



University of Connecticut
Health Center

*MANAGERIAL &
CONFIDENTIAL
EMPLOYEE HANDBOOK*



Department of Human Resources

Date: June 2005

Please note, this handbook does not establish or imply contractual obligations. While every effort has been made to address the many related issues and ensure the accuracy of the manual, it is recognized that it may not be all-inclusive and does not constitute a legal document or a contract. This handbook is a guide prepared for informational purposes only and does not establish terms and conditions of employment. Changes to the manual will be communicated through normal communication channels. Advance notice may not always be possible. Upon request, Human Resources will provide official interpretation of any section. If there is a conflict between this handbook and the applicable statute, or other primary source, the primary source shall prevail.

Welcome to the University of Connecticut Health Center



Human Resources is pleased to provide you with a copy of the Managerial & Confidential Employee Handbook, designed as a convenient source of information for Managerial and Confidential employees who are Board of Trustee-exempt. It is my hope that you find this handbook a helpful guide to your employment at the Health Center and encourage you to contact Human Resources if you have any questions.



Human Resources is responsible for introducing you to the multi-faceted aspects of the Health Center and the various benefits you can expect while you are employed here. As a new employee, you are required to attend an Employee Orientation program on your first day of work to review your benefits and to sign up for payroll deductions. You will choose your health insurance and retirement plan. Participation in compliance safety training will also be administered.



Human Resources is located in the Administrative Services Building on the lower campus in Farmington, CT, and we can be reached by calling our Reception Desk at (860) 679-2426. An electronic copy of this handbook is available on our website: <http://employ.uchc.edu>.

Sincerely,

Peter J. Deckers, M.D.
Executive Vice President for Health Affairs
And Dean, School of Medicine

Joan D. Mazzone
Associate Vice President for Human Resources

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New Employee

All **managerial** employees will serve at the pleasure of the Executive Vice President of the University of Connecticut Health Center. For senior level managers at the level of Associate Vice President and higher, appointments may be made based upon a contract. In administrative areas, normal business hours are 8:00 a.m. through 5:00 p.m., Monday through Friday. However, due to the nature of the job responsibilities, managerial employees are expected to work the hours necessary to perform their duties and are not limited to the customary hours.

A **confidential** employee is any employee who would have access to confidential information used in collective bargaining. All full-time confidential employees are expected to work a forty-hour workweek.

In accordance with Health Center policy and procedures, all appointments for managerial and confidential employees shall serve a six (6) month probationary period. The initial probationary period may be extended at the discretion of the employer; but shall not exceed a total of one year. Additionally, all employment appointments are subject to clearance through criminal background checks, federal sanctions checks, and a pre-employment health clearance through the department of Occupational Medicine. Health clearance must be completed prior to the effective start date. Also, before accepting employment with the State of Connecticut, applicants must be aware of the *Code of Ethics for Public Officials and State Employees* and should consider any possible conflict of interest. New employees must sign an *Acknowledgement of Receipt* stating they have received a copy of the *State Ethics Commission's Guide to the Code*. New employees must also sign a *Confidentiality Policy* and are also informed of pertinent Health Center policies during their employment sign-up.

Compensation normally includes such salary increases as may be awarded (subject to available funding) in connection with an annual process of documented merit review.

Refer to *Overview of Benefits* (page 3) for a listing of benefits offered to managerial or confidential employees. For a detailed explanation, please contact Human Resources at (860) 679-2204 or visit our website: <http://employ.uhc.edu/>.

New Employee Orientation

New Employee Orientation introduces employees to the multi-faceted aspects of the University of Connecticut Health Center. Participants are given an overview of the organization that includes its dynamic history, and current and future endeavors.

The new employee will benefit from the orientation program by:

- Learning about the institution's mission and vision for the new millennium.
- Understanding the organizational structure and initiatives.
- Meeting other members of the UConn Health Center community.
- Receiving information regarding state and federal regulatory requirements and OSHA and radiation safety training.
- Learning about the many employee benefits offered at the UConn Health Center.
- Signing up for employment benefits.
- Obtaining a UConn Health Center ID card.

The following list contains answers to frequently asked questions:

- All new employees **are required** to attend the orientation program prior to beginning their first day in their department.
- Orientation is considered the first day of employment and is a paid workday.
- Orientation programs are held bi-weekly on Friday after payday.
- The program runs from 8:00 a.m. to 4:30 p.m. The morning segment is made up of organizational information and compliance safety training. The afternoon portion is devoted to sign-up for employee payroll and benefits.
- The location of the program will vary. Employees need to check with their HR Officer regarding the location on the date that he/she will be attending.
- If an employee is unable to attend the scheduled orientation program, he/she should contact his/her HR Officer as soon as possible.
- For certain job classifications, additional training is required for new employees.
- Employees should contact their HR Officer to find out more about the training requirements.

Additional questions concerning the New Employee Orientation program can be answered by calling Human Resources (860) 679-2426.

Overview of Benefits

An overview of the managerial and confidential employee benefits for which you may be eligible are listed below. Please refer to the Table of Contents in the front of this manual to locate a more detailed description of your benefits, or visit our website: <http://employ.uchc.edu/>.

- **Choice of Medical Insurance Plan**
- **Choice of Dental Insurance Plan**
- **Life Insurance**
- **Long Term Disability Insurance**
- **Choice of Retirement Plan**
- **Tax Deferred Annuity (403b)**
- **Deferred Compensation (457b)**
- **12 State Holidays**
- **22 Vacation Days**
- **15 Sick Days**
- **UCHC and State Sponsored Educational Programs**
- **Employee Tuition Reimbursement**
- **Creative Child Care Center (located on Farmington campus)**
- **Dependent Care Assistance Program**
- **Tuition Waiver for Dependent Children in Undergraduate Program at University of Connecticut**
- **In-State Tuition Rate for Dependent Children in Undergraduate Program at University of Maine (Orono) and University of Rhode Island**
- **Separation Package Upon Layoff**

Office of Diversity and Equity

The University of Connecticut Health Center (UHC) is committed to the goals of Equal Opportunity and Affirmative Action in education and employment. It aims to provide an educational and work environment that fosters equality, respect, fairness, and diversity, which is free from unlawful discrimination, harassment, and vilification.

As both an administrative unit and resource center, the Office of Diversity and Equity (ODE) has overall responsibility for providing leadership, coordination, oversight, and evaluation of the Health Center's equal opportunity/affirmative action/diversity initiatives.

