



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.**



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.

\$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

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 DASH. DASH will 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

1. Go to MyUT (<https://dash.tennessee.edu/home>)
2. Select Employee Self-Service Finance, Human Resources, Facilities tile
3. Select Pay
4. Select Payment Methods
5. Click the Add button under the Bank Accounts section
6. Enter “Account Number”
7. Enter “Account Type”
8. Enter “Routing Number”
 - Bank and Bank Branch will automatically populate
9. Click Save
10. Bank Account information will appear in the Bank Accounts section
11. If you wish to add a secondary account or travel bank, click the Add button again. Repeat steps 6-8.

Splitting Payments

1. If dividing payments between separate account, use the Payment Methods section to designate the amount of funds to deposit into the account.
2. Click the Add button
3. Enter a name for the payment action in “What do you want to call this payment method?”
4. Select “Payment Type”
5. Under Payment Amount, select ‘percentage’ or ‘amount’ from the drop-down menu.
6. Under Payment Amount, enter the desired percentage or dollar amount
7. Select one of the bank accounts previously entered from the drop-down menu
8. Click Save
 - You have the option to arrange the order in which these funds will be deposited

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. The form must be signed by your supervisor.

Emergency Notification Registration

Register for emergency notifications at uthsc.edu/alert.

HUMAN RESOURCES

Benefits and Retirement

Debbie Jackson – 901.448.8547

uthsc.edu/hr/benefits/insurance

Compensation

Damon Davis – 901.448.5604

uthsc.edu/hr/compensation/index.php

Employment/Records

Anesha Jones – 901.448.5600

uthsc.edu/hr/employment

Employee Relations

901.448.5524

uthsc.edu/hr/employee-relations

Insurance

Gina Curry – 901.448.4876

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

Bookstore: HSC Hub
901.448.5427
8:00 am – 5:00 pm (M–F)
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

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

UNIVERSITY HEALTH SERVICES (UHS)

910 Madison Ave., 9th Floor
901.448.5630
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
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

INFORMATION TECHNOLOGY SERVICES

Help Desk – 901.448.2222
uthsc.edu/its

PAYROLL DEPARTMENT

901.448.5574
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

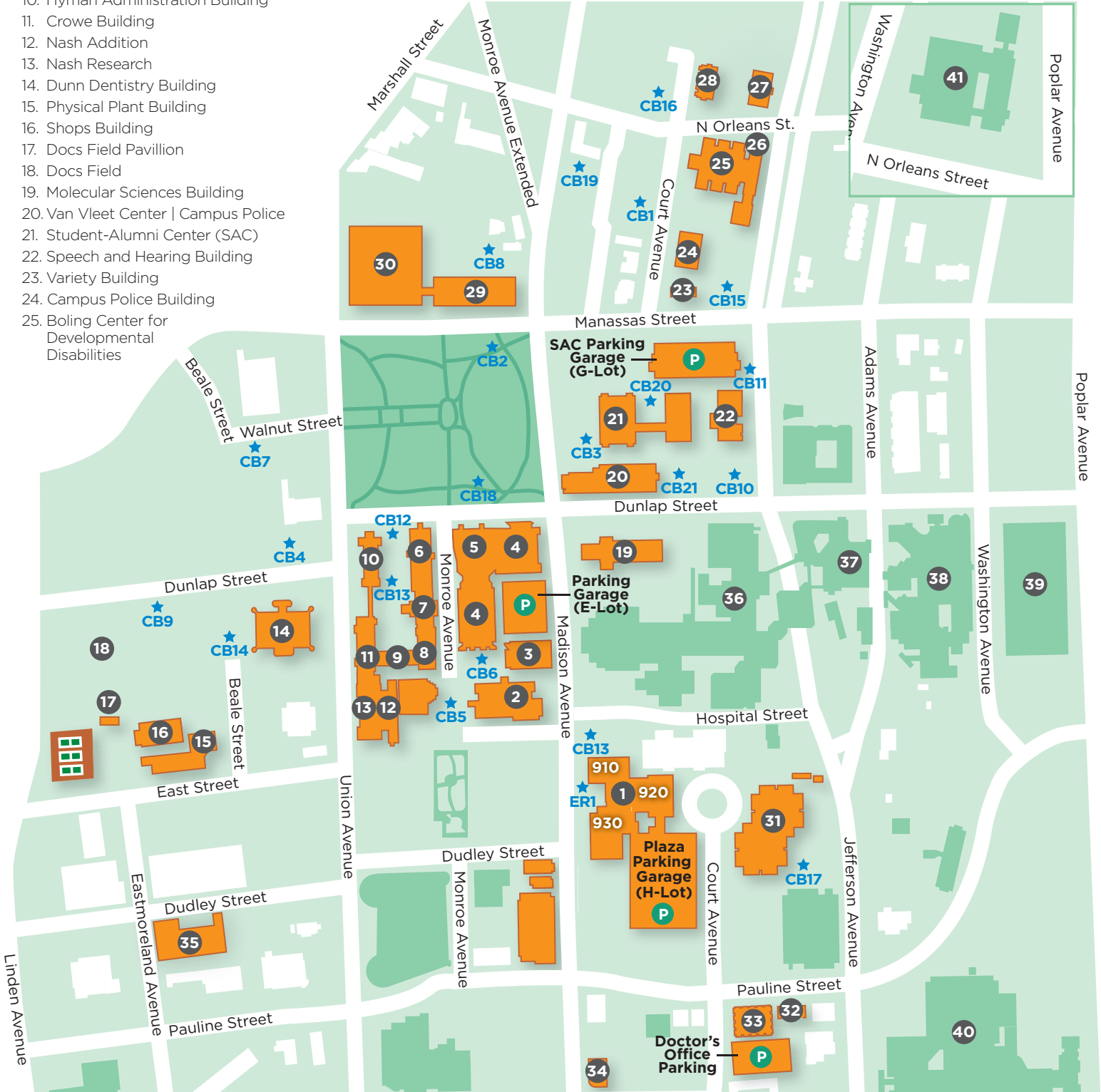
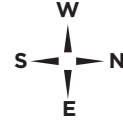
uthsc.edu/hr



