuition programs for you and your family, and generous leave including 13 paid holidays.

JHU is a smoke-free and drug-free workplace. All new staff and internal transfers/rehires, enter into a 120-day provisional period at the start of your position. Additionally, employment at JHU is “at will,” meaning that as a staff member, you have the right to end your employment with the university at any time for any reason, and the university reserves the same right. If you have any questions regarding our employment policies, please email policies@jhu.edu.

The provisions of this offer of employment have been read, are understood, and the offer is herewith accepted. I understand that my employment is contingent upon the successful completion of the pre-employment process, which includes a criminal background check, references, education verification, health evaluation, and other verifications as required for the job.

If you have any questions concerning your employment at JHU, please call me or your supervisor.

Welcome to Johns Hopkins University!

Sincerely,
Hasina Akther
HAKTHER1@JOHNSHOPKINS.EDU