



MEDICAL COLLEGE OF WISCONSIN

Postdoctoral Researcher Handbook

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Welcome

Dear Postdoctoral Researchers,
Welcome to the Medical College of Wisconsin (MCW)!
It is with great pleasure and enthusiasm that I introduce you to the MCW Postdoctoral Researcher Handbook. As the Associate Dean of Postdoctoral Education and Graduate Career Development at MCW, it is my honor to welcome you to our esteemed institution and to support you in your journey as postdoctoral researchers.



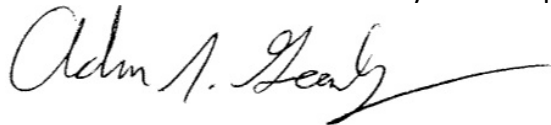
At MCW, we recognize the invaluable contributions that postdoctoral researchers make to the advancement of science, medicine, and healthcare. Your dedication, passion, and expertise play a vital role in shaping the future of biomedical research and improving human health. As such, it is essential that you have access to resources and guidance to help you navigate the unique challenges and opportunities that come with this pivotal stage of your career.

The MCW Postdoctoral Researcher Handbook serves as a comprehensive guide designed to support you throughout your postdoctoral training. Within its pages, you will find essential information, resources, and policies that will aid you in maximizing your professional development, fostering a vibrant research community, and ensuring your well-being during your time at MCW.

Whether you are just beginning your postdoctoral journey or are nearing its conclusion, this handbook is intended to be a valuable companion, offering practical advice, best practices, and avenues for seeking assistance as needed. It reflects our commitment to providing you with the tools and support necessary to thrive as a postdoctoral researcher at MCW.

I encourage you to familiarize yourself with this handbook's contents and to use its resources as you embark on your research. Should you have any questions, concerns, or suggestions for improvement, please do not hesitate to reach out to the Office of Postdoctoral Education (postdoc@mcw.edu) or to me directly (agreenb@mcw.edu). Your feedback is invaluable as we strive to continually enhance the postdoctoral experience at MCW.

Once again, welcome to the Medical College of Wisconsin. We are excited to have you as part of our community and look forward to supporting you in achieving your academic and professional goals. Best wishes for an extraordinary MCW experience,

A handwritten signature in black ink, reading "Adam S. Greenberg", with a long, sweeping underline.

Adam S. Greenberg, PhD
Associate Dean of Postdoctoral Education and Graduate Career Development
Associate Professor of Biomedical Engineering
Medical College of Wisconsin

Introduction

Welcome to the Medical College of Wisconsin (MCW). We are pleased to have you with us and hope you find your postdoctoral training at MCW satisfying and rewarding. You, and the work you do, are both very important to us. Our commitment to you is to do our best to support you by providing you with opportunities for personal and professional development.

Postdoctoral researchers (postdocs) occupy a unique and significant role within MCW by enhancing MCW's translational research and education programs. MCW values the postdoctoral research experience, and our program is designed to provide the foundation for a successful scientific career, whether that be in academia, industry, government, or the non-profit sector. We hope that you will find your postdoctoral training experience at MCW to be fulfilling and enriching both personally and professionally, and that it provides you with essential training and knowledge to pursue your chosen career path.

In this handbook, you will find policies and procedures that promote effectiveness, efficiency, and safety as you carry out your work. The purpose of this handbook is to provide you with guidelines that promote reasonable, consistent, and fair policies and treatment.

Office of Postdoctoral Education

Your appointment as a postdoc is, first and foremost, a training position aimed at providing you with additional research skills to enhance your competitiveness for your future career. This perspective is reinforced by the administrative home of the Office of Postdoctoral Education, housed within the MCW School of Graduate Studies. In addition, we recognize that postdocs also provide valuable support of, and contributions to, MCW's translational research and the advancement of MCW's multiple missions. MCW also recognizes that postdocs occupy a unique role within the MCW community, and the institution values the input and insight of postdocs.

MCW's Office of Postdoctoral Education provides support and resources specifically aimed at assisting postdocs through progression on their research career pathway. The Office of Postdoctoral Education provides programming to enrich the postdoctoral research experience, as well as opportunities for leadership and community building, including the Postdoctoral Advisory Committee (PAC). Postdocs can provide input, feedback, and share the postdoc perspective on issues impacting the MCW community through the PAC or through the Associate Dean of Postdoctoral Education, who serves as a liaison with MCW leadership and administration. More information about MCW's Office of Postdoctoral Education can be found on their website.

MCW Just Cause, Mission, Vision, and Values

Our Just Cause

Improving health for all.

Our Mission

We are a distinguished leader and innovator in the education and development of the next generation of physicians, scientists, pharmacists, and health professionals; we discover and translate new knowledge in the biomedical and health sciences; we provide cutting-edge, collaborative patient care of the highest quality; and we improve the health of the communities we serve.

Our Vision

Pioneering pathways to a healthier world.

Our Values

We strive for excellence in education, research, patient care, and community engagement by:

Acting in **Caring** ways

Engaging in **Collaborative** efforts

Approaching our world with **Curiosity**

Advancing **Inclusive** practices

Demonstrating **Integrity** in all we do

Treating everyone with **Respect**

More information about the [MCW Values](#) can be found on InfoScope.

MCW's Story

The Medical College of Wisconsin (MCW) is the state's only private medical school, health sciences graduate school and school of pharmacy; it is also Wisconsin's largest private research institution. Since 1893, MCW has been a leader in patient care, research, education, and community engagement, bringing together the most inquisitive minds to solve the toughest challenges in health and society today. Academic medicine sits at the core of everything MCW does, enabling scientists, physicians and students to work hand-in-hand with the community to ask the questions no one else is asking and fuel the continuous cycle of knowledge that's shaping the future of medicine.

MCW has approximately 1,660 students in its medical, graduate and pharmacy schools. The institution trains more than 700 physicians in residency, more than 200 physicians in fellowship and 150 postdoctoral fellows. The MCW School of Medicine, with locations in Milwaukee, Green Bay and Central Wisconsin, provides an innovative, rigorous, and immersive curriculum to produce competent, well-rounded clinicians who are prepared to practice in the future healthcare environment. The MCW School of Pharmacy is preparing the next generation of pharmacists to engage in team-based, patient-centered care in a multitude of practice settings. The MCW School of Graduate Studies provides world-class research and training opportunities. Our more than 20 graduate degree and certificate programs provide specialized

education and training delivered by expert faculty to comprehensively prepare students for a successful career.

As a top 100 research university in the United States, MCW ensures that our scientists lead biomedical and population health advancements through laboratory research, clinical trials, and community-engaged research. These studies are conducted in collaboration with local, national and global thought leaders, and innovators, and MCW is in the top 5% worldwide in publishing new knowledge in the field of clinical medicine.

