

UConn Health
Self Learning Orientation
Start-Up Guide

**TOGETHER TURNING POSSIBLE
INTO EXTRAORDINARY**



New Employee Orientation

UConn Health | May 2016

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.

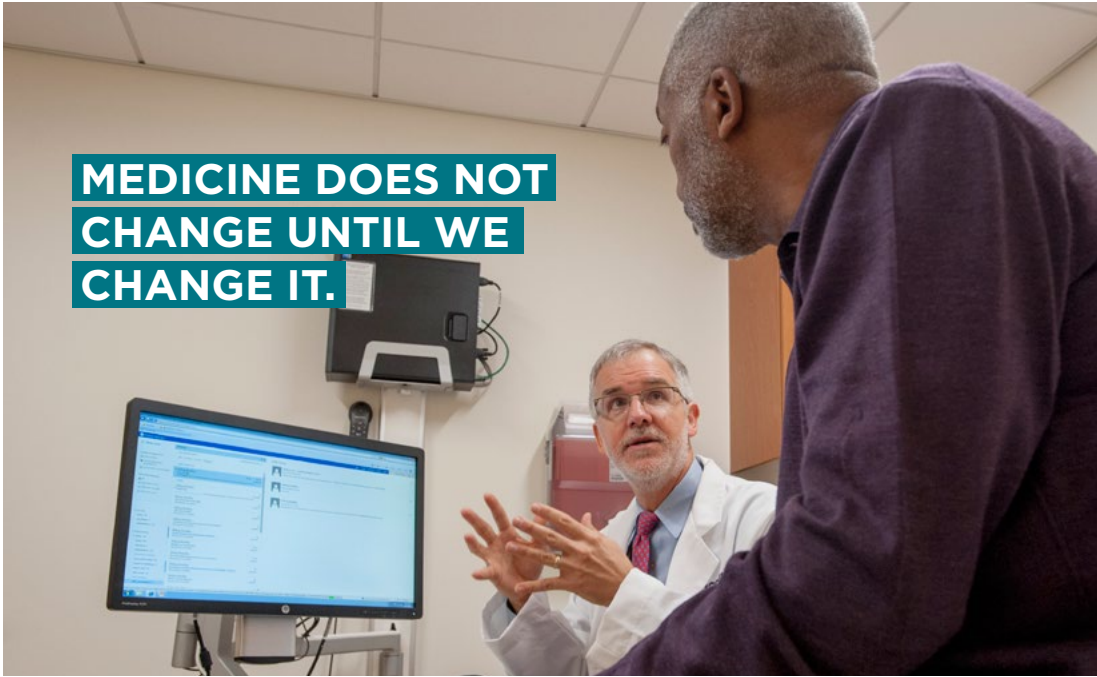
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UConn HEALTH

Human Resources
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 the appropriate authorized UConn Health representative.



