



temporary employment

One Great Place to Work

Employee Handbook *for* University of Kentucky Temporary Employment Employees



UNIVERSITY OF KENTUCKY

Human Resources
Temporary Employment

HR Temporary Employment

103 Scovell Hall
Lexington, KY 40506-0064

Phone: (859) 257-9555, press 2

Fax: (859) 257-7464

Web: www.uky.edu/HR/tempjobs

An Equal Opportunity University

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NOTE: While many of the following summarized University of Kentucky policies and procedures apply to any classification of temporary employee at UK, this handbook is specific to employees hired through HR Temporary Employment. Full details of UK policies and procedures for any classification of employee (regular or temporary) can be found in the "Human Resources Policy and Procedure Manual" available online at www.uky.edu/HR/policies/welcome.html. If you are unsure of your temporary classification, ask your direct supervisor or call Human Resources at (859) 257-9555.

INTRODUCTION

Welcome to Human Resources Temporary Employment

Welcome to HR Temporary Employment, a department within the University of Kentucky's Human Resources (HR) Employment Division! As an HR Temporary Employment employee you have joined a team that fills vital positions within departments across UK's campus, the Medical Center, and the UK Hospital. We're glad to have you on our team and hope you find your experience with HR Temporary Employment rewarding.

Purpose of Handbook

This handbook has been designed to provide information about general University of Kentucky policies, procedures and practices, and specific guidelines to HR Temporary Employment, but is not a complete manual. **For full details concerning UK policies and procedures, visit the "Human Resources Policy and Procedure Manual" available online at www.uky.edu/HR/policies.**

Some departments of the University of Kentucky may have additional policies and procedures not included in this handbook. **All HR Temporary Employment employees are expected to familiarize themselves with all department-specific policies and procedures and abide by them.**

In addition, this handbook will provide useful information about services offered to HR Temporary Employment employees.

HR Temporary Employment has an excellent reputation with regard to business ethics. All HR Temporary Employment employees are required to adhere to the guidelines set forth in this handbook. If any employee has doubts as to whether a particular situation is appropriate, he/she should discuss the situation with the Temporary Employment Specialist who placed him/her on assignment or with the departmental supervisor as soon as possible.

NOTE: Some classifications of temporary employees at the University are NOT HR Temporary Employment employees, but are still required to adhere to UK policies and procedures. If you are unsure of your temporary classification, ask your direct supervisor or call Human Resources at (859) 257-9555.

Mission Statement

The mission of UK Human Resources (HR) Temporary Employment is to assist departments of the University in operating as smoothly as possible during employment shortages. HR Temporary Employment will provide cost-effective, qualified, knowledgeable, and professional employees on an as-needed basis. In doing so, HR Temporary Employment employees will obtain professional career skills and gainful employment.

GENERAL INFORMATION

Parking & Shuttle Bus Service

A valid parking permit or pass is required to park in selected lots on the University of Kentucky campus during restricted hours. Signs located at the entrances to these campus parking areas indicate the type of permit required, the hours of control, and tow zone. In paved parking lots, motor vehicles may be parked only in marked parking spaces. In paved lots and parking structures, two white lines specify the parking spaces for cars and trucks. Green lines indicate the parking spaces for motorcycles and mopeds. In gravel parking lots, vehicles shall be centered against wheel stops.

The responsibility of finding a proper parking space rests with the vehicle operator. **A PARKING PERMIT DOES NOT GUARANTEE A PARKING SPACE**; however, it does grant the privilege to park in the designated area when there is parking available. Inability to find space is not a license to violate these regulations. Use of emergency flashers does not excuse illegal parking.

Parking on central campus is restricted to permit holders between 5:00 a.m. and 7:30 p.m., Monday through Thursday, and until 4:30 p.m. on Friday, unless otherwise posted. Parking zones and regulations pertaining to these areas are strictly enforced year-round.

Parking arrangements for special events should be made in advance by contacting Transportation Services at Parking Structure #5. During special events, certain parking lots are restricted for event parking, and operators of motor vehicles may have to pay a fee to park in these lots or parking may be pre-paid by the event organizer.

Because the diverse parking needs of faculty, staff, students, and visitors must be accommodated, the time frame in which parking areas are controlled will vary. Signs located at the entrances to campus parking areas specify the hours of control. Disabled parking spaces and loading zones lines (black and yellow striped lines) are examples of 24-hour controlled parking areas.

A complete and up-to-date detail of UK parking regulations and procedures is available online at www.uky.edu/Parking and supersedes this handbook. It is the responsibility of every HR Temporary Employment employee to check the UK Parking website for periodic updates.