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





THE UNIVERSITY OF
TENNESSEE
HEALTH SCIENCE CENTER.

UTHSC Parking Services

Please read the following for steps on how to apply for parking.

What you will need:

- **NetId and Password**
- **Personnel Number**
- **Primary Work Location (Building)**

What happens after you apply:

- Applications submitted before noon will be available for same day pickup after 1:30 pm
- Applications received after noon will be processed overnight and available for pickup after 7:30 am, the next business day
- Parking permits must be picked up in-person in Parking Services

How to purchase a permit online:

<https://parkinguthsc.miparc.online>

Click Here

Or Scan
Here



If you have questions, please contact us:

UTHSC Parking Services

3 N. Dunlap Street

Memphis, TN 38163

Phone: 901.448.5549

parkingservices@uthsc.edu

Hours: Monday – Friday

7:30am – 4:30pm

<https://uthsc.edu/campus-police/parking-and-access/index.php>

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.

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



HUMAN RESOURCES

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.)

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.

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

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
t 901.448.2112 | f 901.448.1120

Telecommunications Device for the Deaf
t 901.448.7382

uthsc.edu/oac



THE UNIVERSITY OF
TENNESSEE
HEALTH SCIENCE CENTER.

ACCESS AND COMPLIANCE

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 | 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

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

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

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. 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. 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. If a paper copy is preferred, please contact Campus Police at 901.448.5679. You may also contact us at cleryact@uthsc.edu.



THE UNIVERSITY OF
TENNESSEE
HEALTH SCIENCE CENTER™

Hazard Awareness and Emergency Response

UTSHC Campus Safety and Emergency Management
Office of Research Safety Affairs





Mission:

Transforming lives through collaborative and inclusive education, research/scholarship, clinical care, and public service.

Upon completing this course, you should be able to:

- **Contact the Campus Police to initiate emergency response.**
- **Evacuate buildings or shelter-in-place when required.**
- **Obtain information related to incidents affecting campus.**
- **Respond to medical emergencies.**
- **Report injuries, accidents or property damage.**



PUBLIC SAFETY

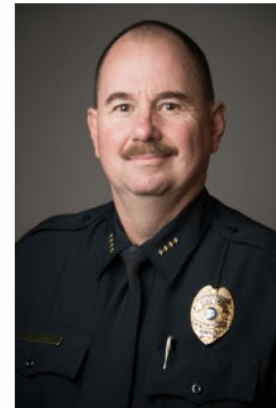


Your safety is a priority!

- 24 hours a day, 7 days a week, 365 days a year
- Call 901-448-4444 to report emergencies
 - Public Safety Concerns
 - Medical emergencies
 - Hazardous materials concerns



