

# HHMI Support After an HHMI Laboratory Head's Resignation

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## **Purpose**

This policy describes the support HHMI provides the laboratories of HHMI Investigators or Freeman Hrabowski Scholars (each, an “HHMI Laboratory Head”) after an HHMI Laboratory Head resigns from HHMI.

## **Scope**

This policy applies to all HHMI Laboratory Heads who resign from HHMI.

## **Policy**

Unless HHMI determines that another arrangement is appropriate in the circumstances, it will provide the support specified in this policy for up to 90 days after an HHMI Laboratory Head’s resignation date (the “Support Period”). The Vice President and Chief Scientific Officer will decide the length of the Support Period, taking into consideration the ongoing research in the laboratory on the date the resignation is effective and the circumstances of the resignation, including without limitation whether the resignation is voluntary or whether HHMI is accepting a resignation in lieu of termination.

An HHMI Laboratory Head who wishes to resign from HHMI should notify HHMI in writing as soon as possible after they have accepted another position, giving at least 30 days’ notice before any public announcement of the HHMI Laboratory Head’s new position. HHMI strongly recommends more than 30 days’ notice to ensure sufficient lead time to plan a smooth transition for staff and research projects, as well as reducing HHMI-supported research activities, such as animal care.

Promptly after notifying HHMI of their resignation or as otherwise agreed with the Vice President and Chief Scientific Officer, the HHMI Laboratory Head must submit to HHMI a brief written document that describes the plan for supporting the laboratory members during the Support Period (the “People Plan”). If the HHMI Laboratory Head’s laboratory at their host institution is closing, the People Plan must include the HHMI Laboratory Head’s plans for helping laboratory members transition to other opportunities. If the HHMI Laboratory Head will continue to have a laboratory at their host institution after they resign from HHMI, the People Plan must include the HHMI Laboratory Head’s plans for transitioning laboratory members who are HHMI employees to other positions within their laboratory or other opportunities.

## **HHMI Support**

For HHMI Laboratory Heads who maintain an active research program at their host institution, HHMI support during the Support Period will include:

- A prorated amount of the HHMI Laboratory Head's full fiscal year HHMI laboratory operations budget based on the length of the Support Period. If the Support Period extends into a new fiscal year, no fiscal year budget increases will be applied; and
- Occupancy payments to the host institution, consistent with the collaboration agreement between HHMI and the host institution.

The HHMI laboratory operations budget may not be used to buy capital equipment (greater than \$15,000) during the Support Period. HHMI will not provide the HHMI Laboratory Head's salary and benefits during the Support Period. The HHMI Science Operations Manager ("SOM") for the resigning HHMI Laboratory Head will control the laboratory operations budget during the Support Period. All HHMI support for the laboratory will end at the end of the Support Period, and any remaining funds in the HHMI laboratory operations budget will remain with HHMI.

## **Laboratory Personnel**

The SOM for the resigning HHMI Laboratory Head will supervise the HHMI employees in the resigning HHMI Laboratory Head's laboratory during the Support Period. Nothing in this policy constitutes an express or implied contract of employment or warranty of any benefits for HHMI employees in the laboratory. HHMI employees who are not HHMI Laboratory Heads are employed on an at-will basis for no definite period of time. An employee in an at-will relationship has the right to terminate their employment for any reason and at any time, with or without cause or notice; an employer in an at-will relationship has the right to do the same.

Promptly after receipt of the HHMI Laboratory Head's notice of resignation, HHMI will provide written notice to the HHMI employees in the resigning HHMI Laboratory Head's laboratory of the anticipated last day of the Support Period. The HHMI employment of HHMI employees in the resigning HHMI Laboratory Head's laboratory who do not obtain a new position with HHMI will terminate no later than the end of the Support Period. Consistent with HHMI's standard procedures, accrued and unused personal time off payouts for eligible laboratory members due upon separation from employment, and severance benefit payments that are determined to be payable under HHMI's Severance Pay Plan, will be charged to the departing HHMI Laboratory Head's laboratory operations budget.

HHMI recognizes the importance of the mentoring experience during postdoctoral training and will assist HHMI Postdoctoral Scientists whose positions end due to an HHMI Laboratory Head's resignation from HHMI to locate an HHMI Postdoctoral Scientist position in another HHMI laboratory if the HHMI Postdoctoral Scientist has remaining eligibility for an HHMI Postdoctoral Scientist position. If an HHMI Postdoctoral Scientist in the resigning HHMI Laboratory Head's laboratory moves to another HHMI Laboratory Head's laboratory as an HHMI Postdoctoral Scientist due to the resignation, HHMI will transfer from the resigning HHMI Laboratory Head's HHMI laboratory operations budget to the other HHMI Laboratory Head's HHMI laboratory operations budget an amount equal to the Postdoctoral Scientist's salary and benefits for up to one

year. If the resigning HHMI Laboratory Head's HHMI laboratory operations budget does not have sufficient funding to cover such amount, the Science department may provide the remaining amount to the other HHMI Laboratory Head's HHMI laboratory operations budget. No additional funds will be added to the other HHMI Laboratory Head's HHMI laboratory operations budget for any future renewals of the HHMI Postdoctoral Scientist.

No additional HHMI employees may be hired by the resigning HHMI Laboratory Head during the Support Period.

### **HHMI Policies**

During the Support Period, unless otherwise approved by HHMI, the resigning HHMI Laboratory Head and their laboratory will be subject to, and must comply with, all HHMI policies, procedures, and practices. The Collaboration Agreement between HHMI and the HHMI Laboratory Head's host institution shall continue to apply to the laboratory during the Support Period as if the HHMI Laboratory Head were still employed by HHMI as an HHMI Laboratory Head.

## **Related Procedures, Forms and Policies**

None

## **Contact**

- [Senior Director-Scientific Officer](#) (for Investigators)
- [Senior Director-Scientific Program Officer](#) (for Freeman Hrabowski Scholars)
- [HHMI Attorney](#)

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