Acknowledgement of Receipt

This is to acknowledge that I, ______________________________, have received the Graduate Medical Education, Inc. (GMEI) Handbook.

I understand and agree that this revised version of the GMEI handbook supersedes all prior versions that have been issued by GMEI and that it will be effective on last updated date. I agree to abide by its provisions. Except as stated above, I understand that GMEI reserves the right to modify this Handbook or amend or terminate any policies, procedures or associate benefit programs or to require and/or increase contributions toward certain benefit programs.

_________________________________          __________________________
Associate Signature      Date

Please provide a copy of this page to the GMEI Central Office for your Personnel File.

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East Lansing, MI 48824
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Handbook for Administrative Associates and Graduate Medical Education Trainees

Introduction

Graduate Medical Education Inc. (GMEI) is an educational consortium and partnership of excellence between the Lansing hospitals (McLaren Greater Lansing and Sparrow Health System) and Michigan State University (the Colleges of Human and Osteopathic Medicine). GMEI’s mission is to support our partner institutions in their efforts to provide excellent medical education in the Mid-Michigan Region through diverse, quality educational experiences in a collaborative environment.

Primary Functions

Primary functions of the collaboration include the following:

- Spearhead efforts to identify the Mid-Michigan region as a destination of choice for trainees and support programs’ recruitment efforts.
- Host the Annual Resident Research Day each spring.
- Conduct internal reviews for purposes of both American Osteopathic Association (AOA) and American Council on Graduate Medical Education (ACGME) accreditation.
- Support efforts to establish Mid-Michigan as the model region for dually accredited graduate medical education programs.
- Assist in the development of new graduate medical education programs which enhance the educational opportunities in the region.

History

Founded in the early 1970’s for the purpose of conducting residency programs that crossed institutional boundaries, the original partners in GMEI were: St. Lawrence Hospital, Sparrow Hospital, and McLaren Greater Lansing. In October 2004, senior faculty and administrators from the Lansing hospitals (McLaren Greater Lansing and Sparrow Health System) and Michigan State University (the Colleges of Human and Osteopathic Medicine) began to meet to discuss the future of graduate medical education in the Mid-Michigan region. During a multi-year planning process governed by a signed Memorandum of Understanding, the three institutions committed to the reemergence of GMEI as the graduate medical education consortium in the city of Lansing.
Handbook Use and Purpose

GMEI’s personnel policies were developed to facilitate consistent and equitable practices for Administrative Associates and Graduate Medical Education (GME) trainees of our organization. This handbook is designed to help Administrative Associates/GME Trainees familiarize themselves with important information about our organization, as well as information regarding their own privileges and responsibilities.

It is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. Also, future circumstances may require changes in the policies, practices, and benefits described in this handbook. Accordingly, GMEI reserves the right to modify, rescind, supplement, or revise any provision in this handbook. GMEI will make reasonable efforts to provide advance notice of any modifications or revisions to the handbook and will distribute updated pages as revisions are made.

It is important to note that this handbook only highlights GMEI policies, practices, and benefits and is not intended to be a legal document or contract. The policies and procedures in this handbook are intended to replace all previous personnel policies, practices, and guidelines with the exception of GMEI at-will relationship.

Any questions regarding the contents of this handbook may be addressed to the Operations Manager or to the Executive Director.

Graduate Medical Education, Inc. Values

- True desire to succeed and offer premier graduate medical training programs
- Recognition of the importance of each person’s potential and individuality
- Awareness of individual responsibility and a sense of ownership in our organization, activities, and outcomes
- Commitment to getting RESULTS
- Recognition of the importance of a continuing learning environment
- Commitment to quality products and services
- Support of each other, and of each other’s programs and activities
- Recognition of the importance of detail in all of our jobs
- Continuous support for innovation
- Importance of having fun together in our work and in our careers
- Importance of family
- Diversity of thought and people
General Policies

Work Eligibility

By the first day of work, all new Administrative Associates/GME Trainees will be asked to fill out appropriate forms for payroll purposes and for personnel records. In accordance with the Immigration Reform and Control Act of 1986 (IRCA), all new Administrative Associates and GME Trainees at GMEI are also required to provide documentation that establishes their identity and their legal right to work in the United States.

Terms and Conditions

Administrative Associates of GMEI are employed at will, which means that they are not hired for any definite period of time and either they or GMEI may terminate the employment relationship at any time, with or without cause. Administrative Associates can be defined as personnel that typically work Monday through Friday 8-5. They may be salaried or hourly employees and do not have a contract that states the duration of employment. Nothing contained in these policies is intended to, or should be construed to, alter the at-will relationship between GMEI and its associates.

GME Trainees have contracts which outline GMEI’s commitment to their education. As part of an accredited program, trainees are afforded due process as outlined by their training program and overseen by the sponsoring institution’s Graduate Medical Education Committee (GMEC). Each of the three GMECs (Sparrow, McLaren Greater Lansing and MSU) has written dismissal policies, grievance procedures and appeals process.

Hours of Operation

Full-time Administrative Associates shall be present for work during regular business hours, 8:00 a.m. to 5:00 p.m. unless otherwise agreed upon with their supervisor. GME Trainees follow the rotation schedules outlined by their Program Director.