Anthony Berryhill
Police Chief



Arley (Clete) Knight
Deputy Chief

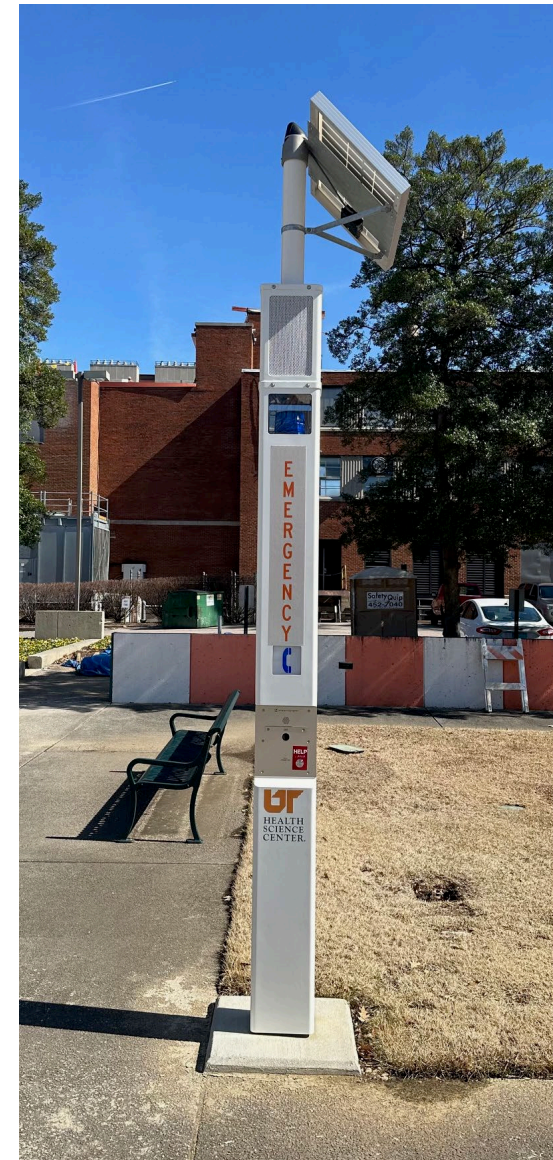
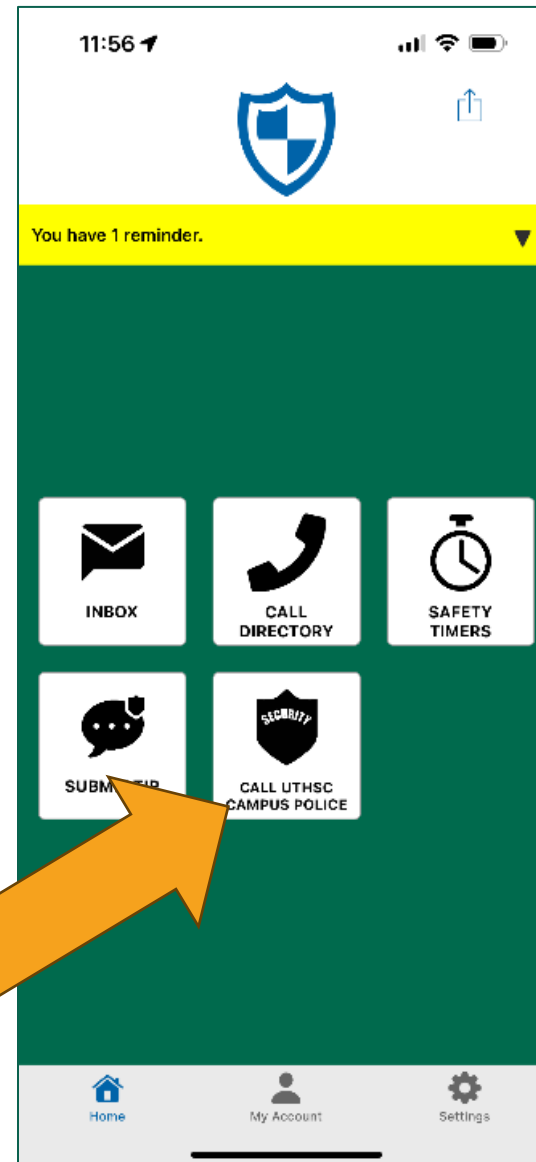


