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 (WUSM), and we are committed to helping our faculty achieve optimum work-life balance and career satisfaction.

This brochure provides an overview of key resources and benefits that can help faculty accommodate the demands of career and personal life, including:

- Family Care
- Work-Life Balance
- Benefits
- University Services

For more information, please visit: hr.med.wustl.edu/pages/home.aspx

Department of Pediatrics
Office of Faculty Development

ofd.peds.wustl.edu
314-454-4952
Family Care

Bright Horizons Back-Up Care Advantage Program

The Back-Up Care Advantage Program® is a safety net when disruptions to regular dependent care arrangements (for children or adult/elders) happen. Back-Up Care Advantage™ provides affordable care with low copays, subsidized by WUSM. Bright Horizons will arrange temporary care, quickly and conveniently, at a high-quality child care center or find a fully screened and credentialed caregiver to provide care, where and when it is needed (including out-of-state).

The Back-Up Care Advantage program offers a solution for situations when temporary care is needed:

- School is cancelled
- The nanny isn’t available
- School is out, but camp hasn’t started
- A parent, spouse or grandparent needs temporary in-home care
- A loved one’s regular caregiver is going on vacation
- Any other situation that would cause absence from work

Additional services provided by the Bright Horizons Back-Up Care Advantage Program include:

- Center-based childcare
- Babysitter, nanny and housekeeper placement
- Elder care
- Pet care
- Tutoring, test prep and homework

Children and elders who may require care must be registered in advance.

For more information, please visit: hr.wustl.edu/work_life/Pages/Backupcare.aspx

Bright Connections

Managed by Bright Horizons, Bright Connections is an online portal providing:

- Dependent care tips and resources
- Support and community networking
- Interactive features to post comments and share advice

For more information, please visit: hr.wustl.edu/work_life/Pages/Backupcare.aspx
Washington University Family Learning Center
The Washington University Family Learning Center is a childcare center managed by Bright Horizons Family Solutions. The center has more than 20 years experience developing and managing high quality early education programs. It’s located on the North Campus, 840 Rosedale Ave. 63112, near the Delmar MetroLink stop. The center has a capacity for 156 children from age 6 weeks to 6 years of age.

For more information, please call: 314-935-KIDS (5437)

Lactation Rooms
There are currently 37 private lactation spaces across the medical campus. Rooms are equipped with a chair, table and electrical outlets. Some rooms have refrigerators, sinks, pumps and microwaves.

For more information and locations, please visit: facilities.med.wustl.edu/lactation-rooms

Access programs at hr.med.wustl.edu/worklifebalance/Pages/FamilyCare.aspx. Back-Up Care phone: 877-242-2737.

Flex Spending Child Care Account
Faculty may contribute money on a pre-tax basis each calendar year into a flex spending child care account to pay for qualified out-of-pocket expenses for childcare services (under age 13), such as:

- Licensed daycare centers
- Preschool
- Babysitter
- Summer camp

For more information and locations, please visit: hr.wustl.edu/benefits
Work-Life Balance

Dual-Career Couples Support

The accompanying spouse/partner of a new faculty member can utilize the Greater Missouri Higher Education Recruitment Consortium (HERC), which offers the largest database of higher education and related jobs in the world. It is composed of renowned public and private colleges and universities, medical schools, teaching hospitals and research centers from three regions: St. Louis metro, central Missouri and central Illinois.

For more information, please visit: hercjobs.org

Work-Life Solutions

Work-Life Solutions offers 24/7 support, resources and information for every aspect of life.

Offering free, confidential assistance 24 hours a day, 7 days a week, toll-free phone or online, this valuable benefit provides resources and referrals for:

• Confidential emotional support from highly trained clinicians

• Work-life resources from qualified referrals for just about anything on your to-do list, including finding childcare, hiring movers, finding home repair contractors, planning events and locating pet care

• Legal guidance — attorneys provide practical assistance with pressing legal issues

• Financial resources from financial experts to assist with a wide range of issues

The Work-Life Solutions program, powered by Guidance Resources®, offers professional consultation and resources to consult whenever and wherever you need them.

For more information, please visit: guidanceresources.com.

Wellness

Healthy Living programs include:

• A weekly farmers’ market

• Free smoking cessation classes

• Tread-the-Med walking programs

• On-line health risk assessment

• Bi-annual wellness fairs

For more information, please visit: wellnessconnection.wustl.edu
Employee Fitness

Programs and complexes:

• Athletic complex on Danforth Campus
• BJC WellAware Fitness Center (Open to WUSM faculty and family)
• Tennis and racquetball courts
• Group exercise
• Discounts at local fitness clubs

For more information, please visit: hr.med.wustl.edu/worklifebalance/Pages/UniversityServices.aspx#Health

Benefits

Faculty Time-Off Policies

• 22 vacation days and 8 holidays per academic year
• Additional time is provided for funeral leave and jury duty
• An employee with five (5) or more years of continuous full- or regular part-time service may be granted time off, without pay, up to a maximum of four (4) weeks at the discretion of the supervisor and department head
• Sick time provides paid time off for employees who are unable to work for any of the following reasons:

  • For their own physical or mental illness, injury or medical condition (inclusive of FMLA qualifying conditions);
  • To obtain diagnosis, care or preventative care, including dental care; or
  • To care for a child, parent, spouse or domestic partner (as defined under the Family and Medical Leave Act) who has an illness, injury and medical condition, or needs to obtain diagnosis, care or preventive care.