MCW was founded in 1893 as the Wisconsin College of Physicians and Surgeons. In 1913, the Wisconsin College of Physicians and Surgeons and the Milwaukee Medical College merged to become the Marquette University School of Medicine. In 1967 Marquette University, due to financial constraints, terminated its sponsorship of the medical school. The school then became a private, freestanding institution. The name was changed in 1970 to the Medical College of Wisconsin (MCW). The school remained on the Marquette campus until a new building was completed on the campus of the Milwaukee Regional Medical Center (MRMC). The new building was dedicated on November 10, 1978.

Today, MCW and its affiliate institutions on the MRMC campus form the largest medical center in Wisconsin. MCW has affiliations with more than two dozen health care institutions in southeastern Wisconsin, including major partnerships with Froedtert Health, Children's Wisconsin, the Versiti Blood Research Institute and the Clement J. Zablocki VA Medical Center.

Scope and Purpose of This Handbook

This **Handbook** has been prepared for all postdocs of MCW to assist them in becoming acquainted with MCW and its policies and procedures, and to identify and explain procedures specifically applicable to postdocs. This handbook is a resource guide and contains links to various policies, benefits descriptions, and services available and applicable to the postdocs of MCW. Please take time to read through the handbook. This handbook is not intended to provide a comprehensive description of all policies, benefits, and services. If further information is needed, please review the specific policy or contact either your supervisor or the [Office of Postdoctoral Education](#).

This handbook supersedes, in all aspects, any prior postdoc handbook information. The information in this handbook is intended to be as accurate as possible; however, should there be differences between this handbook and provisions of current insurance contracts, plan documents (summary plan descriptions), or policies, the provisions of the current insurance contracts, plan documents, and policies will govern.

The policies and procedures summarized in the handbook are presented as information only and are not conditions of employment. MCW reserves the right to modify, suspend, revoke, terminate or change in whole or in part, any of its policies, procedures, practices, or benefits at

any time with or without notice.

Appointment Information

Postdoctoral Researcher Roles & Responsibilities

An MCW postdoc is a trainee who (a) has received a Ph.D., M.D., or other terminal degree, (b) is primarily focused on advanced research training under the supervision and mentorship of MCW faculty, and (c) is in a fixed term appointment (typically one year) which may be renewed and extended for up to 5 years in total duration. The goals and objectives of a postdoctoral appointment are to enhance the professional skills and research independence needed for the postdoc to pursue a career in scientific research.

Postdoc appointments are intended to be limited term developmental opportunity positions, and to serve as a valuable part of the career pathway toward independent academic researchers and scholars. A postdoc role has a limited term of up to five (5) years and should not be viewed as a long-term, indefinite, or career opportunity. Rather, the postdoc role provides mentored guidance and advanced training for purposes of career development.

A faculty supervisor and/or Principal Investigator (PI) is responsible for guiding and supervising postdocs. Together with the faculty supervisor/PI's, postdocs should set goals, objectives, and expectations for their training. Specific responsibilities will be assigned to the postdoc by the faculty supervisor/PI. It is expected that faculty supervisor/Pis will provide regular and timely feedback, coaching and assessment to the postdoc. Postdocs' questions or concerns regarding mentorship should be addressed to the Associate Dean of Postdoctoral Education and Graduate Career Development.

Foreign Nationals' Employment Status Application Process

MCW qualifies as a sponsoring institution within the Department of State J-1 Exchange Visitor visa program, and foreign nationals may be eligible to receive 1-year (renewable) appointment as a research scholar to serve in a postdoctoral research role. H-1B visa sponsorship is generally not available to postdoctoral research trainees. Questions about immigration sponsorship opportunities should be directed to immigration@mcw.edu.

MCW and its leaders must be aware of the [policies and procedures](#) required for processing potential candidates requiring work authorization. The H-1B/O-1 and J1 Sponsorship Form, as well as helpful information about all statuses, can be found on the [International Scholar and Visa Services Website](#). Additional information regarding travel and dependents is also available at the link above.

Appointment Letter

Postdocs are appointed on a fixed term basis for the primary purpose of receiving advanced research, clinical, and/or academic training at MCW. Each postdoc appointment is to be made in writing by issuing a letter from the faculty supervisor/PI. The letter must have the approval of the department chair and administrative approval from the Executive Position Review Committee (EPRC).

Terms of Appointment

A postdoc appointment is for a duration of up to one year and does not automatically renew. The total duration of an individual's postdoctoral experience may not exceed five years. By exception, the Associate Dean of Postdoctoral Education and Graduate Career Development may grant an extension when justified by extraordinary circumstances or based upon demonstration that the sub-specialty field of research demands an extended period of postdoctoral training to secure a non-trainee position.

Reappointment

Faculty supervisor/PIs may request a reappointment for up to one year (up to a total duration of five years) based upon satisfactory performance, existence of funding, programmatic need, and continued eligibility. A reappointment letter will be issued with progression to the next postdoc salary level and new terms.

Onboarding and Training

We are so glad you have joined the Medical College of Wisconsin and look forward to supporting you through onboarding for your new role. Your department will provide you with certain job-specific onboarding and you will also be invited to a New Postdoc Orientation run periodically by the Office of Postdoctoral Education that is available to all new postdocs.

Identification Cards

You will be issued a picture identification (ID) card at the time of hire to be worn at all times. Your ID card allows access to MCW facilities and parking.

Lost cards should be reported to the Office of Public Safety immediately. A replacement fee may be charged for a duplicate ID card. See [Personal Appearance for Employees and Volunteers \(HR.EE.080\)](#)

Orientation

Virtual New Employee Orientation (VNEO) is an important component of the onboarding process by delivering pertinent information new employees need to know in an efficient manner during the first week of employment. VNEO is a module-based approach with content applying to all new hires. New hires will be assigned VNEO by HR/OFA in the MyLearning system during their first week of employment.

New Employee Welcome Sessions (NEWS) are monthly sessions held for new employees to network with colleagues, learn more about MCW's culture and missions, and learn about various resources available to employees. Click here to view more information and to learn about upcoming NEWS dates.

New Hire Surveys are sent to all staff and postdocs to obtain feedback about the onboarding experience in their first 90 days. The feedback provided will help MCW identify best practices and opportunities for continuous improvement in our onboarding process. If you have any

questions about the survey, please contact the Organizational Development team via email at talent@mcw.edu.

The Office of Postdoctoral Education also holds a New Postdoc Orientation multiple times each year to provide some key information unique to postdoctoral researchers and an opportunity for new postdocs to meet one another. The Postdoc Office will invite new postdocs to an upcoming New Postdoc Orientation shortly after arrival.

Introductory Period

MCW's introductory period is designed to provide a mechanism to ensure there is early assessment and communication around job responsibilities and expectations between the postdoc and their leader. A Career Development Plan (CDP) will be used to explore and define training goals, professional development needs, and career objectives. ***Postdocs are expected to prepare their CDP and discuss it with their faculty supervisor/PI within two months of joining MCW.*** A signed CDP must be on file to be eligible to progress to the next annual contract. Annually, each postdoc must have an updated CDP that is signed by both the postdoc and faculty supervisor/PI. Please visit the [Office of Postdoctoral Education](#) for further information.

