

Building 400B
P.O. Box 5000
Upton, NY 11973-5000
Phone 631 344-7435
Fax 631 344-3195
rlincoln@bnl.gov



managed for the U.S. Department of Energy
by Brookhaven Science Associates, a company
founded by Stony Brook University and Battelle

www.bnl.gov

August 8, 2013

Dr. José Alberto Vázquez González
Priv Estrada Cajigal 7-A Col Lomas de la Selva
Cuernavaca, Morelos, Mexico 62270

Dear Dr. Vázquez,

I am pleased to confirm the offer of Dr. Thomas Ludlam, Chair of the Physics Department, for an appointment as a Research Associate, at a starting salary of \$60,000.00 per annum, effective on or about September 22, 2013 for a period of two years.

Your employment is contingent upon the satisfactory results of a physical examination which will be scheduled shortly after your arrival and upon your maintaining appropriate visa status with the United States immigration authorities throughout the appointment period.

Due to U.S. Department of Energy requirements, the Laboratory must conduct an internal review of all foreign nationals.

Before coming to the Laboratory you must possess the necessary authorizations for employment *and* you must be approved in our Guest Registration System that is used for new employees as well as guests. You will be notified of this approval through our Guest Registration System.

Please *do not* set any travel or moving dates until you have been notified that *all* the necessary authorizations and approvals are in place. On your first day of employment it will be necessary that you show proof of identity and authorization to work in the United States to the Human Resources Division. Brookhaven participates in E-Verify, an online system designed to electronically verify employment eligibility.

Prior to your first day of employment, please visit our webpage <http://www.bnl.gov/HR/careers> and select the "New Hires" tab. Read the welcome message from our Laboratory Director, Doon Gibbs, browse the page for information about your first days at Brookhaven, and then proceed to the required New Hire Forms. Complete each form and bring with you on your first day of employment. Do not sign or date the forms. Instructions for completing the forms can be found on the webpage. Having your completed forms with you when you arrive will streamline the on-boarding process; therefore, if you have any questions about this requirement, be sure to call for assistance (information available on webpage). Benefits information can be found at the following link: <http://www.bnl.gov/HR/careers/benefits.asp>.

Your appointment will be subject to the conditions contained in the Scientific Staff Manual, which can be viewed by searching for "Scientific Staff Manual" from the search bar on the BNL home page. You will receive your paycheck the last work day of the month.

If the above arrangements are acceptable, please sign and return for our files the enclosed copies of this letter and appointment allowances. We look forward to your association with the Laboratory and wish you success in your new position.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert E. Lincoln".

Robert E. Lincoln
Chief Human Resources Officer

I accept your offer of a position as outlined above and understand that my participation, upon becoming eligible, in the Laboratory's long-term disability insurance plan is a condition of employment.

SIGNED _____ DATE _____

EXPECTED START DATE _____

**BROOKHAVEN NATIONAL LABORATORY
APPOINTMENT ALLOWANCES**

Name: José Alberto Vázquez González
Address: Priv Estrada Cajigal 7-A Col Lomas de la Selva
 Cuernavaca, Morelos, Mexico 62270
 BS8 1TL, UK
Department: PO **Project Activity:** 18957

Business Telephone:
Residence Telephone: 7773136268
Cell Phone: 7771999075
Email Address: vetovazquez@hotmail.com
Effective On or Before: 9/22/13

THE FOLLOWING ITEMS MARKED BY AN (X) APPLY TO THE APPOINTMENT BEING OFFERED TO YOU. PLEASE SIGN, DATE AND RETURN ONE COPY OF THIS FORM ALONG WITH ONE ACCEPTANCE COPY OF YOUR APPOINTMENT LETTER.

TRAVEL BETWEEN UPTON, L.I., NEW YORK and Cuernavaca, Mexico

TRAVEL (by U.S. flag carrier only)	SELF	FAMILY	ONE-WAY	ROUND-TRIP
BY COMMON CARRIER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BY AUTOMOBILE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LODGING.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PER DIEM	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Unless otherwise noted, the Laboratory will pay all travel costs.

MOVING	YES	NO	DOLLAR LIMIT
HOUSEHOLD GOODS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	} \$4,000.00.00
PERSONAL BELONGINGS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Dollar limit relates to moving expenses only; not travel expenses.

