

**UNIVERSITY HEALTH CARE
HOSPITALS AND CLINICS**

GRADUATE MEDICAL EDUCATION

HOUSESTAFF POLICIES AND PROCEDURES

ADDITIONAL COMPENSATION FORMS

Section 2 No. 4 Rev. 3 Review Date: July 2007
Chapter: Compensation

Revision Date: November 29, 2000

I. PURPOSE:

To outline UUHSC policy limitations toward payment of additional compensation above regular salary to housestaff.

II. POLICY:

Housestaff will be paid on a PAN form according to the Resident Stipend Policy (Section 2, No. 1, Rev.4).

Residents occasionally may perform additional duties at a University-owned facility. Such duties must be outside the required educational responsibilities for a resident and additional compensation may be offered by the department or entity requesting the resident's service. This compensation must be paid to a resident according to the guidelines below, in order to comply with University of Utah Policies and Procedures Manual 2-67 (Additional Compensation and Overload Policy).

III. PROCEDURE:

1. Additional Compensation payments (green sheets) should be completed and signed by the paying department head, as well as signed by the home department head. Job title (e.g. Housestaff Post Grad Yr 4) should be indicated in upper right-hand blank area of form.
2. Housestaff green sheets should then be sent to the Chair of the Graduate Medical Education Committee (or his designee) for an approval signature, utilizing the lower left blank area of the form.
3. If approved by the Chair of the GME Committee (or his designee), additional compensation forms in excess of \$1000 should then be sent to the Associate Vice President (University Hospital) for a final approval signature.
4. Approved housestaff green sheets should then be sent to Hospital Payroll Services for data entry.
5. Only one green sheet per resident per account per pay period will be accepted.
6. Housestaff green sheets will not be approved if:
 - a. The compensation is clearly a recurring one (more than two per quarter).
 - b. The compensation is based on an hourly rate.
 - c. The cumulative amount for a resident exceeds \$2500 per quarter.
 - d. More than 80 hours per week are compensated (total base plus extra compensation)

when averaged over a four week period.

Approval Body: Graduate Medical Education Committee
Approval date: 11/2000
Policy Owner: Graduate Medical Education

Historical Information:
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Approval dates: