

 Yale Radiology and Biomedical Imaging Title: Staff Account SOP	SOP 9.000	Effective Date: March 2022
	Version 5	RAD Mission: Faculty Development
Prepared By: Serena DelBasso		March 2022
Management Approval: Rob Goodman, MD		March 2022

A. Purpose

The purpose of this Standard Operating Procedure (SOP) is to provide guidance for clinical faculty staff accounts. A staff account is a fund used only to pay (on a tax free basis) for work related activities and professional fees, as well as for faculty development.

B. Scope

This SOP applies to all YDR clinical faculty.

C. Procedures

1. Up to \$6500 will be made available each year for professional development, to be used at each faculty members' discretion.
 - a. This amount is exclusive of additional mandatory payments provided by YDR including CT medical license (\$575), ABR dues (\$340) and ACR dues (\$900). If faculty member needs to have a DEA license, this will also be covered.
 - b. Funds should be used for professional society membership, CME courses, computer equipment to support professional commitments, travel related expenses for academic pursuits
 - No Amazon purchases are allowed unless pre-approved by the business office.
 - Up to \$350 may be spent on a desk for a home workstation.
 - All computer purchases must be made through the IT Department.
 - Apple watches and wireless headphones are not permitted as an expense.
 - CME/conference hotel expenses should not exceed \$500/night (inclusive of taxes and fees). Anything over \$500/night (net including taxes) requires pre-authorization by the Chair's office.
 - c. The faculty p-card is encouraged for all expenses. If personal credit cards are used, expenses may not be fully reimbursed unless the faculty member submits receipts within 120 days of purchase.
 - d. Expenses submitted after 120 days of purchase are subject to taxable income per the IRS guidelines.

2. Staff accounts will be capped at \$15,000
 - a. Any overage above \$15,000 will be transferred to the relevant section fund.

- Section fund spending should support the section and be transparent to all section members.
- b. On July 1 of each academic year, if the staff account balance is between \$8,500 and \$14,999, the staff account will be replenished up to \$15,000.
 - c. Section funds will be capped at \$25,000. Any overages at years' end will be transferred to a new departmental faculty development account for clinical research, international outreach, faculty education, faculty well-being, etc.
 - At the discretion of the Chair, some section funds may not be capped at \$25,000, ex. If a section is using funds to hire a new fellow.
3. Retirees working on a per diem basis will not have access to staff accounts unless working >50% FTE per diem.
 4. Faculty working though phased retirement will continue to receive the standard (full) staff account monies.
 5. Part-time faculty working at least .50 FTE will be entitled to the standard (full) staff account.
 6. Purchases made by faculty who have offered their resignation should not use their p-card unless approved in advance by the business office.
 7. Faculty who have a deficit at year end will need to pay the department back by July 30th of next fiscal year.
 8. Faculty on extended leave (sick/disability/childcare) may only use staff accounts to maintain society memberships/membership dues. Other expenses must be reviewed and approved by the business office and Chair.

D. References/Review

CME SOP

Reviewed by Regina Hooley, Rob Goodman, Serena DelBasso

E. Revision History

Version	Date	Reason For Revision
4	12/01/2020	Post COVID changes
5	March 2022	Minor updates