

SECTION NINE

Benefits¹

<http://intranet.med.cornell.edu/hr/benefits/>

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¹ Executive Faculty Council, December 18, 1997, and General Faculty Council on January 12, 1998, and September 1, 2011.

INTRODUCTION

This section of the Academic Staff Handbook briefly describes the benefits currently available to academic staff members of the Medical College at Weill Cornell Medicine (WCM). These benefits are frequently reviewed and are subject to amendment, as appropriate. Academic staff members are strongly urged to visit the Benefits Office online at <http://intranet.med.cornell.edu/hr/benefits> or call 646-962-9247 for the most up-to-date details of all Medical College benefit plans (Weill Cornell Medicine Benefits Guide). In addition, benefits may vary for employees who are age 65 and over or may change in case of leave of absence, sabbatical leave of absence, retirement, resignation or termination of employment.

While every attempt has been made to ensure accuracy, the legal documents, policies, or certificates pertaining to these benefits prevail in the event of any discrepancy. This Handbook does not constitute a legal document. The Board of Trustees of Cornell University reserves the right to modify this or any other benefits program at the Medical College.

I. Eligibility for Benefits

Eligibility for a particular benefit may be determined by certain factors like salary level, position held or time in rank. Academic staff members who are not salaried by the Medical College, such as Clinical Associates or Senior Clinical Associates on the payroll of The New York Presbyterian Hospital, are not covered by the benefit plans of Weill Cornell Medicine. Academic staff members with Assistant level appointments (as defined in Section Five, I.A, at page 5.3) are considered students and may be covered by policies available for students. Individuals with adjunct, visiting, courtesy or emeritus appointments are not entitled to all Weill Cornell Medicine benefits; entitlement or lack of entitlement is so noted at <http://intranet.med.cornell.edu/hr/benefits>.

II. Departmental Policies

Certain benefits are administered on the departmental level. Each academic staff member should be informed of the administration of policies concerning leaves, vacation, holidays, etc., by his or her department administrator.

III. Plan Administration

The Executive Committee of the Board of Trustees, at its meeting of January 24, 1980, approved the creation of a Plan Administration Committee for the Medical College. The Committee is composed of designated Medical College employees, and its appointment was effective March 1, 1980. The

duties of the Plan Administrator are outlined in all Summary Plan Booklets of the Medical College.

The Committee administers the following Medical College plans:

- Retirement Plan for Faculty and Exempt Employees
- Non-Exempt and Frozen Retirement Plan
- WCM Employee Health and Welfare Benefit Plan
- Children's Tuition Scholarship Plan
- Voluntary Employee Retirement Plan
- Flexible Benefits Plan

The Plan Administration Committee's address is:

Weill Cornell Medical College,
Plan Administration Committee
c/o Benefits Office
Human Resources Department
Weill Cornell Medical College
1300 York Avenue
New York, NY 10021

Chairperson: Managing Director of Human Resources 646-962-9247.

HEALTH AND WELFARE BENEFIT PLANS

All salaried academic staff members (except individuals with Assistant-level appointments as noted in Section Five, page 5.3, I.A) and their eligible dependents are eligible for health and welfare benefits coverage by the Medical College. Details regarding eligible dependents may be found in the Weill Cornell Medicine Benefits Guide. A copy of the Weill Cornell Medicine Benefits Guide is available on the HR Intranet at <http://intranet.med.cornell.edu/hr/benefits>, or by calling 646-962-9247.

You will find information on enrollment, eligibility, cost, etc. as well as instructions in the Weill Cornell Medicine Benefits Guide for these benefits:

- Medical Plan
- Dental Assistance Plan
- Vision Plan
- Healthcare Flexible Spending Account (FSA)
- Dependent Care Flexible Spending Account (FSA)
- Healthcare Savings Account (HSA)
- Long Term Care
- Voluntary Employee Retirement Plan
- Faculty and Exempt Retirement Plan
- 457(b) Plan
- Basic, Voluntary and Dependent Life Insurance
- Accidental Life and Dismemberment
- Children Tuition Scholarship Plan
- Career Life Benefit
- Back-Up Child, Adult and Elder Care Services
- Weill Cornell Children Center
- Commuter Tax Relief Benefit
- Home and auto insurance
- Pet Insurance
- Legal services

Weill Cornell Medicine also offers a robust disability plan for eligible employees. Please see also Section 7 of the Academic Staff Handbook for more information.

EMPLOYEE ASSISTANCE PLAN

The Medical College recognizes that there is a wide range of problems of a personal nature that affect an employee's job performance. These may include substance abuse, marital or other family problems, financial, legal, or other issues.

The Employee Assistance Program (EAP) has been established to provide a counseling and referral service for the employees of the Medical College, New York-Presbyterian Hospital Weill Cornell Medical Center, Memorial Sloan Kettering Cancer Center, The Hospital for Special Surgery, and Rockefeller University who may need assistance with such problems.

