



MEDICAL COLLEGE OF WISCONSIN

Postdoctoral Handbook

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WELCOME AND INTRODUCTION

Welcome to the Medical College of Wisconsin (MCW). We are pleased to have you with us and hope you find your employment at MCW satisfying and rewarding. You and the work you do are very important to us. Our commitment to you is to do our best to support you by providing you with opportunities for personal and professional development.

Postdocs occupy a unique and significant role within MCW by enhancing MCW's translational research and education programs. MCW values the postdoctoral research experience, and our program is designed to provide the foundation for a successful scientific career, whether that be in academia, industry, government or the non-profit sector. We hope that you will find your postdoctoral experience at MCW to be fulfilling and enriching both personally and professionally, and that it provides you with essential training and knowledge to pursue your chosen career path.

In this handbook, you will find policies and procedures that promote effectiveness, efficiency and safety as you carry out your work. The purpose of this handbook is to provide you with guidelines that promote reasonable, consistent and fair policies and treatment of all staff.

Mission

Your employment will assist us in achieving the MCW's mission. MCW is a private, freestanding academic institution dedicated to leadership and excellence in advancing the prevention, diagnosis, and treatment of disease and injury through:

Education: Teaching the physicians and scientists of tomorrow while enhancing the skills of today's health professionals.

Research: Creating new knowledge in basic and clinical science through biomedical, behavioral and health services research.

Patient Care: Caring humanely and expertly for patients and providing leadership in health services.

Community Engagement: Forging local, regional, national and global partnerships in education, health care and research for the betterment of human health.

MCW's Story

MCW is a private, independent medical school located on the campus of the Milwaukee Regional Medical Center. MCW is one of several private, freestanding medical schools in the United States and ranks among the top half of medical schools in the nation for federal research funding support.

MCW offers the MD, PhD, MS, MPH and MA degrees. The Medical Scientist Training Program (MSTP) leads to the MD/PhD degree. PhD degrees (and MS degrees on a limited basis) are awarded in basic and translational research, biochemistry, biophysics, biostatistics, cell biology, neurobiology and anatomy, microbiology and molecular genetics, pharmacology and toxicology, physiology, public and community health, and functional imaging (joint PhD program with Marquette University). Master's degrees are offered in: Bioethics (MA), clinical and translational science (MS) and public health (MPH). Joint degree programs are offered in: bioinformatics (MS), and healthcare technologies management (MS) with Marquette University, and medical informatics (MS) with the Milwaukee School of Engineering. In addition, Graduate Certificate programs are offered in Clinical Bioethics, Public Health, Research Ethics, and a joint Bioethics Certificate with the American Medical Association. MCW offers postdocs excellent research training by College faculty. Residency training is offered in most medical specialties and subspecialties. MCW provides continuing medical education to more than 40,000 health professionals each year.

MCW was founded in 1893 as the Wisconsin College of Physicians and Surgeons. In 1913, the Wisconsin College of Physicians and Surgeons and the Milwaukee Medical College merged to become the Marquette University School of Medicine. In 1967 Marquette University, due to financial constraints, terminated its sponsorship of the medical school. The school then became a private, freestanding institution. Our name was changed in 1970 to the Medical College of Wisconsin (MCW). The school remained on the Marquette campus until a new building was completed on the campus of the Milwaukee Regional Medical Center. The new building was dedicated on November 10, 1978.

MCW and its affiliates on campus form the largest medical center in Wisconsin. MCW has affiliations with approximately more than two dozen health care institutions in southeastern Wisconsin. The major institutional affiliations are with:

Institutional Affiliates

Children's Hospital of Wisconsin

One of the nation's few Level I trauma centers devoted to pediatrics

Froedtert Memorial Lutheran Hospital

Only adult Level I trauma center in eastern Wisconsin

Clement J. Zablocki VA Medical Center

One of the busiest and most comprehensive centers operated by the department of Veterans Affairs

Other Affiliates

Blood Center of Wisconsin
Curative Care Network
Milwaukee County Behavioral Health Division
MCW Affiliated Hospitals

Scope and Purpose of This Handbook

This **Handbook** has been prepared for all postdocs of the Medical College of Wisconsin (MCW) to assist them in becoming acquainted with MCW and its policies and procedures. This handbook is a resource guide and contains links to various policies, benefits descriptions, and services available and applicable to non-exempt and exempt staff of MCW. Please take time to read through the handbook. This handbook is not intended to provide a comprehensive description of all policies, benefits and services. When further information is needed, please review the specific policy or contact your supervisor. Additional information may also be found on the Office of Human Resource's Website on the MCW's Intranet site - *InfoScope*. This handbook supersedes, in all aspects, any prior Postdoc handbook information. The information in this handbook is intended to be as accurate as possible; however, should there be differences between this handbook and provisions of current insurance contracts, plan documents (summary plan descriptions), or policies, the provisions of the current insurance contracts, plan documents, and policies will govern.

The policies and procedures summarized in the handbook are presented as information only and are not conditions of employment. MCW reserves the right to modify, suspend, revoke, terminate or change in whole or in part, any of its policies, procedures, practices or benefits at any time with or without notice.

At Will Employment

Employment with MCW is a voluntary, employment "at will" relationship for an indefinite period. Employment "at will" means that while MCW intends to maintain a positive working relationship with all employees, employees have the right to end employment at any time and MCW reserves the same right. This "at will" relationship remains in full force and effect, notwithstanding any statements to the contrary made by any MCW employee, representative, or agent, or set forth in any other document.

The language and content of this handbook are not a contract of employment and should not be construed as a guarantee of continued employment between the Medical College and any one or all of its employees. No representative of MCW, other than the President and/or the Dean and Executive Vice President and/or the Senior Vice President for Finance and Administration, has any authority to enter into any agreement for employment for any specified period of time.

Postdoctoral Fellow Roles & Responsibilities

An MCW Postdoc (PD) is a member of the Graduate School who has received a Ph.D, M.D., or other doctoral degree and is engaged in a period of continued advanced training under the supervision and mentorship of MCW faculty. The goals and objectives of postdoctoral fellowship are to enhance the professional skills and research independence needed in order for the PD to pursue his or her career in scientific research.

Postdoctoral appointments are intended to be temporary positions, and to serve as a valuable part of the career pathway of independent academic researchers and scholars. A postdoc fellowship should not be viewed as a long-term, indefinite, or career appointment. Rather, postdoctoral fellowship provides mentored guidance and advanced training for purposes of career development. In general, postdoctoral fellows are not permitted to serve as principal investigators on contractor's grants sponsored by external sources.

A faculty member and/or Principal Investigator is responsible for guiding and supervising postdoctoral fellows. Together with mentors/PI's postdoctoral fellows should set goals, objectives and expectations of the training program. Specific responsibilities will be assigned to the postdoctoral fellow by the mentor/PI. It is expected that mentors/PI's will provide regular and timely feedback and assessment to the postdoctoral fellow. Questions or concerns regarding mentorship should be addressed to the Associate Dean for Postdoctoral Affairs and Graduate Career Development.

Terms of Service

Postdoctoral fellowship appointments may be made for specified limited terms based upon available external funding or maybe for an unspecified term. The total duration of an individual's postdoctoral experience **may not exceed five years**. By exception, the Provost may grant an extension when justified by extraordinary circumstances or based upon demonstration that the field or sub-specialty field of research demands an extended period of postdoctoral training in order to secure a faculty position in a comparable institution.