Postdoctoral Responsible Conduct of Research Training (RCR)

All postdocs are required to complete on-line RCR training within 6 months of their MCW start date. Notification and details of this training are emailed to all new postdocs by the Office of Postdoctoral Education. The online training involves a quiz and a 70% passing grade is required (with unlimited retakes). All postdocs should audit the Initial RCR training course available via the Graduate School curriculum (offered each Spring term through the MCW Office of Research). This training should occur at the first available offering. If such training has been satisfied at the postdoctoral level at another institution, individuals should provide documentation (to the MCW Office of Postdoctoral Education) of their training and/or a course syllabus from that institution. After online and initial trainings are completed, refresher training should be ongoing for the duration of postdoctoral training. Refresher training includes 8 hours of face-to-face training every 4 years. This can be accomplished via attending the virtual RCR Refreshers conducted by the Office of Postdoctoral Education semi-annually. The record of training is managed by the Office of Postdoctoral Education. Please view the [Responsible Conduct of Research Training Policy](#) (RS.GN.140).

Employment Categories

Individuals employed by MCW will be assigned to the appropriate category of employment as follows:

Full-Time: Employees in this category are Exempt and Non-Exempt staff whose time worked is scheduled at 40 hours per week.

Part-Time: This category applies to Exempt and Non-Exempt staff who work on average 20 to 39 hours per week. Those working between 30-39 hours are considered Part Time Benefit Eligible.

Workplace Commitment

Equal Opportunity and Affirmative Action

MCW is an equal opportunity and affirmative action employer. It is the policy of MCW to provide equal employment opportunities to all qualified persons without discriminating based on race, color, sex, age, disability, genetic information, marital status, protected veteran status, past or present service in the uniformed services, sexual orientation, gender identity, national origin, ancestry, religion, arrest, or conviction record. Equal employment opportunities shall be provided in accordance with pertinent legislation, judicial mandates and presidential executive orders designed to eradicate discrimination in all areas of employment. MCW is also committed to providing a work and academic environment free from harassment. Please see the [Equal Employment Opportunity and Affirmative Action Policy](#) for more information.

Commitment to Inclusion

MCW is committed to creating an inclusive and welcoming workplace that includes individuals with diverse backgrounds and experiences. We believe that embracing human differences is critical to realize our vision of a healthier world, and we recognize that a healthy and thriving community starts from within. We strive to integrate our human and social differences into MCW's functioning, strategies, and culture to create a diverse and equitable workplace.

Anti-Harassment and Non-Discrimination

MCW is committed to creating and sustaining a safe learning and working environment that recognizes and values the dignity of all members of the MCW community. MCW prohibits all forms of harassment, discrimination based upon a protected class, or any other basis prohibited by law or regulation, and all other negative conduct that inhibits effective communication and productivity. MCW prohibits all forms of retaliation for participating in a protected activity under this policy. MCW encourages early reporting of unprofessional behavior, unwelcome conduct, and any form of harassment and/or discrimination or retaliation.

All employment and academic decisions are to be based upon legitimate business or educational purpose and rationale. MCW will take immediate and appropriate action when it determines that harassment, discrimination, and/or retaliation has occurred.

All claims of harassment will be treated seriously and will be investigated in a timely and thorough manner. Confidentiality will be maintained as much as possible during the investigation. Please see the [Anti-Harassment and Non-Discrimination Policy](#) for more information.

Title IX Policy and Investigations

MCW is committed to creating and sustaining a safe learning and working environment that recognizes and values the dignity of all members of the MCW community. In furtherance of this commitment, and in compliance with Title IX of the Education Amendments Act of 1972 (Title IX), MCW strictly prohibits sexual harassment, domestic violence, dating violence, sexual

assault, stalking, retaliation, and discrimination due to pregnancy and parenting status. MCW encourages the reporting of prohibited conduct and crimes by any member of the MCW community with knowledge or information concerning a prohibited offense in the context of any MCW Educational Activity. MCW is committed to investigating and adjudicating reports of sexual harassment in a timely manner that is fair and equitable to all parties involved. Please see the [Prohibiting Sexual Harassment and Abuse in Education Programs Policy](#) for more information.

All MCW employees and students are encouraged to complete Title IX training. Everyone is required to adhere to the Title IX policies. Questions about the Title IX regulations may be referred to the MCW Title IX Coordinator, to the US Assistant Secretary of the Office of Civil Rights, or both.

Any person may report sex discrimination, including sexual harassment, pregnancy and parenting discrimination, in person, by mail, by telephone, email or any other method to the MCW Title IX Coordinator (or an Official with Authority as listed on the Title IX website) at any time by using the contact information listed below. MCW will provide supportive measures, and promptly follow the grievance process outlined in the MCW corporate Title IX policy after receiving a formal complaint treating both parties in an equitable manner. Anonymous reports can also be made by calling the student reporting hotline by phone (844) 703-8171 or via the [online form](#). MCW encourages all individuals to report sexual misconduct to the Title IX Coordinator.

Contact Information: Katie Kassulke, MCW Title IX Coordinator

Mailing Address:

Medical College of Wisconsin
Office of Human Resources
8701 Watertown Plank Road
P.O. Box 26509
Milwaukee, WI 53226

Office Address:

Medical College of Wisconsin
Office of Human Resources Research Park
Center, Suite 140
Telephone: (414) 955-8668
Email: TitleIXcoordinator@mcw.edu

Students can also contact the U.S. Department of Education, Office of Civil Rights: 800-421-3481.

See MCW's Title IX policy, resources and further information by viewing the [Title IX](#) website.

Effective August 1, 2024, the Office of Civil Rights has released new regulations. The scope of protections under Title IX includes the following:

Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. This is applicable for all sex discrimination occurring under MCW's education program or activity in the United States. MCW has an obligation to address a sex based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the recipient's education program or activity or outside the United States. Students may report at Title IX violation to the Title IX Coordinator and to any faculty or staff member who is in an administrative leadership, teaching or advisory role in our education programs who are mandatory

reporters. All other employees who are not confidential employees must also notify the Title IX Coordinator of any information about conduct that may reasonably constitute sex discrimination. See MCW's Title IX policy, resources and further information by viewing the [Title IX](#) website.

Title IX Confidential Resources:

[Employee and Family Assistance Program](#) available to faculty, staff, and postdocs
[Mental Health & Wellness Resources](#) available to postdocs
[MCW Compliance Lines](#) (accepts anonymous reports)
[Ombuds](#) Office (414) 266-8776 available for employees

For additional policy information, other resources, and full information for reporting, contact Katie Kassulke, the MCW Title IX Coordinator, and reference the [Sexual Misconduct Website](#).

Compensation

MCW attracts, motivates, rewards, recognizes, and retains talented employees with the skill sets required to fulfill our mission and vision. We do this by paying competitively and in accordance with National Institute of Health (NIH) guidelines. Please see the [Compensation Policies](#) for more information.

