



2015-2016 Faculty Staff Handbook



Faculty and Staff Handbook

The University of Mississippi Medical Center

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Jackson, Mississippi

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This supersedes and replaces all previous Faculty and Staff Handbooks and Employee Handbooks. All Human Resources forms referenced in the handbook are available on the Human Resources Intranet site or through the Human Resources Service Center. Promotion and tenure policies are available through the dean's office in the respective Schools.

FOREWORD

The purpose of this publication is to present the policies, procedures and regulations for employees of the University of Mississippi Medical Center.

The content is a composite of requirements of state and federal laws, Board of Trustees policies, and those developed specifically for the University of Mississippi Medical Center through study, discussion, and experience. The vice chancellor for health affairs is the final approving authority for the content within the limits ascribed by Board policy and the Laws of Mississippi. Department heads are responsible for the application of the policies, procedures, and regulations presented.

The complete handbook is available on the UMMC Website. Portions of the publication, such as the Human Resources Procedures or the Affirmative Action Plan sections, also may have a wider distribution.

As an employee of the University of Mississippi Medical Center, please familiarize yourself with the content of the handbook. Full knowledge will enhance services for the total University of Mississippi Medical Center.

The information guidelines and provisions herein are not to be construed as creating any contractual or property rights concerning your employment or benefits with UMMC. An employment contract, compensation agreement, insurance contract or benefit plan is the controlling document in regards to the terms, conditions, and benefits of your employment with UMMC.



LouAnn Woodward, M.D.
Vice Chancellor for Health Affairs
and Dean, School of Medicine

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GENERAL INFORMATION

HISTORY

Mississippi Laws of 1950 created the University of Mississippi Medical Center and authorized construction of the original building. Ground was broken in December, 1952, and the three-wing, eight-story building which is still the nucleus of the complex was completed in three years at a cost of \$9,500,000. Hinds County provided \$1,500,000; federal Hill-Burton funds totaled \$3,000,000, and the balance came from the state.

The Medical Center opened on July 1, 1955. The two-year School of Medicine was moved from the Oxford campus where it had operated since 1903 and expanded to a four-year program. In September, 165 medical students and house staff were registered and 33 faculty members were on hand. The 350-bed teaching hospital had 250 beds in use. The School of Nursing, then a department in the medical school, moved from the parent campus to Jackson in 1956 and achieved school status in 1958. The School of Health Related Professions was established in 1971 and the School of Dentistry in 1973. The graduate program was elevated to school status in 2001.

The Medical Center complex dominates a 164-acre site in the heart of the capital city. The state bought the land for the Mississippi State Lunatic Asylum at \$12.50 per acre in 1848 and deeded it to the University in 1959 with the understanding that it be dedicated to health professional education.

The first additions to the Medical Center's physical plant were the student apartments and a men's dormitory, all occupied in 1958. The nine-story research wing opened in 1963; a nurse education building occupied in 1964 was first expanded in 1970. The south wing, comprised of diagnostic services units, three floors of adult hospital beds, and the original children's hospital; the alumni house; the clinical science wing; dental education building; the library/learning resources center; the acute services wing and four structures completed in the late 80s and early 90s – the University Medical Pavilion, the Ronald McDonald House, the Mississippi Children's Cancer Clinic and the Arthur C. Guyton Laboratory Research Building – represent some four decades of planned growth. The Mississippi Children's Rehabilitation Center became a part of the Medical Center complex on July 1, 1989.

The health sciences campus has completed the second phase of a multi-million dollar expansion. The original University Hospital – the major site of clinical experience for the health professional students enrolled in all schools and programs – was replaced with four hospitals: the Blair E. Batson Hospital for Children which opened in May, 1997; the Winfred L. Wiser Hospital for Women and Infants, occupied in October, 1999; the Wallace Conerly Hospital for Critical Care occupied in 2000; and a 256-bed adult hospital which carries the University Hospital flagship designation was completed in 2006. Currently, the Medical Center's total licensed beds on campus is 722. The building package also included the Medical Center's first student union, an academic building for the School of Health Related Professions, an addition to the School of Nursing, two parking garages, a two-story addition to children's hospital, a classroom wing and a \$53 million addition to the Arthur C. Guyton Research Laboratory Complex.

A long-range master facilities plan has been developed which is being implemented in three phases over the next 15 years and will enhance all missions of the Medical Center. Foremost among the projects currently under way are a new medical school building, a new translational research building, and a third parking garage. A major addition to the Children's Hospital is in the early planning stages.

Chief executive officers at the Medical Center have been: David S. Pankratz, M.D., director, 1955-1961; Robert Q. Marston, M.D., director, 1961-1966; vice chancellor, 1966-1967; John A. Gronvall, M.D., acting director, 1967-1968; Robert E. Carter, M.D., director, 1968-1971; Robert E. Blount, M.D., director, 1971-1973; Norman C. Nelson, M.D., vice chancellor for health affairs, 1973-1994; A. Wallace Conerly, M.D., vice chancellor for health affairs, 1994-2003; Daniel W. Jones, M.D., vice chancellor for health affairs, 2003-2009; James E. Keeton, M.D., 2010-2015 and LouAnn H. Woodward, currently vice chancellor for health affairs.

UNIVERSITY OF MISSISSIPPI MEDICAL CENTER MISSION STATEMENT

The mission of the University of Mississippi Medical Center is to improve the health and well-being of patients and the community through excellent training for health-care professionals, engagement in innovative research, and the delivery of state-of-the-art healthcare.

UNIVERSITY OF MISSISSIPPI MEDICAL CENTER VISION

The University of Mississippi Medical Center will be a premier academic health sciences system that is recognized nationally for high-quality clinical care, for innovative research and for training committed health-care professionals who work together to improve health outcomes and eliminate health disparities.

ACADEMIC ACCREDITATION

The University of Mississippi Medical Center is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award bachelor's, master's, and doctoral degrees.

Discipline specific accreditation is secured for all academic programs that have such accreditation available. These accreditations are listed below.

School of Medicine - Liaison Committee on Medical Education

School of Nursing - Committee on Collegiate Nursing Education

School of Dentistry - Commission on Dental Accreditation

School of Health Related Professions

Cytotechnology – Commission on Accreditation of Allied Health Education Programs

Dental Hygiene – Commission on Dental Accreditation

Health Informatics and Information Management – Commission on Accreditation for Health Informatics and Information Management Education

Medical Laboratory Science – National Accrediting Agency for Clinical Laboratory Sciences

Nuclear Medicine Technology Program – Joint Review Committee on Educational Programs in Nuclear Medicine Technology

Occupational Therapy – Accreditation Council for Occupational Therapy Education

Physical Therapy – Commission on Accreditation in Physical Therapy Education

Radiologic Sciences – Joint Review Committee on Education in Radiologic Technology

GOVERNANCE AND ADMINISTRATION

BOARD OF TRUSTEES

Laws of 1944 – Amended, 2003

By constitutional amendment, the governance of the University of Mississippi and of the other institutions of higher learning of the State of Mississippi is vested in a 12-member Board of Trustees appointed by the governor with the advice and consent of the Senate. Because of changes to the legislation regarding the appointment of Board members, after January 1, 2004, as vacancies occur, the twelve-member Board shall be appointed from each of the three Mississippi Supreme Court districts until there are four members from each Supreme Court district. The terms of office are reduced from twelve years to nine years. The terms are staggered so that all members appointed after 2012 will have a term of nine years.

All final authority for the operation of the institutions under its control lies within this Board. Legislative appropriations for the institutions' operating expenses, **except the University of Mississippi Medical Center**, are made to the Board and allocated by the Board on a complex funding formula. The Medical Center receives a separate appropriation.

The Board of Trustees elects one of its members to serve as president of the Board and appoints the chancellor as executive head of the University of Mississippi. The Board maintains offices at the Paul B. Johnson building in Jackson.

THE UNIVERSITY OF MISSISSIPPI MEDICAL CENTER

Administration. The University of Mississippi reports to the Board through its administrative head, the chancellor, whose office is on the Oxford campus. The chief executive officer at the Medical Center is the vice chancellor for health affairs. Board approval is required for the appointment of the vice chancellor for health affairs or the elimination or significant modification of the position. The vice chancellor for health affairs also serves as dean of the school of medicine.

The vice chancellor for health affairs delegates specific duties and responsibilities to the associate vice chancellors, including, among others, the associate vice chancellor for academic affairs, the associate vice chancellor for clinical affairs, and the associate vice chancellor for research. Other administrative duties and responsibilities are assigned to center-wide division and department heads. Organizational charts of the Medical Center are available in the office of the vice chancellor and on the website (www.umc.edu).

The deans of the schools of dentistry, graduate studies, health related professions, and nursing report to the associate vice chancellor for academic affairs for both academic and operational matters within their respective schools. Within the schools, the associate deans, assistant deans, and department chairs report to their respective deans.

The **School of Medicine** executive faculty is comprised of department chairs that meet monthly and advise the dean. The medical school general faculty consists of all full and part time persons with teaching appointments. The associate and assistant deans comprise the School of Medicine Dean's Council. The associate deans for academic affairs, admissions, graduate medical education, student affairs, faculty affairs, and VA affairs report to the dean.

The **School of Dentistry** executive committee, comprised of assistant and associate deans, department chairs, and the dean's executive assistant, meet biweekly to discuss issues relating to the school. Each individual is responsible for disseminating information from and back to their appropriate department/areas.

The Deans' Administrative Advisory Group (DAAG) meets bi-weekly and is comprised of deans, director of business operations, director of ambulatory operations, director of clinical operations, director of revenue cycle and the dean's executive assistant who advise the dean on matters related to the school.

A general faculty meeting is scheduled monthly. Clinical faculty are invited to the meeting. The dean also meets with the basic science chairs or their representative when needed.

The **School of Nursing** has three associate deans responsible for academic affairs, research and evaluation and practice and community engagement. The faculty organization meets on a quarterly basis and serves as an advisory committee to the dean. Additionally, student and staff feedback is sought from the staff council and various student organizations and groups.

The **School of Health Related Professions** is organized into departments which contain one or more programs. The department chairs and program directors meet monthly with the dean, academic dean, and associate dean to form the Executive Council.

The Executive Council's charge is to review goals and objectives of the School of Health Related Professions and to recommend guidelines for achieving the goals and objectives; to identify and monitor the progress of the school in accomplishing established goals and objectives; to assist in the formulation and/or to implement administrative procedures for the school; to consider and act upon administrative and academic issues which transcend the interest of a single department or program; to communicate the position of the school on Medical Center issues; to assist in the determination of policies regarding instructional resources and their utilization; to serve as a communications between and among departments and outside agencies; to serve as a curriculum committee; and to undertake other tasks and responsibilities which may be assigned by the dean.

The administrative structure of the **School of Graduate Studies in the Health Sciences** is comprised of the dean, associate dean, assistant dean and administrative staff. The Graduate Council is comprised of program directors and representatives from all graduate programs. Full membership on the graduate faculty is determined by a point system. Requirements for membership are available from the Office of Graduate Studies.

The graduate council coordinates and administers policies and procedures related to all graduate programs that fall under the auspices of the graduate school.

FACULTY

The vice chancellor for health affairs conducts a general faculty meeting at least twice during the academic session. Faculty participate in the governance of the Medical Center through standing and *ad hoc* committees and through the Faculty Senate, a body elected by the faculty which represents the faculty at large. The vice chancellor for health affairs and various administrators appear before the Faculty Senate throughout the academic year.

STUDENTS

The administration and faculty of the Medical Center believe it is important to involve students in the decision-making processes which affect institutional programs, policies, and operations. The Associated Student Body (ASB) serves as the student elected representatives to the Medical Center administration. During the academic session, the vice chancellor meets monthly with the ASB officers to receive input and keep abreast of campus wide activities and to discuss student concerns. Deans and associate/assistant deans meet frequently with students in all schools.

Student activities are coordinated by the ASB and are supported in part by student activity fees.

Typically, institutional policy, proposals for institutional change, or suggestions for improvement in the institution's day-to-day operation begin at the committee level. For this reason, it has long been the institution's practice to include student representatives on appropriate campus wide committees and school committees.

The Student Affairs Officers assist with and supervise ASB activities on a daily basis. The dean's office of individual schools supervises and coordinates student activities in each school. These activities are supervised by a director of student affairs in the case of the School of Nursing – and by an associate dean in the Schools of Medicine, Health Related Professions, Pharmacy, Graduate Studies and School of Dentistry.

The Medical Center has two student publications – the **Murmur**, a campus wide newspaper which is published several times during the academic session, and the **Medic**, the campus yearbook. Both are independent of institutional review and are considered “the voice of the student body.” The institutional office of student affairs assists with both publications upon request (*i.e.*, providing secretarial services or financial counsel).

The Associated Student Body sponsor’s a program of intramural athletics. Teams are generally organized around class, program and/or school. Typical offerings include flag football, basketball, volleyball and soccer.

ACADEMIC FREEDOM

The University of Mississippi is a community of Medical Center scholars and students bound together by a common love for learning and by their cooperative efforts to preserve and increase their intellectual heritage. When men and women are free to question, to seek answers, to study, and to teach, good learning thrives; minds are creative, and knowledge is turned to useful purposes.

Therefore, subject to the adequate performance of other academic duties, faculty are entitled to freedom to conduct research and to publish the results of their efforts. Additionally, the instructor is entitled to freedom in the classroom and in the clinic to discuss matters pertaining to the subject being taught. The instructor, however, should not introduce controversial matters which are not related to that topic. All members of the faculty, whether tenured or nontenured, enjoy the same level of academic freedom, with all the rights and responsibilities that are implied by this liberty.

The university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline but should also be aware that his/her special position in the community imposes special obligations. Both as a person of learning and as an educational officer, faculty should remember that the public may judge both their profession and their institution by their utterances. Hence, faculty should strive to be accurate, exercise appropriate restraint, show respect for the opinions of others, and clearly indicate that they are not an institutional spokesperson.

The University of Mississippi Medical Center endorses the 1940 Statement of Principles on Academic Freedom and Tenure of the American Association of University Professors, as revised and subsequently refined as well as the Statement on Professional Ethics of the same organization, insofar as these are not limited by state law or the policies of the Board of Trustees of State Institutions of Higher Learning.

The complete policy on Academic Freedom can be found in the [UMMC Document Center](#).

GENERAL POLICIES AND REGULATIONS

ACADEMIC REGULATIONS

The academic regulations of the institution are set forth in Academic Affairs policies and procedures. These policies and procedures are available in the UMMC **Bulletin**, the [UMMC Document Center](#), and/or in the school-specific student handbooks.

ADVERTISING

To provide a consistent image and message all paid advertising and promotion representing any UMMC entity through any medium, in part or in whole, implied, stated or otherwise, must be developed and approved by UMMC Marketing.

Exception: Faculty recruitment ads are developed and/or pre-approved by the Department of Public Affairs.

Any UMMC promotion **may not endorse or appear to endorse** any product, vendor or firm.

Individuals, internal entities and external entities may not use any UMMC mark, logo, graphic, monogram, description, or tagline other than as described in UMMC's brand standards and this policy.

All advertising and brand inquiries/requests should be directed to UMMC Marketing here: marketing@umc.edu.

ANIMAL RESEARCH

The Medical Center's Institutional Animal Care and Use Committee (IACUC) is a federally mandated committee composed of scientists, nonscientists and nonaffiliated community representatives. The IACUC is charged with overseeing all research projects that involve use of animals. The committee reviews animal-based protocols and is responsible for all animal care and use programs at the University of Mississippi Medical Center. To fulfill this charge the committee:

- Reviews and approves all proposed research involving animals before it is initiated, and monitors all ongoing research involving animals while it is being conducted and maintains records per the regulatory requirements of the Animal Welfare Assurance required to receive federal funding.
- Is responsible for inspection and certification of UMMC animal facilities including investigator laboratories where live animal work is conducted
- Reviews UMMC policies and procedures of programs regarding animal care and use in accordance with the Public Health Service Policy – Office of Laboratory Animal Welfare (OLAW), United States Department of Agriculture-APHIS (USDA), and Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC).

The University of Mississippi Medical Center has an Animal Welfare Assurance, #A3275-01, with the Public Health Service – Office of Laboratory Animal Welfare (OLAW). This document certifies that when the institution engages in animal research conducted or supported by any federal department or agency funding that the research will be conducted in accordance with all of the regulations.

UMMC maintains USDA Registration (Certificate No. 65-R-0102) as required by the Animal Welfare Act and is subject to unannounced inspections.

The Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC) has awarded full accreditation to UMMC's Animal Care and Use Program.

The Animal Research Office provides administrative support for the Medical Center's IACUC and provides assistance to the Medical Center's research community to facilitate studies initiated by Investigators and is responsible for providing the congruency review required to verify the Institutional Assurance mandated for acceptance of grant funding for studies involving the use of animals. The Animal Research Office staff and the IACUC membership are committed to working with investigators to ensure that their research, teaching, and/or testing is conducted within the bounds of the Federal Regulations and institutional guidelines.

BUILDINGS

Alterations and Renovations. All work affecting UMMC buildings and/or grounds will be done through the Division Planning, Design and Construction or through coordination with the division. The executive director of Planning, Design and Construction is responsible for all changes, major or minor, regardless of who actually performs the work. In general, all work will be performed by contracts led by the contracts office with plans and specifications approved by the department head and the executive director of Planning, Design and Construction. Unauthorized work is subject to removal at the expense of the department permitting the work to be done.

Master Plan. IHL Board of Trustees Policy 903 requires that there shall be developed a master plan for each campus to be continuously revised and reported to the Board. The head of each institution is to recommend the location for any proposed new facility in keeping with the approved master plan for the Board's consideration prior to starting the plans for such project.

The Board's "expressed desire" is that every effort be made to conform the architectural design of the facility to the pattern of major buildings on the campus, and all new construction of whatever nature conform to the master plan of the campus. The UMMC Long Range Planning and Development Committee, established in 1958, has developed a master plan for this campus which is continuously updated.

Bureau of Building. Official recommendations, communications, and commitments relative to building programs and financing thereof from the Medical Center must be directed to the Bureau of Building, Grounds and Real Property Management, through the Board of Trustees if funding for such is appropriated by the Mississippi Legislature.

Building Maintenance The Division of Physical Facilities is responsible for providing and coordinating any routine/preventative maintenance and repairs to all buildings and equipment located on the Medical Center campus. Those with maintenance needs on UMMC buildings and/or their related equipment should contact the Division of Physical Facilities by submitting a Maintenance/Construction Service Request.

COMMENCEMENT

The academic procession at graduation is composed of all full-time faculty members holding the rank of instructor or above. These persons are expected to participate in the ceremony unless their absence is specifically authorized by their deans and approved by the associate vice chancellor for academic affairs. The date of commencement appears in the **Bulletin** and should be entered on faculty calendars at the beginning of the academic year.

COMPLIANCE

The Medical Center has a strong and abiding commitment to ensure that its actions are conducted in accordance with applicable laws relating to all professional practices, research conduct, third party reimbursement, and contractual and legal obligations. The institution's compliance efforts are designed to establish a culture that promotes prevention, detection, and resolution of instances of conduct that do not conform to federal and state law, and federal, state and commercial payer health care program requirements, as well as the Medical Center's ethical and business policies.

To underscore and enhance its commitment and to better assist all faculty, staff, students and subcontractors in this area, the Medical Center adopted a Compliance Plan to develop more effective internal controls that promote adherence to applicable federal and state law, and the program requirements of federal, state and commercial health plans. Adherence to the plan is the responsibility of every faculty, staff member, and student.

For more information, please refer to the Compliance Plan.

CONDUCT OF RESEARCH

The maintenance of high ethical standards in research is essential and an inherent responsibility of all members of the University of Mississippi Medical Center faculty and staff.

Validity and accuracy in the collection and timely reporting of data are basic to the scientific process; dishonesty in these endeavors runs counter to the very nature of research which pursues truth in the quest for new knowledge. Medical Center investigators are expected to strictly adhere to the principles which have long governed scientific research and to recognize that preservation of the public's trust and the institution's integrity is fundamental to the continuing productivity of biomedical research on this campus.

The Policy on Misconduct in Research defines research misconduct and describes the procedures for handling allegations of misconduct at UMMC. The full policy can be found on the [Office of Integrity and Compliance](#) website.