Equal Opportunity

GMEI is committed to a policy of equal opportunity. It is our strong belief that equal opportunity for all Administrative Associates and GME Trainees is central to the continuing success of our organization. GMEI will not discriminate against an Administrative Associate/GME Trainee or applicant because of race, color, religion, national origin, sex (including pregnancy), ethnicity, age, sexual orientation, physical disabilities, marital status, veteran status, or any other legally protected status in hiring, promotion, demotion, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or otherwise as may be prohibited by federal and state law. Opportunity is provided to all on the basis of qualifications and job requirements.

Administrative Associates/GME Trainees or applicants who believe that they have been discriminated against, are strongly encouraged to report this concern promptly to the Executive Director.
**Persons with Disabilities**

If you have a handicap, you must inform the Executive Director in writing of your need for accommodations upon hire or within one hundred and eighty two (182) days after you know that an accommodation is needed. Failure to do so prevents you from alleging a violation of the accommodation requirements of the 1990 amendments of the Michigan Handicapper’s Civil Rights Act. GMEI will comply with the Americans with Disabilities Act.

**Anti-Harassment Policy**

A fundamental policy of GMEI is that the workplace is for work. Our goal is to provide a workplace free from tensions involving matters which do not relate to GMEI's business. In particular, an atmosphere of tension created by nonwork-related conduct, including ethnic, racial, sexual, or religious remarks, animosity, unwelcome sexual advances, or requests for sexual favors or other such conduct does not belong in our workplace.

Harassment of current Administrative Associates/GME Trainees or applicants is prohibited. Harassment includes, without limitation, verbal harassment (epithets, derogatory statements, slurs), physical harassment (assault, physical interference with normal work or involvement), visual harassment (posters, cartoons, drawings), and innuendo.

Sexual harassment is a violation of state and federal law. It includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, and other verbal or physical conduct, or visual forms of harassment of a sexual nature when submission to that conduct is either explicitly or implicitly made a term or condition of service or is used as the basis for decisions or when that conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

You cannot be forced to submit to that conduct as a basis for any decision, and GMEI will do its best to keep itself free of any conduct that creates an intimidating, hostile, or offensive work environment.

**What to do if you feel our policy has been violated.** If any sort of ethnic, racial, religious, or sexual harassment, or similarly abusive verbal or physical conduct interferes with any individual's work performance or creates an intimidating, hostile, or offensive work environment, we urge you to contact your Program Director for Graduate Medical Employees or a Direct Supervisor for Administrative Associates.

If you feel uncomfortable bringing the matter to your Program Director or Direct Supervisor or if your Program Director or Direct Supervisor is thought to be involved in the harassment, you may contact the Executive Director of GMEI who will treat the matter with the greatest degree of confidentiality appropriate to the situation. Charges of harassment will be promptly and thoroughly investigated and a report will be made to you concerning the results of the investigation. We want you to know you do not have to face these challenges alone.

If GMEI determines that harassment has occurred, appropriate relief for the complainant and appropriate disciplinary action against the harasser, up to and including discharge, will follow.
Anyone who subjects a GMEI Administrative Associate or GME Trainees to harassment in the workplace will be informed of GMEI's policy, and appropriate action will be taken. In all cases, GMEI will make follow-up inquiries to ensure that the harassment has not resumed.

Anyone who remains unsatisfied after investigation by his or her Program Director or Direct Supervisor may seek review from the GMEI Executive Director. The GMEI Executive Director may direct or conduct an independent investigation, including witness interviews and statements concerning the complaint. Additionally, the GMEI Executive Director may take further remedial or disciplinary action as is appropriate.

GMEI understands that these matters can be extremely sensitive, and as far as possible, will keep all complaints and all communications, such as interviews and witness statements, in strict confidence.

GMEI will not tolerate retaliation against anyone who complains of sexual harassment or provides information in connection with any such complaint.

**Family and Medical Leave Policy**

The federal Family and Medical Leave Act (FMLA) permits certain employees who qualify to take unpaid leave for their own serious health conditions, to care for a spouse, child or parent with a serious health condition, to care for a newborn child, a newly adopted child, or a new foster child.

**Qualifications.** You may qualify for a family and medical leave of absence if:

- work for a covered employer;
- have worked for the employer for a total of 12 months;
- have worked at least 1,250 hours over the previous 12 months; and
- work at a location in the United States or in any territory or possession of the United States where at least 50 employees are employed by the employer within 75 miles.

**Circumstances for Eligibility.** Administrative Associates and GME Trainees who qualify, may take up to 12 weeks of unpaid leave, in a 12 month rolling period, in the following situations:

- for the birth and care of a newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for a spouse, son, daughter, or parent with a serious health condition;
- to take medical leave when the employee is unable to work because of a serious health condition;

The 12-month rolling period is the 12-month period immediately prior to the request. (The rolling period changes daily. As each new day is added, a day from 12 months ago is dropped off.) If you and your spouse both receive paychecks or stipends from GMEI, your total number of workweeks of leave you both may take may be limited, in some instances, depending on the reason for the leave. A “serious health condition” is defined by federal regulation and generally
includes an illness, injury, impairment, or physical or mental condition that requires inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.

An Administrative Associate or GME Trainees who qualifies for FMLA leave may be required to exhaust all available paid leave at the beginning of the leave. If an employee is off work due to a work-related injury or a work-related illness which also qualifies as a “serious health condition” under FMLA, the employee may not elect and GMEI may not require the employee to use paid leave while receiving benefits under workers compensation. However, when an employee is off work due to a work-related injury or work-related illness, which also qualifies as a “serious health condition” under FMLA, the employee’s time off under workers compensation will also count as time off under FMLA.