Reporting Time Worked

As a postdoc, you are required to report any exceptions to the workweek, e.g., earned vacation, sick leave, or unpaid time. Any omission, misrepresentation, or submission of inaccurate information may be considered falsification, and may be grounds for termination of employment and/or non-renewal of appointment.

Level Progression

Compensation shall be adjusted each year at the time of reappointment to equal or exceed the NIH NRSA minimum applicable years of service. As part of the reappointment process, postdocs must have completed a review of their CDP at the time of their MCW anniversary date. MCW reserves its discretion to end an assignment at the end of the appointment term and not to extend further term appointments for any reason, including but not limited to financial constraints, programmatic changes, changes in PI funding, performance or conduct of the post-doc, or any other legitimate business reason.

Benefits

Benefits available to MCW postdocs are described more fully in the Benefits Guide located on the [Benefits InfoScope page](#), MCW's Benefits Policy and Procedures, and the summary plan descriptions for the various insurance and benefit plans. All benefits are subject to change at any time without prior notice. Questions on benefit matters should be directed to the Benefits Team.

A Summary Plan Description (SPD) is intended to describe the coverage employees have for a specific benefit provided by MCW. The SPD's include information detailing eligibility provisions,

explanations of coverage and events that can result in loss of coverage, an employee's rights to continue coverage when a covered participant is no longer eligible to participate in the plan, and other important plan information. You may also request a paper copy of SPD's by emailing benefits@mcw.edu. If there is a discrepancy between this handbook and the Summary Plan Description(s), the formal wording in the SPD or Policy will govern.

Educational Programs

Full-time postdocs are eligible to enroll in any MCW graduate course for audit or credit. An application fee will be assessed. This benefit is not available to part-time postdocs. The postdoc is responsible for any applicable tuition and fees. MCW provides a tuition reimbursement program available to postdocs. Please refer to the [Benefits InfoScope page](#) for more information.

Wellness

The mission of [MCW's Wellness Program](#) is to create and maintain a workplace environment that encourages a healthy lifestyle and individual wellness of all employees. We are dedicated to offering an ongoing program that meets the varied needs of our employees. Tools and resources including customized educational programs and activities, health and fitness assessments, and employee surveys are provided to encourage our employees' commitment to a lasting healthy and active lifestyle.

Employee Fitness Center

MCW has an employee fitness center called the [Tonken's Athletic Center](#), which is in the Medical Education Building (lower level). If you are interested in accessing the fitness center, please contact the Office of Public Safety to learn how you can update your ID badge for access.

Family-Building Benefits:

A. Adoption Reimbursement

MCW recognizes that our employees may build their families in different ways. To support employees who embark on the journey of adopting a child, MCW offers an Adoption Reimbursement benefit to help employees with qualified expenses associated with adoption.

B. Parking During Pregnancy

There are two different parking accommodations that may be requested depending on your personal situation and timing. Requests are made directly to [MCW Public Safety](#).

Parking due to Medical complications

If you qualify for a temporary disability and have a state issued pass that allows you to utilize any disabled parking space.

Third trimester parking

You can request temporary access to the Hub parking lot by completing the Public Safety Preferred Parking request form.

C. Back-Up Care and Family Support

MCW offers options for [back-up care and family support](#) to help you better manage your many work, family, and personal responsibilities when you have disruption in family care.

- **Back-Up Child & Adult/Elder Care** – access to back-up care for both your children and

adult/elder family members during a lapse or breakdown in normal care arrangements.

- **Additional Family Support** – free access to an online database of regular caregivers, pet care services, elder care resources and discounts, tutoring and test prep, homework, and household help; also access regular childcare benefits with preferred enrollment and tuition discounts for center-based care.

D. **Lactation Support**

MCW strives to provide a positive work environment that recognizes and supports an employee's choice to breastfeed after returning to work. MCW will provide employees with the support, time, and private facilities for lactation. Designated areas for lactation are listed on the Benefits page. Please see the [MCW Work Schedules, Rest Breaks, Nursing Parent Breaks and Meal Breaks Policy](#) for more information.

MCW's Title IX Office offers and coordinates supportive resources for trainees experiencing pregnancy, childbirth and parenting. Contact Katie Kassulke, Title IX Coordinator at 414-955-8668 or TitleIXCoordinator@mcw.edu for further information and to report any harassment or discrimination related to breastfeeding, lactation, pregnancy or parenting.

E. **Parental Accommodations**

MCW is committed to supporting all parents in meeting their program requirements. Pregnant and parenting learners face unique challenges during graduate and professional education, and accommodations may vary depending on timing within their program. MCW will promptly and effectively prevent sex discrimination and ensure equal access to MCW's education program or activity once the learner notifies the Title IX Coordinator of their pregnancy or related conditions.

Title IX accommodations require that medically necessary absences for pregnancy and related conditions be excused. Learners who become parents through birth or adoption/foster may be provided course accommodations for a period consistent with what is medically necessary. Please note that accommodation plans may impact program completion timelines.

Accommodation requests may include but are not limited to: deadline extensions for work completion, excused absences or ability to complete duties virtually.

Learners who adopt or have a child while at MCW may choose to take a temporary leave before and/or after the child arrives. Given the unique intersection between program requirements and the uncertainties of pregnancy and the timing of a child's arrival, no one policy can address accommodations for every pregnant or parenting individual. Please contact the Title IX Office to discuss accommodations that will maximize your wellbeing while minimizing disruption of your learning experience. Please contact the Title IX office for information regarding support of pregnant and parenting at MCW:

Katie Kassulke

TIIX Coordinator

414-955-8668

TitleIXCoordinator@mcw.edu

Employee Leaves of Absence

MCW offers a variety of leave options, and we understand that there may be times when an individual requires more than one type of Leave of Absence. In a rolling 12-month period, the combined total of all Leaves of Absence utilized may not exceed six (6) months.

- Family Medical Leave Act (FMLA) – Federal and Wisconsin – up to 12 weeks of protected leave
- Non-FMLA Medical – up to 12 weeks of protected leave
- Paid Parental Time – up to four weeks of protected paid leave
- Personal Leave – up to 90 days protected leave
- Please visit the [Benefits page](#) regarding eligibility requirements and additional information.

Dependent Care Flexible Spending Account (FSA)

The Dependent Care FSA is a pre-tax savings account for elder care and childcare expenses. You decide how much money you would like to place in your FSA, up to the maximum allowed contribution. MCW matches the minimum contribution of \$500/year. Please refer to [Benefits InfoScope](#) for more information.

Health Care Flexible Spending Account (FSA)

Similar to the Dependent Care FSA, but used for unreimbursed medical, prescription, dental, vision, and other health expenses for you and your eligible dependents. You decide how much money you would like to place in your FSA, up to the maximum allowed contribution. There is no MCW match on Health Care FSAs.