Joanne Morrow
Police Captain



Contacting Campus Police

- 901-448-4444
- Rave Guardian app
- Emergency phone towers



EMERGENCY RESPONSE

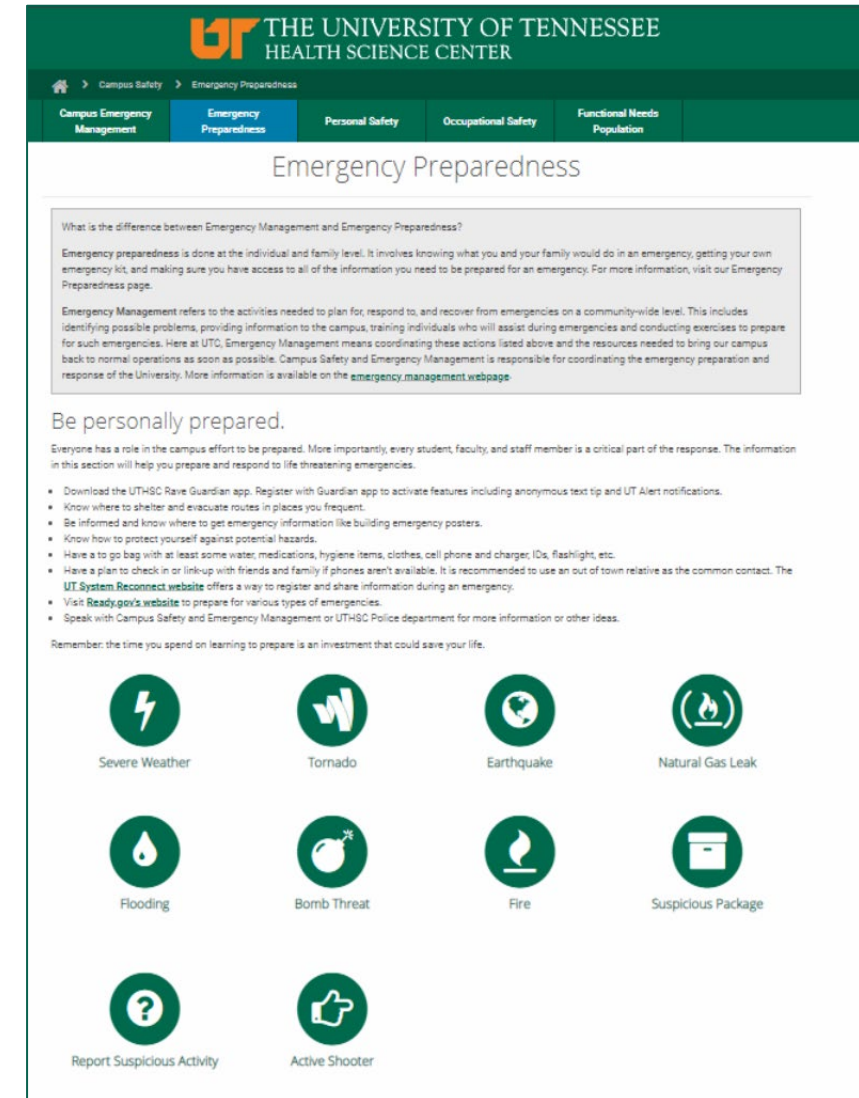
UTHSC Alert

- Email, text and voicemail notifications
- Updated UTHSC website



Emergency Response Procedures

- Accessible through Campus Safety webpage
- Incident response instructions
- Inclement Weather/ Administrative Closing information



The screenshot shows the UTHSC website's 'Emergency Preparedness' page. At the top, there is a navigation menu with 'Emergency Preparedness' selected. Below the menu, the page title 'Emergency Preparedness' is displayed. The main content area includes a section titled 'What is the difference between Emergency Management and Emergency Preparedness?' with two paragraphs of text. Below this, there is a section titled 'Be personally prepared.' followed by a list of bullet points providing instructions on how to prepare for emergencies. At the bottom of the page, there is 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.

In case of fire R.A.C.E.

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



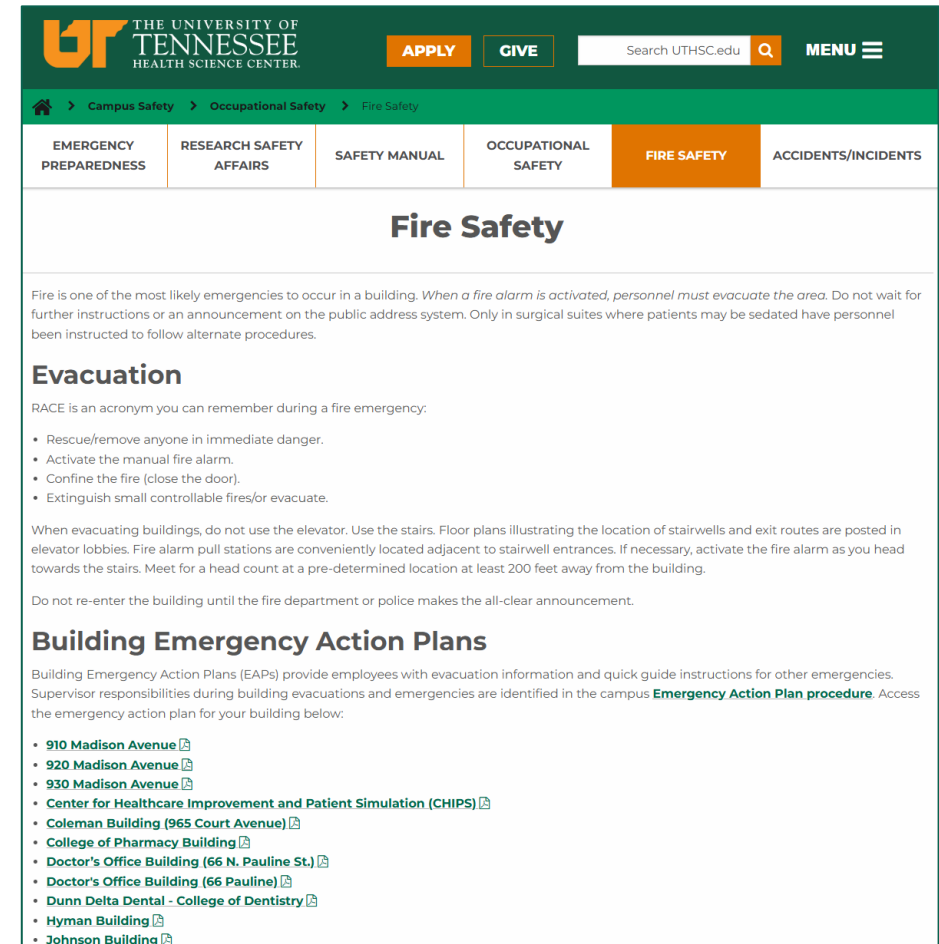
Building Evacuation

- Seek shelter in an area of refuge
- Inform others to notify first responders
- Remain in place until help arrives



