



April 1, 2024

<<FirstName>> <<LastName>>
<<Street>>
<<City>>, <<State>> <<ZipCode>>
Method of Delivery: New Innovations Checklists

Dear <<FirstName>> <<LastName>>>,

AGREEMENT OF APPOINTMENT
Academic Year July 1, 2024 – June 30, 2025

On behalf of the Department of Family Medicine and Community Health at the University of Wisconsin-Madison we are pleased to offer you an employee-in-training appointment as a Post Graduate Trainee in the <<Program>> Residency Program.

This is a 100% Post Graduate Trainee 1 appointment with an annual salary rate of \$65,649 for the period beginning <<StartDate>> and ending 06/30/2025. Your rate will include a \$500 annual well-being stipend, which will bring your total annual rate to \$66,149.

At that time, should we be able to renew the appointment for an additional period, a rate review will be conducted. Renewal determination will be based upon your training progress, funding availability, program needs and satisfactory performance.

Terms of this appointment are outlined in the attached manual entitled *Resident Employment Information Manual – Academic Year 2024-2025*. This *Resident Employment Information Manual* is hereby incorporated into this Agreement by reference. Terms of this Agreement include meeting the Conditions of Appointment as outlined on page 26.

Wisconsin law requires that applicants who have been accepted into a post-graduate training program acquire and maintain a Resident Educational License (REL) until a permanent license to practice medicine and surgery is granted. Failure to obtain a REL that is effective on the first day of residency training, or failure to maintain the REL until a permanent license to practice medicine and surgery is granted, may result in paid non-clinical work until the REL is received, unpaid administrative leave until REL is received, or termination of this appointment.

Additionally, as required by the Accreditation Council for Graduate Medical Education's (ACGME) Institutional Requirements, terms of this agreement include the following, which are further described in the *Resident Employment Information Manual – Academic Year 2024-2025*:

- Resident responsibilities – pages 18-25
- Duration of appointment – page 27
- Financial support – pages 3-7
- Conditions for appointment and promotion to a subsequent PGY level – pages 26-29
- Grievance and due process – pages 29-31
- Professional liability insurance; summary of pertinent coverage information – page 35
- Hospital and health insurance benefits for residents and eligible dependents – page 3
- Disability insurance – page 3
- Vacation, parental, sick, and other leave(s) compliance with applicable laws – pages 8-13
- Timely notice of the effect of leave(s) on the ability to satisfy requirements for program completion – pages 8-13
- Information related to eligibility for board examinations – page 21, 26

- Institutional policies and procedures regarding resident work hours and moonlighting – pages 15, 23-25

All UW School of Medicine and Public Health faculty, staff and students are responsible for upholding the highest standards for professional conduct and ethical behavior in pursuing the School's missions of patient care, education, research, and service. Professionalism includes: 1) demonstrating honesty, integrity, inclusivity, accountability, and fairness; 2) treating everyone, including patients and visitors, colleagues, staff, and learners, with kindness, compassion, and respect; and 3) making a commitment to altruism in all interactions. Faculty, staff and students are responsible for personally modeling professional conduct as described in the School's Shared Guidelines for Professional Conduct (available at <https://go.wisc.edu/sharedguidelines>) and inspiring and expecting professional behavior by others. The School of Medicine and Public Health expects all faculty, staff, and students to abide by these principles of professionalism, and associated laws and university policies, in the performance of their responsibilities.

You will meet with a Benefits Coordinator to review all available benefits options and answer any questions you may have. Important benefit information is available on the Office of Human Resources/Payroll and Benefits Services website at <https://hr.wisc.edu/benefits/new-employee-benefits-enrollment/benefits-for-employees-not-covered-by-the-wrs/>. Many University benefits have strict time limits. Failure to enroll by the deadline could result in the loss of important benefits.

Your employment is contingent upon verification of your identity and work authorization within three days of your first day of employment as required by federal law. Soon you will receive an e-mail that will provide you with the information necessary to begin the verification process. You must complete section 1 of the I-9 form on or before your first day of employment. You must then complete the process within the first three days of the start of your employment by providing the required physical documentation. An HR Operations Coordinator will be reaching out to schedule a time to complete an I-9 form. You will be provided the list of acceptable documents and detailed instructions on how to complete the electronic Form I-9.

Please note: Applications for individuals seeking J-1 immigration status sponsored by the University may be subject to additional screening activities to ensure compliance with the federal export control regulations. If you have questions about export control regulations, please contact the University's [Export Control office](#).

This offer of employment is conditional pending the results of a criminal background check. If the results are unacceptable, the offer will be withdrawn or, if you have started employment, your employment will be terminated.

Your position has been identified as a position of trust with access to vulnerable populations. The University of Wisconsin - Madison requires that a criminal background check (CBC) be conducted every four years on all current employees and volunteers who hold a position of trust with access to vulnerable populations. It is also required that all employees and volunteers with this access, must self-report any criminal arrests, charges, or conviction (excluding misdemeanor traffic offenses punishable only by fine) to the divisional Background Check Coordinator. This report must be made within twenty-four (24) hours or at the earliest possible opportunity. Please note that failure to make the required report would constitute a violation of this policy and may result in a disciplinary action, up to and including dismissal. These requirements are to safeguard the campus community for students, employees and visitors.