The Office of Diversity and Equity provides services to the Health Center community, which includes staff, faculty, students, volunteers, and others who have business with the University of Connecticut Health Center and/or on UHC property. Services provided include:

- **Responding to informal inquiries or requests for information.** Any person who feels he/she has experienced or witnessed discrimination or harassment is encouraged to contact the office. ODE will provide information, conduct an informal discussion, explore possible options, and assist in mediating disputes. All inquiries are confidential.
- **Investigating and responding to complaints.** Complaints of discrimination or harassment may be filed with ODE. Complaints will be resolved at the lowest possible level. Instructions on how to file a complaint are located on ODE's website: <http://employ.uchc.edu/diversity> or by contacting the office (860) 679-3593.
- **Assisting with disability issues.** The American with Disabilities Act (ADA) requires that employers provide reasonable accommodations to qualified individuals with disabilities. ODE will work with individuals to explore possible workplace accommodations.

The Office of Diversity and Equity is also accountable for developing and implementing state and federal affirmative action plans and ensuring compliance with legal training such as sexual harassment and diversity. Employees are invited to visit ODE's website: <http://employ.uchc.edu/diversity>, where the Health Center's affirmative action plan may be viewed. ODE may be reached by calling (860) 679-3593. They are located in the Dowling North building.

Insurance Benefits

UCHC offers all eligible employees medical and dental insurance coverage and extends the opportunity to enroll immediate family members or same-sex domestic partners in selected coverage.

■ **Medical Insurance**

Medical benefits start on the 1st of the month after your second calendar month of employment. (Example, If your start date is January 15th, coverage begins March 1st.) The cost for individual and dependent coverage will vary based on your choice of health plan. All medical plans allow for out-of-area emergency treatment.

Each year there is an open enrollment period (usually in May for July 1st coverage) when you may change coverage plans.

Current insurance carrier choices are:

- **Anthem Blue Cross & Blue Shield**
- **Health Net**
- **Oxford USA**

All three carriers offer Point of Enrollment – Gatekeeper, Point of Enrollment, and Point of Service plans. Anthem also offers a Point of Service Preferred plan, which includes a nation-wide provider network. The plans differ by the number of participating providers in the network, the ability to use providers outside of the network, the need for referrals, pre-authorizations, and pre-certifications for certain services, and the amount of the premium paid by the employee. Pharmacy coverage is provided by PharmaCare.

For specific choices, coverage, and rate information: <http://employ.uchc.edu/benefits/index.html#health>.

■ **Dental Insurance**

Employees also have the opportunity to enroll in dental coverage through two providers, United Dental and Aetna Dental. United Dental offers two options: United Basic Dental Plan and a PPO plan. For more information: <http://employ.uchc.edu/benefits/index.html#health>.

■ Changes to Medical and Dental Coverage

Generally, any changes to coverage must be made during the open enrollment period. Certain qualifying events allow changes to coverage during the plan year; refer to the **qualifying event** listed below:

| <i>Qualifying Event</i> | <i>Date Change Must be Made</i> | <i>Date Change Will Take Effect</i> |
|--|---|---|
| Birth or Adoption | Within 30 days from date of birth/adoption | Dependent added the date of birth/adoption |
| Divorce | Within 30 days from date of divorce | Dropped the 1 st day of the 2 nd month following the event |
| Employee Death | | Coverage ends the last day of the month employee is deceased |
| Family Entering USA | Within 30 days of entering USA | Added on the 1 st day of the month following the event |
| Marriage | Within 30 days of marriage | Spouse added 1 st day of the month following the event |
| Same-sex Domestic Partner | Within 30 days of submitting affidavit | Partner added the 1 st day of the month following submission of affidavit and approval by State Comptroller's Office |
| Graduating Dependent | Within 30 days from date of graduation | Dropped 1 st day of the 2 nd month after date of graduation |
| Over-age Dependent (Dental Insurance) | At 19 th birthday | Dropped the 1 st day of the 2 nd month after the 19 th birthday |
| Over-age Dependent (Medical Insurance) | At 19 th birthday unless a full-time student (up to 23 years of age) See note below* | Dropped the 1 st day of the 2 nd month following the event |
| Spouse loses insurance from his/her employer | Spouse submits proof of loss of coverage to UCHC Benefits Unit within 30 days | Spouse is added the day coverage ends with other employer |

*If dependent is under the age of 23, and a full-time student, employee must supply UCHC Benefits' Unit with letter from college Registrar's Office as proof of full-time status.

■ COBRA The Consolidated Omnibus Budget Reconciliation Act of 1985

COBRA requires organizations with more than 20 employees to offer continuation of health insurance benefits upon a “qualifying event.” Human Resources should be contacted as soon as possible, at (860) 679- 3194, following one of the **qualifying events** listed below:

| <i>Qualifying Event</i> | <i>Period of Coverage</i> |
|--|---------------------------|
| Terminating employee and/or enrolled dependents. | Up to 18 months |
| Employee whose hours have been reduced. | Up to 18 months |
| Leave of absence without pay. | Up to 18 months |
| Terminating employee and/or enrolled dependent who is determined by Social Security Administration to be permanently disabled or who becomes permanently disabled within 60 days of event. | Up to 29 months |
| Enrolled dependent of deceased employee. | Up to 36 months |
| Divorced/legally separated spouse and/or enrolled dependents. | Up to 36 months |
| Enrolled dependent who no longer qualifies as a dependent. | Up to 36 months |

■ Life Insurance

A low cost group term life insurance is available to employees, with the State sharing the premium cost. The amount of insurance available is based on your salary. Basic coverage is available up to \$85,000; supplemental coverage is available up to \$50,000. Coverage begins after six (6) months of employment. After six (6) months, you must prove insurability. This benefit provides a percentage of a paid-up policy when you retire, based on years of service. Coverage is offered through Medical Life Insurance Company.

■ Long-Term Disability Insurance

All Managerial and Confidential employees who are employed at least 50% time, and are members of the Alternate Retirement Plan (ARP), State Employees Retirement System (SERS), or Teachers' Retirement System (TRS), receive long-term disability insurance which protects against long-term loss of income due to an accident or illness after 180 days of disability. Coverage begins after three (3) full months of active employment. The benefit paid to the employee is 60% of base pay, to a maximum of \$8,000 per month. This benefit also provides a contribution to the retirement plan. The Health Center also provides coverage for eligible employees between 90 and 180 days of disability. Employees are paid at 60% of FTE for this benefit.

