I. PURPOSE
To establish guidelines for compensation of housestaff in graduate medical education programs
sponsored by University of Medicine and Dentistry-New Jersey Medical School (UMDNJ-NJMS)
and core teaching hospitals.

II. SCOPE
This policy will apply to all of the postgraduate training programs at UMDNJ-NJMS.

III. DEFINITIONS
Housestaff - refers to all interns, residents and subspecialty fellows enrolled in UMDNJ-NJMS
graduate medical education programs. An individual member of the housestaff may by referred to
as a house officer.
Designated Institutional Official (DIO) – refers to the individual who has the authority and
responsibility for the graduate medical education programs.
Program – refers to the structured medical education experience in graduate medical education
which conforms to the Program Requirements of a particular specialty, the satisfactory completion
of which may result in eligibility for board certification.
Program Director – the one physician designated to oversee and organize the activities for an
educational program.

IV. RESPONSIBILITY/REQUIREMENTS
A. Policy:
   Salaries will be paid in accordance with the appointment/contract letter.

B. Procedure:
   1. Rates are negotiated between the CIR (residents union) and the UMDNJ-NJMS and
      published in Article V of the Agreement. This agreement is renegotiated every three
      years. All housestaff are required to be members of the bargaining unit. The GMEC of
      UMDNJ-NJMS reviews comparative salaries annually and provides input to UMDNJ-
      NJMS prior to the negotiations which occur in the year prior to the end of the term of the
      contract.

Current Compensation

Housestaff Salaries Effective September 1, 2006

<table>
<thead>
<tr>
<th>POSITION</th>
<th>ANNUAL SALARY</th>
<th>MONTHLY SALARY</th>
<th>BI-WEEKLY SALARY</th>
<th>DAILY RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PGY-1</td>
<td>$46,496.00</td>
<td>$3,874.67</td>
<td>$1,788.31</td>
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<tr>
<td>PGY-2</td>
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<td>$ 214.47</td>
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<td>PGY-5</td>
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<td>PGY-6</td>
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<td>PGY-7</td>
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<td>PGY-9</td>
<td>$ 62,964.00</td>
<td>$ 5,247.00</td>
<td>$ 2,421.69</td>
<td>$ 242.17</td>
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</table>

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%.

**Compensation for Additional Work Schedules**

Housestaff officers shall be paid for any on-call duty in excess of what is scheduled or otherwise stated in the CIR contract (but within ACGME duty-hour guidelines). See formula below (also refer to 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.

Approved by GMEC on January 20, 2000.
Revised and approved: November 2006; December 21, 2006; May 24, 2007
I. PURPOSE
To identify individual benefits available to housestaff in graduate medical education programs sponsored by University of Medicine and Dentistry-New Jersey Medical School and core teaching hospitals.

II. SCOPE
The benefits apply to all housestaff.

III. DEFINITION
Housestaff - refers to all interns, residents and fellows enrolled in a University of Medicine and Dentistry of New Jersey-New Jersey Medical School graduate medical education program. A member of the housestaff may be referred to as a house officer.

Designated Institutional Official (DIO) – refers to the individual who has the authority and responsibility for the graduate medical education programs.

Program – refers to the structured medical education experience in graduate medical education which conforms to the Program Requirements of a particular specialty, the satisfactory completion of which may result in eligibility for board certification.

Program Director – the one physician designated to oversee and organize the activities for an educational program.

IV. RESPONSIBILITY/REQUIREMENTS

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**

Beepers are supplied by each program. The affiliated hospitals may also supply residents with beepers while rotating through each hospital. 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 or more hours or an extended shift of twelve or more hours** at the hospital in which they are rotating. 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.

**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 DIO **before** purchasing books. The DIO will resolve any disputes.

Educational expenses may 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 upon request to all housestaff officers who work in outpatient settings 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 certification and re-certification courses (as requirements for 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 DIO.

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 DIO 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**

NJMS 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 licensure is a requirement of the individual residency program, then the program will pay the New Jersey State Licensing fees 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 toward the cost of health insurance for the 60 (sixty) 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.

**Parking**

Parking fees are set forth in the CIR agreement.

*Revised November 2006; Re-Approved December 21, 2006*
*Revised and approved by GMEC May 24, 2007*
I. PURPOSE
To establish guidelines to ensure that housestaff have an adequate working environment in graduate medical education programs sponsored by University of Medicine and Dentistry-New Jersey Medical School and core teaching hospitals.

