







## Continuing Education

The Center supports the continuing education of its employees by providing various educational benefits

Fellows' Analysis Reimbursement:

The Center provides an opportunity for a personal psychoanalysis as part of fellows' education experience. The Center bears a major portion of the cost of the analysis for the first 2 years. (\$36,000 or 300 hours).

Tuition Reimbursement:

Tuition assistance up to \$5000 per year is available to regular full-time employees (prorated for part-time employees). Courses must be related directly to the employee's current position in a degree/licensure or certification program.

Friday Night Guest Lecture Series:

The Center hosts a series to develop a broadly based psychoanalytic dialogue in Berkshire County.

Staff Development:

Additional opportunities are available to help employees continue their professional growth and to maintain competency through mandatory training, on site education and training classes, in-house conferences, off site education, conferences and seminars and presentation of professional papers.

## 24/7 Life Assistance Program

No cost to employee. Provides confidential assistance, information, or resources to help resolve life's challenges.  
800-538-3543  
www.signalap.com

## Personal Convenience

Dry Cleaning:

Weekly local dry cleaning pick-up and delivery is available.

Meals & Snacks:

The Center offers meals, beverages and snacks for all employees at a reduced subsidized cost.

Library:

The Austen Fox Riggs Library supports staff and trainees in the provision of patient care, and serves as a research center for medical staff as well as for scholars from the surrounding community. The collection focuses on psychoanalysis and psychodynamic psychotherapy. The Library has a special place among the approximately 200 mental health libraries in the United States because of its firm adherence to a course of preserving and updating the literature and its clinical applications. Books may be signed out at any time.

## Payroll & Direct Deposit

Employees are paid bi-weekly for the prior two weeks. Employees may elect to have their paychecks deposited directly into their checking and/or savings accounts. The pay week runs Sunday through Saturday and paychecks/direct deposit are made on the Thursday after the pay period ends.

## Bereavement

Employees with a death in the immediate family may be granted up to 5 days away from work with pay. Up to 2 days may be granted for the death of an extended family member.

## Jury Duty

A regular employee who is called to serve on a jury or receives a subpoena to appear as a witness on a scheduled workday will be reimbursed the difference between the jury pay and the employee's standard salary when a court voucher is submitted.

## Benefit Provider Contacts

Blue Cross Blue Shield (Medical & Dental)	1-800-486-1136
Cigna (Life)	1-800-732-1603
Cigna (Long-term disability)	1-800-732-1603
403(b) Retirement	1-800-744-1136 1-800-000-0000
TASC (FSA & HRA)	1-800-422-4661 www.tasconline.com

## Recognition & Center Events

The Center recognizes significant events during employment. Recognition criteria is designed to develop shared values, teamwork and a sense of pride in our work.

Some examples:

- Service Anniversaries
- National Hospital Week Celebrations
- Fellow Graduation Dinner
- Special Efforts Gift certificates
- Employee Birthday Cards & Gifts
- External Recognition or Awards Reception Events.
- Publication Recognition

## Human Resource Contacts

Director of Human Resources	(413) 931-5206
HR peraton Coordinator	(413) 931-5313

Austen Riggs Center reserves the right to change or amend its policies at any time and for any reason without prior notice.

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