When possible, you must provide reasonable notice in advance of the need for leave under this policy. Notice should be provided to your Program Director and the GMEI Operations Manager. You will be required to support your claim for leave by providing a copy of a certification from a health care provider. You may also be required to provide medical recertification, second and third opinions, and fitness for duty reports.

When taking leave under the FMLA policy, you will not lose any employment benefits you have accrued prior to taking leave. Vacation benefits will not accrue during an unpaid leave, however. Also, during the period of your leave under this policy, GMEI will maintain your coverage in its group health plan. This means your health and dental benefits will be continued on the same basis as if you were actively working.

Administrative Associates and GME Trainees taking unpaid leave under FMLA will keep GMEI informed as to the projected length of leave. Employees on FMLA may email Nanette Aubert at Nanette.aubert@hc.msu.edu. Administrative Associates and GME Trainees who do not return to work on the first business day following the end of the leave will be considered to have voluntarily resigned. Administrative Associates and GME Trainees who fail to return as well as those who elect not to return to work are responsible for repaying the cost of health care coverage during their leave to GMEI. When you complete your leave of absence, GMEI will return you to the same position which you held before you took your leave, or GMEI will return you to an equivalent position with equivalent benefits, pay and other conditions of employment.

For complete information about your rights and obligations under this policy, talk with the GMEI Operations Manager or review the information about the Federal Family and Medical Leave Act posted on the GMEI website at www.gmei.msu.edu. No statement in this Handbook is intended to conflict with your rights or the GMEI’s obligations under the Federal Family and Medical Leave Act. If there is a conflict, the provisions of the Federal Family and Medical Leave Act will prevail.

GME Trainees who request leave under FMLA must recognize that this could delay the completion of their educational program. GMEI requires interested GME Trainees to discuss with their Program Director the impact of this decision.
Office Security

Should an Administrative Associate be provided a key to the premises they will be responsible for its safe-keeping. The key is not to be loaned or reproduced under any circumstances. If a key is lost, it should be reported to your immediate supervisor immediately. Upon termination, the key will be returned to the immediate supervisor.

Office Materials

Associates are not permitted to use GMEI materials and/or supplies for personal use unless their supervisor has granted prior approval and appropriate reimbursement arrangements have been made.

Military Duty/Leave

Administrative Associates/GME Trainees shall be granted a leave of absence as required under federal and state law for duty in the uniformed (military) services of the United States or the State of Michigan. Administrative Associates/GME Trainees must provide notice to his/her Program Director or Direct Supervisor as soon as an Administrative Associate/GME Trainee learns of the need for military duty. GMEI will not discriminate because of an Administrative Associate/GME Trainee’s past, current or future service in the uniformed services, whether voluntary or involuntary, to the extent required by law and particularly by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). GMEI will accommodate service connected disabilities and provide a leave of absence for service connected disabilities and provide a leave of absence for service time required by state and/or federal law including USERRA, provided the Administrative Associates/GME Trainees timely provides all notices specified by law. The period of any such leave, treatment of benefits and reinstatement upon expiration of such leave shall be determined in accordance with the applicable state and federal laws in effect at the time of such.

Hiring of Relatives

GMEI will accept and consider applications from relatives of current Administrative Associates/GME Trainees. However, to help ensure fair treatment of all staff members, they will not be hired for, promoted to, or transferred into positions in which there is a direct or indirect supervisory relationship between family members.

Board Members as Administrative Associate/GME Trainees

To preserve the objectivity and integrity of the GMEI Board of Directors, any Board Member who wishes to apply to become a GMEI Administrative Associate or GME Trainee must first resign from the board.

Performance Evaluations

Generally, performance will be reviewed on a continual basis by the immediate supervisor. A uniform formal year-end performance appraisal will be conducted, to coincide with the end of
the GMEI’s fiscal year, June 30th. Although the mechanics of the performance appraisal process may change from time to time, it will likely include the components of planning, goal setting, measurement, communication, and feedback. Performance appraisals may also include a discussion about career planning and development.

**Business Expenses**

GMEI will reimburse for reasonable expenses associated with the conduct of GMEI business. Reimbursement requires a signed form approved by your supervisor and receipts.

**Speaking to the Media**

GMEI has designated the Executive Director and President of the Board of the Directors as the people responsible for speaking with the press and making written and oral statements for publication. Any request for information or interviews by the media should be referred to GMEI’s Executive Director.

**Office Conduct**

**Personnel Files**

GMEI maintains personnel files on each Administrative Associate/GME Trainees. It will be the responsibility for every Administrative Associate/GME Trainees to provide GMEI with information in writing in order to keep the personnel record up-to-date, including but not limited to:

1. Any legal change of name, address, marital status or phone number.
2. Payroll deduction information.
3. Person and phone number where they may be reached in case of an emergency.

A change of occurrence form is provided on the GMEI website.

Personnel files contain documentation regarding all aspects of tenure with GMEI, such as performance appraisals, beneficiary designation forms, disciplinary warning notices and letters of commendation. You may review your personnel file at any time by asking your immediate supervisor. An Administrative Associate/GME Trainees may obtain copies of items in the personnel file. Personnel records are property of GMEI and cannot be removed from the premises. No reference information other than a verification of dates of employment, wages, and job titles will be given out to a third party without prior written authorization.

