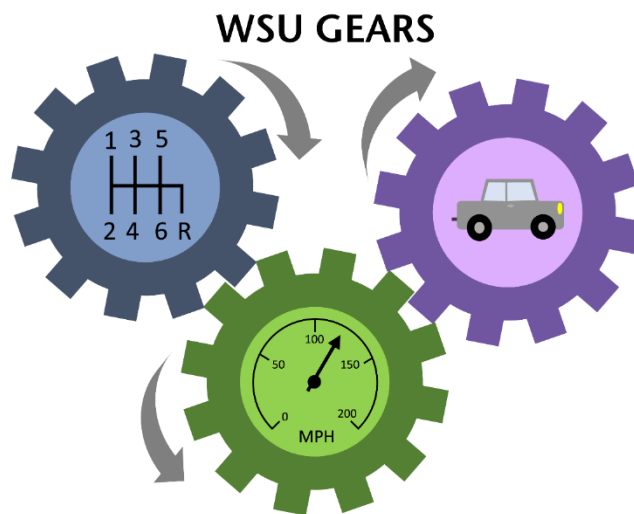


**Gender Equity Advances Retention in STEM
WSU-GEARS**

**Family Advocacy Network
(FANs)
Manual**

2023-2024

Wayne State University



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WAYNE STATE
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Letter of Welcome

Dear Wayne State University faculty member,

Wayne State strives to support our community members in their personal as well as their professional lives. In addition to their ongoing commitment to high quality research, teaching, service, and professional development, our faculty members are leaders within their homes, families, and neighborhoods. Our continued success as a pre-eminent, public, urban research university is rooted in the dedication and commitment of our exceptional faculty. When our faculty thrive, our community thrives.

To that end, I am pleased to support the efforts of the WSU-GEARS Family Advocacy Network as it continues its work in 2023-2024. The FANs network—an innovative program modeled on efforts of a National Science Foundation ADVANCE funded initiative at Montana State University— deploys Faculty Family Advisors who serve as information resources for faculty who have questions related to range of life events. These situations may include needing elder care or childcare, experiencing the diagnosis of a chronic illness, or meeting new family members through birth or adoption. The FANs program, as well as the Faculty Family Advisors and the job candidate program, have the full support and endorsement of the Office of the Provost.

The FANs network and the Faculty Family Advisors reflect the strength of our community as we stand in solidarity with each other in challenging times and celebrate with each other during life's joyful moments. This new program embodies many of the values that we hold dear: collaboration, integrity, and diversity and inclusion. We encourage faculty members to take advantage of this valuable new resource.

Sincerely,



Dr. Mark Kornbluh
Provost and Senior Vice President for Academic Affairs

Overview of WSU-GEARS

Background and Purpose

The Wayne State University (WSU) **Gender Equity Advances Retention in STEM (WSU-GEARS) ADVANCE** Project is a 3-year (2020-2023) \$1 million Adaptation grant funded by the National Science Foundation ([award #2017586](#)). The NSF granted a no-cost extension due to disruptions from COVID-19 that will allow the WSU-GEARS grant to continue in the 2023-2024 academic year.

WSU-GEARS adapts successful, evidenced-based strategies and resources that have been developed under other ADVANCE programs to transform the campus climate at WSU and reduce inequities for women and underrepresented faculty.

WSU-GEARS interventions tackle three barriers to hire, retain, and advance women and underrepresented faculty in the physical, life, and social sciences; technology; engineering; and mathematics disciplines (STEM) on campus: (1) toxic work environment, (2) work/family/life strains, and (3) hidden and unequal workload burdens.

WSU-GEARS has three integrated tracks:

Wayne Drives: nuanced data collection to *drive* **Wayne Shifts** and **Wayne Accelerates**.

- Annual survey
- Focus groups
- In-depth interviews

Wayne Shifts: enhance existing WSU programs to shift campus climate.

- Expand chair workshops (Wayne TRAINS)
- Workload equity project (Wayne SERVES)

Wayne Accelerates: create new programs to accelerate systemic change.

- Bystander-trainer and train-the-trainer training programs
- Family Advocacy Network (FANs)
- Networking for women STEM faculty

The WSU-GEARS intervention approach is guided by a conceptual framework that combines theory, scientific evidence, and practices from evidence-based initiatives. We begin with the premise that organizations are structured in a way so the underlying culture (e.g., shared beliefs) values certain bodies and behaviors. Understanding organizational inequities from an intersectional perspective is at the core of how the program builds interventions. WSU-GEARS aims to change elements of the institutional culture and organizational structures rather than the traditional, and often flawed approach that assumes deficits on those who are disadvantaged by institutional structures and practices.

The Family Advocacy Network Program

The Family Advocacy Network (FANs) was created as part of the NSF funded WSU-GEARS ADVANCE Project, and contributes to the fulfillment of the “**Wayne Accelerates**” track by creating a program that provides peer support to faculty in navigating the complexities of family/life/work. FANs is a comprehensive faculty-friendly resource for learning about policies and resources related to work/family/life integration. It is an important resource because it allows faculty to speak confidentially with a peer about important decisions regarding leaves of absence and other family and care related policies and resources. The GEARS FANs team along with Faculty Family Advisors make up the network to help promote the well-being of faculty.

Overall Goals

The overall goals for the program include:

- Informing current faculty on WSU family and care related policies, including maternity/paternity leave, FMLA, tenure clock stoppage, and sick leave as well as resources for child and elder care;
- Guiding new hires and rehires in learning about WSU’s family and care related policies;
- Providing a safe and confidential environment to discuss options;
- Helping to create pathways to equitable support for faculty members.

Role of FANs Faculty Family Advisor

Faculty family advisors offer a peer-to-peer exchange in a confidential and supportive setting. The role of faculty family advisors is limited to advising, only. They are not in a position to act in any official capacity. The role of the FANs advisor is to connect faculty to resources on campus such as Human Resources, the AAUP-AFT faculty union, and other offices and communities on campus. We encourage faculty to also reach out to their chairs or appropriate direct supervisor when they are ready to discuss their situation.

Peer communication

Having another faculty member to speak with, perhaps someone who has even “been there, done that,” not only helps faculty navigate the system and make educated choices, but instills a sense of security that they are not alone. Speaking with a peer faculty member before reaching out to an administrator (e.g., chair, dean, HR, etc.) or filling out official paperwork can ease some of the anxiety surrounding decision making and the navigation of the process.

Confidentiality

The confidentiality promised by the FANs faculty family advisors allows a faculty member to ask questions and raise concerns without fear of retribution or differential treatment that may impact their career. Applying for leave or even deciding which option to take can be overwhelming and complex. Having a safe place to go to ask questions about different options can be key in making an informed and satisfactory choice.

How It Works

Who is eligible for the FANs program?

All full-time faculty are eligible to consult with a FANs Faculty Family Advisor.

Current Faculty

The GEARS FANs Team will provide faculty with a copy of the current FANs manual and a list of current Faculty Family Advisors, with contact information, at the beginning of each semester. The list of Faculty Family Advisors and the manual will be shared via the faculty listserv, and posted on the WSU-GEARS Website. Faculty can then reach out to an Advisor with questions or concerns regarding WSU family and care related policies. The Advisors will schedule confidential meetings with current faculty, to be held in-person, on Zoom/Teams, or on the phone.

Job Candidates

Job candidate finalists will be provided written materials on FANs prior to their “campus visit” (in-person or virtual). Departments may be selected to participate in the FANs Job Candidate Program in which faculty family advisors meet with job candidates during their on-campus visit to discuss work/family/life resources at WSU. This confidential meeting is informative; faculty advisors are not in a position to act in any official capacity or negotiate on behalf of candidates. Finalists are encouraged to reach out to the chair of the department or other appropriate leader in the college/school to discuss the specifics of their situation.

New Hires and Rehires

At the start of their appointment, new hires and rehires will receive information from the GEARS FANs team, and information about the FANs Faculty Family Advisors.

The Family Advocacy Network Advisors

Who are the Faculty Family Advisors?

FANs Advisors are current WSU faculty who have volunteered to assist other WSU faculty to navigate the institution’s different policies on family leave, sick leave, and more. Advisors provide faculty with a confidential opportunity to ask questions about and to better understand current family and care related policies so that they can make informed choices. Advisors are not in a position to act in any official capacity; their role is to provide faculty with information and resources, and connect them with the relevant people/offices.

The chart below lists the 2023-2024 FANs Faculty Advisors.