II. SCOPE
This applies to all postgraduate medical education programs.

III. DEFINITIONS
Housestaff - refers to all interns, residents and fellows enrolled in a University of Medicine and Dentistry of New Jersey-New Jersey Medical School Graduate Medical Education program. An individual member of the housestaff may be referred to as a house officer.
Designated Institutional Official (DIO) – refers to the individual who has the authority and responsibility for the graduate medical education programs.
Program – refers to the structured medical education experience in graduate medical education which conforms to the Program Requirements of a particular specialty, the satisfactory completion of which may result in eligibility for board certification.
Program Director – the one physician designated to oversee and organize the activities for an educational program.

IV. RESPONSIBILITIES/REQUIREMENTS
The training programs shall provide a working environment that is consistent with proper patient care and the educational needs of housestaff.

A. Housestaff shall be supervised by the teaching staff in accordance with the Program requirements in accordance with the ACGME’s a) Institutional Requirements, b) Common Program Requirements, and c) Individual specialty/subspecialty requirements (found at http://www.acgme.org).

B. Each training program shall establish policies governing duty hours and working environments that are optimal for housestaff education and the care of patients. Policies shall meet the special requirements that relate to duty hours and on-call schedules based on educational rationale and patient needs, including continuity of care. This is reviewed as part of the GME internal review of programs. The GME office maintains copies of the policies. Policies shall include the following items:

1. The goals and objectives of each residency shall not be compromised by excessive reliance on housestaff to fulfill institutional service obligation.
2. Programs should ensure that housestaff are provided backup support when patient care responsibilities are especially difficult or prolonged.
3. Duty hours policies will meet all the specific requirements as specified by the ACGME, as well as meet the general and special requirements pertaining to each program. If any program’s special requirements regarding duty hours are more stringent than are those of the general duty hours guidelines, then those more stringent guidelines are to be followed.
4. Housestaff on duty will be provided adequate sleeping quarters and food services.
5. Training sites will provide effective laboratory, medical records and radiological services to insure high quality patient care. This will include adequate phlebotomy and transport services to relieve housestaff of routine performance of these duties.
6. All locations where housestaff are assigned shall provide security, including but not limited to parking facilities, on-call quarters, and hospital departments.
7. Resident fatigue will be monitored and each program shall have a policy to provide support for housestaff to avoid excessive fatigue.

C. Housestaff are expected to participate in a working environment that is free of objectionable and disrespectful conduct and communication of a sexual nature. The sponsoring institution, the New Jersey Medical School (a unit of UMDNJ), will not tolerate conduct of a sexual nature that interferes with an individual's work performance or creates an intimidation, hostile, or offensive working or learning environment (see University Policy on Sexual Harassment # 00-01-35-25:00.). The working environment will also be free of objectionable and disrespectful conduct and communication related to religious beliefs and racial or ethnic background.

Approved by GMEC: May 24, 2007
I. PURPOSE
To set forth mechanism to assure that housestaff in GME programs sponsored by UMDNJ-New Jersey Medical School have a positive educational environment in which they can communicate and exchange information about their working environment and educational programs.

II. SCOPE
This applies to all postgraduate medical education programs.

III. DEFINITIONS
Housestaff - refers to all interns, residents, and fellows enrolled in UMDNJ-New Jersey Medical School graduate medical education programs. An individual member of the housestaff may be referred to as a house officer.

Designated Institutional Official (DIO) – refers to the individual who has the authority and responsibility for the graduate medical education programs.

Program – refers to the structured medical education experience in graduate medical education which conforms to the Program Requirements of a particular specialty, the satisfactory completion of which may result in eligibility for board certification.

Program Director – the one physician designated to oversee and organize the activities for an educational program.

IV. RESPONSIBILITIES/REQUIREMENTS
The training programs shall provide an educational and work environment in which members of the housestaff may exchange information, and raise and resolve issues without fear of intimidation or retaliation. The mechanism by which individual house officers can address concerns in a confidential and protected manner is delineated.

A. Housestaff at UMDNJ-NJMS have a formally constituted “Resident Council” effective August 1999. The mission statement of this council is:

We, the Resident Council of the University of Medicine and Dentistry of New Jersey – New Jersey Medical School, aim to improve the quality of resident education, facilitate communication and act as liaison between residents and the Graduate Medical Education Committee, inform residents of their individual program educational requirements, and to appoint members, as sub-committee, to participate in residency review sessions.

B. The DIO, Chair of the Graduate Medical Education Committee and housestaff members of the of the GMEC will all function as ombudsmen to whom house officers can communicate concerns in a confidential manner without fear of intimidation or retaliation.

Approved by the GMEC May 24, 2007