WELCOME TO
NEW TEAM MEMBER ORIENTATION

HSC.HR@untsystem.edu
HSC’s Whole Health Vision
Whole Health

- 8% > age 35 receive recommended preventive services
- 20% of a person’s health determined by access to care
- 14% patients at HSC Health experience food insecurity
- 1 in 5 Americans worry about housing
Whole Health
Your HSC HR Team

Benefits
Compensation / Performance Management
HR Operations
Organizational Development & Engagement
Talent Acquisition
Employee Relations

https://www.unthsc.edu/human-resources/
550 Bailey Avenue, Suite 330 | Fort Worth TX 76107
Your HSC HR Employee Relations Team

Kimony Carter
Senior HR Business Partner

Cindy Cantu
HR Business Partner

Jannica Williams
HR Generalist
A State of Texas employee paid a full-time salary shall work not less than 40 hours a week. The work week is from Sunday to Saturday. Typical HSC work hours are Monday through Friday, 8:00am to 5:00pm. Your schedule may differ depending on your department or position.

- If working fewer than 40 hours in a work week:
  - Use available leave to cover remaining hours or,
  - Flex your schedule within the same work week, with supervisor approval or,
  - Engage with your supervisor/HR Business Partner if neither of the prior options are available.
Flexible Work Arrangement

Options Available
• Compressed work week
• Shift of start/stop time
• Remote work

• Only available for staff
• Privilege, not a right
• Supervisor approval required
• May not be applicable to every job or department

Training is mandatory for staff and supervisors
Flexible Work policy, resources, training and request form found online at hr.untsystem.edu
## FLSA and Overtime

<table>
<thead>
<tr>
<th>Non-Exempt</th>
<th>Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must report <em>all</em> hours worked</td>
<td>Only report leave time (sick, vacation, etc.)</td>
</tr>
<tr>
<td>Eligible for 1.5 Comp Time</td>
<td>Not Eligible for 1.5 Comp Time</td>
</tr>
<tr>
<td>Approved by supervisor in advance. Does not expire and is paid out upon separation.</td>
<td></td>
</tr>
<tr>
<td><strong>Both are Eligible for 1.0 Comp Time</strong></td>
<td></td>
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<tr>
<td>Earned for holidays worked or when the institution is closed.</td>
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<tr>
<td>Approved by supervisor in advance.</td>
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<tr>
<td>Expires one year after accrual and is not paid out upon separation.</td>
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Paid Leave

Sick Leave
- 8 hours are accrued each month, regardless of length of State service
- No waiting period

Vacation Leave
- 8 hours accrued each month
- Accruals increase based on length of state service. Can only be used after six continuous months of eligible State service.
- Must be requested in advance and approved by your Supervisor.

** Leave cannot be used in advance of accrual **
Other Types of Paid Leave

Bereavement Leave
- Typically up to 3 days for death of a family member

University Closure
- Emergency closure of HSC (e.g. inclement weather)

Jury or Witness Duty
- Summons or subpoena required

https://hr.untsystem.edu/benefits/employee-leave
Paid Holidays

FY 2024 (Sept-Aug)

• Labor Day – September 4, 2023
• Fall Holiday Break – November 23-24, 2023
• Winter Holiday Break – December 25-29, 2023 & January 1, 2024
• Martin Luther King Jr. Day – January 15, 2024
• Memorial Day – May 27, 2024
• Emancipation Day – June 19, 2024
• Independence Day – July 4, 2024
• Floating Holiday – No floating holiday for FY24
Full-time staff (excluding faculty and law enforcement) are eligible for longevity pay.

$20/month for each 24 months of service.

Only certain eligible State of Texas agency service applies.
  • Eligible service includes student and hourly employment, but **does not include** junior/community colleges or ISDs.

Longevity pay is based on the number of months completed as of the 1st of the month, and is taxable.

Contact HR Records for questions: HRRecords@untsystem.edu
For more information, visit the Texas Comptroller: [Longevity Pay Provisions](#)
Contact Payroll for questions surrounding payroll, time and labor, direct deposit, W-2 forms and W-4 inquiries.

- Monthly pay for all salaried faculty and staff on the 1st business day of the month.
- Semi-Monthly pay for employees earning less than $30,000/year on the 1st/15th business day of the month.
- Semi-Monthly pay for hourly employees on the 1st/15th business day of the month.

https://finance.untsystem.edu/payroll-and-taxes/payroll/
Payroll@untsystem.edu
Outside or Dual Employment

Outside employment (working at any employer) or dual employment (working at another state agency) as any type of employee at HSC is permitted under certain circumstances.