Name	Title	Email
Dan Isaksen	Professor, Mathematics, College of Liberal Arts & Sciences	ar5679@wayne.edu
Aaron Retish	Professor, History, College of Liberal Arts & Sciences	aretish@wayne.edu
Harini Sundararaghavan	Associate Professor, Biomedical Engineering, College of Engineering	hsundara@wayne.edu
Dragana Komnenov	Assistant Professor (Research), Internal Medicine, Division of Nephrology, School of Medicine	dkomnenov@med.wayne.edu
Francesca Luca	Professor, Center for Molecular Medicine and Genetics (Primary); Department of Obstetrics and Gynecology (Joint), School of Medicine	fluca@wayne.edu

The GEARS FANs Coordinating Team

Please contact Nicole Gerring at gears@wayne.edu if you have any questions about information in this manual or about the FANs program or the GEARS project generally.

Krista Brumley, WSU-GEARS, Principal Investigator

Nicole Gerring, WSU-GEARS Project Coordinator

**Boris Baltas, WSU-GEARS, Co-PI, Senior Associate Provost for Faculty Affairs, Associate Vice President of Academic Personnel*

Policies, Procedures, & Resources Overview

This section of the manual contains general information on relevant policies, procedures, and resources at Wayne State University. ***The manual is:***

- a guide to information and resources to help faculty better understand WSU policies that impact their work/family/life circumstances; it may not fit your specific case;
- a resource to connect faculty with links to the websites for the most comprehensive and up-to-date understanding of current policies.
- applicable only to WSU faculty in the AAUP-AFT;
- not meant to replace speaking with the faculty member's direct supervisor (e.g., chair, dean);
- not meant to replace speaking with a union representative;
- not meant to endorse any action or non-action; and
- not meant to endorse any third-party service or resource.

See the Human Resources website for more information: <https://hr.wayne.edu/current/benefits>.

Employee Benefits Overview

The following overview is current as of August 16, 2023; please check the website for any new information or changes to WSU benefit structure. <https://hr.wayne.edu/tcw/benefits>

Tenure-track and tenured faculty members are provided with a range of medical, dental, vision, and dependent life insurance benefits, as well as the option to enroll in retirement savings plans. New employees have 45 days from their hire date or eligibility date to enroll in benefits; and may change their benefits options within 30 days of experiencing a qualifying life event. Employees may change their benefits options or enroll in additional benefits during the annual Open Enrollment period (typically in November), with changes to take effect January 1.

Dependent Eligibility for Benefits

You can enroll your eligible dependents in medical, dental, vision and dependent life insurance benefits. Eligible dependents include your legal spouse or Other Eligible Person (OEP); your children and the children of your spouse/Other Eligible Person; your principally supported children; your unmarried disabled children; and your sponsored dependents.

- OEP (Other Eligible Person) Definition:
- Under this program, a non-represented WSU employee, or upon agreement by the applicable union, a represented employee, who does not already enroll a spouse for medical, dental

and/or tuition benefits may enroll one other eligible person (OEP), if all of the following eligibility criteria are met:

- The OEP is an adult, age 26 or older
 - The OEP currently resides in the same residence as the employee and has done so for the 18 continuous months prior to the individual's enrollment, other than as a tenant
 - The OEP is not a "dependent" of the employee as defined by the IRS
 - The OEP is not related by blood or by marriage
 - Children who are qualified as WSU-defined dependents by an employee's OEP are also eligible for benefits.
-
- Benefits Available to Other Eligible Persons
 - Medical Insurance
 - Dental Insurance
 - Vision Insurance
 - Reduced Tuition
 - Dependent Life Insurance
 - Designation as Beneficiary on retirement plan

Health care

Wayne State University offers full-time faculty members several options for high-quality medical insurance. These plans include HMO (health management organization) plans, a PPO (preferred provider organization) plan, and a traditional "fee for service" plan. The biweekly cost, or premiums, for these plans vary by coverage levels and plan type.

Tuition Benefit

Wayne State University provides the following types of [tuition benefits](#):

- [Employee Tuition Assistance Benefit](#) pays 100% of the cost of tuition, regular registration fee and Student Services Fee (formerly Omnibus) for eligible employees. All other fees are the responsibility of the student.
- [Reduced Tuition for Spouse/Child of Employee Benefit](#) pays 50% of the cost of tuition only for an eligible spouse/child of an eligible employee.
- [Tuition Exchange Scholarships](#): Additionally, Tuition Exchange Scholarships are available for Employee Dependents. The Tuition Exchange Organization is a nonprofit consortium of more than 600 colleges and universities that provides its members the opportunity to exchange tuition scholarships for the benefit of their employee dependents.

Questions? Email TuitionBenefit@wayne.edu.

Retirement Benefits

WSU offers two Retirement Savings Plans. Enroll and make changes any time after your date of hire. Each plan provides value, tax savings, and superior investment options:

- The [403\(b\) Retirement Savings Plan](#) is offered with University contributions, loan options, and is fully vested after 2 years.
- Employees may bypass some or all of the 2 years of service requirement by submitting a [Predecessor Employer Service Letter](#) from a previous employer, if the employer is an institution of higher learning, a nonprofit educational institution, or a tax-exempt organization that is

affiliated with higher education. To qualify for this exemption, employees must have worked 50% or more time. WSU will consider service dating back three years prior to the hire date. The Predecessor Employer Letter must be submitted within 90 days of the employee hire date.

- Read more: <https://hr.wayne.edu/tcw/retirement-savings/403b>
- The 457(b) Retirement Savings Plan is offered to any employee that is eligible for the 403(b) Plan, but does not offer University contributions or loan options. Read more: <https://hr.wayne.edu/tcw/retirement-savings/457b>

Life Insurance

- **Life Insurance:** Upon employment, eligible employees have a basic group term life insurance policy equal to their annual salary with Sun Life Financial. Wayne State's life insurance policy includes accidental death and dismemberment benefits. These policies come with portability and conversion options upon termination of employment.
- **Supplemental Life Insurance:** You can increase your life insurance coverage to one of the following options:
 - the basic plus one time your salary,
 - the basic plus two times your salary,
 - the basic plus three times your salary, or
 - the basic plus four times your salary

Disability Insurance

- **Long-Term Disability Insurance:** Wayne State University provides long-term disability (LTD) insurance coverage to eligible employees at no cost.

Flexible Spending Accounts

- **Flexible Spending Accounts** (The university offers flexible spending account options including dependent care savings plans and the Health Care Savings plans, HSAs, through Wex.)

Leave Policies

- **WSU offers a variety of leave policies, including Family Medical Leave (FMLA), Short-Term Disability, and Unpaid Leaves of Absence. You can read a Comparison of Types of Leave.**

How to Use this Manual

For a quick overview of policies, see the at-a-glance chart (page 11).

Forms referenced in this manual may be found here: [Personnel Templates and Instructions](#), or follow the various links provided throughout the manual.

Reasons for Taking Leave

There are many reasons a faculty member may take leave. Some examples include:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son, daughter, or parent who has a serious health condition;
- To address certain qualifying exigencies arising from an employee's spouse, son, daughter, or parent on active duty or call to active duty in the National Guard or Reserves in support of a contingency operation;
- For incapacity due to pregnancy, prenatal medical care, or post-partum recovery;

- For a pregnancy loss; and
- For a serious health condition that makes the employee unable to perform his or her job.

Qualifying exigencies may include attending certain military events, arranging for alternative child-care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. ***When medically necessary, leave may be taken on a continuous, intermittent or reduced-scheduled basis.***

FMLA Continuous Leave, Intermittent Leave or Reduced Leave Schedule

Continuous leave is FMLA leave taken in one block of time (e.g., up to 12 consecutive weeks).

Intermittent leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. Leave must be taken in at least one-hour increments. A reduced schedule leave is FMLA leave for a single qualifying reason that reduces an employee's usual number of working hours per workweek, or hours per workday. A reduced leave schedule is a change in the employee's schedule for a period of time, normally from full-time to part-time. ***In the case of intermittent leave or reduced schedule, note that:***

- Intermittent leave or reduced scheduled leave may be taken because of one's own serious health condition, to care for a parent, son, or daughter with a serious health condition, or to care for a covered service member with a serious injury or illness.
- There must be a medical need for leave, and it must be that such medical need can be best accommodated through an intermittent or reduced leave schedule.
- Some examples include but are not limited to: cancer treatments; migraines; dialysis.
- Intermittent leave or reduced schedule leave after the birth of a healthy child or placement of a healthy child for adoption or foster care may be taken only with the employer's approval.

Employees needing intermittent leave or reduced schedule leave for foreseeable medical treatment must work with their supervisor or designated person in the unit or department to schedule the leave so as not to unduly disrupt the employer's operation, subject to the approval of the employee's health care provider. In such cases, the employer may transfer the employee temporarily to an alternative job with equivalent pay and benefit that accommodates recurring periods of leave better than the employee's regular job. See each reason for leave (i.e., life event) section below for more information on FMLA.

