

# **UMDNJ New Jersey Medical School Graduate Medical Education Programs**

## **Housestaff Benefits**

### **Health Benefits**

1. All bargaining unit members who are eligible for the State's health insurance shall be provided with those benefits on the same basis and to the same extent as provided to all State employees. Should negotiations or legislative action change these benefits for State employees during the life of this contract, the benefits for eligible bargaining unit members shall change accordingly. If the State should notify the University that it would no longer provide benefit coverage of Part Time (less than thirty five (35) hours a week) staff members, the University will not continue such benefit coverage.
2. Housestaff Officers "returning" from assignment at a Veterans Administration Hospital shall be eligible for health and hospital benefits without the normal two (2) month waiting period (per section 1). Eligibility shall be consistent with all other appropriate regulations. Housestaff Officers whose initial assignment is at a Veterans Administration Hospital must complete the normal two (2) month waiting period (per section 1) beginning with their commencement on the payroll of the University. The University shall designate an individual who will be available, upon request, to assist affected Housestaff Officers in maintaining continuity of health and hospital insurance.

It is understood and agreed between the parties that the cost of maintaining continuity of health and hospital benefits coverage (securing a non-group or individual contract) shall be borne entirely by the Housestaff Officer. The University agrees to provide affected employees with a timely written reminder of the need to arrange for continuity of health and hospital benefits coverage.

### **Prescription Drug Program**

It is agreed that the State shall continue the Prescription Drug Benefit Program during the period of this agreement. The Program shall be funded and administered by the State. It shall provide benefits to all eligible unit employees and their eligible dependents. Each prescription required by competent medical authority for Federal legend drugs shall be paid for by the State from funds provided for the Program subject to a deductible provision which shall not exceed \$5.00 per prescription or renewal of such prescription unless otherwise provided by statute and shall be subject to specific procedural and administrative rules and regulations which are part of the Program.

### **Dental Care Program**

It is agreed that the State shall establish and continue a Dental Care Program during the period of this Agreement. The program shall be administered by the State and shall, provide benefits to all eligible full-time unit employees and their eligible dependents.

Participation in the Program shall be voluntary with a condition of participation being that each participating employee authorize a bi-weekly salary deduction not to exceed fifty (50%) percent of the cost of the type of coverage elected; e.g., individual employee only, husband and wife, parent and child or family coverage.

There shall be only one opportunity for each eligible employee to enroll and elect the type of coverage desired and once enrolled continued participation shall be mandatory.

Each employee shall be provided with a brochure describing the details of the Program and enrollment information and the required forms.

Participating employees shall be provided with an identification card to be utilized when covered dental care is required.

### **Temporary Disability**

Employees shall be included in the State Temporary Disability Plan, which is a shared cost plan providing payments to employees who are unable to work as the result of non-work connected illness or injury.

PGY-1 residents who are not eligible for State Temporary Disability because they have not fulfilled the minimum 6 month continuous work requirement shall be offered a temporary disability plan through the Office of Risk and Claims Management.

## **Maintenance of Benefits**

The fringe benefits provided to housestaff enrolled in the CIR union, such as the Health Benefits Program, life insurance, and their like, shall remain in effect without diminution during the term of this Agreement unless otherwise modified herein.

## **Life Insurance**

The University shall provide life insurance to all Housestaff Officers in the amount of three (3) times the annual salary of the Housestaff Officer, at no cost to the employee.

## **Hepatitis "B" Screening and Vaccine**

The University will provide one Hepatitis "B" Screening and Vaccine (specific vaccine to be designated by Housestaff Officer) at no cost to Housestaff Officers who request them, providing the appropriate medical consent forms have been signed. Physicians designated by the University or affiliated hospitals shall administer the vaccine.

## **Beepers**

Housestaff on the New Brunswick campus will be provided with long-range beepers. No individual Housestaff Officer shall be required to find coverage for his/her duties and beeper coverage in the event of sudden illness, family emergency or any approved day off prior to the posting of the schedule, provided that the department has the right to require, upon request, proof of emergency (or illness) and the appropriate individual (either attending physician, chief resident or Program Director) is notified, This individual would be responsible for coordinating coverage of the absent Housestaff Officer's duties with appropriate Housestaff.

