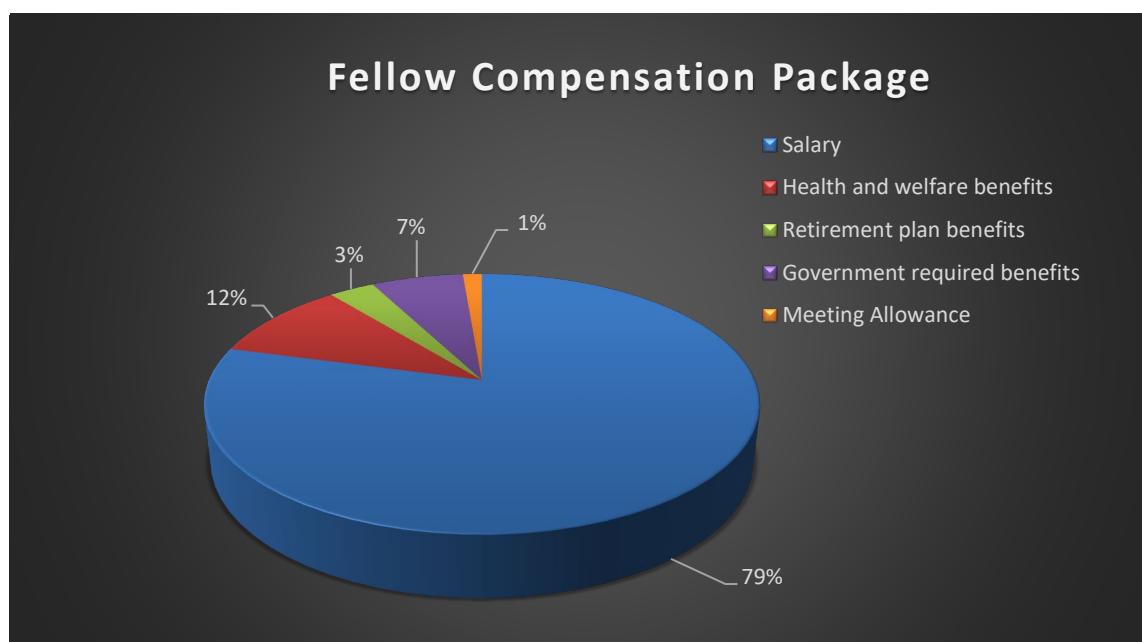


GUNDERSEN MEDICAL FOUNDATION

2024-2025 ADVANCED GI MINIMALLY INVASIVE/BARIATRIC SURGERY FELLOW STIPEND AND BENEFITS

*Any conflict between statements made in this benefit summary and the plan documents shall be governed by the applicable plan documents. **Gundersen Medical Foundation may find it necessary to add, modify or change any or all benefits or premium contributions stated herein.***

Fellow Compensation Package



Salary

F1 \$78,280

Medical insurance

Gundersen Medical Foundation pays the full cost of your medical premium. Choosing a medical plan for you and your family is an important decision. With three plan options you have flexibility in selecting a plan that best meets your needs. Coverage begins on your date of hire.

Consumer Involved Medical Plan (CIMP) with Cost Share Fund – both in-network and out-of-network coverage.

In-network - \$2,000 deductible + 20% coins up to \$2,000. Out of pocket max=\$4,000/person.

Out-of-network - \$4,000 deductible + 40% coins up to \$4,000. Out of pocket max=\$8,000/person. Family out-of-pocket maximums apply for family of more than two.

- Cost Share Fund (CSF) pays 50% of deductible and coinsurance. Gundersen funds \$1,000 for single coverage or \$2,500 for single+dependent and family coverage. Cost Share Fund is pro-rated if enrolling mid-year.
- Annual exams, preventive and diagnostic screenings covered at 100% in-network.

HMO \$0 Plan – must see in-network providers for benefit coverage.

\$0 deductible + 20% coinsurance up to out-of-pocket max.

Out of pocket max= \$1,500/person or \$3,000/family.

- Copays for physician office visits.
- Annual exams, preventive and diagnostic screenings covered at 100% in-network.

High Deductible Health Plan (HDHP) POS Plan both in-network and out-of-network coverage.

In-network-\$3,000 individual deductible. Out of pocket max=\$6,750/person or \$13,500/family.

