1.0 PURPOSE

To define Cold Spring Harbor Laboratory’s Housing Supplement Policy.

2.0 SCOPE

This policy applies to all Postdoctoral Fellows (excluding HHMI Postdoctoral Fellows on H1-B visas).

3.0 RESPONSIBILITY

The interpretation and administration of this policy shall be the responsibility of the Vice President, Human Resources.

4.0 DEFINITIONS

“Gross pay” refers to salary or stipend.
“Eligible housing” is defined as housing within commuting distance of Cold Spring Harbor Laboratory.
“Family income” is defined as annual earned gross income from all sources including compensation, grant incentives, family allowances and spousal compensation.

5.0 POLICY

5.1 Laboratory Housing. Cold Spring Harbor Laboratory will provide all single eligible post docs with the option of living in single-room, shared housing units located both on and off-campus. Eligible post docs may choose from available housing units at their time of arrival.

5.2 Rent Supplement. For single post docs, rent supplements are available only for on-campus or off-campus shared Laboratory housing. For married post docs, rent supplements are available for Laboratory or non-Laboratory housing. (Note: Based on the minimum post doc stipend level - $42,000 in 2011 - and the formula used to calculate the rent supplement, single post docs will not qualify for the rent supplement.)

Eligible post docs may receive a rent supplement if their monthly rent exceeds 35% of their gross monthly family income. The maximum monthly rent which will be considered when calculating a supplement is:

- $800 – Single
- $1,350 – Married or Domestic Partnership
- $1,650 – Married or Domestic Partnership with One Child
- $1,800 – Married or Domestic Partnership with More than One Child

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SUPPLEMENT CALCULATION
Rent – (35% x Family Income) = Supplement

EXAMPLES::
A. A single post doc earning $42,000 annually (or $3,500 monthly) selects Laboratory housing with a monthly rental fee of $950. Since $800 is the maximum monthly rent to be considered, the rent supplement will be calculated as follows:

\[
\begin{align*}
$800 & \quad - \quad (35\% \times $3,500) \\
$800 & \quad - \quad $1,225 = ($425)
\end{align*}
\]

This post doc will receive a monthly rent supplement of $0.

B. A married post doc with one child earning a gross family income of $42,000 (or $3,500 monthly) with a monthly rental fee of $1,900. The maximum monthly rental to be considered in this case is $1,650. The rent supplement will be calculated as follows:

\[
\begin{align*}
$1,650 & \quad - \quad (35\% \times 3,500) \\
$1,650 & \quad - \quad $1,225 = $425 \text{ per month}
\end{align*}
\]

This post doc will receive a monthly supplement of $425, or $5,100 per year.

Only the actual rent payment is supplemented. No assistance is given for separate utility payments, property taxes or any other costs related to a housing rental.

Married post docs must report the couple’s family income when requesting a housing supplement and provide the most recent copies of their individual or joint tax returns. Unmarried post docs in domestic partnerships must provide the most recent copies of both partners’ individual tax returns. A declaration of domestic partnership must also be provided, along with the forms of proof that are requested in the declaration.

Rent supplements are combined with the post doc’s stipend each pay period and taxed according to the current tax deduction claimed by the post doc.

5.3 Off-Campus Housing. When Laboratory housing is not available, the housing manager will assist eligible post docs with locating off-campus housing.

6.0 PROCEDURES

6.1 The new post doc may apply for a rent supplement in the Human Resources department by completing the relevant application form.

6.2 Human Resources will calculate and approve the yearly allowance for the rent supplement based on the information provided by the post doc. It is the responsibility of the post doc to submit his/her request in a timely manner. Retroactive payments will only go back 60 days from the date the application is received in the Human Resources department.

6.3 The rent supplement will automatically be recalculated on January 1st of each subsequent year, at which time any rent increase will be taken into consideration. However, it is the responsibility of the individual receiving a supplement to immediately inform the Human Resources department of any substantial change in family income which may result from a

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change in jobs or a change in spouse’s employment status. Failure to report a change in family income within 30 days may result in the individual having to reimburse the Laboratory for any supplement overpayments.

6.4 Grant incentives and family allowances awarded to Post Docs are included in the calculation of annual gross earned family income.

6.5 The approved rent supplement request form is forwarded to Payroll.

6.6 The Human Resources department may request income verification on an annual basis in the form of the recipient’s most recent tax return.

The Laboratory reserves the right to limit enrollment in this program to the extent necessary to satisfy its own needs. Enrollment in the program may be closed to new participants at any time without notice. The Laboratory reserves the right to alter or cancel this program at any time, without prior notice to the participants.

This policy is not to be considered an employment contract or a guarantee of any kind. The Laboratory reserves the right to interpret, administer, revise, supplement, or rescind policies, as it deems appropriate.