CONFIDENTIALITY

All patient medical and financial records, employee records, student data, financial, management and operating data of the Medical Center, and any other information of a private or sensitive nature are considered confidential in all forms: written, spoken, recorded electronically or printed. Confidential information should not be read or discussed by any employee unless pertaining to his or her specific job requirements. Discussions of confidential information must take place in private settings away from patients or members of the public. Employees must not discuss or reveal confidential information to friends or family members or other employees who do not have a legitimate need to know.

The unauthorized disclosure of confidential information by employees can subject the institution to legal liability. Disclosure of confidential information to unauthorized persons, or unauthorized access to, or misuse, theft, destruction, alteration, or sabotage of such information, is grounds for immediate disciplinary action up to and including termination.

CONFLICT OF INTEREST

Medical Center employees, including those employed as consultants for a limited time period, should be especially careful to avoid using, or appearing to use, an official position for personal gain, giving unjustified preferences, or losing sight of the need for efficient and impartial decision making in the institution's method of operation. Vendor paid travel, meals or gifts, for example, should not be accepted by faculty, staff or persons acting as consultants to the Medical Center. No act should be committed which could result in questioning the integrity of state government or this institution.

An employee's first loyalty should be to the public's interest. Associations, dealings or interests that could affect an employee's or a consultant's objectivity in performing his or her job or in making the decisions required of their positions should be avoided. However, employees are encouraged to participate in professional and civic organizations if such participation does not adversely affect the employee's role as a Medical Center employee. All potential conflicts of interest should be disclosed and any actual conflicts managed.

For more information, please refer to the Compliance Plan.

CONSULTANTS

Depending on the source of funds, the use of a consultant must be approved in advance by the vice chancellor for health affairs or the appropriate associate vice chancellor or dean and/or their designee. The consultant agreements must go through Contract Administration. Current forms are available on their website.

CONTRACTS, SIGNATORY AUTHORITY

By Board of Trustees policy, the chancellor of the University of Mississippi and the vice chancellor for health affairs are the only persons authorized to sign contracts, agreements and other documents for and on behalf of the University of Mississippi Medical Center.

However, board policy allows the vice chancellor to delegate signature authority. The complete policy for signature authority is available [online](#).

The vice chancellor for health affairs must sign all contracts and agreements which require board approval. This policy also applies to all requests for external funding except for sponsored projects which are handled through the Office of Sponsored Programs(sponsoredprograms@umc.edu).

COPYRIGHT

The copyright law governs the making of reproductions of copyrighted works or materials as well as the circumvention of any technical protection measures for digitally produced works. Under certain conditions specified in the law, individuals and educational institutions, such as the Medical Center, may reproduce portions of works or materials if restricted for private study, scholarship, research or classroom purposes. Liability for any copyright infringement, including protections for digital materials, resides with the user as defined by law.

In keeping with academic freedom and tradition, all faculty own and control instructional materials and scholarly works created at their own initiative with usual UMMC resources. Examples include lecture notes, digital materials, slides, case examples, articles and books, regardless of the form in which the ideas or processes are disseminated.

DIPLOMAS AND CERTIFICATES

Only those students who are formally registered through the Division of Student Records and Registrar may receive an official University of Mississippi certificate or diploma upon completion of the required course work.

Participants in inservice training programs may be granted letters specifying the type of experience the individual has received. A certificate of completion may be awarded individuals who complete substantive continuing education programs under the auspices of the Division of Continuing Health Professional Education, one of the schools or the hospitals.

EMERGENCY OPERATIONS-PLAN

The Emergency Operations Plan (EOP) uses an all-hazards approach to take responsible steps for providing a healthy, safe, and secure environment for all members of the campus community. The purpose of this plan is to improve the capability of the University of Mississippi Medical Center (UMMC) during emergencies and to guide the incident management efforts; from detection, mitigation, planning and preparation through response and recovery. All campus employees will receive instructions from their department or division heads during a disaster as to their roles and responsibilities. For more information, please call the Emergency Management office at 601-815-6440 or visit [online](#).

ENTERTAINMENT OF OFFICIAL GUESTS

Reimbursement for entertainment of official guests of the Medical Center will be made by the Comptroller's Office when receipts, and a list of persons attending are presented, subject to final approval of the Division of Finance and Budget. Disbursement of state appropriated funds for alcoholic beverages is prohibited.

EXPRESSIONS OF SYMPATHY

State Department of Audit policies do not allow the Medical Center to bear the expense of flowers, memorials or other similar expressions of sympathy for faculty or staff members or the immediate families of deceased faculty and staff.

FACULTY RECOGNITION

The following provide opportunities for recognition of Medical Center faculty for excellence in research and for excellence in teaching. These are open to faculty in all schools. Additionally, each school has school-specific teaching and research awards for faculty.

- **The Billy S. Guyton Distinguished Professorships**, formerly the Barnard Distinguished Professorships, were established by Chancellor R. Gerald Turner to honor the best scholars on the faculty and provide an inducement for them to remain academically active and associated with the University. Dr. Guyton served as a dean of the two-year medical school at Oxford. He is credited with

leading the school through perilous economic times and preserving its faculty and integrity for expansion to the full four-year program. For more information contact the Office of the Associate Vice Chancellor for Academic Affairs.

- Established in 2004, the **Nelson Order** recognizes faculty in each of the Medical Center schools who have been cited for exemplary teaching by their students. The order is named for Dr. Norman Crooks Nelson who served as vice chancellor for health affairs and dean of the School of Medicine from 1973-1994. The Medical Center's first award for teaching excellence was instituted by Dr. Nelson's tenure. For more information contact the office of Faculty Development in the Office of the Associate Vice Chancellor for Academic Affairs.
- **REGIONS BANK T.E.A.C.H. PRIZE** - Annually, a single faculty member from the Medical Center is identified through a rigorous process involving student nomination and peer review to be awarded the Regions Bank Toward Educational Advancement in Care and Health (T.E.A.C.H.) Prize. Nominations are accepted from all schools. Selection is based on demonstration of exceptional skills in teaching proficiency, student engagement and educational innovation. The recipient receives a substantial cash award, a plaque of recognition and is recognized publicly at commencement.

FIREARMS POLICY

UMMC explicitly prohibits the possession of any handgun, firearm or other weapons in any form by any student or employee. Only law enforcement officers on official duty as defined by section 45-6-3 of the Mississippi Code of 1972 are authorized to possess a firearm while on campus.

USE OF HOLIDAY DECORATIONS

The Fire Safety Specialist is responsible for ensuring the fire and electrical safety of Holiday Decorations and displays, in accordance with federal, state, and local fire regulations.

- No **LIVE** Christmas trees, tree branches, pine cones, mistletoe, or other natural foliage is allowed to be used for decoration in the Medical Center.
- Electrical Lighting strings or other devices are prohibited from use in, all University Hospitals.
- All holiday decorations must be fire/flame-retardant. All Christmas trees used, regardless of size, are to be Underwriters Laboratories (UL) listed as flame retardant.
- Do not place decorations on light fixtures, electrical equipment, electrical outlets, circuit breaker panels, etc.
- Do not place decorations or other objects so that they obstruct any exit corridor, doorway, or stairway. Decorations and other objects must not reduce the corridor widths to less than 8ft.
- Do not place decorations or other objects so that they obstruct access or visibility to exits, exit signs, fire alarm pull stations, alarm panels, fire extinguisher cabinets, sprinkler heads etc.
- No Fire doors or smoke doors can be decorated.
- Candles and other flame producing devices are strictly prohibited as decorative elements in any building on the Medical Center Campus.

All decorations are to be flame retardant. Decorations within classrooms, laboratories, offices, etc., should be of such type that can be affixed to bulletin boards, glass windows, doors, etc. We cannot permit flammable paper products such as streamers, mobiles, etc., to be hung from the ceiling. Decorations affixed to a window, door, etc., should be done so that no permanent marking of the surface will occur.

It is the responsibility of departmental safety officers to assure compliance within their respective departments.

Please Contact the UMC Fire Safety Specialist if you have any questions, extension 4-1983.

HUMAN RESEARCH

The Medical Center's Institutional Review Boards (IRB) are federally mandated boards composed of scientists, nonscientists and non-affiliated community representatives. The IRB's are charged with overseeing all research projects that involve human volunteers, to ensure the protection of the rights and welfare of the volunteers. To fulfill this charge the boards:

- Review and approve all proposed research involving human volunteers before it is initiated, and monitor all ongoing research involving human volunteers, while it is being conducted, and after it is complete;
- Ensure and promote the ethical conduct of research;
- Ensure compliance with Federal, State and University requirements.

The Human Research office provides administrative support for the Medical Center's IRBs and provides assistance to the Medical Center's research community to help facilitate the safe and ethical conduct of research.

The University of Mississippi Medical Center has a Federalwide Assurance, FWA #00003630, with the Department of Health and Human Services. This document certifies that when the institution engages in human subject research conducted or supported by any federal department or agency that has adopted the Federal Policy for the Protection of Human Subjects, known as the Common Rule, the institution will comply with the terms of the assurance. This assurance is on file in the Human Research Office, and is available [online](#).

Information about the IRB's AND the Human Research Office including guidance, templates and sample documents may be found [online](#).

INFORMATION SYSTEMS POLICIES

The [UMMC Information Policy](#) addresses the way Medical Center faculty, staff, students and all individuals who access UMMC data must maintain, manage and protect all institutional information. The policy establishes management direction and requirements for the appropriate protection of all Medical Center information from accidental or intentional misuse or unauthorized access, modification, destruction or disclosure. It applies to all Medical Center information in all forms and sets standards for access security and controls, appropriate use and contingency planning.

INFORMATION TECHNOLOGY ALLOCATION

The Medical Center continues to increase computer usage and support in all areas of the campus, including the educational programs in the schools, in research, and in patient care. The institution's priority for allocation is to get everyone to an appropriate base standard and maintain that standard as technology evolves. A primary focus is on enterprise-wide planning with departmental needs being factored in to the enterprise goals. Support for information technology is centralized through the Department of Information Systems (DIS). Support is typically shared among departments although dedicated support is available to departments based on needs and funding.

INTERNET INFORMATION

The internet is a public information resource. Any information placed online about any aspect of the Medical Center's operation must adhere to the institution's Information Policy and is subject to random review by the administration. UMMC also maintains an intranet which is limited to internal use by those having network access.

LEGAL COUNSEL AND OPINION

Attorney General. All requests for opinions from the Mississippi Attorney General's Office shall be directed to UMMC's Legal Department.

Lawsuits. All communications between the Mississippi Attorney General's Office, the U.S. Department of Justice or other federal officials or any attorney or attorneys representing actual or potential litigants against

UMMC and/or the IHL Board of Trustees shall be conducted only by the designated attorney(s) for UMMC and/or the Board. For questions regarding service of process, please refer to UMMC's Service of Process policy or contact UMMC's Legal Department.

Legal Counsel. The Medical Center has legal counsel on staff, through which any attorneys retained to represent UMMC or UMMC employees in their official capacities must be employed.

LEGISLATIVE RELATIONS

The commissioner, and/or his designee, shall coordinate official Board-related contact with state officials and members of the legislature. No subordinate official representing any of the several institutions shall appear before the legislature or any committee, except upon authority of the vice chancellor for health affairs.

Faculty and staff who wish to write state elected officials, members of congress or the media should do so on personal letterhead, rather than the Medical Center's letterhead. Although they may identify themselves with respect to their UMMC roles, they should make it clear that they represent themselves and not the Medical Center. Only the vice chancellor or his designated spokesperson is authorized to speak on behalf of the Medical Center. Visits to federal officials in Washington should be coordinated with the Vice Chancellor's office. Refer questions to the chief public affairs and communications officer.

NATURAL DISASTERS, CATASTROPIC EVENTS AND WEATHER RELATED EMERGENCIES

The University of Mississippi Medical Center is open 24 hours per day, 7 days per week, 365 days per year and provides essential health care services to the Jackson metropolitan area, the state of Mississippi, and the Southeastern Region of the United States. Our citizens and communities depend upon us to be there in times of need.

During an emergency, all Faculty and Staff play important roles in providing and/or supporting patient care. Because some members of our work force may be personally affected by the emergency and unable to report to work, UMMC may need to draw staffing support from all areas of the institution to meet and sustain patient care operations and the support/infrastructure services our care givers depend on.

In the event of an emergency, it is imperative that all employees, regardless of position/role, make every reasonable attempt to be at their assigned jobs in order to help ensure our ability to sustain operations in support of patient care.

Only the vice chancellor for health affairs, or his/her designee, has the authority to cancel or modify scheduled hours of operation or classes in the event of a natural disaster or catastrophic event.

Procedures: In those instances where an employee cannot be at their designated job, it is the employee's responsibility to notify their immediate supervisor (or his/her designee) in a timely manner so that appropriate coverage arrangements can be made. Employees who are unable to report to work for the entire day will be required to take Personal Leave for said period.

All pay practices will be governed by applicable law/regulations in effect at the time of the natural disaster or catastrophic event.

Departments and units may put additional procedural guidelines in place so long as they are not in conflict with institutional policy and procedure. It is the responsibility of the department/unit chairs to communicate these additional policies to their employees and the responsibility of employees to be knowledgeable of any additional guidelines that may be applicable.

The Department of Human Resources will provide guidance to management where questions arise.

PARKING AND TRANSPORTATION

Parking lots on the campus provide a limited number of reserved spaces for employees at a monthly charge. Employees are automatically placed on a parking lot waiting list on their date of hire. Free parking is available at the Mississippi Memorial Stadium across North State Street, west of the Medical Center. Regularly

scheduled shuttle bus service is available between several locations on campus, the stadium parking lot, and between the campus and the Jackson Medical Mall.

Parking Enforcement Program. All faculty, staff and students operating motor vehicles on the UMMC campus should become familiar with the parking policies of the Medical Center if they are not already. Lack of knowledge of the parking policies will not be accepted as a defense for violations.

Existing [parking policies](#) may be accessed on the Intranet. Violators of UMMC's parking policies will be subject to fines, vehicle immobilizing devices and the UMMC progressive disciplinary policy.

The University of Mississippi Medical Center Campus Police Department and Physical Facilities Parking Operations are charged with enforcing the traffic and parking rules and regulations promulgated and approved by the Board of Trustees of State Institutions of Higher Learning for the State of Mississippi.

University of Mississippi Medical Center parking policies and practices may be accessed on the UMMC Intranet. To promote safety and good order, the UMMC Parking Committee may find it necessary to change parking policies and practices from time to time. Those parking at UMMC should take precautions to protect their person, vehicle and contents when parked on property owned or leased by UMMC for parking. UMMC is not responsible for damages or harm arising from parking on UMMC owned or leased properties. Parking on property owned or leased by UMMC for this purpose indicates acceptance of the University's parking policies and practices. Violators of UMMC's parking policies will be subject to fines, vehicle immobilizing devices and the UMMC Progressive Discipline Policy. It is forbidden to utilize tobacco products or engage in other prohibited activities while parked on property owned or leased by UMMC.

PATENT POLICY

The Board of Trustees affirms the principle that the institutions under its governance are dedicated to teaching, research, and the extension of knowledge to the public. The employees at the several institutions recognize as a major objective the production of new knowledge which creates the need to encourage the development of new and useful devices and processes. Such activities contribute to the professional development of the individual faculty members, enhance the additional educational opportunities for participating students, and promote the general welfare of the public at large. Patentable inventions and materials often come about because of activities of faculties and other employees who have been aided wholly, or in part, through the use of facilities or other resources of the institution. It is important to expedite the marketing and development of inventions to preserve the rights and privileges as well as the incentive of the inventor. To protect the interests of individuals, the equity earned through support of research by public funds, and the public welfare, the Board authorizes the institutions to seek copyrights and patents and to participate in the income generated. UMMC's patent policy may be obtained from the Office of Research or on the Research [intranet site](#).

PHILANTHROPIC SOLICITATIONS, GIFTS, AND CONTRIBUTIONS

All philanthropic fundraising support for the Medical Center is coordinated by the Office of Development. To ensure philanthropic strategy and respectful donor relationships, all fundraising efforts with individuals, corporations, organizations, and private foundations will be coordinated by the executive director and chief development officer in the development office. This includes face-to-face solicitations, mail solicitations, phone-a-thons, fundraising events, and grant writing proposal solicitations, and all other fundraising efforts. Any request to fundraise should first be reviewed through regular appropriate channels and then approved and coordinated by the executive director and chief development officer.

Gifts of materials or money of \$10,000 or more at the Medical Center are acknowledged over the vice chancellor's signature. Gifts of less than \$10,000 are acknowledged by the executive director of development and chief development officer. The school, department, or unit also may wish to send a letter of acknowledgement.

When gifts are received in memory of someone, or in honor of someone, the contribution is acknowledged to the donor, as well as the family of the memorialized person or the person honored.

All gifts are received in the Office of Development for acknowledgement and are forwarded to development accounting for deposit to the specified account and to receipt. Full information regarding donor, donor's specified desired use of funds and recommended follow-up should be given to the Office of Development.

The Medical Center does not accept all gifts of equipment, materials or property. The Property Control Office must be contacted before any gift of equipment is accepted. Contact the Office of Development for counsel on all others.

Anatomical gift donor information and authorization forms are available in the Department of Neurobiology and Anatomical Sciences.

POLITICAL ACTIVITIES

Participation by employees of the several institutions of higher learning in various community and public affairs is a private matter left to the employee's discretion. However, it is expected that time given to such activities will not interfere with the regular duties of an employee. Political activities by an employee will not be prohibited at such times as the employee would not be ordinarily required to render services to the institution; if the employee elects to request earned personal leave and obtains approval from the department head; or if the employee elects to take and is granted a leave of absence without pay.

PROPERTY

Property Control Office. In accordance with the provisions of **Mississippi Laws of 1972**, all state agencies must make an inventory of all land, buildings, equipment, furniture and other state property owned by or under the control of the agency. It is the responsibility of the Medical Center Property Control Office to maintain an accurate inventory of all property and meet all reporting requirements of property as set forth by the State Auditor of Public Accounts. The Medical Center property officer is responsible for the completion and filing of all state property forms.

Each department also must have a designated property officer who maintains an accurate departmental inventory and annual audit under supervision of the Property Control Office. All UMMC departments must assist the Property Control Office in the identification and labeling of all equipment items.

Responsibility of Property. Each department head is financially responsible and accountable for all furniture and equipment in his/her department. The designated property control officer is responsible for the day-to-day activity of all equipment, annual self-audits and direct participation in state equipment audits.

If an inventory audit identifies items of property which are missing and otherwise unaccounted for, the UMMC Salvage Committee can issue a demand letter to recover the value of the missing items to the department head, departmental property officer and/or other employee if it is determined that negligence was demonstrated in the use of the items and/or if UMMC policy and procedures for reporting missing equipment were not followed. The complete policy and procedure manual is available on the intranet at Departments/Property Control/Procedure Manual.

Acquisition of Property. UMMC Inventory numbers are assigned and attached to all furniture and equipment purchased which meet State inventory guidelines. All other acquisitions of property—whether by purchase, gift or donation, transfer (grant or other agency) or made in-house—must be reported to the property office. Requests for surplus furniture and equipment should be directed to the property office.

Disposal of Property. Obsolete, nonfunctional and equipment not being used by a department should be reported to the property office for disposal. Trade-in of property must have the written approval of the State Department of Finance and Administration. All purchase requisitions involving a trade-in should be directed to the Departments of Purchasing and Property. All transfers of property within UMMC or to other governmental agencies are managed through the property office.

Removal of UMMC Property. No UMMC property may be removed from the main complex, or satellites, without the written authorization from the department head. Exceptions are: two way radios or cell phones used by persons on call; vehicles on official institutional business; or equipment and/or materials being

transported for UMMC purposes. Authorization forms for the removal of property from UMMC premises are available on the intranet at Departments/Property Control/Forms/Property authorization receipt. Personal use of UMMC property is prohibited.

All internal policies and procedures governing property are included in the *Property Control Policy and Procedure Manual* which is available on the UMMC intranet.

PUBLIC INFORMATION POLICY

The Division of Public Affairs is the only authorized channel for release of information about the Medical Center to the local, regional, national or international lay press, including all print and broadcast media.

The policy ***applies to all requests*** for information and on all material originating with the Medical Center that will appear in the public news media. Adherence to the policy is the responsibility of the faculty, house staff, other employees and students. ***All media queries*** should be referred to Public Affairs which will obtain accurate information for release and/or arrange interviews with the appropriate Medical Center employees. This [public information policy](#) is located on the intranet.

