

WELCOME TO NEW TEAM MEMBER ORIENTATION



Our Values. Your Potential. Unlimited Possibilities.

HSC.HR@untsystem.edu

HSC's Whole Health Vision



Whole Health

20% of a person's health determined by access to care

14% patients at HSC Health experience food insecurity

8% > age 35 receive recommended preventive services

1 in 5 Americans worry about housing

Whole Health





Human Resources

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

Work Hours



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



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

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.

Vacation Leave Accruals

| Employees with Total State Employment of: | Hours Accrued Per Month: |
|---|--------------------------|
| 0 - 24 months | 8 |
| 25 - 60 months | 9 |
| 61 - 120 months | 10 |
| 121 - 180 months | 11 |
| 181 - 240 months | 13 |
| 241 - 300 months | 15 |
| 301 - 360 months | 17 |
| 361 - 420 months | 19 |
| 421 months or more | 21 |

**** Leave cannot be used in advance of accrual ****

Other Types of Paid Leave

Bereavement Leave

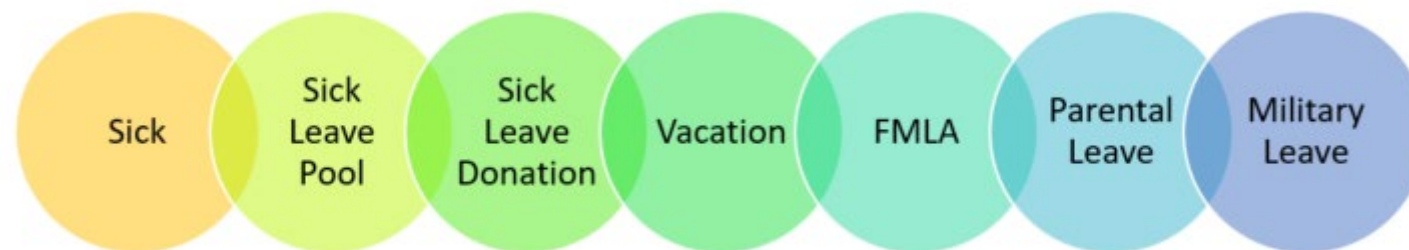
- Typically up to 3 days for death of a family member

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

Longevity Pay



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](#)

Payroll



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](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>

