



# NEW HIRE ORIENTATION CHECKLIST

## EMPLOYEE INFORMATION

Name:	Current Hire Date:	Personnel Number:
Department:	Manager:	

## HUMAN RESOURCES ORIENTATION

(Please check each item indicating it was presented.)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Welcome and Video Introduction     | <input type="checkbox"/> Safety Affairs                              | <input type="checkbox"/> Benefits and Retirement |
| <input type="checkbox"/> ID Cards, Keys, and Parking Access | <input type="checkbox"/> Payroll Procedures, Pay Deductions          | <input type="checkbox"/> Workers Compensation    |
| <input type="checkbox"/> UT Code of Conduct                 | <input type="checkbox"/> Probationary Period                         | <input type="checkbox"/> Insurance               |
| <input type="checkbox"/> Grievance Procedure                | <input type="checkbox"/> Pay Day, Pay Increases, Shift Differentials | • Health, Dental, Life                           |
| <input type="checkbox"/> Compliance                         | <input type="checkbox"/> Holidays, Annual, Sick, and Personal Leave  | • Long-term Disability, etc.                     |
| <input type="checkbox"/> Campus Police                      | <input type="checkbox"/> Paid Leave – Funeral, Court, Military, etc. | Enter Direct Deposit in ESS                      |

**I have participated in New Employee Orientation and the information above has been discussed with me.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DEPARTMENTAL ORIENTATION

(To be completed by the supervisor within two weeks of orientation date.)

### WELCOME

- Explain function of department in relation to the organization and where the employee's job fits in
- Note employee's address and phone number
- Tour Area - Work station, break room, restrooms, supply cabinet, food services, vending machines, designated smoking areas, department bulletin boards for announcements
- Introduce to co-workers

### DAILY ROUTINE

- Location and use of timesheets
- Normal work schedule and call-in procedure
- Overtime
- How to request leave
- Appropriate dress or uniform
- First aid facilities and procedure for reporting accidents or injuries
- Review general administrative procedures

### PAY AND JOB INFORMATION

- Employee's immediate supervisor
- Guidelines used in evaluating work

### PROCEDURES, RULES AND BENEFITS

- University and departmental work rules
- Absenteeism and tardiness
- Leaving during work hours
- Campus smoking policy and designated smoking areas
- Housekeeping and care of equipment
- Telephone usage
- Security and fire regulations
- Safety
  - Departmental safety rules
  - Procedure to report accidents and/or injuries
- University announcements

### Q&A SESSION

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Temporary Employee Evaluation** - Performed by the supervisor at the end of each assignment and after the first 6 months. HR will notify supervisors near the end of the 6 month period.

This form is to be completed by the supervisor within **two weeks** of the employee's orientation date. Please return this signed form to **Human Resources, 910 Madison Avenue, WP012 1st Floor.**

### New Hire Direct Deposit Notification

The University of Tennessee System requires all employees to receive their paycheck by direct deposit. The benefits provided by direct deposit are convenience, timeliness, and security. Direct Deposits will be set up through the Employee Self-Service via IRIS portal or the UT Direct Deposit secure web site. Both sites require the use of dual factor authentication. **Direct Deposit entry must be submitted the first week of hire. Employees must have a NetID and Personnel # to complete the steps below. Failure to submit this information will result in a paper check.**

#### Employee Self-Service Entry (Option 1)

1. Go to MyUT (<https://irisweb.tennessee.edu/irj/portal>)
2. Select Employee Self-Service
3. Select Benefits and Payment
4. Select Direct Deposit
5. Once the web application opens select the correct payroll cycle. (i.e. Bi-Weekly or Monthly)
6. Enter "Employee Name"
7. Enter "Employee Additional Info"
8. Enter the bank routing number and account number of the "Primary Account". **Re-enter the primary bank account number, select a checking/savings preference and upload a picture or pdf of a cancelled check or letter from the bank verifying the account number.**
9. If you wish to add a secondary account or travel bank, enter the primary account details (again) and enter the secondary and/or travel bank details and upload the required information.
10. Once submitted, you will receive an email confirmation.

#### UT Direct Deposit secure web site (Option 2)

1. Go to <https://directdeposit.tennessee.edu/authorizationrequests/ddform>
2. Select Employee Self-Service
3. Select Benefits and Payment
4. Select Direct Deposit
5. Once the web application opens select the correct payroll cycle. (i.e. Bi-Weekly or Monthly)
6. Enter "Employee Name"
7. Enter "Employee Additional Info"
8. Enter the bank routing number and account number of the "Primary Account". **Re-enter the primary bank account number, select a checking/savings preference and upload a picture or pdf of a cancelled check or letter from the bank verifying the account number.**
9. If you wish to add a secondary account or travel bank, enter the primary account details (again) and enter the secondary and/or travel bank details and upload the required information.
10. Once submitted, you will receive an email confirmation.

# **UTHSC Benefits**

As you explore the various benefits, you will notice affordable premiums, generous leave policies and additional retirement savings options. There are also benefits unique to the State that you may not find anywhere else. The Sick Leave Bank and Longevity pay are two benefits that help to make the State benefit package one of the most valuable compared to other employers. Benefits are available to all regular full-time and part-time employees.

UTHSC Benefits Direct Link: <https://uthsc.edu/hr/benefits/index.php>

- Insurance: <https://uthsc.edu/hr/benefits/insurance/index.php>
- Retirement: <https://uthsc.edu/hr/benefits/retirement/index.php>
- Education Assistance: <https://uthsc.edu/hr/benefits/educational-assistance.php>
- Flexible Benefits: <https://uthsc.edu/hr/benefits/flexible-benefits.php>
- EAP/Wellness: <https://uthsc.edu/hr/benefits/eap.php>
- Beneficiary Updates: <https://uthsc.edu/hr/benefits/updates.php>

## **UT Federal Credit Union**

Full-service branch and ATM located in the Madison

Conveniently make deposits and withdrawals, transfer funds or make loan payments.

Online Banking or use the UTFCI mobile banking app. Remote deposit!!

Non-profit credit union dedicated to improving members lives.

When you join UTFCU, you become an owner of the credit union. And owners get benefits.

Stop by Human Resources and receive a voucher to open your UTFCU account.

## KEY CAMPUS RESOURCES



**Chandra Alston, MBA, EdD**  
Vice Chancellor, Human Resources

Welcome to the University of Tennessee Health Science Center. This brochure contains key contacts, information and web addresses for departments on campus that will help you to get answers to questions in the first weeks in your new position.

Always feel free to contact the UT Health Science Center Human Resources Department at **901.448.5600** or **901.448.5601**. We will be happy to assist you or redirect you to the appropriate department on campus.

**WELCOME TO YOUR  
FUTURE AT UT HEALTH  
SCIENCE CENTER!**

### KEY CONTACTS

#### CAMPUS POLICE

##### ID Badges

901.448.6705

8:00 am – 3:30 pm (M–F)

Note: Please present your driver's license or photo ID. Please ask your supervisor for your Employee ID number prior to going.

##### Parking

Parking Services – 901.448.5414

You will need the make, model and tag number of your car to get your parking pass.

##### Keys

901.448.5561

The key request form is online at [uthsc.edu/facilities/documents/key-order-form.pdf](https://uthsc.edu/facilities/documents/key-order-form.pdf). The form must be signed by your supervisor.

##### Emergency Notification Registration

Register for emergency notifications at [uthsc.edu/alert](https://uthsc.edu/alert).

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#### HUMAN RESOURCES

##### Benefits and Retirement

Debbie Jackson – 901.448.8547

[uthsc.edu/hr/benefits/insurance](https://uthsc.edu/hr/benefits/insurance)

##### Compensation

Damon Davis – 901.448.5604

[uthsc.edu/hr/compensation/index.php](https://uthsc.edu/hr/compensation/index.php)

##### Employment/Records

Anesha Jones – 901.448.5600

[uthsc.edu/hr/employment](https://uthsc.edu/hr/employment)

##### Employee Relations

901.448.5524

[uthsc.edu/hr/employee-relations](https://uthsc.edu/hr/employee-relations)

##### Insurance

Gina Curry – 901.448.4876

[uthsc.edu/hr/benefits/insurance](https://uthsc.edu/hr/benefits/insurance)

## PLAZA BUILDINGS

The plaza connects the 910, 920 and 930 Madison Avenue buildings. The following businesses are located in the plaza.

### LOBBY LEVEL

**Banking: UT Federal Credit Union**  
901.448.3600  
7:30 am - 4:00 pm (M-F)  
[utfcu.org](http://utfcu.org)

**Bookstore: HSC Hub**  
901.448.5427  
8:00 am - 5:00 pm (M-F)  
[shop.uthsc.edu](http://shop.uthsc.edu)

### CONCOURSE LEVEL

**Mail Services**  
901.448.5633  
7:00 am - 4:00 pm (M-F)

**UT Health Science Center Printing and Copy Center**  
910 Madison Ave., C-20  
901.448.5553  
8:00 am - 5:00 pm (M-F)

## THE UNIVERSITY OF TENNESSEE SYSTEM MISSION STATEMENT

The University of Tennessee System, through its multiple campuses and institutes, serves the people of Tennessee and beyond through the discovery, communication and application of knowledge. The System is committed to providing undergraduate, graduate and professional education programs in a diverse learning environment that prepares students to be leaders in a global society. The UT System's delivery of education, discovery, outreach and public service contributes to the economic, social and environmental well-being of all Tennesseans.

[tennessee.edu/about](http://tennessee.edu/about)

## THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER MISSION STATEMENT

The mission of the University of Tennessee Health Science Center is to bring the benefits of the health sciences to the achievement and maintenance of human health, with a focus on the citizens of Tennessee and the region, by pursuing an integrated program of education, research, clinical care, and public service.

[uthsc.edu/aboututhsc/utmission.php](http://uthsc.edu/aboututhsc/utmission.php)

## UNIVERSITY HEALTH SERVICES (UHS)

910 Madison Ave., 9th Floor  
901.448.5630  
[uthsc.edu/univheal](http://uthsc.edu/univheal)  
UHS can be your primary care facility, and accepts UT health insurance.

## COMMUNICATIONS AND MARKETING

**Mooney Building**  
875 Monroe Avenue, Room 132  
901.448.5544  
[uthsc.edu/communications-marketing](http://uthsc.edu/communications-marketing)  
*Health Science Center's Communications and Marketing Department tells our many stories through magazines, newsletters, social media and more. The department staff provides advice, templates, logos, design support, and other resources.*

## CAMPUS RECREATION

**Student-Alumni Center (SAC)**  
800 Madison Ave., Room 312  
901.448.5973  
[uthsc.edu/campus-rec](http://uthsc.edu/campus-rec)

## INFORMATION TECHNOLOGY SERVICES

Help Desk - 901.448.2222  
[uthsc.edu/its](http://uthsc.edu/its)

## PAYROLL DEPARTMENT

901.448.5574  
[uthsc.edu/finance/payroll](http://uthsc.edu/finance/payroll)

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services.