Media requests for information on patient conditions should be referred to PublicAffairs.

If any incident occurs which may lead to adverse publicity or public reaction, the individual in charge of the area should notify Public Affairs immediately. In all other matters, the Division of Public Affairs provides counsel and guidelines for handling specific requests and situations and may always be called upon.

Public Affairs welcomes suggestions for news items for possible publication in lay and professional journals or use with radio/television or in Medical Center publications. These may include Medical Center achievements, recognition and progress, or suggestions for human interest stories.

To avoid conflicts of interest, Public Affairs should also be consulted when vendors doing business with the Medical Center wish to use UMMC's name in their marketing efforts.

For emergent matters, Public Affairs representatives may be reached through the Medical Center switchboard during non-business hours.

SAFETY

Safety and fire prevention regulations are outlined in the [manuals section](#) of the Department of Environmental Health and Safety web site. The [Emergency Preparedness plan](#) is also listed on this site. All personnel are urged to familiarize themselves with and adhere to these regulations and procedures.

SALES AND SOLICITATIONS

IHL Board of Trustees Policy 709 authorizes the institutional executive officers to adopt rules and regulations controlling sales and solicitations on the campuses of the institutions. It is the policy of the Medical Center to prohibit sales, solicitations, canvassing or the distribution of any materials on its grounds which are unrelated to Medical Center needs and/or involve outside business enterprises.

SEAL

The official seal of the University of Mississippi Medical Center may be used only for official publications of the University, legal documents, where appropriate, diplomas and other similar instruments in which the seal has been traditionally impressed. The seal of the University is maintained in the Office of Student Records and Registrar. No organization or arm of the University may use facsimiles or modifications of the seal.

When a symbol is needed, the Medical Center logo or crest may be used by arrangement with the Division of Public Affairs or the Marketing Department.

SERVICE OF SUMMONS AND COMPLAINT

Only the Department of Human Resources may accept service of process for the institution when the University of Mississippi Medical Center or any part thereof is named as a party in a summons and complaint.

All other documents received pertaining to lawsuits listing the institution as a party should be promptly delivered to UMMC's Legal Department.

SIGNAGE

The Medical Center has a standard signage and way-finding system. The first phase of installation of the new signage in existing buildings and on campus began in fall, 1997. With the activation of this new system, the following policies on signage were adopted.

1. All new permanent signs or revisions/modifications to existing signs must be requested through Physical Facilities and follow the approved signage standards adopted for the Medical Center. If a requested sign does not comply with these standards, it will not be approved. Exceptions can only be made by the Office of the Vice Chancellor for Health Affairs.
2. Departments may have directory listings of faculty and/or staff, following Medical Center signage standards, or use name plates on desks. Names of individuals may not be placed on doors or walls. The signage system does include, however, a changeable sign for faculty offices in which a faculty member's laser-printed name can be inserted.
3. No signs may be taped to cabinets, painted or fabric covered walls, in elevators or on glass doors. Announcements about fellowships, residencies, meetings or other events should be placed on the bulletin boards located throughout the complex.
4. Handwritten signs may not be displayed in any patient care area or any other public area of the Medical Center.

SPACE ALLOCATION

UMMC Facilities and Infrastructure Steering Committee (FISC) makes recommendations on space use in support of the Medical Center's three-fold missions for education, patient care and research and for other institutional needs. The policies and procedures for [space allocation and use](#) are available on the intranet.

Ownership and occupancy rights of all campus or leased space rests with the Medical Center. Current users or occupants of space can expect continued use of assigned space unless there is a shift in program priorities, or a review of space use determines that the unit has significant underutilization of allocated space or a surplus of it.

Recommendations for space changes are to be made from the unit level, using the Medical Center [Space Request Form](#), which is available on the intranet. For further information, contact the Office of Planning, Design and Construction.

OFFICE OF SPONSORED PROGRAMS

The Office of Sponsored Programs (OSP) is the primary interface with public and private organizations that support sponsored programs and has responsibility for institutional approval of all proposals requesting monetary or material support from external agencies. OSP contributes to the university's responsibilities of education, research, and service by providing pre-award assistance to UMMC investigators as they seek external support for their research and other programmatic activities. OSP is also responsible for the post-award administration of contracts and grants awarded to the institution.

STATIONERY AND BUSINESS CARDS

Official stationery items and business cards must follow the institution's standard, approved format implemented by UMMC Marketing. You may find the related brand standards here: <https://www.umm.edu/brand/>

State appropriated funds may not be used to purchase any stationery, appointment cards, business cards or any other stationary items which are for private use.

To ensure consistency, UMMC Printing Services produces all UMMC stationery and business cards from approved UMMC brand templates for both formal and informal use.

TOBACCO PRODUCT USE

Medical Center policy prohibits smoking or the use of any tobacco products, on the campus, in all the buildings on campus, in any facilities the institution operates and on any land the Medical Center owns or leases. This [tobacco product use policy](#) applies to all on the campus, including faculty, staff, students, patients, patient families, visitors, contractors and subcontractors and can be found on the intranet. Faculty and staff who violate the tobacco use policy are subject to disciplinary action, up to and including termination. Visitors and patients are subject to fines.

TRAVEL

The University of Mississippi Medical Center (UMMC) makes reimbursements to any employee or student required to travel in discharging official duties to the extent of actual, ordinary and necessary costs incurred within the limitations imposed by state law, budgetary limitations, contractual agreements or UMMC administrative policies. The [UMMC Travel Policy](#) is available on the internet. Any employee or student traveling for official UMMC business should familiarize themselves with the policies before making any arrangements for travel.

VEHICLES—MEDICAL CENTER

No employee is allowed to use Medical Center vehicles outside the regular work period or shift except as specifically authorized to meet night clinics; deliver mail; or travel to Medical Center-sponsored programs or speaking engagements. The complete [UMMC motor vehicle](#) policy may be accessed on the intranet

VOICE MAIL

The Medical Center [Voice Mail policy](#) is available on the UMMC intranet. The University Medical Center provides electronic and voice mail to its faculty and staff for educational, research, healthcare, and internal business purposes. Members of the UMMC community should limit their use to these purposes.

UMMC does not monitor the contents of electronic or voice mail messages as a routine matter. However such monitoring may be conducted when required to protect the integrity of the systems, investigate a possible policy violation or to comply with legal obligations.

WEB PAGES

The Medical Center is committed to providing information through the intranet for its faculty, staff and students, and through the internet for the public. In addition to the UMMC [home page](#), schools, departments, divisions, and other university units are expected to maintain a presence on the Medical Center's web-site, following institutional guidelines and graphic standards. UMMC's clinical enterprise is represented on a separate, [consumer-oriented website](#). The Rules and Procedures for the UMMC [web environment](#) are available on the intranet.

INSTITUTIONAL SERVICES

ACADEMIC AFFAIRS

The Division of Academic Affairs includes the Office of the Associate Vice Chancellor for Academic Affairs, the Office of Academic Support, the Office of Accreditation, the Department of Academic Information Services (Rowland Medical Library), the Center for Bioethics and Medical Humanities, the Department of Biomedical Illustration, Media Services, the Interprofessional Simulation Education Center, the Department of Institutional Research, Office of Faculty Affairs, Office of Student Records and Registrar, the Office of Student Outreach, the Office of Student Affairs, the Office of Mississippi Physician Workforce, the Mississippi Rural Physicians Scholarship Program and the Mississippi Rural Dentists Scholarship Program. The division is headed by the associate vice chancellor for academic affairs, who also serves as the chief academic officer for the Medical Center.

ALUMNI AFFAIRS

The mission of Alumni Affairs is to create a lifelong relationship with alumni that connects alumni to UMMC and each other through meaningful engagement opportunities, communications, services, and philanthropic outreach. For more information, please visit umc.edu/alumni.

BIOMEDICAL ILLUSTRATION SERVICES

The mission and responsibility of the Department of Biomedical Illustration Services (BIS) is to help improve student learning in the health sciences. BIS accomplishes this mission by offering products and services designed to facilitate teacher-learner interaction. In addition, the department provides support for facilitating the two other components of The University of Mississippi Medical Center's (UMMC) mission: research and patient service.

With digital technology advancements increasing the availability of information for instructional purposes, this institution is integrating computer technology across the campuses. As UMMC integrates technology for instructional purposes, the Department is leading the way into the future with a vision of providing top quality products and services in a timely fashion. To see the various services we offer, please visit our [website](#).

The department is open during the noon hour to accommodate staff and faculty with photographic needs.

Since the inception of the departments' task of producing graduate student photographs and graduate composites, student picture packages have become very popular. Prices for custom picture packages are both, reasonable and affordable.

For staff and faculty members presenting posters at away conferences, the fabric poster option has been the most popular due in part to the flexibility of transporting it. The price for both, paper and fabric are the same. Those interested in seeing the sample materials are welcome to come by the department for examination.

BIS has the ability to create high-end three-dimensional (3D) animations. With the addition of a new server for rendering, the time needed to create an animation has been drastically reduced, making 3D a more viable option for our clients.

Contact Biomedical Illustration for any of the following services: Exhibits/Posters, 984-1223, if no answer, 4-1209; Medical Illustration, 984-1212 or 984-1214; Medical Photography, 984-1215 and Animation, 984-1214.

BOOKSTORE

The Bookstore offers a comprehensive selection of collegiate wear, health science products, software, references, textbooks and office supplies, and gifts to the faculty and students on our campus as well as to health care providers across the state. It is located on the first floor of the Norman C. Nelson Student Union and on the [Internet](#).

Meds & Threads is an extension of the bookstore that partners with the Pharmacy. It is located on the first floor of the main hospital. It provides scrubs, lab coats and other medical instruments/supplies for purchase. Cash, check, V/MC, and Payroll deduction purchases are welcomed at both locations. The Bookstore is open

Monday – Friday from 7:45 a.m. to 4:30 p.m. Meds & Threads is open Monday – Friday from 7:00 a.m. to 5:00 p.m. Both locations operate as an auxiliary enterprise managed by the Medical Center.

CAMPUS CALENDAR

A master calendar for the campus and the year is maintained in the Division of Public Affairs and is available online. All special events and/or special lectures should be coordinated to avoid conflict with other activities or ongoing education and patient care programs. All Medical Center units are urged to consult the master calendar before establishing a date for a special event. The online calendar is designed to permit individual departments to list details of their lectures, grand rounds and other activities and they are encouraged to do so.

CAMPUS POLICE

The Campus Police department uses advanced equipment and techniques for crime prevention and to carry out a number of programs and services to promote campus safety and security. State law grants the Medical Center police the power to enforce the general criminal laws of the state and traffic regulations. Officers are certified in compliance with state law to assist them in providing effective campus safety. The department works in conjunction with local law enforcement authorities. All reports of criminal activity will be handled and investigated in an appropriate and professional manner. The Campus Police Department is located in trailer #14, in front of the Hardy Building.

Campus Police provides 24-hour assistance to students, employees and the public. An escort service is available at night and on weekends after regular transportation hours. To request the service, call 815-3072 or contact one of the officers on duty.

Police officers may ask to check a package, purse or briefcase of an employee leaving the Medical Center. An employee must comply with an officer's request to check a package.

CAMPUS PUBLICATIONS

CenterView, the Medical Center's campus-wide news publication, is published monthly by the Public Affairs office. The online newsletter, *eCV*, is distributed via email every Monday and Thursday. The deadline for submitting information to This Week is Thursday. A list of news items of interest to the campus community is published on the Intranet by Public Affairs. To submit a news item or story idea to be considered for use in any of these publications, contact Public Affairs.

CASHING OF CHECKS

Automated teller machines (ATM) are located near the cafeteria, in the hallway leading to the Methodist Rehabilitation Center and in the Student Union and provide access to checking, savings and credit card accounts.

CHAPEL

Spirituality is often an important element in overall well-being and in dealing with illness or injury. UMMC chaplains are trained to minister to all, regardless of cultural, denominational, or religious tradition. They are available to patients, families, staff, and students 24/7.

Located in the upper lobby off the main entrance, the chapel is available from 8 a.m.-4:30 p.m. Monday-Friday and Sunday afternoon. A prayer room across from the chapel is always open.

Christian worship services are conducted at 3-3:30 p.m. Sundays in the hospital chapel. A Christian worship service for children is provided at 2 p.m. Sundays on the second floor activity room of the Batson Hospital for Children.

The stained glass windows and art work in the interfaith chapel were done by Andy Young of Pearl River Glass; the four individual wooden furniture pieces were crafted by Fletcher Cox. Both artists are local Mississippians. The chapel was designed to provide a spiritual haven for all persons at the Medical Center.

Office hours are 8 a.m.-4:30 p.m. Monday-Friday. Chaplains are always available. The on call chaplain may be contacted through UMMC Connect U, or through the hospital operator. For more information about pastoral services, consult the Pastoral Services website or call 601-815-2109.

CONTINUING HEALTH PROFESSIONAL EDUCATION

The Division of Continuing Health Professional Education, an accredited provider with commendation by ACCME, of AMA Category I credit, is located in the UMMC Conference Center at the Jackson Medical Mall. The Division assists all Medical Center units with continuing education for health professionals. For maximum effectiveness, courses should be co-planned and co-sponsored by the Division and have a clearly defined source of support. Planners should have clear statements of need and desired results, formulated objectives, and evaluation mechanisms. When appropriate, the Division awards and records continuing education units which meet the criteria established by accrediting bodies. Guidelines for planning and presenting programs are available in the CHPE office and <https://www.umc.edu/conted/>. Sponsoring departments should contact CHPE *early* in the planning process.

Continuing Health Professional Education at UMMC strives to ensure balance, independence, objectivity and scientific integrity in all of its sponsored continuing education activities. The Division endorses and strives to comply with all policies and procedures of national accrediting bodies for which UMMC is an accredited provider. CHPE is a provider of the following (but not limited to) credit:

Case Manager Certification (CCMC), Dental (ADA CERP), Dietetic (CDR), Marriage and Family Therapy (MAMFT), Nuclear Medicine Techs (VOICE), Nursing (MNF), Ophthalmology (JCAHPO), Pathology (SAMs), Pharmacy & Pharmacy Technicians (ACPE), Physician (AMA Category 1), Physician Assistants (AAPA), Physician Family Credit (AAFP), Chaplains (APC), Counselors (NBC), Social Work (NASW), Speech, Language & Hearing Association (ASHA), Transplant Certification (ABTC), Psychology (APA) and Certification courses (ATLS, ACLS, PALS, BLS), PT/OT/RT (CHPE credit allowed).

Faculty course directors and planning committee members of UMMC approved activities must agree to help provide a balanced view of all therapeutic options presented and require that all scientific research used to support patient care recommendations conform to generally accepted standards of experimental design, data collection and analysis. Disclosure announcements, either written or verbal, will be made to participants, and activities will be monitored.

UMMC employees who agree to teach at a UMMC continuing education event will not receive additional fees nor honoraria.

The UMMC Conference Center is available for Continuing Education Events or Courses.

This facility is part of The University of Mississippi Medical Center and consists of a 500-seat theater and three smaller conference rooms of various sizes. The center is located at the northwest corner of the Jackson Medical Mall and is isolated from the remainder of the mall with its own entrance and ample free parking. Reasonable fees are charged for room rental, audiovisual equipment, technical assistance and security. Please visit <https://www.umc.edu/conferencecenter/>

ENVIRONMENTAL SERVICES

Hospital Housekeeping. The University Hospitals and Health System contracts with a vendor to provide housekeeping services to all hospital facilities. The department is located in the hospital east wing basement. Housekeepers are on duty 24-hours a day and can be reached for help with special needs by calling the office at 4-2240 during normal office hours, paging, or asking the switchboard for assistance at other times.

The Physical Facilities Environmental Services Department is responsible for services to all other campus buildings. Staff can be reached at 4-1463.

FACULTY SUPPORT

The Faculty Scholarship Exchange offers a small grant program to which any faculty member may apply. Funds are available to support collaborative, interprofessional efforts by faculty in areas of instructional

innovation. In addition, faculty can apply for Mini-sabbatical grants to defray travel expenses, housing and training costs associated with short periods of collaboration or training to improve faculty productivity. A regular, monthly seminar series brings nationally known experts, as well as outstanding UMMC faculty, to interact broadly with Medical Center personnel concerning innovations in areas of teaching and learning.

FINANCIAL AFFAIRS

The Division of Finance and Budget is organized under the Institutional CFO. The Institutional CFO is responsible for the financial affairs of the Medical Center with responsibility for accounting, payroll, student financial services, cashier and grants management through the office of the chief accounting officer/comptroller; and associate FCO of budget and financial accountability, with responsibility for the Medical Center budget and reporting. The offices are located in the Verner S. Holmes Learning Resource Center. The division also has responsibility for Medical Center endowment investments and the Medical Center Education Building Corporation; and, the CFO of the Health System who oversees the health systems financial operations including accounting, decision support and revenue cycle functions which are located on the main campus, medical mall and Clinton. Also reporting to the institutional CFO is the Department of Information Systems, Materials Management and the Managed Care Contracting Department.

FOOD AND NUTRITION SERVICES

Cafeteria Service. The Main Café is located in the University Hospital next to the Central Elevators and maintains the following hours of service:

Breakfast: 6:00 a.m. - 9:30 a.m.

Snacks: 9:30 a.m. – 10:30 a.m.

Lunch: 11:00 a.m. - 2:00 p.m.

Snacks: 2:00 p.m.-4:30 p.m.

Dinner: 5:00 p.m. – 8:00 p.m.

Snacks: 8:00p.m.-10:30p.m.

Late Night: 11:00p.m.-3:00a.m.

The cafeteria features several food options including: Chick-fil-A Express, grill, favorite's station (traditional café food), Pizza station, daily special station, made to order salad station and to go cooler (stocked with "grab & go" items).

The Wiser Bistro, located on the first floor of Wiser Hospital for Women and Infants is open from 7 a.m.-2 p.m. Monday-Friday. A full breakfast is served until 9:30a.m. and grill type lunch with salad bar, pizza and soups.

The Norman C. Nelson Student Union Commons serves a full breakfast until 9:30 a.m. and grill type lunch with salad bar, pizza and soups from 11:00 a.m.-1:30 p.m. and is open from 7:00 a.m.-2:00 p.m. Monday-Friday.

Coffee Kiosks. Two coffee kiosks available to the public:

- Starbucks- located in lobby area of new hospital is open from 6:00 a.m. -6:00p.m. Monday-Friday.
- Seattle's Best- located at the UMMC Pavilion is open from 7:00a.m.-2:00p.m. Monday-Friday.

In addition to beverages and pastries, pre-made salads and sandwiches are also available.

Catering. Contact Food and Nutrition at 984-2070.

GIFT SHOP

The Medical Center has two gift shops. One is located in the University Hospital, which is open 7 days away, excluding holidays. The hours are Monday-Friday 6:30 a.m.- 10:00 p.m., Saturday & Sunday 8:00 a.m.-8:00 p.m. The second location is in the Wiser Hospital. It is open Monday – Friday 7:00 a.m.-7:00 p.m. Each shop has an assortment of snack/drink items as well as gifts. Cash, V/MC is accepted as well as payroll deduct for employees. The gift shops serve the general public and Medical Center employees and operate as an auxiliary enterprise.

HUMAN RESOURCES

The Department of Human Resources provides operational and programmatic support including, but not limited to, talent acquisition; compensation; employee benefits; employee relations; performance and talent management; organizational development; and compliance with equal opportunity employment, affirmative action, and other applicable laws and regulations for all UMMC entities.

Offers of employment are coordinated with the Department of Human Resources.

INFORMATION SYSTEMS

The mission of the Division of Information Systems (DIS) at the University of Mississippi Medical Center (UMMC) is to advance learning, discovery, and care in order to realize our full potential as a world-class academic medical center.

DIS provides state-of-the-art computer technology and related expertise to support the three missions of UMMC: education, health care, and research. As one of the largest departments at UMMC, DIS assumes the responsibility of supporting the IT needs of our six health science schools, five hospitals, and more than 10,000 employees and students.