Employee Discounts

MCW provides various discounts and special offers as available. Faculty and staff that are on campus are asked to pick up desired materials in the Office of Human Resources. For additional information about these discounts or special offers, please see the Office of Human Resources [Employee Discounts](#) website.

Employee and Family Assistance Program

The Employee and Family Assistance Program (EAP) can help you find solutions to common problems and life's challenges so you can reach your goals at any stage of your life. The program covers up to ten (10) sessions per person per year. Confidential support for a variety of personal or work-related concerns such as: work and personal stress-related challenges, relationship and family issues, emotional, mental health, and other support. You can contact the Employee and Family Assistance Program by calling 866-379-0237.

MCW Resources

Bookstore

Located on the first floor of the Medical Education Building, the MCW Bookstore serves faculty, staff, postdocs, students, and visitors. The store carries a selection of office supplies, clothing, snacks, and novelty items in addition to a variety of books. The MCW Bookstore is operated by a private company.

Cafeteria

MCW's cafeteria, located in the Medical Education Building, is open to faculty, staff, postdocs students, and visitors. Food service is available Monday through Friday, throughout the year. Vending machines located in the cafeteria are accessible 24 hours a day. Dining areas include the cafeteria, atrium, and a summer patio directly south of the atrium. The cafeteria is operated by a private company.

HuB Central Cafe

A satellite cafe located on the first floor of the HuB For Collaborative Medicine is open to faculty, staff, postdocs, students, and visitors. Food service is available Monday through Friday, throughout the year with both grab-and-go as well as made to order items from their menu. Dining areas are within the atrium and an outdoor patio adjacent to the Cafe. The HuB Central Cafe is operated by a private company.

Library

The MCW Libraries serve the students, postdocs, staff, and faculty of MCW, as well as practicing physicians and other health care professionals throughout Southeastern Wisconsin. Employees can [register](#) for library privileges at any MCW Library. The employee identification badge can be used as a library card. Individuals are responsible for materials borrowed on their library card. Fines or bills may ensue if materials are not returned, returned late or in damaged condition.

The Todd Wehr Library is located on the third floor of the Health Research Center. MCW Libraries are also located in Froedtert Memorial Lutheran Hospital and Children's Hospital of Wisconsin.

The library welcomes all postdocs to use its services. You may contact the library for more information.

Parking

Parking lots are provided for employees working at MCW. For most parking lots, access is provided free of charge after you have [registered your vehicle](#) with MCW Public Safety. For certain lots, a fee may be charged to the employee monthly (as a payroll deduction) and a special parking lot access card is issued by the Public Safety Office.

Employees located at affiliated institutions must follow procedures for parking as outlined by the individual institution. Questions regarding parking should be directed to the Public Safety Office. Please see [MCW Parking](#) for more information.

Concern Navigation Website

MCW is committed to holding the organization, including faculty, staff, trainees and students, to the highest possible standards. From time to time, individuals may have questions or concerns that must be addressed to optimize their work and learning and ensure their safety. This [concern navigation tool](#)

is aimed to provide you a place where you can identify the best resources in which to express your concern.

Conflict Resolution

Office of Postdoctoral Education

Our mission is to provide support, education, assistance, and career pathways to postdocs on their journey toward career success. We collaborate with departments, faculty, and staff to enhance the research, training, wellness, and professional development of postdocs and to support their transition to successful careers. If you encounter a workplace problem or conflict, such as a dispute with your faculty supervisor/PI or personality conflicts with colleagues, we encourage you to first try to address and resolve the matter on your own. If unable to do so, we recommend you speak with your faculty supervisor/PI, department administrator, or department chair. If a satisfactory resolution is not achieved, as a next step, please request an appointment with the Associate Dean of Postdoctoral Education and Graduate Career Development in the Graduate School (postdoc@mcw.edu) to identify problem resolution strategies. *The Associate Dean of Postdoctoral Education and Graduate Career Development is the primary advocate for postdocs at MCW and makes every effort to maintain confidentiality when possible.*

Office of Human Resources

The Office of Human Resources is committed to providing a fair and effective process to resolve situations. Human Resources promotes a developmental approach that is focused on early intervention. We treat each situation as unique and will help guide you through the process to best address your concerns. You can contact the Office of Human Resources by emailing employeerelations@mcw.edu.

Equal Opportunity & Accessibility

Equal Employment Opportunity, including investigation and resolution of grievances related to unfair treatment due to an individual's membership in a protected class is coordinated by the Office of Equal Access within Human Resources. Any reports of harassment, discrimination or retaliation, including reports of sexual misconduct, should be directed to the Office of Equal Access within Human Resources. Confidentiality is maintained to the extent possible consistent with the institution's duty to investigate, prevent and correct any circumstances which are found to be in violation of MCW's non-discrimination and anti-harassment policies.

Requests for job-related accommodation of disability or religious practice should be submitted to the Office of Equal Access for consideration. Individuals may be required to provide documentation of disability in order to facilitate assessment of accommodation options and implementation of an accommodation plan. All medical information is maintained separately from employment records and is confidential.

Ombuds Office

The MCW Ombuds Office supports a culture that is respectful, collaborative, and ethical. As a confidential, impartial, informal, and neutral resource for faculty, staff, and postdocs, the

Ombuds Office provides a place for every voice at MCW to be heard. If you are having a problem in the workplace and need a fresh perspective or simply someone who will listen, you have a confidential place to turn.

The Ombuds Office provides you with a confidential forum to voice your workplace concerns, evaluate your situation, organize your thoughts, assess your feelings, and decide next steps. The members of the Ombuds Office have extensive knowledge of MCW and this enables them to offer suggestions for problem resolution. To contact the Ombuds Office, call the confidential line any time at (414) 266-8776 or ombuds@mcw.edu.

For Your Safety

Tobacco, Smoke, and Drug Free Workplace, School, and Campus

To be consistent with the MCW's commitment to advancing health, all MCW buildings and grounds are smoke, tobacco and drug free. This is part of a larger Milwaukee Regional Medical Center campus initiative and extends geographically to include all facilities that MCW leases or owns off-campus as well.

Please refer to the [Drug Free Workplace and Reasonable Suspicion Policy](#) for more guidance.

Abuse of controlled substances in the workplace is dangerous. An employee must notify the Office of Human Resources of any criminal drug conviction for a violation occurring in the workplace not later than five days after such conviction. If the employee is engaged in the performance of a federal grant, MCW will notify the granting agency within ten days after receiving notice from the employee or otherwise receiving actual notice of such conviction.

Hazard Communication Standard

The Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard requires employers to disclose toxic and hazardous substances within the workplace. All employees are required to complete Hazard Communication Training, as part of Virtual New Employee Orientation (VNEO). Additionally, postdocs work in a laboratory they must complete additional hazard communication information through the Laboratory Chemical Safety Training course and may require other safety courses as well. The postdoc's hiring manager must register new employees for the appropriate safety classes, dependent upon what that individual is hired to do. In addition, all faculty supervising research/technical employees will provide specific laboratory safety training regarding the appropriate working, handling, and storing of specific agents used in laboratories. A Safety Orientation Checklist must be filled out with your supervisor, which reviews hazards, as well as reviews various emergency procedures and the location of various items in the lab, e.g., personal protective equipment, eyewashes, emergency showers.

