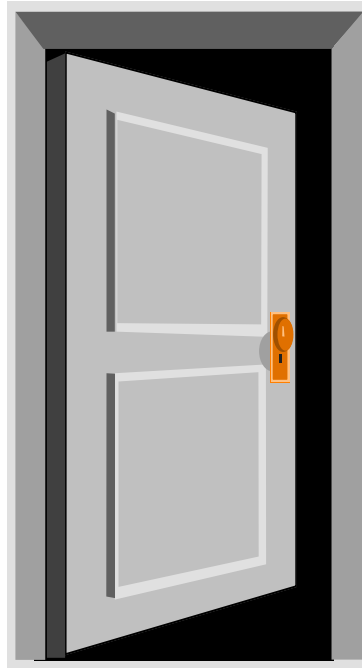


**POLICIES, PRACTICES,  
and  
BENEFITS**



*for FELLOWS*  
*of*  
**CARNEGIE INSTITUTION OF WASHINGTON**

## **CARNEGIE INSTITUTION OF WASHINGTON**

Andrew Carnegie founded Carnegie Institution of Washington in 1902 with the intention that it be home to the "exceptional individual", one with imagination and dedication, working and learning on the cutting edge of science. It is an independent, nonprofit, educational and research institution - the first of its kind in this country. From its earliest years the Institution has been a world center for advanced research and training in the sciences. The Institution carries out its work in five separate departments, where basic research and training in the physical and biological sciences range over a broad spectrum. Each department has a director, scientific staff members and fellows, a business manager, and a support staff. Each department has its own budget, supported primarily by the Institution's endowment and gift income, but also dependent on private and federal grant support. Overall management of the Institution is conducted at its office of administration in Washington, D.C.

## **FOR YOUR INFORMATION**

This booklet is intended to provide individuals appointed as fellows of Carnegie Institution of Washington with guidance to certain policies, practices, procedures, programs, plans, and benefits affecting their appointment. It is presented as a matter of general information. It is not intended to describe all policies, practices, procedures, programs, plans and benefits. Brochures and summary descriptions that more fully describe benefit plans and more completely describe certain policies, practices, procedures, and programs are available from the business office of each department and from the human resources office of the administration office. (Any reference in this document to materials or information that can be obtained from the department business manager can also be obtained from the human resources office located at 1530 P Street, N.W. in Washington, D.C.).

The Institution reserves the right to modify, suspend, terminate, and interpret each such plan, program, procedure, practice, and policy and the benefits provided. This right may be exercised without notice, although every effort is made to give ample notice.

The language used in this booklet is not intended to create nor is it to be construed to constitute an express or implied contract between the Institution and any or all of its employees or fellows. Institution representatives are not authorized to make any promises or assurances about continued benefit or appointment provisions.

This booklet is not intended to meet the requirements for providing information under the Employee Retirement Income Security Act of 1974.

## **ELIGIBILITY**

The policies, practices, and procedures described in this booklet apply to all fellows of Carnegie Institution of Washington, regardless of full-time, part-time, regular, or temporary status.

The benefit programs and plans described in this booklet apply to fellows appointed by Carnegie Institution of Washington who are scheduled at least 20 hours a week on a regular basis. Fellows scheduled for less than 20 hours a week on a regular basis are covered by the Travel Accident plan and worker's compensation.

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## **STIPEND AND HOURS**

### **Your Stipend**

The Institution's "payday" for fellows is the last day of each month. When this day falls on a Saturday, Sunday, or holiday, you will receive your stipend on the closest business day before the last day of the month. If you request in writing, the Institution will electronically deposit your stipend check directly to your bank account.

### **Deductions from Your Stipend**

The Institution is required by law to withhold federal income taxes if you are a foreign national residing in the United States and your home country does not have a tax treaty with the United States. Otherwise, federal and state income taxes, and Social Security taxes are not withheld from your stipend. Please consult with your business manager if you are unsure about your tax status while at Carnegie.

Premium amounts are regularly deducted from your stipend check if you are enrolled in Carnegie's health care plan or dental plan.

### **Schedule and Hours**

The Institution is open Monday through Friday. However, circumstances may require a change in the schedule. If this should happen, you will be given as much notice as possible.

The weekly hours vary slightly with each department, but are generally within 35 to 40 hours a week. The daily starting time and ending times are generally the same within a department; however, these times could vary. Consult your business manager for information about your schedule.