**Tobacco Policy**

GMEI Administrative Associate/GME Trainees shall adhere to the tobacco use policies of the institution to which they are assigned.
Work Attire

Every Administrative Associate/GME Trainees is expected to present a neat, clean professional appearance. Standard business attire shall be worn. Casual business attire may be worn at the discretion of the supervisor. GME Trainees should be aware of the dress code of the Hospital or Clinic that they will be working at and adhere to it.

Rules of Personal Conduct

Rules of personal conduct for GMEI Administrative Associates/GME Trainees are intended to promote the orderly and efficient operation of GMEI and its training programs, as well as to protect the rights of all Administrative Associates/GME Trainees. Violations, therefore, shall be regarded as cause for disciplinary action, up to and including discharge. Discharge may result from an accumulation of minor infractions as well as for a single serious infraction. This statement of rules governing personal conduct does not preclude the establishment of additional rules that are necessary for the effective operation of GMEI or its training programs.

Disciplinary actions under these rules do not free an Administrative Associate/GME Trainees from possible criminal liabilities, nor preclude sanctions established for violations of state or federal laws. Administrative Associates/GME Trainees should report any infraction of these rules to their Program Director or Direct Supervisor who will inform the Executive Director.

The following are examples of conduct that is prohibited:

1. Sexual harassment may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature or behaviors which create a hostile environment. Examples of prohibited behaviors include:
   - verbal harassment including, but not limited to, comments or questions about a person's sexual behavior, sexually-oriented jokes, comments or questions about a person's body, and conversations filled with sexual innuendo,
   - physical harassment including, but not limited to, unwelcome touching, fondling, patting, pinching or kissing,
   - direct or implied threat(s) that failure to cooperate with the request or advance will result in negative consequences, or
   - having sexually suggestive pictures and/or other sexually-oriented objects and/or sexually suggestive electronic communications in the workplace which may have the purpose or effect of embarrassing, humiliating, intimidating or frightening associates, students, clients or visitors.

2. Improper behavior relating to attendance, such as:
   - excessive absenteeism,
   - excessive tardiness, leaving work early, or extending break periods, or
   - unexplained failure to report for work if scheduled.

3. Improper use of sick leave or bereavement leave to cover an absence.

4. Failure to properly report the reason(s) for being absent, if no previous arrangements were made with the respective supervisor.

5. Malicious or intentional destruction, damage, defacing or willful neglect of GMEI or institutional partner’s property.
6. Taking or attempting to take property from GMEI and/or an institutional property, its trainees, associates, visitors or patrons.
7. Providing false information.
8. Improperly or falsely completing work-related records, including:
   - associates making entries on time sheets that do not accurately reflect actual time worked,
   - providing false information to secure a sickness or disability leave or other leaves of absence, or
   - providing false information for personal gain.
9. Conducting personal business while on duty that interferes with any business operations.
10. Refusal to obey or willful failure to carry out the instructions of the supervisor, including the assigned duties of the job, when such instructions do not require unsafe or illegal acts.
11. Neglect of duty and/or due care and/or diligence in the performance of duties.
12. Unauthorized disclosure of GMEI records or other business information.
13. Unauthorized disclosure of confidential or personal information regarding resident trainees or GMEI associates.
14. Unauthorized disclosure of protected healthcare information, as defined by the federal Health Information Portability and Accountability Act (HIPAA).
15. Misconduct related to the use and possession of alcoholic beverages and controlled substances such as:
   - consuming or possessing alcoholic beverages on GMEI/or institutional partners’ premises, except when authorized,
   - consuming or possessing controlled substances on GMEI/ institutional partners’ premises without a prescription,
   - unlawful manufacture, distribution, dispensation, possession or use of illegal drugs or controlled substances,
   - being under the influence of alcohol when reporting to or while at work,
   - being under the influence of controlled substances without a prescription, or illegal drugs, when reporting to or while at work.
16. Other misconduct such as, but not limited to, the following:
   - use of vulgar or obscene language,
   - threatening, intimidating and/or harassing other persons, fighting and/or instigating a fight, and/or horseplay,
   - verbally abusing, physically attacking or obstructing any person,
   - gambling during work hours,
   - illegal acts committed by associates that reflect adversely upon GMEI,
   - unauthorized use/possession of GMEI or other property, including, but not limited to, non-business use of computers and peripheral equipment,
   - unauthorized possession of a weapon while on GMEI/ institutional partners property,
   - ethnic intimidation based upon a person's race, color, religion, or national origin, or
   - negligence in the use of GMEI/ institutional partner’s property.
**Confidentiality**

Confidential information may not be used by any Administrative Associate/GME Trainees for the purpose of furthering current or future outside employment or activities or for obtaining personal gain or profit.

**Open-Door Policy**

GMEI has an open-door policy that encourages Administrative Associate/GME Trainees participation in decisions that will affect them and their daily professional responsibilities. This policy also encourages Administrative Associate/GME Trainees who have job-related problems or complaints to talk them over with their supervisor or the Executive Director. GMEI believes that concerns are best addressed through informal and open communication. The Executive Director will handle problems not resolved at a Program Director or Direct Supervisor level. GMEI will attempt to keep all such expressions of concern, their investigation, and the terms of their resolution, confidential. However, in the course of investigating and resolving concerns, some dissemination of information to others may be appropriate.

