



## Department of Obstetrics and Gynecology Faculty Policies and Codes

### Clinical Productivity

Clinical activity expectations are established by the Department Chair in collaboration with the Division Chief. Faculty will be informed of the clinical expectation in writing at the time of hire. However, changes may occur in the clinical site. Requests for changes to clinical activity will be made in writing to the Department Chair and Division Chief.

Faculty members are expected to meet their clinical expectations. With the exception of approved vacation and extended sick leave, faculty need to adjust their schedules to maintain the agreed upon CFTE.

### Grand Rounds and M&M

Full and part-time<sup>1</sup> faculty are expected to attend Grand Rounds, Morbidity & Mortality Conferences, Faculty Meetings, and Division Meetings unless engaged in clinical or academic duties at a UW site of practice during those times.

<sup>1</sup> Part-time faculty are defined as equal to or greater than 50% FTE.

### Use of Continuing Medical Education

The purpose of CME is to provide a continuing update of your medical care. Full-time faculty members are allocated up to two calendar weeks specifically for continuing medical education each academic year. If clinical time will be missed, faculty will need to readjust their schedules to maintain their CFTE.

Requests for CME time must be sent in writing to the Division Chief at least two months prior to the event. Approvals or denials will be sent in writing within two weeks of submission.

Determination for approvals or denials is based on coverage availability and impact on patient care. Faculty members may be requested to provide documentation of CME credits.

## Academic Enrichment Funds

The Department of Obstetrics and Gynecology desires to support the professional and academic development of its faculty members. To support this goal, the Department shall make available academic enrichment funds on a yearly basis to faculty working at 50% or more FTE. These funds will be made available each July 1st and can be used for travel, meetings, tuition, professional memberships, computers, computer software, books or publications. They are not intended to be used for food, entertainment, or office furnishings/improvements, or operations. Computers, software, and books purchased with these funds are property of the University of Washington School of Medicine Department of Obstetrics and Gynecology by State law.

Faculty starting prior to January 1st but after July 1st will receive 100% of their yearly AEF funds. Faculty starting between January 1st and March 31st will receive 50% of their yearly funds. Faculty starting after April 1st but before July 1st will receive 25% of their yearly funds. Faculty who have an FTE between 50% and 80% will receive AEF funds in proportion to their FTE.

The amount of dollars made available to faculty will be determined by position title and paid FTE (see chart below). Money in AEF accounts can carry over 1 year only. If the balance in the account exceeds 2 years AEF at any time, the overage reverts to the Department on June 30th. The Department's Central Administration Division will provide a monthly balance to faculty members. AEF funds cannot go into arrears at any time. If the request for reimbursement exceeds the balance in the account, the faculty member will be expected to pay the difference out of pocket.

***AEF Amount by Rank: Amount is subject to change***

Title	80-100% FTE	70% FTE	60% FTE	50% FTE
Department Chair	\$8,000	N/A	N/A	N/A
Vice Chairs	\$5,000	\$3,500	\$3,000	\$2,500
Division Chiefs	\$5,000	\$3,500	\$3,000	\$2,500
Faculty	\$3,000	\$2,100	\$1,800	\$1,500
Fellows	\$3,000	\$2,100	\$1,800	\$1,500
Nurse Practitioner/ARNP	\$1,000	\$700	\$600	\$500
Chief Residents	\$1,500 for 2 yrs	N/A	N/A	N/A
Sabbatical	2/3 of allowable amount			
Retirees	\$0	\$0	\$0	\$0
WRHR Scholars	\$3,000	\$2,100	\$1,800	\$1,500
Genetic Counselors	\$1,000	\$700	\$600	\$500

## Computer and Printer Purchase and Replacement

### *New Purchase of Computers and Printers:*

The Department of Obstetrics and Gynecology will provide a computer and access to a printer for each faculty member at the time they start their employment with the department.

### *New Faculty:*

New faculty can choose between a standard PC or Apple desktop, or standard PC or Apple laptop with docking station. If you are considering a laptop, please take into consideration: 1) the cost of the laptop is greater than a desktop, 2) laptops require more frequent repair, 3) laptops are prone to loss/theft, 4) faculty must be diligent about not keeping patient information on the laptop, and 5) faculty can remotely access information stored on their desktop computers with programs that our IT staff can install and easily update.

### *Existing Faculty:*

Faculty can use their AEF funds to purchase a second computer and/or monitor for work purposes, but no faculty can have more than two computers assigned to them.

All department issued computers, laptops and related items are the property of the UW and are recorded inventory. They must be returned to the department when they are no longer in use. If a computer is lost or stolen, the Department Director needs to be notified immediately and a police report needs to be filed.