Postdoctoral fellowship appointments may be ended at any time by MCW or the postdoctoral trainee. In general, various factors will be considered including but not limited to satisfactory performance, compliance (including work authorization), availability of funding, programmatic need, and the ability of the institution to provide meaningful extended training that will equip the postdoctoral fellow with the skills and abilities needed to advance his or her career.

Office of Postdoctoral Education

Postdoctoral fellowship provides valuable support of and contributions to MCW's translational research and the advancement of MCW's multiple missions. MCW also recognizes that postdoctoral researchers occupy a unique role within the MCW community, and the institution values the input and insight of postdoctoral fellows.

MCW's [Office of Postdoctoral Education](#) provides support and resources specifically aimed at supporting postdocs through progression on their research career pathway. The Office of Postdoctoral Education provides programming to enrich the postdoctoral research experience, as well as opportunities for collaboration and community building, including the Postdoctoral Advisory Committee (PAC). Postdocs can provide input, feedback and share the postdoctoral perspective on issues impacting the MCW community through the PAC or through the Associate Dean for Postdoctoral Affairs and Graduate Career Development, who serves as a liaison with MCW leadership and administration.

Your Employment

Below are links to several MCW policies; for a complete list of corporate, human resources, information technology and other policies, see links through Infoscope.

Equal Opportunity and Affirmative Action

The Medical College of Wisconsin (MCW) is an equal opportunity and affirmative action employer. It is the policy of MCW to provide equal employment opportunities to all qualified persons without discriminating based on race, color, sex, age, disability, genetic information, marital status, protected veteran status, past or present service in the uniformed services, sexual orientation, gender identity, national origin, ancestry, religion, arrest or conviction record. Equal employment opportunities shall be provided in accordance with pertinent legislation, judicial mandates and presidential executive orders designed to eradicate discrimination in all areas of employment. MCW is also committed to providing a work and academic environment free from harassment.

[Equal Employment Opportunity and Affirmative Action Policy](#)

Anti-Harassment and Non-Discrimination

MCW expressly prohibits any harassment or discrimination based upon sex, age, religion, disability, marital status, national origin, sexual orientation, and any other basis prohibited by law or regulation. The "reasonable person" standard is to be used in interpreting these definitions.

MCW is committed to providing an environment free from all forms of harassment, discrimination and all other negative conduct that inhibits effective communication and productivity. MCW will take immediate and appropriate action when it determines that harassment and/or discrimination has occurred.

Discrimination may occur when employment decisions are threatened or made, implicitly or explicitly, based upon race, sex, age, religion, disability, marital status, national origin, sexual orientation, or any other basis prohibited by law or regulation. All employment decisions are to be made with a legitimate business purpose and rationale.

Harassment may occur whenever unwelcome verbal or nonverbal conduct, comments, touching, teasing, joking or intimidation based on any of the behaviors, interferes with work or creates an intimidating, hostile or offensive work environment.

Unwelcome sexual advances, requests for sexual favors, and other verbal or nonverbal, visual or physical conduct of a sexual nature, such as comments, touching, teasing, joking or displaying sexually explicit materials or other behaviors that unreasonably interfere with work, are also serious violations of this policy and are prohibited.

Retaliating or discriminating against anyone for complaining about harassment or discrimination is strictly prohibited. Retaliating against witnesses or other individuals who cooperate in a harassment/discrimination investigation is also prohibited.

The individual that believes harassment, discrimination or retaliation has occurred is encouraged to approach the alleged violator of the policy to discuss the issue and ask him/her to immediately stop the offensive activity. This step is not required if it makes the individual uncomfortable or is not likely to be effective.

Regardless of whether the individual decides to talk with the alleged violator of the policy, the individual or witness is required and has a duty to promptly report the conduct to any of the following individuals: The employee's immediate supervisor, manager, Department Administrator; or Human Resources - Human Resource Generalist, Director of Human Resources or Vice President of Human Resources

All claims of harassment will be treated seriously and will be investigated in a timely and thorough manner. Confidentiality will be maintained as much as possible during the investigation. Please see the [Anti-Harassment and Non-Discrimination Policy](#) for more information.

Title IX Policy and Investigations

MCW is committed to creating and sustaining a safe learning and working environment that recognizes and values the dignity of all members of the MCW community. In furtherance of this commitment, and in compliance with Title IX of the Education Amendments Act of 1972 (Title IX), MCW prohibits sex discrimination, sexual harassment, domestic violence, dating violence, sexual assault and/or stalking (Prohibited Offenses) in its education programs and activities. Sexual harassment and sexual violence are forms of sex discrimination.

Retaliation against any complainant making a report under this policy or an individual participating in an investigation under this policy is prohibited.

Prohibited Offenses against members of the MCW community may occur off-campus, and outside the context of an MCW education program or activity (Off-Campus Prohibited Offenses). Off-Campus Prohibited Offenses may have continuing effects in MCW's program and activities that negatively affect MCW's education and working environment, in violation of

MCW policy. Off-Campus Prohibited Offenses also may violate and subject the offender to discipline under MCW's general conduct standards.

Compliance with Title IX, the Clery Act and VAWA does not constitute a violation of FERPA.

Confidential Resources:

[Employee Assistance Program](#) available to faculty, staff and postdoctoral fellows.

[Mental Health Services](#) available to Graduate and Medical students

MCW [Compliance](#) Lines (accepts anonymous reports)

[Ombuds](#) Office (414) 266-8776 available for employee

For additional policy information, other resources, and full information for reporting contacts, the MCW Title IX Coordinator, and Deputy Title IX Coordinators, please reference the [Sexual Misconduct Website](#)

Employment Categories

Individuals employed by MCW will be assigned to the appropriate category of employment as follows:

Full-Time: Employees in this category are Exempt and Non-Exempt staff whose time worked is scheduled at 40 hours per week.

Part-Time: This category applies to Exempt and Non-Exempt staff who work on average 20 to 39 hours per week. Those working between 30-39 hours are considered Part Time Benefit Eligible.

Casual: Employees in this category work more than 24 hours, but less than 20 hours/week or 1,000 hours in a calendar year.

Occasional: Employees where time worked is less than three days or 24 hours in a calendar year. [Employment Categories Policy](#)

Foreign Nationals' Employment Status Application Process

MCW and its leaders must be aware of the [policies and procedures](#) required for processing potential candidates requiring work authorization. The H-1B/O-1 and J1 Sponsorship Form, as well as helpful information about all statuses, can be found on the [International Scholar and Visa Services Website](#). As well as, additional information regarding travel and dependents.

Identification Cards

You will be issued a picture identification (ID) card at the time of hire to be worn at all times. Your ID card allows access to the front entrance of the Medical Education Building. Requests for access to other areas of MCW should be directed to your supervisor or to Public Safety.

Your ID card is to be returned to your supervisor upon termination of employment. Lost cards should be reported to the Office of Public Safety immediately. A replacement fee may be charged for a duplicate ID card.

Trial Period

MCW's trial period is designed to provide a mechanism to ensure that when new or existing employees are placed in positions with new responsibilities, there is early assessment and communication around job responsibilities and expectations between the employee and the supervisor. The overall goal is for MCW to provide quality services to all patients, staff and faculty by placing the right people in the right positions.

In the event that work performance issues or other unacceptable behavior occur during the six-month Trial Period, the supervisor must notify the employee of the problem(s), future expectations and that termination of employment could occur if the issue is not corrected. Should the employee's performance problem(s) continue and/or additional problems occur, the employee may be terminated without further notice.

