

SUBJECT: **Notification to Applicants Invited to Interview**

INTENT: The ACGME requires applicants to be informed in writing of the terms and conditions of employment

POLICY STATEMENT: All applicants invited to interview will receive written notice of the terms and conditions of employment

DESCRIPTION:

1. The GMEC office has prepared a document that describes the policies on terms, conditions, and benefits of appointment, including financial support; vacations; parental, sick leave and other leaves of absence, professional liability, hospitalization, health, disability, and other insurance provided for the residents and their families; and the condition under which the Sponsoring Institution provides call rooms, meals and laundry services, or their equivalents. (See Attachment).
2. All programs will include this document or reference its web site when offering an interview to the resident.

Last Reviewed and Approved: Graduate Medical Education Committee
December 9, 2010

DATE:

MEMORANDUM

TO: Resident / Fellow Applicant:
FROM: University of Florida College of Medicine
RE: Benefits and Conditions of Appointment

The Accreditation Council for Graduate Medical Education Institutional Requirement (II.C.) requires that candidates for ACGME-accredited programs (applicants who are invited for an interview) must be informed, in writing or by electronic means, of the terms, conditions, and benefits of appointment, including financial support; vacations; parental, sick, and other leaves of absence; professional liability, hospitalization, health, disability and other insurance provided for the residents and their families; and the conditions under which the Sponsoring Institution provides call rooms, meals, laundry services, or their equivalents are to be provided.

Please find below a summary of those items.

TERMS AND CONDITIONS OF APPOINTMENT - Appointments are renewed annually and continued retention in the training program depends on your satisfactory performance/training progress, including adherence to acceptable professional behavior, as well as the continuation of requisite funding for the program. A resident's / fellow's reappointment and progression to more advanced levels will be based on the results of periodic reviews of the resident's / fellow's educational and professional achievement, competence and progress as determined by the program director and teaching faculty.

The primary site of your graduate medical training will be the University of Florida Health Science Center-Gainesville with its major teaching hospitals and affiliates, but the location of the training for any resident may occur at various additional sites. All assignments and call schedules are made at the discretion of the appropriate program director of the University.

FINANCIAL SUPPORT - The College of Medicine sets the annual stipend for residents at each level. Exceptions to these stipend levels must be approved by the Graduate Medical Education Committee. As a resident / fellow, you automatically will be enrolled in the University of Florida's FICA Alternative Plan. Under the provisions of this retirement plan, instead of paying 6.2% social security taxes post tax, you will contribute 7.5% of your pre-tax wages into an investment account in your name. The Medicare contributions at 1.45% will continue to be withheld from your biweekly paychecks and will be matched by the University of Florida. Information regarding this program is available at <http://www.hr.ufl.edu/retirement/other/FICA.asp>

LEAVE – Residents / Fellows shall be entitled to leave with pay for the purpose of annual and sick leave depending upon the length of appointment during the training period July 1 through June 30.

If specialty board regulations for annual and sick leave accrual and usage differ from that outlined in this rule, written notification of the board policy shall be completed by the program director and submitted to the Dean for approval. The total maximum time a resident / fellow can be away from a program in any given year or for the duration of the residency program shall be determined by the requirements of the specialty board involved. All absences must be approved by the program director.

SICK LEAVE – Residents / Fellows shall accrue sick leave at the rate of 10 working days per year of full employment if consistent with board requirements. If excessive time is taken, the resident / fellow must extend her/his training to fulfill board requirements.

ANNUAL LEAVE - Annual leave accruals are normally based on an annual rate of fifteen (15) workdays for all postgraduates, provided this does not exceed that allowed by the appropriate board.

MILITARY LEAVE - Absences for temporary military duty (e.g. two-week annual training) will not be taken from sick or annual leave but will be considered leave with pay for up to 17 days. If activated from reserve to active duty status, the resident / fellow will receive thirty (30) days full pay before going on leave without pay.

HOLIDAYS – Residents / Fellows shall be entitled to observe all official holidays designated by the Department of Administration for state employees except when they are on call for clinical responsibilities. Resident / Fellows on Veteran's Administration Medical Center rotations shall be entitled to observe all official holidays designated by the federal government for employees except when they are on call for clinical responsibilities.