## **Meals**

- A. At University-operated or other facilities where Housestaff Officers are assigned, a meal allotment shall be provided, each month to Housestaff who will be on **overnight shift of six hours or more or an extended shift of twelve or more hours** at the hospital during the month. The allotment of script or cafeteria credit shall be equal to the number of on calls that the Housestaff Officer is assigned during that month, multiplied by amounts set forth in section "B". The specific method of implementation may vary from hospital to hospital.
- B. The credit amounts per on call assignment shall be \$20.00.
- C. In situations where meals cannot be provided pursuant to this Article, the Housestaff Officer shall be paid the cash equivalent for each on call duty during that month.

## **Uniforms**

The University shall provide uniforms and uniform laundering services to all Housestaff Officers at no cost, which shall consist of five (5) coats and five (5) trousers and/or skirts in appropriate sizes, all in reasonably good repair. Each Housestaff Officer shall be responsible for damage beyond ordinary wear, or for loss or damage, except if such loss or damage should occur after turning the uniform in for laundering.

## **Professional Liability**

The University shall continue to provide professional liability coverage to all Housestaff officers for services in the employ of the University. The University shall have at least one mandatory meeting each year with the Housestaff, which informs Housestaff regarding risk and claims. Such meetings shall include the risk and claims process, the University's responsibility and liability.

## **Housestaff Time Off Policies**

### **Vacation Time**

1. Four (4) weeks of paid vacation to be scheduled in accordance with departmental policy, which policy shall not preclude scheduling of vacation in two (2) week blocks. Whenever a holiday falls within a vacation period, the individual Housestaff Officer shall be entitled to an extra vacation day. Pro rata earning of vacation is one and two thirds (1 2/3) days for each full month of employment.
2. It is agreed that Osteopathic Interns shall not be eligible for vacations. Where practical Osteopathic Interns shall receive four (4) weeks flexible elective rotation, as scheduled by the Program Director, during which time on call and all reporting requirements shall be suspended. Any Osteopathic Intern who receives less than four (4) weeks of such elective, shall receive a pro-rated portion of their monthly salary for that portion of the rotation not received.
3. Individual Housestaff Officers shall, on or before September 1<sup>st</sup> of each year, submit in writing to his/her Program Director all requests for vacation leave. The Program Director, after review of the needs of the services and rotation schedules, will make reasonable efforts to honor the individual request, granting Housestaff Officers at least two (2) consecutive weeks off, or in services where scheduling accommodations can be made, more than two (2) consecutive weeks. Where an opportunity exists to grant more than two (2) weeks of vacation, priority consideration shall be given to Housestaff Officers utilizing that vacation for a foreign homeland visit.
4. Should any Housestaff Officer fail to submit his/her vacation leave request on or before September 1<sup>st</sup> of each year, the Program Director shall, after scheduling the vacation leaves of the other Housestaff Officers have the right to schedule vacation leave for those failing to meet the September 1<sup>st</sup> submission date. Once the vacation schedule is established, it will normally be available to the employee except where an emergency mandates rescheduling.
5. One week of scheduled vacation is defined as seven (7) consecutive twenty-four (24) hour days off during which there is no assignment of work. If less than a week's vacation leave is requested, each day requested shall be one fifth (1/5) of a vacation week.
6. The parties acknowledge that Housestaff Officers are credited with vacation leave time in anticipation of continued employment for the full year. In the event a Housestaff Officer leaves pay status during the course of the year, his/her vacation leave accrual shall be adjusted on a pro rata basis in order to determine the proper amount of leave time to which the Housestaff Officer is entitled. In the event the Housestaff Officer has no vacation leave balances, such Housestaff Officer shall reimburse the University for any overdraft of leave time.
7. The University will make a reasonable effort not to assign Housestaff Officers on call duty (including beeper calls) or to make rounds on the weekend immediately preceding or following their scheduled vacation.