Out-of-network-\$6,000 individual deductible. Out of pocket max=\$11,100/person

- Gundersen sponsored Health Savings Account (HSA) with employer contribution.
- Copays apply after deductible is met.
- Annual exams, preventive and diagnostic screenings covered at 100% in-network.

Dental insurance

Single or family coverage is available (monthly premiums apply). The plan pays 100% of preventative services including routine exams and x-rays. The plan pays 70% to 80% for restorative services such as fillings, crowns and bridges, and endodontic services, up to an annual maximum of \$2,000 per covered person. Coverage begins on date of hire.

Employee discounts

Each resident, spouse, and any dependent children under the age of 18 receive a 20% to 30% discount on all non-insurance covered services at Gundersen. Examples of services include refractive eye surgery, optometry services such as eye wear (including prescription eyeglasses and contacts), cosmetic surgery, hearing aid, and dentures. (Please note: This list is not all-inclusive. Please check with the Revenue Cycle Department for specific details.)

Retirement Plan – Salary Deferral 401(K)

Eligibility: Employees age 21 or older who work 40 hours or more in a two-week pay period, i.e. must be in position scheduled to work 1,000 hours per year (.5 FTE). Entrance into the plan to begin deferrals is the 1st of the month following 30 days of employment. Thereafter, employees can enroll at any time. Employees may make personal pre-tax or Roth after-tax contributions to the plan.

Gundersen matches 100% on the first 3% you contribute and \$.50 for each dollar up to the next 2% you contribute, for a maximum contribution of 4%.

You contribute	Gundersen contributes
1%	1%
2%	2%
3%	3%
4%	3.5%
5%	4%

The matching contribution is made after each pay period. You may elect to contribute more than 5%. By law, the voluntary contribution is limited to a maximum of \$20,500 for persons under age 50, and \$27,000 for persons age 50 or older by the end of the year. You are immediately 100% vested in your voluntary contributions and Gundersen's matching contributions. Coverage begins the 1st of the month after 30 days of hire date.

Disability Insurance

If you are unable to work for more than 14 consecutive days, short-term disability (STD) provides a 60% weekly benefit up to \$1,000 per week for up to 75 days. Your cost for STD coverage depends on your basic annual earnings. Coverage begins 1st of month after hire date.

Long-term disability coverage is paid by Gundersen. If you become disabled, benefits of up to \$2,000 per month begin after a 90-day waiting period. Coverage begins on date of hire.

Group life and supplemental insurance

Gundersen pays coverage of 1.5 times annual salary to a maximum of \$250,000. (This benefit is provided at no cost to you except for imputed income tax). You may purchase supplemental life insurance up to a maximum of five times your salary at rates in accordance with your age bracket. You may also purchase supplemental life insurance for your spouse and qualifying dependent children. Premiums for all supplemental policies are paid through after-tax payroll deductions. Coverage begins 1st of month after hire date.

Professional liability insurance

Residents are insured for professional liability under the Gundersen Clinic Professional Liability Insurance Plan, a self-insurance plan approved by the Wisconsin Office of the Commissioner of Insurance. Coverage is provided on an occurrence basis to limits of \$1,000,000/\$3,000,000. Excess coverage in an unlimited amount, is provided by law by the Wisconsin Injured Patient's and Families Compensation Fund. The Gundersen Medical Foundation pays all required premiums and fund contributions for this coverage on behalf of its residents.

Health Savings Account (HSA)

HSA's allow you to pay medical, dental, and vision expenses with pre-tax dollars. Must be enrolled in Gundersen HDHP. Gundersen contributes \$500 for single and \$1,000 for all other tiers to the account. *Pro-rated based on eligibility month. Maximum of \$3,850 for single and \$7,750 for family. Those 55+ can contribute an extra \$1,000/yr. Coverage begins 1st of month after hire date.

Healthcare and dependent care Flexible Spending Accounts (FSA)

- **Healthcare FSA**

Healthcare FSA provides for reimbursement for healthcare expenses not covered by insurance. The minimum contribution is \$100 and the maximum contribution is \$3,050. When making your contribution elections, estimate the out-of-pocket expenses you expect to incur from July 1 through December 31. If you have money remaining in your account at the end of the plan year, you may carryover \$610 from one plan year to the next. Coverage begins 1st of month after hire date.

- **Dependent Care FSA**

Dependent Care FSA provides for reimbursement of daycare expenses for eligible dependents. The minimum contribution is \$100 and the maximum contribution is \$5,000. The Dependent Care FSA does not offer a carryover. Coverage begins 1st of month after hire date.

