

UConn Health
New Employee Orientation
Self Learning Guide

**TOGETHER TURNING POSSIBLE
INTO EXTRAORDINARY**



New Employee Orientation

UConn Health | April, 2020


Please note, this guide does not establish or imply contractual obligations. While every effort has been made to address the many related issues and ensure the accuracy of the guide, it is recognized that it may not be all-inclusive and does not constitute a legal document or a contract. This guide was prepared for informational purposes only and does not establish terms and conditions of employment. Changes to the guide will be communicated through normal communication channels and advance notice may not always be possible. Upon request, Human Resources will provide official interpretation of any section. If there is a conflict between this guide and the applicable statute, or other primary source, the primary source shall prevail.

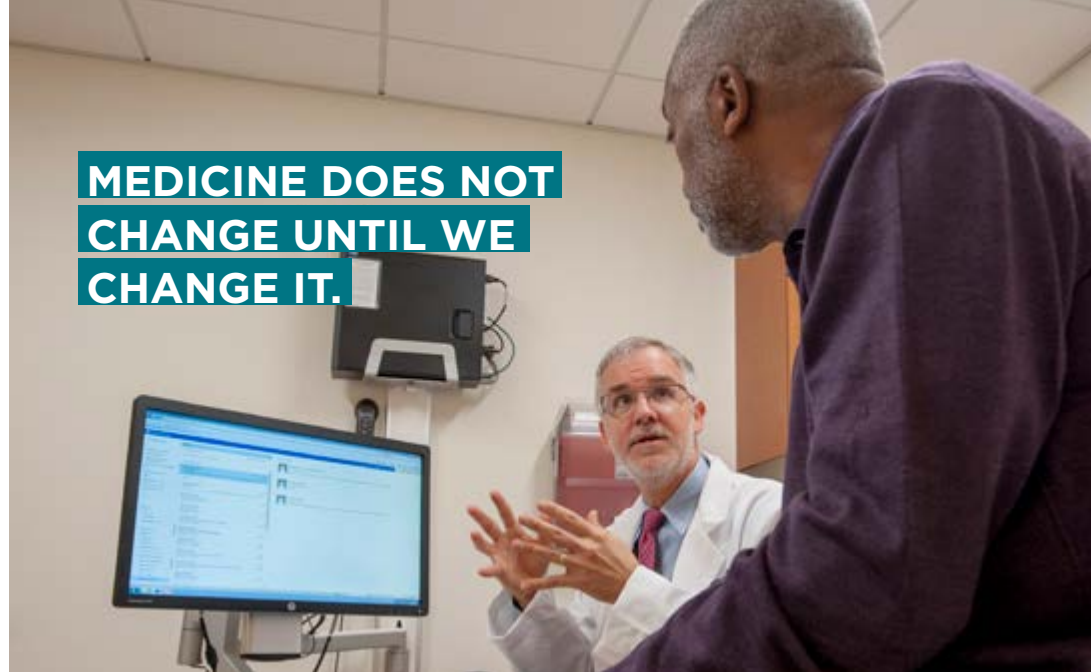
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Human Resources

UConn HEALTH

263 FARMINGTON AVENUE
FARMINGTON, CT 06034-4035
health.uconn.edu/human-resources
860.679.2426

 For compliance purposes you must sign the self learning acknowledgement and submit it to Human Resources.



**MEDICINE DOES NOT
CHANGE UNTIL WE
CHANGE IT.**

UConn Health is a vibrant, integrated academic medical center that is entering an era of unprecedented growth in all three areas of its mission: academics, research, and clinical care. A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut Schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

health.uconn.edu

Welcome to UConn Health

Welcome! You are an important addition to UConn Health and we are pleased you have chosen to be part of this very proud academic university health center with dedicated and talented employees who work hard in support of UConn Health's mission and goals. The knowledge and experience you bring will support patients, students, faculty and your fellow staff members. We are committed to providing a working, learning and patient environment that is inclusive and welcoming.

This Self Learning Orientation is designed to provide you with the general knowledge and resources you will need in order to accomplish

your goals in your new position. Thank you for selecting UConn Health and joining us in our dedication to helping people achieve and maintain health lives and restoring wellness/health to maximum attainable levels. Now, please take a moment to watch Dr. Andrew Agwunobi, Chief Executive Officer and Executive Vice President for Health Affairs, welcome you to UConn Health and hear about how we consistently pursue excellence and innovation in our great organization.



About UConn Health

A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health

has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

Watch the video below and learn more about the great institution you have chosen, UConn Health.