Paid and Unpaid Leave

The leave policies discussed in this manual are both unpaid and paid. FMLA is unpaid leave; your illness bank is your short-term disability bank. Modified duties is paid leave. To be paid during the use of FMLA or short-term disability, faculty must draw on their available illness bank. In some cases, it may be possible to combine FMLA and modified duties to be able to take a full 15 weeks of leave (such as pregnancy and adoption). Note that while FMLA is ***only*** job-protected, unpaid leave, WSU has a policy that ***requires faculty to draw on their illness/sick bank to receive pay while on leave.*** This means it is only after faculty exhaust their illness/sick bank, vacation days (if a 12-month employee), and other leave days that faculty are left with only unpaid FMLA leave as an option. However, should a faculty member not have the full 12 weeks of illness/sick days for FMLA, then they may discuss with their chair if they can combine this with modified duties to cover the remainder of their eligible leave time.

Illness/Sick Bank

A full-time workday is considered 7.5 hours. New faculty begin with 22 days or 165 hours of sick leave per year. Faculty accrue 22 days/165 hours of sick leave per year, and they max out after 5 years at 990

sick hours. This is the equivalent to 26 weeks of paid leave. Faculty who are 12-month employees have a vacation bank of 173 hours. There is no vacation bank for 9-month faculty.

Faculty can verify their illness bank accrual in Academica: see, Employee Resources, Employee Self-Service, and then Leave Balances. The page should reflect illness hours and the any purpose bank. The illness bank is drawn on for sick days, FMLA and short-term disability. Drawing on the illness bank allows faculty to avoid taking unpaid leave, such as FMLA. Full-time faculty members of the bargaining unit will have accrued 66 days after two years of employment (enough to cover the full 12 weeks of FMLA if taken). See the AAUP-AFT contract (2021-2024, Article XIII.C.1.A) for specific information on accrual.

Canadian Nationals and Residents

Faculty employed at WSU who are Canadian nationals and residents are eligible for benefits specified in the AAUP-AFT contract, including the childcare subsidy, modified duties, and other leave options.

Directory of Key Resources

[Office of the Provost: WSU Faculty Resources](#)

[Faculty Union - AAUP-AFT](#)

[Office of Equal Opportunity](#)

[Human Resources](#)

[HR Total Rewards - Benefits and other resources \(directory of HR benefit specialists\)](#)

[HR consultants for advisement](#)

[Faculty Resources Website](#)

[School of Medicine Office of Faculty Affairs and Professional Development](#) (see also, [Faculty Resources; Wellness](#); and [Contact information](#))

WSU At-A-Glance Policy and Resource List

This document is only a guide. Please reference the links provided and current WSU AAUP-AFT contract (2021-2024) for more information on policies, resources, and eligibility.

Policy/Resource	Eligibility	Benefit/Limit Summary	Contact	More Information
LEAVE				
Family and Medical Leave Act (FMLA)	<ul style="list-style-type: none"> Employees who have worked for a total of 12 months prior to requesting leave and have actually worked at least 1250 in the 12 months immediately prior to requested leave Birth of child Adoption/Foster Care of immediate family member Care of self Care of military family member Active military family member – call to duty Other exigencies 	<ul style="list-style-type: none"> Must give notice 30 days in advance or as soon as possible if unforeseen Job-protected unpaid leave, but can elect to use available and applicable paid leave concurrently Total of 12 work weeks during a 12 month period for qualifying situations (see sources for more information and limitations) Military related caregivers can take a total of 26 work weeks during a single 12 month period Spouses employed by WSU can take a combined 12 workweeks dependent on reason for leave and a combined 26 workweeks for military related caregiving FMLA use will not result in loss of any employment benefit including health benefits Use of other paid leave options may be required before use of unpaid FMLA 	Apply for FMLA Leave via 3 rd party Administrator, FMLA Source. See: https://hr.wayne.edu/tcw/loa-fmla/fmla	https://policies.wayne.edu/appm/3-4-5-family-and-medical-leave-act https://hr.wayne.edu/tcw/loa-fmla/fmla https://generalcounsel.wayne.edu/legal/fmla https://hr.wayne.edu/tcw/loa-fmla/maternity-and-parental-leaves.pdf
Short-Term Disability Leave for Illness (STD) (Also referred to as “Illness Bank” or “Sick Days”)	All AAUP-AFT full-time members and fractional-time members (on a prorated basis)	<ul style="list-style-type: none"> New faculty hires begin employment with 22 days/165 hours of Sick Leave Full-time faculty accrue 44 days after one year; 66 days after two years; 88 days after three years; 110 days after four years; 132 days after five years Policy pertains to pregnancy, medical procedures, and more 	Notify department chair, or equivalent immediate supervisor	AAUP-AFT Contract, 2021-2024 , Article XIII.C.1
Personal Emergencies	Death of immediate family Seriously ill or injured immediate family	<ul style="list-style-type: none"> Time is deducted from Short-Term Disability “bank” No more than 5 consecutive days of absences unless otherwise approved After 6 months of service up to 2 days may be taken for personal reasons per fiscal year One additional day for personal reasons accrue for more than 10 years of service Prior notice must be given for absence due to personal reasons 	Notify department chair, or equivalent immediate supervisor	AAUP-AFT Contract, 2021-2024 , Article XIII.C.3
Mandatory Sick leave	Employees with at least 12 months of continuous full-time service	<ul style="list-style-type: none"> Mandatory leave with pay 	This is initiated by the Administration	AAUP-AFT Contract, 2021-2024 , Article XIII.C.2

Policy/Resource	Eligibility	Benefit/Limit Summary	Contact	More Information
Professional Leave – Sabbatical	Tenured faculty with 6 – 12 semesters of regular full-time contractual employment Non-tenured tenure-track faculty with 6 semesters of full-time service eligible for 1 semester leave	<ul style="list-style-type: none"> • One (1) semester following twelve (12) semesters of service = 100% Salary Support for Faculty • Two (2) semesters following twelve (12) semesters of service = 60% Salary Support • One (1) semester following six (6) semesters of service = 80% Salary Support • *after each sabbatical, no matter the length, the count of service semesters restarts 	<ul style="list-style-type: none"> • Requests made to department chair, or equivalent immediate supervisor by deadline • Changes and deferral requests sent to department chair or immediate supervisor 	AAUP-AFT Contract, 2021-2024, Article XIII.B.2 Guidelines PDF
Parental Leave and Maternity Leave	All Employees	<ul style="list-style-type: none"> • Faculty may use accrued Short-Term Disability Days (aka “Illness Hours,”) for parental leave up to 12 weeks • This applies to birthing parents, non-birthing parents, adoptive parents, or placement of a child up to 6-years-old • 12 weeks for new parents who have full FMLA entitlement, but unpaid may use vacation to cover pay. STD for can also be used during 12-week period • FMLA for bonding with newborn, adopted, or foster child must be taken within 1 year of birth/adoption/ placement • Co-Parents in the bargaining unit may take a combined total of twelve (12) weeks of leave for the birth, adoption, or placement of a child • Accrued STD paid Leave may be used <i>prior to date of delivery</i> for bed-rest, prenatal appointments, and medical necessity related to pregnancy and childbirth • Absences without pay after birth unrelated to medical necessity • Temporary, fractional-time appointment may be requested 	Form available from The Office of the Provost	PDF from HR AAUP-AFT Contract, 2021-2024, Article XIII.D.1-2 https://facaffairs.med.wayne.edu/leaves
MODIFIED DUTIES				
Modified Duties Assignment for Childbearing and Childcare Responsibilities, or Caring for a Parent with a Serious Health Condition	Significant responsibility for child (under age 6) after birth/adoption, or for caring for a parent with a documented, serious medical condition	<ul style="list-style-type: none"> • No more than 15 weeks • Option 1: equivalent of a full workload is performed and no adjustment in compensation or assignments is made; may include remote work • Option 2: Reduced workload that may necessitate adjusted compensation (up to \$3000) and/or in-load teaching or some other assignments • If teaching workload is reduced and pay is not adjusted, additional teaching must be completed within the following 6 semesters • Subsidy conditioned appointments may apply if modified duties is not detrimental to the grant or contract 	Request from chair, or equivalent immediate supervisor, two months prior to need	AAUP-AFT Contract, 2021-2024 , Article XIII.D.2