Worker's compensation

Fellows are covered under Worker's Compensation.

Wellness Funds

Each fellow will receive a one-time payment of \$500 at the start of the academic year to be used toward wellness activities and products. Wellness activities and products are determined by the resident. Some examples of wellness activities and products may include, but are not limited to fitness/gym memberships, fitness equipment, and personal development. It is the responsibility of the fellow to manage their wellness fund expenses.

Educational Fund

Each fellow will receive a one-time payment at the start of the academic year to be used for educational expenses. Fellows will receive \$3,000 for educational fund expenses. Some examples of educational expenses may include, but are not limited to meeting, educational butterfly ultrasound, iPad, books, online educational material, and board examinations. It is the responsibility of the fellow to manage their educational fund expenses.

Time Away from Training

Time away from training includes a maximum of three (3) weeks (fifteen (15) workdays), which may be taken throughout the academic year. All time away from training must have prior approval by the program director. (See your specific program handbook for additional details).

Meeting Time/Allowance

Each fellow may receive up to (5) five working days for educational experiences per academic year for the general purpose of maintaining, continuing, or enhancing his/her education, training, or skill level, within his/her field of expertise. (See your specific program handbook for additional details.)

Total Time Away From Training

Additional time away from training beyond the maximum three (3) weeks (fifteen (15) workdays) and meeting time will be per discussion and approval by the program director and review of guidelines of the applicable board certifying body.

Housing

Gundersen Health System offers two, on-campus, housing complex options, based on availability.

West Housing Complex

Fifty townhomes are located on the immediate medical center grounds. Rent for these townhomes is \$860 per month. All utilities including heat, electricity, water, and high-speed internet are paid for by the medical center. The townhomes can be furnished or unfurnished. Each townhome has a living room, dining room, kitchen, laundry area with individual washers and dryers, two bedrooms, full bathroom, and study/den. All are individually heated and air-conditioned. Garden space is also available.

Pet policy (pets allowed in West Housing Complex only)

- **ONLY** cats and dogs are allowed
- Quantity limitations:
 - One dog
 - Two cats
 - One cat and one dog
- All pets must be indoor pets and leashed when outside
- Size – dogs must be less than 75 pounds
- There will be an increase of \$60 for a security deposit amount for pet owners
- There will be an increase \$60 per month for pet owners
- Pets will NOT be allowed in East Housing Complex

East Housing Complex

Gundersen also offers 24 newly constructed townhomes near the La Crosse Campus East and Founder's Buildings. Rent for these townhomes is \$1035 per month. All utilities including heat, electricity, water, and high-speed internet are paid for by the medical center. The townhomes can be furnished or unfurnished. Each townhome has a living room, dining room, kitchen, laundry area with individual washers and dryers, two bedrooms, one full bathroom, and one half bath. All are individually heated and air-conditioned. There is no garden space at this site, but gardening is available in the West Housing Complex. **Pets are not allowed in the East Housing Complex.**

We realize that people may choose to live off campus for a variety of reasons, including family size, pets, and the desire to own a home.

Additional Benefits

Child Care

Children of fellows are eligible to attend a child-care center on the immediate Gundersen grounds, provided openings are available.

Credit Union

Fellows are eligible for membership in the Gundersen Credit Union.

Licensure

Gundersen Health System pays the fee for your licensure in the State of Wisconsin and Drug Enforcement Agency (DEA).

Meals

Fellows that take call are provided a \$1,800 meal stipend for the academic year.

Laboratory Coats

Laboratory coats are provided, laundered, and repaired on a regular basis at no cost to you.

Health Sciences Library

The Health Sciences Library has been an integral part of Gundersen for more than 45 years. The library's collection contains approximately 2600 online journal titles and 3,200 textbooks. Electronic resources, including ClinicalKey, AccessMedicine, and UpToDate, are available via Gundersen's intranet. You have 24/7/365 access to the main library area by use of your identification badge.

Parking

If living off campus, parking is available at no charge in one of the immediate physician lots.

Sleeping Rooms

Fellow may take call from home. Designated call rooms are available to those who choose to take call in-house.

Exercise Facility

The My Health Room located at the La Crosse Campus is a fully equipped fitness facility offering a wide variety of cardiovascular and weight lifting equipment. Gundersen employees may use the facility at no cost. An array of fitness classes are available and offered at reasonable rates.