### **Sick Time**

Housestaff will be credited with twelve sick leave days at the beginning of each academic year. They can accumulate up to forty-eight (48) sick leave days.

1. Sick leave shall be used when a Housestaff Officer is unable to work due to illness or personal injury.
2. The Housestaff Officer must notify his/her Chief Resident or program Director of his/her inability to work.
3. Approval for use of this time shall not be unreasonably denied by the Chief Resident or Program Director.
4. Each department is responsible for maintaining a record of usage of sick leave for each year.
5. First year residents or residents in their initial year of appointment are not eligible to use sick time until a full six months have been completed.

6. Bargaining unit members are responsible for making up any un-worked time after the end of the academic year as determined by accreditation requirements.
7. Effective July 1, 2006, such additional work time after the end of the academic year shall be paid up to **four** months if needed. Whether time is needed to complete the requirement is up to the Dean of GME who has sole discretion to approve or deny such request. The decision is not subject to the grievance procedure.

### **Family Leaves**

#### **1. For Birth or Adoption of a Child**

All bargaining unit members are eligible for family leave (unpaid) upon the birth or adoption of a child after one year of service. This leave, in accordance with FMLA and New Jersey State Law, can be up to twelve (12) weeks. A Housestaff Officer can use paid vacation leave to cover a portion of this twelve-week period. Appropriate documentation must be provided to the Program Chair. Upon submission of appropriate documentation, such leave shall be approved. The GME Office must be notified immediately when any housestaff commences a leave of absence and when a housestaff returns from the leave.

#### **2. For Serious Illness in the Family**

All bargaining unit members are eligible for family leave (unpaid) to take care of a seriously ill family member after one year of service in accordance with FMLA and New Jersey State Law. This leave can be up to twelve (12) weeks. A Housestaff Officer can use paid vacation leave to cover a portion of this twelve-week period. Appropriate documentation must be provided to the Program Chair. Upon submission of appropriate documentation, such leave shall be approved.

3. Bargaining unit members are responsible for making up any unworked time after the end of the academic year as determined by accreditation requirements.

4. Effective July 1, 2006, such additional work time after the end of the academic year shall be paid up to **four** months if needed. Whether time is needed to complete the requirement is up to the Dean of GME who has sole discretion to approve or deny such request. The decision is not subject to the grievance procedure.

### **Medical Leave**

1. Each Housestaff Officer is eligible for up to twelve weeks of medical leave (they are eligible after six months of service). A resident can use any remaining allotment of his/her sick leave prior to being in an unpaid status. Once sick leave days have expired and before the Housestaff Officer chooses to be in "leave without pay" status and apply for disability, the Housestaff Officer shall have the option to use any remaining portion of his/her vacation days. Once paid leave days have expired, the Housestaff Officer would be in "leave without pay status" and eligible to apply for temporary disability.

2. The resident must provide appropriate medical documentation to his/her Program Chair. Upon submission of the appropriate medical documentation, such leave shall be approved.

3. Bargaining unit members are responsible for making up any unworked time after the end of the academic year as determined by accreditation requirements.

4. Effective July 1, 2006, such additional work time after the end of the academic year shall be paid up to **four** months if needed. Whether time is needed to complete the requirement is up to the Dean of GME who has sole discretion to approve or deny such request. The decision is not subject to the grievance procedure.

### **Bereavement Leave**

If there is a death in the immediate family, a Housestaff Officer may utilize sick leave for up to three (3) days of bereavement leave. Immediate family shall be defined as mother, father, sister, brother, spouse, child, or unmarried domestic partner. For unmarried domestic partners to be included, prior notice of the relationship shall have been provided to the University's Office of Labor Relations. The University may require reasonable and appropriate documentation of the relationship or of cohabitation, such as leases, drivers license, etc. Additional leave may be granted as may be necessary without pay upon request to the Program Director.