Policy/Resource	Eligibility	Benefit/Limit Summary	Contact	More Information
TENURE RELATED				
Tenure Clock Stoppage	Significant responsibility for child or parent (as defined by ADA or FMLA) Consideration may be given for a clock stoppage for a chronic health condition of a faculty member	Maximum of 1 year excluded from countable years during probationary service	Request from chair, or equivalent immediate supervisor	AAUP-AFT Contract, 2021-2024, Article XIII.D.5
OTHER PARENTAL RESOURCES				
Childcare	Parents	<ul style="list-style-type: none"> • A pool of \$160,000 to reimburse bargaining-unit members for childcare expenses incurred in licensed daycare provider • Subsidy amount per applicant is determined by the number of participating children and the number of months they were eligible during each subsidy period • Subsidy is limited to children cared for by state licensed childcare providers or government licensed Canadian providers • Only available for childcare for children in Kindergarten and under 	WSU AAUP-AFT See website for contact information and application	AAUP-AFT Contract, 2021-2024, Article XII.C.6 https://www.aaupaft.org/stay-informed/child-care-subsidy
Lactation Support	Nursing mothers	Includes a list of "Mother's Rooms" throughout campus and miscellaneous lactation support groups and information	Human Resources 313-577-3000	https://wellness.wayne.edu/lactation-support
Children in the Workplace	All employees	<ul style="list-style-type: none"> • Highlights responsibilities of employees when children are present in the workplace • A summary of limitations and policies surrounding bringing children to WSU 	Human Resources 313-577-3000	https://policies.wayne.edu/appm/3-0-13-children-in-the-workplace
WSU Parenthood Chronicles Support Group	WSU Faculty and Staff	Discussion and support group for parents	Rebecca Russel eg4079@wayne.edu Amanda Horwitz fg8638@wayne.edu Cherise Frost am4242@wayne.edu	Fall 2020 schedule Winter 2021 schedule
CHILDCARE				
Merrill Palmer Skillman Institute	Open to the public; faculty are encouraged to contact the MPSI to add their child to the waitlist. There are limited spots available. Wait list link	Childcare center for children 3 – 5 years old	See website for contact information	https://mpsi.wayne.edu/education/early-childhood https://mpsi.wayne.edu/resources/families
College of Education Early Childhood Center	Open to the public; see above regarding wait lists and limited spots. Wait list link	Childcare center for children 3 – 5 years old – preschool and before and after school care	See website for contact information	https://education.wayne.edu/childhood-center#definition-80809

WSU Childcare Options				PDF
Policy/Resource	Eligibility	Benefit/Limit Summary	Contact	More Information
WSU Summer & Learning Camps	Open to the public	<ul style="list-style-type: none"> • Various short educational camps offered during the winter and summer for K-12 students • Cost varies per camp 	K12camps@wayne.edu	https://waynestate.info/readyscale.com/hub
WELLNESS AND BENEFITS				
General Benefits & Wellness	Benefits eligible E-class with appointment of 50% or greater Some part-time faculty	This website has a summary of benefits available	Human Resources 313-577-3000	https://hr.wayne.edu/tcw
Active Employee Benefits Handbook	Benefits eligible E-class with appointment of 50% or greater Some part-time faculty	A handbook containing information and summaries of benefits including medical, dental and vision insurance, life insurance, dependent coverage, retirement savings, tuition assistance programs, and health spending accounts.	Human Resources 313-577-3000	PDF
Americans with Disabilities Act	Reasonable disability accommodation		https://oeo.wayne.edu/	https://www.ada.gov/
Employee Assistance Program (Ulliance)	All employees	Counseling, coaching, crisis intervention, community resource referrals	1-800-448-8326	https://wellness.wayne.edu/eap

Parents

Parenting Policy Information

Faculty at WSU who are also parents have many options when it comes to needing time off to care for children, including the following policies:

- FMLA
- Modified Duties
- Parental Leave Policy up to 12 Weeks
- Parental leave of Absence Without Pay
- Short-Term Disability for Personal Emergencies
- Temporary, Fractional-Time Appointments
- Tenure Clock Stoppage

FMLA

If absence from work is required the birth, adoption, or fostering of a child, faculty can use [FMLA](#) if they have worked for Wayne State University for a total of 12 months during the 7 years prior to the request and have at least 1250 work hours during the 12 months immediately prior to the requested leave.

- An employee may take up to 12 works weeks during a 12-month period for a qualifying situation.
- FMLA is job-protected, unpaid leave.
- Employees can maintain paychecks while on leave.
- Employees must use paid leave before being eligible for unpaid leave in the following order: (1) Accrued Illness Banks; (2) Vacation Banks; and (3) Personal Business Time (where applicable).
- FMLA provides medical privacy and confidentiality.
- FMLA can protect employees from having to “make up” work they miss when on leave.
- An employee must give 30 days’ notice in advance or notice as soon as possible to supervisor or other designated person in unit and WSU’s TPA.
- FMLA may be taken intermittently (see page 6).
- Use will not result in loss of any employment benefit including health benefits (if paid leave time is used). If unpaid leave is taken, see page 22 for how to maintain health coverage.
- For more information please visit:
- <https://policies.wayne.edu/appm/3-4-5-family-and-medical-leave-act>
- <https://hr.wayne.edu/tcw/loa-fmla/fmla>

Modified Duties

With approval from their direct supervisor (i.e., chair, dean, etc.), faculty who have significant responsibility for the care of an infant during the period before and or immediately following the birth or adoption of a child under the age of 6, can be granted a semester of reduced or modified duties.

- Modified duties may not exceed 15 weeks.
 - This includes the anticipated short-term disability leave for pregnancy, childbirth, and recover.

- The dates of modified duties should coincide with the beginning and ending dates of the semester.
- Requests for modified duties must be made two months in advance and must include a certified statement by the faculty member stating that they are assuming primary responsibility for the care of the infant or child.
- Modified duties can take one of two forms:
 - The equivalent of a full workload is assigned and performed and there is no change in compensation. It may include remote work.
 - If a reduced workload is assigned and performed, an adjustment up to \$3000 may be made.
 - Alternatively, any work that was compensated for and not performed (such as not teaching a full course load), must be performed at a later date (such as teaching an extra class in a future semester).
- For more information, please see the AAUP-AFT contract (2021-2024, Article XIII.D.2).

Updated in 2021-2024 AAUP/AFT Contract: New Parental Leave policy

- Faculty may use *accrued* Short-Term Disability Days (aka “Illness Hours,”) for parental leave up to 12 weeks.
- This applies to birthing and non-birthing parents, adoptive parents, or placement of a child up to 6-years-old.
- Co-Parents in the bargaining unit may take a combined total of twelve (12) weeks of leave for the birth, adoption, or placement of a child up to six (6) years of age.
- For more information, please see the WSU AAUP-AFT Contract (2021-2024, Article XIII.D.1).

Parental leave of absence without pay

- For up to 12 months.
- Must be requested 90 days prior.
- Leave is subject to the approval of the department chair, immediate supervisor and the dean, director, or vice president.
- For more information, please see the WSU AAUP-AFT Contract (2021-2024, Article XIII.D.3).

Short-term Disability Leave for Personal Emergencies

- This benefit is subject to the amount of time one has in their “illness/sick bank.”
- A faculty member may take up to five days for emergency care of an “immediate family member” as defined in the AAUP-AFT Contract.
 - Spouse
 - Other Eligible Person (OEP)
 - Parent
 - Child
 - Grandparent
 - Parent-In-Law
 - OEP’s parent
 - Sibling-In-Law
 - OEP’s sibling

- Child-In-Law
- OEP's child
- Grandchild
- OEP's grandchild
- Anyone living in the faculty member's immediate household
- May be granted an additional five days with approval.
- Compensation may change based on the time of year (e.g. compensation during the summer months are compensated at the summer rate).
- Must notify department chair, dean, or immediate supervisor as soon as possible.
- For more information, please see the AAUP-AFT Contract (2021-2024, Article XIII.C.1).

Temporary, Fractional-Time Appointments

Faculty are eligible for a temporary, fractional-time appointment, under certain circumstances. The WSU AAUP-AFT contract has provisions for fractional appointments if a faculty member is on short-term disability or has requested parental leave (Article XIII, leaves of absence, sections C and D). Note that a fractional-time appointment may impact tenure procedures. Faculty should contact the Office of Faculty Affairs in the Office of the Provost for further information on this type of appointment. Faculty in the School of Medicine (SOM) should contact the Office of Faculty Affairs in the SOM.

Tenure Clock Stoppage

Tenure track employees may request tenure clock stoppage when faculty are deemed significantly responsible for the care of a child.

- Maximum of one year excluded from countable years during probationary service.
- Request must be made to the chair/director and dean to the President.
- Please see the AAUP-AFT contract (2021-2024, Article XIII.D.5) for more information.

Other Resources

Schedule Negotiations

We recognize circumstances may arise that may benefit from curating a specific teaching schedule or teaching method (asynchronous or hybrid classes). In this instance, it is best for faculty to speak with their chair to accommodate external pressures of caregiving (e.g., children, parents, spouse, etc.). However, due to departmental needs, faculty availability, and more, it may not be possible for a department to accommodate scheduling requests.

Children in the Workplace

WSU does allow faculty to bring children into the workplace for brief visits and specific campus events. However, in order to ensure the safety and comfort of everyone, there are [policies and requirements](#) that parents should be aware of before allowing their child to accompany them into the office. Additionally, WSU hosts a "Take Your Kid to Work Day" annually.

Childcare Resources¹

For more information on childcare resources at and around Wayne State, including support groups and helpful materials, please visit the Childcare Resources website: <https://wayne.edu/childcare-resources>³.