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

BENEPLACE

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

LENA
POPE



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/>

HSC Memberships

Employee, Alumni, Retiree

12 Months--\$200.00

9 Months--\$180.00

6 Months--\$120.00

3 Months--\$60.00

1 Month--\$25.00

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



chat • email • call

For more info, visit <https://library.unthsc.edu/services>

Priority Care Clinic

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

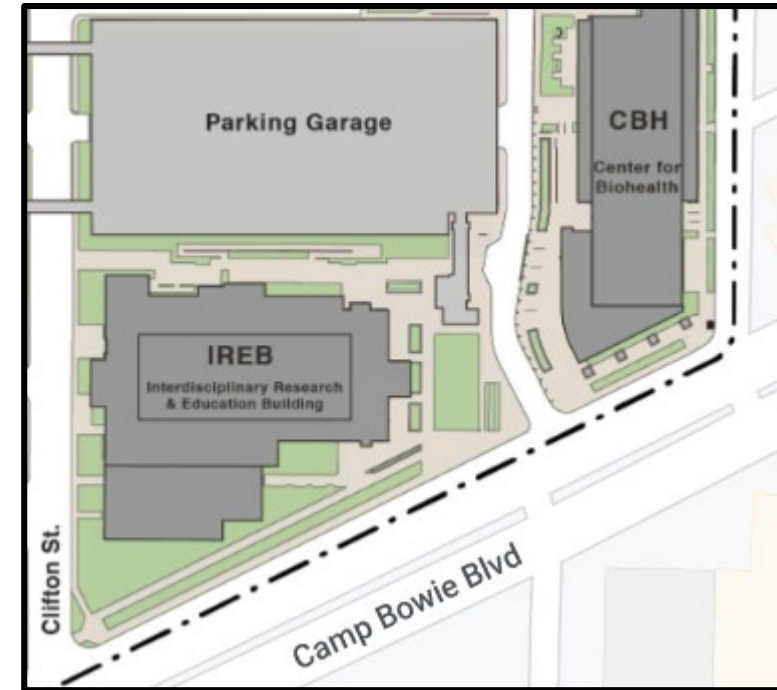
Appointment Times Available

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

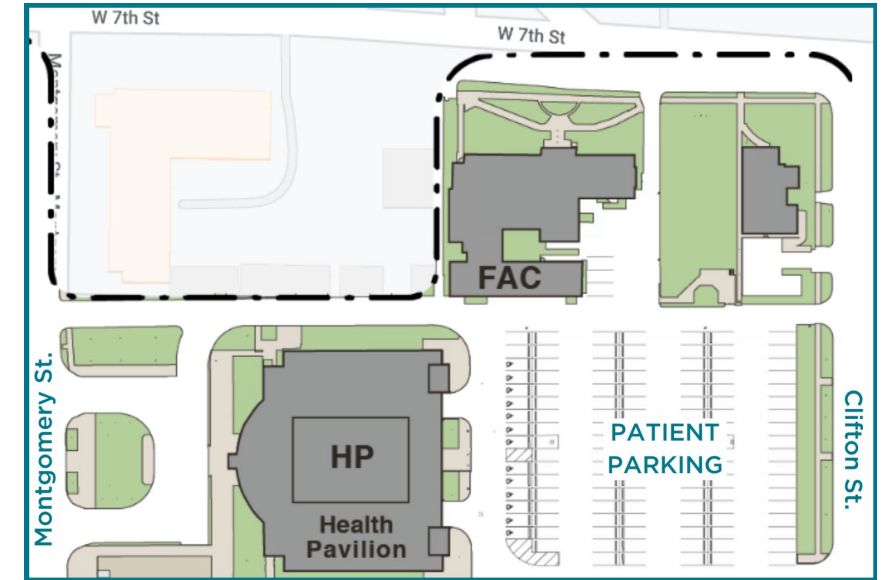
817-735-2273

<https://www.unthsc.edu/patient-care/priority-care-clinic/>

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.

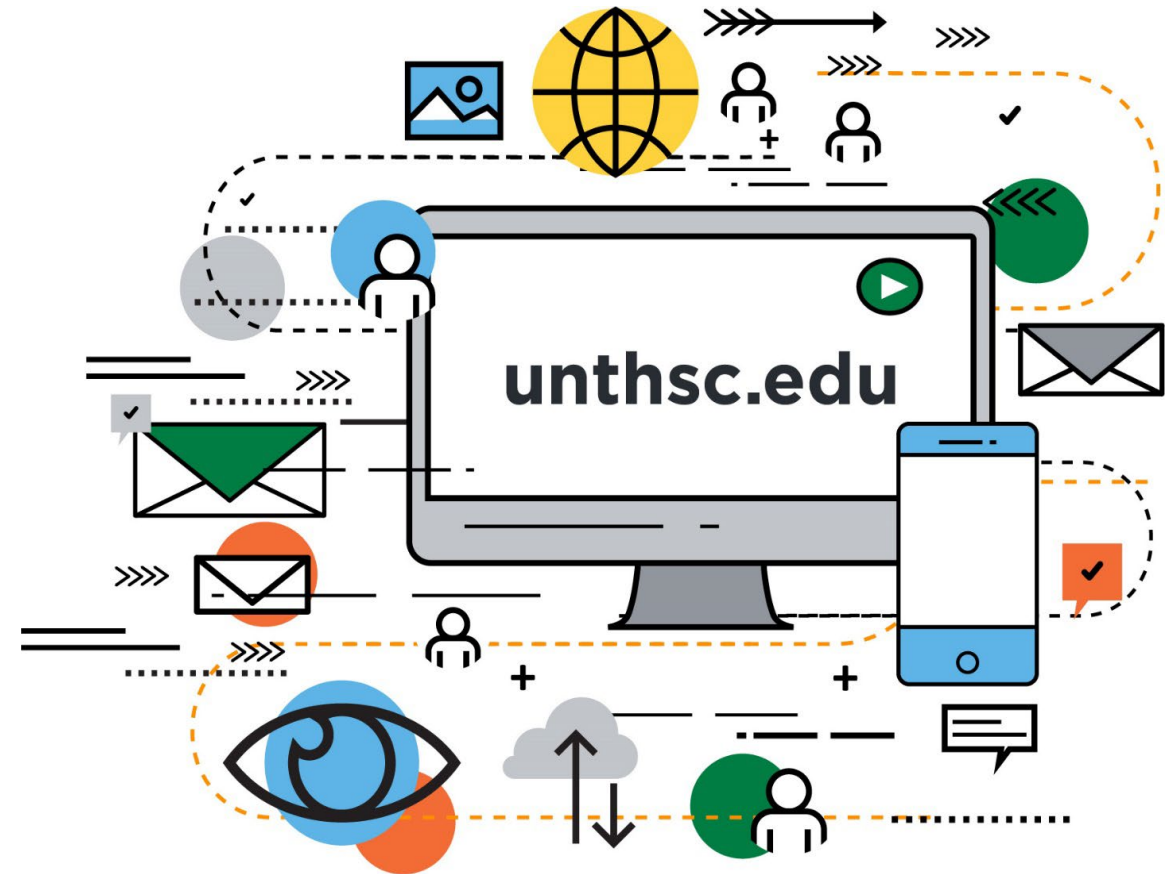
HSC-Guest:

