



Penn Support for Faculty Families

Lubna Mian
Director of Faculty Development and
Equity

This presentation is intended to provide an overview of some of the University support (policies and resources) for faculty members with family responsibilities.



Penn Supports Families

- Work-life balance
- Faculty recruitment
- Faculty retention
- Diversity



December 2011

Family-Friendly Update | # 2

University support for families is grounded in a number of institutional values.

Work-life agenda:

- (1) Reduction of work-life distress for both staff and faculty
- (2) Enhanced productivity and reliability of performance
- (3) Acknowledging employees' full experiences as human beings- respect for personhood and key life experiences (birth, adoption, elder care); goals of greater loyalty and morale

Faculty recruitment:

In the faculty context, work-life benefits and services support a total recruitment package, and can be as pressing as salary, space, and other considerations. Faculty with families are quickly confronted with needs to find appropriate care, schools, and spousal employment.

Faculty retention:

Family-friendly considerations factor into our ability to retain, as well as recruit faculty; again, these are part of the total package

Diversity:

While family-friendly benefits and services are of interest to many faculty members, some offerings are of interest to particular groups. For example, faculty women rarely have stay at home spouses and are disproportionately affected by work-life distress and child care considerations.



Common Scenarios

- Entry of a New Child Into the Home
- Aging Parent
- One's Own Illness

December 2011

Family-Friendly Update | # 3

Faculty members face a number of situations where they might make use of University policies and programs. Our tenure-track policy, for example, refers to “entry of a new child into the home,” by birth, adoption, or foster care. Caregiving responsibilities might also arise with an aging parent, or in the case of one’s own serious illness.



Extending the Probationary Period

- New child
“primary or co-equal” caregiver
- Serious health condition of another
“primary” caregiver
- One’s own serious health condition

December 2011

Family-Friendly Update | # 4

Faculty Handbook, II.E.3 is our policy on the extension of probationary period for standing and research faculty during periods of additional stress or caregiving responsibility.

Eligible faculty may receive a one year extension.

A “new child” is a child by birth, adoption, or foster care. The person notifying the Provost’s office of the extension must be a “primary or co-equal” caregiver. This means he or she must have assumed 50% or more of the caregiving responsibilities for the new child.

A “serious health condition” is defined as “an illness, injury, impairment, or physical or mental condition that involves” (A) inpatient care in a hospital, hospice, or residential medical care facility” or (B) “continuing treatment by a health care provider.” The serious health condition must also persist for a “substantial period” of the time for which the extension is sought, and the faculty member needs to be “unable to perform the functions of his or her position.”

The notice of extension form can be received through your school’s faculty affairs office and is transmitted to the Provost’s office for approval.



Workload (Teaching) Relief

- New child
- For standing faculty *primary* caregiver
- 50% reduction in teaching load
- Within six months of arrival of new child

December 2011

Family-Friendly Update | # 5

Teaching relief is only for the primary (not co-equal) caregiver of a new child by birth or adoption. The theory is that a new child often requires a substantial devotion of one parent's time.

The faculty member should notify his or her chair of the need for teaching relief as soon as practicable- the department will need to make arrangements to cover the responsibilities.

Teaching relief is not approved through the Provost's office. These are school-based arrangements.



Reduction in Duties

- Standing, research, or academic clinicians
- Up to six years
- Up to 50% of duties
- “Good and sufficient reason”
- Proportional extensions of probationary period
- Proportional reduction in salary

December 2011

Family-Friendly Update | # 6

Faculty Handbook II.E.2.

Faculty members can work on a part-time basis through our reduction in duties policy, with several important caveats.

“Good and sufficient reason” can include serious illness or injury, child care, elder care, or service to the community.

Reduction in duties is accompanied by proportional extensions of the probationary period (50% reduction for 2 years = one year extension of probationary period).

Proportional reduction in salary and in salary-based benefits (life insurance and retirement contributions)



Human Resources Policies

- Sick leave (613)
- Long-term disability (405)
- Family Medical Leave (631)
- New Child Policy (412)
- Nursing Mothers Policy (415)

December 2011

Family-Friendly Update | # 7

In addition to the policies in the Faculty Handbook, there are a number of Human Resources policies that can apply to faculty with family-responsibilities. Some examples:

Sick leave: Policy 613 applies to the instructional staff (faculty and academic support staff) as well as staff members.