### For more information, please contact:

**Human Resources** | 910 Madison Avenue | Suite WP012, 1st Floor  
t 901.448.5600 | f 901.448.5170 | [hr@uthsc.edu](mailto:hr@uthsc.edu)

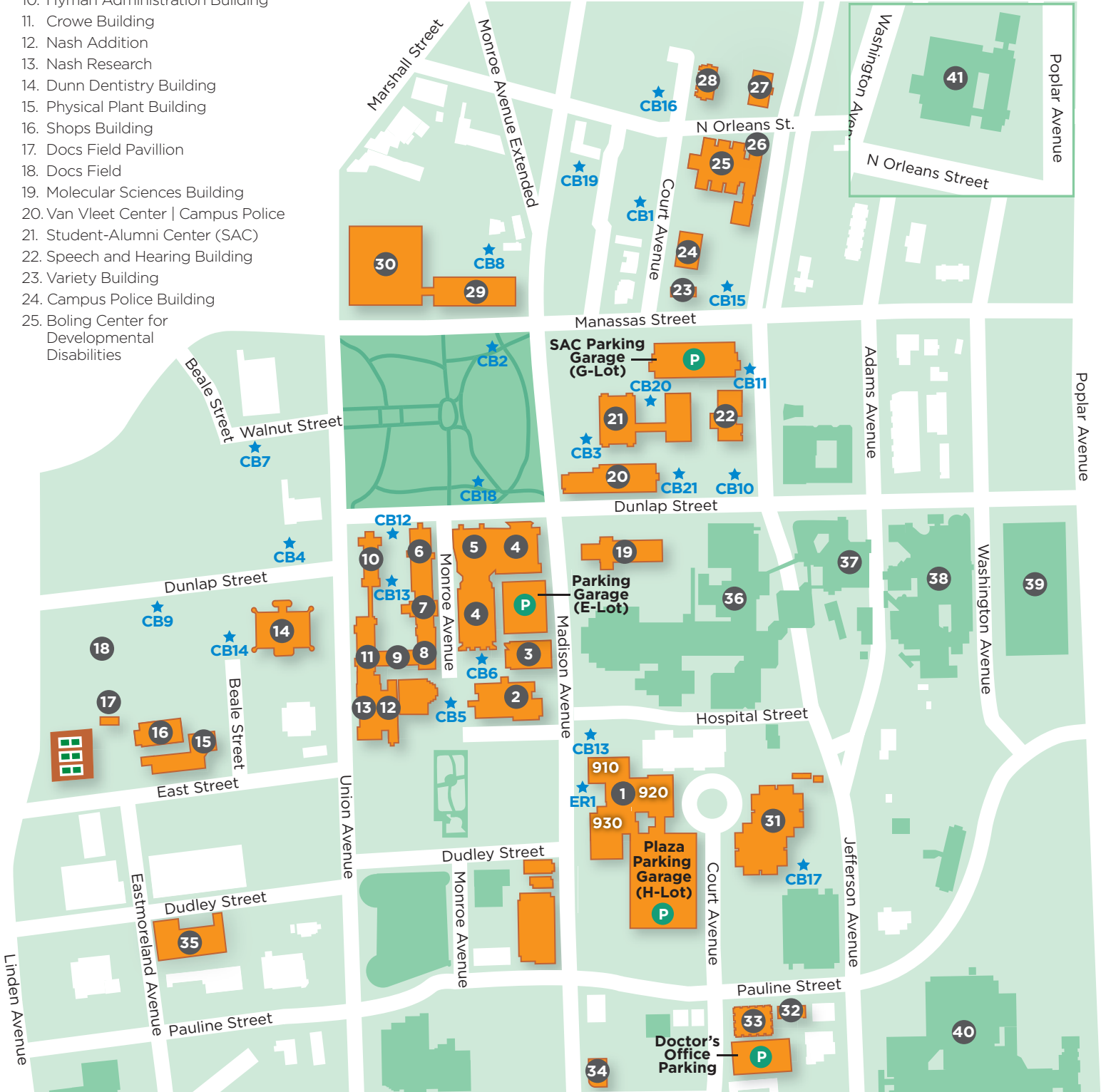
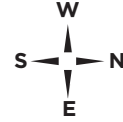
[uthsc.edu/hr](http://uthsc.edu/hr)



HUMAN RESOURCES

- |   |  |  |
|---|--|--|
| 1. 910, 920, 930 Madison Plaza Buildings                            | 26. Harwood Center                                 | 35. Plough Center                                  |
| 2. Pharmacy Building  | 27. Phi Chi  | 36. Regional One Health                            |
| 3. Alexander Building   | 28. Hyde   | 37. Adams Pavillion                                |
| 4. General Education Building (GEB)                                 | 29. Cancer Research Building (CRB)                 | 38. Le Bonheur Children's Medical Center           |
| 5. Center for Healthcare Improvement and Patient Simulation (CHIPS) | 30. Translational Science Research Building (TSRB) | 39. Le Bonheur Children's Hospital                 |
| 6. Johnson Building   | 31. Coleman Building                               | 40. VA Hospital                                    |
| 7. Link Building  | 32. Pauline Annex                                  | 41. West Tennessee Regional Forensic Health Center |
| 8. Wittenborg Building  | 33. Doctor's Office Building                       |  |
| 9. Mooney Building  | 34. Day Care Building                              |  |
| 10. Hyman Administration Building                                   |  |  |
| 11. Crowe Building  |  |  |
| 12. Nash Addition   |  |  |
| 13. Nash Research   |  |  |
| 14. Dunn Dentistry Building   |  |  |
| 15. Physical Plant Building   |  |  |
| 16. Shops Building  |  |  |
| 17. Docs Field Pavillion  |  |  |
| 18. Docs Field  |  |  |
| 19. Molecular Sciences Building                                     |  |  |
| 20. Van Vleet Center   Campus Police                                |  |  |
| 21. Student-Alumni Center (SAC)                                     |  |  |
| 22. Speech and Hearing Building                                     |  |  |
| 23. Variety Building  |  |  |
| 24. Campus Police Building  |  |  |
| 25. Boling Center for Developmental Disabilities                    |  |  |

- UTHSC Facility
- P Parking
- ★ Police Call Box



# COMPLIANCE NOTES:

## Title VII Sexual Harassment

### WHAT EVERYONE SHOULD KNOW

#### WHAT IS SEXUAL HARASSMENT?

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other behavior of a sexual nature when:

- Submission to such conduct is made implicitly or explicitly a term or condition of an individual's employment or participation in an educational program;
- Submission to or rejection of such conduct by an individual is used as the basis for personnel decisions or for academic evaluation or advancement;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating/hostile or offensive working or educational environment.

Sexually discriminatory conduct as described above will not be tolerated by the University of Tennessee Health Science Center. Any student, faculty, or staff member found in violation of University policy addressing sexual harassment/sexual misconduct shall be subject to appropriate discipline. The university shall investigate each situation alleging sexual harassment individually before reaching a conclusion on the merits of the claim.

#### RECOGNIZING SEXUAL HARASSMENT

Sexual harassment is not about intentions; it deals with impact.

To avoid being misinterpreted, it is important to become conscious of conduct and behavior that may constitute a violation of the policies enforced by UT Health Science Center under the authority of the law, Title IX, and Title VII. These policies are designed to protect students, faculty, and staff members from harassment and discrimination.

Behavior that may constitute sexual harassment includes intentional and undesired physical contact, sexually explicit language or writings, and lewd pictures or notes. The conduct may be initiated by individuals in positions of power or by fellow co-workers/students.

#### EXAMPLES OF SEXUAL HARASSMENT INCLUDE, BUT ARE NOT LIMITED TO:

##### Verbal harassment

- Sexually explicit jokes or stories
- Sexually explicit, interactive software programs/computer games used at work
- Sexual/obscene innuendos, comments, remarks or sounds
- Repeatedly asking for a date after a person has expressed disinterest
- Inquiring about a person's sexual fantasies or sexual activities
- Sexual propositions/pressure for sex

##### Non-verbal harassment

- Reviewing a person's body by staring them up and down
- Making facial expressions such as winking or licking the lips or other sexual gestures with hands or through body movements
- Following a person/hanging around before, during or after work hours
- Offering unwanted gifts or letters
- Displaying sexually explicit pictures or signs

##### Physical harassment

- Patting, pinching or brushing up against someone in a sexual manner or other unwelcome forms of touching a person's body, hair or clothing
- Attempted or actual kissing or fondling
- Attempted or actual coerced sexual acts

##### What if I am not sure?

The Office of Access and Compliance provides guidance and resources to the university community. If you are experiencing a problem, but are not sure if it is sexual harassment, we encourage you to make an appointment to discuss your concerns.

Call 901.448.2112.

## APPLICABLE UT POLICIES

- HR Policy 0580-Code of Conduct  
<https://policy.tennessee.edu/policy/hr0580-code-of-conduct/>
- HR Policy 0280-Sexual Harassment  
<https://policy.tennessee.edu/policy/hr0280-sexual-harassment-other-discriminatory-harassment/>
- HR Policy 0220-Equal Employment Opportunity, Affirmative Action and Diversity  
<https://policy.tennessee.edu/policy/hr0220-equal-employment-opportunity/>

## SUPPORT AND RESOURCES

### On Campus:

**Office of Access and Compliance**  
901.448.2112

**Title IX Coordinator**  
901.448.2112

**Licensed Counselors**  
901.448.5056  
[uthsc.edu/sassi/resources/counseling](http://uthsc.edu/sassi/resources/counseling)

**Student Conduct and Community Standards**  
901.448.7125

**University Health Services**  
901.448.5630

**Human Resources/Employee Relations**  
901.448.5600

**Police Department**  
901.448.4444

### Off Campus:

**Student Assistance Program (SAP)**  
800.327.2255

**Employee Assistance Program (EAP)**  
855.437.3486

## HOW TO FILE A TITLE VII COMPLAINT

Faculty, staff, students, post docs, medical residents, applicants for admission or employment, patients, or other participants in UT Health Science Center programs or activities may report complaints of harassment or discrimination due to a protected status or retaliation for engaging in a protected activity to the Office of Access and Compliance. Complaints (other than those involving sexual assault) received directly by Access and Compliance will be reported to the Associate Vice Chancellor (or designee) who will attempt to resolve the matter working in conjunction with Access and Compliance. Confidentiality will be maintained to the extent possible.

An Access and Compliance staff member will determine if the complaint falls within the scope of responsibility of the Office of Access and Compliance and explain the **UT Health Science Center Complaint Procedure**. In the event the complaint is outside the purview of Access and Compliance, the complaining party will be referred to the appropriate office.

Complaints must be put in writing and filed within 300 calendar days of the alleged discriminatory action. In certain circumstances, at the discretion of Access and Compliance, complaints filed outside of this time limit or that are not put in writing may be investigated.

The complaining party may choose to pursue an **Informal or Formal complaint**. These are two official University complaints of discrimination and/or harassment, that are not mutually exclusive and have key distinctions.

The objective of the Informal Complaint process is to reach a mutually acceptable resolution, facilitated by the Office of Access and Compliance. There is no official determination as to whether the respondent has violated University policy. If the parties are unable to reach a mutually acceptable resolution during the Informal process, the complainant may then file a Formal complaint.

The objective of the Formal Complaint process is to reach an official determination as to whether the respondent has violated University policies. The Formal Complaint Process involves an investigation into the complainant's allegations and report of findings.

*Periodically, you will receive information from the Office of Access and Compliance regarding various policies, procedures and resources applicable to UT Health Science Center students and employees. The heading of the email will be "COMPLIANCE NOTES."*

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services.



### For more information, please contact:

**Office Access and Compliance**  
920 Madison, Suite 825  
Memphis, TN 38163  
[oac-hsc@uthsc.edu](mailto:oac-hsc@uthsc.edu)  
t 901.448.2112 | f 901.448.1120

**Telecommunications Device for the Deaf**  
t 901.448.7382

[uthsc.edu/oac](http://uthsc.edu/oac)



THE UNIVERSITY OF  
**TENNESSEE**  
HEALTH SCIENCE CENTER.

ACCESS AND COMPLIANCE



# DISCIPLINARY ACTION



To provide a fair and objective means to correct the unsatisfactory work performance or work-related behavior, including gross misconduct of regular staff who have completed any required probationary period. To provide fair and uniform procedures including due process if required by law, to correct, discipline, or terminate employees for unsatisfactory work performance or work-related behavior or for gross misconduct.

## PURPOSE

The intent of the disciplinary action process, is to assist and encourage UTHSC employees to correct their conduct, while contributing to the overall effectiveness of their department and the mission of the University.

## PROGRESSIVE DISCIPLINE

The University provides employees who violate the policies and procedures a series of opportunities to comply within the progressive disciplinary process. There is no perfect formula to define progressive discipline and therefore, disciplinary actions may vary on a case by case basis.

## GRIEVANCE PROCEEDINGS

A non-exempt employee may request an administrative review, in writing through to the appropriate Human Resource Administrator, as a method for resolving the following problems:

1. Demotion or termination of non-probationary employees for inadequate work performance.
2. Demotion or termination for conduct-related offenses.
3. Demotion, termination, work assignments, or conditions of work which the employee claims are based on discrimination (including racial and sexual harassment.)
4. Non-compliance with Reduction in Force policy.
5. Work assignments or conditions of work which the employee claims violate a statute or University policy other than those prohibiting discrimination. (In this instance the written complaint should specify the statute or University policy violated, how it has been violated and include a remedial proposal.)

# EMPLOYEE CLASSIFICATION



You are classified as either exempt or non-exempt based on guidelines established by federal law. The Office of Human Resources is responsible for classifying positions using these guidelines.

## **EXEMPT**

One who is primarily engaged in academic instruction, or administration; who holds a position of executive administration or managerial responsibility, or one that requires recognized professional achievement acquired by formal training or equivalent experiences. Employees who are exempt under the Fair Labor Standards Act are not eligible to receive overtime pay or compensatory time for hours worked in excess of 40 hours per week.

## **NON-EXEMPT**

One who is neither primarily engaged in academic instruction, research nor charged with administrative or managerial responsibility. Employees who are non-exempt under the Fair Labor Standards Act are eligible to receive overtime pay or compensatory time for hours worked in excess of 40 hours per week.



# THE UTHSC IMPACT

The University of Tennessee Health Science Center (UTHSC) was founded in 1911. Our vision is to be the preeminent public research and teaching university linking the people of Tennessee to the nation and the world.

UTHSC improves human health through education, research, clinical care and public service. Offering a broad range of postgraduate and selected baccalaureate training opportunities, the main campus is located in the heart of the Memphis medical district and includes six colleges – Dentistry, Graduate Health Sciences, Health Professions, Medicine, Nursing and Pharmacy. UTHSC educates and trains cohorts of medicine, pharmacy and health professions students – in addition to medical residents and fellows – at its campuses in Knoxville, Chattanooga and Nashville. Patient care, professional education, and research also are carried out at more than 100 clinical and educational sites across Tennessee.

For additional information, please visit us at [uthsc.edu](http://uthsc.edu).

**\$4**  
**BILLION**  
ADDED TO  
TENNESSEE'S  
ECONOMY

**3252**  
**TOTAL**  
**STUDENTS**  
**ENROLLED**

**\$100**  
**MILLION**  
IN GRANT  
**AWARDS**

**100+**  
CLINICAL AND  
EDUCATIONAL  
**SITES ACROSS**  
**TENNESSEE**

Patient Care  
Professional Education  
Research

**6**  
**HEALTH CARE**  
**COLLEGES**

Dentistry | Graduate  
Health Sciences  
Health Professions  
Medicine | Nursing  
Pharmacy

**4**  
**FULL CLINICAL**  
**CAMPUSES**

Memphis  
Chattanooga  
Knoxville  
Nashville

**1 MISSION: TRANSFORM HEALTH CARE**

Education | Clinical Care | Public Service | Research

## OBJECTIVE

To provide employees of the University of Tennessee with guidance on how to conduct themselves in an ethical and responsible manner.

## INTRODUCTION

The Code of Conduct was developed to supplement and clarify existing university policies, procedures, and rules. It does not replace, limit, or otherwise alter any existing policies. Employees are expected to familiarize themselves with the Code and to abide by it. Employees who violate the Code will be subject to appropriate disciplinary action. Employees should direct specific ethical or compliance questions to their supervisor or the university's director of compliance.

The university's Code of Conduct is comprised of **1)** general principles and statements of ethical and responsible conduct and **2)** specific examples of prohibited conduct.

## GENERAL PRINCIPLES AND STATEMENTS OF ETHICAL AND RESPONSIBLE CONDUCT

### 1. Ethical and Responsible Conduct

In carrying out its educational, research, and public service missions, the university relies on the ethical and responsible conduct of all employees. Even the appearance of unethical or irresponsible conduct can be damaging to the public's trust in the university. Employees are expected to conduct themselves fairly, honestly, in good faith, and in accordance with the highest ethical and professional standards and to comply with applicable laws, regulations, contractual obligations, and university policies.

### 2. Responsible Reporting of Suspected Violations and University Response

#### a. *General Statement of Reporting Obligation*

Employees are expected to report any good-faith concern that compliance violations might have occurred, including, but not limited to, the following: violations of state or federal law or regulations; fraud in the operations of government programs; misappropriation of state or federal resources; acts that endanger the health or safety of the public or employees; and mismanagement of programs, funds, and/or abuses of authority. Employees are expected to report compliance concerns at the earliest possible opportunity by contacting their immediate supervisor, the next level of supervision, the appropriate campus/institute compliance officer, Audit and Consulting Services (865-97 4-66 11), or the Institutional Compliance office (865-97 4-4 438). Employees wishing to remain anonymous should report their concerns to the State Comptroller's Fraud Hotline (1-800-232-5454). Concerns will be referred to the appropriate university office for investigation. Employees are expected to cooperate fully in investigations. As required by Fiscal Policy FI013 0 Fraud, Waste and Abuse department heads and other management officials must report suspected fraud, waste, and abuse of university resources, and all allegations of such activity made to them, immediately to Audit and Consulting Services.

### *b. Mandatory Reporting of Child Abuse and Child Sexual Abuse*

Employees must comply with Tennessee laws on mandatory reporting of child abuse and child sexual abuse. Tennessee laws mandate reporting by any person who has knowledge of physical or mental harm to a child if **1)** the nature of the harm reasonably indicates it was caused by brutality, abuse, or neglect; or **2)** on the basis of available information, the harm reasonably appears to have been caused by brutality, abuse, or neglect. Tennessee law also mandates reporting by any person who knows or has reasonable cause to suspect that a child has been sexually abused, regardless of whether it appears the child has sustained an injury as a result of the abuse. A report of child abuse or child sexual abuse must be made immediately to one of the following authorities:

- The Tennessee Department of Children’s Services (call the Central Intake Child Abuse Hotline at 1-877-542-2873 or 1-877-237-0004).
- The sheriff of the county where the child resides.
- The chief law enforcement official of the city where the child resides.
- A judge having juvenile jurisdiction over the child.

University police departments are not included in the list of authorities. Reporting to university police, a supervisor, or any other university official or employee does not satisfy an individual’s duty to report child abuse or child sexual abuse to one of the authorities listed above.

### *c. Protection from Retaliatory Discharge*

Employees are protected from retaliatory discharge if in good faith they report or attempt to report illegal activities, or if they refuse to participate in illegal activities. For purposes of this policy, illegal activities are violations of the civil or criminal code of this state or the United States or any regulation intended to protect the public health, safety, or welfare. Employees are also protected from other forms of retaliation for reporting or seeking guidance regarding potential or actual criminal conduct.

## **3. Respect for Others**

People are the University of Tennessee’s most important resource for accomplishing its teaching, research, and public service missions. Accordingly, employees are expected to be committed to creating an environment that promotes academic freedom, diversity, fair treatment, and respect for others. Employees are expected to treat one another, students, and the general public in an honest and respectful manner.

## **4. Avoiding Conflicts of Interests**

Objectivity and integrity are essential qualities for employees of a public institution such as the University of Tennessee. For the university to carry out its missions with unquestioned credibility, employees are expected to maintain the highest levels of integrity and objectivity as they perform their duties. Employees are expected to take all reasonable precautions and seek appropriate guidance to ensure that their outside interests do not place them in conflict with carrying out their duties and responsibilities as UT employees. Employees must disclose outside interests in accordance with university policies so that they can be reviewed and managed or eliminated, as appropriate.

## **5. Responsible Use of University Resources**

Employees must use university property, funds, technology, time, and other resources for legitimate business purposes. Employees must not use university resources for personal gain or to benefit third parties, unless a specific exception has been granted in accordance with policies. Employees are expected to be responsible stewards when using university funds for business travel or entertainment.