## **LEAVES AND HOLIDAYS**

### **Sick Leave**

Paid sick leave to provide you with protection in the event of illness is earned at the rate of 1 ¼ days per month of service, beginning with your date of appointment, up to a maximum accrual of 130 days at any given time. Paid sick leave may be used for medical appointments and for periods of illness.

## **Parental Leave Policy**

Carnegie provides six weeks of paid parental leave (separate from regularly accrued sick leave), for both mothers and fathers for a new birth or adoption. A pregnant mother may begin the leave when her physician certifies her as unable to work, or in the absence of certification, at the date of birth, or in the case of adoption, when the baby begins living in the home. Fathers may begin leave at the date of birth or the arrival of the adopted baby at home. In all cases, the leaves must be taken within six months of the earlier of the date certified as unable to work, or the date of birth, or in the case of adoption, when the baby begins living at home.

## **Jury Duty**

If you are called to serve on jury duty, your full stipend and benefits will continue. However, based on the practices of each department and the length of time you are called to serve, the director may impose a maximum period for full stipend to continue.

## **Voting Time**

The Institution encourages you to exercise your right to vote. Polling places are open before and after normal department hours; therefore, you should arrange to vote before or after your normally scheduled day. If it is not possible for you to vote other than during department hours, the Institution will make arrangements for you to have reasonable time to do so.

## **Absence Owing to Death in Family**

In the event of the death of a family member, you will be granted bereavement leave with pay for such period of time (normally from three to five days) as appears reasonable to the department director. A family member is generally defined as a spouse, child, parent, parent-in-law, sibling, grandparent, grandchild, any relative who resides with you, or a person with whom you share a mutual residence and maintain a committed relationship.

## **Holidays**

The departments are generally closed during holidays. The holidays that the Institution observes are determined annually. The generally recognized holidays are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, and the last working day before Christmas Day through December 31. Based on each department's local customs and practices, additional holidays may be deemed appropriate by the director.

## **HEALTH INSURANCE**

### **General Information**

The Institution offers health insurance coverage through Aetna.

Upon employment with the Institution, you may elect coverage through Aetna for yourself and your family. If you choose not to be covered immediately upon employment you may enroll in Aetna during the open enrollment period of any subsequent year.

The Aetna plan covers you, your spouse, and dependents up to age 26, regardless of student status.

You and the Institution share in the cost of coverage in the Aetna plan. The Institution currently pays 75% of the monthly premium costs; you pay the remaining 25% on a pre-tax basis, through payroll deduction. The premium amounts usually change once a year. The amount contributed by the Institution toward health care plan premiums is also subject to change on an annual basis.

The health plan, the premium amounts and the portion contributed by the Institution, are subject to change at any time.

### **The Aetna Health Care Plan**

The Aetna health care plan offers employees and fellows two fundamental options – a PPO equivalent option which Aetna calls Aetna Choice™ POS II (POS), and a high deductible health plan/health savings account (HSA) combination, called HSA Aetna Choice™ POS II. You will need to choose one of these options.

The two plan options, POS and HSA, differ significantly. In brief, the POS is a type of medical plan in which participants receive more coverage if they choose health care providers under contract with the insurance company. If you choose this plan, there are significant savings when you access doctors, hospitals, and providers that are within Aetna's network.

The Health Savings Account option combines a high deductible health plan that uses the same network of health care providers with an account, funded by pre-tax contributions from the Institution and you, that can be used to cover unreimbursed health care and other expenses currently or in the future. The HSA option also has significantly lower required premiums.

In weighing these options, you need to review all material available from your business office and on the HR website carefully.

## **OTHER INSURANCE AND BENEFIT PROGRAMS**

### **Dental Care**

You are entitled to enroll in a group dental care plan that provides benefits for a variety of dental services. Premium payments are made by deduction from your stipend check; the Institution



does not contribute to the cost of this insurance. You may elect coverage under a DHMO or by a PPO. If you choose the DHMO, you must use only in-network dentists. If you choose the PPO, you may use either in-network or out-of-network dentists.

Please refer to the Summary Plan Description for more information about the plan.