### **Leave for USMLE or National Boards**

Housestaff Officers will be permitted to take up to three (3) days paid leave for the purpose of taking the USMLE or other licensing examinations. This shall not be charged against vacation time and such paid leave shall be permitted one time only.

### **Holidays**

1. All UMDNJ Housestaff Officers, wherever assigned, shall be entitled to all UMDNJ holidays. The University shall exercise its best efforts to ensure that Housestaff Officers on rotation to an affiliate facility are granted all UMDNJ holidays on the day they occur. Effective January 1, 1998, UMDNJ holidays are: New Year's Day, Martin Luther King's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas and three (3) floating holidays, one of which shall be taken within thirty (30) calendar days of the house staff officer's birthday, except as mutually agreed upon between the Program and the Housestaff Officer. As per the approved request form, a HSO shall submit his/her written request for a float holiday at least seven (7) calendar days in advance.

2. Housestaff Officers who work (including beeper calls) on a scheduled holiday shall be granted an alternate day off during the rotation in which the holiday occurs or shall receive an additional day's pay in lieu of the holiday. (This provision does not apply to the float holidays). When a HSO is scheduled to work a holiday it is the HSO responsibility to submit the request for an alternate day off (using the form previously agreed to) within 10 business days of the holiday worked. If the form is NOT returned to the HSO within ten (10) business days, the HSO shall be paid for the holiday worked. Scheduling of an alternate day off shall be with the approval of the Program Director or Chief of Service, as appropriate. **In the event that an alternate day off cannot be granted within 2 months of the holiday, holiday pay shall be granted.** Pay in lieu of a holiday shall be at the rate of one tenth (1/10) of a bi-weekly pay.

3. Holidays falling on Saturday shall be observed the preceding Friday. Holidays falling on Sunday shall be observed the following Monday.

4. A standard form and procedure shall be devised and implemented for a HSO to obtain a compensation day or an additional day of pay for holidays and float holidays in cases where an alternative day off is not granted. When chief residents distribute schedules to HSO during months that contain holidays, the UMDNJ Compensation Day/Reimbursement Form shall be attached.

### **Duty Hours**

All housestaff shall abide by the ACGME duty hours rule, NJ State law and UMDNJ-NJMS Duty hours policy. No housestaff shall be assigned to clinic following overnight in-hospital call or night float.

## Compensation

### Housestaff Salaries Effective September 1, 2006

POSITION	ANNUAL SALARY	MONTHLY SALARY	BI-WEEKLY SALARY	DAILY RATE
PGY-1	\$ 46,496.00	\$ 3,874.67	\$ 1,788.31	\$ 178.83
PGY-2	\$ 49,647.00	\$ 4,137.25	\$ 1,909.50	\$190.95
PGY-3	\$ 52,687.00	\$ 4,390.58	\$ 2,026.42	\$ 202.64
PGY-4	\$ 55,763.00	\$ 4,646.92	\$ 2,144.73	\$ 214.47
PGY-5	\$ 57,244.00	\$ 4,770.33	\$ 2,201.69	\$ 220.17
PGY-6	\$ 58,714.00	\$ 4,892.83	\$ 2,258.23	\$ 225.82
PGY-7	\$ 60,151.00	\$ 5,012.58	\$ 2,313.50	\$ 231.35
PGY-8	\$ 61,557.00	\$ 5,129.75	\$ 2,367.58	\$ 236.76
PGY-9	\$ 62,964.00	\$ 5,247.00	\$ 2,421.69	\$ 242.17

Annual supplement for Administrative Chief Residents for programs with 4-8 residents is \$2100.  
Annual supplement for Administrative Chief Residents for programs with 9 or more residents is \$2700.  
Annual supplement for Administrative Chief Fellows for programs with 9 or more fellows is \$2700.

Effective the pay period closest to September 1, 2007, the basic salaries for housestaff shall be increased by 3.0%.

Effective the pay period closest to September 1, 2008, the basic salaries for housestaff shall be increased by 3.0%.

Effective the pay period closest to September 1, 2009, the basic salaries for housestaff shall be increased by 3.0%.