## **6. Responsible Conduct in Research**

As members of a research university, employees must conduct research with the highest integrity and in compliance with federal, state, and local laws and regulations and university policies. Employees must recognize that failure to do so can result in significant penalties or criminal prosecution for both employees and the university. Employees involved in conducting research are expected to become familiar with applicable laws, regulations, and policies and to consult with their campus/institute research or compliance office whenever they have concerns or questions. Employees are expected to submit accurate, timely, and complete reports and documents related to research.

## **7. Commitment to Environmental Health and Safety**

Employees are expected to be committed to protecting the health and safety of all university students, faculty, staff, volunteers, patients, and visitors. To accomplish this, the university provides information and training to employees about health and safety hazards and safeguards. Employees are expected to exercise good health and safety practices and to comply with all health and safety laws and regulations.

## **8. Responsible Use and Protection of Confidential Information**

Employees are entrusted with a variety of confidential information about students, faculty, staff, alumni, donors, research sponsors, licensing partners, patients, and others. Employees must access, use, protect, disclose, preserve, and dispose of confidential information in compliance with applicable laws, regulations, contracts, and university policies.

## **9. Additional Information**

For university policies, statements, guidelines, and available training related to each of the principles of the Code of Conduct, visit the Office of Institutional Compliance website.

## **SPECIFIC EXAMPLES OF PROHIBITED CONDUCT**

No Code of Conduct can list all prohibited conduct. The following information, which is not all-inclusive, illustrates some examples of specifically prohibited conduct that may lead to disciplinary action, up to and including, termination, as either unsatisfactory work performance or work-related behavior, or gross misconduct, under university policy.

## **10. Respect for Persons**

- a. Disorderly conduct, including, but not limited to, using discriminatory, abusive, or threatening language; fighting, provoking a fight, or attempting bodily harm or injury to another employee or to any other individual or threatening physical action or injury

on university property or during university activities; or other conduct that threatens or endangers the health, safety, or well-being of any person.

b. Violation of any university policy against harassment, discrimination, or retaliation

## **11. Respect for Property**

a. Willful or negligent damage to university property.

b. Theft or dishonesty.

c. Tampering with or wantonly destroying university data, records, or other information; gaining unauthorized access to such information; disclosing confidential information; or otherwise misusing university data or information.

d. Unauthorized use of university vehicles, mail services, identification and credit cards, telephones, computers, computer equipment, or other university equipment or materials. Computers and computer accounts are provided to employees to assist them in the performance of their jobs. Employees do not have a right to privacy in anything they create, send, or receive on a university computer. The university has the right to monitor, for business reasons, any and all aspects of any university computer system, including employee e-mail.

e. Soliciting, collecting money, or circulating petitions on university property at any time without permission of the chief business officer or designee.

## **12. Standards of Safety**

a. Possession of firearms, explosives, or other dangerous materials on university property or during university activities, unless the employee is authorized either by university policy or law to carry firearms, explosives, and other dangerous materials and it is also necessary to do so in the course of employment (police officers, R.O.T.C. personnel, etc).

b. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, illegal drugs, intoxicants, or controlled substances; abuse of prescription drugs while on duty; use of alcohol in a university vehicle on or off university property; possession or use of alcohol while on duty (except at university-sponsored events and other events an employee is expected to attend as part of his or her duties); or reporting to work under the influence of illegal drugs or alcohol or while unlawfully using controlled substances.

c. Refusal to obey security officials, Emergency Management personnel, or other proper authorities in emergencies.

d. Failure to comply with safety rules, regulations, or common safety practices.

e. Failure to report an accident involving on-the-job injury or damage to university property.

f. Smoking in violation of university policy.

## **13. Compliance with Laws and University Policies**

a. Falsification of university records.

b. Misrepresentation of academic credentials, which is defined by Tennessee law as follows:  
“A person commits the offense of misrepresentation of academic credentials



who, knowing that the statement is false and with the intent to secure employment at or admission to an institution of higher education in Tennessee, represents, orally or in writing, that such person **1)** has successfully completed the required course work for and has been awarded one or more degrees or diplomas from an accredited institution of higher education; **2)** has successfully completed the required course work for and has been awarded one or more degrees or diplomas from a particular institution of higher education; or **3)** has successfully completed the required course work for and has been awarded one or more degrees or diplomas in a particular field or specialty from an accredited institution of higher education.” Misrepresentation of academic credential is a Class A misdemeanor.

- c. Behavior or conduct unacceptable to the university or the community at large.
- d. Violation of federal government security regulations as outlined in contracts.
- e. Any violation of any law in the performance of duties or that affects the ability to perform duties satisfactorily.
- f. Failure to comply with Tennessee laws on mandatory reporting of child abuse and child sexual abuse.
- g. Failure to comply with laws regarding mandatory reporting requirements applicable to health care professionals’ interactions with patients while acting within the scope of university employment.
- h. Failure to comply with the university’s conflict of interests policy.
- i. Fabrication, falsification, plagiarism, or other serious unethical or illegal deviations from accepted practices in proposing, conducting, reporting the results of or reviewing research of service activities, in violation of university policy or state or federal law or regulations.
- j. The access, use, or disclosure of a person’s financial, personal, protected health information, or other confidential information without authorization or legal justification, in violation of university policies or law, e.g., privacy provisions of the Health Insurance Portability and Accountability Act of 1996 (HIP AA) and the Federal Educational Rights and Privacy Act (FERPA).
- k. Gambling on university property or during university activities.
- l. Flagrant violation or failure to observe traffic or parking regulations.

#### **14. Work Performance**

- a. Insubordination or refusal of an employee to follow instructions or to perform designated work or to comply with directives of authorized university officials.
- b. Failure to wear proper uniform or identification in the prescribed manner as may be required by the university.
- c. Sleeping on the job.
- d. Failure or refusal to maintain or obtain required licensure, certification, or registration.
- e. Instigating or participating in deliberate low productivity and/or interfering with another employee’s work.

## 15. Standards of Attendance

- a. Unexcused Absence. An absence without proper notification or satisfactory reason is unexcused. An absence of three consecutive days without notification or satisfactory reason is considered a voluntary termination.
- b. Repeated Tardiness. Tardiness is defined as arriving at work past the appointed starting time without supervisory approval.
- c. Other Absences. Such absences include the failure of employees to report to their work place at the beginning of the work period, leaving work before the end of the work period, and failure to inform the supervisor when leaving the work area.

**Human Resources**  
920 Madison Avenue, Suite WPS012  
Memphis, TN 38163  
901.448.5600  
[uthsc.edu/hr](http://uthsc.edu/hr)



HUMAN RESOURCES

## **ELECTRONIC OUTSIDE INTEREST DISCLOSURE (OID) FORM**

You are required to complete an **Outside Interest Disclosure (OID) Form**. This disclosure form is for all UTHSC employees with **active payroll status** to disclose outside interests and commitments as required by [UT's Conflict of Interests Policy \(GE0002 Conflicts of Interest & Commitment\)](#). In addition to Regular employees, all Residents, Postdocs, GTA, GRA and GA position holders are required to complete this form. **You are required to complete the form even if you have no disclosures.**

**AS A NEW HIRE, YOUR DEADLINE FOR COMPLETING THIS FORM IS 30 DAYS FROM YOUR HIRE DATE.**

### **INSTRUCTIONS - TO COMPLETE AND SUBMIT YOUR DISCLOSURE FORM**

- Please sign into the **Employee Self-Service** tab with your UT NetID and Password at: <https://irisweb.tennessee.edu/irj/portal/ESS>
- Under the **Personal Information** area, choose the **Outside Interest Disclosure** link and follow the instructions on the screen.
- Employees can use the **Help** and **Video** buttons at the top right of the screen for additional information or to watch a brief video explaining the form.

After completing and submitting the form, it will be routed electronically through the review and approval process as set forth in UT's Conflict of Interests Policy.

If you have any questions, please contact the Institutional Compliance Office at 901.448.8469 or [institutional.compliance@uthsc.edu](mailto:institutional.compliance@uthsc.edu).

# TENNESSEE DIVISIVE CONCEPTS ACT

The Tennessee Higher Education Freedom of Expression and Transparency Act (“the Act”) prohibits Tennessee public institutions of higher education from taking certain actions regarding divisive concepts and the ideologies or political viewpoints of students and employees. It also addresses mandatory training that includes divisive concepts as defined in the Act.

## Divisive Concepts Defined

Under the Act, the following concepts are considered “divisive”:

- One race or sex is inherently superior to another race or sex;
- An individual, by virtue of the individual's race or sex, is inherently privileged, racist, sexist, or oppressive, whether consciously or subconsciously;
- An individual should be discriminated against or receive adverse treatment because of the individual's race or sex;
- An individual's moral character is determined by the individual's race or sex;
- An individual, by virtue of the individual's race or sex, bears responsibility for actions committed in the past by other members of the same race or sex;
- An individual should feel discomfort, guilt, anguish, or another form of psychological distress solely because of the individual's race or sex;
- A meritocracy is inherently racist or sexist, or designed by a particular race or sex to oppress members of another race or sex;
- This state or the United States is fundamentally or irredeemably racist or sexist;
- Promoting or advocating the violent overthrow of the United States government;
- Promoting division between, or resentment of, a race, sex, religion, creed, nonviolent political affiliation, social class, or class of people;
- Ascribing character traits, values, moral or ethical codes, privileges, or beliefs to a race or sex, or to an individual because of the individual's race or sex;
- The rule of law does not exist, but instead is a series of power relationships and struggles among racial or other groups;
- All Americans are not created equal and are not endowed by their Creator with certain unalienable rights, including, life, liberty, and the pursuit of happiness;
- Governments should deny to any person within the government's jurisdiction the equal protection of the law;
- Race or sex stereotyping, which is defined as ascribing traits, values, moral and ethical codes, privileges, status, or beliefs to a race or sex, or to an individual because of race or sex; and
- Race or sex scapegoating, which is defined as assigning fault, blame, or bias to a race or sex, or to members of a race or sex, because of their race or sex, and includes any claim that consciously or subconsciously, and by virtue of a person's race or sex, members of a race are inherently racist or inclined to oppress others, or that members of a sex are inherently sexist or inclined to oppress others.

## Prohibitions Under the Act

Neither UT Health Science Center nor any UT Health Science Center employee shall:

- penalize, discriminate against, or treat adversely either a student or employee because the individual refused to support, believe, endorse, embrace, confess, act upon, or otherwise assent to one or more divisive concepts;
- require a student or employee to endorse a specific ideology or political viewpoint to be eligible for hiring, tenure, promotion, or graduation;
- require an applicant for employment or admission to submit a personal diversity statement or to affirm the applicant's agreement with a diversity statement as part of the application or admissions process;
- ask the ideological or political viewpoint of a student, job applicant, job candidate, or candidate for promotion or tenure;
- use state funding to incentivize faculty to incorporate one or more divisive concepts into academic curricula; or
- approve or use state funds for fees, dues, subscriptions, or travel in conjunction with the membership, meetings, or activities of an organization if participation in such organization requires an individual, or an individual's employer, to endorse or promote a divisive concept.