### **Disability Insurance**

The Institution currently pays the full premium cost of your participation in the Total Disability Benefits Plan. Monthly benefits begin on the first day of the month following six months of continuous total disability and are equal to up to 60 percent of your stipend before disability, up to a maximum monthly benefit of \$5,500, reduced by amounts received from other sources such as Social Security Disability or Worker's Compensation. Benefits continue for a maximum of five years.

### **Travel Insurance**

If you are traveling on Institution business, the Institution insures you against accidental death or dismemberment for a maximum of \$200,000 under the Institution's group policy. The Institution pays the full premium for your coverage under this group policy.

### **Worker's Compensation and Safety**

The Institution is committed to providing a safe environment for everyone. Maintaining a safe environment requires your constant awareness of safety measures and your concern with good housekeeping. All fellows are covered under the Institution's Worker's Compensation policy.

If you are injured, report the accident to your department business office immediately.

### **Continuation of Health Benefits - COBRA**

In accordance with the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), the Institution affords you the opportunity to continue certain health-related benefits at your own expense for a limited period if your fellowship is terminated for any reason other than gross misconduct. Continuation of certain benefits is also available to your spouse in the event of divorce and to your children who no longer qualify for coverage under certain plans. For specific details, please consult your department business office.

## **THE EMPLOYEE ASSISTANCE PROGRAM**

The Employee Assistance Program (EAP) is a service that provides you with counseling and help for problems that may interfere with your responsibilities to your family, friends, and job,

such as substance abuse, financial problems, and marital strife. The services of the EAP may also be used by your family members. An EAP counselor will help you identify problems that may be affecting your ability to function effectively while at Carnegie or in a family setting, then refer you to a resource that is best suited to help you cope with the problem. The cost of the referral treatment is your responsibility; however, in many cases, your health insurance may cover most of the expense.

The EAP attempts to deal with complex human problems; the Institution feels it is a valuable source of help and encourages its use.

To use the EAP, call anytime, 24 hours a day, to schedule a confidential appointment with an EAP counselor. The phone number is (800) 468-8369.

For more information about the EAP, please see your department business manager or call the EAP directly.

## **POLICIES AND PRACTICES**

Some of the Institution's policies, practices, and plans have been described here in simplified or abbreviated form. Other policies and practices may also exist that reflect the unique nature of each department and are not included here. If further clarification is required, consult your department business office.

### **Equality of Opportunity**

Carnegie Institution of Washington is committed to the national policy of fair treatment of all employees in all aspects of employment. The Institution does not discriminate against any person on the basis of race, color, religion, sex, national or ethnic origin, age, disability, veteran status, or any person on the basis of race, color, religion, sex, national or ethnic origin, age, disability, veteran status, or any other basis prohibited by applicable law. This policy covers all programs, activities, and operations of the Institution, including administration of its educational program, admission of qualified students as fellows, and employment practices and procedures.

### **Substance Abuse Statement**

Carnegie Institution of Washington has the responsibility to maintain a safe, efficient, and lawful working environment. Employees, fellows, or visiting investigators who work while under the influence of drugs or alcohol may present a safety hazard to themselves and their co-workers. In some circumstances it is a violation of law.

Accordingly, the manufacture, distribution, dispensing, possession, or use of unlawful drugs is prohibited in the workplaces of the Institution. It is also a violation of the Institution's rules to make, serve, possess, or be under the influence of alcohol while on the Institution's property or working elsewhere for the Institution, except that the possession, serving, and moderate consumption of alcohol during officially sanctioned Institution functions are permitted. The Institution applies these rules to fellows and visiting investigators as well as employees.

An individual who, in violation of these rules, makes, distributes, or sells an unlawful drug, or possesses a quantity of an unlawful drug sufficient to suggest the intention to distribute, will be subject to immediate termination. An individual who otherwise is found in possession of an unlawful drug, or is determined after appropriate medical examination to be under the influence of an unlawful drug or alcohol, or who otherwise permits use of an unlawful drug or alcohol to interfere with work performance, or who in the face of evidence of substance abuse refuses medical examination or rehabilitation measures, may be subject to disciplinary action up to and including termination.

Possession or distribution of alcohol on Institution property or during working hours without the consent of one's department head may also result in disciplinary action.