University Responsibilities and Individual Parking

The University of Kentucky assumes no responsibility for the care or protection of any vehicle or its contents while it is parked on University property. The University also assumes no responsibility for the care or protection of any vehicle or its contents during its removal or subsequent storage resulting from violations of these regulations.

The action of individuals parking and operating their vehicles on campus will be conclusive evidence of their willingness to abide by these regulations.

HR Temporary Employment employees that are interested in obtaining parking permits can purchase daily, weekly, or monthly passes. In order to purchase a pass, the HR Temporary Employment employee should request a *Parking Permit Application* from his/her Temporary Employment Specialist, complete the application and take it to the Parking and Transportation Office, located in Parking Structure #6 on the corner of Virginia Avenue and Press Avenue. HR Temporary Employment employees are required to pay on a month-by-month basis at the Parking Office and cannot have the payment automatically withdrawn from paychecks. Daily passes may also be purchased directly from HR Temporary Employment in room 103 of Scovell Hall. Contact HR Temporary Employment at (859) 257-9555 for the latest rates.

Free shuttle bus service is available to all University employees who need to travel within campus during the day. For more information, please call (859) 257-7433 for Lexington Campus or (859) 323-8085 for Medical Center shuttle service.

Parking maps, shuttle bus schedules, and additional information are available at Parking and Transportation Services, 305 Euclid Avenue. Parking and Transportation Services is open for business Monday through Friday from 7:30 am until 4:00 pm.

For more information regarding parking, visit UK Parking and Transportation online at www.uky.edu/Parking.

Safety

The University of Kentucky strives to provide a safe and healthy work environment for all employees. HR Temporary Employment employees are required to view the OSHA work safety video shown in *HR Temporary Employment Orientation*. Every new HR Temporary Employment employee will be scheduled for orientation within the first two weeks on the job.

If you have any questions or concerns relating to safety or health requirements, please bring them to the attention of your supervisor or HR Temporary Employment.

NOTE: It is the responsibility of each UK employee (regular or temporary) to view the OSHA safety video. HR Temporary Employment employees will view the video in *HR Temporary Employment Orientation*. Other classifications of temporary employees not employed by HR Temporary Employment may view the video online at www.uky.edu/HR/UKSafety.html.

Hazardous Materials

During an assignment HR Temporary Employment employees may use or work around hazardous materials such as cleaning supplies, glues, and/or other products which contain chemicals. These products could adversely affect an individual's health if not handled safely and properly.

Materials safety data sheets (MSDS) for all hazardous materials must be made available to personnel within 15 minutes of the request. In addition, department supervisors must provide employees with information about the proper handling of hazardous materials before beginning a job assignment. Use the products only the way they are intended to be used. Questions about a product and its hazards should be directed to your immediate supervisor.

Health Issues

All HR Temporary Employment employees who work at the University Medical Center or UK Hospital must have annual tuberculosis (T.B.) tests. The supervisor in each area will inform the employee when each test is due. However it is each employee's responsibility to report to Employee Health. Contact Hospital Employee Health Services for operating hours at (859) 323-5823 ext. 256. Documentation of other Immunizations such as Measles, Mumps, Rubella, and Varicella (Chicken Pox) may be required depending on patient contact levels. Physical Plant Department (PPD) Policy 30.03 states that if an employee does not have the test(s) completed, he/she may face suspension or possible dismissal.

If an HR Temporary Employment employee suffers a work-related injury or illness, he/she must immediately report the incident to his/her direct supervisor. Any accident or injury **MUST** also be reported to the UK Benefits office within twenty-four (24) hours of occurrence. **To report an injury, call UK Workers' Care at 800-440-6285.**

After the occurrence is reported to the supervisor, the department will receive instructions for treatment and paperwork requirements. The employee is also expected to notify his/her Temporary Employment Specialist.

University Property

Some HR Temporary Employment employees are issued ID badges, uniforms, keys, and/or other University property. HR Temporary Employment employees using property or equipment belonging to the University are responsible for taking full care in use and in safeguarding it from theft and vandalism. Such items will be issued by the department and are considered property of that department. Should the employee no longer need the item, change job assignments, or separates from the University, he/she is responsible for returning any and all items to the department.

Dining

Campus Cuisine provides a variety of choices for dining on campus. Dining facilities are located at **North Campus** (Blazer Courtyard, X-press, and Student Center Food Service), **Central Campus** (Donovan Oak Room and The Pizza Company), behind Donovan Hall (K-Lair Grill), **South Campus** (Commons Market), W.T. Young Library (Ovid's), **UK Hospital** (Cafeteria), Women's Care Building (Café), and **Kentucky Clinic** (Big Blue Deli). All dining facilities on campus accept payment by means of cash, check, or *Plus-Account*.

