

UND SCHOOL OF MEDICINE AND HEALTH SCIENCES GRADUATE MEDICAL EDUCATION SALARY AND BENEFITS PROCEDURE

I. Purpose

The purpose of this procedure is to establish consistent standards for administering salaries and benefits for Residents and Fellows employed in University of North Dakota School of Medicine & Health Sciences (UND SMHS) Graduate Medical Education (GME) programs.

II. Scope

This procedure applies to all Residents and Fellows in ACGME-accredited residency and fellowship programs sponsored by UND SMHS.

III. Procedure

A. Salary Administration

1. Contracted Salary

Residents/Fellows will be paid at the salary amount specified in their fully executed contract.

Exception: Off-Cycle Appointments

When a Resident/Fellow begins training off-cycle and an institutional salary increase is approved, the Resident/Fellow will receive the approved salary increase effective on the same date the increase is implemented for other Residents/Fellows at that post-graduate year (PGY) level.

2. Resident PGY Determination

A Resident's salary level will be based upon the post-graduate year of training they are entering and not based on their prior years of GME training.

If a Resident completes a year of training in one UND SMHS residency program and transfers to another UND SMHS residency program, the contract, postgraduate level, and pay for the program into which the Resident transfers will not reflect the Resident's cumulative years of service (postgraduate year) but rather the entry level postgraduate year of training.

Example: If a Resident completes a year in family medicine and then transfers to a first-year surgical residency position, the Resident is to be assigned and paid at the PGY-1 level.

3. Fellow PGY Determination

The PGY level of appointment is determined by the number of prior training years required for entering a fellowship program.

Example: A Fellow who has completed three years of required residency training will receive the PGY-4 salary rate.

Exception: Surgical Critical Care

For the Surgical Critical Care (SCC) Fellowship, a Fellow who has completed more than the minimum ACGME-required clinical years in an SCC-eligible specialty prior to entering the fellowship may be appointed at a PGY level that reflects the total number of residency years completed for that specialty.

Example: A Fellow who has completed five years of ACGME-accredited General Surgery residency training prior to entering the SCC fellowship will be appointed at the PGY-6 salary rate.

B. Delayed Promotion

If a Resident or Fellow is not academically promoted to the next PGY level but continues in the program, the Resident's/Fellow's contract, PGY level, and salary will not advance at the end of the current contract year, which is usually June 30, absent academic promotion.

If an institutional increase is approved for the current PGY salary level for the new Academic Year, the Resident or Fellow will receive the updated salary rate for that same PGY level. Upon promotion to the next PGY level, the Resident's or Fellow's salary will be adjusted consistent with their updated contract dates and PGY level.

IV. Suspension or Dismissal (Pending Appeal)

A. Salary and Benefits During Appeal Period

Residents/Fellows who are suspended or dismissed under the UND SMHS Resident/Fellow Grievance Policy will retain salary, health and disability insurance benefits, if enrolled, during the designated appeal period. Coverage will continue while the appeal is pending and until a final decision is rendered in accordance with the UND SMHS Resident/Fellow Grievance Policy.

If the suspension or dismissal is upheld and becomes final, the date of termination will coincide with the date of the final decision, and insurance coverage will end in accordance with V.A.2.

B. Appeal Extending Beyond Contract Term

If the designated appeal period extends beyond the current contract term, including a pending appeal decision, the contract will expire as scheduled and will not be automatically renewed or extended due to the pending appeal.

Residents/Fellows will continue to receive salary and benefits during the appeal period, consistent with Section IV.A, until a final decision is rendered as defined in the UND SMHS Resident/Fellow Grievance Policy.

V. Health Insurance and Disability Insurance

A. Coverage Effective and Ending Dates

1. Health insurance coverage is effective on the first day of employment.
2. Coverage ends on the last day of the month in which the Resident's or Fellow's employment terminates.

B. Paid Medical, Parental, and Caregiver Leave

During an approved paid Medical, Parental, or Caregiver Leave of up to six (6) consecutive weeks once during a residency/fellowship program, Residents/Fellows and their eligible dependents will continue to receive health and disability insurance benefits through UND SMHS, if enrolled. Refer to the UND SMHS GME Leave Policy for Residents/Fellows.

C. Unpaid Leave of Absence

During an approved unpaid leave of absence, Residents/Fellows may continue to receive health and disability insurance benefits through UND SMHS, if enrolled, for up to six (6) weeks during each contract term.

Example: A Resident/Fellow who takes a six-week paid Medical, Parental, or Caregiver Leave followed by an approved unpaid leave of absence may be eligible for a combined total of up to twelve (12) weeks of continued health and disability insurance benefits through UND SMHS during that contract term, if enrolled.

Approved by GMEC 8/11/26