

# Radiology Non-Clinical Faculty Human Resources Policies

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## I. Vacations and Holidays

Full-time faculty are entitled to 20 days of paid vacation per academic year (July 1 to June 30). For faculty who are less than 1.0 FTE, vacation time allotment is prorated based on FTE status.

Faculty are encouraged to use their vacation time during the academic year in which it is earned. Faculty may carry over not more than 1 week (5 days for full-time faculty, prorated for faculty who are less than 1.0 FTE) of unused vacation time from one academic year into the next, and the carryover days must be used within the first half of the next academic year (i.e., July 1 to December 31). Otherwise the 5 carryover days will be forfeited. Unused vacation time is not paid as compensation at time of termination of employment.

The Brigham Radiology Department provides the same holidays as are granted by Brigham & Women's Hospital. Currently, these include:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving
- Christmas

In addition to the designated holidays set forth above, faculty are permitted to take either the week in which Christmas falls or the week in which New Year's Day falls as a paid holiday.

## II. Time Off for Sickness and Family and Medical Leave

### 1. Introduction

This policy applies to all faculty employed by the BWH, and addresses time off for both: (i) short-term illnesses of the faculty member or his/her dependent child; and (ii) leaves of absence (e.g., for birth or adoption, caring for an immediate family member with a serious health condition, or the faculty member's own serious health condition). The portion of the policy regarding leaves of absence complies with the Family and Medical Leave Act (FMLA) and supplements the Brigham and Women's Hospital Medical Staff Family and Medical Leave Policy (termed the "BWH FMLA Policy").

A copy of the BWH FMLA policy can be found at:

[http://is.partners.org/hr/New\\_Web/bwh/bwh\\_benefits\\_loa.htm#Family](http://is.partners.org/hr/New_Web/bwh/bwh_benefits_loa.htm#Family)

You should refer to the BWH FMLA Policy for general information and requirements concerning FMLA Leave. This supplemental policy is intended to cover issues not addressed by the BWH FMLA policy.

### 2. Sick Days

Faculty receive "sick days" to pay for the first several days of illness (whether a single episode or multiple episodes). Full-time faculty receive 8 days of paid sick time each academic year (prorated for part-time faculty). The total annual sick time allotment becomes available on the first day of each academic year. If a faculty member has unused sick time at the end of an academic year, up to 8 days of the unused time can be carried over from one academic year to the next (resulting in a maximum of 16 sick days available for a full-time faculty member in his/her second or later year of employment). If a faculty member has unused sick time at the time of termination of employment, the faculty member receives no compensation for these unused days.

These sick days may be used for absences due to the faculty member's own illness or that of his/her dependent child. They may not be used for childbirth and adoption leave. In the event a faculty member has used all of his/her available sick days and needs to take off additional days due to his/her illness or the illness of his/her dependent child, the faculty member may use all of his/her remaining vacation. Any further days taken off due to his/her illness or the illness of his/her dependent child, after exhausting sick days and vacation time would be unpaid.

A faculty member who will be absent due to a short-term illness must contact their supervisor immediately by email prior to 8am.

**Supervisor Responsibilities:** The supervisor is responsible for confirming the number of sick days available to faculty member who is out sick and monitoring how many sick days are used during the year. If the faculty member runs out of sick days during an illness, the supervisor must notify their Radiology Research Administrator so that pay is stopped until the illness is over.

### 3. FMLA Leaves

#### A. Requesting a Leave of Absence

The following summarizes key elements of the BWH FMLA Policy regarding the rules for requesting a leave of absence. For complete details, see the full policy at: [http://is.partners.org/hr/New\\_Web/bwh/bwh\\_benefits\\_loa.htm#Family](http://is.partners.org/hr/New_Web/bwh/bwh_benefits_loa.htm#Family)  
When the leave is foreseeable, the faculty member requesting the leave of absence must complete the BWH Leave of Absence Request form and submit it to both the Leave of Absence Coordinator and their Radiology Research Administrator at least 30 days before the start of the leave. When the leave is not foreseeable 30 days in advance, the faculty member must give notice to their Radiology Research Administrator within 2 working days of learning of the need for leave, absent extraordinary circumstances.

#### BWH Leave Of Absence Coordinator

Fax: (617) 726-1887 or e-mail: [bwhloacoordinator@partners.org](mailto:bwhloacoordinator@partners.org)

If the faculty member is requesting a leave because of his/her own serious health condition or the serious health condition of his/her parent, spouse or child, he/she must furnish appropriate medical certification. The certification (called Medical Certification of Physician or Practitioner form) must be signed by the appropriate health care provider and be submitted to the BWH Occupational Health Services, supporting the need for the leave. The faculty member must provide the certification as soon as practicable (generally at the same time as the leave request), but no later than 15 calendar days after the faculty member requests leave.