The *Plus-Account* allows employees and students of the University to purchase meals on campus without having to carry cash. Employees can open an account for whole dollar

amounts by making a deposit at 257 Student Center or the third floor of the Commons in the Kirwan-Blanding Complex. All deposits are refundable for a nominal service fee.

HR TEMPORARY EMPLOYMENT OVERVIEW

HR Temporary Employment is part of the University of Kentucky's Human Resources division and is an "At Will" employer. Your job may end at any time for any reason. **It is your responsibility to notify HR Temporary Employment when any assignment has ended. Failure to notify HR Temporary Employment will result in separation from the University as a "voluntary resignation."** If you need to be absent from an active assignment due to illness or emergency, you must contact your immediate supervisor before your scheduled shift begins. **Failure to do so may result in termination for "job abandonment" and could result in "ineligibility for rehire" with the University of Kentucky.**

HR Temporary Employment cannot guarantee continuous or uninterrupted employment. Because positions are filled on an as-needed basis, you may experience breaks in employment between assignments. With acceptable job performance (see **PERFORMANCE** section, page 15), employees can be placed in new assignments at the conclusion of each HR Temporary Employment job. **It is your responsibility to contact your Temporary Employment Specialist when each assignment ends. You must request additional placements to be considered.** Failure to do so will result in your separation from the University as a "voluntary resignation" and you will have to re-apply with HR Temporary Employment.

Equal Opportunity Employment

UK Policy 2.1.1

All employment decisions shall be made uniformly on the basis of merit. Equal opportunities shall be provided for all persons throughout the University in recruitment, appointment, promotion, payment, training, and other employment practices without regard to sex, sexual orientation, race, ethnic origin, national origin, color, creed, religion, age, or political belief. Further, the University shall not discriminate against any employee or applicant for employment because of Vietnam-era veteran status, disabled veteran status, or physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. It is a violation of University policy to discriminate against an employee or prospective employee on the basis of application for or service in the Uniformed Services. Also, the University does not discriminate against any employee or applicant for employment because the individual is a smoker or nonsmoker, as long as the person complies with University policy concerning smoking. However, this regulation does not require the provision of employee benefits to an employee for the benefit of any person other than a spouse or child of the employee.

Beginning an Assignment

HR Temporary Employment employees are interviewed and assigned to positions according to job descriptions. All employees must complete tax withholding paperwork (W-4, K-4), I-9 documentation, and a *Drug Free Policy Notification Form* **prior** to

beginning any employment at the University of Kentucky. Employees who begin work before completing paperwork are in violation of University policy 10.4. Employees cannot be paid for time worked prior to completion of **ALL** required paperwork. HR Temporary Employment employees will receive a verbal explanation of the job description prior to temporary placement. **It is the employee's responsibility to ask any questions regarding job duties and work schedules before accepting an assignment.**

All HR Temporary Employment positions require a **criminal background check**. Continued employment is contingent upon completion of the background check. Each HR Temporary Employment employee must fully disclose any felony-related criminal background information on his/her online application and to his/her Temporary Employment Specialist. **Any discrepancies will be addressed by the Temporary Employment Specialist and could result in termination of employment "ineligibility for rehire" with the University of Kentucky.**

Some positions through HR Temporary Employment require other testing (typing, computer, drug screening) All positions requiring additional testing are identified on the job description and by the Temporary Employment Specialist.

National Background Checks

In 2006 the Kentucky legislature passed a law requiring state postsecondary institutions to conduct pre-employment national background checks (PNBC) on all prospective regular full-time, regular part-time, temporary, and student employees hired. Additionally, all applicants for employment will be required to complete an employment application requesting self-disclosure of felony convictions.

New HR Temporary Employment employees will complete a PNBC "Disclosure and Authorization Form" prior to beginning a first assignment. New temporary employees are hired contingent upon "clean" PNBC results relative to a specific assignment and may begin work before results have been obtained. Felony convictions may not necessarily disqualify any individual from employment with the University. However, failure to disclose felony convictions or current felony charges will result in removal from employment with HR Temporary Employment and will disqualify individuals from future employment at the University of Kentucky in any capacity.

Drug Screening

New HR Temporary Employment employees hired may be required to complete a drug screen. The drug screen is a way to protect our campus, reduce legal exposure relating to negligent hiring, and allow the University to move more emphatically toward implementation of its stated Drug-free Policy. The PDS screen is a urinalysis given to new temporary employees after the point where the job offer has been made. New HR Temporary Employment employees are hired contingent upon "clean" drug screen results relative to a specific assignment and may begin work before results have been obtained.

