



Title: FOM Account Use	Policy
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SCOPE

Applies to Faculty and other clinical providers.

PURPOSE

To describe assignment and use of the Professional Allowance (FOM).

PROCEDURES

All eligible clinical providers are allocated FOM funds to promote professional development and to defray costs of licensures and memberships. Usage of FOM funds must adhere to the University Administrative Policies and Procedures Manual - Policy 4000: Allowable and Unallowable Expenditures. FOM funds may not be used as a form of payment to the provider, except in the form of reimbursements for allowable expenses.

FOM accounts are funded per fiscal year, which begins July 1, and ends June 30. Providers may not spend against future funds, but may be reimbursed for purchases up to 180 days past. Reimbursements past 60 days will be treated as taxable income. Providers may not overdraw their FOM accounts except in rare cases. If a provider overdraws their account, the negative balance will carry forward to the next fiscal year. Any positive FOM balance remaining at the end of the fiscal year will not carry forward, but will instead return to the Department.

The only exception to allowed carryforward is with Fellows’ FOM accounts. Because of the varying expenses related to fellowship programs, Fellows will be able to carry forward their balances for the duration of the program. Funds must be spent by the end of the fellowship program. Any residual funds will not be paid out to the Fellow and will return to the department.

Upon written request, additional money earned through call shift coverage can be moved to a provider’s FOM account (tax-free) in lieu of taking it as payment. No splitting will be allowed; shift pay cannot be half paid and half moved to FOM. Providers may not transfer or spend against future scheduled shift funds. Only call shift funds may be added to the FOM account.

To assist in monitoring balances, providers will be emailed balance reports around the 5th of each month.

DEFINITION OF FOM

A yearly allowance of \$4,000 will be given to each faculty member with a 1.0 FTE. Part-time faculty members will receive \$4,000 pro-rated for their FTE, but no less than \$1,000.

Other faculty members not listed will receive a yearly allowance at the discretion of the Chair.



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A yearly allowance of \$2,500 will be given to each Certified Nurse Midwife with a 1.0 FTE. Part-time midwives will receive \$2,500 pro-rated for their FTE. PRNs do not have individual FOM accounts, but may request payment for required licenses from the CNM Division budget.

A yearly allowance of \$4,000 will be given to each Fellow (FPMRS, MFM, Family Planning).

A yearly allowance of \$2,000 will be given to Genetic Counselors and Nutritionists, regardless of faculty or staff designation.

Standard allowance levels are subject to change and reviewed annually on a fiscal year basis.

FOM GUIDELINES

Please see Purchasing and Reimbursement Guidelines for instructions on how to use FOM funds and details on allowable expenses. Common examples of FOM expenses include:

- Textbooks
- Licensures
- Memberships
- CME/CEU
- Courses for professional development or career enhancement
- Food for official department/division events
- Technology purchases: note that policy dictates all technology purchased with FOM funds is property of UNM and must be returned if/when the provider separates or retires.
- Professional Conferences (including travel): note that costs related to cancelled travel will be included in the traveler's FOM unless cancellation was due to a valid business need.

Expenses that may instead be covered by Division budgets include:

- Food for department/division events
- Business cards
- Uniforms/white coats: One coat may be purchased with division funds for each new provider. Additional white coats and repairs must be paid from FOM or out of pocket funds.

For any questions, please consult with the purchasing team at HSC-OB-Purchasing@salud.unm.edu.



DOCUMENT APPROVAL & TRACKING

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Approval: *Eve Espey* 6/7/2021
 Chair, Department of Obstetrics and Gynecology Date

SOP # / Version #	Effective Date	Supersedes	Review Date	Summary of Change(s)
1	7/1/2015	n/a	n/a	n/a
2	7/1/2016	Version 1	3/16/16	Clarification of items
3	12/6/2013	Version 2	12/7/2016	Cancelled travel verbiage
4	7/1/2017	Version 3	8/25/2017	Remove OnCalls, clarify L&D
5	3/28/2018	Version 4	3/27/2018	Add Adjunct Faculty
6	7/1/2018	Version 5	6/20/2018	Edit FOM Definition
7	3/21/2019	Version 6	3/21/2019	Include white coat clarification
8	7/1/2020	Version 7	7/17/2020	Updated funding amounts, removed FY17 specifics, overall clarification
9	5/25/2021	Version 8	6/4/2021	Removed FY21 carry forward note.