P.E.E.R. Coaching:

Each resident/fellow has access to the Gundersen P.E.E.R Coaching program. This individualized, confidential coaching experience is an opportunity to increase your fulfillment, satisfaction, and well-being in your career and personal life. This program is designed for you to explore your purpose in life, engage in personal growth, strive for excellence in designing an intentional life, and develop resolve to set and accomplish your goals. In working with one of Gundersen's internal physician coaches, who are specifically trained to coach medical personnel, you will identify and focus on your priorities and be supported to live your best life at work and at home. There are short-term and comprehensive coaching programs available to residents. Discussions can focus on specific issues such as communication challenges, conflict resolution, workflow to more in-depth discussions focusing on values and set goals, your purpose and vision, and creating a map for your future.



Origination 5/4/2021
Last 1/24/2023
Approved
Effective 1/24/2023
Last Revised 1/24/2023
Next Review 1/24/2024

Owner Jennifer Lee:
Director
Area Medical
Education
Applicability Gundersen
References Standard
Operating
Procedure

Residency/Fellowship Applicant Visa Statement (Non-ACGME Programs), MedEd-730

References

ADEA Pass - Oral & Maxillofacial Surgery Residency
CASPR - Podiatric Medicine & Surgery Residency
The Fellowship Council - Universal Fellowship Application Match Service - Advanced GI Minimally Invasive/Bariatric Surgery Fellowship
ASHP - Pharmacy PGY1 Residency
ABPTFRE - Sports Medicine Residency
APPIC - Psychology Fellowship
ACOE - Optometry Residency

ARC-PA - Accreditation Review Committee on Education for the Physician Assistant, Inc.

Applicable To

All applicants applying for an Oral & Maxillofacial Surgery, Podiatric Medicine & Surgery, Advanced GI Minimally Invasive Bariatric Surgery, Pharmacy, Sports Medicine, Psychology, Emergency Medicine Physician Assistant, Family Medicine OB Fellowship, or Optometry Residency/Fellowship Program sponsored by Gundersen Lutheran Administrative Services, Inc., independently and as agent for Gundersen Lutheran Medical Center, Inc., Gundersen Clinic, Ltd., Gundersen Lutheran Medical Foundation, Inc., Memorial Hospital of Boscobel Inc., Tri-County Memorial Hospital Inc., St. Joseph's Health Services Inc., Palmer Lutheran Health Center, Moundview Memorial Hospital & Clinics, Inc., and Saint Elizabeth's Hospital of Wabasha, Inc. (hereinafter referred to collectively as "Gundersen").

Purpose Statement

To provide applicants with a visa status policy.

Definitions

Non-ACGME Residency and Fellowship Programs: Residency and Fellowship programs not accredited by the ACGME which include: Oral & Maxillofacial Surgery, Podiatric Medicine & Surgery, Advanced GI Minimally Invasive Bariatric Surgery, Pharmacy, Sports Medicine, Psychology, Emergency Medicine Physician Assistant, Family Medicine OB Fellowship, and Optometry

Implementation

- I. Gundersen's non-ACGME accredited programs accept the following applicant visa status: J-1, H1B, EAD, and F1.
- II. Any other visa status may be reviewed for sufficiency and adequacy in Gundersen's sole discretion, subject to applicable laws.
- III. All visa requests will be handled by the Administrative Director of Medical Education or his/her designee.

Responsibilities

The Designated Institutional Official (DIO)/Director of Medical Education (DME) and Administrative Director of Medical Education are responsible for the development and oversight of this policy.

Approval Signatures

Step Description	Approver	Date
MD	Benjamin Jarman: MD	1/24/2023
Policy Administrator	Bree Bushman-Lee: HR Program Consultant	1/6/2023
	Jennifer Lee: Director	1/6/2023

Subject	Appointment and Reappointment of Non-ACGME Resident/Fellow
Section	Medical Education
Subsection	General
Category	Departmental
Contact	Jennifer A Lee

Applicable To

All residents and fellows of Gundersen Lutheran Administrative Services, Inc., independently and as agent for Gundersen Lutheran Medical Center, Inc., Gundersen Clinic, Ltd., Gundersen Lutheran Medical Foundation, Inc., Memorial Hospital of Boscobel Inc., Tri-County Memorial Hospital Inc., St. Joseph's Health Services Inc., Palmer Lutheran Health Center, Moundview Memorial Hospital & Clinics, Inc., and Saint Elizabeth's Hospital of Wabasha, Inc. (hereinafter referred to collectively as "Gundersen").

