1. **Purpose**: This policy provides the terms, eligibility, approvals and process under the Resident/Fellow Early Signing Incentive Plan.

2. **Policy**: Under University of Missouri System Employment Policy HR-104 (Hiring Incentives), the School of Medicine is able to provide an early signing incentive to attract quality physicians for highly competitive and/or difficult to fill positions. This policy provides the requirements and approvals needed for a new physician to be hired and receive funds under the Resident/Fellow Early Signing Incentive Plan.

3. **Procedure**:
   As part of a residency/fellowship program, a department will identify a resident(s)/fellow(s) who meet(s) the criteria for the Resident/Fellow Early Signing Incentive Plan. The following are the criteria that must be met to be eligible:
   
   a. The resident/fellow must possess exceptional qualities and characteristics that both differentiate him/her from others in the program and are in alignment with the mission/vision/values of the department.
   b. The resident/fellow must be a full-time member of an approved residency or fellowship program as determined by the Office of Graduate Medical Education (GME) under MUHC. The residency or fellowship program does not have to be accredited by the specific Residency Review Program (RRC) under the Association of American Medical Colleges (AAMC).
   c. The department must have an open full-time faculty position or a planned vacancy.
   d. The candidate must be fully benefit-eligible. Benefit eligibility is currently defined as an appointment at .75 FTE or greater as established at the time of hiring. The candidate must remain benefit eligible for the duration of the payments.
   e. The resident/fellow must agree to sign an agreement confirming the terms and conditions of the plan. A copy of the agreement is attached hereto.

   Once a candidate for this incentive plan is identified and determined to be eligible, the department will submit their nomination, including a description of the characteristics and qualities that the resident/fellow possesses, to the Sr. Associate Dean for Faculty Affairs in the SOM for approval. The department will be required to provide the details related to the open faculty position or planned vacancy which will be filled.

   Payments under this plan will be calculated as follows:
   
   a. Residents/fellows approved for the plan will receive $500 per month from the 1st of the month following approval to the completion of the residency/fellowship program.
   b. This plan is limited to a total of twelve (12) payments of $500 each and may not exceed total payments of $6,000.
   c. Payments will stop if the resident/fellow leaves the program in which they were enrolled at the time of approval.
4. **Monitoring and Review:**
   a. The School of Medicine shall track all payments made to residents/fellows under this plan, and shall provide an annual report to MUHS senior leadership. The SOM report, this plan, and the policies and procedures prepared to implement the plan will be reviewed annually by MUHS senior leadership with consideration given to the extent to which it is meeting the intended purpose of enhancing the ability to recruit and retain exceptional residents/fellows.
   b. MUHS senior leadership's annual review will include an assessment of changes, if any, that should be made to the plan and the policies and procedures.
   c. MUHS senior leadership may terminate this plan for new participants or suspend the offer of Early Signing Incentive payments.

Approved:

________________________________________ ______________________________
Patrice Delafontaine, MD Date
Hugh E. and Sarah D. Stephenson Dean
School of Medicine
University of Missouri School of Medicine  
Resident/Fellow Early Signing Incentive Agreement

This Resident/Fellow Early Signing Incentive Agreement is made as of [MONTH, YEAR] by and between The Curators of the University of Missouri ("the University") on behalf of the Department of [DEPARTMENT NAME] of the University of Missouri School of Medicine ("the Department") and [RESIDENT/FELLOW NAME], MD.

WHEREAS, [RESIDENT/FELLOW NAME], MD is currently employed by the University as a resident physician or fellow in the Department's residency or fellowship program;

WHEREAS, the University, through the Department, has offered [RESIDENT/FELLOW NAME] an appointment to a position as Assistant Professor of Clinical [DEPARTMENT NAME];

WHEREAS, to facilitate the Department's recruitment and retention efforts, the University wishes to incentivize and encourage Dr. [RESIDENT/FELLOW NAME] to accept the Offer as soon as possible and to continue in the position once employed and the Department has determined that there is a need to provide monetary incentive for those purposes to make the Offer competitive.

NOW, THEREFORE, in consideration of the terms and conditions herein contained and for other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

Incentive Compensation

1. Beginning with the month in which Dr. [RESIDENT/FELLOW NAME] formally accepts the Offer by signing the appointment letter; Dr. [RESIDENT/FELLOW NAME] shall be entitled to incentive compensation payments of $500 per month for each month from the first day of [START MONTH, YEAR] through the last day of [END MONTH, YEAR] (the end or completion of the residency or fellowship). This incentive has a maximum of twelve months. Payment of this incentive will be made with reasonable promptness.

Conditions for Receiving Incentive Compensation

2. The payments under this agreement are subject to the following conditions:
   a. Dr. [RESIDENT/FELLOW NAME] must maintain good standing in the Department’s residency program through successful completion of residency and otherwise continue to meet all applicable requirements of employment by the University as a resident physician or fellow.
   b. Dr. [RESIDENT/FELLOW NAME] must fulfill all requirements for employment and complete all required paperwork as Assistant Professor of Clinical [DEPARTMENT NAME], including but not limited to signing a covenant not to compete, assignment of clinical income, and submitting all required paperwork in a fashion deemed timely by the Department.
   c. Dr. [RESIDENT/FELLOW NAME] must assume employment as Assistant Professor of Clinical [DEPARTMENT NAME] at an established start date acceptable to the Department;
Repayment Obligations

3. If Dr. [RESIDENT/FELLOW NAME] does not meet the conditions stated in paragraph 2, Dr. [RESIDENT/FELLOW NAME] shall be responsible for repayment to the University of the full amount of payments received pursuant to this agreement. Unless otherwise agreed in writing by the Department, repayment under this paragraph shall be due immediately upon failure to meet the conditions stated in paragraph 2.

4. In the event that Dr. [RESIDENT/FELLOW NAME] becomes responsible for repayment under paragraph 3, the amount owing to the University is a legal debt and obligation of Dr. [RESIDENT/FELLOW NAME] and the amount owed may be offset against and deducted from any payroll check or other payment due to Dr. [RESIDENT/FELLOW NAME] from the University.

Taxation; Withholding

5. All payments pursuant to this agreement are taxable compensation subject to withholding and other appropriate deductions, and will be reported on the W-2 form as part of total compensation.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

___________________________________  ___________________________________
Dean [RESIDENT/FELLOW NAME], MD
School of Medicine

___________________________________
Chair [DEPARTMENT NAME]