■ Workers' Compensation

The State of Connecticut is self-insured for workers' compensation coverage. All managerial and confidential employees are covered by workers' compensation. Claims are administered and paid by a third-party administrator. If you have a work-related injury or illness, you must report the incident to your supervisor as soon as possible, and to Human Resources, (860) 679-4589. During the hours of 8:00 a.m. – 5:00 p.m., employees should seek initial treatment for injuries at Employee Health, located on the third floor of the Dowling North building. Injuries requiring emergency care, or during hours other than 8:00 a.m. – 5:00 p.m., should be seen by the John Dempsey Hospital Emergency Department. Injuries that result in time away from work must be substantiated by a medical status report from the treating physician. A copy of this report must be provided to Human Resources and to your supervisor as soon as possible. Medical status reports should include work status (can return to work, or cannot return to work) and work restrictions, if any. Generally, workers' compensation benefits provide 75% of net pay for injuries resulting in lost time from work, and associated medical bills. Employees may supplement their lost time benefit by using leave accruals.

■ Supplemental Insurance

In addition to the employer-paid and employer-supplemented insurance benefits previously listed, other supplemental insurance benefits are offered at reduced rates to Health Center employees through payroll deduction. Supplemental insurance benefits are employee paid and participation is voluntary. For information regarding coverage options, rates, and enrollment, employees are encouraged to contact participating vendors directly. Vendors are available on campus at various times throughout the year. Selections are listed on the next page.

■ Supplemental Insurance — Vendors

- **Auto and Homeowners Insurance**

Available to full-time employees and retirees, this insurance covers liability and damage to, or loss of, auto, home, and other personal property.

Metropolitan Casualty & Property Insurance Company
(800) 438-6381

Liberty Mutual Insurance Company
(800) 225-8281

- **Universal Life Insurance**

Available to full-time active employees and retirees interested in supplementing their life insurance coverage offered on a qualified issue basis.

The Farmington Company
(800) 621-0067

- **Term Life Insurance**

Available to full-time active employees and retirees who participate in the basic Group Life Insurance Program.

Medical Life Insurance Company
(866) 858-1171

- **Cancer Insurance**

Available to full-time active employees and retirees, this product pays for certain cancer treatments and screenings. It is designed to supplement existing health insurance coverage.

AFLAC (877) 295-9939

- **Short-Term Disability Insurance**

Available for purchase by full-time, active employees, this covers short-term loss of income due to a covered accident or illness.

Medical Life Insurance Company
(866) 858-1171

Colonial Life and Accident Insurance Company
(860) 645-8833

Retirement Benefits

Managerial and confidential employees may choose one of the following retirement plans upon hire:

- The **State Employees Retirement System (SERS)**, which consists of several defined benefit plans. The SERS choice available is dependent on the date of hire.
- The **Alternate Retirement Plan (ARP)** is a defined contribution plan.
- The **Teachers Retirement System (TRS)** is also available to employees who are certified to teach in the State of Connecticut, and are in a position that requires certification.

New State employees have up to six (6) months to choose a retirement plan.

- If the choice is the State Employees Retirement Systems (SERS) plan, contributions will be made retroactive to the date of employment. If the Alternate Retirement Plan (ARP) is chosen, employees begin making contributions starting from the date the choice is made. No retroactive contributions can be made by the employee or the State. If an employee exceeds the six (6) month limit for choosing a retirement plan, the employee will automatically be enrolled in the SERS plan and be charged contributions retroactively to the date of hire.
- All retirement contributions are made with pre-tax earnings.
- Members of the ARP and SERS plans are eligible for early retirement at age 55 with ten (10) years of service in a retirement plan. A combination of service from two (2) plans may qualify towards the 10-year service requirement. Normal retirement occurs at age 62 with at least five (5) years of service. Employees meeting these service requirements also qualify for State retiree health insurance upon retirement. Employees retiring at age 62 with five (5) years of service must be employed at age 62 to be eligible for the health benefit.
- Members of TRS are eligible for normal retirement at age 60 with twenty years of CT State service and early retirement at age 55 with twenty years of service. TRS retirees are eligible for retirement health benefits, as well.

■ State Employees' Retirement System Plan (SERS)

Tier I – The Tier I retirement plan is a contributory plan that was available to employees who chose the SERS plan on or before July 1, 1984. The benefit is based on years of service, average salary (best three years), and a percentage factor that is dependent on age and years of service upon retirement.

Tier II – The Tier II retirement plan is a non-contributory plan that was available to employees who chose the SERS plan after July 1, 1984, and up to June 30, 1997. This benefit is based on years of service, average salary (best three years), and a percentage factor that is dependent on age and years of service upon retirement. The percentage factor used in the formula to derive the benefit is different than Tier I. **Employees are vested*** after five (5) years of service in the plan.

Tier II-A – The Tier II-A retirement plan is a contributory plan available to new employees and those who chose the SERS plan after July 1, 1997. Employees enrolled in this plan contribute 2% of their salary. The benefit from this plan is the same as the benefit from the Tier II plan. **Employees are vested*** after five (5) years of service in the plan.

■ Alternate Retirement Plan (ARP)

The ARP is a defined contribution plan, and is administered by TIAA-CREF. Employees enrolled in the ARP contribute 5% of salary, and the State's matching contribution is 8% of salary. Federal maximum contribution limits apply, and change periodically. Contributions are remitted to TIAA-CREF monthly, and are invested based on employee choice. Investment options vary from guaranteed interest, money market, and several equity funds with varying levels of market risk. **Employees are vested*** in this plan from the first day of participation. If an employee wishes to re-purchase (refund out of the account) upon separation from the Heath Center he/she may do so if the account is less than five (5) years old. In doing so, employees forfeit the State's matching contribution. This plan does not allow for rolling funds into or out of the account, except upon retirement directly from State service.

■ Teachers Retirement System (TRS)

The TRS is a contributory plan available to certified teachers. Contributions are made based on an academic year (10 months) from September to June. Contributions are 7% of annual salary, with 1% contributed toward the cost of retiree health insurance.

***Earned right to the retirement benefit, regardless of whether or not the employee remains employed.**

Supplemental Tax-Deferred Retirement Contributions

Employees may participate in either (or both) a **403b** or **457b** plan to make supplemental tax-deferred retirement contributions. Participation is voluntary with pre-tax contributions made through payroll deduction that allow employees to defer taxes on the contributions until withdrawn for retirement.