UW-Madison prohibits discrimination against applicants, employees, students and visitors to campus who wish to participate in University programs or activities. Information about relevant law, policies, resources and complaint procedures and protected bases is available at: <https://compliance.wisc.edu/eo-complaint/>

Reporting Responsibilities – All UW-Madison employees

<https://compliance.wisc.edu/titleix/mandatory-reporting/#all-uw-employees>

Wisconsin Executive Order #54 (EO 54) requires the reporting of child abuse or neglect. As a UW–Madison employee, if, in the course of employment, you observe or learn of an incident or threat of child abuse or neglect, and you have reasonable cause to believe that child abuse or neglect has occurred or will occur, you are required by EO 54 and campus policy to immediately report it to Child Protective Services (CPS) or law enforcement. If the suspected incident or threat involves an allegation against a University employee or agent, or on campus or at a UW–Madison sponsored activity, you must also notify the Office of Human Resources, Workforce Relations. Employees who are mandatory reporters under Wis. Stat. 48.981(2)(a) shall comply with the requirements of the state mandatory reporter law. Employees who learn about child abuse or neglect in a healthcare setting should only report as permitted by HIPAA.

Chapter 36 of Wisconsin State Statutes requires the reporting of a disclosure from a UW-Madison student that the student has been sexually assaulted or witnessed the sexual assault of a student. Use the online report form found here:

https://cm.maxient.com/reportingform.php?UnivofWisconsinMadison&layout_id=11 Contact the Sexual Misconduct Resource and Response Program with questions

All employees, faculty and staff are strongly encouraged to help make the University a drug-free workplace. You can do this by learning about substance abuse (its dangers and warning signs), encouraging others to avoid substance abuse, and getting help if you need it—either for yourself or for someone you are concerned about. Please review the “UW-Madison Compliance with the Drug-Free Schools & Communities Act”, which is provided to all employees as part of their orientation to the University community. This document can be found at:

<https://alcoholanddruginfo.students.wisc.edu/dfsac-act/>.

All employees of the UW School of Medicine and Public Health are required to complete the Health Insurance Portability and Accountability Act (HIPAA) privacy/security training. To access the HIPAA training course please click on this link: <https://compliance.wisc.edu/hipaa/training/>. For any questions regarding the training, please contact: smph-hipaa-admin@med.wisc.edu. Please complete this on or after your start date unless otherwise directed by your department.

UW-Madison is committed to creating and maintaining a campus community that is free from sexual harassment and sexual violence. All employees are required to complete an online prevention education program called “Preventing Sexual Harassment and Sexual Violence at UW-Madison” within 30 days of a UW-Madison appointment. Additional information and a registration link for this training can be found at: <https://compliance.wisc.edu/titleix/employee-training/>. (If you are currently a student at UW-Madison and have already taken a similar training directed at students, you are not required to take this training.)

New UW School of Medicine and Public Health (SMPH) employees working in UW Hospital, American Family Children’s Hospital and UWHC Clinics must annually complete mandatory Safety and Infection Control training. Information regarding this online training will be provided by the UW Health Medical Staff Affairs Office.

Be aware that an influenza (flu) vaccination is required during flu season; only those with waivers are exempt. To learn more, see: <https://intranet.med.wisc.edu/human-resources/compliance/influenza-compliance/>

TB Skin Tests are required if you have contact with UW research participants and/or patients, you will need to provide documentation of a TB test completed within the past 12 months. This is an annual requirement.

The University of Wisconsin is required to provide all employees with a Notice of the availability of the Health Insurance Marketplace. Beginning in 2014, the federal Affordable Care Act (ACA) requires most

everyone to obtain health insurance for themselves and their dependents or pay a penalty when filing their tax returns. The Marketplace (also known as the Exchange) is an option for people to obtain health insurance. Detailed information about the Health Insurance Marketplace and options can be found on at <https://www.healthcare.gov/> and the official marketplace notice can be found at the following link from UW System, <https://www.wisconsin.edu/ohrwd/aca/>.

A variety of transportation options (parking, vanpools, bus, biking, etc.) are available to UW employees through Transportation Services at <http://transportation.wisc.edu>. Parking may be available to employees according to parking allocation criteria. The fees are payable by payroll deduction or by cash payment. Employees needing special accommodations should also contact the Transportation Services Office.

It is the policy of University of Wisconsin-Madison to provide reasonable accommodations for qualified individuals with disabilities. If you need a reasonable accommodation to perform the essential functions of your position, please contact our Divisional Disability Representative at smpH-accommodation@med.wisc.edu. The DDR is the person authorized to receive and maintain confidential medical information in our School. More information can be found at the following website: <https://oed.wisc.edu/employee-disability-accommodation/>.

UW-Madison prohibits discrimination against applicants, employees, students and visitors to campus who wish to participate in University programs or activities. Information about relevant law, policies, resources and complaint procedures and protected bases is available at: <http://www.oed.wisc.edu>.

This agreement is the formal, legal document regarding your appointment. If you accept, please sign in the space provided below.

<<s:sig2_____>>

<<ProgramDirector>>, <<programdirectortitle>>
Program Director
<<Program>> Residency Program

<<s:sig3_____>>

David Rakel, MD
Department Chair
Department of Family Medicine and Community Health

I have read and accept the terms of this appointment, including the provisions of the *Resident Employment Information Manual – Academic Year 2024-2025*, and I accept appointment as a resident in the <<Program>> program sponsored by the University of Wisconsin Department of Family Medicine and Community Health.

<<s:sig1_____>>

<<FirstName>> <<LastName>>

Cc: SMPH Human Resources

Attachment: *Resident Employment Information Manual – Academic Year 2024-2025*