



## EcoHealth Alliance

September 23<sup>rd</sup> 2014

Dear Andrew,

It is with great pleasure that I offer you the position of Senior Research Scientist: Technology and Data Sciences based at EcoHealth Alliance in New York City. Your responsibilities include those listed in the attached job description as well as other duties that may be assigned to you. You will receive the full EcoHealth Alliance benefits package, which gives great coverage for healthcare and dental – please see the summary details on the following pages.

Your appointment is offered commensurate with EcoHealth Alliance's Bylaws. Please note that this letter should not be considered as a contract of employment for any definite period of time or the guarantee of any particular rules, policies, procedure, or terms and conditions of employment. Your appointment is scheduled to begin on **October 15th 2014**, with an understanding that you may work remotely for the first 1-3 weeks. It is expected that you will join our staff here in New York full time by at the latest November 10<sup>th</sup> 2014, but ideally before that. You will be paid semi-monthly at a rate corresponding to an annual salary of \$ [REDACTED] **plus benefits.**

As per our telephone conversation, you have been given a budget of \$ [REDACTED] **towards all your reasonable relocation expenses.** This includes, but is not limited to, air travel, moving company expenses, rent or hotel expenses in New York, and will be refunded to you on submission of an expense reimbursement claim.

I'm looking forward to you joining EHA and personally anticipate great things from you as you begin to develop a research agenda around your skills and those of the tech team here. To make sure that you are as successful as possible in this, **we will fund 50% of an administrative position** to support your reporting duties with DTRA, and a budget of \$ [REDACTED] **towards travel to**

**conferences, other meetings and reasonable costs to develop your research agenda and the team's success here.**

As with all EcoHealth Alliance employees, after a three-month 'introductory period' you will have a performance review. Following that, EcoHealth Alliance provides annual performance related reviews as well as with annual increases and incentive payments at the President's discretion. Given the need to ensure that DTRA support continued development of the tech team's work, and the pending contract extension, we will ensure that if you are successful in extending the funding you will be rewarded appropriately. You will receive ten paid vacation days annually, prorated for the first year.

Please do not hesitate to call me if you have any questions at all about the job. If you agree to these terms, I would appreciate your signing below and returning a copy of this letter. I personally look forward to working with you and I am sure you will rapidly become a key member of our team, should you accept this offer.

Yours sincerely,



Dr Peter Daszak  
President, EcoHealth Alliance  
(t) 1.212.380.4473, (e) daszak@ecohealthalliance.org

To be signed below:

I, Andrew Huff, accept this position

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[sign]

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[date]



## EcoHealth Alliance

**Major Medical and Vision Insurance** – This coverage is provided by Oxford and covers you, your spouse and/or partner, as well as any children you may have. This coverage begins on the 1<sup>st</sup> day of the month following the date of hire.

**Dental** – Please complete the MetLife Enrollment Form enclosed. Please notify us of any marital/family changes. Coverage begins the first day of employment.

**Life Insurance** – EcoHealth Alliance via Metropolitan Life Insurance Company provides a life insurance policy equal to one times your salary or a maximum of \$50,000. Coverage begins the first day of the calendar month coinciding with or next following 30 consecutive days as an employee.

**Long and Short Term Disability Insurance** – Coverage is provided by Metropolitan Life Insurance Company. Coverage begins the first day of the calendar month following your date of hire.

**Vacation** – You are eligible for two weeks of vacation on a prorated basis in your first year. Unused vacation time may not be carried from one year to the next unless approved by the President. Please notify the office manager of your vacation schedule.

**Sick Days** – You will be eligible for twelve paid sick days a year prorated during your first year. In the following fiscal year and every year thereafter, you will be eligible for a total of twelve paid sick days per year. Unused sick days cannot be carried from one year to the next.

**Office Holidays** – At the beginning of each fiscal year, the President schedules Office holidays. With the permission of the President an employee may elect to work on an office holiday and take an equivalent day off at another time.

**Compensatory Time** – EcoHealth Alliance does not pay overtime. Compensatory time must be approved by the President. Time earned must be used within the fiscal year and preferably within the month in which it is earned. All compensatory time earned and used must be recorded on time sheets.

**Retirement Plan** – The EcoHealth Alliance 403b retirement plan is with TIAA-CREF. EHA commits to match up to 5% of your annual salary 1:1 in your plan. Enrollment forms and detailed information will be sent to you when you are eligible for enrollment: nine months from your hire date.

**Tuition Reimbursement** – EcoHealth Alliance will pay 50% of tuition costs for one class per semester pending supervisory and/or President's approval.

**Medical, Dependent Care and Transit Flexible Spending Accounts** – Pre-tax flexible spending accounts are available to New York staff members at the current federal pre-tax limit. Currently, EcoHealth Alliance incurs all administrative and processing costs for this benefit.