A performance review will be conducted at the end of the Trial Period. Successful completion of the Trial Period will not alter the MCW's policy on "employment at will".

[Trial Period Policy](#)

Work Schedules, Rest Breaks, and Meal Breaks

Work Schedule: Supervisors establish work schedules so that the goals of MCW and the department are met. Individual schedules are assigned in a reasonable manner so an employee can complete his or her duties and responsibilities. MCW reserves the right to change hours and days of employment as required by business necessity with as much notice as possible under the circumstances to affected employees.

Meal Breaks: Depending on the work location, meal breaks may vary in length and may be scheduled so as not to disrupt the business operation. Each department/work unit will determine meal break rules. MCW does not pay for meal breaks. A non-exempt employee, such as an administrative assistant or a research technician, who is required by a supervisor to remain at work, complete work or remain available during the meal break, or is not provided a minimum of 30 minutes of uninterrupted time will be paid for that time.

[Work Schedules, Rest Breaks, Nursing Mother Breaks and Meal Breaks Policy](#)

Flexible Work Arrangements

For a majority of positions at MCW, work must be performed on-site or a worksite specifically designated as an MCW worksite. Flexible Work Arrangements may be considered when they are of mutual benefit to the employee and the department/center, when it is reasonable and practical to do so, and where operational needs will not be adversely affected. Requests for Flexible Work Arrangements are reviewed on a case-by-case basis by department leadership, and take department and MCW interests, nature of the work, and employee performance into consideration.

Flexible Work Arrangements aim to provide added versatility to the work environment, where appropriate, and support individual efforts towards meeting organizational goals. In addition, such arrangements emphasize work/life balance to keep pace with the changing needs of the MCW workforce. Flexible Work Arrangements may be requested for a variety of reasons, including benefit to the department, employee personal responsibilities, professional development, and work style, among others.

Employees must have completed their Trial Period and be in good standing with no current Performance Improvement Plan and/or current Corrective Actions to qualify for a Flexible Work Arrangement. If at any time an employee is on an existing Flexible Work Arrangement and a Performance Improvement Plan and/or Corrective Action occurs, the Flexible Work Arrangement will be reviewed.

Employees, and department leadership are responsible for ensuring the arrangement can be implemented and maintained successfully. To initiate and process a new request for a Flexible Work Arrangement or renewal of an existing Flexible Work Arrangement, employees, and department leadership must engage in the process outlined in the [Flexible Work Arrangement Policy](#).

Personal Appearance for Employees and Volunteers

MCW requires standards of personal appearance and dress. It is the responsibility of every employee to maintain a neat, clean and well-groomed appearance and dress in a manner appropriate to his or her function in MCW. The professional appearance and image of employees directly influence the attitudes of patients, students and the public towards MCW and each other. [Personal Appearance for Employees and Volunteers Policy](#)

Employee Transfer and Promotion

The Medical College of Wisconsin (MCW) supports the Transfer or Promotion of qualified internal candidates whenever such an action will be beneficial to both MCW and the employee. Employees who have completed 12 months of service in their current position and are not in Active Discipline, may be considered for a Transfer or Promotion within MCW. Employees with less than one year of MCW service and not in Active Discipline may be considered for a Transfer or Promotion within the same department. All leave balances will remain intact and benefits will continue to accrue, appropriate to the employment category of the new position. [Employee Transfer and Promotion Policy](#)

Compensation

The Office of Human Resources believes the missions of MCW can be met only through the efforts of a competent, well informed group of employees. The Medical College also recognizes that to recruit, retain and promote the growth of such employees, it must ensure that salary practices are competitive and internally equitable.

[Compensation Policies](#)

Our Compensation Philosophy

MCW is an organization of accountability that rewards performance. MCW will provide market competitive compensation programs that help drive the acquisition, development and retention of talent necessary to achieve our mission. Our desire is to motivate staff to achieve higher levels of performance and be appropriately rewarded for that effort.

MCW provides a reasonable and equitable process for compensation management. The major objective is to provide a system and a method to administer salaries. These systems and methods are designed to ensure that salaries reflect the relevant job markets and provide equitable salary treatment among jobs with similar job content and similar levels of responsibility.

The Office of Human Resources regularly conducts salary surveys that review market changes and other pertinent business and economic information. Salaries are adjusted if the data indicates a change is needed to maintain our market position. Discretionary salary increases are adjustments to individual salaries based on performance. These increases are given to employees in response to their job performance and contributions to MCW. Market adjustments and internal equity adjustments may also be given to ensure our external competitiveness and the internal equity among like jobs.

Overtime

MCW has set-up guidelines through the overtime policy to ensure adherence to all overtime pay requirements under the Fair Labor Standards Act (FLSA). Over time is paid to non-exempt employees, such as most research technologists, in accordance with the law and MCW policy.

Overtime may be assigned in extenuating situations and must be approved in advance by the assigned supervisor. Failure to obtain such authorization may lead to disciplinary action. However, federal regulations require that all time worked must be recorded and paid regardless of whether it was approved in advance.

In accordance with the provisions of the FLSA, overtime compensation will be paid for hours worked in excess of 40 hours in a workweek. Hours worked are defined as all-time an employee must be on duty, or on the employer's premises (i.e., to attend departmental meetings), or at any other prescribed place of work. Also included is any additional time the employee is permitted to work. MCW-recognized holidays that fall within a normal workweek

are also included as hours worked. However, other types of time off are not included, such as sick or vacation time.

A workweek, for purposes of calculating overtime, is defined as Sunday through Saturday. The workweek cannot be changed to avoid the payment of overtime.

[Compensation Administration - Overtime Policy](#)

Reporting Time Worked

All exempt and non-exempt MCW staff employees are required to accurately report hours worked for each pay period. As a postdoctoral employee, you are required to report any exceptions to the workweek, e.g., earned vacation, sick leave, or unpaid time. Any omission, misrepresentation or submission of inaccurate information may be considered falsification and may result in disciplinary action up to and including discharge.

Annual Performance Evaluation

To foster the postdoctoral fellows' career development, it is expected that the mentor/PI will conduct an annual review with the researcher. MCW's EMERGE system will be utilized to document progress to date and the postdoctoral fellow's contributions to the dimensions of MCW. EMERGE is a comprehensive approach to engaging employees in dialogue by articulating clear expectations, setting goals and measuring the achievement of those goals. EMERGE centers on goal-setting and career discussions between employees and leaders and further to provide coaching and mentorship to assist with focused professional development.

Benefits

You will find below general descriptions of the benefits available to Postdoctoral Fellows. For more detailed information about any of these benefits, please refer to the Office of Human Resources [Benefits InfoScope](#) website and each plan's Summary Plan Description(s) or Benefits Policy also found on InfoScope.

A Summary Plan Description, or SPD, is intended to describe the coverage employees have for a specific benefit provided by MCW. The SPD's include information detailing eligibility provisions, explanations of coverage and events that can result in loss of coverage, an employee's rights to continue coverage when a covered participant is no longer eligible to participate in the plan, and other important plan information. You may also request a paper copy of SPD's by emailing benefits@mcw.edu.

MCW may make changes to the benefits at any time without notice. If there is a discrepancy between this handbook and the Summary Plan Description(s), the formal wording in the SPD or Policy will govern.

Health Plan

MCW offers Full-time and Part-time Benefit Eligible postdoctoral employees the option of a comprehensive group health plan which includes a prescription drug program. The greatest financial benefit is received when utilizing in-network providers.