Please be advised if offered a regular position, your hiring may also be contingent upon a pre-employment drug screen with a negative result. If you fail to show up or refuse to

complete a drug screen within the designated time frame, the offer of employment will be withdrawn. In addition, if you screen positive for any illegal drugs or prescription medication not directly prescribed to you or if you revoke authorization for disclosure of your test results, your offer of employment will be withdrawn. In the event of a positive screen result, failure to submit or show up for drug screening, or refusal to disclose test results, you will be disqualified from employment for any position including your current temporary assignment at the University of Kentucky for a minimum period of one (1) year.

Sexual Harassment

UK Policy 2.1.2

2.1.2 Sexual harassment is a violation of University rules.

2.1.2.1 For purposes of this policy, sexual harassment is one form of sexual discrimination that includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical actions of a sexual nature when:

2.1.2.1.1 Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or status in a university course, program, or activity;

2.1.2.1.2 Submission to or rejection of such conduct by an individual is used as a basis for an employment decision or a decision affecting an individual's status in a university course, program, or activity; or

2.1.2.1.3 Such conduct is sufficiently severe or pervasive to interfere with an individual's work, academic participation or performance, or creates an intimidating, hostile, or offensive working or educational environment.

Should an HR Temporary Employment employee feel as though he/she has experienced or witnessed this type of harassment, he/she is expected to seek assistance from HR Temporary Employment immediately.

NOTE: It is the responsibility of each UK employee (regular or temporary) to view the Sexual Harassment policy. HR Temporary Employment employees will receive the information in *HR Temporary Employment Orientation*. Other classifications of temporary employees not employed by HR Temporary Employment may view the policy online at www.uky.edu/EVPFA/EEO/sexual.doc.

Racial Harassment

Racial harassment is a violation of University rules. Any University employee who has racially harassed any individual on University property or while on University business is subject to disciplinary action, including, but not limited to, immediate termination of employment. Racial harassment is one form of racial discrimination. Racial harassment is usually considered more than an isolated incident of racial hostility or casual racial comment. However, in some instances, a racially hostile environment may result from a single occurrence that is significantly severe. Racial harassment is a form of discrimination on the basis of race, color, or national origin and may include, but is not limited to, many different types of actions such as verbal harassment or physical harassment. Should an HR Temporary Employment employee feel as though they have experienced or witnessed this type of harassment, he/she is expected to seek assistance from Temporary Employment immediately.

NOTE: It is the responsibility of each UK employee (regular or temporary) to view the Racial Harassment policy. HR Temporary Employment employees will receive the information in *HR Temporary Employment Orientation*. Other classifications of temporary employees not employed by HR Temporary Employment may view the policy online at www.uky.edu/EVPFA/EEO/racial.doc.

For further assistance with any Equal Employment Opportunity, Sexual Harassment or Racial Harassment issues, please contact the Affirmative Action/Equal Employment Office, room 013d Main Building 0032, phone number 257-8927.

Drug Policy

UK Policy 13.0

HR Temporary Employment is committed to upholding the University's drug free workplace policy. This policy prohibits the unlawful possession, use, dispensing, distribution, or manufacture of controlled substances by employees while on University of Kentucky property and/or on University of Kentucky business. Any HR Temporary Employment employee who engages in such activity or who is convicted of a criminal drug statute violation that occurred in the workplace or while on University business is subject to disciplinary action up to and including termination from the University.

Alcohol Policy

UK Policy 14.0

HR Temporary Employment is committed to upholding the University's alcohol policy. This policy prohibits alcohol abuse, or being under the influence or unauthorized use or consumption of alcohol on University of Kentucky property or while on University business. Any HR Temporary Employment employee who violates this policy and/or who reports for work under the influence of alcohol is subject to disciplinary action up to and including termination from the University.

HR Temporary Employment Orientation

All new Temporary Employment employees are required to attend an orientation session within the first two (2) weeks of employment on their first assignment. This orientation will be scheduled with the employee by a temporary employment specialist when receiving the initial job assignment. Temporary Employment will pay the employee for time spent in *HR Temporary Employment Orientation*. The orientation provides an explanation of the employee's rights and responsibilities, facilitates viewing of the OSHA and Corporate Compliance/HIPAA videos, and provides information regarding educational/development opportunities and benefits available to HR Temporary Employment employees.

Grievances

HR Temporary Employment employees may encounter a wide variety of duties and different office and management styles on assignment. When an HR temporary Employment employee encounters a situation that he/she thinks is beyond his/her ability to handle, the employee is expected to contact HR Temporary Employment immediately.

The employee's Temporary Employment Specialist and/or the employment manager will work with the employee and the department in order to find a resolution.