Types of services provided by DIS include:

Customer Services. DIS assists our organizational customers with their IT needs and proposed solutions to guarantee quality patient care, excellent education, and advanced research. IT Support Analysts are assigned to all major areas of the organization providing customized support for our end-users daily needs, and our Help Desk is available 24 hours a day, 7 days a week. DIS also provides technological training opportunities to faculty and staff to encourage professional growth through our Technology Learning Center (TLC). The TLC hosts technology courses in a classroom or online setting both during and after business hours, free to all UMMC employees – making learning easy, convenient, accessible, and informative.

Technical Services. DIS provides technical support and solutions to ensure the effectiveness of daily operations. We provide core infrastructure services such as networking, messaging, telecommunications, storage, and more. We also develop and maintain all UMMC internal and external websites, and manage over 3,000 servers and over 500 applications within UMMC. Most of these applications are healthcare-related, ranging from report generators to residency application services, to electronic health records and UMMC payrolls. The largest of these is Epic, the electronic health record for UMMC providing communication, record keeping, and clinical charting for UMMC's hospitals, pharmacies, care providers, and patients.

Professional Services. Through project management, process improvement, vendor management, and communications strategies, DIS is equipped to implement and integrate needed technology into the university environment. DIS is able to determine the scope of technology-related requests, ensure budget constraints are met, and facilitate integration with existing environments.

Strategically focused, DIS will create opportunities for innovation and discovery that will enhance our profile as a world-class academic medical center. Additional information about DIS and the various services we provide is available on the [intranet](#).

INSTITUTIONAL RESEARCH

The Department of Institutional Research, located on the second floor of the Holmes Learning Resource Center, serves as the coordinating unit for data gathering for external and internal reporting.

External reporting includes:

- Compiling and filing reports required by the Mississippi IHL, the U.S. Department of Education and other governmental and private agencies and individuals.
- Verification and approval of all statistics pertaining to the university that are released to any external agency.

Internal reporting includes:

- Generating and compiling data used for university planning, decision-making and accreditations.

Data for both external and internal reporting are drawn from existing university databases. When data are not available, surveys and other means of data collection are used.

Services

Institutional Research supports planning, accreditation, scholarship and other university needs by:

- Providing data to answer questions about UMMC
- Coordinating data sent outside UMMC
- Assisting with surveys and other data collection methods
- Performing data analysis

KEYS

Keys may be obtained from Physical Facilities at UMC Intranet > Maintenance/Construction Service Request by the department head or his/her designee.

- Requests for keys or locks for spaces in hospital facilities should be submitted as stated in Hospital Administration Policy and Procedure Manual – Policy HADM/L-1 (Subject: Locks and Keys in University Hospital).
- Key and lock requests for all other Medical Center areas can only be submitted by person(s) from your department who are approved and listed on the Physical Facilities Authorization for Keys lists. Each department's Chair person is responsible for updating the people on the Key Authorization list.
- High security Medeco keys remain the property of UMMC and must be surrendered to Physical Facilities upon termination of employment, transfer to another department, or upon request of UMMC officials, or designee. In no case is the key to be transferred from one individual to another or obtained from any source other than Physical Facilities. Failure to return a Medeco key upon termination or upon transfer to another department will result in a charge of \$10 per key. If a key is lost or stolen, a replacement key carries a fee of \$10. If the key breaks, there is no charge for a replacement key, but the top square portion must be returned to Physical Facilities.
- To transfer a Medeco key from one employee to another the department Chairperson/designee must enter a work order and include on the work order the contact information for the employees involved. The employees will be contacted and must come to Physical Facilities trailer #1 and sign paperwork to show the transfer.

LIBRARY

The Rowland Medical Library is located in the Verner S. Holmes Learning Resource Center. Access to the online catalog, databases, e-journals, e-books, and other digital information services is provided through the [library web page](#). All UMMC faculty, staff and students have [library privileges](#) including circulation and interlibrary loan, [reference](#), orientation and instruction, database searching, and computer assistance.

Faculty, staff and students may recommend materials for purchase throughout the fiscal year. Requests may be by completing the [Library Materials Request form](#).

Academic Year Hours (September – May) are:

Monday - Thursday	7:00 AM - Midnight
Friday	7:00 AM - 9:00 PM
Saturday	8:00 AM - 7:00 PM
Sunday	12:00 PM – Midnight

Entrance doors will lock at 8 p.m. on Mondays-Thursdays and Sundays, and at 7 p.m. on Fridays. Those wishing to enter the library after these hours must swipe their official UMMC ID badge at the entrance doors.

Additional information may be obtained from the library web site or by calling the circulation desk (x41230) or the reference desk (x41231).

LOST AND FOUND

The Department of Campus Police in Trailer 14 provides lost and found services to the Medical Center. To inquire, please call 815-3072 during normal business hours.

MULTIMEDIA SERVICES

The Department of Multimedia Services provides clinical, instructional and promotional video production, media duplication, video conferencing and web-accessible streaming media hosting. Facilities are housed in the Verner S. Holmes Learning Resources Center. **Services provided by the department are intended for use in UMMC instructional, research and hospital in-service programs only.** When material is needed for a teaching program in an affiliated institution, requests for services should be initiated by a faculty member and charged to a UMMC account. Requests for services in health professions and scientific areas which cannot be classified or handled in this manner must receive administrative approval. Such work must not interfere with regular work, and payment for services will be at a rate commensurate with the costs involved.

Requests for materials which are primarily for distribution to the public should be addressed to Public Affairs.

Media Productions. To place a work order, you must provide contact name and phone number, department, charge source, project title, date required and other pertinent information. Master copies are stored safely; original art is returned to the client. A preliminary meeting is recommended for major projects.

Cost. Some services are at no cost to the requesting department; most are on a charge basis. Rates are available by request.

Contact. Requests for information, services and/or equipment should be made by [email mmservices@umc.edu](mailto:mmservices@umc.edu) or by calling 601-984-1220 (or in-house extension 41220). Requests can also be made through the Academic Affairs website by using the [Multimedia Services request form](#).

PHYSICAL FACILITIES

Physical Facilities supports the education, healthcare, and research mission of UMMC by providing a safe and quality environment through maintenance of the utility systems and grounds, administration of maintenance construction and renovation projects, and environmental services to students, patients, visitors, staff, and faculty at the University of Mississippi Medical Center. Administrative offices are located in Trailer #1. Request for services should be made on the intranet at Physical Facilities, Maintenance/Construction Service Request and then fill in the requested information.

POSTAL SERVICE

The Medical Center Post Office is located in the basement of the original hospital (Room N019). The post office is assigned to support all Medical Center locations both on and off campus. A satellite post office is located at the Jackson Medical Mall. Pickup is Monday-Friday at 8:30 a.m.

Courier service is available for VA Hospital, Stage Agency, State Board of Health, Lexington/Durant, Grants Ferry, Medical Towers, Mirror Lake, Clinton Business Office and Grenada.

Medical Center Mail. Mail is ready for distribution by 10 a.m. Monday-Friday. Outgoing mail leaves the building at 4:00 p.m. It must be in the post office by 2:45 p.m. to go out on the day received. The post office does not provide departmental delivery and/or pickup service.

Official outgoing mail must be in the approved Medical Center envelopes and should be sorted, bundled and tagged as: in-state, out-of-state or foreign. All envelopes should be sealed. Interdepartmental mail must be in UMMC interdepartmental envelopes. Mail of a confidential nature may be sealed in a white envelope, then inserted in the interdepartmental envelope.

Window Service Hours – 10 a.m.-4:00 p.m.

- **Hospital Business** – outgoing mail must have department charge code number

- **Personal Business** – outgoing mail – checks or cash only. We sell books of stamps, rolls of stamps, postcards and pre-stamped envelopes. We can apply postage on 2 oz. letters and above. We do not sell single stamps or apply 1 oz. rate postage.

Patients' Mail. Patients' mail is delivered to the nursing stations by Volunteer Services Monday-Friday. Volunteers also pick up outgoing mail from the wards.

Drop Box. The USPS has discontinued use of drop boxes. A mail slot has been installed in the door of the Medical Center Post Office door (No19).

The MMRC Gift Shop offers single stamps for sale.

PRINTING

The Department of Printing is a high-tech comprehensive printing center providing timely, efficient and high quality graphic arts, printing, digital and duplicating services to Medical Center faculty, staff and students. The department is located on the basement level of the David S. Pankratz building in room No36 near the UMMC Post Office and the Materials Management Storeroom.

PUBLIC AFFAIRS

Located on the first floor of the Verner S. Holmes Learning Resources Center. The Division of Public Affairs is assigned centerwide responsibility for media relations, internal and external communications and print and electronic periodical publications, including the University editor function; special events scheduling, planning and arrangements; tours; and coordination of the Medical Center's social media presence. The staff is comprised of communications professionals trained and experienced in public relations, print and electronic media, graphics, photography, public relations, and special event management. Public Affairs is led by UMMC's chief public affairs and communications officer.

PUBLICATIONS

Many institutional brochures, newsletters and magazines, public and patient education materials, and items related to course work are produced by the Division of Public Affairs, the Printing Department and the Marketing Department. Staff assistance is available at no cost to the requesting department. The department, however, must pay direct printing costs to the UMMC Printing Department or a commercial printer.

RECEIVING

The Receiving Department, under the leadership of the associate director of materials management, is responsible for determining the completeness and accuracy of shipments of goods ordered on UMMC purchase orders. All shipments to the Medical Center should be routed through the receiving area at the appropriate location, either main complex or Medical Mall. The receiving report, which is used to document shipments and as verification for payments to vendors, must be signed by the ordering department at the time of delivery. All shipments that cannot be linked to a UMMC purchase order will be delivered to the name or department that is noted on the delivery label. All shipments will be entered, tracked, and signed for on the electronic package tracking system. Ordering departments must have secured space for all shipments at the time receiving attempts to make delivery. Internal proof of delivery (POD) will be maintained electronically on the Mobile Supply Chain Management (MSCM) system.

Services offered by receiving include the resolution of shipment problems, the delivery of orders to the location designated as the delivery location on the receiving report or to the location noted on the delivery label, shipping and recording of return goods and tracking of all packages by tracking numbers in the electronic tracking system.

STAT STORES

The Stat Store, formerly known as the Central Warehouse and/or Storeroom, is under the leadership of the Materials Management Department and is located in No26. Approximately 900 critical items are stocked as backup to assure availability during service interruptions and potential surges in usage. The Stat Store is

supported by an electronic stores order system, and accessible to select staff with signature approval specific to operational budgets. The Stat Store system performs via electronic order processing through one of the following processes: (1) Point of Use System (Par-Ex); (2) Direct Issue by authorized Materials Management Staff; or (3) Electronic Requisition System (Lawson). The Stat Store is manned 24 per day, seven days per week.

STUDENT AFFAIRS

Classroom Scheduling. Regular classes get first priority. Requests must be submitted in writing and receive a written response.

Regular classes: Course directors submit requests on forms provided.

UMMC occasional meetings: State date, time, occasion, desired facility.

Outside groups: Obtain prior approval from Public Affairs. State date, time, name of organization, purpose of meeting, number of persons. Requests are reviewed for compatibility with **IHL Board of Trustees Policy 912** on use of facilities; uncompensated costs to the institution; and work/use overload.

STUDENT ACCOUNTING AND STUDENT FINANCIAL AID

The [Office of Student Accounting](#) receives student payment for tuition, student insurance, and other miscellaneous charges. The office also serves as the bursar for the Medical Center. Student Financial Aid administers and provides guidance for institutional, state, and federal educational aid programs for students. Offices are on the second floor of the Verner S. Holmes Learning Resource Center. Visit our [website](#).

STUDENT RECORDS AND REGISTRAR

This division combines the functions of the Office of the Registrar and certain other student services for all schools and all students registered at the Medical Center. The director of the division is also the registrar. Offices are located on the second floor of the Holmes Center. Visit our [website](#).

STUDENT UNION

The Norman C. Nelson Student Union houses the campus bookstore, a food court as well as a large conference center. A recreation room, lounge area, study rooms and a state-of-the-art fitness center also are available to students. For more information, call the union administration office at 601-984-1756 or visit our [website](#).

SUPPLY CHAIN MANAGEMENT

The Supply Chain Management Department's mission is to "strategically" source, acquire, and distribute the quality supplies, equipment, and services necessary to support the institution's faculty, staff and students in their mission of excellence in education, research, and patient care.

The Supply Chain Management Department is comprised of the following areas:

- Purchasing
- Strategic Sourcing
- Data Management
- Materials Management
- OR Materials Management
- Shipping and Receiving
- Post Office

All acquisitions made by Supply Chain Management adhere to and comply with all state and federal laws and all Medical Center policies and procedures.

Strategic Sourcing

Strategic Sourcing serves to enhance the Supply Chain Management Department's involvement in identifying and facilitating sourcing opportunities through proactive interaction with department business owners and stakeholders. The department provides support to executive leadership, department management, and the medical staff by serving as a supply chain liaison and facilitator for both internally and

externally mandated procurement requirements. Strategic sourcing also oversees the organizational Value Analysis Program.

Value Analysis Program

The Value Analysis Program consists of key departmental teams to identify strategic sourcing savings opportunities; assess the value of adding new products; standardize technology, products, and processes; monitor commodity, equipment, and service contracts and proactively pursue renewals or renegotiations; and integrate strategic sourcing solutions to enhance the procurement processes at UMMC.

TELEPHONE

The Medical Center's telephone system is an Avaya Aura Communication Manager. Information on its use is available on the [intranet](#). When Medical Center business requires a long distance telephone, persons assigned a WATS authorization code may place the call through the Medical Center's system. The use of Medical Center funds for personal calls is prohibited. Employees also are prohibited from seeking reimbursement for the costs of their personal calls. Employees must use personal calling cards, etc., for personal calls.

TICKETS TO ATHLETIC EVENTS

The Department of Intercollegiate Athletics at the University of Mississippi offers up to two discounted season tickets to qualifying employees and retired employees of UMMC. For additional information and guidelines, please contact the University of Mississippi Athletic Ticket Office at 662-915-7167 or via [email](#).

Medical Center students interested in purchasing student tickets to University of Mississippi or Mississippi State University football games may do so in August. Students will receive an email notification regarding football ticket sales. For student ticket questions, please email alumni@umc.edu.

TOURS

Guided tours of facilities at the Medical Center are available on a limited basis. Tours are arranged individually to meet the needs of the requesting group and are coordinated by the Division of Public Affairs.

UMMC LEADERSHIP DEVELOPMENT PROGRAM

Begun in 2006, the Office of Faculty Development continues to identify faculty and staff at the mid-career level who show outstanding promise as future leaders within the Medical Center. Nominated by the dean of each school or Associate Dean for Clinical Affairs (School of Pharmacy), the Leadership Development Program (LDP) engages participants in a year-long, formal series of monthly interactions that teach fundamental leadership skills, facilitates networking among class members and alumni across the Medical Center enterprises, and introduces key leaders, leadership styles and organizational structures from within the institution.

UMMC VANS

A Medical Center van may be used for transportation of employees (not materials) on official Medical Center business by request to Physical Facilities on the approved Vehicle Trip Authorization form. Requests must originate with a faculty member or department head, indicating the desired date, time of departure and return, destination and purpose. Overnight or out-of-state trips require approval of the Executive Director - Physical Facilities.

Keys and courtesy cards for the purchase of gas, oil and minor repairs are issued from and returned to Physical Facilities Work Control in Trailer 1.

UNIVERSITY RESEARCH

The primary purpose of University Research is to promote the Medical Center's research mission by executing programs that will support and enhance basic and applied biomedical research on campus and to serve as an advocate for research within the Medical Center, in the community, and throughout the State. University Research provides the strategic planning framework for growing the research enterprise and promotes research by developing interdisciplinary research programs, enhancing research infrastructure, and developing successful partnerships with industry, government, and the community. All of the research

service offices, centers, institutes, and core facilities fall under the University Research umbrella and together lead this charge. More information may be found [online](#).

VENDING

The Vending Commission operates automatic vending machines for soda, coffee, snacks and cold food across the Medical Center campus. It serves the general public and Medical Center employees and operates as an auxiliary enterprise.

VOLUNTEER SERVICES

The Department of Volunteer Services' mission is to serve and support UMMC patients, families, visitors, and staff by developing, organizing and executing volunteer programs in the Wiser Hospital, Batson Children's Hospital, Adult Hospital, outpatient clinics, and throughout the University. We provide this by coordinating volunteers, patient needs, donations, events, and general assistance as needed.

We are bringing awareness to our program through our bi-monthly newsletter, website, and recruiting prospective healthcare students from areacolleges/universities.

While providing coffee and comfort are popular roles among volunteers we are leading the way with some new and unique volunteer opportunities with the goals of increasing patient satisfaction and safety. Volunteer opportunities include but are not limited to assisting clinical staff, attending to family members/visitors, and assisting administrative staff.

Ultimately, we are leading the way to helping people.

FACULTY AND STAFF EMPLOYMENT POLICIES

INTRODUCTION

I. Policy, Purposes, and Objectives

It is the policy of the University of Mississippi Medical Center to develop and maintain Human Resources Policies, Procedures, and Regulations to share information on:

- Uniform Human Resources policies, regulations and procedures;
- Employee benefits; and
- State and federal laws and regulations concerning such matters as employment and benefits.

The objectives are to:

- Provide a convenient reference guide for the supervisor in performing routine administrative Human Resources functions; and
- Ensure regular application of Human Resources policies and procedures.

The contents of this manual are not and should not be considered or construed to be in part or in total a part of any employment agreement with an employee under any circumstances.

II. Management Rights

The University of Mississippi Medical Center (UMMC) actively solicits the opinions from faculty, staff and students about working conditions, ways and means of getting jobs done better, and other matters to promote engagement and interest. From time to time, however, UMMC, like many other organizations, has to make decisions rapidly without the benefit of prior consultation with all faculty, staff and students. The Medical Center must, therefore, maintain exclusive discretion:

- to exercise the customary functions of management including, but not limited to, the discretion to select, hire, promote, suspend, dismiss, assign, supervise, and discipline;
- to determine the size, organizational structure, and composition of the work force; to establish, change and/or abolish policies, procedures, rules, and regulations;
- to determine and modify job descriptions, compensation and job classifications;
- to assign duties and work schedules to employees in accordance with the needs and requirements of the institution; and
- to add, delete or modify the content of this publication at any time.

III. Responsibilities

The vice chancellor for health affairs shall be the final approving authority for all policies and procedures set forth in this publication subject to the By-Laws and Policies of the Board of Trustees of State Institutions of Higher Learning and the Laws of Mississippi.

The Human Resources Office is responsible for preparing and distributing this section of the publication and for assisting management with the interpretation of its contents.

The contents of the **Faculty and Staff Handbook** are reviewed and updated regularly in accordance with the UMMC Policy on Policies. Changes made will be made available online. It is the responsibility of faculty and staff to check the handbook site on the intranet periodically for updates and/or changes to policy.

Department heads and their designees are responsible, in their respective departments, for the application of the policies, regulations and the procedures outlined. Whenever local practice or custom seems to differ from those published here, the Department head should reach-out to their Human Resources Business Partner for clarification.

IV. General

All copies and versions of the UMMC **Faculty and Staff Handbook** whether in printed or electronic form, are proprietary business product and remain the sole property of the University of Mississippi

Medical Center. The contents of this handbook are subject to change, addition, or deletion at the discretion of the institution.

POLICY STATEMENTS EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

The University of Mississippi Medical Center's education, research, and service programs are open to every qualified person. Equal Employment Opportunity is announced, provided, and ensured for all persons and affirmative action is taken to guarantee that individuals recruited, hired, trained, promoted, will in all ways be treated equally without regard to race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information..

The University of Mississippi Medical Center ensures compliance with all applicable federal and state statutes and executive orders including, but not limited to, Executive Order 11246, as amended, Title VII of the Civil Rights Act of 1964, as amended and the Civil Rights Act of 1991, in respect to unlawful discrimination and affirmative action. UMMC seeks to ensure all aspects of employment and education remain free of unlawful discrimination and reaffirms its belief in taking affirmative action to recruit, employ and to advance in employment minorities; women; individuals with disabilities; and veterans.

Veterans and disabled employees/applicants are invited to identify themselves in order to benefit under the affirmative action program. The information provided will be kept confidential.

The Director of Employee Relations also serves as the Americans with Disabilities Act (ADA) Coordinator. Those with a bona fide disability needing reasonable accommodation should contact the Director of Employee Relations.

It is understood that any breach of the Medical Center's Equal Employment Policy regarding unlawful discrimination because of a person's race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information shall be grounds for disciplinary action up to and including discharge.