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



Benefits

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



| Benefit Options | When to Enroll | Coverage Begins |
|---|------------------------------------|--|
| Health and RX plan TexFlex – Health Care FSA | First 60 days of employment | 1 st of the month after 60 days of employment <ul style="list-style-type: none">• Hired on 9/01/23• Insurance Effective: 11/01/23 |
| Supplement Coverages <i>Ex: Dental, Vision, Optional Life...</i> | First 30 days of employment | 1 st of the month after you make your elections. <ul style="list-style-type: none">• Hired on 9/01/23• Insurance Effective: 10/01/23 |

OUR TOOLS AND RESOURCES

- Every Day
- Education and Research
- Patient Care
- Human Resources
- Information Technology
- Training
- Compliance and Policies



- President's Councils
- HSC 21-23 Roadmap
- Daily News



Daily News



Valability



High 5!



COVID-19 Updates

<https://www.insite.unthsc.edu>

Employee Portal: my.untsystem.edu



Employee Self Service ▾

| | | | | |
|--|---|--|--|--------------------------------|
| Announcements No Announcements available | Delegations | Company Directory | Time | |
| Payroll Last Pay Date 07/03/2023 | Personal Details | Benefit Details | Total Rewards Fiscal Year 2022 | Employee Resources |
| Employee Offboarding | Duo MultiFactor Authentication | Staff Performance Evaluations | Apply for a Job | Employee Engagement |
| EIS Links | Reporting & Information | | | |

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
christopher.erickson@unthsc.edu

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

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

LT Mims
Safety Specialist I
lieutenant.mims@unthsc.edu
817-735-2697

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

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

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

Emergency Notifications: Red Alert!

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.



Emergency Notifications: Red Alert!

Opting in to Red Alerts

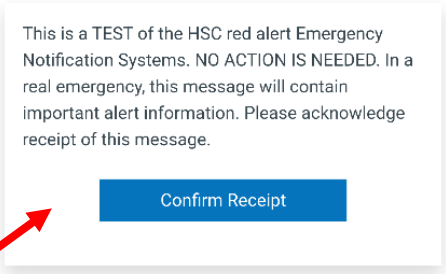
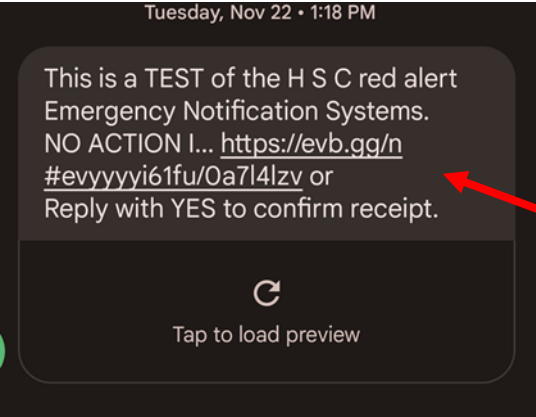
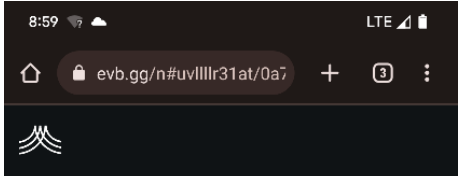
1. Log in here: <https://my.untsystem.edu>
2. Select 'Personal Details' tile
3. Select 'Contact Details' tile
4. Select large '+' below Phone to add your mobile, if it is not listed
5. For type, select 'Mobile'
6. Check the Preferred box, enter your number, click Save



Emergency Notifications



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.



