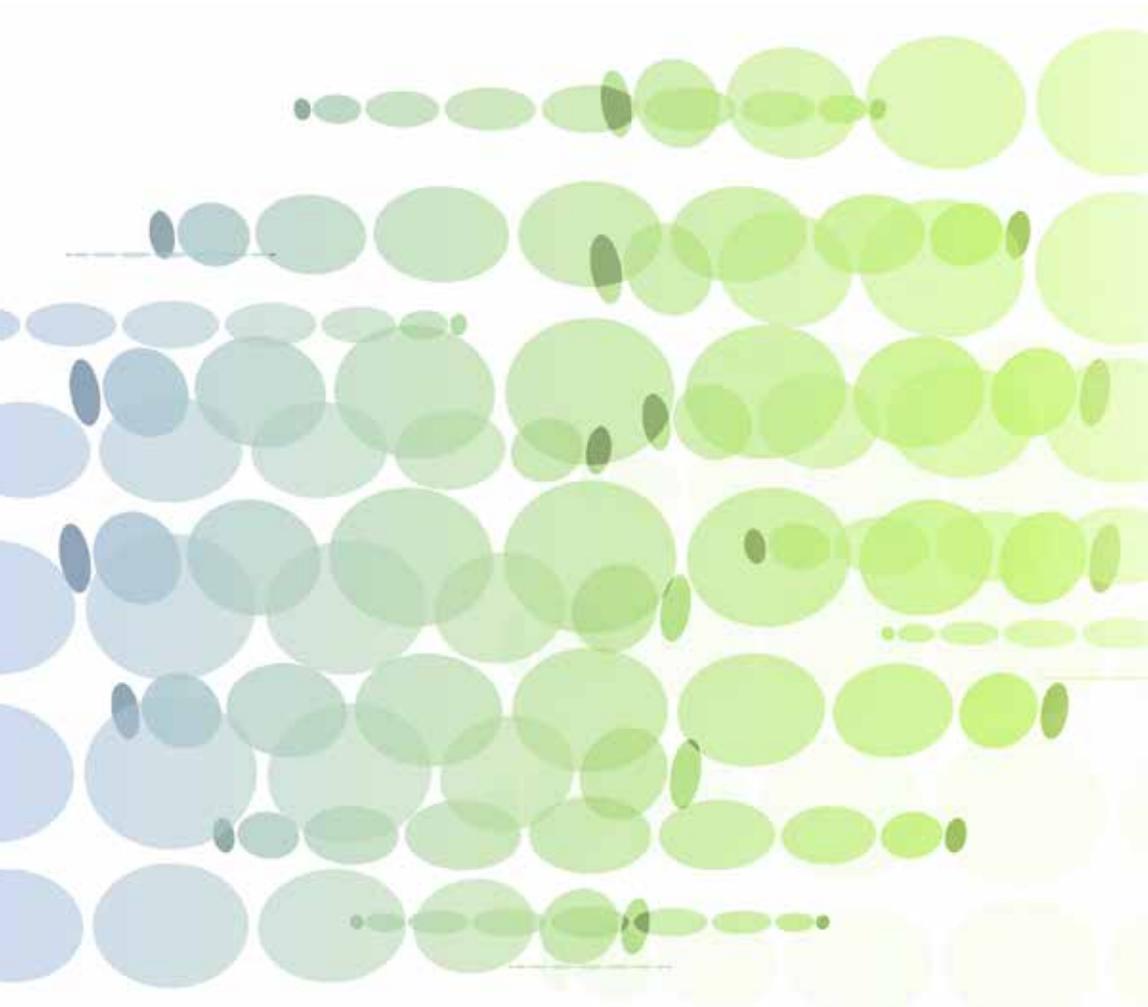


Department of Pediatrics
Office of Faculty Development

Work/Life Balance

Policies and Guidelines





ON THE COVER: Washington University pediatrician Colleen M. Wallace, MD, with her husband, Chris, and children, Meghan, Caitlin and Ryan in the Olson Family Garden at St. Louis Children's Hospital.

Family-Friendly and Career-Flexibility Policies to Achieve Work/Life Balance

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

This brochure provides detailed information about policies that can help faculty accommodate the dual commitments of home and career, targeting two key areas:

- **Dependent Care**

- child care
- elder care

- **Employee Policies/ Resources**

- employee assistance program
- employee discounts
- employer-assisted housing
- time off/leaves of absence
- extended tenure clock
- tuition assistance
- wellness programs

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

The Department of Pediatrics
Office of Faculty Development
ofd.peds.wustl.edu

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

Dependent Care

Back-Up Care Advantage Program

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

Bright Connections

Bright Connections is a new, online portal for dependent care information, support and community networking. It is available to university faculty,

staff, clinical fellows, postdocs and full-time graduate and professional students.

Managed by Bright Horizons Family Solutions, Washington University's backup care provider, Bright Connections serves as a reliable "go-to" electronic resource for busy families who balance work and dependent care responsibilities. The site offers access to a variety of child and adult care tips and resources, including interactive features that allow working caregivers to post comments, share advice and network with others managing similar dependent care issues.