To assure compliance with this policy, the Vice Chancellor for Health Affairs has designated the Medical Center's Chief Human Resources Officer to direct the establishment of and to monitor the implementation of human resources procedures to promote and guide our affirmative action program.

HARASSMENT POLICY

UMMC prohibits sexual misconduct in any form, including sexual assault or sexual abuse, sexual harassment, and other forms of nonconsensual sexual conduct.

It is the position of UMMC that sexual misconduct in any form will not be excused or tolerated. Criminal, civil and university disciplinary processes are available to a student or employee with a complaint. UMMC is committed to prompt, effective and fair procedures to investigate and adjudicate reports of sexual misconduct and to the education of the university community about the importance of responding to all forms of sexual misconduct. Special emphasis is placed on the rights, needs, and privacy of the student or employee with the complaint, as well as the rights of the accused. At the same time, UMMC adheres to all federal, state, and local requirements for intervention and crime reporting related to sexual misconduct.

The UMMC Title IX Policy can be found here: <https://documents.umc.edu/ViewPolicy.aspx?pid=E-AA-GEN-GEN-PO-00021>.

RIGHTS OF FACULTY AND STAFF

The Medical Center's education, research, and service programs and facilities are open to every qualified person. Equal employment opportunity is announced and provided to protect against unlawful discrimination based on race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. Additionally, affirmative action is taken to prohibit discrimination as required by applicable law.

In the Interview Process any applicant for a vacancy has access to the qualifications for the position. In the employment interview, the supervisor also will inform the applicant of the job duties and discuss aspects of patient care or institutional policies which affect the position.

If an applicant foresees that the job requires the performance of certain aspects of patient care or compliance with institutional policies that conflict with the applicant's cultural values, ethics or religious beliefs, the applicant should discuss these with the supervisor in the pre-employment interview.

The following are patient care procedures, treatments, workplace hazards and/or institutional policies related to patient care in which there could be perceived conflict with a staff member's cultural values, ethics, or religious beliefs (these are not inclusive):

- Organ Procurement
- Blood Transfusions
- Therapeutic Abortions
- Tubal Ligations
- Dietary Restrictions
- Exposure to Hazardous Materials
- Exposure to Communicable Diseases
- Scheduling
- Dress Code

The supervisor will work with the applicant to see if the applicant's concerns can be resolved without adversely affecting patient care (including treatment) or making unfair exceptions to institutional policies. If they cannot, the supervisor will refer the applicant to the Human Resources Talent Acquisition Office to check on available Medical Center jobs which would not require duties that appear to be in conflict with the applicant's cultural values, ethics or religious beliefs.

After Employment employees who do not wish to participate in specific aspects of patient care (including treatment) or abide by certain institutional policies or practices because of their cultural values, ethics or religious beliefs, should discuss these concerns with their supervisor before a situation presents itself which is in conflict with their personal values or beliefs. It is the responsibility of the supervisor to ensure that patient care is not in any way compromised by the employee's request, if the request is granted.

If the employee's concerns cannot be resolved, the employee may be offered the opportunity to transfer to another Medical Center position if available. If the employee believes the resolution is unsatisfactory, he/she may take action in accordance with the Staff Rights Policy.

It is the policy of the Medical Center to maintain a safe, healthy and secure environment for its students, faculty, staff and patients. In addition, UMMC attempts to employ only those applicants who are "materially free" of faulty personal history and behavior through the utilization of pre-employment drug screening and background investigations.

Medical Center policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs as defined in the "Policies for a Drug-Free Campus," or alcohol or other drugs of abuse on UMMC property or during UMMC activities, so it is imperative that individuals who use illegal drugs be screened out during the initial employment process. Drug testing is required of all prospective employees, staff and faculty.

Following a manager's provisional offer of employment, a selected applicant will be scheduled for pre-employment fingerprinting and drug screen. Upon presenting, the candidate must read and sign a drug screen and background investigation consent form.

Faculty and Staff Background Investigations. Investigations are conducted on each prospective employee to include previous employment, education, licensing, certifications and criminal behavior. The

degree of investigation may be determined by the position for which the individual applies. All prospective employees must submit to be fingerprinted as required by Mississippi Code 37-115-41.

RECRUITMENT AND HIRING-STAFF

Job Descriptions. Job descriptions on all non-faculty Medical Center positions, both contractual and non-contractual, are maintained by the Department of Human Resources.

Requisition. When a vacancy occurs or a new position becomes available, the department head or his/her designee must submit an online Requisition for Employment to the Department of Human Resources for posting.

Interviewing. The Department of Human Resources is responsible for posting the opening and initial electronic qualifications screening and referral of all applicants. The employment process can begin only after receipt of a Requisition for Employment. Departments should not interview any applicant until that applicant completes a UMMC [Application for Employment](#) and is referred by the Talent Acquisition Office in the Department of Human Resources.

External Job Posting. Once the hiring department determines that there are no suitable internal candidates and chooses to post the position for external applicants, the internal applicants should be timely notified. The hiring manager will contact the HR Talent Acquisition Office to request the position be posted for external applicants.

Temporary Employment Services – Outside Agencies. Contact with temporary employment agencies and traveler services should be initiated by the Talent Acquisition Office in the Department of Human Resources only. Payment for services provided by temporary agencies will come from the requesting department's funds. To obtain these temporary services, an authorized departmental representative should contact the HR Talent Acquisition team.

House Officers. Recruitment, screening and hiring of house officers are responsibilities of the training program director (department head) or designee and are subject to approval by the appropriate budget officers and the associate dean for graduate medical education in the School of Medicine.

PROMOTIONS AND TRANSFERS-STAFF

The University of Mississippi Medical Center encourages employees to advance in status and position through internal promotions and transfers to positions of greater responsibility. The Medical Center strives to find the best qualified candidate for every vacant position. Through the utilization of internal promotions and transfers, employees will have an opportunity to broaden their skills and experience, and become more valuable in furthering the mission of the Medical Center. Regular full- or part-time employees should satisfactorily complete 90 days in their current position before seeking a promotion/transfer, except when such action is for the convenience of the Medical Center. Any exception to this policy must be approved by Human Resources.

Intradepartmental (within the same department) Promotion/Transfer. Departments are encouraged to consider employees within their own department first for promotional opportunity.

Interdepartmental (Medical Center wide) Promotion/Transfer. If the open position cannot be filled by candidates within the department, UMMC employee applicants should be given every consideration for an opening prior to considering any external applicants.

External Job Posting. Once the hiring department determines that there are no suitable internal candidates and chooses to post the position for external applicants, the internal applicants will need to be notified. The hiring manager will contact the employment analyst listed on the requisition to request the position be posted for external applicants.

If the position does not offer a promotional opportunity, the requisition can post for external applicants without going through the internal process. The opening will be posted on the UMMC website.

Temporary Employment Pool – UMMC. Occasionally, a department may require short-term employment assistance. The Department of Human Resources will gladly assist departments in filling their temporary employment needs.

The department should contact the Budget Office to ensure funding is available for a temporary position. If funding is approved, send a request to Compensation to create the temporary position so an online job requisition can be submitted to the talent acquisition office.

Temporary Employment Service – Outside Agencies. If the Department of Human Resources is unable to find a satisfactory employee from within its own pool, services through an outside agency will be arranged. Contact with temporary employment agencies should be initiated by the Department of Human Resources only. Payment for services provided by temporary agencies will come from departmental funds. To obtain these temporary services, a department should contact the HR specialist in the Human Resources Employment Office.

House Officers. Recruitment, screening and hiring of house officers are responsibilities of the training program director (department head) or designee and are subject to approval by the appropriate budget officers and the associate dean for graduate medical education in the School of Medicine.

NEW EMPLOYEE PROCESSING-FACULTY AND STAFF

New faculty and staff must process in through the Department of Human Resources either before or on their first work day to ensure compliance with all steps of the appropriate pre-employment process and completion of the Form I-9 and other necessary documents for employment.

Orientation. All new staff employees, should be scheduled for and must complete the appropriate orientation program conducted by the Medical Center. Failure to do so may result in termination.

Physical Examination. The new employee will be referred to the Student and Employee Health after new employee orientation and in-processing Employees must complete a post-hire physical examination, TB testing and TB and bloodborne pathogen exposure evaluation in the Student and Employee Health Department as a condition of continued employment.

Employees are referred by their hiring manager to the Department of Student and Employee Health to set an appointment for a physical exam. Appointments for physicals can be made between the hours of 7:30 a.m. and 4:00 p.m. Exams are administered by UMMC Providers according to the scheduled appointments. These Providers have the responsibility of approving or disapproving, from a medical standpoint, all new employees. The employment approval process is not complete without successful results of the physical examination.

Annual Influenza Vaccine and Other Required Immunizations. All employees, not having a certified medical or religious exemption, are required to receive the influenza vaccine during the designated period each year. Those with direct patient contact and certain others in designated areas of risk are also required to have rubella immunity. All individuals are expected to comply with this policy and those who do not may be terminated. Satisfactory completion of a physical exam should not be construed as a contract of employment or a guarantee of continued employment.

Initial Employment Period. All new employees are in the initial employment period for the first 90 days of employment. All new staff employees will receive feedback from their supervisor/manager during this period and an initial assessment during their first three to six months of employment. During this period, the supervisor/manager will need to closely monitor the employee's performance and be available for coaching and evaluation. If an employee's performance is substandard, the supervisor/manager should counsel the employee on areas needing improvement allowing the employee sufficient time to improve. Employees are entitled to written notice of problems in their work, behavior or conduct that could lead to termination. All non-contractual employees are "at will" employees and may be terminated with or without cause. Satisfactory completion of the initial employment period, however, should not be construed as a contract of

employment or a guarantee of continued employment. The employee does not have a property right to his/her job and may be terminated with or without cause. **Approval by Human Resources is required before any employee is terminated.**

COURTESY AND CONDUCT-FACULTY AND STAFF

It is especially important to be patient, gentle, courteous and understanding with those who are ill or upset about the illness of a family member. Similar attitudes toward the rest of the public and fellow employees pay big dividends in pleasant working and personal relationships. All employees are to be guided by these principles of conduct:

1. Information about a patient is always held in confidence and is never the subject for careless conversation.
2. Inquiries about a patient's condition are referred to his/her physician, or the Medical Center Division of Public Affairs, according to the situation.
3. Patients are not expected to give gifts to employees. Personal gifts are not to be solicited or accepted.
4. Employees should not have personal conversations in the presence of patients.
5. Employees should exhibit elevator courtesy in overcrowded areas by using stairs when going up or down one flight.

PERSONAL APPEARANCE-FACULTY AND STAFF

Appearance is a reflection - good or bad - of an employee's feelings about his/her job. A neat, well-groomed professional appearance shows the employees' pride in his/her work and in themselves. Many Medical Center employees wear uniforms which should always be clean, neat and in good repair. Those who do not wear uniforms must be professionally attired in well cared-for clothing that is professional in appearance and appropriate to their work. University Hospitals and Health System and others working at the Medical Center must dress within guidelines of the Professional Appearance Policy as outlined in The UMMC Standards Guide and any specific departmental guidance designed to promote safety and a positive professional appearance. For more information, contact your HR BusinessPartner.

COMPENSATION-FACULTY AND STAFF

Pay and Raises. The Medical Center follows a classification plan in which every staff job has a salary grade according to the duties, skills, responsibilities and competitive market.

Salary increases are considered when funds are available, according to instructions from the Board of Trustees of State Institutions of Higher Learning.

The objective of the Medical Center compensation program is to attract and retain the qualified employees needed to accomplish the institution's missions and to meet standards of excellence in the institution.

GENERAL INFORMATION-FACULTY AND STAFF

Hours of Work. The standard work week for full-time employees is 40 hours per week. Usual working hours are from 8:00 a.m. until 5:00 p.m., Monday through Friday; however, the hospital and a number of departments operate 24 hours a day, every day of the week. Employees in these departments work on a shift basis.

Each department head or supervisor should discuss working hours with each employee when he or she begins employment to make sure there is no misunderstanding.

Personal Business. Employees are expected to conduct their personal business needs in a manner that does not adversely impact their work schedule or interfere with business operations.

Breaks. Employees are allowed two paid 15-minute breaks each half shift as work permits. Breaks are permitted and may be scheduled at the discretion of management. These break periods should not be combined with any other break.

Meal Period. All employees are expected to take an unpaid meal period. The period is in addition to the breaks. Standard meal periods are designated as 30 or 60 minutes in duration and are scheduled at management discretion. It is the employee's responsibility to notify their supervisor immediately if unable to take their scheduled meal break. Nonexempt (hourly) employees must be relieved of work duties, whether active or inactive, during the meal period.

Overtime. The calculation of overtime for nonexempt employees paid biweekly is based on the number of hours actually worked. Overtime is paid to all hourly nonexempt employees at one and one-half times the employee's designated rate of pay. Overtime is paid only for hours actually worked regardless of whether the time is compensable. For example, personal leave, major medical leave, administrative leave and holiday pay are not considered as hours actually worked in calculating overtime compensation. All overtime must be approved by management prior to the time being worked. Compensatory time is not allowed at UMMC.

Time Off for Effort. Under no exception will overtime be paid to exempt employees.

Recording Hours Exactly as Worked. It is essential that nonexempt staff time is accurately recorded. Requiring nonexempt staff to work extra time in excess of normally scheduled work hours and not recording the extra time as the time is worked is unlawful under the overtime provisions of the Fair Labor Standards Act.

Differential Pay. Part-time or full-time nonexempt hourly employees working a minimum of four consecutive hours between the hours of 3:00 p.m. and 7:00 a.m. will receive differential pay for all hours worked. Employees working normal 8:00 a.m. to 4:30 p.m. or 5:00 p.m. office hours and asked occasionally to continue to work after normal hours will not receive differential pay for hours worked.

Holiday Pay. Only full-time, regular employees are eligible for holiday pay. Hourly nonexempt employees who are required to work on a holiday will be paid eight hours holiday pay in addition to hours worked (regardless of shift schedule). When an employee is required to work on a holiday, the department head may schedule another day off for the holiday, within the same payperiod.

Employees working on a holiday will be paid their normal rate for hours worked plus eight hours of holiday pay. An employee may not be paid for major medical leave or personal leave on a designated holiday.

Pay Day: Automatic Deposit. All employees are required to use the direct deposit method of payment. Automatic (direct) deposit allows an employee's net pay to be deposited into his/her checking or savings account automatically on a pay day. To begin automatic deposit, an employee enrolls online through "Employee Self Service" in Lawson using their personal checking or savings account, information. The process requires pre-notification to your personal financial institution(s) which may require one to two payrolls before the funds are automatically deposited. Pay checks will be mailed to the home address on file until this process is completed.

Electronic receipt of pay check information is available to employees that have enrolled online through Employee Self Service in Lawson. Those employees that have not enrolled in the electronic receipt may have a hard copy of their direct deposit form printed and picked up in the payroll office by each department's administrator for distribution.

Pay Day: Mail. Pay checks are mailed to employees in the pre-note phase before automatic direct deposits have taken effect. The mailing address used for these pay checks is the address on file in Human Resources. Address changes may be made by printing the name and address form through Employee Self Service in Lawson, and submitting by internal UMMC email to: hrservicecenter@umc.edu

HUMAN RESOURCES RECORDS-FACULTY AND STAFF

Human Resources records are maintained by the Department of Human Resources. These documents are the property of the Medical Center and are treated as confidential material. Employment verifications are provided online through "The Work Number". Telephone requests confirming the Medical Center's employment, job title and length of employment should be referred to the Human Resources Service Center

at: 601-984-1130 during regular business hours. Requests for any other information must be submitted to the Human Resources Service Center in writing at HR Service Center R-106 – 2500 North State Street – Jackson MS 39216 or by email to hrservicecenter@umc.edu. Employees should complete a change of information form found on the UMMC Human Resources Website and send it by internal email to hrservicecenter@umc.edu whenever it is necessary to make a change in their name, address, telephone number or marital status (appropriate documentation will be required). Employees may review their Human Resources file upon reasonable notice; however, no copies may be made of material in the file.

IDENTIFICATION BADGES-FACULTY AND STAFF

Human Resources issues each new employee a photograph identification badge during initial processing. The employee must wear this badge at all times while on duty. It is used as a security measure in restricted areas of the complex and, in the event of a disaster, employees are required to show their badges to gain entrance to the Medical Center. ID badges also must be shown to take advantage of the employee discount on University Hospital inpatient and outpatient bills, food service in the cafeteria and other services.

Employees who lose their ID badge should report the loss immediately to the Human Resources Service Center 601-984-1130 or email to hrservicecenter@umc.edu. An employee's first (original) badge is free. For subsequent replacement badges, a nominal fee is charged. If an employee changes his/her name, has a title change or transfers to another department, a new identification badge will be issued at no charge upon return of the original ID badge.

Any falsification, forgery, counterfeiting, alteration or tampering with an ID badge or willfully allowing another person to have or use the badge of another employee will result in disciplinary action up to and including termination, as well as prosecution under applicable state and federal laws.

All identification badges remain the property of the Medical Center and must be surrendered upon termination or request.

SAFETY-FACULTY AND STAFF

The Medical Center tries to maintain safe working conditions for all employees to prevent accidents and foster health. Employees are asked to cooperate by observing reasonable and normal safety precautions in their work and to adhere to safety regulations pertaining to their specific job. The Medical Center provides worker's compensation coverage for employees who are injured on the job as a direct result of that job. If someone is injured on the job, the injury should be reported to the supervisor at once, either by the one who is injured or by another employee. The injured employee should go, or be taken to Department of Student and Employee Health or the adult emergency room for treatment. A Report of Employee's Injury form should be filled-out online by any employee injured on the job or their supervisor. *The form is available on the employee computer desktop as: "Employee Injury Report"*

BACK SAFETY TRAINING-FACULTY AND STAFF

A back safety training program has been established to improve on-the-job wellness and prevent future injuries. This training is mandatory for employees who fit into certain high-risk categories. These categories include, but are not limited to, those employees who have reported multiple back injuries; employees who are currently on leave as a result of a back injury; and employees who reported a back injury in the prior year. Departments that have a history of a higher incidence of back injuries will be included. Employees who fall into these categories will be contacted by the Department of Student/Employee Health to schedule the required training. Employees receive instruction on proper body mechanics and lifting techniques. A physical therapist is on hand to provide counseling and answer questions.

SERVICE PINS-FACULTY AND STAFF

After five years of continuous employment, employees are honored with the presentation of a service pin. At five-year intervals thereafter, the employee receives a new pin showing the number of years of service to the Medical Center.

EMPLOYMENT OF RELATIVES-FACULTY AND STAFF

No relative of an employee of the University of Mississippi Medical Center may be employed under the supervision of a relative who has or may have a direct effect on the individual's progress, performance or welfare. Relatives are defined as husbands, wives, parents, children, brothers, sisters, and in-laws.

NO SOLICITATION - NO DISTRIBUTION-FACULTY AND STAFF

The Medical Center is dedicated to maintaining a work environment where employees are not pressured into participating in fundraising campaigns, pools, collections or drives, no matter how worthwhile the organization or cause, with the exception of institutionally-sanctioned and approved programs.

It is the policy of the Medical Center to prohibit sales and solicitations on the campus when such are unrelated to the Medical Center or involve commercial vendors.

LONG DISTANCE TELEPHONE CALLS-FACULTY AND STAFF

The Medical Center is charged for all long distance calls, including those using the WATS line. The use of Medical Center funds for personal calls is prohibited. **Employees are also prohibited from using Medical Center funds for personal calls and refunding the costs of their personal calls.** Employees must use their own calling cards, etc., for personal calls.

WIRELESS COMMUNICATION DEVICES-FACULTY AND STAFF

State-owned wireless communication devices should be used for UMMC business purposes only. Limited personal and emergency calls will be allowed, however abuse of any UMMC provided cellular device will result in appropriate disciplinary action and/or loss of the use of said device.

Before a wireless communication device is provided to any UMMC employee, the department head of the employee must approve and verify the business need of the device and associated service.

Detailed device usage must be provided for all UMMC cellular phones and all of these records are considered public records and may be disclosed under the Mississippi Public Records Act. This includes all call records, recordings, text messages and images electronically transmitted. UMMC cellular phones are not for personal, private communications.