## Diversity, Equity, and Inclusion

If UT Health Science Center employs an individual whose primary job title includes diversity, equity, or inclusion, then:

- A) The university must ensure that the employee's efforts strengthen and increase intellectual diversity and promote a climate that facilitates the free and respectful exchange of ideas; and
- B) The university must ensure that the employee's duties include efforts devoted to supporting student academic achievement and workforce readiness, such as mentoring, career readiness and support, workforce development, or other related learning support activities necessary for the academic and professional success of all students.

## Freedom of Speech and Expression

Nothing in the Act shall be interpreted to:

1. Infringe on freedom of speech protected by the First Amendment
2. Infringe on faculty's rights of academic freedom
3. Require an employee to:
  - a. Violate any federal or state law, rule, or regulation; or
  - b. Fail to comply with any applicable academic accreditation requirement;
4. Prohibit UT Health Science Center from training students or employees on the nondiscrimination requirements of federal or state law; or
5. Prohibit UT Health Science Center from promoting diversity, equity, and inclusion, provided that those efforts are consistent with State law.

## Training

In regard to training, which includes seminars, workshops, and orientations, UT Health Science Center shall not:

1. Conduct any mandatory training of students or employees if the training includes one or more divisive concepts;
2. Use training programs or training materials for students or employees if the program or material includes one or more divisive concepts; or
3. Use state-appropriated funds to incentivize, beyond payment of regular salary or other regular compensation, a faculty member to incorporate one or more divisive concepts into academic curricula.

## Guest Speakers and Student Groups-Use of University Property

Subject to appropriate constitutional time, place, and manner restrictions in accordance with applicable law, for purposes of approving or scheduling usage of university property, UT Health Science Center shall not show bias or favoritism for or against:

- A student group that is peaceful and requests to use university property in a peaceful and lawful manner;
- A guest speaker's, or a guest speaker's student-sponsoring group's, viewpoint, race, creed, color, religion, non-violent political ideology, or non-violent political party affiliation; or
- A student group that, or a guest speaker who, intends to maintain a peaceful campus presence and peaceful use of university property on grounds that UT Health Science Center has received threatened simple breaches of the peace or non-destructive disruptions from groups or individuals who oppose the student group's or guest speaker's presence on campus.

UT Health Science Center shall not:

- Require a student group to pay fees or security deposits that are not charged to all other student groups; or
- Deny a student group access to university property if the property is routinely used by other student groups.

However, UT Health Science Center may restrict or deny use of university property for public displays, organized public gatherings, or public demonstrations if the display, gathering, or demonstration would violate T.C.A. § 39-17-902 or § 49-7-2405.

Contact the **Office of Access and Compliance**

901.448.2112 | [oac-hsc@uthsc.edu](mailto:oac-hsc@uthsc.edu) | [uthsc.edu/access-compliance](http://uthsc.edu/access-compliance)

The University of Tennessee is an EEO/AA/Title VI/Title IX/ Section 504/ADA/ADEA institution in the provision of its education and employment programs and services.



THE UNIVERSITY OF  
**TENNESSEE**  
HEALTH SCIENCE CENTER.

ACCESS AND COMPLIANCE

## University of Tennessee Health Science Center

### Health Sciences Library

Alexander Building | 877 Madison Ave, Memphis, TN 38163

Phone (901) 448-5634 | Text (901) 730-6733 | Email [library@uthsc.edu](mailto:library@uthsc.edu)

#### Library Staff Hours

Monday – Thursday, 8 a.m. – 10 p.m. | Friday – Saturday, 8 a.m. – 5 p.m. | Sunday, 2 p.m. – 10 p.m.

Library Website: <https://www.uthsc.edu/library/> | (24/7 access with UTHSC ID Badge)

#### **Research & Learning Services**

##### Liaisons & Embedded Librarian Services

- Liaison librarians serve UTHSC colleges, departments and offices as points of contact for library resources and services. Liaison librarians may embed within your course to provide instruction concerning use of databases and research techniques.

##### Library Instruction

- Librarians offer information literacy instruction; orientations to library resources and services; and workshops for HR credit, including sessions on EndNote and the Anatomage Table.

##### Research Consultations

- Librarians conduct consultations in many areas, including literature searches, citations, journal, analysis, development of course learning modules and more.

##### Library Searches

- Librarians assist in the research process by conducting literature searches for relevant information.

##### Systematic Review Services

- Librarians consult on the systematic review process (basic service) or conduct in-depth literature searches, assist with citation management, and write the literature search methodology for the final paper for publication (advanced service).

For more information on research and learning services, visit <https://libguides.uthsc.edu/researchlc/researchsupport>

#### **Electronic Resources**

##### Databases & Journals

- PubMed | Ovid@MEDLINE | Cochrane Library | CINAHL | ClinicalKey | JAMA | NEJM | UptoDate | Lexicomp | Micromedex | Scopus | AccessMedicine

For a full listing of databases and journals, visit <https://www.uthsc.edu/library/>

#### **InterLibrary Loan (ILL)**

Books and journal articles not available in the library may be ordered through interlibrary loan (ILL). This is a free service for current UTHSC faculty staff and students. Register for your ILL account at <https://www.uthsc.edu/library/borrow.php>

#### **Anatomage Table**

The library houses the Anatomage Table used for virtual dissection. To learn more and reserve the table or make an appointment for a tour or training, visit <https://libguides.uthsc.edu/Anatomage>

#### **Historical Collections & Archives**

The library historical collections and archives includes rare books, manuscripts, and other artifacts on the history of the health sciences. Call 901-448-5051 for more information.

# Digital Measures for Faculty Members

Digital Measures allows faculty to record and track teaching, research and service activities. It also allows for the easy generation of reports for annual evaluation, reappointment, promotion, and tenure reviews.

- Supporting faculty-related processes: Via paperless completion and processing of documents required for annual review, promotion, tenure, and enhanced performance review
- Highlighting faculty accomplishments: Via website portfolios, reports of faculty activities that include the aggregation of outreach, community service, and engagement
- Documenting the entirety of faculty work/efforts/accomplishments: Via collection of information from all areas of the mission - teaching, research/scholarship, clinical care, service
- Facilitating submission and storage of faculty information required for faculty credentialing, professional program and SACSCOC accreditation: Via ability for faculty, department, college, and/or campus upload and verification of licensure, certification, continuing education, professional development and other documentation
- Decreasing duplicate/repeated requests for information from faculty: Via automatic CV generation, central ability to pull needed data on the part of departments, colleges, campus, or UT System
- Supporting strategic planning and reporting - At departmental, college, and campus levels via customizable reporting
- Extracting data for use in other systems - Such as UT System; SACS Faculty Roster; other professional accreditation faculty reporting

For more information and tips please visit <https://uthsc.edu/digital-measures/>



THE UNIVERSITY OF  
**TENNESSEE**  
HEALTH SCIENCE CENTER™

CAMPUS POLICE AND  
PARKING SERVICES

#### ADDITIONAL INFORMATION:

##### RAVE Guardian



[www.uthsc.edu/alert](http://www.uthsc.edu/alert)

Mobile phone numbers (call and text), email accounts, UTHSC website, UTHSC social media, and desktop/laptop computer

**Effective: January 2020**

#### THE BEST WAY TO REACH US:



##### 9-1-1 Calls

When you are on UTHSC Campus Property, call Dispatch at 901.448.4444.



##### Non-Emergency Police Responses:

901.448.4440 (nights, weekends, and holidays)

##### Toll-Free Campus Dispatch:

877.485.8873



##### Inclement Weather Closing Information:

877.6OUTICE or 901.448.8423

3 N. Dunlap | Memphis, TN 38163  
901.448.4444

[utpolice@uthsc.edu](mailto:utpolice@uthsc.edu)

[www.uthsc.edu/campus-police](http://www.uthsc.edu/campus-police)

#### WELCOME TO THE

## UTHSC POLICE DEPARTMENT

The University Police Department is responsible for the safety and security of the campus and the University community. Your UTHSC Police Department has implemented several areas of safety to equip the campus community in an emergency as well as safety tips which can be found in the “2019 Annual Security Report & Annual Fire Safety Report and VAWA.” Also we have the “360 Stay Safe” training in Blackboard and training that provides students with personal safety information. There is also an “Civilian Response to Active Shooter” course available for the campus (facilitated by Campus Police). All of this can be found on our website [uthsc.edu/campus-police](http://uthsc.edu/campus-police). In addition, by following a few safety guidelines, such as securing your personal property, reporting suspicious activity, and reporting suspicious persons right away, we can all play a role in keeping our campus a safe place to learn, work and live.

If immediate police, fire, or medical response is needed, dial 8.4444 from a University phone. From a non-university phone or cell phone, dial 901.448.4444.

#### WHAT IS THE

## “JEANNE CLERY” DISCLOSURE ACT?

The Jeanne Clery Disclosure of Security Policy and Campus Crime Statistics Act is in memory of Jeanne Clery. The law, originally enacted by Congress in 1990 as the Campus Security Act, was championed by Howard and Connie Clery after their daughter Jeanne was tragically murdered at Lehigh University in 1986. As part of the Higher Education Act of 1965 (HEA), requires by federal law that colleges and universities disclose certain timely and annual information about campus crime and security policies. All public and private post-secondary educational institutions participating in federal student aid programs are subject to it. In an effort to ensure we meet and maintain the standards and requirements of the Jeanne Clery Act, the UTHSC Police Department has incorporated, on our website, links and

required information to view the Crime Bulletins and Crime Statistics The faculty, staff, students and prospective students and employees can view statistics from the previous three (3) years. The crime statistics report is at: [uthsc.edu/campus-police/clery-act/crime-statistics.php](http://uthsc.edu/campus-police/clery-act/crime-statistics.php). In addition, our institution MUST distribute the Annual Security Report & Annual Fire Safety Report by October 1, annually to everyone listed above. Several policies included are: Timely Warnings, Missing Students Notification, Sexual Misconduct and Relationship Violence, Alcohol and Illegal Drugs, Weapons and Hate Crimes.

It is online at [uthsc.edu/campus-police/clery-act/documents/2019-annual-security-report.pdf](http://uthsc.edu/campus-police/clery-act/documents/2019-annual-security-report.pdf). If a paper copy is preferred, please contact Campus Police at 901.448.5679. You may also contact us at [cleryact@uthsc.edu](mailto:cleryact@uthsc.edu).





