

## **Arizona Psychological Training Consortium**

### Training Agreement Discussion Points

- General
  - Start Date
  - Duration of position
  - Work schedule/hours
  - Parking
  
- Salary/Pay Rate
  - Is there the possibility of continued pay if need to extend the training year?
  - If a 2-year neuropsychology postdoc: what is the pay raise for the second year?
  - Are any health care/benefits covered?
  - Is my individual liability insurance covered/reimbursed?
  - Is there reimbursement for travel mileage (didactics over 15mi away, conferences, etc.)?
  - Are conference attendances/presentations reimbursed/covered?
  
- PTO & Holidays
  - Number of days off provided a year? (*2,000-hour requirement: typically, 10 of 365 days*)
  - Are specific holidays mandatory as part of the 10 vacation days?
    - (e.g., I do not celebrate Christmas, is it possible to obtain hours as a report writing day to have other holidays important to my religion/culture off?)
  - How far in advanced do I need to request time off for vacation time?
  
- Leave options
  - What is the policy for sick leave? (Separate from the 10 vacation days off?)
    - If exposed to Covid-19, what is the protocol for time off/testing? (Certain number days quarantine, need a clear test, etc.)
    - Possibility of report writing/work from home days if quarantining but asymptomatic/mild symptoms of Covid? (to earn hours without cutting into limited vacation time)
  - Maternity/paternity/family leave options?
    - Need to extend training year (to earn needed 2,000 hours) if this is needed during the training year, number weeks granted paid/unpaid, etc.
  
- Materials & Virtual Considerations
  - Will there be a computer available for me to work with directly, or will I be supplying my own computer/workspace?
  - Number of hours virtual services vs. direct?
  - Number of hours virtual supervision vs. direct?