Given the high demand for childcare, faculty are strongly encouraged to submit their names to various childcare wait-lists.

Childcare/Dependent Care Flexible Spending Account

Wayne State University employees may participate in a dependent care flexible spending account (FSA). Employees can contribute up to \$5,000 per year for the dependent care FSA on a pre-tax basis. Any money left in the account at the end of the year is forfeited. The IRS calls this the "use it or lose it" rule.

The Dependent Care Reimbursement Account will reimburse you on a pre-tax basis for your eligible dependent care expenses (for example: babysitters, daycare, or the care of a parent).

The definition of a dependent for a Dependent Care FSA is any person who either:

- may be claimed as a dependent on your tax return and who is under age 13,
- may be claimed as a dependent on your tax return and who requires full-time care because of physical or mental incapacity, or
- is your spouse and is physically or mentally incapable of caring for himself or herself

Please consult the Flexible Spending Account website from Wayne State University Human Resources: <https://hr.wayne.edu/tcw/health-welfare/flexible-spending>.

Childcare Subsidy Program

Article XII.C.6 of the WSU/AAUP-AFT Collective Bargaining Agreement (September 22, 2021 through June 30, 2024) provides \$160,000 per fiscal year for a childcare subsidy program for eligible AAUP-AFT bargaining unit members. The subsidy amount per applicant will be determined by the number of participating children and the number of months they were eligible during each subsidy period.

The first subsidy period will cover childcare expenses incurred from January 1 to June 30. The second subsidy period will cover childcare expenses incurred from July 1 to December 31. ***Subsidy payments will be limited to children cared for by state licensed childcare providers or government licensed Canadian providers (facilities or individuals). Only available for childcare for children in Kindergarten and under.***

AAUP-AFT covered employees who wish to participate will need to submit to the AAUP-AFT Union Office a completed application form with receipts/proof of payment that includes the name, address, state license number of the daycare provider, payer's name, and child's name. Payments will be provided to eligible applicants via the WSU payroll system. It will be considered taxable income. For more

¹ Please note this is only a list of potential resources. Wayne State University, WSU GEARS, and FANs cannot be held responsible for any information found at these resources or for any experiences one might have using the services of a provider found here or on a provided website.

² The information below was copied from the website listed. Please make sure to view the website to make sure that you are offering the most up-to-date information.

³ The information below was copied from the website listed. Please make sure to view the website to make sure that you are offering the most up-to-date information.

information on the application process and eligibility, please visit: <https://www.aaupaft.org/stay-informed/child-care-subsidy>.

Wayne State University Childcare Centers

- Merrill Palmer Skillman Institute [Early Childhood Center](#)
 - [Family Resources](#)
 - [Pre-Screen Waiting List Form](#)
- College of Education [Early Childhood Center](#)
 - [Pre-Screen Waiting List Form](#)
- [WSU Early Childhood Consortium](#)

Special Needs Resources

- [Assured Family Services](#)
- [Autism Alliance of Michigan](#)
- [Kids on the Go](#)
- [Michigan Alliance for Families](#)
- [Michigan Disability Resources](#)
- [Michigan Developmental Disabilities Council](#)
- [Disability Rights Michigan](#) (formerly Michigan Protection and Advocacy Service (MPAS))
- [Saturday Art Therapy Workshop](#)

Metro Detroit Childcare Resources

- Great Start to Quality offers resources to search for high-quality childcare by zip code:
 - [Great Start to Quality](#) offers a list of local childcare/day care options, rated from 0-5 stars.
 - (877) 614-7328
greatstarttoquality@ecic4kids.org
- [List of daycare centers in Detroit](#)
- [YMCA Metro Detroit](#) afterschool care programs
- [Detroit Parent Collective](#) coworking space and co-op preschool; membership organization
- Detroit Radical Child Care Collective
 - [Facebook page](#)
 - [Model D article](#)
- [Wayne Metropolitan Community Action Agency](#) - Early childhood services

- [Macomb Community Action Agency - Head Start](#)
- [Oakland Livingston Human Service Agency \(OLHSA\)](#) - early childhood programs
- [Nature's Playhouse](#) play and wellness center for children and families
- [Care.com](#)
- [Care.com Top 10 Day Care Centers near Detroit](#)
- [List of childcare providers from Childcareavenue.com](#)
- [State of Michigan Licensed Child Care Center search engine](#)
- [Sittercity](#)
- [Nannylane](#)

Lactation Support Rooms

The Patient Protection and Affordable Care Act ("Affordable Care Act") amended [section 7 of the Fair Labor Standards Act](#) ("FLSA") requires employers to provide reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express the milk. Employers are also required to provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk."

Lactation Support Rooms are located in various spaces on Wayne State's campus. These rooms are for nursing mothers for the purpose of breastfeeding or expressing milk. Some rooms must be reserved in advance. You can reserve rooms or ask questions by phone or email. For more information on Lactation Support Rooms and further breastfeeding support, visit the Lactation Support at Wayne website: <https://wellness.wayne.edu/lactation-support>⁵.

Room Locations and Information

- Academic and Administration Building (5700 Cass Ave.)
 - Room 1120. Please call 313-577-3000 to reserve a room or visit the Total Compensation and Wellness department in suite 3638 A/AB to gain access to the room. If you require immediate access and are unable to reach us at 313-577-3000, please contact Norma Hughey at 313-577-2381.
- Arthur Neef Law Library (474 Gilmour Mall)
 - Please pick up the key at the Circulation Desk. Call (313) 577-6181 to reserve the room or email Mary Bonk at ab5983@wayne.edu or Kathryn Polgar at ey8257@wayne.edu.
- Beecher House (5475 Woodward Ave.)

⁴ The information below is from the website listed. Please view the website for the most up-to-date information.

⁵ The information below is from the website listed. Please view the website for the most up-to-date information.

- Room 216. Contact Theresa Mahoney at 313-577-0039 for access. *Please note: this room is for Development employees only.*
- Biological Sciences (5047 Gullen Mall)
 - Obtain key from the front desk.
- Chemistry Building (5101 Cass Ave.)
 - *Room 267 will soon be available for you to use! We will update here when it is available.*
- College of Engineering (5050 Anthony Wayne Dr.)
 - Women's Restroom (1349) on the First Floor.
- Faculty and Administration Building (656 W. Kirby)
 - Career Services (1001 FAB). Please call 577-3390 to reserve a room or come to Career Services in room 1001 FAB
- iBio (6160 Cass Ave.)
 - Room 1103.1 Located within women's restroom on the 1st floor.
- Lande Building (550 E. Canfield)
 - Rooms 114 and 432. Keys are available for check out from the HR office 154 Lande. When 114 and 432 are not available, room 411 can be used. The key to room 411 can be obtained from Dina Boikov. *Please note, Lande is a secured building and these rooms can only be used by those with access to this building.*
- Scott Hall (540 E. Canfield)
 - Room #2103. Room is open 24/7. Door is lockable from the inside. After normal business hours and on weekends, Scott Hall is only accessible to School of Medicine faculty staff and students.
- Undergraduate Library (5150 Anthony Wayne Drive)
 - Room 1001. Key is available for check out from the Integrated Services Desk on the first floor of the Undergraduate Library. Please visit <https://library.wayne.edu/services/lactation-room/> for more information.
- Welcome Center (42 W. Warren)
 - *Room # coming soon! We will update here when it is available.*
- School of Social Work (5447 Woodward Ave)
 - Room 025
- University Service Building (5454 Cass Avenue)
 - Room 211

Other Breastfeeding Resources

[La Leche League of Metropolitan Detroit](#)

[Black Mothers Breastfeeding Association](#)

[Michigan Breastfeeding Network](#)

[United States Breastfeeding Committee](#)

Care of Adult Children

Wayne State University does not have any official policies on caring for adult children, particularly in the long-term. However, it is possible for a faculty member to use the following options for these instances in short-term circumstances or emergencies:

- Family and Medical Leave Act (FMLA)
- Leave of absence without pay
- Short-term disability leave for personal emergencies

For more information, please contact the Office of Benefits and Compensation at:

<https://hr.wayne.edu/tcw/about/staff>

- Temporary, fractional-time appointments
- Tenure clock stoppage

Eldercare

The following information may be relevant to faculty members who are members of the AAUP-AFT and need to care for a parent.

- Family and Medical Leave Act (FMLA)
- Sick Leave/Personal Emergency
- Tenure Clock Stoppage
- Schedule Negotiations

For more options, discuss your situation with your chair or appropriate immediate supervisor.

Policy Information

FMLA

If absence from work is required due to the care of a parent, an employee can use [FMLA](#) if they have worked for Wayne State University for a total of 12 months during the 7 years prior to the request and have at least 1,250 work hours during the 12 months immediately prior to the requested leave.