**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

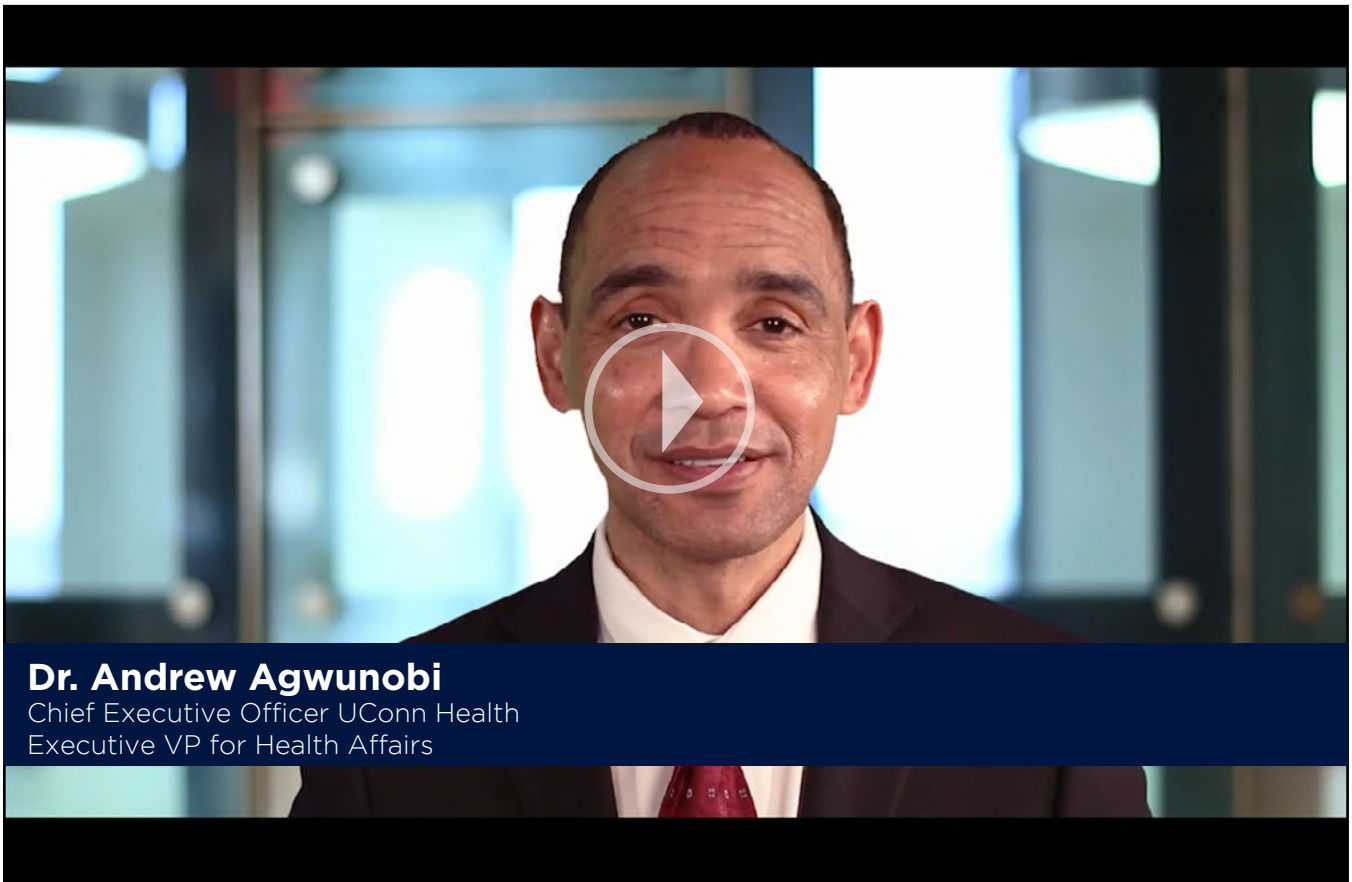
Welcome to UConn Health

Welcome! You are an important addition to UConn Health and we are pleased you have chosen to be a part of joined this very proud 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 our 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 healthy lives and resotring 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 persue excellence and innovation in our great organization.