**Disclosure of outside/dual employment is required before employment begins.**

This is to remain compliant with applicable statutes, state employment laws, and HSC policies.

An electronic form is required annually.

Additional questions should be directed to: Compliance@unthsc.edu
Policies and Procedures

All employees must adhere to HSC Policies and Procedures.

All policies can be found online at [https://unthsc.policytech.com](https://unthsc.policytech.com)

Faculty are also mandated by the Faculty Bylaws.

- Faculty Affairs will provide new faculty with instructions on how to complete a self-guided Faculty Orientation course through Canvas.
Discounts and Perks

Offers deals and discounts on cell services, flights, hotels, tickets & attractions, retail, movie tickets, restaurants, home security systems, auto care savings plans, and many more.

unt.perkspot.com

ers.savings.beneplace.com

discounts.perksconnection.com

Use code UNTX when creating login
Early Learning Center – Onsite Child Care

Available to staff, students, and faculty of HSC, as well as the community (goal is a 50/50 split).

Enrollment is limited to 74 children, ages 6 weeks to Pre-K.

Hours are 7:00am – 5:45pm, Monday – Friday.

For more info, contact:
Mariah Esquivel, ELC HSC Campus Director
Mariah.Esquivel@lenapope.org
817-569-6255
Onsite Fitness Center

Available to HSC faculty, staff, students, and the community.

Hours of Operation
Monday-Thursday: 6:00 am - 10:00 pm
Friday: 6:00 am – 8:00 pm
Saturday-Sunday: 9:00 am – 8:00 pm

What’s included in a membership?
Group exercise classes, personal training packages, towel services, equipment checkout, day locker usage, in addition to Fitness Center and multi-purpose court access.

For more info, visit https://www.unthsc.edu/care-and-civility/fitness-center/
Library Services

Services:
Structured & Literature Review Searching
In-Class Instruction & Course Reserves for Class Readings

Convenient checkouts:
Wifi Hotspots, Chargers, Adapters, and more!
InterLibrary Loan
Records Management

Consultations:
Data Management
Publishing & Copyright Support
Open Educational Resources

For more info, visit https://library.unthsc.edu/services
Same-day and next-day in-person or “telehealth” virtual appointments for HSC team members and their families.

- BlueCross BlueShield HealthSelect participants must have an HSC Health PCP.
- Most other insurance plans accepted.
- $25 copay

Appointment Times Available
Monday and Thursday
7:00am-11:00am and 12:00pm-4:00pm

Tuesday, Wednesday and Friday
8:00am-12:00pm and 1:00pm-5:00pm

IREB – 1st Floor
3430 Camp Bowie Blvd, Fort Worth, TX 76107
Priority Care Clinic
817-735-2273
Stellus Rx at HSC Health

A full-service pharmacy that offers personalized care from a pharmacist as well as OTC medications and products.

- Monthly refills
- Presorted and packaged medications
- Monthly check-ins from a pharmacy team member

https://www.unthsc.edu/patient-care/stellus-rx/
Health Pavilion – 1st floor | 855 Montgomery Street
214-291-5087 – option 4
Campus WiFi Networks

**HSC-Faculty-Staff:**
For HSC faculty and staff. Allows access to both internet (external) and intranet (internal) resources. Log in when prompted using SSO.

**HSC-Student:**
For HSC students.

**HSC-Guest:**
For guests and visitors to campus that allows ONLY internet (external) access.
HSC Marketing & Communications

- Media Relations information
- Web Editing resources
- Virtual meeting backgrounds
- Submit a project request
- Templates and Resources
  - Email signatures
  - Stock photos
  - Brochure & flyer templates
  - Branded PPT template
  - Branded letterhead templates

https://www.unthsc.edu/marketing-and-communications/
Tuition Benefits

HSC Educational Reimbursement
up to $5,000 per year

Horsman McFadden
HSC Team Member Scholarship
up to $1,000 per year

HSC President’s Education Waiver
waives certain service fees for classes
taken at HSC

UNT & UNT Dallas Tuition Discount
covers Board designated tuition, differential
tuition, and mandatory fees
The UNT System HR Benefits team provides a comprehensive introduction to benefits via New Hire Benefits Orientation, held weekly - every Tuesday via Teams (10am-11:30am). No RSVP required.