- An employee may take up to 12 work weeks during a 12-month period for a qualifying situation.
- FMLA is job-protected, unpaid leave.
- Use will not result in loss of any employment benefit including health benefits (if paid leave time is used). If unpaid leave is taken, see page 22 for how to maintain health coverage.
- Employees can maintain paychecks while on leave.

- Employees must use paid leave before being eligible for unpaid leave in the following order: (1) Accrued Illness Banks; (2) Vacation Banks; and (3) Personal Business Time (where applicable).
- FMLA provides medical privacy and confidentiality.
- FMLA can protect employees from having to “make up” work they miss when on leave.
- An employee must give 30 days’ notice in advance or notice as soon as possible to supervisor or other designated person in unit and WSU’s TPA.
- FMLA may be taken intermittently (see page 6).
- Please see the following links for more information:
 - <https://policies.wayne.edu/appm/3-4-5-family-and-medical-leave-act>
 - <https://hr.wayne.edu/tcw/loa-fmla/fmla>

Sick Leave/ Personal Emergency

If absence from work is required for a personal emergency an employee may take Sick Leave. The requesting employee must have at least 12 months of continuous full-time service to use Sick Leave. However, after only 6 months of continuous full-time service, up to 2 days may be taken for personal reasons per fiscal year.

- Time is deducted from the Short-term Disability time “bank.”
- Must notify department chair, dean, or immediate supervisor.
- No more than five days of absence may be taken unless approved.
- One additional day accrues for more than ten years of service.
- Prior notice must be given for an absence due to personal reasons.
- Please see the AAUP-AFT contract (2021-2024, Article XIII.C.3) for more information.

Tenure Clock Stoppage

Tenure track employees may request tenure clock stoppage when they are deemed significantly responsible for the care of a parent as defined by the ADA or FMLA guidelines.

- Maximum of one year excluded from countable years during probationary service.
- Request must be made to the chair/director and dean to the President.
- Please see the AAUP-AFT contract (2021-2024, Article XIII.D.5) for more information.

Schedule Negotiations

We recognize circumstances may arise that may benefit from curating a specific teaching schedule or teaching method (asynchronous or hybrid classes). In this instance, it is best for faculty to speak with their chair to accommodate external pressures of caregiving (e.g., children, parents, spouse, etc.). However, due to departmental needs, faculty availability, and more, it may not be possible for a department to accommodate scheduling requests.

Other Resources⁶

- [American Alzheimer’s Association Michigan Chapter](#): 24/7 Helpline, support groups, social engagement programs, and more. For more information visit
- [Caregiving Options](#)

⁶ Please note this is only a list of potential resources. Wayne State University, WSU GEARS, and FANs cannot be held responsible for any information found at these resources or for any experiences one might have using the services of a provider found here or on a provided website.

- [Institute of Gerontology](#)
- [WSU FSA policy for dependent care expenses](#)

Care of Other Eligible Person (OEP)

This section covers faculty who may have care needs for other eligible persons.

- <https://hr.wayne.edu/>
- FMLA – see <https://hr.wayne.edu/tcw/loa-fmla/fmla>
- Leave of absence without pay
 - for up to 12 months;
 - must be requested 90 days prior;
 - is subject to the approval of the department chair, immediate supervisor and the dean, director, or vice president;
 - for more information, please see the AAUP-AFT Contract (2021-2024, Article XIII.A).
- Short-Term Disability Leave for Personal Emergencies
 - This benefit is subject to the amount of time one has in their “illness/sick bank.”
 - May take up to five days for emergency care of an “immediate family member as defined in the AAUP-AFT Contract (2021-2024, Article XIII.C.3).
 - Spouse
 - Other Eligible Person (OEP)
 - Parent
 - Child
 - Grandparent
 - Parent-In-Law
 - OEP’s parent
 - Sibling-In-Law
 - OEP’s sibling
 - Child-In-Law
 - OEP’s child
 - Grandchild
 - OEP’s grandchild
 - Anyone living in the faculty member’s immediate household
 - May be granted an additional 5 days with approval.
 - Compensation may change based on the time of year (e.g. compensation during the summer months are compensated at the summer rate).
 - Must notify department chair, dean, or immediate supervisor as soon as possible.
 - For more information, please see the AAUP-AFT Contract (2021-2024, Article XIII.C.3).
- Schedule Negotiations
 - We recognize circumstances may arise that may benefit from curating a specific teaching schedule or teaching method (asynchronous or hybrid classes). In this instance, it is best for faculty to speak with their chair to accommodate external pressures of caregiving (e.g., children, parents, spouse, etc.). However, due to departmental needs, faculty availability, and more, it may not be possible for a department to accommodate scheduling requests.

Personal Illness, Personal Time, and Other Emergencies

Policy information

If absence from work is required for a personal emergency an employee may take Sick Leave. The requesting employee must have at least 12 months of continuous full-time service to use Sick Leave. However, after only six months of continuous full-time service, up to two days may be taken for personal reasons per fiscal year.

- Time is deducted from the Short-term Disability time “bank.”
- Must notify department chair, dean, or immediate supervisor.
- No more than five days of absence may be taken unless approved.
- One additional day accrues for more than ten years of service.
- Prior notice must be given for an absence due to personal reasons.
- Please see the AAUP-AFT contract (2021-2024, Article XIII.C.3) for more information.

FMLA

If absence from work is required due to a serious health condition that makes the employee unable to perform the functions of his or her job, an employee can use [FMLA](#) if they have worked for Wayne State University for a total of 12 months during the 7 years prior to the request and have at least 1,250 work hours during the 12 months immediately prior to the requested leave.

A serious health condition is considered as an employee who is “unable to perform the functions of the position” where the health care provider finds that the employee:

- is unable to work at all; or
- is unable to perform any one of the essential functions of the employee's position.

An employee who must be absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment.

- An employee may take up to 12 work weeks during a 12-month period for a qualifying situation.
- FMLA is job-protected, unpaid leave.
- Employees can maintain paychecks while on leave.
- Employees must use paid leave before being eligible for unpaid leave in the following order: (1) Accrued Illness Banks; (2) Vacation Banks; and (3) Personal Business Time (where applicable).
- FMLA provides medical privacy and confidentiality.
- FMLA can protect employees from having to “make up” work they miss when on leave.
- An employee must give 30 days’ notice in advance or notice as soon as possible to supervisor or other designated person in unit and WSU’s TPA.
- FMLA may be taken intermittently (see page 6).
- Use will not result in loss of any employment benefit including health benefits (if paid leave time is used). If unpaid leave is taken, see page 22 for how to maintain health coverage.
- Please see the following links for more information:
 - <https://policies.wayne.edu/appm/3-4-5-family-and-medical-leave-act>

- <https://hr.wayne.edu/tcw/loa-fmla/fmla>

Family Medical Leave Act (FMLA) Overview

Family Medical Leaves are administered by FMLASource on behalf of Wayne State University.

The Family and Medical Leave Act (FMLA) of 1993 is a federal law that helps employees balance their work responsibilities with their family and medical needs. The Act sets national standards for employers when providing leave for such purposes.

Any time you are absent from work with an [FMLA](#) qualifying event:

- Contact your Supervisor, Business Manager, or Designated Representative.
- Call 1-877-GO2-FMLA (1-877-462-3652), log onto www.fmlasource.com to start your leave process.
- You will need your Access ID (e.g. zz1222).
- Employees who take leave because of their own serious health condition or to give birth to a child, must use paid leave before being eligible for unpaid leave in the following order: (a) Accrued Illness Banks; (b) Vacation Banks; and (c) Personal Business Time (where applicable).
- Employees who take a service member family leave or a leave for the birth, adoption or foster care of a child or to care for a seriously ill spouse, child, or parent, must use all accrued vacation and personal business time respectively before being eligible for unpaid leave.
- FMLA use will not result in loss of any employment benefit including health benefits (if paid leave time is used).
- If an employee takes unpaid FMLA leave, the cost of their health insurance remains at the same rate. Coverage is not automatic, and a third party administers the payment. Faculty must reach out to the benefit department to ensure continual health coverage.
- Please note, if faculty have taken sabbatical leave at any time in the previous 12 months before requesting FMLA leave, they should conduct an eligibility check to ensure they have met the 1250 hours threshold; Use FMLASource to do this calculation.
- [Human Resources Site on FMLA at WSU](#)
- [Policy at WSU](#)

FMLA Resources

- [FMLASource](#)
- [FMLASource Brochure \(pdf\)](#)
- [APPM 3.4.5 Family and Medical Leave Act Policy \(Under Review\)](#)
- [APPM 3.4.5.1 Family and Medical Leave Act Definitions](#)
- [Your Rights Under the FMLA \(Federal Posting Requirement\)](#)
- [Family Medical Leave Act](#)

- [FMLA 101 Training \(pdf\)](#)
- [Action Steps/Responsibilities \(pdf\)](#)
- [FMLA Claim Submission Checklist \(pdf\)](#)
- [Maternity and Parental Leaves \(pdf\)](#)
- For definitions of FMLA, see WSU site: <https://policies.wayne.edu/appm/3-4-5-1-family-and-medical-leave-act-definitions>

Resources for Faculty with a Disability

If you are an employee in need of more information on disabilities or a reasonable accommodation, contact the OEO at (313) 577-2280.