■ **Supplemental Tax-Deferred Annuity Retirement (403b) Program**

Employees may make voluntary contributions to tax-deferred annuities through the State 403(b) Program. Contributions are made by payroll deduction, and are pre-tax. Maximum contribution limits are set by the federal government and change annually. Enrollment and payroll deduction arrangements are made directly with a participating provider. Information regarding enrollment kits, fund selection, and fund performance is available at <http://employ.uchc.edu/benefits/index.html#Updates>.

■ **Supplemental State Deferred Compensation Retirement Program (457b)**

Employees may make voluntary contributions to tax-deferred annuities through the State 457(b) Deferred Compensation Program in addition to the 403(b) plan. Contributions are also made by payroll deduction, and are pre-tax. Enrollment and payroll deduction arrangements are made directly with the plan administrator, ING. As with the 403(b) plan, maximum contribution limits are established annually by the Federal government. Information regarding enrollment kits, fund selection, and fund performance is available at: <http://employ.uchc.edu/benefits/index.html#Updates>.

Leaves

■ **Family and Medical Leave Act (FMLA)**

- Eligible employees are entitled to take unpaid leave for a medical reason, for the birth or adoption of a child, and for the care of a child, spouse, or parent who has a serious health condition. Employees may be eligible for Federal FMLA only, State Family and Medical Leave (C.G.S. 5-248a) only, or *both* Federal and State FMLA leave.
- The Federal entitlement is 12 work-weeks within a 12-month period; the state entitlement is 24 weeks within a 24-month period. Eligibility for the Federal FMLA is determined by the hours worked (1,250) within the 12 months immediately preceding the commencement of leave.
- Employees who are permanent employees as defined in C.G.S. 5-196(20) are eligible for State Family and Medical Leave. Contact Human Resources (860) 679-4105 for more information.

■ **Funeral Leave**

- Managerial and confidential employees receive three (3) days per calendar year for bereavement of persons other than members of the immediate family.
- Managerial and confidential employees are entitled to three (3) days per occurrence in the event of death in the immediate family. Immediate family means husband, wife, father, mother, brother, sister, child, and also any relative who is domiciled in the employee's household.
- The use of funeral leave reduces your sick leave balance.

■ **Jury Duty Leave**

- Human Resources should be consulted when any questions arise after an employee is notified for jury duty. When completing the time report, it is necessary to use Code 270 to reflect time used for Jury duty.
- Please contact the Payroll Office in Human Resources at (860) 679-3490 regarding jury pay received. Each employee whose assignment authorization is at least 50% who is accepted as a juror or required to appear in court, shall be granted leave for such purposes at no loss of pay or change to any other leave provided that:

(a) The employee notifies the appropriate department head within two (2) days of receiving notification to serve as a juror or to appear in court; and

(b) the employee turns the Jury pay over to the Health Center.

■ Maternity Leave

During the period of disability, sick leave shall be granted under the same terms and conditions as sick leave would be granted for any other condition. Upon expiration of paid leave, an employee who remains disabled shall have the following options with respect to such leave:

- (a) Medical leave with position held as provided by CT Gen. Stat. 5-248a; or
- (b) Medical leave of absence, without pay, with position held for the remainder of period of disability as certified by the treating physician. (This leave of absence shall also be available to an employee who has exhausted entitlement to FMLA.) Employees may request maternity leave for reasons other than disability. Upon expiration of paid leave, an employee is entitled to "family leave" with position held as provided by CT Gen. Stat. 5-248a. The length of leave is not to exceed twenty-four (24) weeks in a two-year period.

■ Military Leave

- Employees are entitled to military leave, with pay, for up to three (3) calendar weeks (or 15 work days) for required field training. "Required field training" includes periods of Annual Training and other Active Duty Training required for retention in the National Guard or military reserves.
- All State employees are eligible for military leave with pay for up to thirty (30) calendar days in a year for unscheduled emergency military call-ups. Should the period of leave exceed thirty (30) calendar days, the employee shall be granted a military leave of absence without pay with position held consistent with CT Gen. Stat. 5-255.
- The employee may elect to exhaust his/her earned time (not including sick time) prior to going on leave without pay status.
- Other periods of military duty, whether Active Duty Training, or Inactive Duty Training (e.g. weekend drills), would not entitle the employee to paid military leave.
- Federal statutes, however, require that the employee be released from work to attend ordered military duty without loss of benefits; the employee can document the military duty by submission of official orders or the official training schedule (for weekend drills).
- The employee's absence from work should be recorded as leave without pay, position held, unless the employee requests to charge the time to accrued time (excluding sick time).

■ Sick Leave

Sick leave may be used for illness, medical and dental appointments, and for special situations that are described below:

- Managerial and confidential employees shall accrue sick leave at the rate of .58 days credit per pay period of continuous full-time service, equal to fifteen (15) days per year; it may be used as it accrues from the date of appointment. Part-time employees will receive a pro-rated share of sick leave according to their percentage of time.
- Managerial and confidential employees absent without pay for more than one-half of a calendar month will not receive sick accruals for the month. An unlimited number of days can be saved and carried into subsequent years.
- Upon retirement, the State will pay for some accumulated sick days. State law allows 25% payment of daily salary for each unused sick day. The gross payment cannot exceed a total of sixty (60) sick leave days.
- If an employee dies while in State service and has worked at least ten (10) years for the State, the beneficiary can request payment for sick leave days and the same calculation is used.
- In addition to illness or injury, sick leave may be used for medical appointments and parental leave.
- In the event of illness or severe injury to a member of the immediate family creating an emergency, provided that no more than five (5) days of sick leave per calendar year is granted.

■ Medical Appointments

Medical, dental, or eye examination or treatment.

■ Parental Leave

A maximum of three (3) sick leave days in any one calendar year are available to mothers and fathers after or connected to the birth, adoption, or custody of a child.

■ Vacation Leave

- Managerial and confidential employees shall accrue 0.85 vacation days credit for each complete pay period of continuous full-time service, equal to twenty-two (22) days per year. Part-time employees will receive a pro-rated share of vacation leave according to their percentage of time employed.
- Managerial and confidential employees absent without pay for more than one-half of a calendar month will not receive vacation accruals for the month.
- Employees shall be permitted to accumulate vacation days; however, employees may not carry over more than sixty (60) days at the end of a calendar year. In exceptional circumstances, the Executive Vice President of Health Affairs, or designee, may give permission to carry the additional days into the succeeding year with the understanding that they will be used that year and the accrual will not exceed 60 days again.