### *Computer Replacement:*

The department will replace computers with standard models. If the faculty member desires a more expensive desktop computer or a laptop to replace their computer that needs replacing, AEF funds can be used to supplement the difference in cost.

Division funds can be used to replace desktop computers if:

- it is not upgradeable
- Or ➤ is non-repairable
- Or ➤ it is not cost effective to replace parts

Division funds can be used to replace laptop computers if laptop is over five years-old AND:

- equipment failed and is non-repairable
- Or ➤ equipment is damaged and is non-repairable
- Or ➤ it is not cost effective to replace parts

AEF funds can be used to replace laptop computers if the laptop is less than five years-old (we warranty laptop computers for three years) and the faculty member wants to upgrade their computer.

### *Staff:*

Staff are given a standard desktop computer with one or two monitors, based on work necessity. A second desktop or laptop may be approved by the Director for required work outside of normal workstation.

*Monitors:*

New or existing faculty can have two monitors if necessary for work efficiency.

*Software:*

The department will provide standard computer software and upgrades as they become available. Specialty software may be purchased with AEF funds or other sources such as grants.

*Smart Phones and Tablet Devices:*

The department will not purchase any smart phones or tablet devices for physician use. AEF funds will not allow these purchases.

For faculty who desire a computer outside of the guidelines of this policy, we encourage you to purchase your own computer out of incentive funds.

## **Parking**

Faculty are responsible for paying their own parking when they come to the UW, with exception of HMC faculty who are already paying a much higher monthly rate to park. The department will continue to pay for HMC faculty who need to come to the UW for meetings, grand rounds, clinic etc.

HMC faculty will receive coupons from the HMC Division Coordinator to pay for parking at UWMC. If you have clinical practice at Roosevelt, it may be less expensive for you to pay for UW parking, and add the cost per month for Roosevelt. This will give you parking at both sites.

At the present time, our department has allocated our precious few S1 parking slots. If you sign up for UW parking you will be assigned an alternate lot, probably by the stadium. Please notify the department administrator if you wish to be placed on the waiting list for S1 parking.

If you work at the VA part-time, you should calculate the cost of monthly vs daily parking at the UW.

If you need to go to HMC, and don't routinely park at that site, you are responsible for the parking cost.

For more information on parking, please visit:

<http://www.washington.edu/commuterservices/parking/fees>

## **Faculty Schedule Change**

Once a schedule is sent out and designated as "final," faculty members who need to change scheduled attending coverage due to a last minute non-medical situations, are responsible to find another faculty member to cover that call. It is expected that there be equitable "pay-back" for this coverage when requested.

### **Call Schedules Opt Out**

When faculty members reach the age of 62 years, they may elect to not participate in “in-house” call. Their other call responsibilities will remain proportionate to other divisional members.

### **Responsibility for Following Patient’s Care**

Faculty members are responsible for following the care of their individual patients’ post-surgery and post-delivery. If the faculty member is unable to provide this continuity, it is their responsibility to hand off the care to another attending.

### **Permission to Engage in Outside Work**

The Department Chair must approve all faculty requests for outside work, in accordance with University of Washington policy.

Faculty are required to submit the request to their Division Chief for concurrence and then to the Chair for approval at least six weeks prior to the engagement.

### **Request for Reduction of FTE**

Faculty desiring a reduction in their FTE must submit a formal request in writing to the Chair and Division Chief on a yearly basis. If approved, the faculty member will need to complete paperwork for the School of Medicine that will be provided by the Department.

Requests for non-medical reasons must be at least six months in advance of effective date. Determination for approvals or denials will be based on departmental need and impact on patient care.

If a faculty member is receiving a MAC or a SAC at the time of their reduction in FTE, the MAC or SAC will be prorated starting with the period of record corresponding to the FTE reduction.

## Faculty Vacation

Per the *Faculty Code*, faculty salaries are paid for twelve months for eleven months of service. Up to one month each academic year (July 1–June 30) can be taken as paid vacation leave. This month is counted as a block of time, and includes weekends. There is no year to year vacation accrual. To allow for simplified tracking of vacation leave within Divisions and conform to the *Faculty Code*, the Department of Obstetrics and Gynecology Leadership Committee has clarified this policy to calculate to 20 weekdays of vacation per academic year for full-time faculty. Part-time faculty vacations are pro-rated to conform to their FTE.

If full-time faculty start their appointment after July 1, their paid leave for the first year will be calculated by the following schedule:

Start Date	Weekdays of Vacation Allotted
July 1–September 30	20 days
October 1–December 31	15 days
January 1–March 31	10 days
April 1–June 30	5 days

Vacation requests must be approved by the Division Chief in accordance with division rules.