If an employee elects coverage, coverage begins on the first of the following month unless the employee's hire date is the first of the month. Employees must enroll within 31 days of their hire date or within 31 days of a major life event (marriage, birth, etc.) to be covered. Premiums are deducted on a pre-tax basis from the employee's pay check.

Coverage ends on the last day of the month in which the full-time employee terminates. COBRA continuation rights will be offered as required by law.

Dental Plan

MCW offers Full-time and Part-time Benefit Eligible employees the option of a group dental plan. If an employee elects coverage, coverage begins on the first of the following month unless the employee's hire date is the first of the month. Employees must enroll within 31 days of their hire date or within 31 days of a major life event (marriage, birth, etc.) to be covered. Premiums are deducted on a pre-tax basis from the employee's pay check.

Coverage ends on the last day of the month in which the full-time employee terminates. COBRA continuation rights will be offered as required by law.

Vision Plan

MCW offers Full-time and Part-time employees the option of a group vision plan. If an employee elects coverage, coverage begins on the first of the following month unless the employee's hire date is the first of the month. Employees must enroll within 31 days of their hire date or within 31 days of a major life event (marriage, birth, etc) to be covered. Premiums are deducted on a pre-tax basis from the employee's pay check.

Coverage ends on the last day of the month in which the full-time employee terminates. COBRA continuation rights will be offered as required by law.

Vacation

Full-time and Part-time postdoctoral fellows are awarded fifteen (15) days of vacation per employment year. Award is prorated for employees working part time (20-39 hours/week).

No vacation advances are allowed. Vacation hours are awarded on the date of employment, based on your hire date with MCW. In the event an individual transitions to a Postdoctoral Fellow position from another position within MCW, the vacation award will be prorated to the next anniversary of the employee's hire date, then awarded annually on each employment anniversary thereafter. Vacation hours awarded in the employment year must be used during the year in which they were awarded; unused vacation will be forfeited. Vacation leave must be

taken in increments of one day or more. Employees must request and gain approval for use of vacation time according to their department guidelines.

All vacation must be scheduled and approved in advance by your supervisor. Failure to obtain prior approval may result in disciplinary/corrective action. Your department supervisor will attempt to grant your request(s) for vacation each year. However, department operating requirements may preclude vacations during certain defined periods of the year. See your supervisor to determine if such conditions exist in your department.

Postdoctoral employees are not required to take personal vacation to attend professional meetings which are supported by their mentor.

Postdoctoral employees terminating their employment with MCW will not be paid for unused vacation days. Please refer to [Benefits InfoScope](#) for more information.

Holidays

Full-time and Part-time Postdoctoral employees in pay status are awarded eight regular holidays per year. As with vacation, Part-time employees earn holiday leave on a prorated basis. Please refer to [Benefits InfoScope](#) for more information.

Some postdoctoral employees may be located at affiliated institutions where closings occur on federal and/or state holidays which are not recognized by MCW. Those employees may use vacation time for such occasions.

Sick Leave

MCW's sick leave is intended to protect employees from loss of pay as a result of personal illness or injury. Sick leave is not an extension to, or type of, vacation; it is a form of income protection in the event of illness or injury. Sick leave may also be used for medical appointments and when employees need to care for an immediate family member.

Full-time and Part-time postdoctoral fellows are awarded 96 hours (12 days) per employment year. The employment year is based on your hire date with MCW. Award is prorated for employees working part time (20-39 hours/week). Time not used is forfeited each year. In the event an individual transitions to a Postdoctoral Fellow position from another position within MCW, the sick award will be prorated to the next anniversary of the employee's hire date, then awarded annually on each employment anniversary thereafter.

Employees must notify their immediate supervisor at the beginning of each work day if they are unable to report to work. Supervisors may require a physician's statement to substantiate absences; however, this does not excuse the absence. Please refer to [Benefits InfoScope](#) for more information.

Short-Term Disability (STD)

Full-time and Part-time Benefit Eligible postdoctoral employees, who are paid by MCW, are eligible for short term disability benefits upon qualification of disability by the STD carrier. Premiums are paid by MCW. Please refer to [Benefits InfoScope](#) for more information.

Life Insurance

Full-time and Part-time Benefit Eligible postdoctoral fellow employees are provided with group life insurance equal to their annual base salary rounded to the next higher \$1,000 if their salary is not an even thousand, subject to a maximum of \$100,000. Premiums are paid in full by MCW.

Unless the employee's hire date is the first of the month, coverage begins on the first of the following month. Coverage ends at the end of the month in which the full-time employee terminates. Please refer to [Benefits InfoScope](#) for more information.

Voluntary Retirement Plan

Tax-sheltering is a retirement planning method which allows a reduction from your salary before state and federal income taxes are taken. You may tax-shelter dollars for your retirement on a voluntary basis up to limits prescribed by the Internal Revenue Service. Voluntary contributions you make are not matched by MCW. Please refer to [Benefits InfoScope](#) for more information.

Dependent Care Reimbursement Account

The Dependent Care Reimbursement account allows Full and Part-time Benefit Eligible postdoctoral employees to set aside pre-tax dollars to pay for dependent care expenses each calendar year. Please refer to [Benefits InfoScope](#) for more information.

Health Care Reimbursement Account

The Health Care Spending account allows Full and Part-time Benefit Eligible postdoctoral employees to set aside pre-tax dollars to pay for eligible health care expenses each calendar year. Please refer to [Benefits InfoScope](#) for more information.

Employee Assistance Program

The Medical College's EAP provides assistance, on a voluntary basis, to employees and their immediate family members to address personal and work-related issues and concerns.

Employees and their family members may contact the EAP directly via telephone. Emergency on-call coverage is also available 24 hours per day, 7 days per week. Please refer to [Benefits InfoScope](#) for more information.

Educational Programs

Full-time postdoctoral employees are eligible to enroll in any MCW graduate course for audit credit. An application fee will be assessed. This benefit is not available to part-time postdoctoral employees. Please refer to [Benefits InfoScope](#) for more information.

Leave of Absence

A leave of absence is an absence from work for a specific, allowable purpose, for an employee who has successfully completed the trial period and/or who has received approval from their department supervisor and administrator in advance of the leave commencement, or as soon as is practicable.

Medical Leaves: Federal Family and Medical Leave Act (FMLA), Wisconsin Family and Medical Leave Act (WFMLA), and non-FMLA unprotected medical leaves.

Non-Medical leaves (Personal Leave): A personal leave of absence may be requested and must be approved by the employee's supervisor and Human Resources. Personal leaves are generally granted for highly unusual circumstances or emergency situations.

Please refer to [Benefits InfoScope](#) for more information.

NOTICE: Any employees wishing to view their rights and entitlements under the FMLA/WFMLA may view these rights at any time on the posters contained in the Office of Human Resources and on the Web site. The Wage and Hour Division of the U.S. Department of Labor is the federal agency that regulates the federal FMLA. That being said, it is the preference of the Medical College that its employees first bring any concerns to the attention of a member of the Office of Human Resources.

Bereavement Leave

Employees may be granted up to three (3) days off with pay for work time missed due to the funeral of an immediate family member. Please refer to [Benefits InfoScope](#) for more information.

Jury Duty

MCW recognizes that its employees have a civic responsibility, and therefore encourages and supports its employees to willingly accept jury duty if they are called.