Safety Data Sheets (SDSs) are available online, in association with MCW's Chemical Inventory system, in your lab, or in the Environmental Health & Safety (EHS) office. See the [MCW Safety Manual](#) for more comprehensive information on "Hazard Communication," or review the

online [Hazard Communication Program](#).

In compliance with the Health Research Extension Act, MCW requires all employees involved in direct contact with animals, or in close proximity to animals, participate in a risk-based occupational health program. Refer to the [Biomedical Resource Center website](#) for information on gaining access to the BRC, which will outline the requirements.

Workplace Safety

It is an essential goal of MCW to maintain a safe and comfortable workplace and academic setting for all members of the MCW community. In support of this commitment, MCW has established standards of conduct that cover every member of our community. Specifically, violent acts, threats (direct or implied), unlawful harassment, verbal or physical abuse, stalking, intimidation, and other disruptive behavior will not be tolerated and will result in an appropriate MCW response including disciplinary action, termination, and criminal prosecution.

Safety and security are both personal and shared responsibilities. While all supervisors and administrators are called on to report inappropriate behavior immediately, the collective involvement of every member of the MCW community is both important and appreciated.

MCW does not tolerate any type of workplace violence committed by or against employees. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited. Employees are prohibited from making threats or engaging in violent activities, possessing a weapon while on company property or while on company business, or engaging in aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress. Employees committing such behaviors will be subject to disciplinary action, up to and including termination.

For health, safety and security reasons, firearms, explosives, flammables, or other dangerous weapons of any kind are not allowed on MCW property. This prohibition includes, but is not limited to rifles, shotguns, pistols, BB guns, pellet guns, bows and arrows, stun guns, knives, and martial arts equipment. Possession of firearms and other dangerous weapons on MCW property is cause for disciplinary action up to and including termination from employment. Please see the [Workplace Safety website](#) for more information.

Employee Accident or Injury and Worker's Compensation

MCW employees are covered by workers' compensation insurance in case of injury/illness while acting in the course of their employment and without regard to who is at fault. Coverage is immediate upon employment and includes the following:

- Medical benefits
- Disability benefits
- Dismemberment benefits
- Occupational diseases benefits
- Death benefits

Any accident, however minor, must be reported to your supervisor immediately and an [Employee Accident or Injury Report](#) must be completed and submitted within 24 hours to the MCW and Froedtert Occupational Health Office.

Please visit the [Accident Report website](#) to learn more about reporting an accident or injury and to access the form to do so.

Communicable Diseases

As a healthcare and academic institution, MCW requires its faculty, staff, and learners take necessary actions to maintain a safe and healthy working, learning, and patient care environment for all. Vaccination against certain Communicable Diseases is a safe and effective means of reducing the burden of disease in our community and is important for the health and safety of our patients, visitors, employees, and learners.

Full policy details can be found within the [Communicable Diseases Vaccination Policy](#).

Inclement Weather and Other Emergencies

It is the general policy that MCW will maintain a normal operating schedule. An employee should never assume that MCW will be closed, delay opening, or close early. MCW will be open on their regular schedule with the expectation that employees will report to work, regardless of the weather condition, unless otherwise officially announced by MCW via email, InfoScope, and our emergency text notification system ([AlertSense](#)).

Actions to close MCW due to inclement weather or other emergencies affect only the work schedules of employees working in facilities owned or leased by MCW (i.e., Medical Education Building, Health Research Center, MACC Fund Research Center, RPC (Research Park Center), TBRC, etc.). MCW employees that work at other locations within affiliated institutions (i.e., Froedtert Hospital, Children's Hospital, Veterans Affairs Medical Center) are governed by decisions of that facility regarding inclement weather. Please see the [Inclement Weather and Other Emergencies Policy](#) for more information.

Violations of Rules, Policies, and Performance Expectations

Violations of MCW rules, policies, and professionalism code, or issues with performance that rise above their academic unit are managed by the postdoc's faculty supervisor/PI and in consultation with the Office of Postdoctoral Education and MCW Human Resources. The process is not prescribed but follows the following general guidelines.

Developmental Approach to Performance Management

MCW recognizes that postdoctoral training is a developmental process, and distinct from traditional faculty or staff employment. Corrective action and progressive disciplinary procedures may not apply in the postdoc training setting. A developmental approach is

encouraged for early intervention for each unique situation. This process begins with an academic unit leader or faculty supervisor/PI informing a postdoc of any performance or professionalism concerns and gathering a postdoc's perspective on the situation. When needed, an improvement plan is designed and implemented to address any recurring lapses of professionalism, conflict, performance, or other areas of concern.

At times, MCW may implement additional steps that could include additional performance monitoring, training, mentors/coaches, constructive feedback, and/or other corrective action where necessary. Accountability for meeting expectations is provided to ensure the postdoc understands the seriousness and consequences of lack of improvement. If concerns with a postdoc are severe, or continue to persist, MCW will inform the postdoc that the performance or behavior needs to change immediately in the form of a letter, and additional corrective steps may be pursued including a notice of termination.

Annual Evaluation (Career Development Plan)

To foster the postdoc's career development, it is expected that the faculty supervisor/PI and postdoc will meet at least annually to develop/revise a Career Development Plan (CDP). A CDP will be used to describe expectations, training goals, professional development needs, and career objectives. Postdocs should prepare their CDP in accordance with instructions provided by the Office of Postdoctoral Education and meet with their faculty supervisor/PI within two months of joining MCW, and annually prior to their MCW anniversary date (the beginning of the month in which the postdoc first began postdoctoral training at MCW). A complete CDP requires dated signatures of both the postdoc and faculty supervisor/PI indicating that both individuals have reviewed the document and agree to its contents.

Research Misconduct Policy

MCW relies on its faculty, staff, postdocs, and students to establish and maintain the highest standards and ethical practice in academic work, including research. Research misconduct is unacceptable and inconsistent with the MCW values, establishing trust and fulfilling the obligations of medical and scientific professionals in the academic and research communities. MCW has the responsibility to detect, investigate, and resolve cases of possible Research Misconduct fairly and expeditiously. The primary responsibility for maintaining integrity in research must rest with those who perform it.

As it applies to the Research Misconduct proceedings, to the extent allowed by law, all parties involved with a report or investigation of research misconduct (possible or actual) have the obligation to maintain the identity of respondents and complainants securely and confidentially, and shall not disclose any identifying information except to those who need to know in order to carry out a thorough, competent, objective, and fair research misconduct investigation and to carry out any recommendations made at the conclusion of the investigation. Any information obtained during the research misconduct investigation that might identify any human research subjects shall be maintained securely and confidentially and shall not be disclosed, except to those who need to know to carry out the research misconduct investigation.