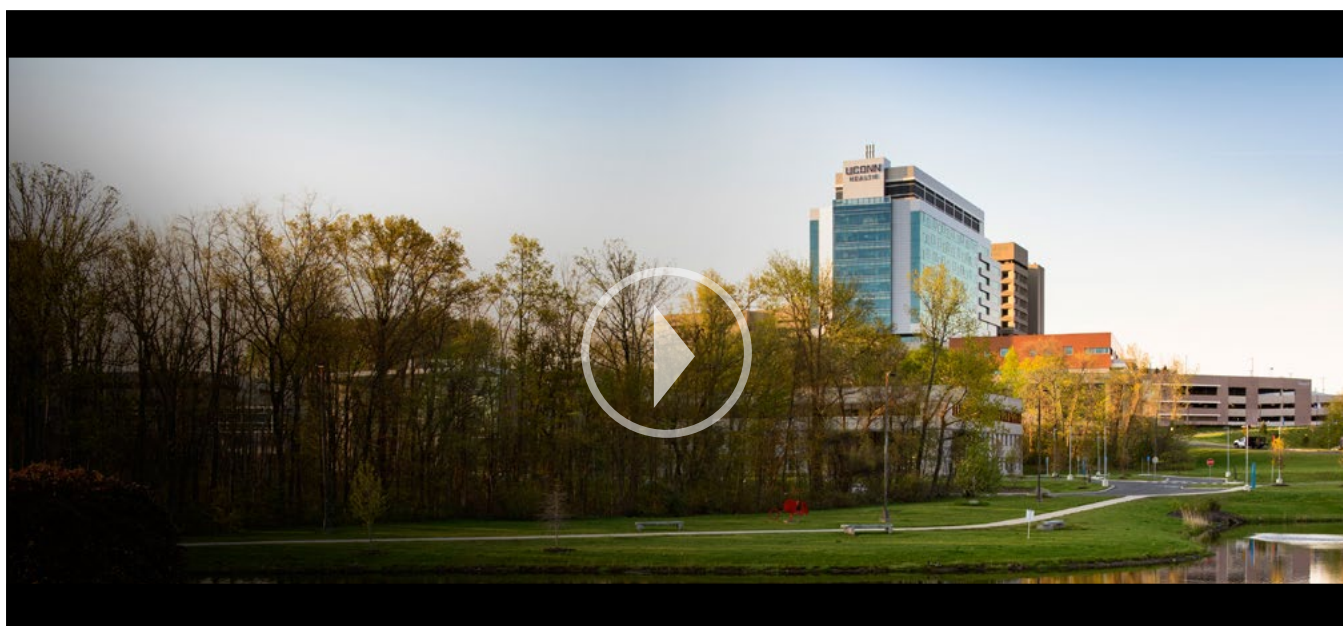


About UConn Health

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 UConn Health.



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.

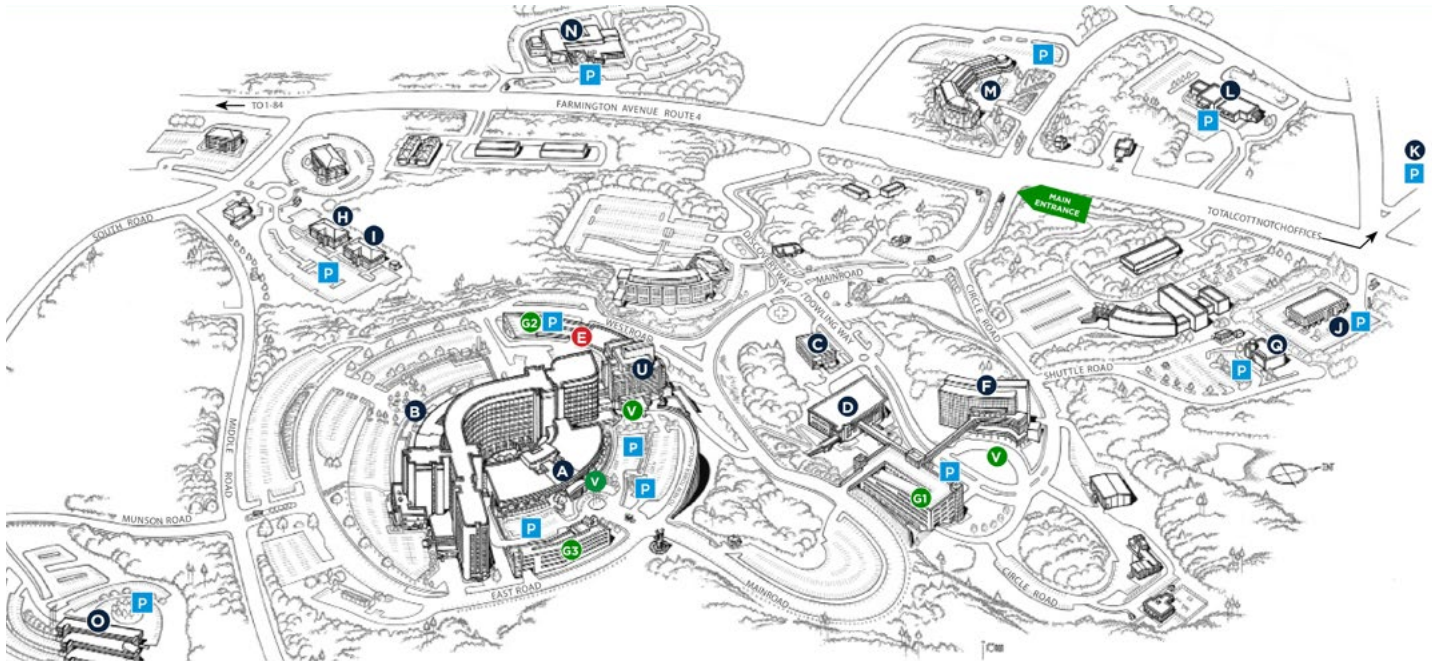
Policies & Resources

UConn Health’s Policy 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 Office of Audit, Compliance & Ethics is available for assistance with questions on any of the policies listed here at 860.679.4177.