LEAVE OF ABSENCE - Educational Assignment – Residents / Fellows shall be eligible for absence pertaining to education and training provided it is allowed by the appropriate board and agreed to, in writing, by the program director. Licensure Examination Leave – Residents / Fellows taking American specialty board and state licensure examinations will be authorized leave at the discretion of the program director.

PARENTAL LEAVE – Residents / Fellows that plan to utilize parental leave are expected to notify their program director as soon as possible to facilitate the appropriate scheduling.

UNUSED LEAVE - All unused leave is considered non-payable leave, and there is no entitlement for lump-sum payment for unused leave upon separation or completion of training.

MEALS - A meal subsidy may be provided for residents / fellows on-call for their service.

ON-CALL QUARTERS, LAUNDRY - On-Call Quarters are available at all hospitals to which the resident / fellow rotates and each provides access to bathrooms and telephones. As a general rule, living quarters and laundry, are not provided by the institution. Some departmental exceptions to this may exist for residents / fellows who are sent to specific rotations outside of the immediate home area. Departmental policies will govern provision of living quarters at these sites.

INSURANCE - The College of Medicine recognizes the need to provide insurance coverage in a variety of different categories.

HEALTH INSURANCE – The College of Medicine group health plan provides for both individual and dependent coverage. Premiums are paid by the College of Medicine. The policy is administered by Humana Insurance Company.

COBRA - If a covered employee or dependents' medical insurance terminates due to a Qualifying event (employment termination, work hours reduction, divorce/legal separation, Medicare entitlement, and maximum age for child), they may continue their medical insurance under the Consolidated Omnibus Budget Reconciliation Act (C.O.B.R.A.). For additional information, contact Fringe Benefits/Gainesville at 352-273-5077. The employee pays premiums. It is the member's responsibility to contact the Fringe Benefits Office for change of family status and change of address.

LIFE INSURANCE –Level term group life insurance underwritten by ING/ReliaStar Life Insurance Company provides \$50,000 of life insurance for all eligible employees with an additional \$10,000 in the event of accidental death and dismemberment.

DISABILITY INSURANCE - All active full-time College of Medicine residents / fellows working at least 30 hours a week are provided Long Term Disability Insurance. This policy is underwritten by ING/ReliaStar Life Insurance Company. The monthly benefit is equal to 60% of the first \$4,166 monthly salary to a maximum monthly benefit of \$2,500 reduced by benefit offsets. The benefits as set forth under this policy will begin after the insured's sixth month of total disability. The maximum benefit period due to sickness and accident is to age 67. A special Individual Guaranteed Issue Conversion Policy is available through Principal Financial. For information pertaining to this special feature, please contact Holloway Financial, Inc. 352-377-2078 or 800-330-4628.

WORKERS' COMPENSATION – If a resident / fellow suffers a work-related injury, the resident / fellow is generally covered under the workers' compensation program of the University provided the resident / fellow complies with the requirements of the worker's compensation program.

PROFESSIONAL LIABILITY INSURANCE – Pursuant to Section 768.28, Florida Statutes, the University of Florida Board of Trustees is exclusively responsible for any civil claims or actions arising from the acts of its employees and agents. The UF BOT is protected for such liabilities by the J. Hillis Miller Health Center Self-Insurance Program (UF SIP), a self insurance program managed by a governing council created by the Florida Board of Governors that is chaired by the Sr. Vice President for Health Affairs. As an employee of the University of Florida (UF), you are personally immune from civil liabilities which may arise from acts or omissions committed by you in the course of your employment. UF SIP affords you personal professional liability protection while you act as a Good Samaritan, while you are involved in community service work, which has been pre-approved by your college, or if you are on a job assignment outside of Florida. UF SIP also provides defense costs for certain licensure investigations by the Department of Health. If you have any questions regarding professional liability, please contact the UF SIP Director at 352-273-7006.

AMERICANS WITH DISABILITIES ACT (ADA) – The University of Florida, under the guidelines of ADA and 504 federal legislations, is required to make reasonable accommodations to the known physical and mental limitations of otherwise qualified individuals with disabilities. For assistance contact the UF ADA Office at 392-7056 or 711 (TDD/TTY).

For additional information visit: <http://www.med.ufl.edu/benefits>

Any questions regarding this information may be discussed at the time of the interview.