Topics discussed include:
• Insurance
• Retirement
• Leave

https://hr.untsystem.edu/benefits/new-employees

You will receive a “Welcome to Benefits” email from HR Benefits on your first date of hire.
## Important Dates

<table>
<thead>
<tr>
<th>Benefit Options</th>
<th>When to Enroll</th>
<th>Coverage Begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and RX plan</td>
<td>First 60 days of employment</td>
<td>1st of the month after 60 days of employment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Hired on 9/01/23</td>
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<tr>
<td></td>
<td></td>
<td>• Insurance Effective: 11/01/23</td>
</tr>
<tr>
<td>TexFlex – Heath Care FSA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplement Coverages</td>
<td>First 30 days of employment</td>
<td>1st of the month after you make your elections.</td>
</tr>
<tr>
<td><em>Ex: Dental, Vision, Optional Life</em></td>
<td></td>
<td>• Hired on 9/01/23</td>
</tr>
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Insite

https://www.insite.unthsc.edu
Employee Portal: my.untsystem.edu

Time
• Submit eLeaves
• Timesheet (Non-Exempt)
• Leave Balances

Payroll
• W-4 & W-2 Forms
• Paycheck Stubs
• Direct Deposit

Personal Details
• State Service
• Emergency Contacts

Benefits Details
• Benefits Summary
• Employee Wellness

Employee Resources
• Learn HSC (Learning)
• Employee Assistance Program (EAP)
HSC Employee Resources

https://www.unthsc.edu/human-resources/new-team-member-resources/
## Learning & Development

### Required Learning

**Automatic Enrollment**
- Integrity & Awareness
- HIPPA
- FERPA
- Title XI & VII
- Information Technology Security
- Biohazard/Chemicals/Gasses
- Pathogens, Viruses
- Tools, Machinery & Equipment
- Faculty Orientation

### On-Going Learning

**LearnHSC**
- For required learning
- To find upcoming learning opportunities

**Organizational Development & Engagement (ODE)**
- Live & On-demand Training
- Leadership Development
Questions?
HSC.HR@untsystem.edu
Office of Environmental Health & Safety

https://www.unthsc.edu/safety/
Safety Presentation Overview

- Who is Safety and what to do we do
- Emergency Notifications - Red Alert!
- Texas Hazardous Communications Act
- KnoWhat2Do Campaign
Environmental Health & Safety (EH&S) – Who We Are

Chris Erickson, MBA, ASP, CHMM
Director of EH&S
817-735-2245
chrisopher.erickson@unthsc.edu

Will Pingry
Program Manager of Fire & Occupational Safety
817-735-2698
will.pingry@unthsc.edu

Maya Nair, PhD, RBP
Director of Laboratory & Biological Safety
817-735-5431
maya.nair@unthsc.edu

Kofi Osei, PhD
Program Manager of Radiation Safety
817-735-2243
george.osei@unthsc.edu

Alan Corbitt
Assistant Director of Hazardous Materials.
817-735-2697
alan.corbitt@unthsc.edu

Campus Emergency Contacts
HSC PD emergency 817-735-2600 or ext. 2600
HSC PD non-emergency 817-735-2210 or ext. 2210
Ft. Worth PD emergency 911

LT Mims
Safety Specialist I
lieutenant.mims@unthsc.edu
817-735-2697
Environmental Health & Safety (EH&S) – What We Do

- Risk management
- Emergency management
- Emergency response
- Industrial hygiene
- Safety training(s)
- Laboratory & building inspections
- Research protocol hazard review
- Fire code compliance
- Biosafety compliance
- Radiation/laser safety compliance
- Occupational Safety Services
- Hazardous materials and waste handling
In conjunction with leadership, HSC sends out Emergency Notifications when deemed appropriate. The system will notify our campus in a variety of ways to try to reach all of us as quickly as possible.

Individuals will receive a direct communication via text, email, and voice message to their contact details.

Mass notifications will also be sent simultaneously to the individual notifications when appropriate. These come in the form of messages to the Institution’s Facebook and Twitter feeds, activation of the 50 Alertus beacons stationed throughout campus, and activation of the system’s Desktop alert mechanism.
Opting in to Red Alerts

1. Log in here: [https://my.untsystem.edu](https://my.untsystem.edu)
2. Select ‘Personal Details’ tile
3. Select ‘Contact Details’ tile
4. Select large ‘+’ below Phone to add your mobile, if it is not listed
5. For type, select ‘Mobile’
6. Check the Preferred box, enter your number, click Save
Most of the recipients of Emergency Notifications primarily use text to quickly assimilate the message. In some cases if the message exceeds the character limit for text a link will appear where the text cuts off. To receive you will need to click on the link to get to a webpage with the entire message.
Under the THCA Act, HSC must:

- Notify employee of their right under the Act
- Compile workplace chemical inventory
- Informed employees of exposures potential to hazardous chemicals
- Provide ready access to SDS
- Provide training employees on hazardous chemicals
- Provide appropriate Personal Protective Equipment (PPE)
- Provide access to file complaints

HSC maintains the Hazardous Chemicals list, access to MSDSOnline, which provides an SDS catalog of the list, safety signage at entrance points that contain hazardous materials, and Hazard communication training.