Holidays

Managerial and confidential employees receive twelve (12) paid holidays per year. Part-time employees will receive a pro-rated share according to their percentage of time employed.

Dates for observance of the holidays are available on the HR website: <http://employ.uchc.edu/about/index.html>.

- New Year's Day
- Martin Luther King's Day
- Lincoln's Birthday
- Washington's Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day

Each managerial/confidential employee shall be entitled to time off with pay for each of the twelve (12) state holidays. Any staff member who is required to work on a legal holiday shall be granted a compensatory day for the holiday, in addition to their regular day of pay. A legal holiday that occurs during the employee's vacation, shall not be charged against the employee as a vacation day.

Reference: [Managerial & Confidential Leave Policy](#) (12/10/04)

Staff Development & Training

University of Connecticut Health Center (UCHC), Department of Human Resources offers a variety of in-house, as well as State sponsored, educational programs. These offerings provide UCHC employees with opportunities for professional and management development, as well as regulatory driven training. In addition, the State of Connecticut offers a wide variety of educational programs through the Department of Administrative Services (DAS) and coordinated by Human Resources.

■ UCHC Programs

UCHC publishes educational offerings through broadcast messages, Human Resources Education Catalog, *Newslines* articles, *HR Connections*, and the HR website: <http://employ.uchc.edu/>. Registration for educational programs can be made by sending a registration e-mail to: HRRegistration@uchc.edu or by faxing a registration form (located on the HR website) to (860) 679-1051. If you have any questions please contact the Staff Development and Training area of Human Resources, (860) 679-2523. UCHC sponsored programs fall into one of two categories: Public Offerings or the Management Development Certificate Program.

■ Public Offerings

Every semester the array of public offerings will change, depending on the expressed needs of the UCHC community. Announcements of upcoming offerings will be published as outlined above. Some examples of current offerings include: *Myers-Briggs Type Inventory*, *Conflict Resolution*, *Dealing with Difficult Behaviors*, *Gender & Communication*, *What's The Best Use of My Time Right Now?* and *Emotional Intelligence*.

■ Management Development Certificate Program

The UCHC Management Certificate Program will enable the participant to:

- Develop core management skills and competencies in communication, performance management, group dynamics, team building, financial management, labor relations, workplace safety, employee assistance program, employee recruitment and retention, diversity awareness, benefits, and compensation.
- Take advantage of the participant's strengths and address the areas of needed improvement.
- Expand the concept of leadership and heighten the participant's sphere of influence.
- Empower the management staff in mastering the demands of managing change at UCHC.

How does the Management Development Certificate Program work?

Individuals in management positions at UCHC are enrolled in this program. Each academic semester a series of courses will be offered in the following areas: Human Resource Management, Financial Management, Regulatory Compliance, Performance Management, Team Work, Customer Focus, Communications/Interpersonal Skills, and Operational Efficiency/Work Quality.

Members of Staff Development and Training in the Department of Human Resources offer their assistance in assessing your skills, identifying your current and future needs, and developing a specific, measurable, and achievable plan to enrich your career. The manager will be registered into the appropriate training courses based on his/her managerial skill set.

Once all of the courses in the program have been completed, the participant will receive a UCHC Management Development Certificate.

For additional information on this program, please contact Staff Development and Training in the Department of Human Resources or the Staff Development & Training website:

<http://employ.uchc.edu/training/management.html>.

■ State of CT Sponsored Courses

In addition to the in-house programs offered through the Department of Human Resources, Staff Development and Training, UCHC participates in educational opportunities offered through the Department of Administrative Services (DAS). Twice a year, the notice of offerings is published through a broadcast message and distribution of education catalogs at designated locations, specifically:

- Hospital Administration
- Human Resources: ASB Building
- Executive VP for Health Affairs Office: LM068
- Dental Dean's Office: AG009
- Medical Dean's Office: AG087
- CMHC Administrative Office: The Exchange
- Dowling South: Reception/Front Desk

If you or one of your staff would like to attend any of the training classes, please access the student registration form found on the Human Resources shared e-mail folder, under the file name, "DAS Courses." The registration form is completed by the prospective student and signed by his/her manager. The forms and a transfer voucher for the tuition payment are sent to the Department of Human Resources, Staff Development and Training. It is important to remember that the manager/supervisor who is responsible for the budget is the authorizing signature.

Miscellaneous Benefits

■ **Convenience Parking**

Convenience parking is available for managers and includes those spaces that are relatively close to various buildings on the Health Center campus. A fee is charged to park in those spaces and is collected in six-month increments or through payroll deduction. Contact the Office of Public Safety, (860) 679-2511 for more information.

■ **Creative Child Center**

The University of Connecticut Health Center (UCHC) offers employees on-site childcare for children ages six (6) weeks to five (5) years. It is the Creative Child Center's (CCC) goal to make parents and children feel that CCC is an extension of their family life. CCC strives to provide a safe, caring, and educational environment for the children and believes in a "whole child experience" curriculum, which includes the physical, emotional, social, and intellectual development of the child. UCHC recognizes the need for quality childcare. The CCC is accredited by the National Association for the Education of Young Children (NAEYC) and meets all State requirements for Center Based Licensure. Hours of operation are Monday through Friday, 6:30 a.m. – 6:00 p.m. Contact the Creative Child Center, (860) 679-2124 for additional information.

■ **Dependent Care Assistance Program**

The Dependent Care Assistance Program (DCAP) provides a tax-free way to pay for dependent care expenses, allowing you to save money on the cost of these services. You may contribute up to \$5,000 of salary to the program, and each dollar contributed is not taxed. Expenses related to the care of dependent children under the age of thirteen, or other disabled dependents (spouse or dependent who spends at least 8 hours per day in your home) can be included in this program. The program is administered by Benefit Concepts. Contributions are made through payroll deduction. For active employees there is an annual open enrollment period, generally the month of November. Newly hired employees may enroll by requesting enrollment materials from Benefit Concepts (877) 629-1500 within 30 days of employment or wait until the next available open enrollment period.

■ **Employee Assistance Program**

UCHC is committed to providing the necessary services to assist employees in the identification and resolution of personal problems. To meet this objective, the Employee Assistance Program (EAP) has been established. The objective of the EAP is to reduce problems in the work force and to retain valued employees. As a supervisor, you are in a key position to make a difference for employees demonstrating a decline in performance. You have the opportunity to motivate such employees to seek help through the EAP for any personal problems. The complete EAP Supervisor's Guide can be found on UCHC's shared folders under EAP. Call (860) 679-4922 for more information.