When a faculty member is on leave, their Radiology Research Administrator may require subsequent re-certifications or periodic updates of the staff member's health status and intent to return to work.

#### B. Intent to Return Following FMLA Leave

FMLA leave is granted only to employees who intend to return to work at the end of the leave period. The Radiology Research Administrator will ask the faculty member about his/her intent to return to work at the time the FMLA leave is requested, and the FMLA leave will not be granted if the faculty member states that he/she does not intend to return to work. In addition, the Radiology Research Administrator may ask the faculty member periodically during an FMLA leave about his/her status and intent to return to work, and if the faculty member states that he/she does not intend to return to work the FMLA leave will be terminated and the faculty member will no longer be an employee of BWH,

#### C. Pay During Approved FMLA Leaves

The FMLA does not require an employer to provide paid FMLA leave. The BWH FMLA Policy provides for 8 weeks of paid leave for childbirth and adoption leave. Please refer to this policy for details. If the faculty member wishes to take additional time off for childbirth or adoption leave (up to 4 additional weeks, for a total of 12 weeks), this time may be taken as unpaid leave or by using accrued vacation time, but may not be taken as sick leave.

In addition to childbirth and adoption leave, the Brigham Radiology Department will provide paid FMLA leave in certain other circumstances described below.

(i) Approved FMLA Leave Due to the Faculty's Own Serious Health Condition

a. Continuous Approved FMLA Leave Due to the Faculty's Own Serious Health Condition

During an approved continuous FMLA leave due to the serious health condition of the faculty member, he/she can receive his/her pay during some of the FMLA leave, using the following sources in sequence:

- The faculty member's sick time, followed by;
- The faculty member's remaining vacation time

Once the faculty member has exhausted his/her sick and vacation time, the remainder of the approved FMLA would be unpaid.

b. Intermittent Approved FMLA Leave Due to the Faculty's Own Serious Health Condition

During an approved intermittent FMLA leave due to the serious health condition of the faculty member, he/she can receive his/her pay during some of the absences, using the following sources in sequence:

- The faculty member's sick time, followed by;
- The faculty member's remaining vacation time

Once the faculty member has exhausted his/her sick and vacation time, the remainder of the approved FMLA would be unpaid.

(ii) Approved FMLA Leave to Care for a Son or Daughter with a Serious Health Condition

During an approved FMLA leave to care for a son or daughter (one who is under 18 years of age, unless the child is incapable of self-care because of a mental or physical disability) with a serious health condition, the faculty member can continue to receive his/her base pay during some of the FMLA leave, using the following sources in sequence:

- The faculty member's sick time, followed by;
- The faculty member's remaining vacation time

Once the faculty member has exhausted his/her sick and vacation time, the remainder of the approved FMLA would be unpaid.

(iii) Other Approved FMLA Leaves

A faculty member may take an approved FMLA leave either as unpaid time off or may use her/his vacation time (up to the amount of vacation time that he/she has remaining during the academic year). Sick time may not be used in these situations.

Short Term Disability is not provided to faculty members.

Long term disability is offered at 60% of institutional base salary after a disability of 90 days. Faculty may purchase Long Term Disability during the Open Enrollment Benefits period offered each year by the institution. Faculty who anticipate being out beyond 90 days and participate in Long Term Disability should review Step 3b at the following link:

[http://is.partners.org/hr/New\\_Web/bwh/bwh\\_benefits\\_loa.htm](http://is.partners.org/hr/New_Web/bwh/bwh_benefits_loa.htm)

Please see the following link for benefit details:

[http://is.partners.org/hr/New\\_Web/bwh/bwh\\_benefits\\_prof\\_td.htm](http://is.partners.org/hr/New_Web/bwh/bwh_benefits_prof_td.htm)