If you are called for jury duty, notify your supervisor immediately. You will be compensated at your normal rate of pay for any time lost as a result of serving on a jury. If, while on jury duty you are released after a partial day of jury duty or you are advised not to report on a given day, you are then expected to report for work at MCW. Please refer to [Benefits InfoScope](#) for more information.

Military Leave

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. Employees called to active duty will be placed on a leave of absence in accordance with MCW Policy and any related federal law(s) and/or Executive Order(s) in effect at the time of the call-up. [Benefits InfoScope](#)

Service Awards

To recognize the important contributions of its long-term employees, MCW honors them at an annual ceremony. Awards will be presented to employees who have continuous employment in increments of five (5) years and for each five year increment thereafter (10, 15, 20, 25 etc.).

Please refer to [Benefits InfoScope](#) for more information.

Wellness

The Mission of [MCW's Wellness Program](#) is to create and maintain a workplace environment that encourages a healthy lifestyle and individual wellness of all employees. We are dedicated to offering an ongoing program that meets the varied needs of our employees. Tools and resources including customized educational programs and activities, health and fitness assessments, and employee surveys are provided to encourage our employee's commitment to a lasting healthy and active lifestyle.

Employee Fitness Center

MCW has an employee fitness center called the Tonken's Center, which is located in the Medical Education Building (lower level). If you are interested in accessing the fitness center, please contact the Office of Public Safety to learn how you can update your ID badge for access.

Back-Up Care Advantage Program

MCW has partnered with **Bright Horizons**® to help you better manage your many work, family and personal responsibilities by providing the following programs and benefits:

- **Back-Up Child & Adult/Elder Care** – access to back-up care for both your children and adult/elder family members during a lapse or breakdown in normal care arrangements
- **Additional Family Support** – free access to an online database of regular caregivers, pet care services, elder care resources and discounts, tutoring and test prep, homework and household help; also access regular child care benefits with preferred enrollment and tuition discounts for center-based care

Please refer to [Benefits InfoScope](#) for more information.

Employee Discounts

MCW provides various discounts and special offers as available. Faculty and staff that are on campus are asked to pick up desired materials in the Office of Human Resources. For additional information about these discounts or special offers, please see the Office of Human Resources [Employee Discounts](#) Website.

MCW Resources

Bookstore

Located on the first floor of the Medical Education Building, the MCW Bookstore serves faculty, staff, students and visitors. The store carries a selection of office supplies, clothing, snacks and novelty items in addition to a variety of books. The MCW Bookstore is operated by a private company.

Cafeteria

MCW's cafeteria, located in the Medical Education Building, is open to faculty, staff, students and visitors. Food service is available Monday through Friday, throughout the year. Vending machines located in the cafeteria are accessible 24 hours a day. Dining areas include the cafeteria, atrium and a summer patio directly south of the atrium. The cafeteria is operated by a private company.

Library

The MCW Libraries serve the students, staff and faculty of the College, as well as practicing physicians and other health care professionals throughout Southeastern Wisconsin. Employees can register for library privileges at any MCW Library. The employee identification badge can be used as a library card. Individuals are responsible for materials borrowed on their library card. Fines or bills may ensue if materials are not returned or are returned late or in damaged condition.

The Todd Wehr Library is located on the third floor of the Health Research Center. MCW Libraries are also located in Froedtert Memorial Lutheran Hospital and Children's Hospital of Wisconsin.

The Library welcomes all staff to use its services. You may contact the Library for more information.

Parking

Parking lots are provided for employees working at MCW. For certain lots, a fee may be charged to the employee on a monthly basis (as a payroll deduction) and a special parking lot access card is issued by the Security Office.

Employees located at affiliated institutions must follow procedures for parking as outlined by the individual institution. Questions regarding parking should be directed to the Security Office. [MCW Parking](#)

Conflict Resolution

Ombuds Office

The MCW Ombuds Office supports a culture that is respectful, collaborative and ethical. As a confidential, impartial, informal and neutral resource for faculty, staff and postdoctoral fellows, the Ombuds Office provides a place for every voice at MCW to be heard.

The Office promotes fair treatment, civility, and accountability by helping people express concerns, communicate more effectively, manage conflicts and resolve disputes equitably and informally.

To contact the Office, call the confidential line any time at (414) 266-8776.

For Your Safety

Tobacco, Smoke, and Drug Free Workplace, School and Campus

To be consistent with the MCW's commitment to advancing health, all MCW buildings and grounds are smoke, tobacco and drug free. This is part of a larger Milwaukee Regional Medical Center campus initiative, but extends geographically to include all facilities that MCW leases or owns off-campus as well.

Smoking and the use of any tobacco products is prohibited on premises including all property owned, leased, or otherwise operated by MCW, including buildings, grounds, streets, sidewalks, and parking lots and structures. Any violations of this policy will be handled through corrective action.

Employees who wish to smoke need to leave the work location during their unpaid lunch period, observing any applicable department policies. Employees will not be permitted to leave during paid break times.

MCW is committed to maintaining a drug-free work and campus environment in compliance with The Drug-Free Workplace Act of 1988 and The Drug-Free Schools and Communities Act Amendment of 1989.

MCW expects every employee to follow MCW rules of employee conduct, to report to work fit for duty, and to comply with the Office of Human Resources policies and the MCW Code of Conduct. Employees found to be in violation of this policy will be subject to disciplinary action up to and including discharge from employment.

The unlawful manufacture, distribution, dispensing, possession or use of controlled substances, illicit drugs and alcohol by employees on MCW property or as part of MCW activities, work site, or during work time is prohibited. All employees of MCW must abide by this policy.

Alcoholic beverages may only be served on the MCW premises at corporately sponsored (i.e., those sponsored by MCW and/or its departments) functions and then only in accordance with Wisconsin Law. For more guidance, please refer to the [Drug Free Workplace Policy](#).

MCW has established drug and alcohol testing guidelines and procedures for employees in order to promote a safe and healthy work environment conducive to effective business operations.

When behavior, appearance, performance or a safety situation arises while an employee is at work, this will be cause for suspicion that the employee is under the influence of alcohol or a controlled substance. MCW will immediately assess the situation and determine if the employee should remain at work or be sent home. MCW expects every employee to follow MCW rules of employee conduct, to report to work fit for duty, and to comply with Office of Human Resources policies and the MCW Code of Conduct. Employees found to be in violation of this policy will be subject to disciplinary action up to and including discharge from employment.

Please refer to the [Reasonable Suspicion Drug Testing and Conditions of Continued Employment Policy](#) for more guidance.

Abuse of controlled substances in the workplace is dangerous. An employee must notify the Director of Human Resources of any criminal drug conviction for a violation occurring in the workplace not later than five days after such conviction. If the employee is engaged in the performance of a federal grant, MCW will notify the granting agency within ten days after receiving notice from the employee or otherwise receiving actual notice of such conviction.

Hazard Communication Standard

The Occupational Health and Safety Administration's (OSHA) Hazard Communication Standard requires employers to disclose toxic and hazardous substances within the workplace. All staff employees are required to complete Hazard Communication Training, as part of Virtual New Employee Orientation (VNEO). Additionally, if staff (or faculty) work in a laboratory, they must complete additional hazard communication information through the Laboratory Chemical Safety Training course, and may require other safety courses as well. The staff or faculty's hiring manager must register new employees for the appropriate safety classes, dependent upon what that individual is hired to do. In addition, all faculty supervising research/technical employees will provide specific laboratory safety training regarding the appropriate working, handling and storing of specific agents used in laboratories. A Safety Orientation Checklist must be filled out with your supervisor, which reviews hazards, as well as reviews various emergency procedures and the location of various items in the lab, e.g., personal protective equipment, eyewashes, emergency showers.