This policy is applicable to the Graduate Medical Education (GME) residency and fellowship programs that are accredited or non-accredited, except for the Accreditation Council for Graduate Medical Education (ACGME) programs. These programs include Advanced GI Minimally Invasive/Bariatric Surgery Fellowship, Oral and Maxillofacial Surgery Residency, Podiatric Medicine and Surgery Residency, Pharmacy Practice Residency, Sports Medicine Physical Therapy Residency, Optometry Residency, Pediatric and Adult Postdoctoral Psychology Fellowship, Emergency Medicine Physician Assistant Fellowship, and Family Medicine OB Fellowship.

Purpose Statement

The purpose of this policy is to provide general guidance concerning the policies and practices of Gundersen relating to the appointment and reappointment of residents/fellows. Gundersen reserves the right to amend and modify this policy at any time, with or without prior notice, and without regard to the effect thereof on any person.

Implementation

- A. **APPOINTMENT OF RESIDENTS/FELLOWS.** Subject to the guidelines in this policy, Gundersen is committed to participating in the match process of our residency and fellowship program's specific accrediting/non-accrediting bodies. All applications, academic credentials, personal goals, and other information submitted by applicants will be carefully reviewed by the Program Director and/or their designee, to identify exceptional candidates who should be invited for personal interviews. Exceptional candidates will be invited to meet with the Program Director and other staff for personal interviews. Following the completion of the personal interview, the Program Director and appropriate staff will review the applicants' credentials and qualifications, and rank list in order of preference.

1. **Eligibility Criteria.** Subject to the availability of sufficient positions, applicants meeting specific program qualifications shall be eligible for appointment to Gundersen's accredited or non-accredited graduate medical education program.
 2. **Commitment to Diversity:** Consistent with ACGME Common Program Requirement I.C, Each ACGME accredited program, in partnership with Gundersen, must engage in practices that focus on mission-driven, ongoing, systematic recruitment and retention of a diverse and inclusive workforce of residents, fellows, faculty members, senior administrative staff members, and other relevant members of our academic community. Gundersen Health System has a formal Diversity, Equity and Inclusion program with appointed leadership with a 5 year strategic plan (2023-2028) which is outlined at <https://gundersenhealth.sharepoint.com/sites/DiversityEquityInclusion>
 3. **Resident/Fellow Selection Process.** Eligible candidates are selected for appointments based upon their aptitude, academic credentials, personal characteristics, and interpersonal communication skills, as well as their ability and preparedness to benefit from the residency/fellowship program to which they are appointed.
 4. **Resident/Fellow Appointments.** Successful applicants are required to execute and deliver a standard form residency/fellowship contract, incorporating terms and conditions acceptable to Gundersen. Residents/fellows are appointed for a one-year term, subject only to the right of Gundersen to terminate or extend the relationship in accordance with the terms and conditions of the residency contract and applicable Gundersen policies.
- B. **REAPPOINTMENT.** Eligibility for reappointment to Gundersen's GME programs for additional one-year terms depends upon several factors including, without limitation, the following:
1. The resident/fellow's overall job performance, including compliance with the residency/fellowship contract, compliance with Gundersen policies, and satisfactory completion of all training components.
 2. The availability of a sufficient number of resident/fellow positions.
 3. Continuation of Gundersen's accredited GME program, as applicable.
 4. The financial ability of Gundersen.
 5. Furtherance of Gundersen's medical education goals.

Subject to paragraph 4, if a resident/fellow satisfactorily complies with the terms and conditions of the residency/fellowship contract and applicable Gundersen policies, the Program Director may certify the resident/fellow as eligible for reappointment. The applicable governing boards of Gundersen, upon the recommendation of the Vice President/Designated Institutional Official, shall have final authority over decisions to reappoint residents/fellows for additional one-year terms.