REMARKS: TO ENSURE THESE ALLOWANCES, THE CONDITIONS ON THE REVERSE SIDE MUST BE ADHERED TO.

1. Please contact Dr. Vazquez to arrange his relocation.
2. The department will cover one (1) month on-site housing.

APPROVED *Erin Gertler* **DATE** 8/8/13
 HUMAN RESOURCES REPRESENTATIVE

ACKNOWLEDGED BY _____ **DATE** _____ **ESTIMATED DATE OF ARRIVAL** _____

Distribution:
PERSONNEL RECORDS _____ **DEPT/DIV** _____ **ACCTS PAYABLE** _____ **TRAFFIC OFFICE** _____

NOTE:

Certain items of reimbursement for moving expenses may be reportable as taxable income. It is recommended that each individual consult their personal tax advisor or refer to current IRS Publication #521 (Moving Expenses).

BROOKHAVEN NATIONAL LABORATORY APPOINTMENT ALLOWANCES

CONDITIONS

If within one year from the date you begin work at the Laboratory you resign or leave for reasons within your control, you must reimburse Brookhaven National Laboratory for the appointment allowances authorized on this form.

The allowances authorized on this form are in effect for one year after your appointment has begun. In the event an extension of the time period is required you must request such extension from your Directorate prior to the expiration of the one year period. The Directorate will notify the Talent Acquisition Manager to gain concurrence.

TRAVEL

By Common Carrier: Actual cost of travel by coach class jet at the lowest fare available, or rail transportation. Reimbursement includes taxis, airport limousines, buses or train connections. Reimbursement for rented automobiles, e.g. for use between Metropolitan New York and the Laboratory, will be made only upon specific prior approval. Receipts must be presented. ***Airline must be a U.S. Carrier, if you have questions as to allowable carriers, please speak with our Travel Office (631-344-2531 or email travel@bnl.gov)***

By Automobile: Reimbursement will be made at the rate stipulated in U.S. Government schedules for the most direct route. At the option of the Laboratory, Rand McNally road map distances may be substituted for actual mileage. Road tolls over \$75.00 will be reimbursed only if receipts are presented. When driving, it is expected that you will cover at least 300 miles per day or 1000 miles every four days.

Expenses During Travel Time: A daily allowance for lodging, meals and incidental expenses will be paid depending upon location as stipulated in U.S. Government schedules. If total travel begins and ends within the normal working day, no daily allowance is paid.

MOVING

Household Goods: ***For domestic moves, the Laboratory's Traffic Office will appoint a moving company and coordinate the move.*** The Laboratory will assume the cost of moving normal household goods, including packing, shipping, basic insurance, unpacking and re-delivery from storage in transit to a permanent residence. ***The moving company will unpack furniture and mattresses, but not personal belongings.*** Two automobiles may be included. The Laboratory will also assume the cost of up to three months' storage in transit, but will consider extension of this limit in unusual circumstances. Re-delivery from an accommodation on the Laboratory site will not be reimbursed. The Laboratory reserves the right to disallow estimated items which are not considered to be within reasonable household limits. If a dollar limit is indicated on this form, it covers all the costs mentioned in this paragraph. Rental of a U-Haul or like vehicle, including gas and tolls, is permitted under these allowances as an alternative to a moving company. Receipts must be provided.

The Laboratory's Procurement and Property Management Division, Traffic Office, is responsible for coordinating the moving of household goods with the moving company. The Laboratory will not be responsible for the costs incurred from carriers it has not authorized without prior approval. ***If you choose to make your own moving arrangements involving a company not under contract with Brookhaven National Laboratory, we suggest you consult with the Traffic Office regarding this decision. (631-344-4336 or eve@bnl.gov) For the majority of overseas moves, it is cost saving to arrange your move yourself and have the Laboratory reimburse your expenses up to your allowable allocation.***

Personal Belongings: These are not to be confused with household goods and are items of direct personal need to the individual. For travel by common carrier, reimbursement may be made for the cost of shipping goods by surface transportation. For travel by car, reimbursement for the cost of shipment of personal belongings by additional means will only be made by specific prior approval. If household goods are being moved, personal belongings are of course included.