“Worker right-to-know”
The goal of HSC’s emergency preparedness plan is for all our community members to individually obtain an awareness level that can help them mitigate hazards regardless of the nature of the emergency.

- This is modeled by the national public education campaign, KnoWhat2Do, which educates on how individuals can prepare personal safety plans and how to prepare and respond to severe weather, mass violence, local hazards, and epidemics/pandemics.

- More info can be found on Safety’s webpage for Emergency Management, which provides access to the KnoWhat2Do website, access to building maps showing evacuation routes and areas of refuge, a real time weather station, and more.
Questions?

Safety@unthsc.edu
https://www.unthsc.edu/safety
UNTHSC Police Department

https://www.unthsc.edu/police/
UNTHSC Police Department
3600 Mattison Avenue

817-735-2600 -- Emergency
817-735-2210 -- Non-Emergency

WE are here to serve YOU
Police Department Overview

• 14 sworn officers
• 4 dispatchers
• Jurisdiction in all counties that UNT controls property
• Primary reporting responsibility for ALL HSC property
• Responsible for parking on HSC property
Parking

• Permit required to park on property
• Everyone pays
• Cost based on location
• Permits required for streets on HSC Campus
• Campus citations/municipal citations
Services Provided

• Escort Service 24/7
• Access Control
• University ID
• Parking Permits
• Parking Citations
• Drug Drop Box Program
• Safe Exchange located in front of PD
Campus Carry

- Must have LTC
- Weapon must be concealed always
- Must know prohibited areas
Active Shooter Events Defined

An active shooter event involves one or more persons engaged in killing or attempting to kill multiple people in an area occupied by multiple unrelated individuals.
Characteristics of a Situation

- Event happens quickly

- Can happen anywhere:
  - Post offices
  - Businesses
  - Schools
  - Military bases
  - Churches
  - Hospitals
Signs of an Active Shooter Event

- Hear or see gunshots
- Bodies on the floor / bloodied victims
- Lots of yelling, screaming, praying, disbelief, denial
- People running and hiding
Disaster Response - The background science of how people behave in high stress events.

Three Stages of Disaster Response
• Denial
• Deliberation
• Decisive Movement

The number of deaths is affected by two factors:

- How quickly the police respond
- How quickly the shooter can find victims

ALERRT trains police how to respond quickly.

We are training you now to slow the rate at which the shooter can find victims.
• Need to get past this phase as quickly as possible

• If you hear gunshots or something that could be gunshots, act as if it is an active shooter

• Go straight to deliberation
The Basic Plan:

A - Avoid the confrontation

D - Deny access to your location

D - Defend yourself
Be vigilant/aware

Know escape routes for your location
• Exits
• Windows
• Stairwells

Decide to leave at the first opportunity and report
DENY

- Lock doors
- Barricade access points
- Door stops
- Furniture
- Rope doors closed
- Cover interior windows
- Darken the room
- Go back into Avoid mode
The Active Shooter is trying to kill you!

If you can’t flee, you must fight!

- Use a “pack” mentality
  - Swarm the shooter
  - Do not stop
  - Use whatever weapons you have
  - Attack weak spots (throat, eyes, groin)
• Have a survivor’s (not a victim’s) mindset

• Decide right now that you are going to do whatever it takes to survive

• Getting shot does not mean that you are dead

• The fact that you are still alive after the impact means that there is a good chance you will survive

You can and must keep going!
Uniformed and plain clothes – multiple agencies

Primary Goal – Stop the Killing
   – Find and confront the shooter
   – Will NOT stop to help the wounded
   – Will NOT escort people out

As more information is obtained by LE and more officers arrive -- Secondary Goals:
   – Help the wounded
   – Clear people from the building
When Police Arrive

- Respond appropriately

- Follow commands (You might be handcuffed)

- Keep your hands visible at all times and show your palms

- Do not move or move slowly if you must
QUESTIONS
THANK YOU FOR ATTENDING NEW TEAM MEMBER ORIENTATION