

## Employee Handbook Variances

The following outlines the differences between policies for residents versus policies for other Baptist employees.

*Disclaimer: It is the goal of this outline to identify every difference between benefits, expectations and policies for the residents and other hospital employees. Please be aware that although every effort has been made to be accurate, the possibility that errors or omissions still exists. For discrepancies, please contact the GME Office or Human Resources.*

## II. General Provisions of Employment

### Employment / Placement Process

Residents are contractual employees. Contracts are written for one year periods. Baptist uses ERAS and NRMP to fill resident slots. Information in this section concerning job vacancies do not apply to resident positions.

### Employment Status

To clarify, residents are exempt employees.

## IV. Hours of Work and Pay

### Timekeeping

As exempt employees, residents are not required to badge. Residents are, however, required to keep time logs in New Innovations.

### Overtime

As exempt employees, residents do not receive overtime pay.

### Shift Differential

As exempt employees, residents do not receive shift differential.

### On-Call/Recall

As exempt employees, residents do not receive compensation for being on-call or re-called.

**Performance Evaluation**

In compliance with ACGME requirements, the Program Director will evaluate the residents bi-annually. Annual pay increases are contingent upon completion of all Baptist requirements and successful promotion to the next PGY level. For more information, please refer to the GME Policy & Procedure manual.

**Wage and Salary**

Resident stipends are reviewed and adjustments may be made on an annual basis.

**V. Benefits****Personal Time Off (PTO)**

Residents are provided with 184 hours (23 working days) PTO annually. Please refer to the GME Policy & Procedure Manual for additional information.

**Maximum Accumulation / Carryover**

PTO and Sick time do not carry over from year to year.

**Retirement Plan**

The Baptist Retirement Plan is part of the Employee Retention Package. Since residents are time-limited employees, they are not eligible for the matching retirement plan. Residents may participate in a non-matching retirement plan if desired.

**Health, Dental, and Vision Benefits**

The basic health, dental and vision insurance premiums are provided for the resident and his/her dependants (spouse/child(ren)). The resident pay scale is increased by the amount equal to the amount deducted for this expense.

**Short-Term Disability (STD) / Sick Pay Benefits**

Residents are provided with 120 hours of sick time. This benefit is used to cover 60% of all sick time. This will provide 60% salary coverage for 25 days. PTO may be used to cover the other 40% of lost pay if available. A written excuse from your physician may be requested in order to qualify for this benefit.

**Long-Term Disability (LTD) Insurance**

Residents are eligible for this benefit after one month of employment.

## **VI. Leaves of Absence**

### **Educational Leave**

Residents are provided with up to three one-week paid leaves of absence for educational purposes. In addition, all residents are allowed four weeks paid educational leave to attend the AFIP program. All educational leave must be pre-approved by the Program Director.