- A. **REDUCTION OR TERMINATION OF RESIDENCY/FELLOWSHIP PROGRAMS.** If it becomes necessary for Gundersen to terminate or reduce the size of its GME program, Residents/Fellows will be notified as soon as possible. In such event, Gundersen will make every effort to:
1. Allow residents/fellows already in the program to complete their education; and
 2. Assist displaced residents/fellows in identifying a residency/fellowship program in which they can continue their education.
- B. **NON-RENEWAL OF CONTRACTS.** Gundersen will ensure that our residency/fellowship programs provide their residents/fellows with a written notice of intent not to renew a resident/fellow's contract no later than four months prior to the end of the resident/fellow's current contract. However, if the primary reason(s) for the non-renewal occurs or concludes within the four-month period prior to the end of the contract, Gundersen will ensure that our programs provide their residents/fellows with as much written notice of the intent not to renew as the circumstances will reasonably allow, prior to the end of the contract. Residents/fellows will be allowed to implement Gundersen's formal grievance procedures as outlined in the Resident and Fellow Disciplinary Policy, upon receipt of the written notice of intent not to renew the contract.

Responsibilities

Administrative Director of Medical Education: Development and oversight of this policy.

Graduate Medical Office: Processing and maintaining contracts electronically in MedHub for appointment and reappointment of residents/fellows.

Residency/Fellowship Program Directors: Review applications and interview candidates for open slot positions and follow applicable program match processes. Maintain resident/fellow performance documentation as needed for reappointment.



Origination 5/24/2021
Last 9/27/2022
Approved
Effective 9/27/2022
Last Revised 9/27/2022
Next Review 9/27/2023

Owner [Renee Fraser:](#)
Director
Area [Human](#)
[Resources](#)
Applicability [Gundersen](#)
References [Policy](#)

Equal Employment Opportunity/ADA, HR-100

References

Equal Employment Opportunity - Executive Order 11246, as amended; American with Disabilities Act and The Rehabilitation Act of 1973, as amended; Title VII of the Civil Rights Act of 1964; Vietnam Era Veterans' Readjustment Assistance Act of 1974; Equal Pay Act; 16.765, Wis. Stats.; Wisconsin Fair Employment Law; Wisconsin State Statute s.111.32(13m); Genetic Information Nondiscrimination Act (GINA) of 2008; Age Discrimination in Employment Act of 1967; Minnesota Statutes 177 and 181; Iowa Civil Rights Act; Office of Federal Contract Compliance Programs

Applicable To

All employees, residents, students, Board of Directors and volunteers of Gundersen Health System, its principal affiliates, Gundersen Clinic, Gundersen Lutheran Medical Center, Inc., Gundersen Lutheran Medical Foundation, Inc., and Gundersen Lutheran Administrative Services, collectively GUNDERSEN.

Purpose Statement

It is the policy of GUNDERSEN to provide equal employment opportunities to all employees, residents, students, volunteers, and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, protected military or veteran status, or genetics. In addition to federal law requirements, GUNDERSEN complies with applicable state and local laws governing nondiscrimination in employment in every location in which GUNDERSEN has facilities.

This policy applies to all terms and conditions of employment including, but not limited to recruiting, hiring, placement, promotion, demotion, termination, transfer, leaves of absence, compensation, benefits, training, layoff, and return from layoff.

Definitions

"Disability" means a physical or mental impairment that substantially limits one or more Major Life Activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

"Major Life Activities" includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

"Direct Threat" means a significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by Reasonable Accommodation.

"Essential Functions of the Job" means those job activities that are determined by the employer to be essential or core to performing the job.

"Qualified Individual" means an individual who, with or without Reasonable Accommodation, can perform the Essential Functions of the Job that such individual holds or desires.

"Reasonable Accommodation" includes any changes to a job, an employment practice, or the work environment that enables an individual with a Disability to enjoy equal employment opportunities.

"Undue Hardship" means an action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an Undue Hardship on an employer, factors to be considered include:

- Nature and cost of the accommodation;
- Overall financial resources of the facility or facilities in the provision of the accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
- The overall financial resources of the employer, the size, number, type, and location of facilities.
- The type of operations of the company, including the composition, structure, and functions of the workforce, administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.

Implementation

1. GUNDERSEN is committed to taking affirmative action to ensure that all employees and applicants for employment are treated equally.
2. When required by applicable law, GUNDERSEN will prepare an annual affirmative action plan for women, minorities, covered veterans, and disabled persons consistent with the requirements of Executive Order 11246.
3. Any employee, resident, student, or applicant for employment who qualifies as such is invited to self-identify as an individual with a Disability or a covered veteran.