Building Emergency Action Plans

- Evacuation routes
- Assembly points
- Shelter-in-place locations
- AED locations
- *Accessible on Fire Safety website*



The screenshot shows the UTHSC website's Fire Safety page. The header includes the UTHSC logo, navigation buttons for 'APPLY' and 'GIVE', a search bar, and a 'MENU' icon. The breadcrumb trail is 'Campus Safety > Occupational Safety > Fire Safety'. A navigation menu highlights 'FIRE SAFETY' among other categories like 'EMERGENCY PREPAREDNESS', 'RESEARCH SAFETY AFFAIRS', 'SAFETY MANUAL', 'OCCUPATIONAL SAFETY', and 'ACCIDENTS/INCIDENTS'. The main content area is titled 'Fire Safety' and contains introductory text, an 'Evacuation' section with a bulleted list of RACE instructions, and a 'Building Emergency Action Plans' section with a list of building-specific links.

Fire Safety

Fire is one of the most likely emergencies to occur in a building. When a fire alarm is activated, personnel must evacuate the area. Do not wait for further instructions or an announcement on the public address system. Only in surgical suites where patients may be sedated have personnel been instructed to follow alternate procedures.

Evacuation

RACE is an acronym you can remember during a fire emergency:

- Rescue/remove anyone in immediate danger.
- Activate the manual fire alarm.
- Confine the fire (close the door).
- Extinguish small controllable fires/or evacuate.

When evacuating buildings, do not use the elevator. Use the stairs. Floor plans illustrating the location of stairwells and exit routes are posted in elevator lobbies. Fire alarm pull stations are conveniently located adjacent to stairwell entrances. If necessary, activate the fire alarm as you head towards the stairs. Meet for a head count at a pre-determined location at least 200 feet away from the building.

Do not re-enter the building until the fire department or police makes the all-clear announcement.

Building Emergency Action Plans

Building Emergency Action Plans (EAPs) provide employees with evacuation information and quick guide instructions for other emergencies. Supervisor responsibilities during building evacuations and emergencies are identified in the campus **Emergency Action Plan procedure**. Access the emergency action plan for your building below:

- [910 Madison Avenue](#)
- [920 Madison Avenue](#)
- [930 Madison Avenue](#)
- [Center for Healthcare Improvement and Patient Simulation \(CHIPS\)](#)
- [Coleman Building \(965 Court Avenue\)](#)
- [College of Pharmacy Building](#)
- [Doctor's Office Building \(66 N. Pauline St.\)](#)
- [Doctor's Office Building \(66 Pauline\)](#)
- [Dunn Delta Dental - College of Dentistry](#)
- [Hyman Building](#)
- [Johnson Building](#)



BUILDING EMERGENCY ACTION PLANS



EMERGENCY ACTION PLAN

920 MADISON AVENUE

This Emergency Action Plan is intended to comply with OSHA requirements for emergency evacuation information and quick guide instructions for other emergencies. Evacuation routes and emergency equipment locations are illustrated on the following pages. Refer to the UT Health Science Center Emergency Operations Plan for additional information.

Fire Building Evacuation

Reporting
In case of fire immediately notify occupants. This may be done via:

- Fire alarm pull stations located next to exit stairwells.
- Calling Campus Police at 901-448-4444

For additional information call UTHSC Fire Safety Coordinator at 901-448-5619

Evacuation

- Evacuate building in case of fire or alarm.
- Evacuation routes posted in elevator lobbies and provided on subsequent pages.
- Use exit stairs, do not use elevators.
- Close doors behind you.
- Congregate at assembly point. Report to your supervisor. Wait for "all clear."

Evacuation for Physically Challenged

- Move to an **Area of Refuge**.
- Areas of refuge are located within fire-protected enclosures.
- Notify others of your presence as they evacuate or call for assistance from your cell phone.
- Wait for assistance from first responders

This building has a Selective Voice Evacuation System. A single detection device activation will notify two floors above and two floors below. Two or more detection device activations will evacuate the entire building. 910, 920 and 930 Madison evacuation separately – an evacuation in one building does not evacuation all.



Area of Refuge Locations:

- Evacuation route stairwells on all floors

Medical Emergency

Emergency Assistance

- Call Campus Police at (901) 448-4444. First responders will be dispatched to your location.

