

April 1, 2025

<<FirstName>> <<LastName>>:

<<Street>>

<<City>>, <<State>> <<ZipCode>>

Method of Delivery: New Innovations Checklists

Dear <<FirstName>> <<LastName>>:

On behalf of the School of Medicine and Public Health, Department of Family Medicine and Community Health, at the University of Wisconsin-Madison, we are pleased to offer you a post degree training appointment as a Postgraduate Trainee 1 in the <<Program>> Residency Program.

This is a 100% appointment with a full-time annual salary of \$68,626 beginning <<StartDate>> and ending 06/30/2026. Your rate will include a \$500 annual well-being stipend, which will bring your total annual rate to \$69,126. At that time, should we be in a position 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.

You will be collaborating with and supervised by <<ProgramDirector>>, <<programdirectortitle>> working in the Family Medicine and Community Health Residency Program.

Terms of this appointment are outlined in the attached manual entitled *Resident Employment Information Manual – Academic Year 2025-2026*. 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 2025-2026*:

- Disability insurance – page 3
- Hospital and health insurance benefits for residents and eligible dependents – page 3
- Financial support – pages 3-7
- Vacation, parental, sick, and other leave(s) compliance with applicable laws – pages 8-12
- Timely notice of the effect of leave(s) on the ability to satisfy requirements for program completion – pages 8-12
- Institutional policies and procedures regarding resident work hours and moonlighting – pages 15, 23-25
- Resident responsibilities – pages 18-25
- Information related to eligibility for board examinations – page 21, 26
- Conditions for appointment and promotion to a subsequent PGY level – pages 26-29
- Duration of appointment – page 27
- Grievance and due process – pages 29-31
- Professional liability insurance; summary of pertinent coverage information – page 35

If you are in a nonimmigrant status and are later offered a fellowship or award, you must discuss this with the International Faculty and Staff Services (IFSS) office (+1-608-890-4586) **before** you accept the fellowship or award. If you accept a fellowship or award, you may need to change your immigration status. These changes take time, so you must contact IFSS as early as you can. If you are in H-1B status, you cannot be classified as a postdoctoral fellow or postdoctoral trainee.

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.

Please refer to the Letter of Offer Attachment for additional terms of employment and information of which you need to be aware. By beginning your appointment/employment at the University, you agree to be bound by the terms of employment contained in this Letter and the Letter of Offer Attachment.

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. If you have any questions, please contact HR Operations Coordinator, Kara Richardson, kara.richardson@wisc.edu. Please refer to the attachment which lists the documents you may use.

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/>. You will receive a welcome email prior to your start date with custom information regarding your benefits enrollment.

The Internal Revenue Service (IRS) considers Postgraduate Trainees to be employees. In most cases, payments made are fully taxable as wages and the University must withhold taxes from paychecks.

UW-Madison recommends that all graduate students and postdoctoral researchers use an Individual Development Plan (IDP) to set academic and career goals and to facilitate conversations with their mentor(s). If you are a graduate student or postdoctoral researcher supported by NIH funding, you **must** have an Individual Development Plan (IDP). Visit the Graduate School's IDP website (<http://grad.wisc.edu/pd/idp>) for templates, advice and supporting resources.

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 your appointment, your appointment will be terminated.

Your position has been identified as a position of trust. 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 to include an Authorized Adult per UW 1045: Youth Protection policy. It is also required that all employees and volunteers in a position of trust with access to a vulnerable population self-report any criminal arrests, charges, or conviction (excluding misdemeanor traffic offenses punishable only by fine) to the divisional Background Check Coordinator Anne Mekschun at ammekschun@wisc.edu. 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 disciplinary action, up to and including dismissal. These requirements are to safeguard the campus community for students, employees, and visitors.

<<FirstName>> <<LastName>>

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SMPH employees and affiliates who have face-to-face contact with UW Health patients or UW human research subjects are required to acquire and maintain clearance for tuberculosis (TB)-relevant work through UW Occupational Medicine. SMPH employees and affiliates who have face-to-face contact with UW Health patients or UW human research subjects are required to annually complete mandatory Safety and Infection Prevention training. Information regarding this online training will be provided to you.

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/>.

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/>. If you have 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.

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: <https://research.wisc.edu/integrity-and-other-requirements/export-control/>.

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. Compensation increases are contingent on completing this training. Additional information including the registration link for this mandated training and multi-language handouts with summary information regarding campus resources and reporting options can be found at: <https://compliance.wisc.edu/titleix/employee-training/>.

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://employee disabilities.wisc.edu/>.

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.

I look forward to working with you. Please do not hesitate to contact Human Resources, if you have any questions about your appointment.

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_____>>

<<FirstName>> <<LastName>>

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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 2025-2026*, 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 2025-2026*