READING HOSPITAL SCHOOL OF HEALTH SCIENCES
NURSING PROGRAM
POLICY NO. 202

SUBJECT: Faculty Salary/Benefits

Responsibility of: Program Director
Revised: January, 2013 Reviewed: January, 2013

Purpose

To inform faculty of their salary/benefits

Salary

- Instructors are exempt employees
- Instructors are paid a salary every pay period except for days absent
- Instructors will be paid in accordance with Reading Hospital policies for:
  - Absenteeism Control
  - Appearance in Court
  - Funeral Time
  - Holidays

Paid Leave Policy

- Full time faculty members accrue paid leave with each pay period accruement is based upon employees Paid Leave Code
- Part time faculty members receive vacation time pro-rated according to the number of hours worked each year
- Faculty are to obtain permission to take paid time off from the Program Director prior to planning vacation
- All faculty PTO (paid time off) is to be scheduled during semester breaks (when school is not in session). Faculty desiring PTO during other times in the academic year must complete the "Faculty Request for PTO" form available from the program secretary. Faculty must note any obligations including (teaching, meetings, assignments) which will be affected by the absence. Additional instructions / requirements are listed on the request form. Final approval for PTO during the academic year must be granted by the Program Director.

Information related to faculty benefits can be obtained on the hospital intranet. All benefits are provided in accordance to Reading Hospital policies.

Benefits include:

- Health Services
  - Health Insurance
  - Employees' clinic

- Long-term Disability Benefits
- Liability Insurance
- Group Life Insurance
- Retirement Plan
- Education

  An Educational Assistance Program is provided
  Attendance at workshops/conferences/seminars needs approval from Program Director and RHSHS Director. Approval is based upon budget, time, and the needs of the program.