

work

life

Office of Faculty Affairs

Increasing Career Flexibility and Satisfaction



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The Office of Faculty Affairs would like to thank the Department of Pediatrics Office of Faculty Development for providing the blueprint for this guide.

ON THE COVER: (clockwise from top right)

Brad Racette, MD, *Professor and Vice Chairman of Neurology*, and wife, Susan Racette, PhD, *Associate Professor of Physical Therapy and Associate Professor of Medicine*

Faculty participants of the 2013 Academic Medical Leadership Development Program for Physicians and Scientists: (from left) Mitchell Fingerma, MD, *Assistant Professor of Anesthesiology*; David Warren, MD, MPH, *Associate Professor of Medicine*; Tamara Doering, MD, PhD, *Professor of Molecular Microbiology*; Daniel Helsten, MD, *Instructor of Anesthesiology*

Bob McKinstry, MD, PhD, *Professor of Radiology, Chief of Pediatric Radiology and Pediatric Neuroradiology*

Kristine Williams, MD, *Assistant Professor of Pediatrics*, and family

Sheila Stewart, PhD, *Associate Professor of Cell Biology and Physiology*, and family

Family-friendly and flexible career policies and benefits

Hiring, retaining and promoting a top team of innovative, dedicated and motivated physicians and scientists is a priority at Washington University School of Medicine. To achieve that goal, we are committed to helping our faculty achieve optimum work/life balance and career satisfaction.

This brochure provides information about the following policies that can help faculty accommodate the dual commitments of home and career.

Dependent Care

- Back-Up Care Advantage Program
- Bright Connections
- Child Development Center
- Washington University Family Learning Center
- Washington University Nursery School
- Flex Spending Child Care Account
- Lactation Facilities

Time Off & Leaves of Absence

- Faculty Parental Leave
- Faculty Salary Continuation
- FMLA & Military Leave
- Vacation

Other Policies and Resources

- Dual Career Couples Support
- Employer-Assisted Housing
- Employee Assistance Program
- Employee Discounts
- Part-Time
- Pausing the Tenure Clock
- Phased Retirement
- Tuition Assistance
- Wellness Programs

For detailed information on these and other employee policies, please visit:

Office of Faculty Affairs
facultyaffairs.wusm.wustl.edu

Washington University
School of Medicine
Department of Human Resources
Employee Handbook
medschoolhr.wustl.edu/policies

Dependent care

Back-Up Care Advantage Program

A partnership with Bright Horizons Family Solutions has been developed to offer eligible individuals the Back-Up Care Advantage Program. This program is designed to provide you with back-up care whenever your current child or adult/elder care arrangements are unavailable, giving you access to a nationwide network of quality, licensed child care centers across the country (including hundreds of Bright Horizons child care centers) and experienced caregivers employed by home care providers. Call Back-Up Care at 877-242-2737 for more information.

Bright Connections

Bright Connections is a new, online portal for dependent care information, support and community networking. Managed by Bright Horizons Family Solutions (brighthorizons.com) Bright Connections serves as a reliable “go-to” electronic resource for busy families who balance work and dependent care responsibilities. The site offers access to a variety of child and adult care tips and resources, including interactive features that allow working caregivers to post comments, share advice and network with others managing similar dependent care issues.

Child Development Center

The Child Development Center is sponsored by St. Louis Children’s Hospital and provides two child care centers on the medical school campus. Located at 321 S. Newstead and 4353 Clayton Ave., the centers provide care for children of Washington University School of Medicine employees from 6 weeks of age through kindergarten.

Washington University Family Learning Center

Managed by Bright Horizons Family Solutions, the Washington University Family Learning Center is located on the North Campus at 840 Rosedale Ave., St. Louis, Mo. The center serves the children of parents and legal guardians who are current university faculty, academic and non-academic staff (for whom Washington University is the primary employer) and full-time graduate and professional students. For more information, visit medschoolhr.wustl.edu under Family Care or call 314-935-KIDS (5437).

Washington University Nursery School

The Washington University Nursery School offers a fully licensed and accredited preschool program for children 2 years and 7 months through 5 years old, with full and half-day sessions available. The nursery school serves as a site for research in child development and early childhood teacher training. Being located on the university’s Danforth Campus creates a convenient opportunity for university students to participate in a teaching practicum and assist in the classrooms. The nursery school prides itself on supporting parents by offering educational and social events and many parent resources. For more information, visit nurseryschool.wustl.edu.

Flex Spending Child Care Account

You may contribute up to \$5,000 per household on a pre-tax basis each calendar year into a Flex Spending Child Care account to pay for qualified out-of-pocket expenses for child care services provided by a licensed daycare center, preschool or babysitter. Services must be provided for the sole purpose of allowing both parents (if applicable) to work or attend school full-time. For additional details, please refer to the Flex Spending page under Benefits at medschoolhr.wustl.edu.

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Lactation Facilities

To help facilitate a smooth transition back to work after child-birth, there are four private lactation rooms available on the medical campus. The rooms are equipped with an electric pump, comfortable chairs, table, wipes and sanitizing solution, and are open 24 hours a day, seven days a week.

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Time off and leave of absence

Faculty Parental Leave

When an eligible faculty member, or that faculty member's spouse or domestic partner, becomes the parent of a child, either by childbirth or by placement of a child for adoption or foster care, the faculty member may, upon written request to his or her department chair (or designee), be approved to take parental leave. For more information, please visit medschoolhr.wustl.edu.