Separation from Assignment

Once an HR Temporary Employment employee accepts an assignment, the employee is required to give a five (5) working day notice before resigning from that assignment. Preferably, this notice should be in writing and given to the departmental manager as well as the Temporary Employment Specialist who placed the employee on the job. **Failure to give and complete a five (5) working day notice will result in separation from the University and may jeopardize future employment eligibility at the University of Kentucky.**

HR Temporary Employment employees may be removed immediately from an assignment for attendance issues, tardiness, attitude, job performance, and/or violation of any University of Kentucky or department-specific policy. HR Temporary Employment employees will be terminated immediately for any act that imperils the safety of University employees or the public, and/or for possession of a firearm on University property. **Removal from assignment for a violation of any UK policy and procedure may also result in "ineligibility for rehire" with the University of Kentucky.**

HR Temporary Employment Employee Initiated Separation

HR Temporary Employment employees should give notice, preferably in writing, to their department manager and their Temporary Employment Specialist. **The HR Temporary Employment employee is required to give a five (5) working day notice at his/her current assignment if he/she chooses to leave the assignment before it officially ends.** The Temporary Employment Specialist will request a performance evaluation from the department manager. The decision of whether or not to reassign the employee within the HR Temporary Employment program will be based upon this evaluation. **Failure to give the proper five (5) working day notice may be considered "quit without notice" and could result in an "ineligibility for rehire" status with the University.**

It is your responsibility to contact your Temporary Employment Specialist when each assignment ends. You must request additional placements to be considered. Failure to do so will result in your separation from the University as a "voluntary resignation" and you will have to re-apply with HR Temporary Employment.

University Department Initiated Separation

The HR Temporary Employment employee is expected to notify his/her Temporary Employment Specialist as soon he/she learns that his/her assignment is going to end. The Temporary Employment Specialist will request a performance evaluation from the department manager. The decision of whether or not to reassign the employee is based upon this evaluation. **Failure to notify HR Temporary Employment at the end of each assignment will be considered a "voluntary resignation" from the University by the HR Temporary Employment employee.**

The University of Kentucky and HR Temporary Employment reserves the right, as an “At Will,” employer to dismiss employees or end a job assignment at any time for any reason.

Job Reassignment

HR Temporary Employment cannot guarantee continuous or uninterrupted employment. Because positions are filled on an as-needed basis, you may experience breaks in employment between assignments. With acceptable job performance (see PERFORMANCE section), HR Temporary Employment employees can be placed in new assignments at the conclusion of each HR Temporary Employment job. **It is your responsibility to contact your Temporary Employment Specialist when each assignment ends. You must request additional placements to be considered.** Failure to do so will result in your separation from the University as a "voluntary resignation" and you will have to re-apply with HR Temporary Employment.

Separation from the University

UK Policy 12.0

HR Temporary Employment is an “At Will” employer and employment at the University may be terminated at any time as outlined in UK Policy 12.0. HR Temporary Employment may separate employees from the University either (1) voluntarily, by their resignation, or (2) involuntarily.

Involuntary separation may be the result of misconduct including, but not limited to:

- (a) Insubordination;
- (b) Violation of University rules, falsification of application for employment, time records or other University records;
- (c) Any act which serves to defame or malign the reputation of the University;
- (d) Dishonesty on the job;
- (e) Imperiling the safety of University employees or the public or possession of a firearm unauthorized by the University;
- (f) Gambling;
- (g) Destructive negligence of University property;
- (h) Drug and/or alcohol abuse;
- (i) Violation of local, state or federal law on University property;
- (j) Incarceration in jail following a conviction of a misdemeanor or felony, which results in missing at least five (5) consecutive working days;
- (k) Job abandonment;
- (l) Fighting and/or physical assault on University property or while on the job; and/or
- (m) Other misconduct on University property.

Involuntary separation may also be the result of job performance issues including, but not limited to:

- (a) Failure, neglect or inability to perform assigned duties;
- (b) Excessive absences or tardiness;

- (c) Failure to inform the department supervisor of absences or expected tardiness;
- (d) Failure to act in a courteous or cooperative manner; and/or
- (e) Job-related performance.

HR TEMPORARY EMPLOYMENT **PAY INFORMATION**

Compensation

UK Policy 17.1.5

HR Temporary Employment employees are paid at the comparable base pay grade rate for each assignment. The hourly rate is determined by the job classification of the temporary assignment. If the assigned job description varies significantly from actual job duties performed, the employee should contact his/her Temporary Employment Specialist.

HR Temporary Employment employees are compensated only for actual hours worked. HR Temporary Employment employees are not eligible for vacation pay, sick leave, holiday pay, paid funeral leave, or paid jury duty.