Policy Information

For more information and links to forms, please visit the following links:

<https://oeo.wayne.edu/>

[Special needs/disability parking](#)

<https://hr.wayne.edu/clientservices/employee-services/ada-info>

<https://wayne.edu/accessibility>

<https://generalcounsel.wayne.edu/legal/disabilities-accomodations>

<https://wayne.edu/accessibility/accessibility-contact-list>⁷

Request for Accommodation Templates and Forms

For more information and links to forms, please visit: <https://hr.wayne.edu/clientservices/employee-services/ada-info>

Americans with Disabilities Act (ADA)

See also the ADA website for further information: <https://www.ada.gov/>.

Other WSU Resources

Tenure and Sabbatical Leaves

Policy Information

Note: Leaves of absence without pay are not counted toward the maximum period of pre-tenure employment. For more information, please see the AAUP-AFT contract (2021-2024, Article XXII).

Tenure Clock Stoppage

Tenure track employees may request tenure clock stoppage when they are deemed significantly responsible for the care of a child or for a parent as defined by the ADA or FMLA guidelines.

⁷ The information is from the website listed. Please view the website for the most up-to-date information.

- Maximum of one year excluded from countable years during probationary service.
- Request must be made to the chair/director and dean to the President.
- Please see the AAUP-AFT contract (2021-2024, Article XIII.D.5) for more information.
- Consideration may be given for a clock stoppage in the case of an anticipated or unanticipated chronic health condition of the faculty member.

Sabbatical Leaves

- For tenured faculty, sabbatical may be granted for 1-2 semesters.
 - Applicant must have served at least 6 or 12 semesters of regular full-time contractual employment since their appointment or since their last sabbatical leave.
 - These semesters do not need to be consecutive, but no more than 2 semesters are counted per academic year.
- For faculty on the tenure track, they are eligible for consideration for a one semester sabbatical after six semesters of regular full-time contractual employment since their appointment.
 - Faculty on the tenure track must complete this sabbatical leave prior to the beginning of the 7th year of service.
 - If leave is granted to a tenure track faculty member, it cannot be used as evidence of merit in an application for tenure, promotion, challenge of tenure, or non-renewal decisions.
- For more information on conditions of leave, including salary percentage calculations, please see the AAUP-AFT contract (2021-2024, Article XIII.B.2).
 - One (1) semester following twelve (12) semesters of service = 100% Salary Support for Faculty.
 - Two (2) semesters following twelve (12) semesters of service = 60% Salary Support.
 - One (1) semester following six (6) semesters of service = 80% Salary Support.
- After each sabbatical, no matter the length, the count of service semesters restarts.
- See page 22 of this manual for information on how sabbatical leaves may impact FMLA leave.

Request Sabbatical Templates and Forms

- [Tenure forms and information](#)
- [Sabbatical forms and information](#)

Faculty Development and Faculty Success

The [Office of the Provost](#) maintains a comprehensive site with resources for faculty.

The [Office of Faculty Development and Faculty Success](#) offers a variety of workshops to support faculty professional development.

The [National Center for Faculty Development and Diversity](#) membership provides faculty with resources to support professional development and tenure.

The NSF WSU-GEARS Associate to Full Workshop will be offered in 2023-2024. Please contact Krista Brumley at kbrumley@wayne.edu for more information.

Community Building for Faculty

Visit <https://s.wayne.edu/gears-advance/resources/campus-resources/> for a list of internal networks and Employee Affinity Groups at Wayne State University. Please email gears@wayne.edu if you would like to suggest additions to this list.

Other Resources for Diversity, Equity, & Inclusion

[The Office of Diversity, Equity and Inclusion](#) supports Wayne State's mission as an institution that supports and values people of diverse identities, backgrounds, experiences, and perspectives. The office works with faculty, staff, and students to promote a campus community that is welcoming and supportive to all. The office's initiatives include an annual [DEI workshop series](#) and [implicit bias workshops for healthcare](#). The office works closely with campus and community partners in coordinating events to commemorate [Juneteenth](#) and the [National Day of Healing from Racism](#).

Coming Soon:

- [the Center for Gender & Sexuality will launch Fall 2023](#). The center will provide services in research, teaching, student services, programming and advocacy, and student engagement. The center will include a welcoming drop-in space with culturally competent staff. Additionally, the center will provide a space that encourages interdisciplinary research and collaboration related to gender and sexuality studies. Please contact Dr. Simone Chess, Director of Gender, Sexuality, and Women's Studies, at schess@wayne.edu.
- Wayne State University [has received \\$6 million in funding from the Mellon Foundation](#) to establish the Detroit Center for Black Studies, a faculty-led multidisciplinary center that will connect Black Studies faculty from institutions throughout Michigan. The center will engage faculty who work in the areas of African American, African, and African-diaspora studies and the interconnections with U.S. and global histories, culture, social, economic, legal, and health systems. Alongside this work, the university has received Mellon Foundation funding to hire 30 new humanities faculty at Wayne State. For more information, please contact your Chair or Dean.

Wellness Resources

Faculty may consult their healthcare provider for available wellness options covered under their insurance plan. In addition, WSU offers the following resources.

Employment Assistance Program (EAP)

The [Ulliance Life Advisor Employment Assistance Program](#) (EAP) is open to all benefits-eligible employees and eligible members of their families. This is a **free** WSU benefit, and is **strictly confidential**. Neither your employer nor your coworkers will have any knowledge of your use of the EAP. Faculty can call for support 24 hours a day, 365 days a year: **1-800-448-8326**.

Common topics include, but are not limited to:

Childcare and Eldercare resources

Balancing work and family

Marital and family conflict resolution

Alcohol and/or substance abuse support

Managing depression, anxiety and stress

Work-related concerns

Personal growth and development resources

For more information, see: <https://wellness.wayne.edu/eap>

Wellness Warriors

[Wellness Warriors](#) is a program dedicated to WSU employees to help them better their health. The program includes coaching, services, and more. Please see the [website](#) for more details.

The [Mort Harris Recreation and Fitness Center](#) hosts a variety of fitness classes, bike rental, and more.

The [Matthaei Center](#) boasts a competitive swimming pool, 2 full-sized gymnasiums, racquetball courts, and more.

LGBTQ+

Wayne State LGBTQ+ Resources

- WSU Pride: a website dedicated to sharing resources and support for LGBTQ+ employees and students.
 - <https://pride.wayne.edu/>
- [How to Change your Pronouns in the WSU system](#)
- [Coming Soon: the Center for Gender and Sexuality. See above under "Other Resources for Diversity, Equity, and Inclusion."](#)

Other Local LGBTQ+ Resources

WSU Pride has a robust list of resources for employees and a list of local resources.

- <https://pride.wayne.edu/employee-resources>
- Meet WSU colleagues who identify as LGBTQIA:
 - WSU Out List: <https://pride.wayne.edu/out-list>
- Pride Events Page: <https://pride.wayne.edu/events>

The Office of Multicultural Student Engagement has a list of local LGBTQ+ resources:

<https://omse.wayne.edu/about/resources/lgbtq>

The Gender, Sexuality and Women's Studies program has additional resources about LGBTQ+ studies and communities on campus: <https://clas.wayne.edu/gender-studies>

- In addition to its academic programs, the GSW program has a long legacy of supporting, participating in, and co-facilitating feminist and queer campus initiatives, including Coming Out Week, Pride Week, and, together with the Office of Multicultural Student Engagement, the annual Dr. Rae Lee Siporin Rainbow Graduation Awards and Homecoming Ceremony.

See links below to learn more about LGBTQIA inclusion on campus:

- Link to Join the QWSU: <http://lists.wayne.edu/cgi-bin/wa?SUBED1=QWSU&A=1>
- Get Involved List of Groups tagged "LGBT"
<https://getinvolved.wayne.edu/organizations?branches=195268&categories=17094>

- Get Involved List of Events in the “LGBT and Pride” theme: <https://getinvolved.wayne.edu/events?categories=17157>
- Sign up for GSW Listserv: <https://clas.wayne.edu/gender-studies/students/resources>
- Sign up for OMSE Listserv: <https://omse.wayne.edu/about>
- OTL’s Inclusive Class Design Resources: <https://teachinghandbook.wayne.edu/course-design/inclusivity/multicultural-course-design>

Gender Inclusive Restrooms

WSU maintains a list of gender-neutral restrooms on its campus map at: <https://maps.wayne.edu/locations/gender-neutral-restrooms/>.