Faculty Salary Continuation

An eligible faculty member who requires time off due to personal illness or maternity must submit a request to the department chair (or designee) for approval, subject to each department's established approval procedures. Such requests should be made in advance or as soon as practical given the nature of the absence. In approving such requests, the department chair may consider the extent and nature of the illness, the impact such absence may

have on patient care, research and other departmental operations, and the overall productivity and contribution of the faculty member. Such leave may not be granted more than twice within a period of 60 months unless extenuating circumstances exist and the department chair determines it is in the best long-term interest of the department.

Family and Medical Leave and Military Leave

The university recognizes that employees occasionally need to take time away from work to care for important family and medical needs. The Family and Medical Leave Act allows eligible employees to take up to 12 work weeks of unpaid, job-protected leave in a rolling 12-month period for employee medical leave, family leave, new child leave or military exigency leave.

Faculty and staff members of Washington University who are also members of the United States military or employees of the National Disaster Medical System will receive a leave of absence to fulfill their military obligations.

Vacation

Faculty members (instructors and above) receive 22 vacation days each July 1, which are to be used during the fiscal year. Vacation may not be carried over to the next fiscal year; it must be used or forfeited.

Other policies and resources

Dual Career Couples Support

Washington University leads the St. Louis Regional Higher Education Recruitment Consortium (HERC), a group that focuses on recruiting and retaining top talent to our community. Off-campus support and job satisfaction of accompanying spouses/partners is key to the on-campus success of our faculty and staff. Accompanying spouses/partners of recruited or new faculty and senior staff who want to find employment in the region can find support from HERC's Dual Career Couples program. For more information, visit stlherc.org.

Employer-Assisted Housing

In order to permanently stabilize DeBaliviere Place, Forest Park Southeast, Northeast University City, Skinker-DeBaliviere and certain West End neighborhoods, forgivable loans are offered to eligible Washington University employees. Eligible employees are full-time and part-time (scheduled to work 20 hours or more per week) employees of Washington University in good standing. Other eligibility requirements apply. To learn more, visit eahp.wustl.edu.

Employee Assistance Program

Washington University has partnered with People Resources, a national professional consulting firm, to provide an Employee Assistance Program (EAP) to all benefits-eligible employees and their dependents. This benefit is also available to clinical fellows and trainees, as well as postdoctoral research associates. This confidential, prepaid benefit is offered as a way to help our employees resolve issues that may impact their personal lives and job performance. The program is available 24 hours a day, seven days a week. For more information, call 1-800-765-9124 or visit www.worklifetools.com.

Employee Discounts

Resource Management at Washington University offers staff discounts on a variety of products and services. To learn more, visit resourcemanagement.wustl.edu.

Working Part-Time

Faculty members may be able to take advantage of the option to reduce their workload to less than full-time status. All such agreements must be made in writing and signed by the department chair. Faculty working at least 20 hours per week will retain benefits eligibility, though premiums and entitlements may be adjusted.

Pausing the Tenure Clock

The Washington University policy on Suspending the Probationary Period of the Tenure Clock, as amended in October 2005 (the "Tenure Policy"), provides for three basic methods of addressing conflicts between professional obligations and family responsibilities or other exceptional personal circumstances. For the full policy, visit facultyaffairs.wusm.wustl.edu under Policies/Suspension of Probationary Period.

Phased Retirement

Washington University offers a Phased Retirement Program to assist tenured and clinician-track faculty in making the transition to retirement. For the full policy, visit hr.wustl.edu under Benefits.

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Tuition Assistance

Washington University provides its faculty and staff members and their families with tax-free tuition assistance to foster their continuing education, subject to plan limitations. For complete details of eligibility, definitions, benefits and guidelines, please refer to the Tuition Assistance page under Benefits at medschoolhr.wustl.edu/policies.

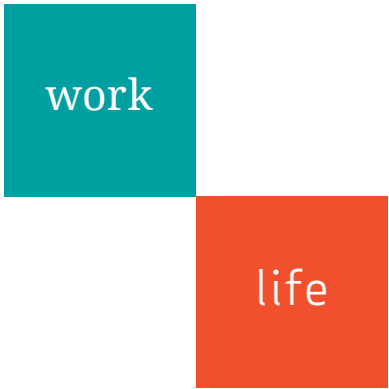
Wellness Programs

Washington University provides two communication tools that link faculty and staff to campus resources related to health and wellness. These sites provide information on educational programs related to fitness, nutrition and weight management, smoking cessation and other health-related topics. Visit Healthy Living at healthyliving.wustl.edu and Wellness Connection at wellnessconnection.wustl.edu for more information.

For the health of its employees, patients and other visitors, Washington University School of Medicine has adopted a policy that bans smoking or use of other tobacco products on any property or in any building owned by the school.

This brochure represents policies and benefits as of January 2013 and may be subject to change. Please confirm with Washington University School of Medicine Human Resources for details at: medschoolhr.wustl.edu/Benefits.

Washington University encourages and gives full consideration to all applicants for admission, financial aid and employment. The university does not discriminate in access to, or treatment or employment in, its programs and activities on the basis of race, color, age, religion, sex, sexual orientation, gender identity or expression, national origin, veteran status, disability or genetic information. Inquiries about compliance should be addressed to the university's Vice Chancellor for Human Resources, Washington University, Campus Box 1184, One Brookings Drive, St. Louis, MO 63130. The School of Medicine is committed to recruiting, enrolling and educating a diverse student body.



Office of Faculty Affairs

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