■ Telephones

UCHC-issued telephone billing cards, office phones, or mobile telephones are for calls regarding UCHC business. The cost of any long-distance personal calls must be reimbursed to UCHC. UCHC receives a bill for all calls, and your signature on the bill verifies that each call conforms to this billing policy. Calls are kept in a computerized billing format and are available to the public upon request. In addition, the Telecommunications Department provides the following services: operators, voice mail, in-house and long-range pagers, and cellular service. They also install and repair telephones, network fiber, and cable connecting your PC's, terminals, and printers. Updates to the on-line directory are done as needed, and annually, in preparation for the hard copy directory production. Monthly reports are provided on all long-distance calls. Inquiries can be directed to (860) 679-1439. Repairs can be reported to (860) 679-1234.

■ Travel Reimbursement

UCHC will reimburse you for lodging, meals, mileage, and other expenses essential to transacting official business. Entertainment and meal expenses are not reimbursed during the usual business day. You must make airline, hotel, and car rental reservations through the state travel agent. For further information about reimbursements and regulations, please contact the Bursar's Office at (860) 679-3934.

■ Tuition Reimbursement

Tuition reimbursement for job-related courses is available to managerial and confidential employees. Reimbursement is limited to six (6) credits per semester and not more than twelve (12) credits per fiscal year (July 1st — June 30th). Reimbursement for an Accelerated MBA Program through UConn (Storrs) is also available. Fees for expenditures other than tuition, e.g. registration fees, student fees, insurance, or textbooks, will not be considered for reimbursement. Reimbursement for part-time employees will be pro-rated based on percentage employed.

Applications and a complete copy of the reimbursement policy are available in the Human Resources shared e-mail folder or website. Applications are due at least one (1) week prior to the start of courses and must be approved by the employee's manager. Documents should be submitted to Human Resources MC-4035 or faxed to (860) 679-1328. After completion of the course, applicants must submit a copy of the grade report, student fee bill, proof of payment (canceled check or credit card statement), and reportable form (if graduate course) within thirty (30) days. An applicant can be reimbursed only if he/she is still employed when the course ends. Contact Human Resources at (860) 679-2791 for more information.

■ Tuition Waiver for Dependent Children

A waiver of tuition is available for dependent children of managerial and confidential employees enrolled in an undergraduate degree program at the University of Connecticut and its regional campuses. Additionally, an in-state tuition rate is available to dependent children of Managerial and Confidential employees who attend the University of Maine (Orono) or the University of Rhode Island. In order to be eligible for this benefit, the employee must be employed prior to the beginning of the semester and maintain an employment status of at least 50%. This benefit is also pro-rated according to the percentage of time one is employed. Tuition waiver requests are processed separately for each semester, and only apply to the Spring and Fall semesters. This benefit covers tuition fees, and does not apply to any other associated fees. In order to apply for this benefit, the employee must complete a University of Connecticut Health Center Tuition Waiver Request form by the first Friday of every April and October for the following semester. This form can be found in the Human Resources shared e-mail folder or website. Return completed forms to Human Resources, MC-4035. For additional information, contact the Benefits' Unit of Human Resources, (860) 679-4105.

Compensation

University of Connecticut Health Center (UCHC) employees receive a bi-weekly paycheck; the first check is issued approximately four (4) weeks after your start date. It represents salary earned during your first two (2) weeks of employment. There is always a two-week retainer of your salary until your employment concludes with UCHC.

■ **Salary Grades for Managerial and Confidential Employees**

A complete list of salary grades for managerial and confidential employees may be accessed on the Human Resources website: <http://employ.uchc.edu/information/payplans.html>.

■ **Promotions and Transfers**

A promotion is generally characterized as a change from one position to another (either in the same department or in another department) that is classified at a higher level. A promotion normally, but not necessarily, is accompanied by an increase in salary. A transfer is the movement of an employee from one position to another, generally without a change in title or salary.

■ **Performance Evaluations**

A performance evaluation for managerial and confidential employees takes place once each year. The evaluation consists of three (3) components:

- 1.) Employee Self-Evaluation
- 2.) Supervisor Evaluation
- 3.) Goals for Next Evaluation Cycle

During the formal evaluation session, employee performance is evaluated and mutually acceptable goals are determined for the next cycle.

■ **Compensatory Time**

Managerial employees and confidential employees do not accrue compensatory time for working other than the legal state holidays.

Confidential employees that are non-exempt, as defined in the Fair Labor Standard's Act, may earn compensatory time for working above 40 hours a week. The compensatory time provision of the UHP contract shall apply.

Reference: [*Managerial & Confidential Leave Policy*](#) (12/10/04)

■ Overtime

Confidential employees who are eligible for overtime (FLSA non-exempt) receive it in the form of compensatory time. Overtime hours should be approved in advance.

■ Longevity Payments

Each employee in State service who has completed at least ten (10) years of employment shall receive semi-annual, lump-sum longevity payments based on service completed as of the first day of April and the first day of October, each year. Part-time state service shall be calculated on a pro-rated basis. When part-time service totals ten (10) calendar years, as specified above, longevity is awarded. Time served while on Special Payroll is not credited toward longevity service. Longevity payments are based upon the established rate for the classification.

Prior State service is eligible for longevity credit provided information is supplied to Human Resources for verification. Military service of ninety (90) days or longer during “war time” is counted for purposes of longevity. You must submit a photocopy of your military discharge papers (DD-214) when claiming military service. An employee’s time while out on leave of absence without pay, for any reason, is not counted toward longevity. Employees on leave of absence without pay on April 1, or October 1, will not receive a longevity payment until they return from leave.

| LONGEVITY PAYMENTS | | | |
|---|----------------------|----------------------|----------------------|
| WHEN YOU COMPLETE THE FULL-TIME EQUIVALENT OF TEN YEARS OF STATE AND MILITARY SERVICE, YOU WILL RECEIVE A LONGEVITY PAYMENT. APPLICABLE PAY SCHEDULES DETERMINE THE PRECISE AMOUNT. PAYMENT PERCENTAGE WILL INCREASE AS SHOWN BELOW: | | | |
| 25% | 50% | 75% | 100% |
| 10+ years | 15+ years | 20+ years | 25+ years |
| TO QUALIFY, YOU MUST ATTAIN THE REQUIRED YEARS OF SERVICE BY CLOSE OF BUSINESS, MARCH 30TH OR SEPTEMBER 30TH. THE LUMP-SUM LONGEVITY AMOUNT WILL BE PAID IN APRIL AND OCTOBER. | | | |

Paychecks

■ Time Reporting System — KRONOS®

The KRONOS® Time and Attendance System is a computerized system for employees to report work time electronically instead of using paper time reports. An important aspect of paying employees correctly involves the prompt recording and approval of time into the KRONOS® system every two (2) weeks. The department manager/supervisor who approves the report is responsible for accurately verifying the content. Payroll depends on the information supplied by the KRONOS® system to insure that employees are not overpaid or underpaid. For instructions, refer to the [UCHC Time & Attendance Manual for Salaried Employees](#).