Safety Data Sheets (SDSs) are available on-line, in association with MCW's Chemical Inventory system, in your lab, or in the Environmental Health & Safety (EHS) office. See the MCW Safety Manual for more comprehensive information on "Hazard Communication," or review the on-line Hazard Communication Program.

In compliance with the Health Research Extension Act, MCW requires all employees involved in direct contact with animals, or in close proximity to animals, participate in a risk-based occupational health program. Refer to the [Biomedical Resource Center website](#) for information on gaining access to the BRC, which will outline the requirements.

Workplace Safety

It is an essential goal of MCW to maintain a safe and comfortable workplace and academic setting for all members of the MCW community. In support of this commitment, MCW has established standards of conduct that cover every member of our community. Specifically, violent acts, threats (direct or implied), unlawful harassment, verbal or physical abuse, stalking, intimidation, and other disruptive behavior will not be tolerated and will result in an appropriate MCW response including disciplinary action, termination, and criminal prosecution.

Safety and security are both personal and shared responsibilities. While all supervisors and administrators are called on to report inappropriate behavior immediately, the collective involvement of every member of the MCW community is both important and appreciated.

MCW does not tolerate any type of workplace violence committed by or against employees. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited. Employees are prohibited from making threats or engaging in violent activities, possessing a weapon while on company property or while on company business, or engaging in aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress. Employees committing such behaviors will be subject to disciplinary action, up to and including termination.

For health, safety and security reasons, firearms, explosives, flammables or other dangerous weapons of any kind are not allowed on MCW property. This prohibition includes, but is not limited to: rifles, shotguns, pistols, BB guns, pellet guns, bows and arrows, stun guns, knives and martial arts equipment. Possession of firearms and other dangerous weapons on MCW property is cause for disciplinary action up to and including termination from employment.

[Workplace Safety Website](#)

Employee Accident or Injury and Worker's Compensation

MCW employees are covered by workers' compensation insurance in case of injury/illness while acting in the course of their employment and without regard to who is at fault. Coverage is immediate upon employment and includes the following:

- Medical benefits
- Disability benefits
- Dismemberment benefits
- Occupational diseases benefits
- Death benefits

Any accident, however minor, must be reported to your supervisor immediately and an Employee Accident or Injury Report must be completed and submitted within 24 hours to the MCW and Froedtert Occupational Health Office.

Please visit the following link to learn more about reporting an accident or injury and to access the form to do so: [Accident Report Website](#)

Should you lose work time or incur medical expenses because of a work-related injury/illness, you may be compensated by this insurance program according to Wisconsin law. All claims will be investigated following the submittal of an Employee Accident or Injury Report. Any payments to employees are subject to review and approval following the investigation.

For the first three days of absence caused by a work-related injury/illness, you may use earned sick leave or take leave without pay. After three days, employees may receive weekly worker's compensation payments, which are based on a percent of your weekly wage, to the maximum prescribed by law. Time off from work as a result of an accident or injury from work will also be counted towards available Family and Medical Leave.

Once you are released to work, with or without restrictions, and MCW provides you with duties to perform within your restrictions, you will no longer be eligible for worker's compensation pay.

Inclement Weather and Other Emergencies

It is the general policy that MCW will maintain a normal operating schedule. An employee should never assume that MCW will be closed, delay opening or close early. MCW will be open on their regular schedule with the expectation that employees will report to work, regardless of the weather condition, unless otherwise officially announced by MCW.

Actions to close MCW due to inclement weather or other emergencies affect only the work schedules of employees working in facilities owned or leased by MCW (i.e., Medical Education Building, Health Research Center, MACC Fund Research Center, RPC (Research Park Center), TBMR etc.). MCW employees that work at other locations within affiliated institutions (i.e.,

Froedtert Hospital, Children’s Hospital, Veterans Affairs Medical Center) are governed by decisions of that facility regarding inclement weather.

[Inclement Weather and Other Emergencies Policy](#)

Rules of Employee Conduct

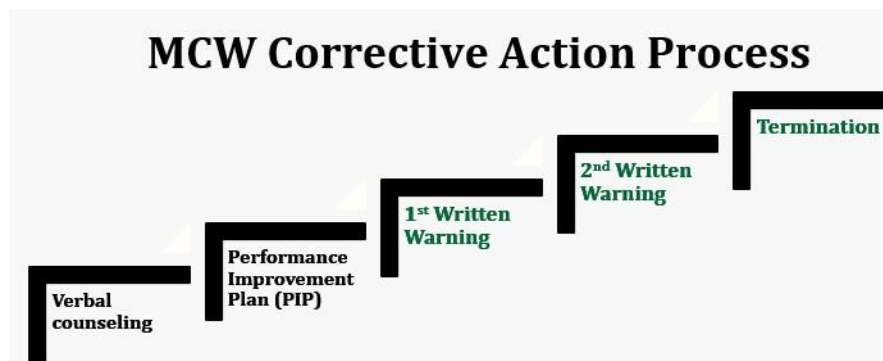
Disciplinary/Corrective Action and Rules of Employee Conduct

It is the policy of MCW that corrective action is used when an employee engages in conduct that interferes with operations, performs poorly, violates work rules, policies, guidelines or specific department regulations, discredits the organization, or is offensive to fellow employees, patients, customers or visitors.

All employees are expected to assume responsibility for their actions and to conduct themselves in a manner that supports MCW’s mission, reflects its values, and is conducive to efficient operations. Every employee is responsible for satisfactory performance of assigned duties and it is the responsibility of every employee to be aware of and abide by existing policies and procedures. An employee who violates the MCW Correction Action policy or any MCW policy, guideline, expectation or standard may be subject to corrective action up to and including immediate termination of employment. Please refer to [Policy HR.ER.050, Corrective Action and Rules of Employee Conduct](#) for examples of violations as well as disciplinary action procedures.

Research Misconduct Policy

MCW relies on its faculty, staff and students to establish and maintain the highest standards and ethical practice in academic work, including research. Research Misconduct is unacceptable and inconsistent with establishing trust and fulfilling the obligations of medical and scientific professionals in the academic and research communities. MCW has the responsibility to detect, investigate and resolve cases of possible Research Misconduct fairly and expeditiously. The primary responsibility for maintaining integrity in research must rest with those who perform it.



In carrying out this Policy, it is the intent of MCW to comply in all respects with relevant state and federal statutes and regulations, including but not limited to the US Public Health Service Policy 42 CFR parts 50 and 93 and all

relevant MCW Corporate Policies.

As it applies to the Research Misconduct proceedings, to the extent allowed by law, all parties involved with a report or investigation of Research Misconduct (possible or actual) have the obligation to maintain the identity of Respondents and Complainants securely and confidentially, and shall not disclose any identifying information except to those who need to know in order to carry out a thorough, competent, objective and fair Research Misconduct investigation and to carry out any recommendations made at the conclusion of the investigation. Any information obtained during the Research Misconduct investigation that might identify any human research subjects shall be maintained securely and confidentially and shall not be disclosed, except to those who need to know in order to carry out the Research Misconduct investigation.

MCW will make diligent efforts to protect the position and reputation of the Complainant and any informants or other witnesses, and will also make diligent efforts to protect these individuals from retaliation under relevant federal and state laws, including 42 Code of Federal Regulations (CFR) Parts 50 and 93, and all applicable MCW Corporate Policies. Retaliation does not include appropriate disciplinary action of an allegation that is not made in Good Faith.