Policies & Resources

health.uconn.edu/policies

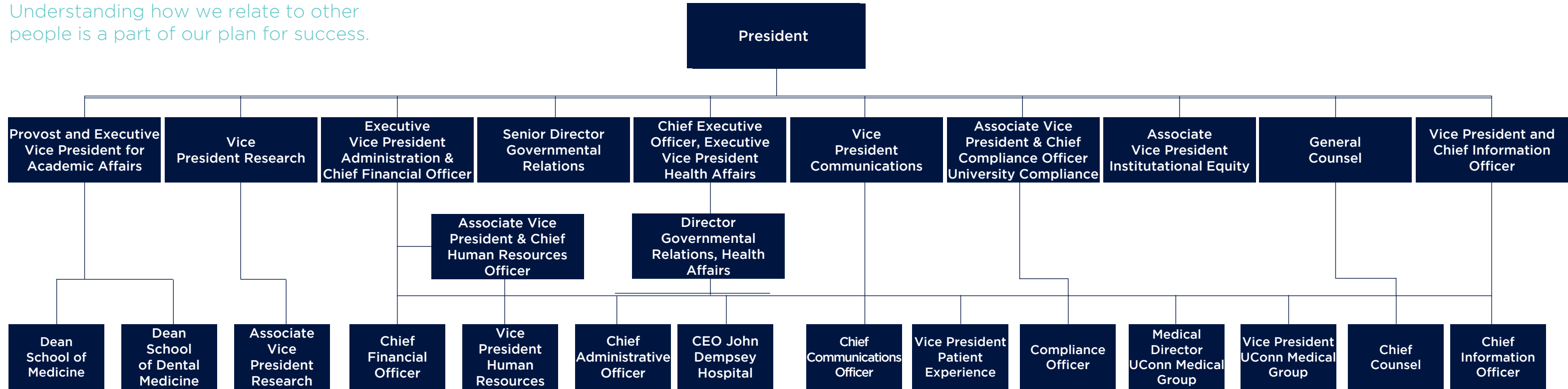
UConn Health policies website, health.uconn.edu/policies, is where you will find all the official UConn Health policies that govern the daily activities of our UConn Health community. It is recognized that these policies are not all-inclusive and do not constitute a legal document or contract. The Offices of Compliance and Audit & Management Advisory Services are available for assistance with questions on any of the policies listed here.

Please note, violations of UConn Health policies may be cause for disciplinary action up to and including dismissal. A supervisor's failure to enforce a policy does not excuse an employee or non-employee from complying with it, nor does it prevent UConn Health from taking disciplinary action thereafter. As part of your orientation, you are required to read, understand, and comply with each of the UConn and UConn Health policies listed below. Click on each policy to open and review.

		Compliance	OIE	HR	IRB	IT	Police
Institutional	Rules of of Conduct	●	●	●	●	●	●
Healthy and Safe Workplace	Drug-Free Schools & Campuses Act and Drug-Free Workplace Act			●			●
	Attendance, Sick Leave Standards, and Procedures			●			
	Background and Sanctions Check	●		●			●
	Confidentiality			●			
	Smoke and Tobacco-Free Workplace						●
	Workplace Violence Prevention		●	●			●
	Effective Communication with Deaf and Hard Of Hearing Patients	●	●				
Non-Discrimination	Affirmative Action, Non-Discrimination and Equal Opportunity		●	●			
	HIV/AIDS Non-Discrimination		●	●			
	Persons with Disabilities		●	●			
	Discrimination, Harassment, and Related Interpersonal Violence		●	●			●
Use of State Resources	Disposition of Public Records	●					
	Electronic Monitoring					●	
	Acceptable Use, UConn Health	●				●	
Conflicts of Interest and Research Misconduct	Employment and Contracting for Service of Relatives	●		●		●	
	Institutional Conflicts of Interest in Research	●					
	Individual Financial Conflicts of Interest in Research	●					
	Review of Alleged Misconduct of Research	●			●		

Building Relationships

Understanding how we relate to other people is a part of our plan for success.



Our Purpose. Clearly Defined.

Mission

Serve through healing, teaching, and discovery.

Vision

Leadership in clinical excellence through service, innovation, and education.

Values

Recognize and support excellence.

Realize the maximal potential of our students, faculty, and staff.

Promote professionalism, compassion, diversity, and social responsibility.

Promote innovation in discovery, education and health care delivery, and health promotion.

How Will I?



As you continue your professional journey at UConn Health, take the time for yourself in a week, in a month, in six months and annually to assess how well you align with our mission and values.

re•mem•ber

/ri-mem-ber/ verb.