Washington University Family Learning Center

Managed by Bright Horizons Family Solutions, the Washington University Family

Access programs at **ofd.peds.wustl.edu** under Work-Life Resources/Campus Resources. Back-Up Care phone: 877-242-2737.



Learning Center is located on the North Campus, 840 Rosedale Avenue, in the city of St. Louis. The center serves the children of parents and legal guardians who are current university faculty, academic and non-academic staff (for whom WUSTL is the primary employer), and full-time graduate and professional students.

Founded in 1986, Bright Horizons is a leading provider of employer-sponsored child care, early education, family support and work-life services. For more than 20 years, Bright Horizons has designed, developed and managed child care and early education programs for employers that insist on high-level, quality child care centers. The center has a capacity for 156 children, including approximately 24 infants, 24 toddlers, and 80 preschool-age children and is included among the network of center-based care options

available through the Back-Up Care Advantage Program.

For more information, please visit:

ofd.peds.wustl.edu under Work-Life Resources/
Campus Resources or call 314-935-KIDS (5437).

Flex Spending Child Care Account

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

Employee Policies/ Resources

Dual Career Couples Support

Washington University recognizes that the off-campus support and job satisfaction of accompanying spouses/partners is key to the on-campus success of our faculty and staff. If you are the accompanying spouse/partner of recruited or new faculty and senior staff and want to find employment in the region, you can contact the Dual Career Couples program for support. Our purpose is to help you understand more about the job market(s) in St. Louis and to help jumpstart your own network here. Some examples of support we offer are: meeting to determine work interests and needs; resume and cover letter critique; help with identifying on-campus and local contacts for informational interviewing; and assistance in finding job opportunities at Washington University and in the region.

*For more information,
please contact:*
314-935-9206

Employee Assistance Program

Washington University provides an Employee Assistance Program (EAP) to all benefits-eligible employees and their dependents. This benefit is also available to clinical fellows and trainees, as well as postdoctoral research associates. This confidential, prepaid benefit is offered as a way to help our employees resolve issues that may impact their personal lives and job performance. The program is available 24 hours a day, seven days a week.

*For more information,
please call or visit:*
1-800-765-9124
www.worklifetools.com



Employee Discounts

Resource Management at Washington University offers staff discounts on a variety of products and services.

To learn more, please visit:
resourcemanagement.wustl.edu

Employer-Assisted Housing

In order to permanently stabilize DeBaliviere Place, Forest Park Southeast, Northeast University City, Skinker-DeBaliviere and certain West End neighborhoods, forgivable loans are offered to eligible Washington University employees.

Eligible employees are full-time and part-time (scheduled to work 20 hours or more per week) employees of Washington University in good standing. Other eligibility requirements apply.

To learn more, please visit:
eahp.wustl.edu

Faculty Time Off Policies

VACATION AND MEDICAL LEAVE

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

Salary continuation for medically related absences is available with the approval of the department chair or program director.

Leaves of Absence

EXTENDED TENURE CLOCK

The Washington University policy on the Extended Tenure Clock, as amended in October 2005 (the “Tenure Policy”), provides for three basic methods of addressing conflicts between professional obligations and family responsibilities or

other exceptional personal circumstances. For the full policy, visit **facultyaffairs.wusm.wustl.edu** under Policies/Suspension of Probationary Period.

FACULTY PARENTAL LEAVE

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

FACULTY SALARY CONTINUATION

An eligible faculty member who requires time off due to personal illness or maternity must submit a request to the department chair (or designee)

for approval, subject to each department's established approval procedures. Such requests should be made in advance or as soon as practical given the nature of the absence. In approving such requests, the department chair may consider the extent and nature of the illness, the impact such absence may have on patient care, research and other departmental operations, and the overall productivity and contribution of the faculty member. Such leave may not be granted more than twice within a period of 60 months unless extenuating circumstances exist and the department chair determines it is in the best long-term interest of the department.

FAMILY AND MEDICAL LEAVE

The university recognizes that employees occasionally need to take time away from work to care for important family

and medical needs. The Family and Medical Leave Act allows eligible employees to take up to 12 work weeks of unpaid, job-protected leave in a rolling 12-month period for employee medical leave, family leave, new child leave, or military exigency leave.

MILITARY

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

One-Stop Shopping for Faculty and Staff Jobs Around St. Louis

Washington University leads the St. Louis Regional Higher Education Recruitment Consortium, a group that focuses on recruiting and retaining top talent to our

community. We maintain the only comprehensive, free job board highlighting the academic and research institutions in our region. Currently there are 800+ jobs at 19 area colleges, hospitals and affiliated institutions. Please visit **stlrherc.org**.

Tuition Assistance

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

Wellness Programs

Washington University provides two communication tools that link faculty and staff to campus resources related to health and wellness. These sites provide information on educational programs related to fitness, nutrition and weight management, smoking cessation and other health-related topics.

HEALTHY LIVING

healthyliving.wustl.edu

TOBACCO-FREE CAMPUS

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

WELLNESS CONNECTION

wellnessconnection.wustl.edu

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

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



Department of Pediatrics
Office of Faculty Development

 **Washington University in St. Louis**
SCHOOL OF MEDICINE