Biological Safety

MCW is actively committed to preserving the health and safety of its staff and visitors, and to protecting the environment and the community. It is recognized that use of potentially pathogenic microorganisms, toxins, human or non-human primate (NHP) tissue or cells, and organisms containing recombinant DNA (rDNA) is necessary in many laboratories and facilities. To ensure the safe and lawful handling of these organisms and material, MCW requires compliance with all applicable federal, state and local laws and requirements associated with biosafety, including but not limited to the regulations and guidance documents listed in the References section of the policy. The policy delineates the internal organizational framework via which MCW ensures compliance and oversees the biological safety program.

Human Subject Research

MCW and the governance overseeing this institution are committed to ensuring that all research will be conducted in accordance with the highest standards of research integrity, and in accordance with all federal, state, and local regulations and procedures. This policy details MCW's fulfillment of its responsibilities under the designated laws and regulations.

Consistent with the regulations and standards of the Department of Health and Human Services and the Food and Drug Administration (FDA), MCW has appointed certain organizational entities (Signatory Official, Human Protections Administrator, Human Research Protections Program, and IRB) with vested authority and charged them with establishing and implementing operational standards, guidelines, and procedures to protect all humans who are involved in or are the subjects of research.

Collection of Research Data

All research data involving humans or animals (including their tissues, cells, or fluids) should be collected, stored, and made accessible to the investigators, and to the institution. If the research involves human subjects higher standards apply to protect subject privacy. Personally identifiable data collected for, used in, or produced by research involving human subjects must be protected from inadvertent or inappropriate disclosure. Proposals for all research projects that involve such data must include an acceptable, effective, and documented procedure for the protection of such data before the project can be approved or granted continuing approval by the IRB. Personally identifiable medical information is subject to the requirements of the Health Insurance Portability and Accountability Act (HIPAA). Personally identifiable medical information used or kept at MCW or elsewhere is highly sensitive and confidential, and must be protected in compliance with the policies for protecting high-risk confidential information [RS.HS.010; RS.GN.080]. Non-electronic records containing human subject confidential information must be kept in secure locked containers except when in use.

HIPAA

The medical records and health information of our patients and research participants are among the most valued assets of MCW and our hospital partners. We are entrusted to view and use this information only for appropriate purposes. As an academic community, we should model best practices and respect for our patients and their families. In addition to our own commitment to ensuring the protection and confidentiality of the health information we work with on a daily basis, the Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security regulations are in place to hold organizations and individuals accountable for the protection of this information.

All of our patients are entitled to privacy and confidentiality regarding their health information. Generally, if you need the information to accomplish your job – whether it be caring for and treating patients, conducting research, or performing registration, scheduling or billing activities – you likely are complying with the rules and protecting our patients' privacy. Remember that curiosity or "I didn't know" are never acceptable reasons for accessing health information.

For those working in our electronic health record (EHR) systems, you have been, or will be, provided with a username and password. The security of your password is a critical component in protecting and ensuring the integrity of our patients' health information. You alone are held accountable for your account access in EHR systems, and no one but you should know, or have access to, your password.

Please contact MCW's Compliance Office at 1-866-857-4943 with any questions or concerns related to HIPAA.

Code of Conduct

MCW strives for excellence in the services we provide and in the way we provide them. MCW is dedicated to meeting the highest standards as we serve our patients and conduct clinical, research, education, community service and business activities. The Code of Conduct was

established to help ensure that high standards of conduct are upheld across MCW as we perform our duties on a daily basis. The Code applies to every employee, trustee, officer, faculty, student and other trainee. See the Code of Conduct booklet on InfoScope under MCW Corporate Policies. If you see a law or policy being broken, you must report it. If you would like to report a compliance concern, you may call the Compliance Office or MCW's Compliance line at 1-866-857-4943.

Professional Conduct

Fostering a climate of respect, civility and citizenship is critical for MCW to remain a leader in the areas of patient care, education, research and community engagement. As representatives of MCW, all employees are uniformly expected to exemplify professional conduct. Please refer to the [Professional Conduct Policy](#) for guidance.

Solicitations

Please refer to the [Solicitation, Distribution of Literature, and Facility Access policy](#) for guidance. Solicitations and distribution of literature are prohibited during working time for any purpose in work areas and immediate patient care areas. Solicitation describes any activity in which an individual requests contributions or solicits membership for or support of an organization or for a cause. Any written material to be posted on the premises of any MCW facility must be approved by the Office of Public Affairs. Any solicitations or distribution of literature permitted on MCW Facilities during non-working time under this policy must be conducted in a manner that does not interfere with normal operations or the duties of employees who are working. Email, interoffice mail, voice mail, and other resources and technologies for communication may be used for business related purposes only. For further information see our policy governing [Use of Electronic Equipment](#).

The Wisconsin Caregiver Law

As a part of the employment process and as required under state law, a Caregiver Criminal Background check is completed for employees identified as caregivers. As required by the State of Wisconsin Caregiver Law, this check will include completion of a Background Information Disclosure form, and verification of licensure through the Department of Health and Family Services. We will continue to ask employees to complete Background Information disclosure forms and conduct criminal background checks as required under State law. In addition, employees must notify their supervisor as soon as possible, but no later than the next working day when any of the following occurs:

- You have been convicted of any crime.
- You have been or are being investigated by any government agency for any act, offense, or omission, including an investigation related to the misappropriation of a client's property.
- There has been a governmental finding substantiated against you of abuse, neglect, or misappropriation of a client's property.
- You have been denied a license or your license has been restricted or otherwise limited.

Any violation of the above or falsification of information regarding an employee's background may subject an employee to disciplinary action up to and including discharge from employment. [Caregiver Background Check Policy](#)

Absences

Regular attendance and punctuality by employees is essential in fulfilling and furthering MCW's missions. Therefore, each employee is expected to be present and prepared for work at their assigned time and work their entire work schedule with the exception of approved rest/meal breaks. Work schedules and attendance expectations may differ among business units due to the unique needs of each work area. If it is necessary for you to miss work, you must notify your supervisor at the beginning of the workday and follow departmental procedures. If an absence lasts several days, you must contact your supervisor on each day of your absence. You are expected to follow instructions from your supervisor regarding reporting absences. In some cases, a physician's statement may be required upon return to work. Employees failing to notify supervisors at the beginning of the day on which an absence will occur, or who fail to follow department procedures, or who exhibit any pattern of regular absenteeism, will be subject to disciplinary/corrective action.

Absenteeism is defined as one or more unscheduled absences that are with or without pay. Absenteeism may include unscheduled tardiness, leaving early, and partial or full-day absences. Absenteeism does not include time off related to approved vacation, holiday, Worker's Compensation, qualified funeral or personal leave, jury duty, Executive Orders regarding sick leave, military leave or properly reported family and medical leave (i.e. FMLA) pursuant to applicable Federal or State law and MCW policy. Absenteeism becomes excessive when it:

An employee is absent in excess of three (3) occurrences or a total of five (5) days within a 12-month rolling period. An occurrence is one full day of unscheduled absence from work, an unscheduled absence of 50% or more of a work schedule, or consecutive unscheduled days off for the same reasons. See department guidelines for further definition. An employee exhibits a pattern of Absenteeism; or an employee is tardy in excess of department guidelines.