Family Medical Leave Act: By law, the University must grant an up to 12 week leave for reasons including one's own serious health condition, entry of a new child into the home, and caregiving of a spouse, domestic partner, child, or parent. The leave is unpaid, but a person on leave may be partially paid under the University's sick leave or short term disability policies. For more information on this, contact the Benefits Office in the Division of Human Resources.

New Child Policy: This policy is an overview of the Division of Human Resources and Provost's Office policies relating to entry of a new child into the home, and may be a helpful explanation of the various entitlements.

Nursing Mothers Policy: The University strongly encourages women's efforts to provide breastmilk to new babies. This policy provides links to helpful resources, and school and University nursing areas. Please keep in mind that if you have a private office, your office will most likely be the most convenient area in which to pump.



Child Care at Penn

- Penn Children's Center
- Parent Infant Center
- Caring Center
- www.upenn.edu/provost/child_care_at_Penn
- Worklife resources phone number
- Child Care Pilot

December 2011

Family-Friendly Update | # 8

There are a number of child care options in close proximity to the University.

There are three large centers very close to Penn: the Penn Children's Center, 3160 Chestnut Street, (215) 898-5268; the Caring Center, 3101 Spring Garden Street, (215) 386-8245; the Parent-Infant Center, 4205 Spruce Street, (215) 222-5480.

Other centers close to campus are listed on the provost's site: www.upenn.edu/provost/child_care_at_Penn. The website also contains other information that you might find helpful, including student employment sites at Penn and other institutions that can help with occasional child care needs.

Because wait lists for the three on-campus centers are long, we advise you to look for a slot as soon as the need arises, and also to consider options in areas that are close to where you live, if you live outside of West Philly.

The Worklife resources line can help with researching child care options, including options other than center-based care (nanny services, smaller arrangements). The number is 1-888-321-4433 and you must be a Penn employee to access it.

The University is exploring the possibility of a pilot of evening child care hours at the Penn Children's Center, most likely in the spring term.



Other Resources for Children

- \$5K Adoption Benefit
- Backup Child Care
- Snow Day Child Care
- Lactation Support

December 2011

Family-Friendly Update | # 9

Adoption Benefit Since July 2009, the University has offered a \$5000 per adoption reimbursement to defray costs of travel, legal fees, and court costs relating to adoption. There is a limit of reimbursement of two adoptions per household, but simultaneous sibling adoptions count as one against the two per household limit, to encourage adoption of siblings.

Backup Child Care Faculty and staff are eligible for up to 10 days a year of subsidized child or elder care, with a caregiver coming to your home. Fees vary based upon salary, and a day's notice is preferred.

Snow Day Child Care In instances where the University is open but Philadelphia schools are closed due to inclement weather, children up to 12 can be dropped off at the Penn Children's Center on a first come, first-served basis. Pre-registration is required.

For information on these programs, contact the Quality of Worklife Office in the Division of Human Resources.



Graduate Student Resources

- Family Resource Center
- Child Care Grants
- Backup Child Care

December 2011

Family-Friendly Update | # 10

While the focus of this presentation is on faculty, it might be helpful to have a sense of resources for graduate students who you teach or advise.

The Family Resource Center is a physical space in Houston Hall that can accommodate student and postdoc parents and their children, open from 10 am to 3 pm on weekdays. It is also a hub of information on family-friendly initiatives, and the website (<http://familycenter.upenn.edu/>) is an excellent resource.

Child Care Grants: The family grant program currently provides annual grants of up to \$2500 to PhD students who meet certain income eligibility criteria. Questions about the program can be directed to Anita Mastroieni, director of the Family Resource Center, at mastroie@upenn.edu.

Backup Child Care. The backup child care program that is available for faculty is also being piloted for graduate students. Details are available at <http://familycenter.upenn.edu/backupcare.php>.



For more information

<http://www.upenn.edu/provost/images/uploads/FacultyHandbook2011.pdf>

<http://www.hr.upenn.edu/Policy/>

provost-fac@upenn.edu

December 2011

Family-Friendly Update | # 11

The Faculty Handbook, Division of Human Resources Policy Manual, and Offices of the Vice Provost for Faculty, are all resources that can help to explain more fully University policies and support.