MCW will make diligent efforts to protect the position and reputation of the complainant and any informants or other witnesses and will also make diligent efforts to protect these individuals from retaliation under relevant federal and state laws, including 42 Code of Federal Regulations (CFR) Parts 50 and 93, and all applicable MCW Corporate Policies. Disciplinary action will not be issued to individuals who report an allegation made in good faith. See the [Research Misconduct Policy](#) for more information.

Biological Safety

MCW is actively committed to preserving the health and safety of its staff and visitors, and to protecting the environment and the community. It is recognized that use of potentially pathogenic microorganisms, toxins, human or non-human primate (NHP) tissue or cells, and organisms containing recombinant DNA (rDNA) is necessary in many laboratories and facilities. To ensure the safe and lawful handling of these organisms and material, MCW requires compliance with all applicable federal, state, and local laws and requirements associated with biosafety, including but not limited to the regulations and guidance documents listed in the References section of the policy. The policy delineates the internal organizational framework via which MCW ensures compliance and oversees the biological safety program.

Human Subject Research

MCW and the governance overseeing this institution are committed to ensuring that all research will be conducted in accordance with the highest standards of research integrity, and in accordance with all federal, state, and local regulations and procedures. This policy details MCW's fulfillment of its responsibilities under the designated laws and regulations. Consistent with the regulations and standards of the Department of Health and Human Services and the Food and Drug Administration (FDA), MCW has appointed certain organizational entities (Signatory Official, Human Protections Administrator, Human Research Protections Program, and IRB) with vested authority and charged them with establishing and implementing operational standards, guidelines, and procedures to protect all humans who are involved in or are the subjects of research.

Collection of Research Data

All research data involving humans or animals (including their tissues, cells, or fluids) should be collected, stored, and made accessible to the investigators, and to the institution. If the research involves human subjects, higher standards apply to protect subject privacy. Personally identifiable data collected for, used in, or produced by research involving human subjects must be protected from inadvertent or inappropriate disclosure. Proposals for all research projects that involve such data must include an acceptable, effective, and documented procedure for the protection of such data before the project can be approved or granted continuing approval by the IRB. Personally identifiable medical information is subject to the requirements of the Health Insurance Portability and Accountability Act (HIPAA). Personally identifiable medical information used or kept at MCW or elsewhere is highly sensitive and confidential and must be protected in compliance with the policies for protecting high-risk confidential information. Non-electronic records containing human subject confidential information must be kept in secure locked containers except when in use. Please see the [Research](#)

[Involving Human Subjects and/or their Private Identifiable Information Policy](#) and External Sharing and Privacy of Research Data Policy for more information.

HIPAA

The medical records and health information of our patients and research participants are among the most valued assets of MCW and our hospital partners. We are entrusted to view and use this information only for appropriate purposes. As an academic community, we should model best practices and respect for our patients and their families. In addition to our own commitment to ensuring the protection and confidentiality of the health information we work with daily, the Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security regulations are in place to hold organizations and individuals accountable for the protection of this information. Please see the [HIPAA website](#) for more information.

Please contact MCW's Compliance Office at 1-866-857-4943 with any questions or concerns related to HIPAA.

Code of Conduct

MCW strives for excellence in the services we provide and in the way we provide them. MCW is dedicated to meeting the highest standards as we serve our patients and conduct clinical, research, education, community service, and business activities. The [Code of Conduct](#) was established to help ensure that high standards of conduct are upheld across MCW as we perform our duties daily. The Code applies to every employee, trustee, officer, faculty, postdoc, student, and other trainee. If you would like to report a compliance concern, you may call the Compliance Office or MCW's Compliance line at 1-866-857-4943.

Professional Conduct

Fostering a climate of respect, civility, and citizenship is critical for MCW to remain a leader in the areas of patient care, education, research, and community engagement. As representatives of MCW, all employees are uniformly expected to exemplify professional conduct. Please refer to the [Professional Conduct Policy](#) for guidance.

Solicitations

Solicitations and distribution of literature are prohibited during working time for any purpose in work areas and immediate patient care areas. Solicitation describes any activity in which an individual requests financial contribution, support of an organization, or support for a cause. Any written material to be posted on the premises of any MCW facility must be approved by the Office of Public Affairs. Any solicitations or distribution of literature permitted on MCW Facilities during non-working time under this policy must be conducted in a manner that does not interfere with normal operations or the duties of employees who are working. Email, interoffice mail, voice mail, and other resources and technologies for communication may be used for business related purposes only. Please see the [Solicitation, Distribution of Literature, and Facility Access Policy](#) and [Use of Electronic Equipment Policy](#) for more information.

Absences

Regular attendance and punctuality by employees are essential in fulfilling and furthering MCW's missions. Therefore, each employee is expected to be present and prepared for work at their assigned time and work their entire work schedule except for approved rest/meal breaks. Work schedules and attendance expectations may differ among business units due to the unique needs of each work area. If it is necessary for you to miss work, you must notify your leader at the beginning of the workday and follow departmental procedures. If an absence lasts several days, you must contact your supervisor on each day of your absence. You are expected to follow instructions from your supervisor regarding reporting absences. In some cases, a physician's statement may be required upon return to work. Employees failing to notify supervisors at the beginning of the day on which an absence will occur, or who fail to follow department procedures, or who exhibit any pattern of regular absenteeism, will be subject to disciplinary/corrective action. Please see the [Attendance \(Absenteeism, Tardiness, and Leaving Early Policy\)](#) for more information.

Use of Electronic Equipment

MCW provides electronic equipment and facilities for use by MCW employees in connection with the performance of their job duties. Your use of such equipment and facilities, including without limitation; telephones, copy machines, facsimile transmission machines, computers, e-mail, voice mail, local area network or other shared computer access, and Internet access, must comply with all policies of MCW including policies relating to sexual harassment, rules of employee conduct, protection, and use of MCW equipment, software, conflicts of interest and protection and use of confidential information. The following activities will be considered inappropriate use of the MCW's electronic equipment and facilities:

- Any use which could result in damage or corruption of MCW equipment or facilities, or the data or software used in connection with such equipment or facilities, such as running destructive software or viruses.
- Any use which could result in damage or corruption of MCW equipment or facilities, or the data or software used in connection with such equipment or facilities, such as running destructive software or viruses.
- Any use of software not licensed to the MCW of MCW equipment or facilities, or the data or software used in connection with such equipment or facilities, such as running destructive software or viruses.
- Any unauthorized access to restricted or confidential information, or any use of another user's information services account, or any action which would facilitate an unauthorized access or use by another person.

You should be aware that personal passwords are issued to enhance the protection of MCW confidential information, not to permit private use of MCW electronic equipment and facilities. MCW reserves the right, consistent with the MCW purposes, policies, and procedures to monitor use of MCE electronic equipment and facilities by MCW employees.