THE UNIVERSITY OF  
**TENNESSEE**  
HEALTH SCIENCE CENTER™

# **New Employee Safety Orientation**

UTSHC Campus Safety



## **Mission:**

**To improve the health and well-being of Tennesseans and the global community by fostering integrated, collaborative, and inclusive education, research, scientific discovery, clinical care and public service.**



## Welcome!

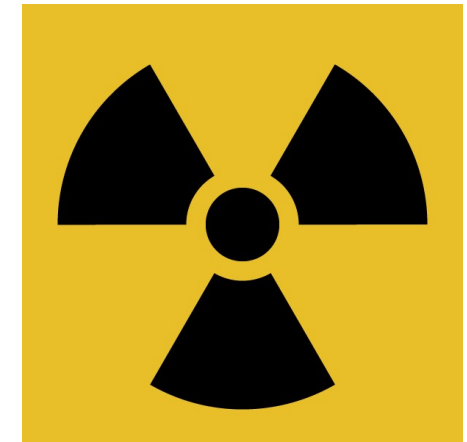
- Campus Police
- Campus Safety and Research Safety Affairs
- Fire Safety
- University Health Services

- **Recognize warning signs to identify hazards**
- **Locate safety information for hazardous materials in your work area**
- **Identify work-area specific training to receive from your supervisor**
- **Report injuries or accidents using the CorVel 24/7 nurse line**
- **Respond to emergencies such as fires, tornadoes or other situations**



# **RECOGNIZING HAZARDS**

- Physical
- Biological
- Chemicals
- Radiation



INDICATES A RISK TO  
HUMAN HEALTH OR  
THE ENVIRONMENT  
ARISING FROM  
BIOLOGICAL WORK



**BIOHAZARD**

# CHEMICAL HAZARD SYMBOLS

GHS - Hazard Pictograms and Related Hazard Classes		
		
<b>Exploding Bomb</b> <ul style="list-style-type: none"> <li>• Explosive</li> <li>• Self-reactives</li> <li>• Organic Peroxides</li> </ul>	<b>Corrosion</b> <ul style="list-style-type: none"> <li>• Skin corrosion/burns</li> <li>• Eye damage</li> <li>• Corrosive to metals</li> </ul>	<b>Flame Over Circle</b> <ul style="list-style-type: none"> <li>• Oxidizing gases</li> <li>• Oxidizing liquids</li> <li>• Oxidizing solids</li> </ul>
		
<b>Gas Cylinder</b> <ul style="list-style-type: none"> <li>• Gases under pressure</li> </ul>	<b>Environment</b> <ul style="list-style-type: none"> <li>• Aquatic toxicity</li> </ul>	<b>Skull &amp; Crossbones</b> <ul style="list-style-type: none"> <li>• Acute toxicity (fatal or toxic)</li> </ul>
		
<b>Exclamation Mark</b> <ul style="list-style-type: none"> <li>• Irritant (eye &amp; skin)</li> <li>• Skin sensitizer</li> <li>• Acute toxicity</li> <li>• Narcotic effects</li> <li>• Respiratory tract irritant</li> <li>• Hazardous to ozone layer (non-mandatory)</li> </ul>	<b>Health Hazard</b> <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive toxicity</li> <li>• Respiratory sensitizer</li> <li>• Target organ toxicity</li> <li>• Aspiration toxicity</li> </ul>	<b>Flame</b> <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-heating</li> <li>• Emits flammable gas</li> <li>• Self-reactives</li> <li>• Organic peroxides</li> </ul>





# RADIATION TREFOIL

INDICATES THE  
PRESENCE OF  
IONIZING  
RADIATION





### HEALTH HAZARD

**EXTREME** - Highly toxic - May be fatal on short-term exposure.

**SERIOUS** - Toxic - Full protective suit and breathing apparatus should be worn.

**MODERATE** - Breathing apparatus and face mask must be worn.

**SLIGHT** - Breathing apparatus may be worn.

**MINIMAL** - No precautions necessary.

### FLAMMABILITY HAZARD

**4 EXTREME** - Extremely flammable gas or liquid. Flash Point below 73°F.

**3 SERIOUS** - Flammable. Flash Point 73°F to 100°F.

**2 MODERATE** - Combustible. Requires moderate heating to ignite. Flash Point below 200°F.

**1 SLIGHT** - Slightly combustible. Requires strong heating to ignite.

**0 MINIMAL** - Will not burn under normal conditions.

### SPECIFIC HAZARD

OXIDIZER **OXY**

ACID **ACID**

ALKALI **ALK**

CORROSIVE **COR**

Use NO WATER **W**

RADIATION 

### INSTABILITY HAZARD

**4 EXTREME** - Explosive at room temperature.

**3 SERIOUS** - May detonate if shocked or heated under confinement or mixed with water.

**2 MODERATE** - Unstable. May react with water.

**1 SLIGHT** - May react if heated or mixed with water.

**0 MINIMAL** - Normally stable. Does not react with water.










LABORATORY PLACARDS  
IDENTIFIES HAZARDS  
PRESENT IN RESEARCH  
LABS. PROVIDES  
CONTACT INFORMATION  
FOR LAB STAFF.



THE UNIVERSITY of  
**TENNESSEE** UT  
HEALTH SCIENCE CENTER

Building: \_\_\_\_\_ Room #: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Lab Type: \_\_\_\_\_ Rev. Date: \_\_\_\_\_  
 Shared w/ PIs: \_\_\_\_\_

**CAUTION:** The Selected Hazards May Be Present

 <b>BIOHAZARD</b> BSL: _____	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
<b>BSL2 Materials</b> <input type="checkbox"/> Lentivirus <input type="checkbox"/> Adenovirus <input type="checkbox"/> Human Materials <input type="checkbox"/> Other infectious agents _____	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>

**Other Hazards**

- Laser(s) (Class \_\_\_\_\_)
- X-Ray Equipment
- Magnets (high power)
- High Voltage  $\geq$  480 Volts
- Air/Water Reactive
- Hazardous Waste Storage
- Cryogenic Materials

**Special Hazards or Precautions**

**PPE Used In Lab**

- |   |   |
|---|---|
| <b>Eye Protection</b>                       | <b>Hand Protection</b>                        |
| <input type="checkbox"/> Safety Glasses     | <input type="checkbox"/> Latex Gloves         |
| <input type="checkbox"/> Safety Goggles     | <input type="checkbox"/> Nitrile Gloves       |
| <input type="checkbox"/> Face Shield        | <input type="checkbox"/> Cryogenic or Thermal |
| <input type="checkbox"/> Lab Coat           |   |
| <input type="checkbox"/> Hearing Protection |   |

**Contact Information**

	Office Phone	After-hours Phone
Primary Contact (PI)	_____	_____
Secondary Contact	_____	_____
Department Head	_____	_____

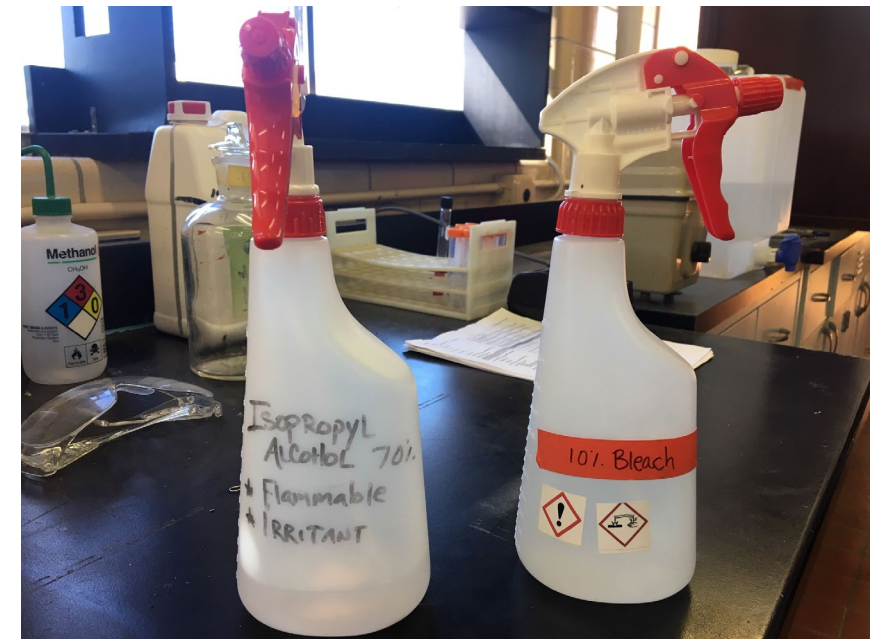
**Emergency Contact**

Police/Fire/Medical:	911
UT Police:	448-4444
Research Safety	448-6114
Facilities Services	448-5661

Information is to be updated as information changes or annually, whichever comes first. For questions about this posting please contact Research Safety.

## Labeling

- All containers must be labelled
- Do not remove or deface manufacturer labels.
- Hazardous materials must be labeled with at least:
  - Product name
  - Hazard warnings





SAFETY DATA SHEETS (SDS)

IDENTIFY HAZARDS AND SAFE HANDLING INFORMATION.

REVIEW SDS BEFORE HANDLING A NEW MATERIAL.

MUST BE AVAILABLE TO EMPLOYEES WHILE AT WORK.