Payroll Procedure

NOTE: the following payroll procedure outlines information and requirements for HR Temporary Employment employees only. Other classifications of temporary employees should contact their direct supervisors for payroll instructions. If you are unsure of your employment classification, ask your supervisor or call Human Resources at (859) 257-9555.

In order to ensure timely payment for hours worked, please be aware of the following.

It is solely the HR Temporary Employment employee's responsibility to ensure the receipt of a completed copy of his/her timesheet (or a faxed copy) reporting all hours to HR Temporary Employment on the designated timesheet due date. HR Temporary Employment provides a payroll schedule at the time of hire listing the due dates, which is also available online at:

www.uky.edu/HR/steps/temp-paypro.html#paysch

NOTE: if the direct supervisor faxes or delivers the employee's timesheet, the HR Temporary Employment employee must contact HR Temporary Employment at 257-9555 to verify its receipt on the timesheet due dates listed for each pay period.

In order to ensure accurate payment of hours worked your timesheets must be completed with the following information: your name, social security number, the pay period, your PLACEMENT NUMBER, and department name and/or number where assigned on a blank "UK HR Temporary Employment Timesheet." Any off-shift hours must be labeled for the shift differential to be paid. If you are unsure of your placement number, please contact HR Temporary Employment at 257-9555.

Once the timesheet is complete with all required information, give to your direct supervisor for signature approval and obtain a copy of the completed timesheet. You can then either deliver the **COPY** by hand to HR Temporary Employment or fax to 257-7464. **HR Temporary Employment employees are not permitted to deliver ORIGINAL timesheets.** If you choose to fax your timesheet, contact HR Temporary Employment at 257-9518 to confirm receipt of fax. Do not rely on the confirmation sheet when faxed.

Faxed copies of timesheets are acceptable for initial payment. **However, the original timesheet is due in HR Temporary Employment by Friday of the following week.** You should remind your manager to submit the original timesheet to HR Temporary Employment via campus mail or personal delivery.

Unless you submit a copy of your timesheet by hand, call HR Temporary Employment to verify our receipt of your timesheet. If we do not receive the timesheet by 3:00 p.m. on the timesheet due date, we cannot guarantee pay on the scheduled pay date. Late timesheets may not be paid until the following pay period.

Overtime

HR Temporary Employment employees may work a maximum of forty (40) hours per week before going into overtime status. Employees shall not work any overtime without the advance permission of supervisory personnel in the assigned department.

Shift Differentials

Any HR Temporary Employment employee who works any off-shift hours must label the hours worked as a “shift differential” on his/her timesheet. HR Temporary Employment will not pay a shift differential unless it is clearly indicated on the employee’s timesheet.

Direct Deposit of Payroll

The University of Kentucky and HR Temporary Employment requires direct deposit of payroll for all employees. Direct deposit expedites employee pay by direct payment into the employee’s checking or savings account with any bank or financial institution. Should the employee not have a checking or savings account with an area bank or financial institution, he/she may open an account with the University of Kentucky Federal Credit Union (UKFCU) by applying at either the UK Student Center branch or the UKFCU Main Office at 1080 Export Street. Proof of employment by the University, such as a staff identification card is required.

To enroll in direct deposit, submit a *Direct Deposit Application Form*, available in HR Temporary Employment, along with a voided check or deposit slip. The employee may change the designated account at any time.

Direct Deposit Earnings/Deductions Statement

All Payroll Earnings/Deduction Statements (direct deposit stub) for HR Temporary Employment employees are mailed the day before payday to the address on file. Temporary Employment cannot guarantee postal delivery on payday.

If you do not receive your direct deposit stub by the third working day after the payday you may submit a request for a duplicate copy in HR Temporary Employment.

Payroll Deductions

The University of Kentucky is required by law to make deductions from an employee's paycheck for such items as federal and state income taxes and Social Security taxes. The employee's pay stub will reflect all deductions.

Personal Contact Information

The HR Temporary Employment employee must keep current his/her address, phone number, and related contact information. When an address or name change occurs, the employee must complete a *Change of Address/Name Form* with HR Temporary Employment.

PERFORMANCE

Evaluation Criteria

Upon the completion of or removal from each assignment, the Temporary Employment Specialist requests a performance evaluation from the department supervisor. This performance evaluation is used to determine eligibility for reassignment. The criteria for this evaluation includes, but is not limited to, the employee's reliability, calling when late or absent, completing assigned tasks promptly, efficiently and correctly, appropriate appearance, conduct toward co-workers and the public, attention to detail, and overall quality and quantity of work.

This information is used to determine possible reassignment to another temporary position. HR Temporary Employment cannot guarantee continuous employment to any employee; however, the reassignment of HR Temporary Employment employees who receive excellent performance evaluations is a high priority.