### III. Benefits

<b>2014 BWH Benefits Summary</b>	
<b>Benefit Items</b>	<b>BWH Monthly Faculty (Instructor and Above)</b>
<b>Benefit Eligibility</b>	annual salary of at least \$30,000
<b>Medical Plans</b>	PP, PV, NHP, Tufts, HP (2 Tier)
<b>Opt out Credit</b>	\$75.83/month
<b>Prescription</b>	Medco
<b>Dental</b>	Delta Dental
<b>Vision</b>	BCBS Vision Care Plan
<b>Life Insurance</b>	1x annual Salary- No cost
<b>Supplemental Life</b>	See Rate Sheet for cost
<b>Spouse and Child Life Insurance</b>	See Rate Sheet for cost
<b>AD&amp;D</b>	1x annual Salary- No cost
<b>Personal and Family Accident Insurance</b>	See Rate Sheet for cost
<b>Short Term Disability</b>	N/A
<b>Long Term Disability</b>	60% - See rate sheet for cost
<b>Cash Balance Retirement Plan:</b> Enter plan after 1 year of service and attain 21 yrs of age, vested after 3 years, Defined Benefit Plan- Employer Funded	N/A
<b>Professional Staff Retirement Plan:</b> Enter plan after 1 year of service, vested after 3 years, 403b Defined Contribution Plan- Employer Funded	Yes
<b>TSA:</b> 403B (Traditional & Roth)- voluntary	Yes
<b>FSA:</b> Healthcare (\$2500) & Dependant Care (\$5000)	Yes
<b>Retiree Medical Savings Account (age 50+):</b> Set aside up to \$4,500 annually, BWH matches contributions, vested at age 55 and more than 5 years of service	Yes
<b>FMLA- up to 12 weeks (unpaid), MMLA - up to 8 weeks (pay during leave)</b>	YES (MMLA paid by hospital)
<b>Family Care Programs:</b> LMACC, Bright Horizons, Partners in a Pinch, Backup Childcare, EAP Child and Eldercare Resources	YES
<b>Perks Program:</b> vendor discounts including mobile and cellular services, movie tickets, wholesale club memberships, and car rentals	YES
<b>Tuition Reimbursement</b>	Up to \$2600, See policy for details
<b>See 2014 Benefit Guide and Rate Sheets for detailed information and cost</b>	

Link to detailed Benefit Information and Rate Sheet:

[http://is.partners.org/hr/New\\_Web/bwh/bwh\\_benefits\\_prof\\_staff\\_page.htm](http://is.partners.org/hr/New_Web/bwh/bwh_benefits_prof_staff_page.htm)

BWH employees may review his/her current benefits online via ebenefits on PeopleSoft :

<https://peoplesoftportal.partners.org/public/>

## IV. Fringe Account

### Fringe Description

Radiology Research Administration (“RRA”), using parameters below, will develop the list of eligible Radiology Research Faculty and forward it to the Radiology Finance Office (“RFO”) prior to the start of the applicable fiscal year (October 1<sup>st</sup>) and again halfway through the year (April 1<sup>st</sup>). The allowance will be reviewed semi-annually (September for October implementation and March for April start) with RRA and RFO to ensure all eligible persons receive the appropriate Fringe support. The RFO will monitor the initial funding of the Fringe Account as well as the final approval of all the expenses.

The awarding of a Radiology Research Faculty Fringe Account is based on the following criteria:

- The researcher must have a primary appointment in Radiology at Brigham and Women’s Hospital and have an academic appointment of instructor/research associate or higher.
- The researcher must receive at least 50% of his or her salary from Radiology Research [Radiology Research Faculty Fringe Account support prorated to Radiology effort]
- The researcher must be at least a .5 FTE [funded] to qualify for the allowance Radiology Research Faculty Fringe Account will be prorated based on hire date, FTE status, or percent of effort. This is to be determined by Research Administration.

Fringe funds not used during a given fiscal year will **NOT** be carried forward to the next year.

Research Administration must be the gatekeeper for the expenses - approving or disapproving these expenses and forwarding them on to Radiology Finance Office for final approval. The Payment of the allowance will follow the standard reimbursement processes of Partners Healthcare.

### How to Use the Fringe Account

There are two methods for using the fringe account: (a) Direct reimbursement for expenses incurred by the employee; (b) Payments made on his/her behalf to acquire goods and services

a.) Direct Reimbursement - When an employee spends his/her own funds for a valid business expense covered by the Partners Accounts Payable Policy, he/she can submit for reimbursement from his/her Research Fringe Account.

- The submission is made by entering the request in the PeopleSoft Travel &Expense module. Original receipts must be scanned and uploaded into the module. Credit card statements alone are not acceptable.
- 180 day policy: all reimbursements must be submitted within 180 days of the date of receipt or expenditure.
- Direct reimbursement cannot be used for purchases of tangible goods except for Radiology textbooks.

Examples of reimbursements that can be made through the Travel & Expense module include:

- Membership dues to societies
- Travel to scientific meetings
- Various publications
- Training materials
- Textbook purchases
- Parking (not reimbursable if is through payroll deduction)

b.) Payments and purchases made on your behalf. If you want Radiology Finance to pay an invoice for you or if you request the purchase of a particular item.