**THE CLOROX COMPANY** **SAFETY DATA SHEET**

Issuing Date 03-Jul-2019 Revision Date 06-Mar-2020 Revision Number 2

**1. IDENTIFICATION OF THE SUBSTANCE/PREPARATION AND OF THE COMPANY/UNDERTAKING**

**Product Identifier:**  
**Product Name** Clorox® Disinfecting Bleach

**Other means of identification:**  
**UN-No.** UN1791

**Synonyms** NONE

**EPA Pesticide registration number** 5813-120

**Recommended use of the chemical and restrictions on use:**  
**Recommended Use** Bleach  
**Uses advised against** No information available

**Details of the supplier of the safety data sheet:**  
**Supplier** The Clorox Company

**Supplier Address** 1221 Broadway  
Oakland  
CA  
94612  
US

**Telephone** 1-510-271-7000

**Emergency telephone number:**  
**Emergency Telephone Number** For Medical Emergencies call: 1-800-446-1014, Transportation Emergencies, call Chemtrec: 1-800-424-9300

**2. HAZARDS IDENTIFICATION**

**Classification:**  
 This chemical is considered hazardous by the 2012 OSHA Hazard Communication Standard (29 CFR 1910.1200).  
**Skin corrosion/irritation** Category 1 Sub-category C  
**Serious eye damage/eye irritation** Category 1


**GHS Label elements, including precautionary statements**

**Signal word** Danger

**Hazard Statements**  
 Causes severe skin burns and eye damage

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Clorox® Disinfecting Bleach Revision Date 06-Mar-2020



**Appearance** Clear to yellow **Physical state** Liquid **Odor** Bleach

**Precautionary Statements - Prevention**  
 Do not breathe dust/fume/gas/mist/vapor/spray  
 Wash face, hands and any exposed skin thoroughly after handling  
 Wear protective gloves/protective clothing/eye protection/face protection

**Precautionary Statements - Response**  
 Immediately call a POISON CENTER or doctor/physician  
 Specific treatment is urgent (see supplemental first aid instructions on this label)

**Eyes**  
 IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing  
 Immediately call a POISON CENTER or doctor/physician

**Skin**  
 IF ON SKIN (or hair): Remove/Take off immediately all contaminated clothing. Rinse skin with water/shower  
 Wash contaminated clothing before reuse

**Inhalation**  
 IF INHALED: Remove victim to fresh air and keep at rest in a position comfortable for breathing  
 Immediately call a POISON CENTER or doctor/physician

**Ingestion**  
 IF SWALLOWED: Rinse mouth. DO NOT induce vomiting

**Precautionary Statements - Storage**  
 Store locked up

**Precautionary Statements - Disposal**  
 Dispose of contents/container to an approved waste disposal plant

**Hazards not otherwise classified (HNOC)**  
 Not applicable

**Unknown Toxicity**  
 No information available

**Other information**  
 No information available

**Interactions with Other Chemicals**  
 No information available.

**3. COMPOSITION/INFORMATION ON INGREDIENTS**

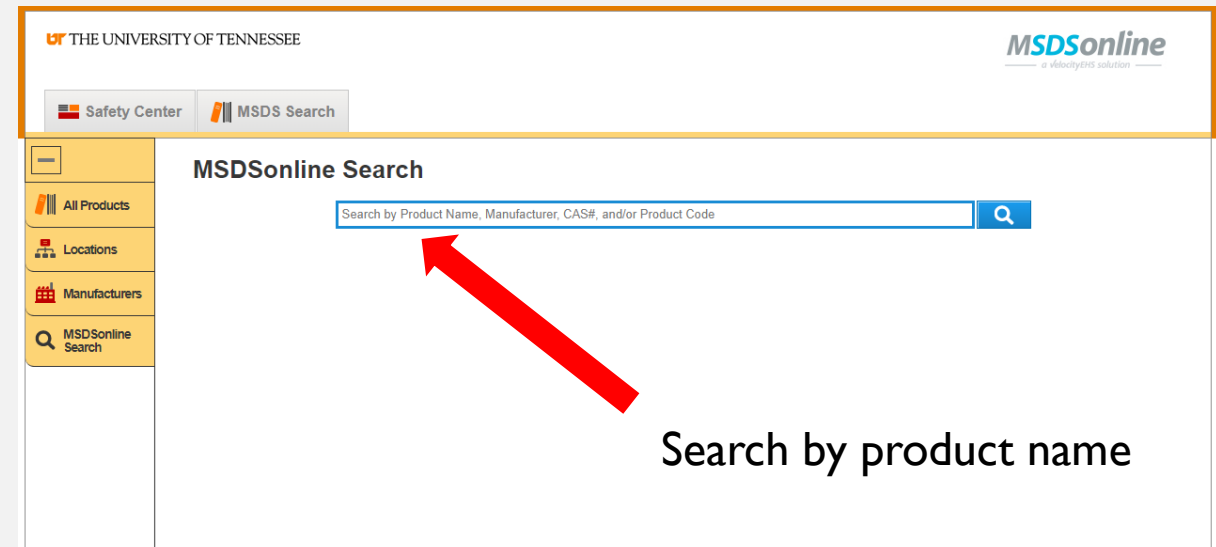
Chemical Name	CAS-No.	Weight-%	Trade Secret
Sodium hypochlorite	7551-52-9	4 - 9	*

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# MSDS ONLINE LOCATE AND REVIEW SDS FOR HAZARDOUS MATERIALS

Search for "SDS"




Search by product name



# **WORK-AREA SPECIFIC SAFETY TRAINING**

## Supervisors must:

- Inform workers of hazards
- Provide task-specific safety training
- Provide appropriate personal protective equipment (PPE)
  - What PPE must be used
  - When PPE must be used
  - How to use the PPE properly
  - Limitations of the PPE
- Ensure compliance
  - Complete assigned training
  - Comply with regulations and institutional procedures
  - Use PPE when necessary

  
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HEALTH SCIENCE CENTER

Job Hazard Assessment

Federal regulation 29 CFR 1910.132 requires employers to assess the workplace to determine if hazards are present, or are likely to be present, that necessitate the use of personal protective equipment (PPE). If such hazards are likely to be present the employer must select and have each affected employee use appropriate PPE. The employer must provide written certification that the required workplace hazard assessment has been performed. This document provides certification and acknowledgement that the employee has been informed of PPE requirements. This form must be retained in your employee files and a copy emailed to [labsafety@uthsc.edu](mailto:labsafety@uthsc.edu) within 7 days of hire.

Employee Name: John Doe

Employee Job Title: Middle Management

Date: 3/25/2020

Name and Title of Supervisor/  
Assessor of Workplace Hazards: Jane Doe – Director of Middle Management

Job Hazard or Task	Required Personal Protective Equipment
Handling human blood	Gloves and lab coat
Disinfecting surfaces	Gloves
Stripping Floors	Rubber gloves, rubber apron, non-slip Shoes
Mixing Solutions	Gloves, safety glasses, face shield, disposable gown

Occupational Health Assessment(s) Required:  
(E.g. vaccinations, medical surveillance, medical exams or questionnaires, etc.)

I, John Doe (employee name), have received this document, understand its contents, and have been trained on the proper use, limitations, care, maintenance and disposal of the listed personal protective equipment. I will use the required personal protective equipment as specified in this document.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assessor Signature

\_\_\_\_\_  
Date





# **REPORTING INCIDENTS OR SAFETY CONCERNS**

## **If you are injured at work:**

- **Obtain first aid**
- **Proceed to the Regional One Medical Center Emergency Room**
- **Call Campus Police Dispatch at 8-4444**
  - Campus Police will direct first responders to your work area.

## All Injuries or exposures must be reported:

- To your immediate supervisor
- To the CorVel 24/7 nurse line
  - Telephone: 1-866-245-8588
  - Nurse will document incident and initiate a claim.
  - Direct you to follow-up medical care.
- Complete Injury Report and Workers Compensation Form

**Step 1**

**Workers' Compensation Procedures**

**UT**  
THE UNIVERSITY OF  
TENNESSEE

PRINT

Injured Worker Name (print): \_\_\_\_\_

CorVel Claim Number: 0546 – WC – \_\_\_\_ - \_\_\_\_\_

**If a work injury is LIFE-THREATENING or results in SERIOUS BODILY INJURY, IMMEDIATELY CALL 911 and/or GO TO THE NEAREST EMERGENCY ROOM!**

**If an injured worker is unable to report the injury, the injured worker's supervisor must immediately report the injury to 1-866-245-8588 Option 2. The supervisor must also notify the System Office of Risk Management 865-974-5409**

**REPORT THE INJURY**

**STEP 1: REPORT THE INJURY**

- ❖ INJURED WORKER WILL REPORT THE INJURY TO THEIR SUPERVISOR AND TO CORVEL
  - **1-866-245-8588 Option 1**
  - This is a 24/7 Nurse Line
  - The NURSE will discuss the appropriate level of treatment needed and direct the injured worker to the nearest STATE-APPROVED treatment facility
  - If the injured worker agrees to self-care but later changes their mind, he/she must first call CorVel **Option 2** to obtain authorization to treat
- ❖ DO NOT go to the doctor prior to reporting the injury to CorVel

**Beginning July 1, 2019, the TN Division of Claims and Risk Management will assess a \$500.00 departmental penalty each time an injured worker seeks non-emergency medical treatment prior to reporting their injury to CorVel**

- ❖ All work related injuries MUST be reported to CorVel
- ❖ If necessary, employee's supervisor or other designee may report injury using **Option 2**

**TIMELY REPORTING PENALTIES**

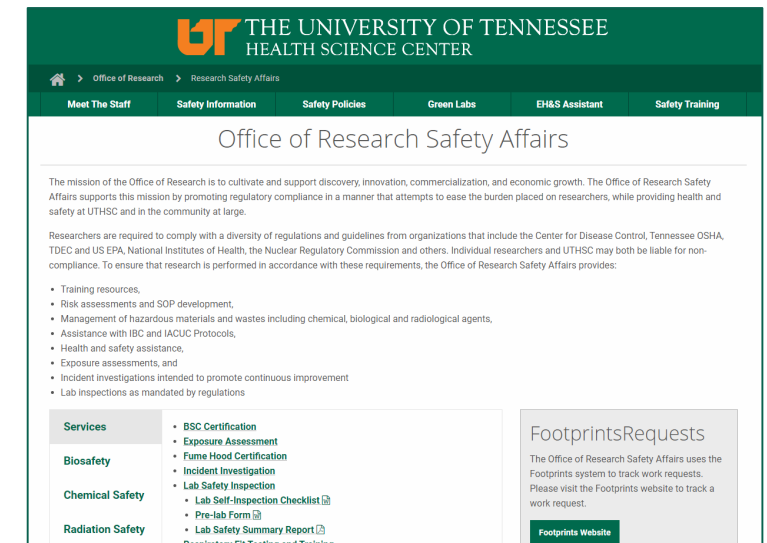
- ❖ INJURIES MUST BE REPORTED TO CORVEL WITHIN (3) THREE BUSINESS DAYS

**Beginning July 1, 2019, the TN Division of Claims and Risk Management will assess a \$500.00 departmental penalty each time an employee or employer does not report a work injury within (3) business days after sustaining said injury**

Rev 2019

## Call Campus Safety at 8-6114 or email [labsafety@uthsc.edu](mailto:labsafety@uthsc.edu) to:

- Report hazardous conditions
- Report unsafe work practices
- Investigate indoor air quality concerns
- Safety recommendations
- Risk assessment



The screenshot shows the website for the Office of Research Safety Affairs at The University of Tennessee Health Science Center. The header includes the UTHSC logo and the text 'THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER'. Below the header is a navigation menu with links for 'Meet The Staff', 'Safety Information', 'Safety Policies', 'Green Labs', 'EH&S Assistant', and 'Safety Training'. The main content area features the title 'Office of Research Safety Affairs' and a mission statement. A list of services is provided, including BSC Certification, Exposure Assessment, Fume Hood Certification, Incident Investigation, Lab Safety Inspection, Lab Self-Inspection Checklist, Pre-lab Form, Lab Safety Summary Report, and Respiratory Fit Testing and Training. A 'FootprintsRequests' section is also visible, explaining the use of the Footprints system to track work requests and providing a link to the Footprints Website.