No Administrative Associate/GME Trainees will be disciplined or otherwise penalized for raising a concern in good faith.

**Whistleblower Policy**

GMEI requires members of the Board of Directors and Administrative Associates/GME Trainees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of GMEI, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

**Voluntary Termination of Tenure**

Any Administrative Associate/GME Trainees may voluntarily resign at any time and for any reason. For Administrative Associates, GMEI will also consider that you have resigned if you do not return from an approved leave of absence on the specified return date or fail to report to work without notice for three (3) consecutive days. GMEI asks you to give a minimum of two (2) weeks written notice of resignation if at all possible. Administrative Associates are required to turn over all keys and other property to their Direct Supervisor before leaving on their last day of work.

For GME Trainees, the process for leaving an accredited program is outlined in the corresponding program manual. Please discuss your plans with your Program Director.

**Involuntary Termination**

For Administrative Associates, GMEI is an “at-will employer" and reserves the right to terminate any employee at any time, with or without cause or notice. The following list, though not complete, gives examples of behavior that can result in immediate termination of employment;

- Breaching confidentiality
• Violating the drug-and alcohol-free workplace policy
• Theft – including, but not limited to, the removal of agency property or the property of another employee from agency premises without prior authorization
• Walking off the job without supervisory approval
• Working for another employer while on a leave of absence without prior consent of this agency
• Fighting, roughhousing, abusive language, or conduct that is hostile or disrespectful toward a coworker, supervisor, board member, volunteer, or any person associated with or served by this agency
• Disregarding established safety procedures; knowingly creating an unsafe work situation for self or any coworker
• Falsifying or altering records or time sheets
• Refusing to perform a work-related duty when directly instructed to do so by a supervisor or member of management
• Possessing a weapon or firearm on GMEI or institutional partners property
• Unauthorized use of or dissemination of confidential information
• Violating this agency’s equal opportunity or harassment policies
• Unauthorized use of agency property

All involuntary terminations require review and approval by the Executive Director.

Associate Classifications

GMEI Administrative Associates are both salary and hourly associates.

• Salaried Employees:
  Executive, administrative and professional employees as defined by the U.S. Department of Labor, Employment Standards Administration, (under the Fair Labor Standards Act) are exempt from overtime compensation.

• Hourly Employees:
  Unless specifically exempted, hourly employees must receive overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time and one-half their regular rates of pay. There is no limit on the number of hour’s employees aged 16 and older may work in any workweek.

GME Trainees are all full-time and receive stipends determined by their year of training. Duty hours are closely monitored and comply with current regulations and accrediting body expectations. GME Trainees do not qualify at any time for overtime pay.

Employment Status Determination: Administrative Associates

Employment status for Administrative Associates is determined by the following two elements:

1. The anticipated duration of employment, i.e., regular, temporary, or student
2. The number of hours regularly scheduled to be worked each week ranging from full-time to part-time.

- **Duration of Employment**

  **Regular:** Associate works a continuing schedule of predetermined hours each week for a duration exceeding nine (9) months.

  **Temporary:** Hired to work for less than nine months.

  **Student:** Hired to work as needed based on GMEI workload.

- **Number of Hours Regularly Scheduled**

  **Full-time:** Scheduled to regularly work 36 or more hours per week.

  **Part-time:** Scheduled to work less than 36 hours per week.

**Payroll Deduction**

All salary deductions are itemized on pay stubs including –

- Federal, State, City Taxes
- Social Security, Medicare Taxes
- State Disability
- Garnishments, wage attachments

Paychecks are direct deposited to designated bank account every other Friday. If a designated payday falls on a weekend or holiday, the pay date is on the preceding business day.

**Position Descriptions**

GMEI strives to maintain a written job description for all positions. In the event that new paid Administrative Associate positions are created through expansion or reorganization, written job descriptions will be prepared and then approved by the Executive Director before the position is filled.

Administrative Associates receive a position description outlining the primary functions and responsibilities of your job. The position description is not designated to spell out all the duties and tasks associated with employment; all staff members are expected to fulfill both essential and secondary job duties and requirements. Position descriptions are not set in stone and will change, in whole or in part, over time. You are expected to discuss any significant changes in your functions and responsibilities with your Direct Supervisor, who has the authority to formalize changes in position descriptions at his or her discretion.
Benefits

This section describes the fringe benefits currently offered to persons receiving paychecks or stipends from GMEI. Except where indicated, these benefits are available to those working full-time. This section does not apply to temporary employees or contract employees, whose benefits, if any, will be limited to those stated in writing by the Executive Director.

GMEI reserves the right, in its discretion, to change the nature of the benefits offered to associates, or to change insurance carriers, deductibles, premiums, or other features of any benefit. In addition, GMEI may decide to discontinue one or more benefits. Associates will be notified of such changes or discontinuations as soon as practicable. A summary of benefits is included in Appendix A.

Benefits

Administrative Associates and GME Trainees are required to enroll in the available benefits within 30 days of their initial start date. Administrative associates and GME Trainees are also able to enroll themselves and their spouses and/or dependents during open enrollment. Open enrollment for all benefits is in June of each year. If you decide not to enroll within 30 days of your start date or during the open enrollment period, enrollment in the benefit programs is only allowable if you have a qualifying event such as a new dependent, loss of other coverage, or change in marital status.