Determination of approvals or denials is based on coverage availability and impact on patient care. Vacation time will be tracked within each division.

## Compensation and Benefits for Part-time Faculty

Vacation, sick leave, and CME allocations for part-time faculty are prorated to correspond to the actual FTE worked.<sup>1</sup>

Academic enrichment funds are calculated based on the faculty FTE.

If approval for part-time status is granted during the academic year, the prorating will be calculated from the time the FTE is reduced.

<sup>1</sup> The designation of without salary is not included in the FTE calculation.

## Court Appearances

If faculty are named in a lawsuit for clinical care that precedes their employment date with the University of Washington, vacation time must be used for court appearances and depositions. For cases exceeding four weeks, the faculty member can petition the Chair for additional paid time off.

In legal cases arising from UW clinical work, faculty can have paid time off without using their vacation allowance.

## Faculty Sick Leave

Full-time faculty members are eligible to use up to 90 calendar days (this includes weekend) of paid sick leave each academic year. The faculty member must complete a sick leave request form and provide accompanying health care provider's information. Faculty sick leave is not accruable and is tracked within each division.

## Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) is a federal law which provides job protection and benefits coverage to eligible employees.

FMLA may cover employees for up to 12 weeks of unpaid, job-protected leave from work during the applicable 12-month period because of:

- An employee's own serious health condition
- An eligible family member's serious health condition
- Parental leave to care for a newborn or newly adopted or placed child
- A qualifying exigency arising out of the fact that an employee's eligible family member is a covered military member on "covered active duty" National Guard.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

### *Eligibility:*

- You are eligible for FMLA if you have worked for the University for at least 12 months in a benefits eligible capacity; and if you have not previously exhausted your FMLA covered leave for the applicable 12-month period.
- If you are on a 9-month service period, you are entitled to FMLA during contracted teaching periods, including summer if contracted to teach.
- If you are on a 12-month service period, you are eligible year-round while in active paid status.

FMLA may be taken intermittently, or as part of a reduced work schedule as medical necessary. Contact your AHR Specialist if you have questions about eligibility.

### *Calculating Leave Availability:*

The FMLA requires employers to use one of several methods to establish the 12-month period that will be used to assess an employee's leave availability and to track FMLA leave use. Beginning January 2016, the UW will use the "rolling" 12-month period to track FMLA leave usage and availability. Between January 2015 and January 2016, the UW will use either the current method or the "rolling" 12-month period for establishing the period that is most advantageous to the employee.

### *Pregnancy Disability:*

You may take pregnancy disability leave for pregnancy-related conditions or childbirth for the period of time certified by your healthcare provider. Pregnancy disability usually runs concurrently with FMLA and

paid sick leave. When your pregnancy disability leave ends, you are entitled to up to 12 weeks of additional time off under the Washington Family Leave Act (FLA) for bonding with and caring for your baby. Once your paid sick leave is exhausted, FLA is considered a leave without pay.

*Maternity Leave:*

AHR must adhere to the dates of leave on the leave certification form signed by your healthcare provider. For this reason, AHR recommends turning in required paperwork after your baby is born to ensure accurate dates and timely processing.

*Benefits and Pay:*

You may choose to use paid sick leave, if eligible, while on FMLA leave. Paid sick leave and FMLA usually run concurrently.

The University pays the employer portion of health benefits coverage for up to 90 days during an FMLA leave. You are responsible for any insurance co-payments, extra premiums to cover family members, life insurance, long-term disability insurance, parking fees, or other payroll deductions.

If your leave extends beyond the period covered by FMLA, contact the Academic Benefits Office for information about options to continue your benefits.

*Return to Work:*

To return early from leave for your own serious health condition, you will be required to submit a new healthcare provider statement authorizing your return to work.



Dear New Faculty Member,

In 2012, The Department Leadership group, comprised of the division chiefs of each division, created and approved the following policies and codes of conduct for all faculty in the Department of Obstetrics and Gynecology. As Chair, I continue to concur with their recommendations and approvals.

Please carefully read each of these policies and codes of conduct, sign the bottom of this page indicating that you have read and understand them, and return this form to Cynthia Bowden. You will continue to be asked to review and sign these policies annually.

If you have any questions regarding any of these policies or require clarification, please speak with your division chief.

Sincerely,



Barbara Goff, M.D.  
Professor and Chair  
Department of Obstetrics and Gynecology

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Signature

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Date

\_\_\_\_\_  
Printed Name