



BALTIMORE RESEARCH AND EDUCATION FOUNDATION, INC.

MAIL STOP 151-A • 10 NORTH GREENE STREET • BALTIMORE, MARYLAND 21201
(410) 605-7130 • (410) 605-7906 (FAX)

REQUEST TO HIRE A NEW EMPLOYEE

DATE: _____

TO: David E. Johnson, Ph.D.

FROM: _____
Investigator

I wish to hire: _____ (name)
_____ (address)
_____ (address)

Proposed start date _____

Position Title _____ **(a position description must be attached).**

Proposed Salary grade (use VA scale) _____ or \$ _____ per _____

Hours per week _____

(Employees hired to work a total of 1,040 hrs/year or more are eligible for benefits. This would include those hired to work 20 hrs or more/week for at least one year **or** 40 hrs/week for at least 6 months.)

Salary costs to be paid from _____
Investigator Account

Salary cost to investigators includes salary, Social Security & Medicare, Maryland Unemployment Ins., health insurance (75% of cost for full-time employees), retirement (1% + match employees contribution up to 5%) and annual leave (4 hrs/pay period for full-time employees for the first 3 years, 6 hr/pay for years 4-14 and 8 hr/pay starting year 15).

Investigator's Signature _____
date

Approved:

David E. Johnson, Ph.D., Executive Director _____
date