■ Direct Deposit

When you are enrolled in direct deposit, you are assured that you will receive your pay on payday even when you are out of the office. Direct deposit also safeguards against theft, loss, and forgery of a paycheck. Your paycheck will be automatically deposited into your personal bank account if your bank is a member of the National Automated Clearing House Association (NACHA). Most banks, savings and loan associations, and credit unions are members. Instead of a check, you will receive a non-negotiable form with a pay stub. The amount of net pay appears under “deposited” and the account number appears on the “advice of deposit.” Before your net pay is automatically deposited, you must complete an authorization form available from the Payroll Office in Human Resources. The State Comptroller’s Office will send two (2) pre-notifications to your bank – a process that takes approximately six (6) weeks.

If you change banks and/or account numbers, or want to cancel direct deposit, please send a new authorization to the Payroll Office. If the Payroll Office is not notified when you close an account, your funds submitted to the bank will not be available to you until the bank returns your funds to the State Treasury.

When you retire, resign, or leave the University, your final payment is in the form of a check, and your direct deposit is de-activated.

■ Payday

Employees are paid bi-weekly, after 3:00 p.m., every other Thursday. Payroll periods begin on Friday and end fourteen (14) days later on a Thursday. A copy of UCHC’s payroll calendar is available on the Human Resources website: <http://employ.uchc.edu/>. If you have any questions concerning your paycheck you may contact the Payroll Office, (860) 679-3490.

■ Payroll Deductions

Federal income tax, Connecticut State income tax, social security, retirement, and union dues/ agency service fees will be automatically deducted from your pay. Other common deductions may include health, life, disability insurance, and:

- CT State Employee Credit Union -- Membership is available to all employees. There are seven (7) offices located in the following towns: Hartford, Middletown, Norwich, New Haven, Storrs, Newington, and Southbury. Additional information and enrollment forms are available from Human Resources. Some of the services offered include savings accounts, share draft checking, direct deposit, ATM services, loans (mortgage, home equity, auto, personal), IRA Accounts (FDIC insured to \$100,000), and home teller service.
- Tax Sheltered Annuities
- U.S. Savings Bonds
- Connecticut State Employees Campaign for Charitable Giving
- Parking Fee
- Dependent Care Account (DCAP)

Separation From Employment

You are required to give your department appropriate advance notice if you voluntarily resign from your position, transfer to another department, transfer to another State agency, or retire from UCHC. You should provide written notice to your immediate supervisor, noting your last day of work. If you are planning to retire, your written notice must be received in Human Resources at least one month prior to your last day of work. If your employment is terminated due to specific action taken by UCHC (e.g., economic reason, end of assignment, disciplinary action), UCHC will provide you with appropriate written notice.

When you terminate employment with UCHC, or transfer to a new position within UCHC, you must return all UCHC or departmental property (UCHC ID cards, keys, state vehicles, credit cards, library material, etc.) to your immediate supervisor and contact Human Resources to make an appointment for a confidential exit interview with an HR Officer.

Managerial and confidential employees who are separated from the University of Connecticut Health Center due to layoff, or whose positions are not continued, may be eligible for a separation package. Refer to the *Separation Policy for Unclassified Board of Trustees' Exempt Managers and Confidential Employees* on the HR website: http://employ.uchc.edu/ppf/policies/pdfs/policy_separation.pdf.

■ Unemployment Compensation

You may collect Unemployment Compensation benefits from the State if you meet eligibility requirements. The requirements fall into three categories: (1) Monetary Eligibility – having earned sufficient wages during a specific time period; (2) Reason for Becoming Unemployed – the law imposes disqualification for certain types of separations from employment; (3) Continuing Eligibility – if monetary eligibility is established and the separation from employment reason is not disqualifying, there are certain legal requirements to be met for benefits. All regulations and statutory provisions governing eligibility are available for review at your local Unemployment Compensation office. Benefits are not paid automatically. You must file a claim at your local office of the State Labor Department as soon as possible after you are separated from employment. You may file your claim at the local office closest to your home and should bring your Social Security card and unemployment notice (pink slip) with you. You must request the pink slip from the Payroll Office. However, do not delay filing a claim, even if you do not have either your social security card or your “pink slip.” Benefits will not be paid retroactively for the time before you file a claim. For additional information contact your HR Officer or refer to Unemployment, FAQ's on the CT Department of Labor website: <http://www.ctdol.state.ct.us/>.

Administrative Leave

A Managerial or confidential employee may be placed on paid administrative leave and removed from the workplace for a period of time when the needs of the Health Center require an investigation. This is most commonly done when an investigation involving a claim of harassment, workplace violence, misuse of Health Center property, or other incident occurs. In each case, a determination is made that the best interests of the Health Center require that the employee should be removed during the investigative process. Paid administrative leave may extend for the duration of time needed to complete the investigation or inquiry.

Grievance Procedure

Managerial and confidential employees utilize the grievance procedure under the University of Connecticut by-laws, Article XV, Section U. This appeal procedure is available to all non-faculty professional staff. The complete University of Connecticut Laws and By-laws are located at <http://policy.uconn.edu:8080/UConnPolicy/pages/findPolicy.jsp?policyId=193>.

