

Jefferson
Human Resources Policy Updates
September 2016 - March 2017

The following policies are **NEW** Human Resources policies:

JEFFERSON POLICY #	Name	Purpose
200.95	Blood Donor Policy	<ul style="list-style-type: none"> Sets forth written policy for a long standing practice. Eligible employees receive three (3) hours of time off (Blood Donor Hours) when they donate blood at the Jefferson Blood Donor Center as well as the Red Cross drive.

The following administrative policies have been **REVISED WITH MAJOR CHANGES** this quarter:

Policy		Changes
Existing #	Name	
200.18	Jefferson's Time and Attendance System	<ul style="list-style-type: none"> Jefferson's Electronic Time and Attendance system is now referred to in the policy as Jefferson's Time and Attendance system. Reference to the "Badge Replacement Request Form" has been removed from the policy as this form is no longer required for an employee to obtain a new badge. Disciplinary procedures for failure to swipe were removed from the grid and the policy now references that failure to swipe is subject to our Employee Disciplinary Procedure Policy 200.27. In light of the organizational efforts to enhance fiscal stewardship, the reference to payment of so-called "additional money", e.g. payment for extra hours worked for exempt employees has been eliminated.
200.47	Employee Benefits-Eligibility	<ul style="list-style-type: none"> Employee benefit eligibility has been standardized. Regular staff, full-time faculty, and full-time senior administrator's benefits begin on the 1st of the month on or after date of hire. For full time postdoctoral fellows and house staff, benefits begin on the first day of work.
200.59	Adoption Assistance	<ul style="list-style-type: none"> The reimbursement of expenses has increased to up to \$4,000.
200.62	Tuition Assistance-Internal and External Programs	<ul style="list-style-type: none"> All employees participating in the Tuition Assistance Program now must remain employed by Jefferson for six months following the completion of the course as opposed to one (1) year previously required. Prepayment for external classes will no longer

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		<p>be available beginning January 1, 2018.</p> <ul style="list-style-type: none"> The Tuition Assistance Program covers only the tuition portion of the enrollment bill. Payments for general fees, lab fees, commuting expense, CD-ROMs, books, etc., are not eligible expenses under this program. Part-time employees are now eligible for the benefit.
200.63	Family and Medical Leave/Healthy Families Leave	<ul style="list-style-type: none"> An employee is required to report time taken against a leave within seven days of the start of the absence. Any absences reported outside of seven days could be denied. Now refers to Healthy Families Leave, which is time accrued pursuant to the Philadelphia Code (the Ordinance) for an employee's illness or health condition; a family member's illness or health condition or absence due to domestic abuse, sexual assault or stalking. To be eligible for accrued Healthy Families Leave Time, an employee must work in Philadelphia and provide a qualifying reason for the absence or reference the Ordinance when he/she notifies the Department of the absence. Employees who are not subject to any Jefferson vacation or ETO policy will accrue one hour of Healthy Families Leave Time for every 40 hours worked in Philadelphia, up to a maximum annual accumulation of 40 hours. Adjunct Faculty, Healthcare Professional Pool Employees, Interns who are students in Academic Programs at Jefferson, bargaining unit employees, and any other employee classification lawfully excluded under the Ordinance are not eligible to accrue or use Healthy Families Leave Time.

The following administrative policies have been **REVISED WITH MINOR CHANGES** this quarter:

Policy		Changes
Existing #	Name	
200.32	Voluntary Resignations	<ul style="list-style-type: none"> Added Earned Time Off (ETO) Policy 200.87 and the Vacation Policy 200.48 Added hyperlink to Jefferson's Retiree Checklist Now includes information on when medical benefits would end as well as COBRA details