For more information, please visit: hr.wustl.edu/policies/Pages/TimeOffPolicies.aspx
Military

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

FAMILY AND MEDICAL LEAVE ACT

The Family and Medical Leave Act (FMLA) allows up to 12 work weeks of unpaid, job-protected leave in a rolling 12-month period. There are five basic types of FMLA leave:

- Employee medical leave — time off due to a serious health condition of the employee, as certified by a health care provider
- Family leave — time off to care for a spouse, child or parent, with a serious health condition, as certified by a health care provider
- New child leave — time off following the birth of a child or placement of a child through adoption or foster care
- Military exigency leave — time off because of any qualifying exigency arising out of the fact that the spouse, child or parent of an employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation
- Military caregiver leave — time off to care for a spouse, child, parent or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred by the service member in the line of active duty

For more information, please visit: hr.wustl.edu/policies/Pages/FMLA.aspx

PHASED RETIREMENT PROGRAM

To assist faculty members in making an orderly transition to retirement, the university offers a Phased Retirement Program which includes a choice of two phased retirement plans. The mutual goal of these plans is to offer faculty members the opportunity to take advantage of a period of reduced service during which the faculty member may begin withdrawing from departmental administrative obligations while continuing to teach, perform clinical responsibilities and/or conduct research on a reduced schedule, and, as appropriate, to promote an orderly conclusion to graduate thesis supervisory duties.

For more information, please visit: hr.wustl.edu/benefits/Pages/PhasedRetirement.aspx
EXTENDED TENURE CLOCK
The Washington University policy on Academic Freedom, Responsibility and Tenure, as amended in October 2005, provides for addressing conflicts between professional obligations and family responsibilities or other exceptional personal circumstances. Such policies may entail suspension of the tenure probationary period and/or partial reassignment of faculty duties without recourse to part-time leave.

For more information, please visit: wustl.edu/about/compliance-policies/academic-policies/tenure/

FACULTY SALARY CONTINUATION
A faculty member who takes leave through salary continuation shall:

• Retain the same pay (base plus supplemental pay) and benefits status he or she would have had if not on leave

• Be relieved of normal duties and responsibilities for patient care, research and teaching activities during the period of leave as agreed to and approved by the department Chair. At the discretion of the department Chair, a plan may be established to ensure all responsibilities are fully discharged or covered upon the return of the faculty member

• Receive paid leave for up to three months in a fiscal year, to full-time faculty based on medical necessity, given the nature and seriousness of the medical condition

Part-time benefit-eligible faculty may be granted leave in proportion to their established percent of effort, not to exceed three months.

As an alternative to requesting time off, requests for workload relief may be made in accordance with the School of Medicine Probationary Period Suspension Policy, Section C.
University Services

Tuition Assistance

FOR EMPLOYEES

• 100% of part-time, evening program undergraduate tuition costs up to seven credit hours per semester; 50% of part-time, evening program graduate tuition costs for courses offered through the university up to seven credit hours per semester

FOR SPOUSE/DOMESTIC PARTNER

• 50% of part-time evening program undergraduate tuition costs for courses offered through the university; and 50% of undergraduate tuition costs for courses offered through the university day and evening programs after the employee completes five years of benefit eligible full-time service

FOR DEPENDENTS

• Full-time status — 100% of undergraduate courses offered through the university after the employee completes seven current, consecutive years, or the equivalent of seven years regular full-time service.

• Part-time status — 50% of undergraduate courses offered through the university after the employee completes the equivalent of seven current, consecutive years of regular full-time service. Up to 20% of the university’s undergraduate tuition charge toward another accredited university after the employee completes the equivalent of seven current, consecutive years of regular full-time service

For more information, please visit: hr.wustl.edu/benefits/Pages/TuitionAssistance.aspx

Employer-Assisted Housing

Washington University, in order to permanently stabilize the DeBaliviere Place, Forest Park Southeast, Northeast University City, Skinker-DeBaliviere, West End, Parkview Gardens, and a portion of the Central West End neighborhoods, is offering forgivable loans to qualified Washington University employees. Qualified employees who purchase a home as a primary residence in the neighborhoods will receive the lesser of 5% of the home’s purchase price or $8,500, to be
used to pay either part of the down payment or closing cost on a home purchase. Other eligibility requirements apply.

*For more information, please visit:*
[eahp.wustl.edu](http://eahp.wustl.edu)

**Employee Discounts**

Resource Management offers discounts on a variety of products and services:

- Hotels
- ATT/Sprint
- Apple Computers
- Car rentals
- The Parking Spot (Airport parking)

*For more information, please visit:* [hr.med.wustl.edu/worklifebalance/Pages/UniversityServices.aspx#Discounts](http://hr.med.wustl.edu/worklifebalance/Pages/UniversityServices.aspx#Discounts)
Washington University School of Medicine Department of Human Resources Employee Handbook

For more information, please visit: hr.med.wustl.edu/policies/pages/home.aspx