GRADUATE MEDICAL EDUCATION

TRAINEE POLICIES AND PROCEDURES

POLICY: ADDITIONAL COMPENSATION FORMS
Policy Number: 2.3
Chapter: Compensation

Purpose:
To outline UUHSC policy limitations toward payment of additional compensation above regular stipend to trainees.

Policy:
Trainees will be paid their annual stipend according to the current revision of the Trainee Stipend Policy (GME 2.1).

Trainees occasionally may perform additional duties at a University-owned facility. Such duties must be outside the required educational responsibilities for a resident/fellow and additional compensation may be offered by the department or entity requesting the trainee’s service. This compensation must be paid to a trainee according to the guidelines below, in order to comply with the current University of Utah Policies and Procedures (Policy 5-403: Additional Compensation and Overload Policy).

Procedure:
1. ‘Payment of Additional Compensation’ forms are available on the University of Utah Benefits website at: https://www.hr.utah.edu/forms/index.php#ben. These should be completed and signed by the paying department head, as well as signed by the home department head.

2. Forms must then be sent to the Graduate Medical Education Office for GME Director approval and signature.
3. If approved by the Graduate Medical Education authority, the form will be returned to the original preparer for submission to payroll. Alternatively, on the preparer’s request, the GME Office will forward the form directly to the payroll office.

4. In case of a payment amount greater than $2,500, a Cognizant Vice President’s signature is required by payroll for processing. It will be the responsibility of the preparer to obtain this authorization after all other necessary approvals have been granted.