Click the link to get entire message



Texas Hazardous Communications Act (THCA)



Under the THCA Act, HSC must:

- Notify employee of their right under the Act
- Compile workplace chemical inventory
- Inform 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”

NOTICE TO EMPLOYEES

The Texas Hazard Communication Act, codified as Chapter 502 of the Texas Health and Safety Code, requires public employers to provide employees with specific information on the hazards of chemicals to which employees may be exposed in the workplace. As required by law, your employer must provide you with certain information and training. A brief summary of the law follows.

HAZARDOUS CHEMICALS

Hazardous chemicals are any products or materials that present any physical or health hazards when used, unless they are exempted under the law. Some examples of more commonly used hazardous chemicals are fuels, cleaning products, solvents, many types of oils, compressed gases, many types of paints, pesticides, herbicides, refrigerants, laboratory chemicals, cement, welding rods, etc.

WORKPLACE CHEMICAL LIST

Employers must develop a list of hazardous chemicals used or stored in the workplace in excess of 55 gallons or 500 pounds. This list shall be updated by the employer as necessary, but at least annually, and be made readily available for employees and their representatives on request.

EMPLOYEE EDUCATION PROGRAM

Employers shall provide training to newly assigned employees before the employees work in a work area containing a hazardous chemical. Covered employees shall receive training from the employer on the hazards of the chemicals and on the measures they can take to protect themselves from those hazards. This training shall be repeated as needed, but at least whenever new hazards are introduced into the workplace or new information is received on the chemicals which are already present.

SAFETY DATA SHEETS

Employees who may be exposed to hazardous chemicals shall be informed of the exposure by the employer and shall have ready access to the most current Safety Data Sheets (SDSs) or Material Safety Data Sheets (MSDSs) if an SDS is not available yet, which detail physical and health hazards and other pertinent information on those chemicals.

LABELS

Employees shall not be required to work with hazardous chemicals from unlabeled containers except portable containers for immediate use, the contents of which are known to the user.

EMPLOYEE RIGHTS

Employees have rights to:

- access copies of SDSs (or an MSDS if an SDS is not available yet)
- information on their chemical exposures
- receive training on chemical hazards
- receive appropriate protective equipment
- file complaints, assist inspectors, or testify against their employer

Employees may not be discharged or discriminated against in any manner for the exercise of any rights provided by this Act. A waiver of employee rights is void; an employer's request for such a waiver is a violation of the Act. Employees may file complaints with the Texas Department of State Health Services at the telephone numbers provided below.

EMPLOYERS MAY BE SUBJECT TO ADMINISTRATIVE PENALTIES AND CIVIL OR CRIMINAL FINES RANGING FROM \$50 TO \$100,000 FOR EACH VIOLATION OF THIS ACT

Further information may be obtained from:
Texas Department of State Health Services
Division for Regulatory Services
Policy, Standards, & Quality Assurance Unit
Environmental Hazards Group
PO Box 149347, MC 1987
Austin, TX 78714-9347

(800) 452-2791 (toll-free in Texas)
(512) 834-6787
Fax: (512) 834-6726
TXHazComHelp@dshs.texas.gov



Worker Right-To-Know Program
Publication # E23-14173
Revised 03/2014

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/>



UNT HSC 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

Disaster Response - The background science of how people behave in high stress events.

Three Stages of Disaster Response

- Denial
- Deliberation
- Decisive Movement

Number of Deaths

The number of deaths is affected by two factors:

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

ALERT trains police how to respond quickly.

We are training you now to slow the rate at which the shooter can find victims.

Denial

- 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

Deliberation

The Basic Plan:

A - Avoid the confrontation

D - Deny access to your location

D - Defend yourself

AVOID

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

DEFEND

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)

DEFEND

- 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!

When Police Arrive

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



Our Values. Your Potential. Unlimited Possibilities.

HSC.HR@untsystem.edu