### Work Schedules

Housestaff officers shall be paid for any on-call duty IN EXCESS of the ACGME guidelines or otherwise stated in the CIR contract with the formula below: (refer to the CIR contract)

1<sup>st</sup> ADDITIONAL on-call duty: \$100  
2<sup>nd</sup> ADDITIONAL on-call duty: \$200  
3<sup>rd</sup> ADDITIONAL on-call duty: \$250  
4<sup>th</sup> and subsequent on-call duty: \$300

Extra/Additional on-call includes extra shifts worked to fill in for a colleague who is on an extended sick leave or extended absence.

## **Book Allowance Reimbursements**

An annual Book Allowance will be paid to all bargaining unit members in each year of the program as follows:

2006-2007 Fiscal Year:	\$350
2007-2008 Fiscal Year:	\$375
2008-2009 Fiscal Year:	\$400
2009-2010 Fiscal Year:	\$450

Housestaff Officers shall be reimbursed after submitting receipts for reimbursement of medical books. At the discretion of the DIO, Housestaff Officers will need to **get approval** from the Program Director and/or the GME Associate Dean **before** purchasing books. The GME Associate Dean will handle any disputes.

Educational expenses include medical textbooks, subscriptions to online medical databases (such as Up-To-Date), educational software, medical society membership fees, or towards USMLE Step III or COMLEX.

## **Business Cards**

The University shall provide business cards to all housestaff officers who work in outpatient settings who request them or whose departments require them. The cards will only be supplied one time during their residency.

## **Certifications**

The University provided BLS, ACLS, ATLS, PALS and NALS courses and re-certification as a requirement for their training will be provided at no cost to the housestaff officer.

## **Conference Reimbursement**

All housestaff who are presenting at a conference, which is approved for CME credits, shall be entitled to reimbursement for expenses related to a presentation at the conference. It is understood that related expenses be consistent with the University's travel reimbursement policy and shall include but not be limited to travel, materials, registration fees, lodging and food. Reimbursement for additional related fees shall be subject to approval by the Program Director.

"Presenting" is defined as the presentation of a paper to an audience as specified in the program or as a first author of a poster. The presenter will be reimbursed for only one presentation per poster. The "reimbursement term" would be the day before, the day of and the day after the conference. Exceptions can be made with the approval of the Program Director and at the discretion of the Associate Dean.

All requests to appear for presentation must be submitted to the Program Director for approval at least 1 month prior to the presentation. Requests shall not be unreasonably denied. The Associate Dean of GME makes the final and binding decision. Completed reimbursement forms shall be submitted to the GME Office.

The above shall not affect an existing practice in which a program reimburses for fees and expenses in addition to what is described. All policies are contingent upon adherence to ACGME rules for duty hours as it relates to residents who remain on-site.

## **Fingerprinting**

The program will pay costs associated with a required background check, such as the fingerprinting fee, with a one-time cap of \$75 per housestaff officer on the UMDNJ payroll.

## **Licensure**

If it is a requirement of the **PROGRAM** (not the State of NJ, since most residents can train on a permit in accredited program), then the Program will pay the New Jersey State Licensing fess and renewal costs for New Jersey Licensure of any housestaff officer employed at the University. This does not cover USMLE or COMLEX.

## **Orientation Pay**

Effective June 2006, all incoming housestaff (new to UMDNJ payroll) will be paid a one-time sum for attending the University's orientation program, including the CIR presentation. The CIR and UMDNJ strongly encourage the incoming housestaff to utilize this money towards the cost of health insurance for the 60-day waiting period.

This allowance will be paid in July in the following amounts, after the housestaff officer has completed all necessary university entrance requirements

2006-2007 Fiscal Year:	\$450
2007-2008 Fiscal Year:	\$500
2008-2009 Fiscal Year:	\$550
2009-2010 Fiscal Year:	\$600

If legislation is passed that would allow an incoming housestaff officer to receive health benefits during the first two months of employment with the University, the University will not have to pay the above allowance.