The Institution reserves the right to investigate any possible violation of its substance-abuse rules where there is reasonable suspicion to believe that an individual's work performance is impaired or affected by use of an unlawful drug or alcohol, or that such use presents a safety hazard to the individual, co-workers, or the general public. When such suspicion exists, the President of the Institution may require a medical examination. Alternatively, the individual may be encouraged to seek counseling through the Institution- sponsored Employee Assistance Program (EAP) (See page 6). All such matters are handled with maximum confidentiality.

Individuals with drug or alcohol dependency are encouraged to seek assistance through the Institution, the EAP, or outside counseling. The Institution will make reasonable accommodations for such a person provided he or she actively seeks treatment for substance abuse. The Institution will make a reasonable effort to help secure such treatment. All requests for help will be kept strictly confidential.

This is a summary statement of the Institution's policy on substance abuse. A copy of the complete policy is given to each employee and fellow upon association with the Institution. Additional copies are available through your department business office.

### **Sexual Harassment Statement**

It is the policy of Carnegie Institution of Washington to provide a work environment free from sexual harassment and all forms of sexual intimidation and exploitation. The Institution expects a professional level of conduct from all of its employees and fellows. No employee or fellow, male or female, is to be subjected to unsolicited or unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment does not mean occasional compliments of a socially acceptable nature.

Examples of sexual harassment include, but are not limited to, unsolicited, deliberate, or repeated:

- o offensive sexual flirtations, advances, or propositions;
- o verbal abuse of a sexual nature;
- o graphic or degrading verbal comments about one's appearance;
- o display of sexually suggestive objects or pictures;
- o gross misconduct of a sexual nature;
- o demands for sexual favors accompanied by veiled or open promises of preferential treatment or by threats concerning one's employment status.

Supervisory staff members have an obligation to maintain a positive and productive work environment and are expected to halt any harassment by calling attention to this policy and, if necessary, by instituting direct disciplinary action.

Individuals who experience sexual harassment should make it clear to the offending party that such behavior is offensive and contrary to Institution policy. If the behavior continues, it should be brought to the attention of either one's supervisor, or department business manager, or director. The complaint may also be brought to the attention of the Manager of Human Resources and Insurance, located at 1530 P Street, N.W., Washington, DC 20005, phone number (202) 387-6400. All complaints will be promptly and thoroughly investigated, and the confidentiality of all parties will be protected to the greatest extent possible.

The Institution will not engage in any retaliatory action against an individual who makes a bona fide claim. When a situation involving sexual harassment is found to exist, the appropriate corrective action, including possible termination of employment of the offender, will be taken promptly.

This is a summary statement of the Institution's policy on sexual harassment. A complete copy is posted in each department or available from your department business office.

### **The Americans with Disabilities Act**

The Institution complies with all provisions of the Americans with Disabilities Act of 1990. This Act prohibits discrimination on the basis of disability and protects qualified applicants, fellows and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, benefits, and other aspects of employment. The law requires employers to provide qualified applicants, fellows and employees with disabilities with reasonable accommodations to enable them to perform the essential functions of the job.

If you are disabled, you may wish to tell your business manager or supervisor about any special methods, skills, or procedures that qualify you for positions that you might not otherwise be able to fill because of your disability, and of any reasonable accommodations the Institution could make to enable you to perform the essential functions of the job properly and safely.

Information received concerning disabilities will be kept confidential, except that supervisors may be informed regarding any necessary accommodations, safety personnel may be informed if the condition might require emergency treatment, and government officials investigating compliance with the Act may be informed.

### **Confidential Employee Report Policy**

It is the policy of Carnegie Institution to encourage employees and fellows acting in good faith, to report to management any breach of any federal, state, or local law or other significant impropriety of any type whatsoever in the operation of the Institution. Any such report will be dealt with in the strictest confidence and will be investigated promptly. In addition, there will be timely notice to the Audit Committee of the Institution's Board of any reports concerning financial operations, financial statement disclosures, audits, or accounting matters.

All such concerns should be in writing and forwarded in a sealed envelope marked "confidential" to either the Director of Administration and Finance or the Department Director. If the matter involves the conduct of the Director, the report may be delivered to the President or the Chair of the Audit Committee.

The Director will undertake an investigation of each report in a manner so as not to involve in the investigation any person whose conduct is the subject of the report. Investigations will include reasonable efforts to protect the identity of any employee or fellow who has submitted a report under this policy. If any violation of the law or other significant improprieties are revealed by the investigation, the Director will pursue corrective and/or disciplinary actions.