Employees must be aware that cellular phone calling plans are selected based on the number of minutes required to conduct UMMC business. Package minute plans are not to be construed as free minutes and are not provided for personal use.

UMMC shall not reimburse employees for any charges of personal cellular devices.

Employees should be aware that cellular phone transmissions are not secure transmissions. Confidential information regarding official business should be transmitted from a secure environment.

Employees must sign the DIS acceptable use policy before a phone will be issued by DIS Communications Services and have it placed in their Human Resources file.

Employees must immediately report lost or stolen devices to DIS Communications Services. Lost or stolen devices may be subject to remote data deletion if confidential or sensitive UMMC information is thought to be stored on the device.

Prior to exiting UMMC, terminating employees must deliver to DIS Communications Services all assigned wireless devices. Any wireless device not returned in an acceptable working condition must be paid for by the assigned employee.

COMPLIANCE-FACULTY AND STAFF

Policy on Sanctions for Plan Violations. The Medical Center requires mandatory annual training on the Compliance Plan for all employees. New employees receive this training as part of orientation in their first week of employment. In accordance with Human Resources policy, employees who don't take the required training may be terminated.

It is UMMC policy to provide for disciplinary actions to be taken against UMMC employees who violate the provisions of the Compliance Plan. The following list of employee infractions and violations apply to the UMMC Compliance Program. These are supplemental to existing employee disciplinary guidelines.

For more information on sanctions and disciplinary actions, please refer to the Policy on Sanction for Plan Violations (Compliance Plan Attachment 2).

CODE OF CONDUCT-FACULTY AND STAFF

The Medical Center requires that all employees of the institution abide by the principles set forth in the Code of Conduct. Failure to abide by the principles set forth in the Code of Conduct and the guidelines for behavior which the Code of Conduct represents may lead to disciplinary action.

For more information, please refer to the Compliance Plan section III Code of Conduct.

EVALUATION-STAFF

The institution regularly evaluates the effectiveness of employees through the performance evaluation process. The performance evaluation process is designed to recognize and document employees' performance relative to expectations and goals.

Performance evaluations are to be administered in a fair manner, without regard to race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. Only job-related and performance-related factors are to be considered.

PROBLEMS, QUESTIONS AND GRIEVANCES-STAFF

Problems or questions about an individual's employment should be taken up freely with the employee's supervisor. The supervisor will welcome the opportunity to help. Dissatisfaction should be expressed immediately so problems may be settled, rather than permitted to grow.

If a problem becomes so great that it cannot be worked out informally, the employee has recourse through an established grievance procedure. It provides a systematic and orderly method of adjusting complaints and differences of opinion between an employee and the Medical Center. The procedure offers a way to settle disputes, but it does not create any due process or contractual rights. The following steps are suggested:

1. **Supervisor** - A short, friendly talk with the supervisor can take care of the majority of job-related problems. All supervisors are interested in the welfare of their employees and welcome the opportunity to help. The employee may take a co-worker from the same division with him or her when talking with the supervisor.
2. **Department Head/Human Resources** - If for some reason the employee with a problem fails to get satisfaction from the supervisor or due to the nature of the grievance, he or she may take the matter to the department head and/or their respective Human Resources Business Partner who will try to resolve the matter. **It is not mandatory that an employee meet with his/her supervisor or department head before Human Resources is contacted.**
3. **Director of Employee Relations** - If the matter cannot be resolved utilizing step two above, it may be presented to the director of employee relations in writing on a grievance report form kept in department offices and Human Resources. The written grievance must be submitted within three working days after the occurrence of the act causing the grievance - or when the facts pertaining thereto become available to the employee.
4. **Grievance Appeal** - If all steps taken thus far have not led to a satisfactory settlement of a problem, the staff member may request an appeal to the Chief Human Resources Officer. The appeal must be submitted in writing to the Chief Human Resources Officer, by certified mailing within 3 days of being informed by the Director of Employee Relations of her/his decision concerning a matter that constitutes a grievable issue. The appeal should present a concise statement of the facts believed by the staff member to present a grievable issue, and the relief requested. Upon receipt of timely written appeal, the Chief Human Resources Officer will review the written appeal, along with any other information deemed necessary by the Chief Human Resources Officer for review of the

grievance, and render a decision. If, in the view of the Chief Human Resources Officer, questions remain concerning any issue, he/she may in his/her discretion schedule a meeting to review and consider any other information necessary to resolve the appeal.

Issues that are grievable:

- Adverse employment actions, such as demotions and suspension, but not including terminations;
- Acts of reprisal and/or retaliation against employees using the grievance procedure; and
- Complaints of discrimination on the basis of race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information.

Issues that are not grievable:

- Scheduling and staffing requirements;
- Issues which are pending or have been concluded by direct appeal through an administrative or judicial procedure;
- Temporary work assignments which do not exceed 90 calendar days;
- Budget and organizational structure, including the number or assignment of employees or positions in any organizational unit;
- The measurement and assessment of work through performance appraisal, except where the employee can show that the evaluation was discriminatory, capricious, or not job related;
- The selection of an individual by a department head or designee to fill a position through promotion, transfer, demotion, or appointment unless it is violation of UMMC or IHL Board of Trustees policy;
- Internal security practices established by the institution, department head or designee;
- Termination from employment;
- Any matter not within jurisdiction or control of the institution;
- Content of published UMMC policies or procedures;
- An action by the institution pursuant to federal or state law or directions from the Board of Trustees of State Institutions of Higher Learning; or
- Establishment and revision of wages and salaries, position classifications, and general benefits.
- The failure to hire an applicant.

GRIEVANCES-FACULTY

For information on faculty grievance policies, please contact the Department of Human Resources.

RULES AND REGULATIONS-STAFF

All employees are expected to conduct themselves in a manner which reflects a high standard of performance and conforms to basic standards of conduct.

The Medical Center reserves the right to discipline, suspend or terminate an employee for cause. Employees should be counseled regarding any problems or deficiencies in their performance. However, serious misconduct or problems in performance can result in disciplinary action, including termination, without prior counseling. Below are examples of misconduct which will subject an employee to disciplinary action. This is not intended to be a complete list but to be a guide of conduct which will result in disciplinary action, up to and including discharge:

- excessive absenteeism (numerous, happening at short intervals, often or constantly repeated), or unexcused absenteeism;
- failure to report to work or notify department, late arrival at place of work, leaving work early or leaving the job during working hours without authorization;
- walking off the job;
- failure to record work time accurately;
- misuse of major medical leave privileges and benefits;

- failure to submit leave forms according to Medical Center policy as well as departmental policies;

- violation of department work rules or procedures;
- inefficiency, negligence in the performance of duty or lack of attention to work;
- incompetence, inefficiency, or conduct detrimental to patient care or general safety;
- refusal to perform duties as required by supervisors, insubordination, neglect of or inattention to duty;
- sleeping or leaving your assigned work area during work hours without permission of your supervisor;
- poor management practices;
- loitering or loafing during working hours;
- disclosing confidential information concerning patients, employees or the institution;
- failure to disclose a conflict of interest or failure to eliminate a conflict of interest when so directed;
- failure to maintain satisfactory interpersonal relationships with co-workers and supervisors;
- inappropriate behavior toward, or discourteous treatment of patients, students, visitors, or co-workers including the use of profanity and other harassing statements;
- falsification of institutional records, such as employment applications, medical/health records, expense vouchers, time records and pay records;
- failure to disclose to the Department of Employee/Student Health any existing illnesses or conditions that may be aggravated by job activities;
- failure to attend orientation of policies, procedures and risk management rules regulations and principles;
- failure to wear name badge in clearly visible manner while on duty;
- violation of the disruptive behavior policy;
- the sale, possession, transfer or purchase of illegal drugs, controlled substances or alcohol on Medical Center property;
- unauthorized possession or drinking of any alcoholic beverages or unauthorized use or possession of narcotics, barbiturates, hallucinogenics, amphetamines, marijuana, or other illegal substances on Medical Center property;
- reporting to work when suffering from alcoholic or drug-related hangover or being under the influence of intoxicants or illegal drugs while on duty;
- possession of weapons of any kind unless authorized by the Medical Center vice chancellor;
- gambling or being present where gambling is in process or being in possession of gambling devices or equipment on Medical Center premises;
- being engaged in inappropriate or indecent conduct on the Medical Center premises;
- sexual harassment or harassment based on another protected basis;
- fighting, creating a disturbance or engaging in other acts constituting disorderly conduct;
- taking property of any person or of the Medical Center without authorization;
- refusal of a request by security to open all packages, purses, luggage, briefcases and/or any other form of container in their possession while on or upon leaving the Medical Center premises;
- failure to cooperate in an investigation or give false information in an official investigation;
- carelessness, negligence or unauthorized use of property belonging to the Medical Center or fellow workers resulting in the damage or destruction of the property;
- violating Medical Center parking rules and regulations;
- failure to abide by the Medical Center's tobacco free campus policy;
- failure to comply with safety and fire prevention rules;
- soliciting contributions of any kind unless authorized by the UMMC Medical Center vice chancellor;
- soliciting loans from patients, visitors or employees;

- distributing written or printed matter of any kind, posting or delivering notices, signs or writing in any form on the premises without permission of the Division of Public Affairs;
- unauthorized access to computer files;
- violation of Information Systems Security Acknowledgement and Nondisclosure Agreement;
- violation of provisions of Compliance Program; failure to attend mandated compliance training; and
- unauthorized use of long distance and fraudulent calls or use of Medical Center funds for personal long distance calls.

OUTSIDE EMPLOYMENT-FACULTY AND STAFF

Members of the faculty and staff are permitted to engage in outside employment, provided permission is first obtained from the executive officer or department head of the institution concerned and, provided further, that the executive officer or department head of the institution concerned shall grant permission to engage in outside employment only after having first determined that the said outside employment will interfere in no way with institutional duties of the individual requesting such permission.

In addition, such individuals will not engage in a business or profession that would in any manner compete with a similar business or profession over which he or she would have direct supervision, inspection, or purchasing authority within the university or agency, such being a conflict of interest. **(Board Policy 801.08)**

Medical Center Faculty must annually remit the form Application for Permission to Engage in Outside Employment or Practice of Profession to the vice chancellor of health affairs. This form is also located on the [intranet](#).

NON-CONSULTING OUTSIDE EMPLOYMENT BUSINESS ACTIVITIES-FACULTY AND STAFF

Faculty and staff may participate in certain private, non-consulting business activities provided such activities do not conflict with their normal duties and responsibilities. By seeking approval, he/she certifies that:

- Involvement in the business in no way constitutes a breach of ethics (*i.e.*, conflict of interest with the mission(s) of the Medical Center);
- Such business activities will not, under any circumstances, interfere with his/her regular, professional duties and responsibilities; and
- Such business activities are of such character as not to damage the image of the Medical Center.

Consulting Activities. Characteristics of consulting which distinguish it from other types of outside employment activities are listed below. Consulting is an external professional activity for compensation that:

- Is performed on an individual, contractual basis for any individual, firm or agency other than the University of Mississippi Medical Center;
- Is based on the professional knowledge, experience and abilities of a faculty or staff member;
- Is undertaken for personal compensation beyond the reimbursement of expenses; and,
- Clearly contributes new knowledge, understanding, techniques or contacts for faculty, staff and the Medical Center.

Faculty and staff may engage in outside business activities after obtaining appropriate administrative approval. An application for Permission to Engage in Outside Employment or Practice of Profession is available on the institutional [intranet](#). It must be completed and approved by departmental administration and the chief human resources officer. Such activities must not preempt, and must be scheduled around, the individual's normal duties and responsibilities.

To avoid conflicts of interest and to ensure the continued credibility of the University of Mississippi Medical Center, faculty and staff may engage in outside business activities only when such activities conform to the principles that follow. These criteria are not designed as a substitute for good judgment, but to provide

guidelines for evaluating prospective activities. Additional information on Conflicts of Interest is available on the intranet.

1. Outside employment must not be undertaken if, in the judgment of the supervisor, it encroaches upon the time and energy required for the full and complete performance of duties.
2. The Medical Center is not responsible in any way for the services rendered or the results therefrom.
3. Outside employment activities must not, in the judgment of the supervisor, compromise the University of Mississippi Medical Center.
4. University resources, including equipment, facilities and supplies, may not be used in outside business activities. When such resources are required, the individual must act as a representative of the University of Mississippi Medical Center, conducting the activity under the auspices of the Medical Center rather than as a consulting activity.
5. Both the fact and semblance of conflicts of interest must be avoided at all times. If the question arises, the interest and reputation of the Medical Center, as determined by the supervisor, must be considered first and foremost.
6. Consulting fees should be no higher than levels consistent with standards for respective disciplines and professions.

Employees must use personal leave for outside employment activities. Leave forms must be approved in advance.

Each consulting activity, whether local, state, national or international, must have prior written approval by the immediate supervisor of the faculty or staff member initiating the request and each appropriate administrative level above the supervisor (*e.g.*, director, dean, associate vice chancellor, vice chancellor). The department chair's (or other immediate supervisor's) signature on the form is certification that the activity does not pose a conflict of interest, and the activity is consistent with the role and responsibilities of faculty and staff.

SUSPENSION, PENDING INVESTIGATION-STAFF

When the infraction is of such serious nature (examples include, but are not limited to, theft, disruptive behavior, violence, compromising patient care, willful damage to property or persons) that it may warrant discharge pending review of the facts, an employee may be suspended without pay. Suspension should not be used to resolve routine disciplinary problems.

POLYGRAPH EXAMINATION-FACULTY AND STAFF

In consideration of employment sought, and as may be required as a condition of continued employment, employees consent and agree to submit upon request to a polygraph examination. An employee's refusal to take a polygraph examination may be grounds for immediate termination.

RESIGNATION-FACULTY AND STAFF

Employees who intend to resign are expected to discuss their plans with their department heads as far in advance of the date of leaving as possible. Resignations must be in writing.

UMMC expects nonexempt employees to give at least two weeks' notice and exempt employees are expected to give at least a month's notice. Failure to give proper notice may result in the employee being coded as "ineligible for rehire."

REDUCTION IN WORK FORCE-STAFF

When it becomes necessary to terminate non-contractual staff because of a curtailment in operations or lack of funds, the selection of individual employees to be retained or terminated will be determined within each department. Reasonable consideration will be made to place affected employees in another position in the institution.

Based on departmental needs, the selection of the individual employee/employees to be retained or terminated shall take into consideration his/her performance, skill, efficiency, length of service, operational needs, and the ability to do the work remaining in the department.

A reduction in work force may be administered by job class, by program or department, by location or institution wide. The institution may exempt a program area or a certain number of positions in a program area from a reduction in work force when such an exemption is required by federal law or grant requirement.

EXIT INTERVIEW-FACULTY AND STAFF

Employees leaving the employment of the Medical Center are expected to participate in an online exit interview. All Medical Center property should be returned to the appropriate areas.

At the time of separation, an employee may complete a request for a refund of retirement contributions. An employee leaving employment of the Medical Center who requests a refund of his or her contributions to the Public Employees' Retirement System will not be eligible to be rehired until he/she has satisfied a 90-day break in service. State retirement refunds will be paid within 90 days from receipt of a refund request, but not before 45 calendar days. An employee must wait 90 days from the first of the month following the month they retire to become eligible for rehire. An employee who terminates and leaves his or her contributions with PERS is eligible for immediate reemployment. The online separation process ensures the employee is aware of their continuation of benefit options, provides an accurate forwarding address for references, reemployment, retirement refund, and tax purposes, and gives the Medical Center useful comments and suggestions on the work experience here.

DRUG AWARENESS PROGRAM-FACULTY AND STAFF

The Medical Center is required, as mandated by the Anti-Drug Abuse Act of 1988, to maintain a drug-free workplace. It directs contractors receiving federal funding to establish and communicate policies on drug awareness to all employees, as well as to report workers convicted of workplace-related drug activities to the respective procuring federal agency within 10 days after an employee's conviction or within 10 days after they have actual knowledge of such conviction. Employees are required to notify the Medical Center in writing of any conviction of drug violation in the workplace within 5 days after the conviction.

Any employee engaged in work under a federal contract or grant shall furnish the written notification to the principal investigator or project director for the project, or if unavailable to the department chair. The recipient of the written notification will then provide the relevant information immediately to the Office of Research and Human Resources so the required notifications can be provided to the funding agency. The law also requires individuals who win government contracts to certify they will not engage in illegal drug activities while performing the contracted work.

Employees are the Medical Center's most valuable resource and for that reason, their health and safety are of paramount concern.

The Medical Center is committed to maintaining a safe, healthful and efficient environment which enhances the welfare of our employees, patients and visitors. It is the policy of the Medical Center to maintain an environment which is free of impairment related to substance abuse by any of its employees.

Our patients, their families, our students and the Medical Center expect employees to arrive for work in a condition free of the influence of alcohol and drugs while they are on the job and to refrain from their use, possession or sale on UMMC property.

Policy. The following rules represent the University of Mississippi Medical Center's policy concerning substance abuse. They are enforced uniformly with respect to all employees, as indicated:

- All employees are prohibited from being under the influence of alcohol or illegal drugs during working hours.
- The sale, possession, transfer or purchase of illegal drugs on Medical Center property or while performing Medical Center business is strictly prohibited. Such action will be reported to law

enforcement officials and licensing and credentialing agencies when appropriate. Such referrals will be done only after consultation with the chief human resources officer.

- The use, sale or possession of an illegal drug or controlled substance without a prescription from a healthcare provider while on duty is cause for immediate termination.
- Any employee who commits an unlawful act on or off Medical Center premises or whose conduct discredits the Medical Center in any way, will be subject to disciplinary action, up to and including termination.
- No alcoholic beverage will be brought onto or consumed on Medical Center premises.
- Prescription drugs may be brought onto Medical Center premises. Such drugs will be used only in the manner, combination and quantity prescribed, as long as they do not impair the employee's ability to perform job functions.
- Any employee whose off-duty abuse of alcohol or illegal or prescription drugs results in excessive absenteeism or tardiness or is the cause of accidents or poor work performance will be referred to the Department of Employee/Student Health for evaluation or will face termination depending upon the circumstances.
- For purposes of this rule, an **alcoholic beverage** is any beverage, including beer that may be legally sold and consumed and has an alcoholic content in excess of **three percent by volume**.
- Drug means any substance other than alcohol capable of altering an individual's mood, perception, pain level or judgment. A **prescribed drug** is any substance prescribed for individual consumption by a licensed medical practitioner. An **illegal drug** is any drug or controlled substance of which the sale or consumption is illegal.

Purpose. The purposes of the policy set forth above are:

- To establish and maintain a safe, healthy working environment for all employees;
- To ensure the reputation of the Medical Center and its employees within the community and industry at large;
- To reduce the number of accidental injuries to persons or property;
- To reduce absenteeism and tardiness and improve productivity; and
- To provide rehabilitation assistance for any employee who may seek such help.

The Medical Center regrets any inconvenience or problems that the policy may cause, but believes that the overall benefit to the institution and its employees makes it both necessary and helpful.

Rehabilitation. Any full-time regular employee who feels that he/she has developed an addiction or dependence on alcohol or drugs is encouraged to seek assistance. Requests for assistance will be confidential. Requests for assistance may be directed to the individual's department head, supervisor, chief human resources officer or the director of employee/student health.

Rehabilitation itself is the responsibility of the employee. A regular employee working 20 hours or more per week seeking medical attention for alcohol or drug addiction is entitled to enroll for benefits under the Medical Center's group medical insurance plan.

Any regular full-time employee who has successfully completed the initial employment period may be granted a temporary disability leave through either Family and Medical Leave (FMLA) or Temporary Disability Leave (TDL) whichever is applicable for a reasonable time. Normally, the leave will not extend beyond a six-month period to accompany the combined accrued major medical and personal leave.

It is the intention of this policy and its entitlements to provide leave for rehabilitation that will encompass a reasonably predictable period of time. The Medical Center reserves the right to require certified medical statements in support of the University's need to determine that employees be permitted to work. Failure to provide the requested necessary documentation may result in a "non-pay" status for the period of time in question, and/or dismissal (although accrued personal leave and major medical leave exist).