Conduct

It is important for all HR Temporary Employment employees to approach each assignment with an attitude of excellent customer service and a willingness to help. Employees are expected to refrain from expressing personal problems, frustrations or negative comments regarding the assignment, co-workers, customers, patients or visitors.

The following behavior is unacceptable and will not be tolerated: sexual or racial harassment; abusive, obscene, derogatory or profane language; jokes, colloquialisms, or other behavior that may be offensive to others.

Computer and Telephone Use

Any department computer used by an HR Temporary Employment employee is considered property of the University of Kentucky and should not be used for personal matters unless the employee obtains prior authorization from the department manager. The same policy applies to sending or receiving personal emails.

Any material entered into computers owned by the University or sent through the University's email system is considered the property of UK. HR Temporary Employment employees are required to use professional judgment and discretion when using University computers to compose documents or to send and receive email. The University has the right and the ability to monitor employees' computer usage.

Instead of using office computers for personal business, HR Temporary Employment recommends the use of the computer lab in the W.T. Young Library. This is a public lab that is open for all staff, faculty, and students to use.

HR Temporary Employment employees are discouraged from receiving personal phone calls except for emergencies. Outgoing personal calls should also be for emergency purposes only and the employee is expected to use discretion when making and receiving those calls. HR Temporary Employment employees are not allowed to make personal long-distance telephone calls from University phones. This is considered theft of resources and could result in termination of employment.

Confidentiality

In the performance of job duties HR Temporary Employment employees may come in contact with confidential information, both clinical and employee related, through written records, documents, verbal communications, correspondence, computers, etc. The HR Temporary Employment employee must protect patient's, employee's, student's and/or individual's right to privacy.

As a condition of employment, HR Temporary Employment employees must agree not to disclose any confidential information acquired during the course of employment. This is inclusive of viewing or reading any patient chart or other document for any reason other than to provide direct patient care or to fulfill job duties. Viewing or reading confidential material for any other reason is strictly prohibited, regardless of whether the information is released or not. **As an HR Temporary Employment employee, you agree not to disclose any confidential information acquired during the course of your employment.** In the event that any confidential information is intentionally or unintentionally released, the management of the University of Kentucky has the right to take disciplinary action and possibly terminate employment with or without notice, at its discretion.

Absences and Attendance

As an HR Temporary Employment employee you are providing an important service to the departments of the University of Kentucky. Because of this, excellent attendance is vital. HR Temporary Employment employees are expected to report to work on time every day as scheduled. If the employee is unable to report to work, he/she **must notify the department prior to starting time.** Should an emergency situation arise and the temporary employee is unable to reach the department supervisor he/she must contact HR Temporary Employment at 257-3330.

All absences must be approved by the temporary employee's immediate supervisor. An *HR Temporary Employment Absence Report* (www.uky.edu/HR/tempjobs/absent.pdf) must also be completed for each absence and given to the immediate supervisor for

approval. For medical appointments, the temporary employee may be required to provide doctor's notes or related documentation (do not include medical history related information). Failure to complete the *HR Temporary Employment Absence Report* may result in termination from employment with the University of Kentucky.

Any HR Temporary Employment employee may be separated from an assignment for repeated absences or tardiness over a period of time. **Separation from employment for attendance and/or tardiness issues may also result in an "ineligible for rehire" status with University of Kentucky.**

BENEFITS/EMPLOYEE DEVELOPMENT

Medical Benefits

HR Temporary Employment employees are eligible to purchase medical and dental benefits and contribute to voluntary retirement accounts. HR Temporary Employment employees must pay 100% of the cost for each plan and are not eligible for any contribution from the University towards these plans. HR Temporary Employment employees have a period of 30 days from their initial start date to apply. Beyond the 30 day time frame, employees must wait until the annual *UK Benefits Open Enrollment* to select benefits. All HR Temporary Employment employees interested in purchasing benefits should contact the Benefits office at (859) 257-2868 for information regarding available plans and options.

Workers' Compensation

HR Temporary Employment employees are required to immediately report any work-related illness, accident, or injury. This is necessary to insure the employee's receipt of any benefits entitled to the employee under the Kentucky Workers' Compensation Act and is an important part of the University of Kentucky safety program. Reporting procedures are as follows:

- If you are injured at work, notify your immediate supervisor of the accident or incident. Any accident or injury must be reported to UK Benefits office within twenty-four (24) hours of occurrence. UK Workers Care may be reached by calling 1-800-440-6285.
- The department will be provided with instructions for treatment and paperwork requirements.
- Notify the Temporary Employment Specialist who placed you on assignment.
- Report on your timesheet any on-the-job injury as directed.