Emergency Medical Care

- Proceed to **Regional One Health** emergency room at 877 Jefferson Avenue, Memphis, TN.

Injury/Incident Reporting

- Employee injuries call Corvel at 1-866-245-8588 and report to Risk Management using the online [incident report form](#) (select On-the-Job Injury).
- Student or visitor incidents use online [incident report form](#) (select General Liability).

Emergency Medical Equipment

Automated External Defibrillator (AED) Locations:

- 1st Floor Outside East stairwell
- 4th Floor North Hall
- 6th Floor, Southeast Hall
- 9th Floor, Southeast Hall

Report use of an AED to Campus Police (901-448-4444)

Epi-Pen/Allergic Anaphylaxis:
University Health Services, 910 Madison Avenue, Floor 10

Online Incident Report Form



EMERGENCY ACTION PLAN

920 MADISON AVENUE

Tornado Shelter in Place Locations

Reporting
Tornado warnings and "all clear" will be communicated via

- UTHSC Alert text message
- Email
- Rave Guardian app notification

Remain in place until you receive the "all clear" notification.

Shelter in Place
Move to a safe area within the building.

- Bottom floors
- Away from doors and windows
- Small interior rooms

Examples of suitable shelter locations in your building include the following:

- Basement elevator lobby
- Madison concourse basement corridor
- Each floor elevator lobby and central corridor

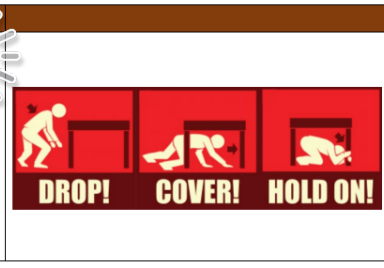
Earthquake Act Immediately

Drop down onto your hands and knees before the earthquake knocks you down. Move away from windows and walls.

Cover your head and neck (and your entire body if possible) underneath a sturdy table or desk. Cover your head and neck with your arms and hands.

Hold On to your shelter (or to your head and neck) until the shaking stops.

- Evacuate when shaking stops.
- Do not use elevators.
- If you are trapped, stay calm.



Active Shooter/Hostile Event

Reporting
Alert Campus Police to active shooter events by:

- Calling Campus Police at 901-448-8888
- Use a duress button on the lectern in large classroom.

Active Shooter or hostile events will be communicated to the campus via:

- UTHSC Alert text message
- Email
- Rave Guardian app notification

Avoid:

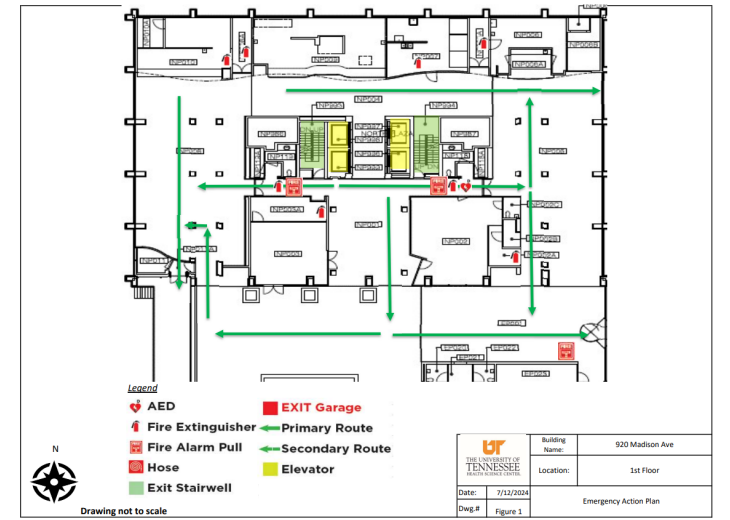
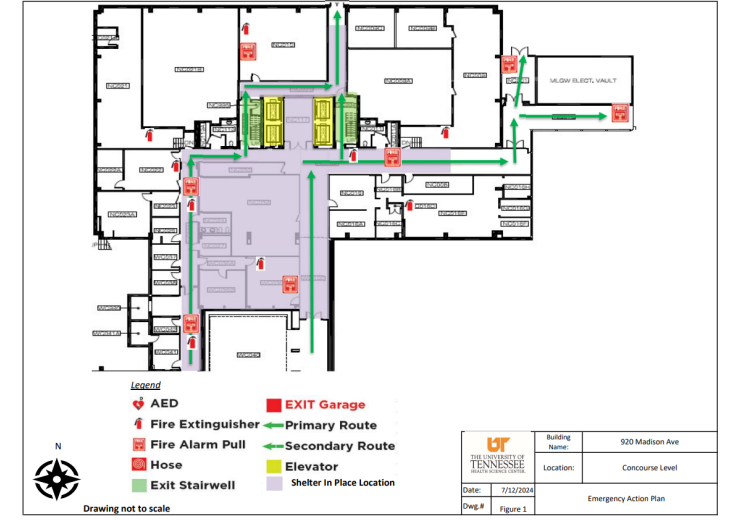
- Move away from the source of the threat as quickly as possible.
- Have an exit plan.
- The more distance and barriers between you and the threat, the better.