Employees who are under treatment at approved rehabilitation programs may protect their employment status at the University of Mississippi Medical Center as follows:

- 1) The Medical Center has a temporary disability leave policy whereby, among other things, an employee, by his/her own volition, may request FMLA or TDL leave to confidentially correct a drug/alcohol abuse problem before job performance is affected and noticed by management. Employees may keep their substance abuse problem and treatment confidential from the Medical Center if they wish to pursue this option. Because of the confidential nature of the Employee/Student Assistance Program (ESAP), administered by Department of Employee/Student Health, the ESAP may still be used by the employee.
- 2) Employees who have been determined by the Medical Center to have a substance abuse problem and desire to go through a drug and/or alcohol rehabilitation program will be reinstated to their job or an equivalent job provided they:
 - a) Take a temporary disability leave to correct their problem;
 - b) Successfully complete an approved substance abuse rehabilitation program and maintain the preventive course of conduct prescribed by the employee's drug or alcohol program. Employees will be required to supply ongoing documentation to their respective department heads which indicates they are remaining substance free; and
 - c) The leave that the employee is required to take under this option shall commence on his/her last day of actual work. An employee may be paid if the individual has accrued leavetime.
- 3) Any physician or dentist found to be impaired will be dealt with as specified in the Medical Staff Bylaws, Rules and Regulations of the University Hospital, University of Mississippi Medical Center.

Upon returning from temporary disability leave, the employee must process through Human Resources and the Department of Employee/Student Health when notified by Human Resources. Employees will continue to accrue personal and major medical leave while on a paid leave status. Should the employee have a period of leave without pay, no leave time will accrue and insurance benefits can only be continued if payments are made by the employee through the payroll office.

Procedures to be Followed Before Request for Drug and Alcohol Screening

1. The supervisor who observes or to whom it is reported that an employee is under the influence of a drug and/or alcohol, must confirm the observations or report by establishing that there is reasonable cause for action which is manifest in the employee's behavior and job performance.
2. Prior to initiating questioning on use or possession, the supervisor is to first consult with human resources. The supervisor is to have another supervisor present and limit questioning to that which will determine the employee's general condition.
2. 3. The supervisor is to follow the procedures outlined in the observation checklist which maybe obtained from Student and Employee Health Department.
1. If the employee refuses to be tested after the supervisor has determined the need by the process outlined in No. 3 above, the employee should be suspended and told that, after further investigation, appropriate disciplinary action may be taken, up to and including termination.
2. Pending return of any test results, the employee should be suspended and told that appropriate disciplinary action may be taken once the test results are available, up to and including termination.
3. At the point that the employee has been suspended to await the results of the tests or because the employee has refused testing, the chief human resources officer will assume responsibility for the further direction of the incident.
4. Management and supervisors are to restrict conversations concerning possible violations of this policy to those persons who are participating in any questioning, evaluation, investigation or disciplinary action and who have a need to know about the details of the drug/alcohol investigation. This restriction includes not mentioning the name of the employee or employees suspected of

violating this policy. **Management, supervisors and investigators are to instruct other employees, except as stated above, not to talk about such possible violations.**

Employee Assistance Program. Effective July 1, 2007, employee assistance services are available free of charge to all UMMC employees through a contractual agreement with LifeSync. This benefit entitles employees to obtain guidance regarding life, relationships, work, money, legal, family and everyday issues. These services can be accessed by calling (866) 219-1232 and setting up an appointment.

Involvement of Law Enforcement Agencies/Licensing Agencies. The use, sale, purchase, transfer, theft or possession of an illegal drug is a violation of the law. The Medical Center will refer such illegal drug activities to law enforcement, licensing and credentialing agencies when appropriate.

Responsibility. The administration of this policy is the responsibility of each department head and supervisor working in conjunction with the director of the Department of Human Resources.

EMPLOYEE ALCOHOL AND CONTROLLED SUBSTANCE TESTING RULES-FACULTY AND STAFF

The University of Mississippi Medical Center is required, as mandated by the Omnibus Transportation Employee Testing Act of 1991, by the Department of Transportation, to require each employee or applicant for employment who is required to possess a commercial drivers' license (CDL) to be tested for drugs, alcohol, or controlled substances.

On February 15, 1994, the Department of Transportation (DOT) published final rules implementing the Omnibus Transportation Employee Testing Act of 1991. Every college and university will be required to conduct pre-employment/pre-duty, reasonable suspicion, random, and post-accident alcohol and controlled substances testing of each applicant for employment or employee who is required to obtain a commercial drivers' license. An employee covered by the rules will be prohibited from refusing to take a required test.

Colleges and universities also are required to impose penalties on covered employees whose test results confirm prohibited alcohol concentration levels or the presence of a controlled substance; comply with extensive new reporting and record keeping requirements; adopt an employee alcohol and controlled substances misuse program; and provide for alcohol and controlled substances misuse information for employees, supervisor training, and referral of employees to employee assistance programs.

The following rules represent the Medical Center's policy concerning each employee or applicant for employment at UMMC who is required to possess a commercial drivers' license (CDL) to be tested for drugs, alcohol, or controlled substances. This policy is enforced uniformly with respect to all employees, as indicated.

- **Employee Alcohol Testing**

Program Requirements. The rules prohibit alcohol misuse that could affect performance of a safety related function. This prohibition extends to 1) use of alcohol on the job; 2) use of alcohol during the four hours (in most cases) before performance of a safety-sensitive function; 3) having prohibited concentrations of alcohol in the system while performing safety-sensitive functions; 4) exhibiting behavior and/or appearance characteristic of alcohol misuse or an adverse effect on the employee's ability to perform due to alcohol misuse while performing safety-sensitive functions, and 5) use of alcohol following an accident.

Following a determination that a covered employee has engaged in misuse of alcohol, UMMC will follow the Medical Center's Drug Awareness Program Policy. Pre-employment, random, post accident, reasonable suspicion, rehabilitation and follow-up controlled substance testing will be performed by the Department of Employee/Student Health or emergency room.

- **Employee Controlled Substance Testing Requirements**

Program Requirements. A covered employee may not report for duty or remain on duty requiring the performance of a sensitivity-safety function when the individual uses any controlled substance. An exception to this rule applies in the case of an employee whose use of a controlled substance is pursuant

to the instructions of a physician who has advised the employee that the substance will not adversely affect his or her ability to safely operate a commercial motor vehicle. UMMC may require covered employees to notify the Department of Employee/Student Health of any therapeutic drug use.

Following a determination that a covered employee had engaged in prohibited use of a controlled substance, UMMC will follow the University of Mississippi Medical Center Drug Awareness Program Policy. Pre-employment, random, post accident, reasonable suspicion, rehabilitation and follow-up controlled substance testing will be performed by the Department of Employee/Student Health or emergency room.

BENEFITS AND SERVICES-FACULTY AND STAFF

Holidays. Full-time, regular employees receive 10 paid holidays each year. Medical Center official holidays are:

- New Year's Day
- Martin Luther King Day/Robert E. Lee Day
- Memorial Day
- July 4
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day
- Christmas Eve or December 26
- Floating Holiday
 - It is not available during the initial 90 days of employment
 - If attempt to take more than eight hours in one fiscal year, the time will not be paid and the time off will be uncompensated.

Faculty and staff are not allowed to observe the holidays included in the student academic schedule. Faculty or staff who wish to take time off during student holidays must take personal leave.

Holidays are paid to full-time regular employees during the initial employment period, with the exception of the floating holiday. Holiday pay is not available to individuals on unpaid family and medical leave, unpaid temporary disability leave or unpaid leave of absence. Holiday pay is not available to part-time or temporary employees. A holiday is an eight hour period. If a holiday falls on Saturday or Sunday, another day will be designated for the holiday. Department heads will schedule employees to work on holidays when necessary. Hourly employees who are required to work on a holiday will be paid for the holiday in addition to hours worked. When an employee is required to work on a holiday, the department head may schedule another day off for the holiday, within the same pay period. If an employee does not work on a holiday for which he/she is scheduled, only holiday pay will be paid. Personal leave will not be paid to part-time employees unless it is mandatory that they normally work on the holiday. Holidays are not paid for staff or faculty members on unpaid temporary disability leave, unpaid family medical leave or unpaid leave of absence.

Every non-faculty contractual employee at the Medical Center has a 12-month contract and is thus entitled to 10 holidays per year plus accrued personal leave and major medical leave. Non-contractual employees have the same holiday schedule and leave accrual allowance as contractual employees and will be held to the same standard of holidays and leave.

LEAVE POLICIES-FACULTY AND STAFF

It shall be the responsibility of the department or office head to administer leave policies and monitor absences within the department or office. It is also the responsibility of the department or office head to assure that the Department of Human Resources is notified of all absences known or believed to be because of an employee's own illness, injury or serious health condition or the illness, injury or serious health condition

of a family member. It is further the responsibility of the department or office head to notify the Department of Human Resources of all absences of more than three consecutive work days, regardless of the reason for the absence, and to assure that all Leave Requests are submitted to the employee's supervisor. All use of personal leave, major medical leave, temporary disability leave, and unpaid leave for the illness, injury or serious health condition of an employee or employee's family member is subject to approval by the Department of Human Resources. An employee who has a break in service who is later reemployed by the Medical Center begins a new period of employment for purposes of accruing personal leave and major medical leave.

Employees of the public universities who do not contribute to the Mississippi Public Employees' retirement system or the Optional Retirement Plan are not eligible for personal and major medical leave.

Other Leave. Leave with pay other than personal or major medical leave, may be granted to an employee serving as a witness, juror, or party litigant, as verified by the clerk of the court. Leave may be granted for attendance of department head approved off-campus seminars and meetings. All employees are required to complete leave records according to UMMC rules and regulations.

Personal leave.

Personal leave is provided for vacation and personal business and should be scheduled within the department. When personal leave is known or believed to be used for the illness or injury of the employee or a covered family member or for Family and Medical Leave Act (FMLA) leave, the department or office head is responsible for informing the Department of Human Resources of the use of personal leave for such purposes. All employees are required to submit leave requests to their supervisor for each instance when they are away from their official, regular duties. Personal leave also must be used for illnesses of the employee requiring absence of one day or less. Personal leave also must be used for an illness in the employee's immediate family. Except when personal leave is used for FMLA-qualifying Leave, the immediate family is defined as spouse, parent, stepparent, brother or sister, child, stepchild, grandchild, grandparent, son- or daughter-in-law, mother- or father-in-law, or brother- or sister-in-law. See the **FAMILY AND MEDICAL LEAVE-FACULTY AND STAFF** section for the definitions of family members for purposes of FMLA leaves.

Personal leave is computed as follows:

Continuous Service	Accrual Rate Per Month	Accrual Rate Per Year
1 month to 36 months	12 hours	144 hours
37 months to 96 months	14 hours	168 hours
97 months to 180 months	16 hours	192 hours
Over 180 months	18 hours	216 hours

Eligible employees earn personal leave credit for each month of service. Full-time employees and part-time employees working 20+ hours per week are eligible for personal leave. Employees who work less than a full work week (40 hours) will be allowed personal leave credit on a *pro rata* basis.

Faculty members employed on a nine- or ten- month contract are not eligible for personal leave. Use of accumulated personal leave of faculty members employed on a twelve-month contract must have the approval of the dean and supervisor and must not conflict with teaching and other assignments. It may be used only during the contract period.

During the 90-day initial employment period, the employee accrues, but is not eligible to take, paid personal leave. This policy also applies to employees who transfer to the Medical Center from another state agency. This policy does not apply to employees transferring between departments within the Medical Center. Personal leave will be credited to the employee's leave record after the completion of each month's service and is then available for use in the following month. Employees do not earn personal leave while on unpaid leave of absence, unpaid temporary disability leave or unpaid family and medical leave.

Vacation schedules are arranged and personal leave is approved at the discretion of the supervisor, based on the demands of work and to assure that sufficient staff are available at all times within the

department to cover the demands for work. A request for unpaid leave after all personal leave is exhausted should only be granted by the supervisor for extreme need.

Employees must use accrued personal leave after they have exhausted all of their accrued major medical leave due to extended illness. The use of personal leave when major medical leave is exhausted is required during family and medical leave and temporary disability leave, provided all requirements for taking personal leave are met.

There is no maximum limit to the accumulation of personal leave. Upon termination, employees are paid for not more than 30 days of personal leave. **The termination date is the date the employee departs the Medical Center with no intention of returning to work for a reasonable length of time.** Unused personal leave in excess of 30 days will be applied as creditable service for retirement purposes if participating in PERS.

Should an employee die having accumulated personal leave credit, the wages or salary for the total unused personal leave is to be paid to the person designated by the employee as their beneficiary and recorded with the Public Employees' Retirement System.

Major Medical Leave. The Medical Center major medical leave policy provides salary protection during times of disability due to accident, illness or pregnancy. Each department head reviews leave records often and counsels employees who appear to take major medical leave too frequently.

Full-time employees and part-time employees working 20+ hours per week are eligible for major medical leave. Employees earn major medical leave credit for each month of service. Employees who work less than a full work week (40 hours) will be allowed major medical leave credit on a pro rata basis. During the 90-day initial employment period, the employee accrues, but is not eligible to take, paid major medical leave, except in case of death in the immediate family requiring the employee's absence from work. Please refer to Death in the Employee's Immediate Family section of the handbook for details. This policy also applies to employees who transfer to the Medical Center from another state agency.

Major medical leave may be used for the illness or injury of an employee or member of the employee's immediate family only after the employee has used one, eight hour day of personal leave for such absence due to illness, or leave without pay if the employee has no accrued personal leave. Except when Major Medical leave is used for FMLA-qualifying Leave, the immediate family is defined as spouse, parent, stepparent, brother or sister, child, stepchild, grandchild, grandparent, son- or daughter-in-law, mother- or father-in-law, or brother- or sister-in-law. See the **FAMILY AND MEDICAL LEAVE-FACULTY AND STAFF** section for the definition of family members for the purposes of FMLA-qualifying leaves.

Major medical leave is computed as follows:

Continuous Service	Accrual Rate Per Month	Accrual Rate Per Year
1 month to 36 months	8 hours	96 hours
37 months to 96 months	7 hours	84 hours
97 months to 180 months	6 hours	72 hours
Over 180 months	5 hours	60 hours

Accrual information regarding major medical leave for faculty with nine- and ten-month contracts is listed later in this section. There will be no maximum limit to major medical leave accumulation. All unused major medical leave may be counted as creditable service for retirement purposes if participating in PERS.

For each absence due to the employee's own illness of more than five consecutive full work days (combined personal leave and major medical leave), major medical leave will be authorized only when the illness is certified by the employee's private physician. Major medical leave may be used intermittently to cover regularly-scheduled visits to a doctor's office or a hospital for the continuing treatment of a chronic disease as certified in advance by doctors of medicine, osteopathy, dental medicine, podiatry or chiropractic. This intermittent use of medical leave is allowed after the employee has used eight personal leave hours, or leave without pay if the employee has no accrued personal leave.

All certifications of an employee's or covered family member's illness, injury, or serious health condition by a health care provider are handled by or in coordination with the Department of Human Resources.

Major medical leave must also be used for instances that would qualify as a serious health condition as defined under the family and medical leave section of the handbook for employees who have completed the 90-day initial employment period, but have been employed by the Medical Center less than one year. This allowance through leave of absence applies to illnesses of immediate family members as defined above. Temporary disability leave may be used for an employee's own illness when the employee has not yet become eligible for family and medical leave. Medical certification for use of major medical leave and temporary disability leave must be provided to the Department of Human Resources for the absence. Temporary disability leave is itself unpaid.

An employee whose absence is no more than five or fewer working days and is a FMLA-qualifying absence may be provided all of the protection of the FMLA for such an absence without the absence counting against the employee's family and medical leave entitlement as long as the following conditions are met:

- 1) It is the employee's first absence during the applicable FMLA-leave year for the same reason.
- 2) Proper and timely notice of the reason for the absence is given by the employee to the employee's supervisor.
- 3) The absence is no longer than five full working days.
- 4) Proper, timely and complete FMLA medical certification for the absence is provided by the employee to the Department of Human Resources.

In such cases, the employee must notify the Department of Human Resources of the FMLA-qualifying absence within two working days of returning to work from the absence.

When such an absence extends beyond the five full working days, all of the absence will count against the employee's family and medical leave entitlement when the reason for the absence is a FMLA-qualifying reason.

Use of major medical leave is required during family and medical leave provided all requirements for taking major medical leave are met.

When an employee is injured at work and is eligible for worker's compensation benefits, earned major medical leave and personal leave may be used to cover time lost from work. Refer to the worker's compensation section of the handbook for more information. Absences covered by worker's compensation will also be counted against an employee's family and medical leave entitlement when the condition qualified as a serious health condition under the FMLA.

Major medical leave will be credited to the employee's leave record after the completion of each month's service and is then available for use in the following month. Employees do not earn major medical leave while on unpaid leave of absence, unpaid temporary disability leave or unpaid family and medical leave. Medical leave accrued and not used before an unpaid leave of absence will be retained. Major medical leave will not be paid in excess of that accrued by the employee. See the Family and Medical Leave section for more information.

FAMILY AND MEDICAL LEAVE-FACULTY AND STAFF

Under the Family and Medical Leave Act of 1993, as amended (the FMLA), eligible employees of the Medical Center are entitled to job protected time off for several types of leave referred to as General Family/Medical Leave, Qualifying Exigency Leave, and Military Caregiver Leave (sometimes referred to in various publications as injured service member leave). The Family and Medical Leave Act provides "eligible" employees up to 12 weeks of job-protected leave during a 12-month period **for the birth, adoption or foster care of a child; care for employee's spouse, child or parents with a serious health condition; or employee's own serious health condition.** The Family and Medical Leave Act also provides "eligible"

employees up to 26 weeks of job-protected leave in a single 12-month period **to care for the service member who is recovering from a serious illness or injury sustained in the line of duty while on active duty.**

The National Defense Authorization Act of 2008 permits an eligible employee to take FMLA Leave for a qualifying exigency. That exigency arises out of a spouse, son, daughter, or parent's ("the covered military member's") active duty or because the covered military member has been notified of an impending federal call or order to active duty in the armed forces in support of a contingency operation.

Any employee of the Medical Center who has satisfied both of the following conditions is eligible to take FMLA Leave.

- The employee has worked for the Medical Center for a combined total of 12 months that includes previous employment as of the date the FMLA leave commences, (The 12 month period is measured on a rolling backward-year basis. When leave is requested, the number of weeks available for leave will be reduced by the number already used in the immediately-preceding 12-month period), and
- The employee has worked at least 1250 hours during the 12-month period immediately preceding the taking of the FMLA Leave.

Notice Requirement:

An employee needing leave is required to provide UMMC with notice of the need for leave. All employees are required to submit a leave request for each instance when they are away from their official regular duties. Although an employee need not expressly assert his or her FMLA rights, the employee must explain the reasons for needed leave sufficiently enough to enable UMMC to make a determination of whether the reason for leave qualifies under the FMLA. The notice also should indicate the expected duration of the leave. An employee who requests intermittent leave or leave on a reduced work schedule must outline the potential treatment schedule if applicable and must indicate why the intermittent leave is medically necessary.

The notice of a need for leave should be provided to UMMC as much in advance as possible so that UMMC can make the appropriate arrangements to cover any work that needs to be performed in the employee's absence. Failure to provide a timely notice may result in a delay or a denial of the leave.

For more detailed information regarding FMLA and how to request leave, you may contact Human Resources at 601-984-1132 or you may review the guidelines on the UMMC intranet.

TUITION REMISSION BENEFIT-FACULTY AND STAFF

Full-time regular employees are eligible with the prior approval of their department for tuition and lab fee reimbursement remission for up to two academic credit courses per semester (six hours) taken through either the University of Mississippi and or UMMC. To enroll for courses on either campus, the employee must apply and be accepted for admission by the usual criteria and procedures. Forms can be found at the [intranet](#).

Registered nurses and licensed practical nurses employed through the Nursing Service Department of the University Hospitals and Health Systems for at least six months duration may be eligible to participate in the Nursing Service Tuition Program. Participants are required to fulfill a work commitment period after course completion to be eligible for reimbursement.

EDUCATIONAL LEAVE-FACULTY AND STAFF

With the prior approval of the department head, full-time regular employees who have enrolled in college courses from an accredited college/university may request up to four clock hours per week per semester paid as educational leave to attend classes that meet during the employee's regular work schedule. Requests must be submitted to managers in a timely manner to allow for work coverage and scheduling. The employee must take personal leave to attend the class beyond an approved four hours a week. Employees who are attending school are encouraged to continue to work with their supervisors to seek alternatives to scheduling in order to meet course requirements.

