



Laboratory of Genetics
College of Agricultural and Life Sciences
School of Medicine and Public Health
425 Henry Mall, Madison, WI 53706
<http://www.genetics.wisc.edu>
(608) 262-1069 • (608) 262-2976 Fax

January 27, 2020

Shicheng Guo
619 Laurel Ct Apt. 202
Marshfield, WI 54449

Dear Shicheng:

On behalf of Medical Genetics at the University of Wisconsin-Madison, I am pleased to offer you an employee-in-training appointment as a Research Associate.

This is a 100% appointment with a full-time annual salary rate of \$68,990 beginning March 1, 2020. I anticipate that the appointment will continue at least through 11/12/2020 contingent upon your training progress, funding availability, program needs, and satisfactory performance.

If you are on a nonimmigrant visa and are later offered a fellowship or award, you must discuss this with the International Faculty and Staff Services (IFSS) office (+1-608-265-2257) **before** you accept the fellowship or award. If you accept a fellowship or award, you may need to change your immigration status. These changes take time, so you must contact IFSS as early as you can. If you are in an H-1B visa status, you cannot be classified as a postdoctoral fellow or postdoctoral trainee.

All UW School of Medicine and Public Health faculty, staff and students are responsible for upholding the highest standards for professional conduct and ethical behavior in pursuing the School's missions of patient care, education, research, and service. Professionalism includes: 1) demonstrating honesty, integrity, inclusivity, accountability, and fairness; 2) treating everyone, including patients and visitors, colleagues, staff, and learners, with kindness, compassion, and respect; and 3) making a commitment to altruism in all interactions. Faculty, staff and students are responsible for personally modeling professional conduct and inspiring and expecting professional behavior by others. The School of Medicine and Public Health expects all faculty, staff and students to abide by these principles of professionalism, and associated laws and university policies, in the performance of their responsibilities.

You will be collaborating with Steven Schrodi working on conduct studies on the genomics and epigenomics of human disease, develop computational architecture for analysis of genomics data, and develop and implement computational statistical methods for analyzing large-scale genomics and epigenomics data..

Important benefit information is available on the Office of Human Resources/Payroll and Benefits Services website at <https://hr.wisc.edu/docs/new-employee-packet.pdf>. Many University benefits have strict time limits, so please contact Matt Hahne in Genetics/Biotech at 608-262-7729 or mdhahne@wisc.edu as soon as possible to discuss your benefit options. Failure to do so could result in the loss of important benefits.

The Internal Revenue Service (IRS) says that Research Associates appointments are employees. The UW-Madison will most likely collect income taxes on this salary. You can read about this [here](#).

Your employment is contingent upon verification of your identity and work authorization within three days of your first day of employment as required by federal law. Please note that Section 1 of the Form I 9 must be completed electronically on or before your date of hire. Also see Matt Hahne in the departmental office within three days to complete the I-9 form. You will be provided the list of acceptable documents and detailed instructions on how to complete the electronic Form I-9.

Please note: Applications for individuals seeking J-1 immigration status sponsored by the University may be subject to additional screening activities to ensure compliance with the federal export control regulations. If you have questions about export control regulations, please contact the University's Export Control Office: <https://research.wisc.edu/integrity-and-other-requirements/export-control/>.

All employees, faculty and staff are strongly encouraged to help make the University a drug-free workplace. You can do this by learning about substance abuse (its dangers and warning signs), encouraging others to avoid substance abuse, and getting help if you need it—either for yourself or for someone you are concerned about. Please review the “UW-Madison Compliance with the Drug-Free Schools & Communities Act”, which is provided to all employees as part of their orientation to the University community. This document can be found at: <https://alcoholanddruginfo.students.wisc.edu/dfsac-act/>.

Executive Order #54 (EO 54) requires the reporting of child abuse or neglect. As a UW-Madison employee, you are required by EO 54 and campus policy to immediately report child abuse or neglect to Child Protective Services (CPS) or law enforcement if, in the course of employment, you observe or learn of an incident or threat of child abuse or neglect, and you have reasonable cause to believe that child abuse or neglect has occurred or will occur. If the abuse or neglect occurred in a University program, on campus, or involved a University employee, volunteer, or agent, you must also notify the Office of Equity and Diversity. EO 54 does not apply to employees whose job requires them to comply with the mandatory reporter requirements in Wis. Stats. s. 48.981. Employees who learn about child abuse or neglect in a healthcare setting should only report as permitted by HIPAA. For more information, please see the University of Wisconsin – Madison Office of Equity and Diversity website at: <https://oed.wisc.edu/child-abuse-and-neglect-reporting/>.

The University of Wisconsin is required to provide all employees with a Notice of the availability of the Health Insurance Marketplace. Beginning in 2014, the federal Affordable Care Act (ACA) requires most everyone to obtain health insurance for themselves and their dependents or pay a penalty when filing their tax returns. The Marketplace (also known as the Exchange) is an option for people to obtain health insurance. Detailed information about the Health Insurance Marketplace and options can be found on at <https://www.healthcare.gov/> and the official marketplace notice can be found at the following link from UW System, [https://www.wisconsin.edu/ohrwd/download/aca\(3\)/notice.pdf](https://www.wisconsin.edu/ohrwd/download/aca(3)/notice.pdf).

The Office of Postdoctoral Studies can assist you during your training period, especially in the areas of career planning and professional development. You can visit the Office of Postdoctoral Studies website, <http://postdoc.wisc.edu>, for more information on the activities and services they can provide to you. If you have questions or suggestions for the Office of Postdoctoral studies, please email them at contact@postdoc.wisc.edu.

UW-Madison recommends that all graduate students and postdoctoral researchers use an Individual Development Plan (IDP) to set academic and career goals and to facilitate conversations with their mentor(s). If you are a graduate student or postdoctoral researcher supported by NIH funding, you **must** have an Individual Development Plan (IDP). Visit the Graduate School's IDP website (<http://grad.wisc.edu/pd/idp>) for templates, advice and supporting resources.

It is the policy of the University of Wisconsin-Madison and the School of Medicine and Public Health to provide reasonable accommodation for qualified School of Medicine and Public Health faculty with disabilities. If you need accommodation to perform the responsibilities of your position, please contact the SMPH Divisional Disability Representative at smpH-accommodation@med.wisc.edu.

All employees of the UW School of Medicine and Public Health are required to complete Health Insurance Portability and Accountability Act (HIPAA) privacy/security training. To access the HIPAA training course please click on this link: <https://compliance.wisc.edu/hipaa/training/>. For any questions regarding the training, please contact smpH-hipaa-admin@med.wisc.edu.

UW-Madison prohibits discrimination against applicants, employees, students and visitors to campus who wish to participate in University programs or activities. Information about relevant law, policies, resources and complaint procedures and protected bases is available at: <http://www.oed.wisc.edu>.

I look forward to working with you. Please do not hesitate to call me if you have any questions about your appointment.

Sincerely,

Steven Schrodi
Assistant Professor
Laboratory of Genetics

I have read and accept the terms of this appointment:

Signature: _____ Date: _____

Cc: SMPH Human Resources, OPS@lists.wisc.edu (Office of Postdoctoral Studies)