

Academic Clinician Reduced Effort Policy Effective June 1, 2018

Background:

The role of Academic Clinicians is often less flexible given the clinical nature of their responsibilities creating personal challenges for many. The Reduction in Duties (RID) policy is meant to enhance flexibility but is limited to 6 years.

The purpose of this policy is to enhance flexibility for faculty with serious illness or injury, and for faculty that need to provide care for an ill family member, dependent children, or elders.

Phased Retirement agreements are not included under this policy. All Phased Retirement agreements must be executed through a written agreement which includes the anticipated date of retirement. Phased Retirement agreements may not exceed 6 years and may not be extended once the agreement has been reviewed and approved by the Provost.

Policy:

The full time week of assigned duties for faculty in most parts of the university is based on a 40-hour week assumption. PSOM faculty with clinical and clinical teaching duties typically work assigned hours in excess of 40 such that 80% effort can be considered full time under certain conditions effecting the requirement to use the RID policy or the part time AC tack.

- Faculty may be granted reduced effort for the following reasons: serious illness or injury, care of an ill family member, care of dependent children, or elder care.
- The request for reduced effort must be approved in writing by the Chair or Division Chief after consideration of clinical service needs and any other department or division responsibilities. A copy of the letter will be kept on file in the Department and PSOM/FAPD.
- Reduced effort is always accompanied by a proportional reduction in salary and in those benefits, such as life insurance and retirement contributions, that are salary-based. See University policy II.E.2 http://provost.upenn.edu/uploads/media_items/ii-e-2-faculty-leaves-of-absence.original.pdf. To initiate a reduction in duties in accordance with this policy, a faculty member must complete the "Reduced Effort Request Letter" available on the DOM website; contact your Division Faculty Coordinator if you need assistance. The letter is to be submitted to your Division Chief and also the Department Chair for approvals. The Department will forward to PSOM/FAPD.
- Definition of reduced effort is as follows:
 - Faculty working greater than or equal to 80% effort are considered full time. Their fraction of a FTE can be adjusted with proportionate adjustments to their compensation.
 - Faculty working greater than 50% but less than 80% are considered full time from a benefits perspective but must use the Reduction in Duties policy that will limit this level of effort to 6 years. See <https://www.med.upenn.edu/fapd/reduction-in-duties.html> for letter template.

- Faculty working less than 50% are considered part time and must transfer to the AC part time track. See University policy http://provost.upenn.edu/uploads/media_items/ii-b-3-associated-faculty.original.pdf
- Retroactive pay is not possible under reduced hours.
- Assigned workload of greater than 40 hours per week is not considered an overload.

Examples:

1. An AC faculty member wants to work 80% effort:
 - Total FTE = .8
 - Salary, clinical targets, allocation of clinical work, incentive should be prorated to .8
 - RID policy does not need to be used
 - Full benefits continue
 - Benefits charge unchanged
2. An AC faculty member wants to work 60% effort:
 - Total FTE = .6
 - Salary, clinical targets, allocation of clinical work, incentive should be prorated to .6
 - RID policy used so this level of effort limited to no more than 6 years
 - Full benefits continue
 - Benefits charge unchanged
3. An AC faculty member wants to work 40% effort:
 - Total FTE = .40
 - Salary, clinical targets, allocation of clinical work, incentive should be prorated to .40
 - Must move to AC part time track
 - No benefits