Deny:

- When getting out of a hostile environment is difficult, keep distance between you and the source.
- Create barriers to prevent the threat from getting to you.
- Remain out of sight and quiet by hiding behind large objects.

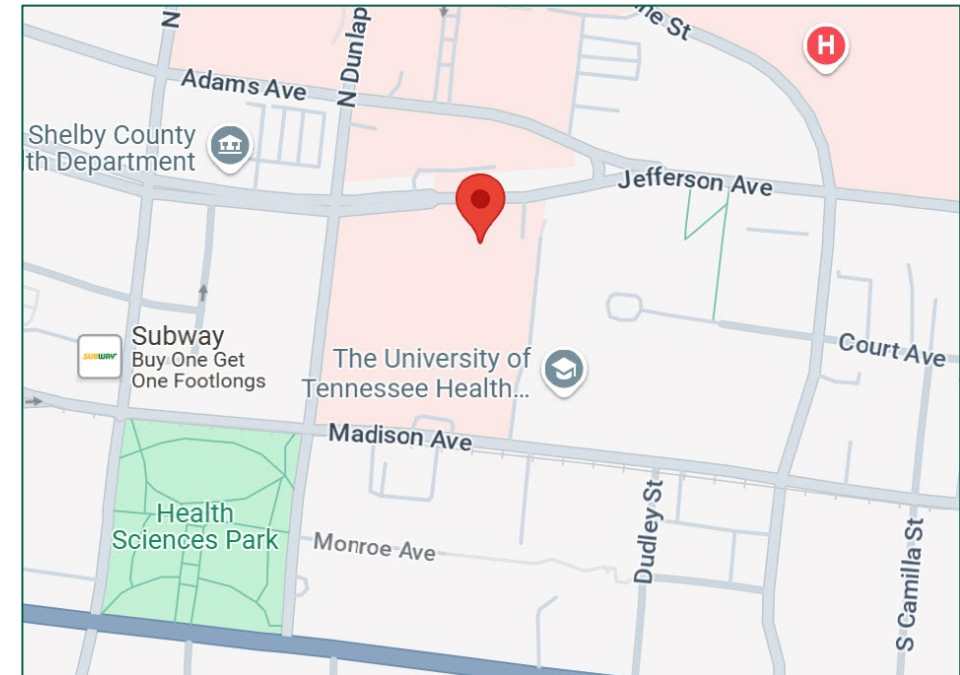
Defend:

- If you cannot AVOID and DENY, be prepared to DEFEND yourself.
- Be aggressive and committed to your actions.
- Do not fight fairly. This is about survival.



Medical Emergency Response

- **Call Campus Police 901-448-4444**
- **Regional One Health Emergency Room**
 - 877 Jefferson Avenue
- **University Health Services**
 - 910 Madison Avenue, 9th Floor



REPORTING INCIDENTS AND SAFETY CONCERNS



Employee injuries or exposures must be reported:

1. **Notify your immediate supervisor**
2. **Call 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.
3. **Online Incident Report Form**



REPORT INJURIES AND EXPOSURES

REV 02-14-2025

Employee On-the-Job Injury

Call 24/7 Medical Triage
at 866.245.8588 (Corvel) within 24 hours

AND

Complete the Online Incident Report (use QR Code or visit riskmanagement.tennessee.edu and select **On-the-Job Injury**).



Student and Visitor Injuries and Exposures

(including personal property damage, non-employee injury)

Complete the Online Incident Report (use QR Code or visit riskmanagement.tennessee.edu and select **General Liability** incident).



UT Incident Report Form :

- *Students and visitors* report injuries using the Online Incident Report Form
- Accessible through the Campus Safety website
- Accessible using QR code on the poster



REPORT INJURIES AND EXPOSURES

REV 02/14/2025

Employee On-the-Job Injury

Call 24/7 Medical Triage
at 866.245.8588 (Corvel) within 24 hours

AND

Complete the Online Incident Report (use QR Code or visit riskmanagement.tennessee.edu and select **On-the-Job Injury**).



Student and Visitor Injuries and Exposures

(including personal property damage, non-employee injury)

Complete the Online Incident Report (use QR Code or visit riskmanagement.tennessee.edu and select **General Liability** incident).