- For payments made on your behalf, an invoice must be sent to Radiology Finance with instructions to pay from your Radiology Research Fringe. The original invoice should be emailed to Adam Thompson in Radiology Finance.

Examples of payments that can be made on your behalf include:

Membership dues to societies  
License renewals

- For purchases made on your behalf, a request must be sent to Radiology Finance with instructions to purchase the particular item. An e-mail request containing a link to the particular product should be sent to Adam Thompson in Radiology Finance. Purchases will be made through Partners approved vendors.

Examples of purchases that can be made through Radiology Finance include:

- o Computers (once every three years)
- o Computer peripherals such as printers and monitors
- o Office and laboratory supplies
- o Software
- o iPad/Tablet (once every 2 years) – special approval required. Please contact Adam Thompson in Radiology Finance for iPad/Tablet Device Request Form

**All purchases with the exception of textbooks must be made by Radiology Finance. - Reimbursement requests will NOT be accepted.**

**All year end requests should be sent to Adam Thompson in Radiology Finance no later than the second Friday of September in order to apply to current year fringe, otherwise the next fiscal year fringe will be used.**

#### Additional purchase requirements and guidelines

- To purchase a Partners supported device: the purchase will be made through Ergonomics (see Useful Links section to access information about Ergonomics, including their catalog). If you choose to purchase a Non-Partners supported device, neither Partners nor Radiology Information Systems will service the device if a problem occurs, and the Partners Computer Help Desk will not be able to assist you.)
- To purchase a Non-Partners supported device (such as Dell products): select the item you want and forward a web link to Adam Thompson and he will begin the acquisition process.
- To purchase Apple products, please contact Harvard Technology Services at [technologyservices@harvard.edu](mailto:technologyservices@harvard.edu) for a quote. All purchases must include AppleCare as well as an asset management tag. Once you receive the quote, please forward it to Adam Thompson in Radiology Finance.

#### Additional reimbursement requirements and guidelines

- Airfare: Coach only (unless special conditions are met; approval is required and can be granted by the BWPO CFO or CEO only).
- Lodging: Single room, standard rate, including applicable taxes and fees, at the hotel on site at the conference or business event. For rooms off-site from the conference or if traveling for other business purposes, single room, standard rate, including applicable taxes and fees, not to exceed \$300/night not including taxes. In Boston, New York, Washington DC, Chicago, Los Angeles and San Francisco the daily standard rate for a single room is not to exceed \$400/night for room rate not including taxes.
- Meals: Allowable amounts (including food, gratuity, and tax):  
Breakfast \$20/person  
Lunch \$30/person  
Dinner \$65/person
- Travel notes: if a meal or hotel room exceeds the maximum allowable amount, Partners will only reimburse up to the maximum amount. For example, if the total cost for dinner is \$70, you will be reimbursed \$65. Expenses for non-Partners guests are generally not reimbursed unless there is a legitimate business purpose for their participation.

The information regarding travel presented here is a small subset of the full guidelines. For more complete information, see the Useful Links section.

### Useful links

**Note: To access these you must be logged on to the Partners Network (i.e., on a Partners workstation or connected via VPN)**

- Partners Policy and Procedures Page:  
[http://library.partners.org/PartProd/webserver/custom/trovedemoframeset.asp?\\_LVDDir=/PARTPROD/&P2=1&w=1280&h=1024&c=32&token=41603&HU=EmptyURL](http://library.partners.org/PartProd/webserver/custom/trovedemoframeset.asp?_LVDDir=/PARTPROD/&P2=1&w=1280&h=1024&c=32&token=41603&HU=EmptyURL)
- Employee Business Expense Policy (PDF) – The Policy and Procedures for Employee Business Expenses:  
<http://library.partners.org/PartProd/webserver/custom/trovedemoframeset.asp?FI=Finance&DI=Policy+and+Procedures+for+Employee+Business+Expenses&P2=1&w=1024&h=768&c=32&HU=EmptyURL>
- Link to Ergonomics. For items that Radiology Finance will purchase through Ergonomics: <http://web11.ergogroup.com/partners/index.cfm>

## V. Terminations

Reduction in Force Terminations: A minimum of three (3) months advance written notice must be given to Instructors and six (6) months advance written notice to Assistant Professors, Associate Professors and Professors.

## VI. Harvard Medical School Promotion Information (links)

HMS Faculty and Administrative Website: <http://hms.harvard.edu/hms/departments.asp>

Information concerning faculty Appointments: <http://www.hms.harvard.edu/fa/faculty.html>

The “Purple Book”: <http://www.hms.harvard.edu/fa/handbook/purplebook/index.html>