

## SECTION 5.A.

### Salary & Payroll

#### 2008 - 2009

As of July 1, 2008, residents and fellows will be paid according to the following pay scale:

<u>PGY</u>	<u>Salary</u>
I	46,200
II	48,500
III	51,300
IV	52,300
V	53,500
VI	54,600
VII	55,600

The pay scale will change each July 1<sup>st</sup>. At the sole discretion of the Consortium, residents will receive a raise in salary effective upon advancement to the next PGY level. Salary adjustments are announced each spring. Raises will appear in the second paycheck in July, retroactive to the start date of the contract.

Paychecks are mailed bi-weekly to the resident's address of record and cover the previous two weeks of work. **Direct Deposit** (the wire transfer of salary directly to a bank account) is encouraged. Direct deposit monies are usually credited to the account at least one day sooner than a walk-in deposit would be credited. Also, **Direct Deposit** eliminates the possibility of a lost or stolen check. If direct deposit is chosen, only the paystub is mailed to the resident.

Every resident is encouraged to obtain a Social Security number prior to Orientation. Residents must have a Social Security number within two months of their start date.

Residents may not begin work until the following requirements are met

**a) Pre-employment Physical.** Each resident is required to have a brief physical exam paid for by the Consortium prior to employment. It is the responsibility of the resident to make his/her own appointment with Occupational Medicine.

All residents are required to provide adequate documentation and obtain a pre-employment physical exam to ascertain immunity to communicable diseases in accordance with the University policy and State Law- Public Act 89-90. The required immunizations must be maintained and updated as needed during the entire period of residency training.

**b) Required Paperwork.** Prior to Orientation, each new resident will receive a list of required paperwork that must be completed before he/she may begin work

**Changes of address must be sent to the Capital Area Health Consortium and the Program Coordinator.** It is the responsibility of the resident to notify the Consortium and Program Coordinator of address changes while employed and upon leaving the program. The Consortium is not responsible for lost or misplaced W-2 forms, paychecks, or other mail.

Determination of tax-filing information is the responsibility of the resident. Staff of the Capital Area Health Consortium is not authorized to advise residents on tax matters.