The university is working to update the list so that it reflects rooms that are inclusive, unlocked, and accessible.

Reflection Rooms

Reflection rooms are non-denominational and can be used by students of all religious affiliations. They may be used for quiet reflection, prayer, meditation, or solitude. Many of the formal reflection rooms have prayer rugs available.

Room locations and information

- Student Center: Room 350. The formal reflection room is undergoing expansion. There are ablation rooms available as well.
- Eugene Applebaum College of Pharmacy and Health Sciences: Room 1600 is a formal reflection area.
- Mike Ilitch School of Business: Room 365 is a formal reflection area and is a portion of the Quiet Study Room.
- STEM Innovation Learning Center: Room 201 is a formal reflection room.
- Purdy/Kresge Library: The back corner near the Kresge entrance is an informal reflection area.
- A. Paul Schaap Chemistry Building and Lecture Hall: Multiple Conference rooms may be used as informal reflection areas. These rooms may be reserved by current faculty, staff, post-docs, graduate students, and undergraduate researchers.
- Undergraduate Library: Room 2318 is a formal reflection room.
- State Hall: Room 1102 is a formal reflection room that will be available when State Hall renovation is complete in Fall 2023. The room will include an ablation area.
- Law School: Room 2221 is a formal reflection room that was added as part of the Levin Center renovation.

Bullying and Harassment

If you or a faculty member you know have experienced bullying or harassment, please reach out to any of the following resources.

[Office of the Provost](#)

[Faculty Union - AAUP-AFT](#)

[Title IX information](#)

[Office of Equal Opportunity \(see also, \[Policies\]\(#\)\)](#)

[General Counsel](#)

Pets

*If you have a service animal and need accommodation, please contact the Office of Equal Opportunity.*⁸

*Resources*⁹

[Michigan Humane Society](#)

[Rover.com](#) find a dog day care, pet sitter, or boarding

AAUP-AFT Information

For information on the union, including updates, contact information, the most recent contract, and how to join, please visit the [AAUP-AFT website](#).

WSU academic employees have been unionized since the early 1970's. The AAUP-AFT, Local 6075 represents about 1800 faculty and academic staff employed 50% time or greater at the university. The acronym stands for the American Association of University Professors – American Federation of Teachers. The Union is jointly affiliated with both well-respected, national organizations.

The WSU AAUP-AFT is run by elected faculty and academic staff with the purpose of ensuring fair treatment and furthering the interests of all bargaining-unit members. The Union is a means of providing a meaningful voice in decisions related to wages, hours, and working conditions through negotiating and enforcing a collective bargaining agreement (CBA). If you think your rights under the CBA is violated, or you feel you are treated unfairly, you can contact the Union office. Someone there can direct you to a Union representative to assist you in addressing your concern. If an issue cannot be resolved informally, the CBA provides for a formal grievance/arbitration procedure which can be used to ensure your rights under contract, law and policy are respected.

The AAUP-AFT also has numerous volunteer and social justice related committees. Please feel free to reach out if you are interested in getting involved.

For information on the union, including updates, contact information, the most recent contract, and how to join, please visit the [AAUP-AFT website](#). Faculty can contact union President Danielle Aubert at daubert@aaupaft.org, and Executive Director Mark Dilley at mdilley@aaupaft.org.

⁸ Please note policy in this section does not include service animals. For information on service animals, please see the section on ADA policies and the ADA website.

⁹ Please note this is only a list of potential resources. Wayne State University, WSU GEARS, and FANs cannot be held responsible for any information found at these resources or for any experiences one might have using the services of a provider found here or on a provided website.

Office of Equal Opportunity

The [Office of Equal Opportunity](#) (OEO) offers the following services to the Wayne State University community:

- Affirmative Action Compliance and Reporting
- Americans with Disabilities Act Compliance
- Veterans Administration Compliance and Reporting
- Faculty Search Committee and Automated User Training
- Anti-discrimination, harassment, and sexual harassment training
- Discrimination/harassment investigations pursuant to the Non-Discrimination & Affirmative Action Policy
- Oversight of Title IX Office

The Office of Equal Opportunity also develops and monitors the University's Supplier Diversity Program which promotes commitment to doing business with minority and women entrepreneurs and small businesses.

Campus Safety - WSUPD

WSU has its own Police Department.

For more information and to see what they have to offer please visit the [WSUPD website](#).

Phone number WSU Police: 577-2222.

New and Potential Faculty Hires

This section of the manual includes information that may be helpful to new hires, rehires, and potential faculty hires.

Resources

Moving to the Area¹⁰

- Cost of living
 - [Nerd Wallet Cost of Living Calculator](#)
 - [Best Places Cost of Living Calculator](#)
- Local school ratings and information
 - [Great Schools - Michigan](#)
 - [Niche](#)
 - [Michigan.gov](#)
- Housing
 - Temporary housing – <https://guesthousing.wayne.edu/housing>
 - Information
 - [Niche – suggested areas near WSU](#)
 - [List of Metro Detroit suburbs](#)

¹⁰ Please note this is only a list of potential resources. Wayne State University, WSU-GEARS, and FANs cannot be held responsible for any information found at these resources or for any experiences one might have using the services of a provider found here or on a provided website.

- [Local real estate agent list](#)
 - Homes for rent
 - [Zillow](#)
 - [Trulia](#)
 - [ForRent.com](#)
 - Homes for sale
 - [Zillow](#)
 - [Trulia](#)
 - [Realtor.com](#)
- [Moving expenses reimbursement information and resources](#)
- Childcare options
 - Please see the [At-A-Glance](#) list found in [Other Parental Resources](#).
 - Please see [Child Care Resources](#)
- Eldercare options
 - Please see [Elder Care Resources](#)
- Finding doctors in the area (see links for each health insurance carriers provider directories)
 - <https://hr.wayne.edu/tcw/health-welfare/provider-directory>
- Pet options
 - [Bringing animals into Michigan](#)
 - [Moving with pets](#)
 - [State of Michigan - Dogs](#)
 - [State of Michigan - Cats](#)
 - [State of Michigan – Birds](#)
 - [State of Michigan - Ferrets](#)
 - [State of Michigan – Rabbits, rodents, reptiles, and amphibians](#)
 - For more information, please see [Pets](#)
- New faculty resources
 - [Retirement savings information](#) and [Retirement savings counseling](#)
 - [Textbook adoption](#)
 - [New Faculty Campus Information](#)
 - [The Office for Teaching & Learning](#)
- Parking Resources
 - [Parking Information](#)
 - [Special needs/disability parking](#)
 - [Disability parking in Michigan](#)

Partner Hires

- [Job Boards from Career Services at Wayne State University](#)
- WSU does not have a formal program to assist with partner/spousal hires. New faculty hires are encouraged to contact their departments to learn about the resources and opportunities the university may be able to provide with partners seeking employment in Metro Detroit.

International Faculty

- Immigration processes can vary by country. Please contact the Office of International Students and Scholars (OISS) for details about a visa application or other matters related to international faculty hires and relocation.

WSU Office of International Students and Scholars (OISS)

Jessica Martinez, student and scholar advisor

jmartinez84@wayne.edu

(313) 577-3422

<https://oip.wayne.edu/oiss/visa/forms>

- Below is a screen shot as an example of some of the links you will find in the above OISS link:

Forms for H-1B visa holders

- [H-1B Information and Application Packet \(pdf\)](#)
 - [H-1B Checklist \(pdf\)](#)
 - [H-1B: Checklist for Extensions and Amendments \(pdf\)](#)
 - [H-1B Request Form- Part A \(To be completed by WSU employing department\) \(pdf\)](#)
 - [H-1B Request Form- Part B \(To be completed by foreign national\) \(pdf\)](#)
 - [H-1B: Actual Wage Worksheet \(pdf\)](#)
 - [H-1B: Sample Position Description](#)
 - [H-1B Extensions Beyond 6th Year \(pdf\)](#)
- **This link goes to the H-1b form directly.**
<https://oip.wayne.edu/oiss/pdf/h-1b-request-form-part-b.pdf>
 - ***A note on tenure for non-U.S. citizens.** Faculty must be a green card holder or have U.S. citizenship to receive tenure. Faculty cannot receive tenure with a H1B visa.
 - ***Canadian residency and resident status.** Faculty may live in Canada; however, a green card is required to receive tenure. Faculty can contact the WSU Office of Human Resources if they have tax questions related to living in Canada or to non-US citizenship.

External Resources

Major grant-funding agencies such as the National Science Foundation and the National Institutes of Health offer information on work/family/life balance and support for parents and families. Here are a few links that may be useful for faculty with external grant funding:

- <https://www.nsf.gov/career-life-balance/>
- <https://www.nsf.gov/career-life-balance/clbfaqs.jsp>
- <https://grants.nih.gov/grants/policy/nih-family-friendly-initiative.htm>