Specifically, computer software audits will be regularly conducted. Computer data and

information are regularly backed-up and saved and may be accessed and monitored by authorized MCW personnel. Please see the [Use of Electronic Equipment Policy](#) for more information.

Release of Employee Information

Employee records are maintained for all MCW employees. Any change in name may be submitted using the [legal name change form](#) on InfoScope. A change in address can be completed using employee self-service. Employee records are considered confidential, but your employee record is available for your inspection twice per year and for use by MCW administration and appropriate supervisors for job-related purposes.

You may request copies of materials contained in your employee record. There may be a small photocopying charge for this service. Please see the [Release of Employee Information Policy](#) for more information.

Employment of Relatives

MCW allows employment by and hiring of relatives or significant others. However, no member of the management, faculty, or staff of MCW, including a postdoc or resident, shall assume or maintain educational or management responsibilities with respect to a person with whom that individual is or has been engaged in such a relationship. MCW reserves the right to require a job change or to terminate the employees and does not guarantee suitable non-conflicted positions. Please see the [MCW's Nepotism Policy](#) for more information.

Employee Patents and Inventions

Employees of the MCW are periodically involved in creative research or operational activities which may result in the development of new processes, inventions, or other ideas. In all cases, these results must be communicated to the office of [Technology Development](#). Intellectual property created by postdocs within their role at MCW and utilizing MCW resources is the property of MCW. Please see the [Patent and Copyright Policy](#) for more information.

Conflict of Interest

Employees of the MCW are expected to exercise good faith and caution to make certain that their outside activities and relationships, as well as financial interests, do not conflict with their role at MCW. It is improper for employees to use their position, any knowledge that is gained as a direct result of employment with the MCW, or any MCW facility or equipment for private gain. Employees are prohibited from accepting any gifts, favors, or other things of value under circumstances that might imply that the items in question were offered to influence decisions affecting MCW. For more information concerning specific standards on Conflicts of Interest please see the [Conflicts of Interest Policy](#) or contact the [Office of Compliance](#).

Personal Property

You are responsible for your personal property brought to the workplace. You are encouraged to carry adequate insurance coverage against any loss or damage of personal belongings.

Report any loss or theft of property to the Office of Public Safety. MCW reserves the right to inspect or search personal property in appropriate circumstances. Generally, information or data transmitted or stored on MCW electronic equipment and facilities, including voice mail, e-mail, computers, and shared access computer facilities is not considered private. Such information and data may be considered as MCW confidential information.

Work Schedules, Rest Breaks, and Meal Breaks

Work Schedule: Faculty supervisors/PIs establish work schedules so that the goals of MCW and the department are met. Individual schedules are assigned in a reasonable manner so an employee can complete his or her duties and responsibilities. MCW reserves the right to change hours and days of employment as required by business necessity with as much notice as possible under the circumstances to affected employees.

Meal Breaks: Depending on the work location, meal breaks may vary in length and may be scheduled so as not to disrupt the business operation. Each department/work unit will determine meal break rules. MCW does not pay for meal breaks. Please see the [Work Schedules, Rest Breaks, Nursing Mother Breaks and Meal Breaks Policy](#) for more information.

Remote Work Arrangements

For most postdoctoral positions at MCW, work must be performed on-site, or a worksite specifically designated as an MCW worksite. Remote Work Arrangements may be considered when they are of mutual benefit to the employee and the department/center, when it is reasonable and practical to do so, and where operational needs will not be adversely affected. Requests to work remotely should be discussed with your supervisor. Please see the [Remote Work Policy](#) for more information.

Personal Appearance

MCW requires standards of personal appearance and dress. It is the responsibility of every employee to maintain a neat, clean, and well-groomed appearance and dress in a manner appropriate for their function at MCW. The professional appearance and image of employees directly influence the attitudes of patients, students, and the public towards MCW. Please see the [Personal Appearance for Employees and Volunteers Policy](#) for more information.

The Wisconsin Caregiver Law

As a part of the employment process and as required under state law, a Caregiver Criminal Background check is completed for employees identified as caregivers. As required by the State of Wisconsin Caregiver Law, this check will include completion of a Background Information Disclosure form, and verification of licensure through the Department of Health and Family Services. MCW will continue to ask employees to complete Background Information Disclosure forms and conduct criminal background checks as required under State law. In addition, employees must notify their leader as soon as possible, but no later than the next working day when any of the following occurs:

- You have been convicted of any crime.

- You have been or are being investigated by any government agency for any act, offense, or omission, including an investigation related to the misappropriation of a client's property.
- There has been a governmental finding substantiated against you of abuse, neglect, or misappropriation of a client's property.
- You have been denied a license or your license has been restricted or otherwise limited.

Any violation of the above or falsification of information regarding an employee's background may subject an employee to corrective action up to and including termination of employment. Please see the [Caregiver Background Checks Policy](#) for more information.

Ending Your Employment

Resignation

It is strongly recommended that postdocs provide 90 days' notice of their resignation in writing to their faculty supervisor/PI, department administrator, and the Office of Postdoctoral Education.

To separate in good standing, ensure eligibility for rehire, and retain eligibility for a Completion of Fellowship Certificate, postdocs must provide a minimum of 90-days' notice and work through the notice period. A resignation, oral or written, received by the immediate supervisor is effective unless specifically reversed in writing by the supervisor with concurrence from the Office of Postdoctoral Education. The resignation date is the last day the postdoc is performing work. The department and MCW reserve the right to accept a postdoc's resignation immediately, regardless of the date given in the resignation notice.

Notice of Non-Renewal

MCW may elect not to renew a postdoctoral appointment and will provide 30 days written notice to the postdoc (for notices during the postdoc's first year), and 90 days of written advance notice to the postdoc (for notices provided after the completion of the postdoc's first year). Such a notice is an administrative action, not a disciplinary one, and is without appeal. Notice of Non-Renewal may be given at any point in time during the current term of appointment.

Notice of Termination

MCW reserves the right to issue a notice of termination of employment with less notice for egregious acts of misconduct or other risk-related reasons and provide 30 days of notice. For termination due to financial exigency, 90 days' notice will be provided. During the notice period, adjustments to duties, and/or the placement of a postdoc on administrative leave may occur. In all such instances, the supervisor should contact the Office for Postdoctoral Education and Human Resources prior to a termination notice being provided to a postdoc.

Decisions to terminate postdoc employment are not subject to appeal.

Email Access

Postdocs leaving MCW can request, from the Office of Postdoctoral Education, a three-month e-mail extension.

Postdoc Fellowship Certificate

Prior to leaving MCW, please visit the Office of Postdoctoral Education website to request a [Postdoc Fellowship Completion Certificate](#).

Exit Survey

When you are planning to leave MCW, please complete an Exit Survey found on the [Office of Postdoctoral Education website](#). In addition, exiting postdocs can request an exit interview with the Associate Dean of Postdoctoral Education via email (postdoc@mcw.edu).