Full-time and part-time salaried academic staff members and their family members are encouraged to contact the EAP on their own (self-referral), or they may be referred by the Workforce Health and Safety, Faculty Affairs, the Human Resources Department or their supervisor. The 24-hour telephone number is (212) 746-5890. When a supervisor has encountered an employee whose job performance and/or attendance has declined, the supervisor should consult with the Human Resources Department. Depending on the circumstances, Faculty Affairs or the Human Resources Department may suggest the supervisor contact EAP directly.

The EAP Counselor may elect to provide diagnostic evaluation, referral to appropriate treatment facilities and/or follow-up counseling or other assistance as needed.

Participation in the EAP does not relieve an employee from fulfilling his or her job responsibilities. Unwillingness and/or inability to respond to treatment as evidenced by continued poor performance/attendance may result in corrective action up to and including employment termination.

Employees have the right to accept or reject referral to the EAP and any subsequent treatment as well as the right to choose other treatment facilities, doctors, counselors or hospitals. However, continued employment of an employee with certain problems may be conditioned on the employee's participation in a treatment program recommended by the EAP and approved by the Medical College.

Information about an employee who has undertaken to obtain EAP services on his or her own initiative will be kept confidential. When the employee is administratively referred to the EAP (by Workforce Health and Safety, Faculty Affairs, Human Resources or the supervisor), a report of his or her participation and progress can be made available to appropriate Medical College personnel.

VACATION

Academic staff members (except trainees) who are full-time or regular part-time salaried by the Medical College are entitled to vacation. Full-time employees accrue vacation at the rate of two days a month, up to a total of twenty-four (24) days a year; vacation time for part-time employees is pro-rated. Trainees (Postdoctoral Associates and Fellows) who are full-time salaried by the Medical College accrue vacation time at a rate of one (1) day a month, for a total of twelve (12) days a year. Vacation for part-time trainees is prorated.

After one month of work, vacation may be taken as earned, subject to the approval of the department chairman and division/subdepartment head.

Ten (10) working days of accrued vacation may be carried over to the next year. (Vacation accrued during the July-June period may be taken through August 31. Any carry over beyond August 31 of more than 10 days from the earlier July-June period must be approved in advance by the department chairman.) Prior approval of the chairman is necessary for further carry over, to a maximum of twenty (20) days. Vacation cannot extend salary payments beyond the term of appointment. Thus, any accrued vacation time should be taken before the effective date of the end of the appointment.

Vacation is not earned during leave of absence of more than one month. Military leave and leave for jury duty are not counted as vacation; accrual of vacation continues during those periods.

The responsibility of maintaining records of vacation rests with the academic department.

HOLIDAYS

The Medical College designates certain days as paid Holidays each year (see intranet.med.cornell.edu/hr). If an academic staff member is required to work on a Medical College Holiday, that individual is entitled to another day off that should be scheduled at the mutual convenience of the academic staff member and the department chairman.

ADDITIONAL SERVICES

The following additional services are provided to academic staff members of the Medical College. Further information can be obtained from the offices listed below. Information on other services, such as discount purchasing programs, may be obtained from the Benefits Office.

Computer Services and Discounts

All academic staff members are eligible to obtain both computer hardware and software at a discount through the Medical College. Detailed information is available from Technology Sales at http://intranet.med.cornell.edu/its_tsg/ or 746-4878.

Library

The experienced, service-oriented library faculty and staff of the Weill Cornell Medical Library are available to support your clinical, research and educational information needs. The library ranks in the top tier of health sciences libraries thanks to its extensive offerings of electronic journals, ebooks and databases and offers both physical and virtual collections and services designed specifically for faculty including:

Access to over 10,000 electronic bio-medical journals and 13,000 bio-medical e-books from any location.

Reference service in person, by phone, by email, by IM or by SMS.

Free literature search assistance and citation review.

Classes and customized, in-person consultations on library resources, presentation and citation management software, and grant funding resources.

Document Delivery Services that provides PDFs of articles delivered by email in approximately 48 hours (for items not in our collection).

Essential databases, including *AccessMedicine*, *Faculty of 1000*, *Scopus*, *Web of Science* and *UpToDate*.

To explore the full range of our resources and services, including access to a state of the art Patient Resource Center and the Medical Center Archives, connect to <http://library.weill.cornell.edu/>.

Direct Deposit

Staff receiving pay may elect to have Direct Deposit of paychecks into their checking and/or savings account. To enroll, submit a Direct Deposit Form along with a voided check or letter from the bank to the Human Resources Solutions Center at <http://hrsc.weill.cornell.edu>.

Employee Self-Service

Employees can make their benefit elections, update their address and review their statement by using our Employee Self-Service website at <http://ess.weill.cornell.edu>.