# **EMERGENCY RESPONSE**

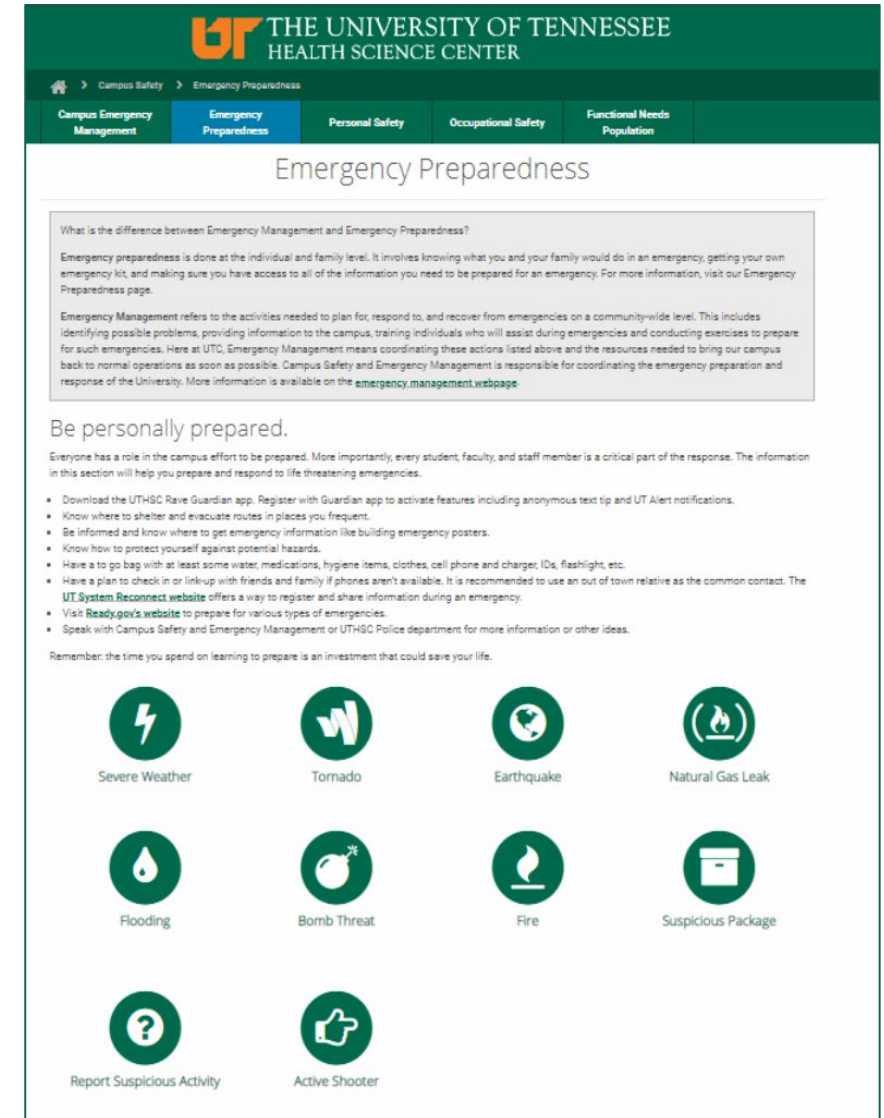
## In case of fire, remember to R.A.C.E.:

- **R**escue
- **A**larm
- **C**ontain
- **E**vacuate

For additional information on evacuations, assembly points, etc., refer to your Building Emergency Action Plan (BEAP) or contact Fire Safety at 901-448-5619.

## Response instructions

- Tornadoes
- Severe weather
- Earthquake
- Active shooter
- Report suspicious activity
- Flood



The screenshot shows the 'Emergency Preparedness' page on the UTHSC website. The page has a green header with the UTHSC logo and navigation tabs for 'Campus Emergency Management', 'Emergency Preparedness', 'Personal Safety', 'Occupational Safety', and 'Functional Needs Population'. The main content area is titled 'Emergency Preparedness' and includes a text box explaining the difference between Emergency Management and Emergency Preparedness. Below this, there is a section titled 'Be personally prepared.' with a list of instructions and a grid of icons representing various emergency types: Severe Weather, Tornado, Earthquake, Natural Gas Leak, Flooding, Bomb Threat, Fire, Suspicious Package, Report Suspicious Activity, and Active Shooter.

**Emergency Preparedness**

What is the difference between Emergency Management and Emergency Preparedness?

Emergency preparedness is done at the individual and family level. It involves knowing what you and your family would do in an emergency, getting your own emergency kit, and making sure you have access to all of the information you need to be prepared for an emergency. For more information, visit our [Emergency Preparedness page](#).











Emergency Management refers to the activities needed to plan for, respond to, and recover from emergencies on a community-wide level. This includes identifying possible problems, providing information to the campus, training individuals who will assist during emergencies and conducting exercises to prepare for such emergencies. Here at UTHSC, Emergency Management means coordinating these actions listed above and the resources needed to bring our campus back to normal operations as soon as possible. Campus Safety and Emergency Management is responsible for coordinating the emergency preparation and response of the University. More information is available on the [emergency management webpage](#).

### Be personally prepared.

Everyone has a role in the campus effort to be prepared. More importantly, every student, faculty, and staff member is a critical part of the response. The information in this section will help you prepare and respond to life threatening emergencies.

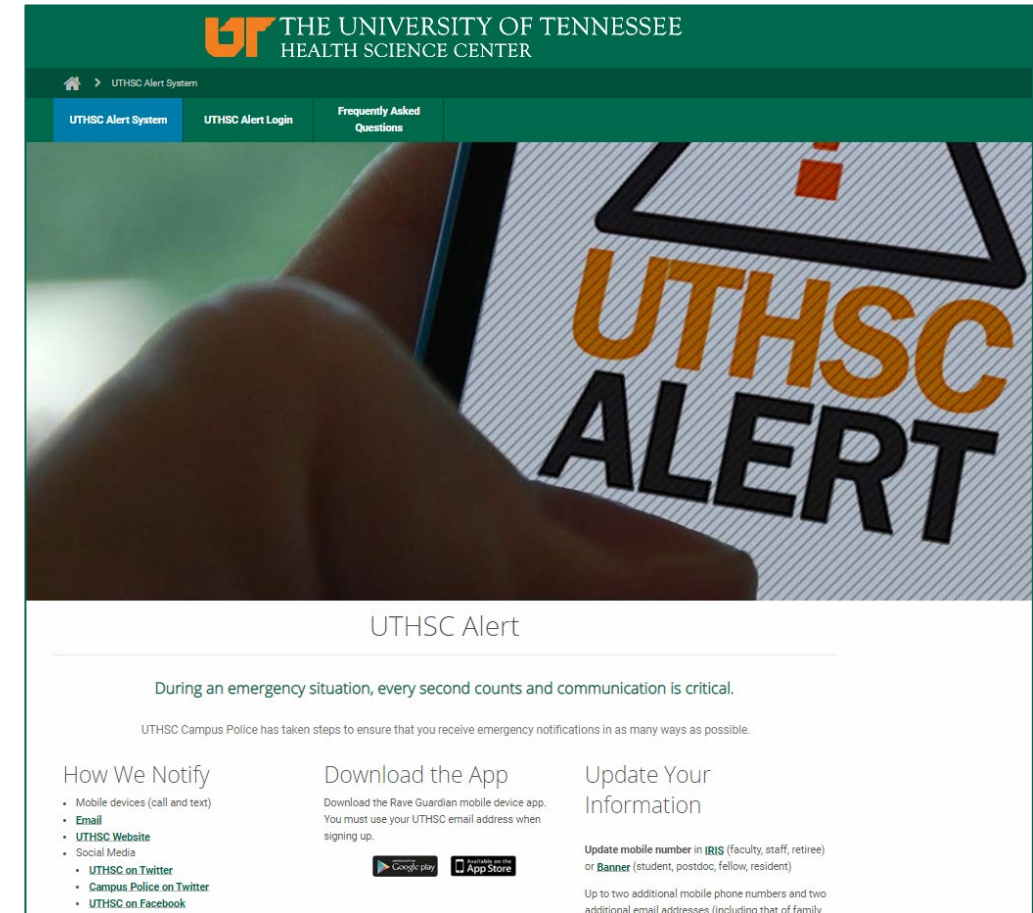
- Download the UTHSC Rave Guardian app. Register with Guardian app to activate features including anonymous text tip and UT Alert notifications.
- Know where to shelter and evacuate routes in places you frequent.
- Be informed and know where to get emergency information like building emergency posters.
- Know how to protect yourself against potential hazards.
- Have a go bag with at least some water, medications, hygiene items, clothes, cell phone and charger, IDs, flashlight, etc.
- Have a plan to check in or link-up with friends and family if phones aren't available. It is recommended to use an out of town relative as the common contact. The [UT System Reconnect website](#) offers a way to register and share information during an emergency.
- Visit [Ready.gov's website](#) to prepare for various types of emergencies.
- Speak with Campus Safety and Emergency Management or UTHSC Police department for more information or other ideas.

Remember: the time you spend on learning to prepare is an investment that could save your life.

 Severe Weather	 Tornado	 Earthquake	 Natural Gas Leak
 Flooding	 Bomb Threat	 Fire	 Suspicious Package
 Report Suspicious Activity	 Active Shooter		

## UTHSC Alert

- Text and email notifications
- Download Rave Guardian app
- Update contact information in IRIS



The screenshot shows the UTHSC Alert System website. At the top, there is a green header with the UTHSC logo and the text "THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER". Below the header is a navigation bar with three tabs: "UTHSC Alert System", "UTHSC Alert Login", and "Frequently Asked Questions". The main content area features a large image of a hand holding a smartphone displaying the "UTHSC ALERT" logo. Below the image, the text reads "UTHSC Alert" followed by a paragraph: "During an emergency situation, every second counts and communication is critical. UTHSC Campus Police has taken steps to ensure that you receive emergency notifications in as many ways as possible." There are three columns of information: "How We Notify" (listing Mobile devices, Email, UTHSC Website, and Social Media), "Download the App" (with Google Play and App Store icons), and "Update Your Information" (with instructions on updating mobile numbers and email addresses).





# **ADDITIONAL SAFETY TRAINING**



## Additional Safety Training

- **Bloodborne Pathogens (Blackboard)**
  - Potential contact human blood or other potentially infectious material.
- **Laboratory Safety**
  - All personnel working in UTHSC Research Labs
  - Online (Blackboard) or in Mock Lab

**Questions?**  
**Call Campus Safety at 448-6114**  
**or email [labsafety@uthsc.edu](mailto:labsafety@uthsc.edu)**