Inquiries and Complaints:

1. Gundersen expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, Disability, or veteran status. Violations of this policy should be directed to the employee's manager or the Director, Employee and Labor Relations. Inquiries concerning the application of this policy should be directed to the Director, Employee and Labor Relations.
2. Complainants, witnesses, and others who provide information concerning such claims will be protected from retaliation. GUNDERSEN will ensure the confidentiality of individuals bringing complaints of harassment or discrimination to the extent possible.
3. GUNDERSEN's human resource will conduct a prompt and impartial investigation into complaints of harassment or discrimination.
4. Employees, residents, students, or volunteers who engage in unlawful discrimination or retaliation are subject to disciplinary action up to and including termination of their employment.

Individuals with Disabilities:

1. When an individual with a Disability requests accommodation and can be reasonably accommodated without creating an Undue Hardship or causing a Direct Threat to workplace, safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a Direct Threat to the health, safety, and well-being of themselves or others in the workplace when the threat cannot be eliminated by Reasonable Accommodation will not be hired.
2. If an employee has a Disability that requires an accommodation in order to perform the Essential Functions of his or her job, or otherwise enjoy the benefits and privileges of employment, he or she must initiate a request for accommodation by contacting his or her direct supervisor/manager or Human Resources Operations Manager (HROM) and identify an adjustment or change at work that is needed because of a Disability.
3. Gundersen will participate in an interactive process with, and reasonably accommodate, Qualified Individuals with a Disability to that they can perform the Essential Functions of a Job unless doing so causes a Direct Threat to these individuals or others in the workplace and the threat cannot be eliminated by Reasonable Accommodation or if the accommodation creates an Undue Hardship to GUNDERSEN.
4. The Human Resources department, specifically the EEO Officer, is responsible for implementing this policy, including the resolution of Reasonable Accommodation, safety/ Direct Threat, and Undue Hardship issues.
5. When appropriate, temporary modifications may be made pending review of medical information or modifications may be made without relying on whether the employee has a Disability as defined by law. These actions should not be construed as a finding by GUNDERSEN that it has made a determination that an employee is a Qualified Individual with a Disability under the ADA or Rehabilitation Act.

Responsibilities

The Director, Employee and Labor Relations has been appointed Equal Employment Opportunity Officer and is directly responsible for the planning and implementation of GUNDERSEN'S affirmative action program as well as for its day-to-day monitoring of affirmative action related decisions and activities. The Equal Employment Opportunity Officer may be reached at 608-775-3938 or RDFraser@gundersenhealth.org

Human Resources:

GUNDERSEN'S Human Resources department is responsible for enforcement of GUNDERSEN'S Equal Employment Opportunity Policy.

Leaders:

Responsible for ensuring that their employment related practices and decisions comply with this Equal Employment Opportunity Policy. Share all complaints of harassment or retaliation with the Human Resources department. Share any requests for Reasonable Accommodation with the Human Resources department.

Applicants, Employees, Residents, Students, Staff, Volunteers, Vendors:

Every employee of GUNDERSEN is expected to comply with this Equal Employment Opportunity policy.

Attachments

[Igualdad de Oportunidades Laborales / Ley ADA](#)

[Muab Hauj Lwm Vaj Huam Sib Luag / ADA](#)

Approval Signatures

Step Description	Approver	Date
MD, CEO	Scott Rathgaber: MD, CEO	9/27/2022
Chief Human Resources Officer	Mary McCartney: Chief Human Resources Officer	9/14/2022
	Renee Fraser: Director	9/14/2022



Origination 1/12/2021
Last Approved 1/24/2023
Effective 1/24/2023
Last Revised 1/24/2023
Next Review 1/24/2024

Owner [Jennifer Lee: Director](#)
Area [Medical Education](#)
Applicability [Gundersen](#)
References [Policy](#)

Resident/Fellow On-Campus Housing Selection Policy, MedEd-2200

References

N/A

Applicable To

All residents and fellows in both accredited and non-accredited residency and fellowship programs overseen by Gundersen Lutheran Health System, Inc. or any of its subsidiaries, (hereinafter referred to collectively as "Gundersen").

Purpose Statement

On-campus rental housing is available for residents/fellows enlisted in residency/fellowship programs at Gundersen. There are a limited number of housing units available. This policy outlines the housing application and selection process for on-campus rental housing.

Definitions

On-Campus Rental Housing: Available housing for residents/fellows in the West Housing Complex (50 units) and the East Housing Complex (24 units).