UCHC Collective Bargaining Units

University Health Professionals - UHP
Local 3837 CSFEPE/AFT/AFL-CIO
The Exchange, Suite 110, MC-6335
270 Farmington Avenue
Farmington, CT 06032
Phone: (860) 676-8444
Hotline: (860) 677-7760
FAX: (860) 674-0525

Connecticut Employees Union Independent
CEUI (NP-2) - Maintenance
55 Randolph Road
PO Box 1268
Middletown, CT 06457
Phone: (860) 344-0311
(800) 622-3359
FAX: (860) 344-8648
WEB: www.ceui.org

American Federation of State, County,
and Municipal Employees, AFL-CIO
AFSCME (NP-3) - Administrative Clerical
444 East Main Street
New Britain, CT 06051
Phone: (860) 224-4000
FAX: (860) 224-3041
Email: webmster@the-new-afscme4.org

Protective Services Employees Coalition
PSEC (NP-5) - Protective Services
705 North Mountain Rd
Newington, CT 06111-1411
Phone: (860) 953-2626
FAX: (860) 953-1377
WEB: www.protectiveservices.org

UCHC Collective Bargaining Units (cont'd)

New England Health Care Employees Union

1199 (NP-6) - Paraprofessional Health Care

1199 (P-1) - Professional Health Care

77 Huyshope Avenue

Hartford, CT 06106

Phone: (860) 549-1199

FAX: (860) 251-6049

WEB: www.nehceu.org

Connecticut State Employees Association

CSEA (P-3B) - Education Professions

CSEA (P-4) - Engineering, Scientific, and Technical

760 Capitol Avenue

Hartford, CT 06106

Phone: (860) 951-6614

FAX: (860) 951-3526

Administrative & Residual Employee Union

Local 4200 AFT/CSFT, AFL-CIO

A&R (P-5) - Administrative & Residual

705 North Mountain Road - Suite A211

Newington, CT 06111-1411

Phone: (860) 953-1316

(800) 842-4443

FAX: (860) 724-4020

Emergency Closing– UCHC

■ University of Connecticut Health Center

The UCHC Emergency Closing policy defines the decision process for the emergency closing of non-essential service units of the University of Connecticut Health Center. The nature of the Health Center's activities requires that emergency closing decisions be made **ONLY** by the Health Center. **General closing announcements from any other State office, including the Governor's Office, do not constitute authorization for any Health Center units to close or any Health Center employees to be absent from work.**

The decision to close non-essential service units (Addendum #1) or modify their work schedules will be made by the Chief Administrative Officer based on recommendations from the Associate Vice President of Facilities Management, the Director of Public Safety, designated representatives of Clinical Operations, the School of Dental Medicine, and the School of Medicine. During the workday, the Associate Vice President for Human Resources will be included in these consultations and if closing occurs, a call tree will be initiated by Human Resources. **The best source of information for employees/students is the Health Center Operational Status Hotline and that should be checked first at (860) 679-2001.**

On occasion, the nature of an emergency may require changes to the list of Essential Service/ Non-Essential Service personnel (Addendum #1) for that incident only. In the event of changes, employees will be notified directly by their manager.

Policy: http://employ.uchc.edu/ppf/policies/pdfs/policy_emergency.pdf

Addendum: http://employ.uchc.edu/ppf/policies/pdfs/policy_emergadd.pdf

Early Closings, Late Openings, and General Closing – CMHC

■ Correctional Managed Health Care (CMHC)

UCHC/CMHC has established procedures for personnel regarding early closings, late openings and general closings that involve UCHC employees at both UCHC and Department of Correction facilities.

The decision to close non-essential service units or modify work schedules will be made by the Chief Administrative Officer of the Health Center. **General closing announcements from any other State office, including the Governor's Office or the Department of Correction, do not constitute authorization for any Health Center unit to close or any Health Center employee to be absent from work.** The Health Service Administrator will communicate any closing information to individual facilities. Employees may also call the **Health Center Operational Status Hotline, (860) 679-2001.**

CMHC staff assigned to the UConn Health Center Farmington site and the Health Service Administrators shall be identified as non-essential unless individually specified by the Executive Director of CMHC. Facility-based CMHC **non-essential** employees shall be non-hazardous duty and/or HIV Substance Abuse Counselors, NP-3 bargaining unit employees, and X-ray Technicians. All other facility-based employees shall be considered essential consistent with the Department of Correction Administrative Directive 2.20.

On occasion, there may be the need to close a specific area, building, or facility housing Health Center employees due to a significant building malfunction or other serious incident. In those cases the decision to close will be made by the CMHC Executive Director, in consultation with the Director of Public Safety, Associate Vice President of Facilities Management, Associate Vice President of Human Resources, and Chief Administrative Officer, and communicated to employees through the Health Services Administrator.

Policy: http://employ.uchc.edu/ppf/policies/pdfs/policy_cmhcclosing.pdf

Key Contacts

| Department | Phone # |
|---|----------------|
| Bursar's Office — Travel Reimbursement | (860) 679-3934 |
| Compensation/Classification | (860) 679-3989 |
| Creative Child Center | (860) 679-2124 |
| Employee Assistance Program | (860) 679-2877 |
| Harassment/Discrimination Complaints | (860) 679-3042 |
| Health Insurance Questions (A-K) | (860) 679-2791 |
| Health Insurance Questions (L-Z) | (860) 679-3549 |
| HR Administration | (860) 679-2115 |
| HR Reception Desk | (860) 679-2426 |
| Information Management | (860) 679-4575 |
| International Services/Immigration/Naturalization | (860) 679-4430 |
| Labor Relations | (860) 679-8067 |
| Leaves/Tuition Waivers | (860) 679-4105 |
| Payroll | (860) 679-3490 |
| Public Safety | (860) 679-2511 |
| Recruitment | (860) 679-2426 |
| Retirement Questions | (860) 679-2611 |
| Staff Development & Training | (860) 679-7577 |
| Tuition Reimbursement | (860) 679-2791 |
| Workers Compensation | (860) 679-4589 |

HUMAN RESOURCES MISSION STATEMENT

Be the employer of "first choice" in our region for people who want to be part of a caring, committed, diverse and talented workforce dedicated to advancing health and wellness for the people of Connecticut.

Vision

We aspire to provide the University of Connecticut Health Center with a highly skilled and truly diverse work force characterized by honesty, integrity, compassion, caring, and commitment to the Center's work of providing remarkable care through research and education. We will be the employer of "first choice" within our region because we treat each employee with respect for: the talents they contribute; the potential we can foster; and the achievement of job satisfaction. We will be viewed as valuable partners to our managers, faculty, and staff members because we consistently provide innovative and effective solutions to every human resources challenge.

Values We Practice

- valuing and respecting people
- professional and courteous service
- highly ethical advice and counsel
- honest and timely communication
- meaningful and accurate information
- fairness and equity
- solution driven partners
- confidentiality and trust



UConn
Health Center

PO Box 4035
263 Farmington Avenue
Farmington, CT 06034-4035

Phone: 860-679-2426
Fax: 860-679-1051
Website: <http://employ.uchc.edu>