Report safety concerns:

- Contact Campus Safety and Emergency Management
- Call 901-448-6114
- Email safety@uthsc.edu



RECOGNIZING HAZARDS



WARNING SIGNS AND SYMBOLS

- Located at work area entrances
- Identify entry requirements and precautions
- Provide contact information

		Building: _____ Room #: _____		
		Department: _____		
		Lab Type: _____ Rev. Date: _____		
		Shared w/ PIs: _____		
CAUTION: The Selected Hazards May Be Present				
 BIOHAZARD BSL: _____				
BSL2 Materials <input type="checkbox"/> Lentivirus <input type="checkbox"/> Adenovirus <input type="checkbox"/> Human Materials <input type="checkbox"/> Other infectious agents				
Other Hazards <input type="checkbox"/> Laser(s) (Class _____) <input type="checkbox"/> X-Ray Equipment <input type="checkbox"/> Magnets (high power) <input type="checkbox"/> High Voltage ≥ 480 Volts <input type="checkbox"/> Air/Water Reactive <input type="checkbox"/> Hazardous Waste Storage <input type="checkbox"/> Cryogenic Materials	Special Hazards or Precautions PPE Used In Lab Eye Protection <input type="checkbox"/> Safety Glasses <input type="checkbox"/> Safety Goggles <input type="checkbox"/> Face Shield Hand Protection <input type="checkbox"/> Latex Gloves <input type="checkbox"/> Nitrile Gloves <input type="checkbox"/> Cryogenic or Thermal <input type="checkbox"/> Lab Coat <input type="checkbox"/> Hearing Protection			
Contact Information		Emergency Contact		
Office Phone _____ After-hours Phone _____		Police/Fire/Medical: 911		
Primary Contact (PI) _____		UT Police: 448-4444		
Secondary Contact _____		Research Safety: 448-6114		
Department Head _____		Facilities Services: 448-5661		
<small>Information is to be updated as information changes or annually, whichever comes first. For questions about this posting please contact Research Safety.</small>				



INFECTIOUS MATERIAL



RADIATION



Employees must:

- Follow UTHSC Safety Procedures
- Located in the campus Safety Manual
- Accessible through Campus Safety website

EMERGENCY PREPAREDNESS	SAFETY MANUAL	OCCUPATIONAL SAFETY	FIRE SAFETY	ACCIDENTS/INCIDENTS
UTHSC Safety Manual				
Procedure Number	Title	Keywords		
HM5100	Hazard Communication	Hazardous chemicals, Safety Data Sheets, chemical inventory, training, labels		
HM5200	Compressed Gas Policy	Compressed gas, gas cylinders, storage, handling management, training, procedures		
HM5200G	Compressed Gas Guidelines	PPE, storage limits, transportation, regulators, labeling, hazard classes, flammable gases, disposal, leaks		
HM5201	Regulated Medical Waste Policy	Biohazard, infectious, waste, red bags, training		
HM5202	Controlled Substances Policy	Drugs, DEA, Tennessee Board of Pharmacy, schedules, recordkeeping, training		
EM5501	UTHSC Special Events Emergency Plan	Assembly, event, crowd, security, notification, life safety		
FS5300	Fire Prevention Plan	NFPA, Contractors, fire extinguishers, flammable liquids, storage, evacuation, alarm and suppression systems		
FS5302	Portable Fire Extinguisher Policy	Extinguishers, training, inspections, selection, installation, maintenance		
FS5303	Hot Work Policy	Hot work permit, contractors, welding, grinding, heat treating, training		
GS5100	Electrical Safety Policy	Electrical equipment, arc flash, wiring, extension cords, contractors, installation, PPE, energized electrical work permit, hand tools, training		
GS5102	Ladder Safety Policy	Ladder, inspection, training, procedure, record keeping		
GS5103	Lock Out Tag Out Safety Policy	Hazardous energy, maintenance work, training, lockout devices, lock removal, training, recordkeeping, inspections		
GS5104	Motor Vehicle Safety Policy	UTHSC vehicle, operator requirements, maintenance, 15-passenger vans, training, recordkeeping		
GS5105	Respiratory Safety Protection Policy	Respirator, medical approval, fit test, training, N95, Powered Air-purifying Respirator (PAPR), vapors, particulates		
GS5107	Slips Trips and Falls Safety Policy	High risk area, maintenance, footwear, hazard, reporting, inspections, reporting		
GS5108	Unmanned Aircrafts Systems Policy	Unmanned aircraft, drone, FAA,		
GS5110	Smoke Free Campus	Smoking, smoke products, e-cigarettes, designated areas, cessation resources, violations		
GS5111	Contractor Safety Program and Guidelines	Multi-employer work sites, site visits, job site checklist, health and safety plan		



Safety Plans and Training:

- Located in the Safety Manual
- Exposure Control Plan
- Chemical Hygiene Plan
- Biosafety Manual
- Radiation Safety Manual
- Safety training on Blackboard or by request



Summary

- Report emergencies to the Campus Police (901) 448-4444
- Be familiar with emergency response procedures
- Campus Safety Manual – accessible through the Campus Safety website
- Report concerns to Campus Safety or Research Safety Affairs by emailing safety@uthsc.edu



Questions?
Call Campus Safety at 448-6114
or email safety@uthsc.edu