Any faculty member will be allowed to take up to 18 semester hours in any one calendar year while retaining full-time faculty status and full pay. For any hours of credit taken above the 18 hours, salary will be reduced

at the rate of 1/40 of the annual salary for each additional hour. If a faculty member enrolls as a full-time student at the Medical Center, the faculty member cannot be paid a salary concurrently. Forms can be found [online](#).

PROFESSIONAL LEAVE-STAFF

Any actively contributing member of the Public Employees' Retirement System who has at least four years of membership service credit, eight years for those employees hired or newly eligible on or after July 1, 2007, and who receives, or has received, professional leave without compensation for professional purposes directly related to the employment in state service shall receive creditable service for the period of professional leave without compensation provided:

- The professional leave is performed with a public institution or public agency of the state, or another state or federal agency;
- UMMC approves the professional leave showing the reason for granting the leave and makes a determination that the professional leave will benefit the employee and UMMC;
- Such professional leave shall not exceed two years during any 10-year period of stateservices;
- The employee shall serve UMMC on a full-time basis for a period of time equivalent to the professional leave period granted immediately following the termination of the leave period;
- The actively contributing member shall pay to the retirement system the actuarial cost as determined by the actuary for each year of professional leave. The member may begin to purchase such service credit at such time as the total eligible additional credit, when added to the member's creditable service, will entitle the member to receive a retirement allowance within five years. The provisions of this subsection are subject to the regulations of the Internal Revenue Code limitations; and
- Such other rules and regulations consistent herewith as the Public Employment Retirement System may adopt in case of question, the Board shall have final power to decide the questions.

MILITARY LEAVE-FACULTY AND STAFF

Regular employees in the National Guard or any other armed forces reserve unit will be given up to 15 working days military leave (three work weeks) with pay when they are ordered to active duty for annual training per calendar year. Regular employees who are called for duty in case of a national emergency will be granted leave without pay except that any employee who has accrued personal leave may, upon request to the Department of Human Resources, substitute such personal leave for such military leave without pay. Military leave is available during the 90-day initial employment period. The Medical Center complies with all applicable state and federal laws regarding time off for military service reinstatement and reemployment following military service.

DEATH IN THE EMPLOYEE'S IMMEDIATE FAMILY-FACULTY AND STAFF

An employee may use up to three days of earned major medical leave for each occurrence because of a death in the immediate family requiring the employee's absence from work. No qualifying time or use of personal leave will be required prior to use of major medical leave for this purpose. Accrued major medical leave may be used during the initial employment period for the death in the immediate family. The immediate family is defined as spouse, parent, stepparent, brother or sister, child, stepchild, grandchild, grandparent, son- or daughter-in-law, mother- or father-in-law, or brother- or sister-in-law. The employee must submit the required leave forms to the Department of Human Resources and may be required to provide documentation of the family relationship and the death.

JURY DUTY AND ELECTIONS-FACULTY AND STAFF

Jury duty is recognized as a civic responsibility. An employee serving as a witness, juror or party litigant may be given leave with pay if the employee's service is verified by a clerk of the court. If asked to assist with a school district, municipal county, state, or federal election, an employee may have time off with pay. He/she is expected, however, to make arrangements with his/her supervisor and complete a leave request form. Most employees live or work close enough to the polls to vote before or after their working hours. Should this not be possible, the employee may have time off to vote in a county state, or federal election.

OTHER LEAVES OF ABSENCE-STAFF

At the discretion of the department head in coordination with the chief human resources officer an employee who has completed the initial employment period may be granted a leave of absence without pay for further education, or other personal reasons. Employees granted a leave of absence will not accumulate personal leave or major medical leave while on leave, but will retain any previously earned leave for use when they return to their position. Employees who take leave of absence without pay must pay the full cost to keep all insurance coverage active. Any such leave is granted for a maximum of 30 days. Upon request of the employee, the leave may be extended for additional 30-day periods to a maximum of 90 days total. Extensions require approval of the department head and the chief human resources officer.

DONOR LEAVE-FACULTY AND STAFF

Any employee may donate a portion of his or her earned personal leave or major medical leave to another employee who is suffering from a "catastrophic injury or illness", or to another employee who has a member of his or her immediate family who is suffering from a "catastrophic injury or illness." For the purposes of this policy, "catastrophic injury or illness" is defined as a life-threatening injury or illness that is verified by a licensed physician, totally incapacitates the employee from work, forces the employee to exhaust all his or her accumulated leave time, and results in a loss of compensation from the Medical Center. Normal pregnancies, routine surgeries, and other conditions that are short-term in nature and not life threatening are not defined as catastrophic. In addition, "immediate family" means spouse, parent, stepparent, sibling, child or stepchild; and "employee" means any full-time or part-time employee. Temporary employees are excluded. General Guidelines and accompanying forms can be found on the UMMC intranet.

Chronic illnesses or injuries, such as cancer or major surgery, which result in intermittent absences from work and which are long-term in nature and require long recuperation periods, may be considered catastrophic.

An employee must have exhausted all of his or her earned personal leave and major medical leave before he or she will be eligible to receive any leave donated by another employee. Before an employee may receive donated leave, he or she must provide Human Resources with a physician's statement that gives the beginning date of the catastrophic injury or illness, a description of the injury or illness, a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work. In addition, donated leave shall not be used in lieu of disability retirement.

The employee donating the leave (the donor employee) will complete the [Donor Leave Form](#) designating the employee who is to receive the leave (the recipient employee) and the amount of earned personal leave and/or major medical leave that is to be donated. The donor employee's department head or supervisor will sign the form and forward to the recipient employee's department head or supervisor for their signature. The department head or supervisor must then forward the request for donated leave and the physician certification to Human Resources. If the request is approved it will be sent to payroll for processing. All parties involved will be advised of the approval or denial.

All donated leave shall be in increments of not less than 24 hours. The donating employee must maintain a minimum of 56 hours of his/her personal leave balance. If donating major medical leave, the donating employee must maintain at least 50% of his/her major medical leave.

The maximum amount of time that an employee may use donated leave without resuming work at his or her place of employment is ninety (90) days, which commences on the first day that the recipient employee uses donated leave. Donated leave that is not used because a recipient employee has used the maximum amount of donated leave authorized, as stated above, shall be returned to the donor employee in the following manner. If the total amount of leave that is donated to any employee is not used by the recipient employee, the donated leave shall be returned to the donor employee on a *pro rata* basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.

The failure of any department head or supervisor of any employer to properly deduct an employee's donated leave to another employee from the donor employee's earned personal leave or major medical leave will be just cause for discharge of the appointing authority or supervisor.

No person through the use of coercion, threats or intimidation shall require or attempt to require any employee to donate his or her leave to another employee. Any person who alleges a violation of this paragraph shall report the violation to the Human Resources director.

Employees of the Medical Center may donate leave to employees of other agencies or institutions. However, Medical Center employees may receive donated leave only from other Medical Center employees.

In order to qualify to receive donated leave employees must:

1. Have been employed by the Medical Center for a total of at least twelve (12) months on the date on which the leave is donated.
2. Have been employed for at least one thousand two hundred fifty (1,250) hours of service with such employer during the previous twelve-month period from the date on which the leave is donated.

For other information on **other** types of leave, consult the section on Human Resource Policies in this publication.

RETIREMENT-FACULTY AND STAFF

House Resolution 4154 which Congress passed in October, 1986, amended the Federal Law Age Discrimination in Employment Act of 1967 and brought an end to forced retirement for many individuals. This legislation went into effect on January 1, 1987. A faculty or staff member may complete a request for a refund of his/her retirement contributions. An employee leaving employment of the Medical Center who requests a refund of his or her contributions to the Public Employees' Retirement System will not be eligible to be rehired until he/she has satisfied a 45-day break in service. State retirement refunds will be paid within 90 days from receipt of a refund request, but not before 45 calendar days. **The member forfeits the employer contribution when requesting a refund.** An employee must wait 45 days from the first month following the month they terminated to become eligible for rehire. An employee who terminates and leaves his or her contributions with PERS is eligible for immediate reemployment.

Nine-month and 10-month faculty will receive credit for one year of service for each contract period of nine or 10 months.

INSURANCE BENEFITS-FACULTY AND STAFF

The Medical Center continually reviews its benefit programs to provide employees the best available benefits at the least possible cost. Premiums are payroll deducted. See the Notification of Benefits on Employee Self-Service for an explanation of insurance benefits.

WORKER'S COMPENSATION-FACULTY AND STAFF

The Medical Center provides worker's compensation coverage for employees who are injured in the performance of their duties. This coverage protects employees in cases of disability or death as a result of injuries sustained at work. When injured on the job, always fill out a Report of Employee's Injury form. The Department of Employee/Student Health or the adult emergency room will provide treatment for the employee's injury or they may choose to receive treatment from another health care provider. Persons who have questions about this protection may contact Human Resources for an explanation. All bills must be filed with the Medical Center Director of Employee Relations in Human Resources.

FACULTY EMPLOYMENT POLICIES

All faculty candidates must undergo background investigations, including criminal history and drug screening. If both the drug screen and background investigations, including criminal history, are acceptable to Human Resources, the department head may proceed with the UMMC employment process.

RECRUITMENT AND HIRING-FACULTY

Recruitment of faculty is the responsibility of the vice chancellor for health affairs, hospital administration, associate vice chancellor for health affairs, other associate vice chancellors, deans of schools and academic department chairs. Recruitment will be conducted in accordance with the guidelines of the Medical Center *Affirmative Action Plan*.

Recommendations for employment of faculty must be forwarded to the vice chancellor for health affairs or designee by the responsible person and must include a transcript, *curriculum vita* and applicable Recruiting Report available [online](#).

Process for All Faculty Appointments. All schools shall develop and publish the selection process for faculty members, department chairs, directors, associate or assistant directors. A regular review of the selection processes occurs in accordance with the Policy on Policies. The vice chancellor for health affairs delegates the following positions to approve Personnel Action Requests, including contractual staff positions:

- University of Mississippi Health Care positions to the associate vice chancellor for clinical affairs
- School of Medicine faculty positions forwarded from department chairs to the vice dean
- School of Medicine non-faculty department positions to the various department chairs
- Administrative affairs positions to the chief administrative officer
- Financial affairs positions to the chief financial officer
- Faculty positions within the School of Dentistry, School of Graduate Studies, School of Nursing, and School of Health Related Professions forwarded through the respective dean to the associate vice chancellor for academic affairs. Non-faculty positions may be approved by the various deans.

TERMS OF EMPLOYMENT-FACULTY

General employment policies are formulated in accordance with Board of Trustees policies on tenured and non-tenured faculty. The Board contracts with all full-time faculty members and has the authority to terminate a contract at any time for malfeasance, inefficiency, or contumacious conduct, or for cause, but never for political reasons. The Board empowers the executive heads of the various institutions to nominate individuals for faculty positions, but reserves the right to accept or reject any nomination.

Appointment to an administrative position does not vest in the appointee tenure or any expectation of continued employment in that particular post. Such appointment, *i.e.*, associate vice chancellor, dean, associate or assistant dean, division director, department chair, division chief or any position created by the vice chancellor for the operation of the University of Mississippi Medical Center, receives and holds that appointment at the pleasure of the vice chancellor as the designated administrative head of the institution.

The salary of a faculty member who carries an administrative title is compensated for the administrative duties and responsibilities, which is stipulated in the Employment Contract and Administrative Addendum.

The terms of every new appointment and of all reappointments, whether tenured or non-tenured, shall be stated in writing. Because faculty responsibilities vary significantly from discipline to discipline, it is the policy of the Medical Center that the assignment of teaching, research, and other institutional duties is at the discretion of the respective department chair with approval of the appropriate dean.

Since no contracts may legally be signed until the Board has approved annual budgets, and since such approval may sometimes not be given until after the end of the academic year, it may not be possible to guarantee any upcoming year's salary before the expiration of the previous appointment. In such instances,

a faculty member may request and receive the terms of his/her reappointment which have been recommended to the Board.

A faculty member may request approval for employment on a nine-month or 10-month contract from their department head and dean. There is no guarantee that a 12-month position will be available if the faculty member desires to return to 12-month employment. Nine-month contracts extend from August 1 until April 30 or to the conclusion of the spring session. Ten-month contracts extend from August 1 until May 30.

Compensation for a nine-month or 10-month contract will be paid beginning August 1 continuing through August of the next year. Insurance deductions will be made monthly for the full 12-month period.

At time of employment, a new faculty member shall be informed of the tenure policies and shall be given an intranet link to the **Faculty and Staff Handbook**.

TENURE AND PROMOTION POLICIES

The following general tenure and promotion policies apply to Medical Center faculty. Each school has its own specific policies that can be obtained from the deans' offices of the various schools.

TENURE

Summary/Purpose: Regulations and procedures for tenure of faculty are given.

Tenure is an institution developed for both the protection of academic freedom of the faculty in institutions of higher education and the creation of a sufficient degree of economic security to make the profession attractive to men and women of ability. At the Medical Center, tenure may be granted to members of the full-time faculty at the sole discretion of the Board of Trustees of State Institutions of Higher Learning based upon the nomination of the Vice Chancellor for Health Affairs. The award of tenure is a matter of Board of Trustees Policy §403 and is, thus, subject to change by the Board. The current tenure policy is available in the [UMMC Document Center](#).

PROMOTION

Promotion to any rank reflects progressively higher professional competence and is a sign of confidence that the individual is capable of greater responsibilities and accomplishments. This document is intended to set forth institutional policy for the promotion of faculty who hold professorial rank. Additional policy statements shall be adopted by schools but shall be consistent with general Medical Center policy and the Bylaws and Policies of the Board of Trustees of State Institutions of Higher Learning (§402, §403, and §404).

Faculty Rank

A faculty member at the Medical Center must have a professional or graduate degree appropriate to the discipline (or the equivalent in training and experience), a strong commitment to higher education and the mission of the Medical Center, and a willingness to assume the responsibilities and obligations appropriate to a Medical Center faculty member.

The academic ranks at the Medical Center are instructor, assistant professor, associate professor, and professor. Non-tenure track appointments and promotions may occur in all ranks. Tenure track and tenured appointments may only occur in professorial ranks.

The minimum academic requirements for rank are:

1. Instructor.
 - Master's degree, or the equivalent.
2. Assistant Professor.
 - Master's degree, or the equivalent; and
 - One additional year of graduate work or credentialing in the specialized field in which the position vacancy exists.
3. Associate Professor.

- Doctoral or other terminal degree or the equivalent;
 - Successful teaching experience; and
 - Successful research and/or creative work.
4. Professor.
- Doctoral or other terminal degree or the equivalent;
 - Successful teaching experience; and
 - Successful research and/or creative work.

Eligibility

The minimum number of years of service for candidates to be promoted in a professorial rank is four (4) academic years in the lower rank, thereby, making a recommendation for promotion permissible during the fourth year of service in the lower rank and an approved promotion effective at the beginning of the following academic year.

Criteria

Each school's criteria shall take into consideration evidence of professional achievement and academic growth to include, but not necessarily be limited to, the following:

1. Professional training and experience;
2. Effectiveness of teaching;
3. Effectiveness in interpersonal relationships, including professional ethics, cooperativeness, resourcefulness and responsibility;
4. Professional growth, such as research, publications and creative activities; and
5. Service and other non-teaching activities which reflect favorably upon the Medical Center.

When a faculty member is being considered for promotion, his or her contributions should be assessed in regard to all the criteria above. However, the weighting of the criteria may be different for tenure track and non-tenure track faculty. Also, promotion to associate professor or professor prior to the completion of the tenure track faculty member's probationary period in no way assures the candidate of a favorable tenure decision.

Procedure

Notification. Eligible faculty will be notified of their eligibility as per the criteria published by their respective school. The timing of the notification will be determined by each school.

Promotion Portfolio. Preparation of the promotion portfolio is the responsibility of the faculty member who is making the application. Each school shall establish firm timetables for submission of the various parts of the application. Every promotion portfolio, unless withdrawn by the faculty member by resignation, shall move through the entire promotion review process.

Promotion Committees. Each school shall have a promotion committee to review the promotion portfolio of faculty and make recommendations to the respective deans and/or school Appointments, Promotions and Tenure committees.

Chronology. Each school shall have a schedule for the promotion process. Regardless of each school's schedule, the vice chancellor for health affairs shall take final action on each promotion application. If the vice chancellor concurs with the recommendation, the promotion shall become effective July 1 of that year. If the vice chancellor elects to act contrary to the recommendation, the vice chancellor shall inform the candidate of his or her recommendation in writing.

Appeal. Faculty members who have been denied promotion may, within ten working days of the date on the vice chancellor's letter, request an appeals hearing before the council of deans. The request must be made in writing to the associate vice chancellor for academic affairs and shall specify the grounds upon which it is contended that the negative decision was impermissibly based. Grounds for requesting an appeal are:

1. The decision was prejudiced, arbitrary, or capricious; or
2. The procedures contained in the promotion policies of the Board of Trustees, Medical Center, or the candidate's school were not properly followed.

The written request for appeal shall include a short and plain statement of facts which the faculty member believes supports the contention. Submission of such a request constitutes on the part of the faculty member:

1. A representation that he or she can support his or her contention by factual proof, and
2. An agreement that the Medical Center may offer in rebuttal of his or her contention any relevant data within its possession.

If the council of deans determines that the reasons given and facts offered in support thereof justify a full hearing, one shall be scheduled within two weeks. If the council of deans judges that a hearing is not warranted, the council of deans shall notify the vice chancellor for health affairs and the faculty member under consideration of their decision.

The associate vice chancellor for academic affairs shall then submit his or her recommendation, along with the individual's complete file, to the vice chancellor for health affairs for his or her decision. This decision will end the university appeals process.

The Board of Trustees will not grant further appeal as outlined in **Board of Trustees Policy 403.0202**.

Approved by Council of Deans 7.20.10

EVALUATION-FACULTY

To provide an environment in which excellence is actively promoted, faculty are expected to participate in a documented annual review of performance outcomes. Faculty review criteria include contributions to the Medical Center in the mission areas of education, service and research/scholarly activity as applicable to emphasis agreements between faculty and deans and or department chairs. Additionally, professionalism and teaching competency are to be specifically evaluated. Procedures for such review will be specific to each school, performed by the immediate supervisor, and reported to the appropriate dean. Specific guidelines for annual evaluation are available in the dean's office of the various schools.

ANNUAL REVIEW PROCESS FOR TENURED AND NONTENURED FACULTY

Post-Tenure Review

For individuals receiving a second consecutive unsatisfactory annual review or a current unsatisfactory review preceded by two unsatisfactory annual reviews in the previous four-year period, a Faculty Advisory Committee will be appointed by the dean or dean's designee. The committee will include three faculty members of equal or higher rank and tenure status from the faculty member's school; two members will be selected by the dean or dean's designee and one faculty member will be selected by the faculty member under review. The deputy chief academic officer will chair the committee and will be a non-voting member. The post tenure review policy and procedure can be found in the [UMMC Document Center](#).

SACS and Board of Trustees' Mandates

The Commission on Colleges of the Southern Associations of Colleges and Schools requires annual reviews of all faculty members. The Board of Trustees of the State Institutions of Higher Learning (IHL) policy also requires each institution to develop policies and procedures for post-tenure review. These reviews should be consistent with the institutional mission and priorities and linked to existing annual review policies and procedures. The Board of Trustees further directs that institutional review include a comprehensive evaluation of the faculty member's performance and opportunities for faculty development. Consequences of unsatisfactory performance, up to and including termination must also be delineated. Additionally, each institution is required to submit an annual report to IHL regarding post-tenure review activity.

Boards of Trustees Tenure Policy

The Board executes all annual contracts with faculty. The Board policy is to renew contracts during periods of satisfactory service. As described under the terms of employment, full-time faculty of professorial rank (assistant professor, associate professor, professor) may be granted tenure after completion of a probationary period. Tenure is granted to faculty upon recommendation by the institutional executive officer and approval by the Board of Trustees. Tenured faculty members are terminated only under extraordinary circumstances and in accordance with **Board of Trustees policy 403.0104**. **Board of Trustees policy 403.0102** provides for non-renewal of tenure-track faculty contracts.

IHL POLICIES

All policies approved by Board of Trustees Institutions of Higher Learning State of Mississippi can be found at the website listed below.

<http://www.mississippi.edu/board/downloads/policiesandbylaws.pdf>