This is a summary statement of the Institution's policy on confidential employee reporting. A complete copy is available from either your business office or the P Street Human Resources office.

### **Research Policies**

As part of efforts to maintain its educational and scientific excellence, the Institution maintains certain policies for its researchers. These policies generally apply to scientists as well as to the scientific support staff. Because of the length and complexity of these policies, only a synopsis of each is included here. For a complete copy of each policy, consult your department business office.

The "Policy on the Conduct of Research" describes the policies and procedures for dealing with and reporting possible misconduct in science. This policy also includes guidelines concerning co-authorship of scientific papers and the sharing of materials and data with other research scientists.

The "Policy on Inventions and Patents" addresses the rights of the Institution and the inventor of any invention discovered while in association with the Institution.

The "Policy on Industrially-Sponsored Research and Collaborative Research with Industry" is concerned with the financial sponsorship of research at the Institution by business corporations, and with research collaboration between members of the Institution and members of such organizations.

The "Policy on Consulting and Other Outside Professional Activity" covers the areas of outside consulting activity and the use of Institutional facilities and services in connection with non-Institution matters.

The "Policy on Maintenance and Accessibility of Research Data" describes the Institution's policy with regard to retention of records that document the research carried out in its laboratories.

The "Policy on Conflict of Interest" is concerned with the protection of the Institution's mission and its public and private sponsor's through the proper management of conflicts.

### **Confidentiality**

Some employees and fellows may be required to handle confidential information. Strict adherence to confidentiality is necessary to protect the integrity of the Institution and the privacy of its employees and fellows. Disclosure of any confidential information, including but not limited to (where appropriate) payroll, financial, and scientific data is a form of dishonesty and may result in discipline, up to and including termination.

### **Open Door Policy**

Communication is the key to every good relationship, whether it is personal or professional. The Institution is committed to creating a happy, healthy, and safe environment. You are encouraged to consult with your supervisor to discuss any issues before they become major problems. Most issues can be satisfactorily resolved between you and your supervisor.

If the issue is not resolved, or is of a nature you prefer not to discuss with your supervisor, you are encouraged to consult your business manager or director.

### **Severe Weather Closing**

Periodically it may be necessary for your department to close because of severe weather conditions such as snow, ice, or other weather-related or environmental emergencies. The decision to close a department because of severe weather is made by the department director. On these occasions, you will be paid for a regular day.

When conditions are bad, but not severe enough to close the department, the director may consider a "liberal leave" policy in effect. On such days, the decision to report to work lies with you. When conditions slow traveling time, a "delayed arrival" policy may be appropriate and leniency will be granted toward reasonably late arrivals.

Consult with your department business manager to determine the procedure your department uses to inform employees about closing, liberal leave, and delayed arrival days.

### **Smoking**

Smoking is restricted in varying degrees at all departments. Please consult with your business manager to learn the smoking rules of your department.

### **Parking**

All departments of the Institution provide free parking. Depending on the physical space of each department, the number of parking spaces vary. Please consult with your business manager to learn the parking rules for your department.

The Institution does not assume liability for theft of or damage to vehicles, or any contents, while parked in any of its lots.

## **TERMINATION OF FELLOWSHIP**

At all times during your association with Carnegie, you have the right to terminate your fellowship. The Institution has the same right and may terminate your fellowship at any time, with or without cause. Conduct that adversely affects the Institution or unduly interferes with its operations may be met with disciplinary action, up to and including termination.

If you are considering leaving the Institution because something about the Institution is bothering you, talk it over first with your supervisor or other manager before taking the final step of resigning. The Institution wants to know about such conditions so that they may be corrected if they are within the Institution's control.

If you do resign your fellowship, you are expected to give at least ten working days' notice. A letter of resignation is required at the time. If you do not want to pick up your last stipend check, it will be mailed to you at the last address you provided the Institution. Checks will not be mailed or given to another person unless you give written approval.

All tools, keys, and any other Institution property must be turned in before you leave.

### **RECREATION FACILITIES**

Most employees and fellows are entitled to use the Bush Retreats – the Institution's recreational facilities at Deep Creek Lake, Maryland, and Inverness, California. Use of these retreats is subject to payment of a user's fee and allocation of space. If you are interested in using one of the Bush Retreats, your department business manager can provide you with additional information.