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.

| | Policy | Compliance | Diversity | 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 | | | ● | ● | | ● |
| 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 | | | | | ● | |
| | Information Security - Acceptable Use | ● | | | | ● | |
| 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 | ● | | | ● | | |

Getting Around



UConn Health Patient and Visitor Parking Map

Farmington Campus

May 2016

- | | | | |
|---|---|---|--|
| A Main Building Entrance | I Calhoun Cardiology Center Office 11 South Road, Suite 230 | N Cell and Genome Sciences Building 400 Farmington Avenue | G1 Garage 1 Patient/visitor parking Area 1 employee parking |
| B Academic Entrance | J 195 Farmington Offices 195 Farmington Avenue | O Munson Road Offices 16 Munson Road | G2 Garage 2 Area 1 employee parking |
| C Administrative Services Building (ASB) | K Talcott Notch Offices 10 Talcott Notch Road | Q Office of the Chief Medical Examiner | E Emergency Department Parking for ED patients/visitors |
| D UConn Musculoskeletal Institute, UConn Health Surgery Center | L 230 Farmington Offices 230 Farmington Avenue | R Jackson Laboratory for Genomic Medicine | G3 Garage 3 Patient/visitor parking Area 1 employee parking |
| F Outpatient Pavilion | M Offices at The Exchange 270 Farmington Avenue | U University Tower | V Valet Parking |
| H Dermatology Office 21 South Road, Second Floor | | | P Patient and Visitor Parking |



Keeping Safe

Wearing of employee identification badges while in UConn Health facilities is an important part of optimizing safety of all employees, faculty, students, volunteers, and contractors. UConn Health requires that you must wear your identification card at all times while on campus.

The Police Department can help you with any badge issues on Monday, Wednesday, or Friday, from 8 to 10:30 a.m. or 1:30 to 3:30 p.m.

Resources: Policy 2002-03, Rules of Conduct, number 28.

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 park.uchc.edu for all your parking resources.



Environmental Health & Safety



UConn Health's Environmental and Research Safety department 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 and ergonomics. The

Environmental and Research Safety department is available for assistance with questions at 860.679.2723.

Click here to read and review the [Environmental and Research Safety Guidelines](#).

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.

Everbridge

Everbridge Aware is the on-demand mass notification service in use at UConn Health. Everbridge 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.

References: Emergency Closing Policy, health.uconn.edu/policies/wp-content/uploads/sites/28/2015/07/policy_2001_02.pdf, Early Closings, Late Openings, and General Closing (CMHC), health.uconn.edu/policies/wp-content/uploads/sites/28/2015/07/policy_2001_01.pdf



Key Contacts

| | |
|----------------------------------|--------------|
| Bursar | 860.679.3191 |
| Compliance | 860.679.3501 |
| Child Care Center | 860.679.2124 |
| Emergency Closings | 860.679.2001 |
| Employee Assistance Program | 860.679.2877 |
| Harassment/Discrimination | 860.679.3563 |
| Information Technology Help Desk | 860.679.4400 |
| Logistics Management | 860.679.1958 |
| Police | 860.679.2511 |

Human Resources 860.679.2426

Call Human Resources for these services and more:

- Administration
- Benefits
- Employment Services
- Health Insurance
- International Services
- Labor Relations
- Leaves
- Organization and Staff Development
- Payroll
- Records
- Recruitment
- Retirement
- Tax Shelters
- Tuition Reimbursement
- Workers' Compensation

For a detailed listing of Human Resources contacts, visit health.uconn.edu/human-resources.



One More Step

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

Welcome to UConn Health!