Partner with your leader to identify your initial assignments; the purpose of your work; how it fits into your department's overall mission and goals; and how you can begin making immediate contributions.

Getting Around



UConn Health Patient and Visitor Parking Map

Farmington Campus

May 2016



Keeping Safe

Wearing of employee identification badges while at UConn Health is a safety essential for all employees, faculty, students, volunteers, and contractors. You must wear your identification card at all times while on campus.

The Parking and Transportation Department can help you with any badge issues at:

Upper Campus - Main Building Room LG041
 Tuesday 6:30 to 10:30 am, Wednesday 11:30 am to 3:30 pm Thursday 6:30 to 10:30 am

Lower Campus - Administrative Services Building (3rd Floor Room D3500)
 Monday - Thursday 9:00am to 3:00pm
 Monday, Wednesday, or Friday, from 8 to 10:30 a.m. or 1:30 to 3:30 p.m.

Parking

The Parking and Transportation Department is committed to providing safe, convenient, and environmentally friendly parking and transportation solutions for the UConn Health community.

Visit health.uconn.edu/park for all your parking resources.



Environmental Health & Safety



UConn Health's Environmental Health and Safety service unit of the Office for Research is dedicated to the health, safety and welfare of our research, medical, dental, and support communities in the fields of environmental safety, biological safety, chemical safety,

radiation safety. The Environmental Health and Safety unit is available for assistance with questions at 860.679.2723.

Read and review the [Environmental Health and Safety Procedures](#)



One More Step

Thank you for completing your UConn Health Self Learning New Employee Orientation. To attest to this training, please sign a copy of the [self-learning acknowledgement](#) and submit it to the appropriate, authorized UConn Health representative. Also contact your representative regarding additional training you may need to complete.

Welcome to UConn Health!

Key Contacts

Bursar health.uconn.edu/finance/bursar	860.679.3945
Compliance, University university_compliance@uconn.edu compliance.uconn.edu	860.679.1969
Compliance, Healthcare compliance.officer@uchc.edu health.uconn.edu/healthcare-compliance	860.679.1802
Compliance, Healthcare Privacy privacyoffice@uchc.edu privacy.uconn.edu/health/uconn-health	860.679.7226
Child Care Center health.uconn.edu/creative-child-center	860.679.2124
Emergency Closings health.uconn.edu/closing-and-cancellations	860.679.2001
Employee Assistance Program health.uconn.edu/occupational-environmental/employee-assistance-program	860.679.2877
Harassment/Discrimination equity.uconn.edu	860.679.3563

Information Technology Help Desk health.uconn.edu/information-technology	860.679.4400
Logistics Management opa.uchc.edu	860.679.1958
Police publicsafety.uconn.edu/police	860.679.2121

HR Employee Resource Center

860.679.2426
HR-EmployeeResource@uchc.edu
Monday through Friday, from 8 a.m. to 4:30 p.m.

The Center serves as a one-stop hub for various employee inquiries, providing prompt and thorough assistance to faculty, staff, and retirees. Dedicated Employee Resource Specialists answer employees' questions and provide information about health insurance, tuition programs, payroll deductions, supplemental benefits, pension contributions, and much more. If the question can't be answered immediately, employees will receive a status update within 24 hours.

Emergency Alerts

Emergency Closings

860.679.2001 | 860.486.9292

health.uconn.edu/closing-and-cancellations

The nature of UConn Health's activities requires that emergency closing decisions be made ONLY by UConn Health. General closing announcements from any other State office, including the Governor's office, do not constitute authorization for any UConn Health unit to close or any UConn Health employees to be absent from work. Unless officially notified in accordance with this policy, all UConn Health units must maintain normal operations. Call the UConn Health Hotline to find out the status of work that day. Correctional Managed Health Care staff are to follow policy 2001-01.

UConnAlert

alert.uconn.edu

UConnAlert is the on-demand mass notification service in use at UConn Health. It supplements our existing ways of notifying the entire UConn Health community of storm closings, construction-related disruptions, and other important news. All employees, students, residents, and others on campus automatically receive notifications via their available UConn Health e-mail address, work phone number, mobile number and home number.

Reference: Emergency Closing Policy, health.uconn.edu/policies/wp-content/uploads/sites/28/2015/07/policy_2001_02.pdf

Good Security Practices are Critical

It is your responsibility to keep UConn Health confidential data secure. Remember, UConn Health electronic messaging systems are not for personal use. Email spam and phishing pose extreme risk to UConn Health so do not click on unsolicited links or attachments in messages. When in doubt, call the IT Help Desk at 860-679-4400.