Full-time Administrative Associates and GME Trainees receive health care insurance, dental insurance, life insurance and long term disability insurance. GMEI pays 100% of the premiums for dental insurance, life insurance and long term disability. Administrative Associates and GME trainees are responsible for the costs of any buy up plans that they may choose. Administrative Associates and GME trainees are required to contribute 10% of the monthly premiums for health care insurance.

Cash in Lieu of Health Care Insurance

Administrative Associates and GME trainees are eligible to receive $750 per year paid over 26 pay periods, in lieu of health care insurance if they can provide written proof of other group health care insurance. Other health care insurance cannot be Medicaid, Medicare, or COBRA. Cash payment will take effect for the next month for which health benefit premiums have not already been paid by GMEI on behalf of the Administrative Associate or GME trainee. No retroactive payments are possible. If you later wish to enroll in the health care insurance benefit, you will be subject to the normal open enrollment period or a qualifying event enrollment options.

To enroll in the cash in lieu of health care insurance option:
  1. Provide written proof of other current health care insurance coverage to the GMEI Central Office.
  2. Complete the Waiver of Health Coverage to GMEI.
Cash payment is considered a taxable benefit and will be subject to all applicable taxes and fees.

**Workers’ Compensation**

Administrative Associates and GME Trainees are protected by GMEI’s workers’ compensation insurance policy. GMEI pays 100% of the premium. The policy covers injury or illness resulting from legitimate work activities. By law, GMEI is required to report injuries covered under workers’ compensation within twenty-four (24) hours. Please report any work-related injury or illness immediately to your Program Director, Direct Supervisor and/or Executive Director. *Notice of Injury* forms are available on the GMEI website and from the Operations Manager.

**Overtime Pay – Non-exempt Administrative Associates**

Overtime will be paid to non-exempt Administrative Associates working more than 40 hours in any given workweek. Prior approval for any overtime must be obtained from the supervisor.

Overtime is not at the Administrative Associate’s discretion; it requires advance supervisory approval. GMEI will attempt to satisfy the wishes of the associate, but must consider the requirement of the Fair Labor Standards Act and applicable Michigan laws. GMEI does not provide compensatory time off as a substitute for overtime pay. Vacation, holiday, and personal leave time do not constitute hours worked for the purposes of computing overtime. Nonexempt Administrative Associates are paid at the rate of one and one-half (1.5) times their regular rate of pay for hours worked in excess of forty (40) in a workweek. Exempt Administrative Associates are not compensated for working more than forty (40) hours in a week.

**Paid Time Off**

The supervisor must approve all time off with the exception of observed paid holidays.

**Holiday Pay**

GMEI grants eligible associates seven (7) paid holidays (Appendix B includes a list of recognized holidays). GMEI recognizes that some Administrative Associates are located in an MSU building and supervised by MSU employees. GMEI further appreciates that working in otherwise empty buildings can feel unsettling and unsafe. For these reasons, the supervisor has the authority to grant up to two (2) additional paid holidays to be in alignment with the Michigan State University (MSU) holiday calendar. Holiday calendars for GME Trainees will be coordinated by their Program Director. Holiday calendars for GMEI Administrative Associates will be coordinated by their supervisor.

Administrative Associates/GME Trainees are eligible for holiday pay on the date of hire. The benefit is not payable to Administrative Associates/GME Trainees who are on an official leave of absence without pay, worker’s compensation, layoff, or disciplinary suspension. Administrative Associates/GME Trainees preferring alternative religious holidays should notify their supervisor at the start of the fiscal year (July 1st). Since religious holidays fall at various times throughout the year, requesting religious holidays other than those listed in Appendix B
requires supervisor approval. For GME Trainees, please consult your program’s training manual for the specific process and any limitations.

Accredited graduate medical education programs limit the amount of time trainees are allowed away from their program. Therefore, the vacation benefit is handled differently for Administrative Associates than GME Trainees. For GME Trainees, vacation days are provided at the beginning of the fiscal year (July 1st). Vacation days are not carried over from year to year. Trainees who leave the program before the end of the fiscal year are not entitled to payment for unused vacation time. Each accredited program’s training manual will describe the process required for absences and vacations. GME trainees should refer to their Program Manual for specific information regarding their program. Trainees may not forego vacation time to make up a deficit in training time. All vacation time must be approved in advance by the Program Director.

GME Trainees may also be provided paid educational leave days depending on the requirements of the accredited graduate medical education program. Please refer to the program’s instructional manual for more detail.

For GMEI Administrative Associates, vacation days are based on full-time equivalency and are earned on an accrual basis. Upon termination from GMEI, Administrative Associates are entitled to payment for unused vacation hours. Payment for unused vacation hours is subject to applicable payroll taxes. Full-time Administrative Associates with less than five years tenure earn 10 days per year. Full-time Administrative Associates with five or more years earn 13 days. Administrative Associates who have vacation time remaining at the end of the fiscal year may carry over a maximum of 80 hours into the next year (this amount to be prorated on a FTE basis for those employees working less than full time). Unless specifically agreed to in advance by the supervisor, vacations for Administrative Associates should not exceed two weeks in length. All vacation time must be approved in advance by the employee’s Direct Supervisor.