Tardiness and leaving early are other forms of absenteeism that cause a burden on other staff members and place a hardship on MCW. Employees are expected to be ready for work at the start of the scheduled work day. Individuals who are not present and prepared for work at the assigned start times or after lunch/break periods will be considered tardy. Leaving earlier than the end of the scheduled work hours with limited or no notice is considered the same as an absence/tardy.

Unreported absences (no call/no show) of three (3) or more consecutive days will be considered a voluntary resignation. If the employee has two (2) unreported absences in any 12-month period, the employee may be subject to termination of employment. An employee will be subject to disciplinary action for each single day of unreported absence.

Leaving the work premises or job assignment during scheduled work hours without permission from the manager/supervisor, other than a scheduled meal break, may also be considered an unreported absence or a voluntary resignation of employment. [Attendance Policy](#)

Use of Electronic Equipment

MCW provides electronic equipment and facilities for use by MCW employees in connection with the performance of their job duties. Your use of such equipment and facilities, including without limitation; telephones, copy machines, facsimile transmission machines, computers, e-mail, voice mail, local area network or other shared computer access, and Internet access, must comply with all policies of MCW including policies relating to sexual harassment, rules of employee conduct, protection and use of MCW equipment, software, conflicts of interest and protection and use of confidential information. The following activities will be considered inappropriate use of the MCW's electronic equipment and facilities:

- Transmission or other communication of jokes or obscene materials
- Private use or use other than for MCW purposes, except in cases of emergency
- Any use which could result in damage or corruption of MCW equipment or facilities or the data or software used in connection with such equipment or facilities, such as running destructive software or viruses
- Any use of software not licensed to the MCW
- Any unauthorized access to restricted or confidential information, or any use of another user's information services account, or any action which would facilitate an unauthorized access or use by another person

You should be aware that personal passwords are issued to enhance the protection of MCW confidential information, not to permit private use of Medical College electronic equipment and facilities. MCW reserves the right, consistent with the MCW purposes, policies, and procedures to monitor use of Medical College electronic equipment and facilities by MCW employees. Specifically, computer software audits will be regularly conducted. Computer data and information are regularly backed-up and saved, and may be accessed and monitored by authorized MCW personnel. [Use of Electronic Equipment Policy](#)

Staff Conflict Resolution

All full and part-time postdoctoral employees who have successfully completed the initial trial period are eligible to use the Medical College's Staff Conflict Resolution procedure. Employees who have not successfully completed the initial trial period should contact the office of Human Resources regarding matters of concern. Please see the [Staff Conflict Resolution policy](#) for how to file an appeal and utilize the process.

Release of Employee Information

Employee records are maintained for all MCW employees. Any change in name or address should be reported to hris@mcw.edu.

Employee records are considered confidential, but your employee record is available for your inspection twice per year and for use by MCW administration and appropriate supervisors for job-related purposes.

You may request copies of materials contained in your employee record. There may be a small photocopying charge for this service. See the [Release of Employee Information policy](#) for more information.

Employment of Relatives

MCW allows employment by and hiring of relatives or significant others. However, no member of the management, faculty, or staff of MCW, including a postdoctoral fellow or resident, shall assume or maintain educational or management responsibilities with respect to a person with whom that individual is or has been engaged in such a relationship. MCW reserves the right to require a job change or to terminate the employees and does not guarantee suitable non-conflicted positions. Please refer to [MCW's Nepotism policy](#) for further information.

Employee Patents and Inventions

Employees of the MCW are periodically involved in creative research or operational activities which may result in the development of new processes, inventions or other ideas. In all cases, these results must be communicated to the office of [Technology Development](#). Please see the [Patent and Copyright policy](#).

Conflict of Interest

<https://infoscope.mcw.edu/Corporate-Policies/Conflict-of-Interest-Policy.htm>

Employees of the MCW are expected to exercise good faith and caution to make certain that their outside activities and relationships, as well as financial interests, do not conflict with their role at MCW. It is improper for employees to use their position, any knowledge that is gained as a direct result of employment with the MCW, or any MCW facility or equipment for private gain. Employees are prohibited from accepting any gifts, favors, or other things of value under circumstances that might imply that the items in question were offered to influence decisions affecting MCW. For more information concerning specific standards on Conflicts of Interest please see the specific [policy](#) or contact the [Office of Compliance](#).

Personal Property

You are responsible for your personal property brought to the workplace. You are encouraged to carry adequate insurance coverage against any loss or damage of personal belongings. Report any loss or theft of property to the Office of Public Safety. MCW reserves the right to inspect or search personal property in appropriate circumstances. Generally, information or data transmitted or stored on Medical College electronic equipment and facilities, including voice mail, e-mail, computers and shared access computer facilities is not considered private. Such information and data may be considered as Medical College confidential information.

Ending Your Employment

Separation from Employment (Resignation or Discharge)

Employment at MCW shall be “at will” and shall be terminable “at will” by MCW or the employee at any time without cause.

Resignation

Employees need to know the proper amount of notice to give should they plan to resign from their employment with MCW. Unless otherwise adjusted between the employee and the supervisor, proper notice of resignation is as follows:

- Exempt employees are requested to give at least four (4) work weeks’ notice prior to the effective date of resignation;
- Non-exempt employees are requested to give two (2) work weeks’ notice prior to the effective date of resignation.

To separate in good standing and assure eligibility for rehire, employees must comply with timely resignation requests and work through the notice period. A resignation, verbal, or written, received by the immediate supervisor is effective unless specifically reversed in writing by the supervisor with the concurrence of the Director of Human Resources. The termination date is the last day of physical presence at the work site. The department and MCW reserve the right to accept an employee’s resignation effective immediately.

[Separation from Employment Policy](#)

Notice of Non-Renewal

If MCW elects not to renew a postdoctoral fellowship when it is due to expire, MCW will ordinarily provide six months written advance notice to the fellow. Such a notice is an administrative action, not a disciplinary one, and is without appeal. MCW reserves the right to terminate employment with less notice or with no notice, for disciplinary, safety or other risk-related reasons.

Discharge

In the event that unsatisfactory behavior/work performance occurs either at a severe enough level to warrant immediate discharge or after the progressive disciplinary process has been initiated, it may be appropriate to terminate the employee from their position with MCW. In some instances, the severity of the rule infraction or work performance violation may be so great as to warrant discharge without any prior notice or warning.

Employees who have been discharged from employment or fail to provide proper resignation notice are not eligible for rehire by MCW. Employees paid for time not worked must repay any overage. Failure to do so will result in the employee being ineligible for rehire.

[Separation of Employment Policy](#)

Unemployment Compensation

If applicable, accrued and unused vacation or severance pay will be paid out to the employee upon separation in accordance with the [Paid Time Off policy](#) and will be allocated to future weeks for purposes of unemployment compensation.

Benefits Available Upon Separation from Employment

If you participated in the Medical College of Wisconsin's (MCW) group health, dental and/or vision plans, your benefits will end on the last day of the month in which your employment terminated. Under COBRA, you may be eligible to continue your current coverage by paying the COBRA premium. COBRA continuation information and election forms will be mailed to your home address. You will have 60 days from the date of COBRA notification in which to elect COBRA and the initial premium must be remitted within 45 days of the election. More information can be found on the [Separation of Employment page](#) on Infoscope.

The Postdoc Website: <http://www.mcw.edu/Postdoctoral-Education.htm>

Postdocs leaving MCW can request, from the Office of Postdoctoral Education, a 90-day e-mail extension. There is also an exit survey to complete. You can also request a Postdoc Fellowship certificate.