MEO: Medical Education Office

Implementation

I. On-Campus Rental Housing: Prioritization

- a. First consideration for available housing is based on residency/fellowship program requirements for taking in-house call, call from home, work intensity, and distance/response time to Gundersen for emergent and urgent patient care. The programs which meet the criteria for prioritization are: Family Medicine, General Surgery, Internal Medicine, Oral & Maxillofacial Surgery, Podiatric Medicine & Surgery, and Transitional Year, and Advanced GI & Minimally Invasive Bariatric Surgery Fellowship.

II. On-Campus Rental Housing: Application

1. A housing application will be sent to all incoming residents/fellows after they are identified for the next academic year. This typically occurs in March.
2. Current Residents/Fellows who are interested in obtaining On-Campus Rental Housing must complete an application for consideration.
3. Residents/Fellows will have two weeks to complete the housing application and return it to the Medical Education Office (MEO) via the instructions provided if they desire to live on campus during their residency/fellowship. The deadline date will be listed in the instructions provided by MEO.
4. Applications received before the deadline date will be reviewed to evaluate the number of requests for on campus rental housing.
5. If the number of application requests exceeds the number of available housing units, a lottery will be used to determine housing unit selection (see section III:2 below).
6. Residents/Fellows who miss the application deadline will not be considered for housing unless there are units available after the Second Round (section III:2 below). No exceptions will be made.
7. All communication regarding housing will be accomplished electronically (email).

III. On-Campus Rental Housing: Selection

1. First Round:
 - a. Residents/fellows will be considered for housing with the following order of priority:
 - i. New Residents/fellows from the programs listed in (I. a.) (First priority)
 - ii. New Residents/fellows of all other graduate medical education programs (Second priority)
 - iii. Current Residents/Fellows of all programs (Third priority)
 - b. Residents/fellows will be notified by the MEO of their on-campus rental housing option within one week of the application deadline
 - c. Residents/fellows will have 48 hours to accept the housing option emailed to them. If the resident/fellow does not accept the offer or fails to reply within 48 hours, the housing unit will be made available for the second-round housing application process.
2. Second Round: Lottery
 - a. If housing units are still available after the first-round application process a

lottery will be used to determine housing unit selection for residents/fellows desiring to live on-campus. Individuals from the first round who failed to meet the 48-hour response deadline will be re-entered into the second-round lottery.

- b. Residents/fellows chosen through the lottery will be notified by the MEO of the available housing option and will have 48 hours to respond.
- c. This lottery process will continue until all available housing units for the academic year are filled.
- d. When all housing units have been filled, residents/fellows who submitted housing applications will be notified by MEO that on-campus rental housing is no longer available. This time-sensitive information will be shared immediately following the completion of the second-round housing lottery process.
- e. Community housing resources will be provided to any resident/fellow who was unable to obtain on-campus rental housing.

IV. On-Campus Rental Housing Off-Cycle

- a. Due to variations in program start and end dates (Psychology fellowships, Advanced GI/Bariatric Surgery Fellowship and Emergency Medicine Physician Assistant Program), program extensions, and resident/fellow attrition on-campus rental housing may be available off-cycle from the standard academic year.
- b. If there are not enough housing units available during the first-round application process to satisfy the requests, residents/fellows from the prioritization list (I. a.) will be given first option of an on-campus off-cycle unit. In these circumstances the following will pertain to the resident/fellow:
 - i. The resident/fellow will be notified of the unit's availability date.
 - ii. The resident/fellow will be responsible for finding alternative housing until the unit is available.
 - iii. The resident/fellow will have 48 hours to accept the housing option.
- c. If off-cycle housing units remain after the first round they will be placed in the lottery for the second-round housing application process.

Responsibilities

The Director of Medical Education, Administrative Director of Medical Education, and Programmatic Manager in Medical Education are responsible for the development and oversight of this policy. In addition, they are responsible for the dissemination of this policy to appropriate internal and external customers.

Residency/Fellowship Program Directors, Associate Program Directors and Coordinators:

Dissemination of this policy to potential and current residents/fellows.

Rent Manager, Facility Operations: In conjunction with Medical Education Programmatic Manager, will disseminate policy information to potential renters and follow the outlined process for on-campus rental

housing selection.

Approval Signatures

Step Description	Approver	Date
MD	Benjamin Jarman: MD	1/24/2023
Policy Administrator	Bree Bushman-Lee: HR Program Consultant	1/6/2023
	Jennifer Lee: Director	1/6/2023

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