Full-time GMEI Administrative Associates will be provided three (3) personal days per year. These pro-rated days can be used upon hire. Personal days will be pro-rated based on a full-time equivalency. GMEI Administrative Associates are not entitled to payment for unused personal days upon termination of employment. Personal days do not carry over to the next year.

All leave times are based on the fiscal year July 1 through June 30.

If a GMEI associate or GME Trainees needs time off once all of their paid time off has been exhausted, the supervisor has the authority to allow unpaid time off. GME Trainees must realize this will impact their ability to complete their training on time and must have the request approved by their Program Director.

Education and Professional Development

GMEI supports associates who wish to enhance their professional development and job-related skills through external education programs and conferences. In addition, associates may be asked to attend conferences and training forums as participants or presenters. Associates must have the
prior approval of their supervisor to attend outside development events. This policy and the amount of funding available will be reviewed on an annual basis.

For GMEI GME Trainees, programs will often offer education funds as well as support for research efforts. The amount and limitations are determined by the Program Director. Please refer to the training program’s manual for the details and process for requesting this support.

For Administrative Associates, GMEI will pay the costs of outside training and conferences based on organizational benefit and annual budget. All GMEI paid training and conferences require prior approval of the Direct Supervisor and are subject to change based on budgetary constraints.

**Bereavement Leave**

Full-time Administrative Associates who experience the death of a close family member including parents, siblings, children, and grandparents may take up to 3 days of paid bereavement leave. Additional flexibility can be afforded at the discretion of the supervisor. Bereavement leave pay will not be paid when the bereavement leave occurs on a day off, or during vacation, layoff or leave of absence.

**Jury and Witness Duty**

For time served on jury duty, GMEI will pay Administrative Associates and GME Trainees the difference between their salary and any amount paid by the government. Administrative Associates and GME Trainees must provide GMEI a copy of proof of service received by court in which they serve and verification of payments received.

Proper documentation demonstrating the required time away from work may be requested prior to granting the leave. If the Administrative Associate/GME Trainees is not required to report or is released early from jury or witness duty, the Administrative Associate/GME Trainees must immediately report to work.

Upon request, Administrative Associates/GME Trainees may be granted an unpaid leave if called to serve as a witness in a legal proceeding.

**Salary Philosophy**

It is the policy of GMEI to make every effort to compensate Administrative Associates/GME Trainees fairly and equitably and to recognize their contributions.

The board of directors sets the salary of the Executive Director as well as those of the GME Trainees. The Executive Director sets all other salaries. Periodically, the Executive Director reviews salaries for all positions and uses information about compensation at other agencies to ensure that GMEI remains competitive in its compensation practices.
Salary Reviews

Administrative Associates have the opportunity for a salary increase annually. Increases are not automatic but are based on overall job performance and the organization’s budget. GME Trainees salaries are determined by the year of the trainee and will not be adjusted based on performance.

Wage Garnishments

From time to time, we may be required by law to withhold monies from an Administrative Associate/GME Trainees’s pay due to garnishment proceedings. If GMEI receives a court-authorized garnishment or levy, the Administrative Associate/GME Trainees affected will be notified as soon as possible.

Additional Benefits Available to GME Trainees

As a trainee in an accredited graduate medical education program, certain additional benefits are provided to support the educational process. Please consult the program’s training manual for the specific list of benefits and any associated limitations.

Computer and Information Security

This document sets forth some important rules relating to the use of GMEI’s computer and communications systems. These systems include individual PCs provided to Administrative Associates/GME Trainees; centralized computer equipment (including file servers) all associated software and GMEI’s telephone and electronic mail systems.

GMEI has provided these systems to support its mission. Although limited personal use of GMEI’s systems is allowed, subject to the restrictions outlined below, no use of these systems should ever conflict with the primary purpose for which they have been provided or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed.

All data in GMEI’s computer and communications systems (including documents, other electronic files, and e-mail messages) are the property of GMEI. GMEI may inspect and monitor such data at any time. No individual should have any expectation of privacy for messages or other data recorded in GMEI’s systems. This includes documents or messages marked “private,” which may be inaccessible to users but remain available to GMEI. Likewise, the deletion of a document or message may not prevent access to the item or completely eliminate the item from the system.

GMEI’s systems must not be used to create or transmit material that is derogatory, defamatory, obscene or offensive, such as slurs, epithets or anything that might be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, physical or
mental disability, medical condition, marital status or religious or political beliefs. Similarly, GMEI’s systems must not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages or other non-job related purposes.

Security procedures in the form of unique user sign-on identification and passwords have been provided to control access to GMEI’s host computer system, networks, e-mail system and web site administration. In addition, security facilities have been and will be provided to restrict access to certain documents and files for the purpose of safeguarding information. The following activities, which present security risks, should be avoided:

- Attempts should not be made to bypass, or render ineffective, security facilities provided by the GMEI.
- Passwords should not be shared between users. If written down, passwords should be kept in locked drawers or other places not easily accessible.
- Document libraries of other users should not be browsed or opened unless there is a legitimate business reason to do so. Supervisor consent should also be attained.
- Individual users should never make changes or modifications to the hardware configuration of computer equipment. Requests for such changes should be directed to computer support or supervisor.
- Additions or modifications of the standard software configuration provided on GMEI’s PCs should never be attempted by individual users (e.g. autoexec.bat, config.sys, and other system files). Requests for such changes should be directed to computer support or supervisor.
- Individual users should never disable or “turn off” virus protection software on any company computer provided by GMEI.
- Individual users should never load personal software (including outside email services) to company computers. This practice risks the introduction of a computer virus into the system. Requests for loading such software should be directed to computer support or supervisor.
- Programs should never be downloaded from the Internet or copied from computers outside of GMEI to company computers. Downloading or copying such programs also risks the introduction of a computer virus. If there is a need for such programs, a request for assistance should be directed to computer support or management. Downloading or copying documents (i.e. .doc, .txt, .pdf, .wps) from outside of GMEI may be performed if the source is trusted and known to the user.
- Computer games should not be installed on GMEI computers.
- GMEI’s computers should not be used to attempt unauthorized access to or use of other organizations’ computer systems and data.

- Company software should not be copied on a disk or installed on any computer not belonging to GMEI. Software documentation/manuals should not be removed from the company office.

- Individual users should not change the location or installation of computer equipment in offices and work areas. Requests for such changes should be directed to computer support or management.

There are a number of practices that individual users should adopt that will foster a higher level of security. Among them are the following:

- Turn off your personal computer when you are leaving work for an extended period of time. All programs should be exited and the computer shut-off by the start menu. This will ensure all files are saved properly with the nightly back-up.

- No documents or files should be saved on your C:\ drive. All files should be saved on the Shared drive in the proper folder and removed when no longer needed.

- Laptops are provided for use outside of GMEI when deemed necessary. These laptops are the property of GMEI and should be treated as any other GMEI computer; all guidelines in this document are to be followed. Individual users are responsible for the safe return of laptops and all accessories, including power cords, mouse, keyboards, case, etc.

**Internet Acceptable Usage Policy**

GMEI has provided access to the Internet for users to support its mission. No use of the Internet should conflict with the primary purpose of GMEI or with applicable laws and regulations. Each user is personally responsible to ensure that these guidelines are followed. Serious repercussions, including termination, may result if the guidelines are not followed.

GMEI may monitor usage of the Internet by employees, including reviewing a list of sites accessed by an individual. No individual should have any expectation of privacy in terms of his or her usage of the Internet. In addition, GMEI may restrict access to certain sites that it deems are not necessary for business purposes.

GMEI’s connection to the Internet may not be used for any of the following activities:

- The Internet must not be used to access, create, transmit, print or download material that is derogatory, defamatory, obscene or offensive.

- The Internet must not be used to access, send, receive or solicit sexually oriented messages or images.
• Downloading or disseminating of copyrighted material (images, documents, music) that is available on the Internet is an infringement of copyright law. Permission to copy the material must be obtained from the publisher. For assistance with copyrighted material, contact computer support or your supervisor.

• Without prior approval from your supervisor, software should not be downloaded from the Internet as the download could introduce a computer virus onto GMEI’s computer equipment. In addition, the software may be protected by copyright laws. Please contact computer support for any software needs. Any unapproved software found on GMEI computers, may be removed without notice.

• Employees should safeguard against using the Internet to transmit personal comments or statements through e-mail or newsgroups that may be mistaken as the position of GMEI.

• Employees should safeguard against the disclosure of confidential information through the use of Internet e-mail or news groups.

• Employees should always use business-like and clear language in e-mail communications. Profanity or inappropriate language should not be used.

• The Internet should not be used to send or participate in chain letters, pyramid schemes or other illegal schemes.

• Employees should not download, install or use personal e-mail or Instant Messaging software on GMEI computers.

The Internet provides access to many sites that charge a subscription or usage fee to access and use the information on the site. Requests for approval to subscribe to these sites must be submitted to your supervisor.

Social Security Number Privacy

On occasion, the GMEI may gain access to social security numbers of employees or others. We are required by law to protect the confidentiality of those social security numbers, which means we may obtain them, use them, and disclose them only in ways permitted by law. At a minimum, this means:

• Employees must ensure to the extent practicable that social security numbers remain confidential. Employees should not display, mail, e-mail or otherwise provide social security numbers, either to another employee or to an outsider, unless that person has a legitimate, lawful need to know the social security number.

• Documents, computers, and other storage devices which contain social security numbers will be kept secure against unauthorized viewing and access by not leaving documents containing social security numbers where they could be viewed by unauthorized persons, by not displaying social security numbers on a computer screen
that can be viewed by unauthorized persons, by storing social security numbers only on computers and other electronic storage devices that are password protected or otherwise secure, by not displaying a social security number on an envelope, and by not e-mailing a social security number except via a secure connection, encrypted transmission, or similarly protected means.

- Any documents containing social security numbers will be shredded or similarly rendered unreadable before they are disposed of. Any computers or other electronic storage devices containing social security numbers will have that information purged or otherwise rendered inaccessible before they are disposed of.

Any employee violating this privacy policy will be subject to disciplinary action, up to and including dismissal. If you have any questions regarding the proper use or protection of social security numbers, please bring it to the attention of management.
Appendix A

Benefits Summary
Appendix B

GMEI Recognized Holidays for Administrative Associates

1. New Year’s Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving
6. Christmas Eve
7. Christmas

The supervisor has the authority to grant up to two (2) additional paid holidays to be in alignment with the Michigan State University (MSU) holiday calendar for GMEI Administrative Associates who are located in an MSU building and supervised by MSU employees. The possible holidays include the following:

1. New Years Eve
2. Day after Thanksgiving