Staff Identification Cards

HR Temporary Employment employees are entitled to staff identification cards. These cards are provided upon request from the front desk personnel in room 112 Scovell Hall. Staff identification cards verify that you are an employee of the University of Kentucky and are eligible to participate in programs such as the Employee Discount Program,

membership at the UK Federal Credit Union, Operation Educate, Desktop Training Services, University recreational facilities, and the Wellness Program (after completing 6 months of satisfactory work performance).

Employee Discount Program

Many area businesses offer discounts to University of Kentucky employees, which includes HR Temporary Employment employees. To use the program you must identify yourself when making a purchase by showing a valid UK picture ID or valid UK Faculty/Staff Card and a valid driver's license or other picture ID. As an employee you are eligible for any discount offered throughout the Commonwealth. For a full listing of participating members please refer to the Employee Discount Program page at www.uky.edu/HR/edp.

Credit Union

HR Temporary Employment employees are eligible to apply for membership with the University of Kentucky Federal Credit Union. Membership offers savings, checking, loan and credit card programs, free car cost information, discounted amusement park tickets, preauthorized bill payments, direct deposit, payroll deduction, automated teller machine card, Traveler's Cheques and around-the-clock telephone and computer service. Lifetime membership is available even if the HR Temporary Employment employee changes jobs or moves as long as the minimum balance required in share (savings) account is maintained. To apply, bring valid proof of employment such as a staff ID card to either the UK Federal Credit Union Campus Branch, located in the Student Center, or the UK Federal Credit Union Main Office, located at 1080 Export St.

Operation Educate

Operation Educate is a division of the University of Kentucky Human Resource Development Department. Operation Educate offers free classes to UK employees including computer training, GED classes, English as a Second Language classes and resume assistance. HR Temporary Employment strongly encourages all its employees to participate in any classes offered. For more information regarding Operation Educate contact HR Temporary Employment or Operation Educate at 257-7911.

Desktop Training Services

Desktop Training Services provides computer skills training including MOUS Certification, NETg training, a lending library and more. Desktop Training Services offers both free classes and classes at cost to the employee. For a schedule of classes or more information, contact HR Training and Development Technology and Software Training at (859) 257-3856 or go to their web site at <http://hr.uky.edu/TandD/tt.php>.

ExecuTrain Virtual Campus

EVC stands for ExecuTrain Virtual Campus, an online learning community available at no charge to University of Kentucky staff, students, and faculty. The EVC gives both Windows and Macintosh computer users access to a wide array of technology training including self-paced courses. Training is available around the clock on the Web and

topics include desktop applications, database management, web page development, programming, networking, certification preparation, and more. For a schedule of classes or more information, contact HR Training and Development Technology and Software Training at (859) 257-3856 or go to their web site at <http://hr.uky.edu/TandD/tt.php>.

Recreational Facilities

All HR Temporary Employment employees are welcome to use the Lancaster Aquatic Center. The Lancaster Aquatic Center features Junior Olympic size pools and diving facilities. In order to use these facilities, HR Temporary Employment employees should present their staff ID card. The Lancaster Aquatic Center is located at the corner of University Drive and Complex Drive, near the football stadium. For more information regarding operational hours, call the Campus Recreation Office at 257-2898.

Wellness Program

After six months of satisfactory work performance, HR Temporary Employment employees may be eligible to participate in the Wellness Program. The Wellness Program offers eligible employees a variety of wellness services and includes access to two gyms on campus; the Body Shop located in Alumni Gym, and The Seaton Center Gym. Both are full services gyms with a variety of exercise equipment as well as free weights. In order to receive more information or sign up for classes, please contact the Wellness Program at 257-3772 or view the Wellness Program website at www.uky.edu/HR/wellness.

UK HOSPITAL AND MEDICAL CENTER INFORMATION

Any HR Temporary Employment employee who is assigned to a department of the University of Kentucky Medical Center or Hospital is expected to follow additional regulations outlined in this section.

Dress Code

The University of Kentucky Hospital requires each employee to dress appropriately in order to convey a professional image to patients, visitors, and other staff members. Although different modes of dress are suited to different positions, each employee must maintain high standards of personal appearance and hygiene regardless of where he/she works. The Hospital makes no distinction between acceptable appearance for day, evening, night, or weekend shift employees.

The Department of Nursing has established a dress code to promote confidence in Nursing Services through the appropriate physical appearance of **nursing personnel**.

HR Temporary Employment employees in both clinical and office/clerical positions are expected to dress in an appropriate and professional manner. It is the responsibility of each temporary employee to ensure that his/her dress, grooming, and behavior convey a positive image. Acceptable working attire is that which falls within a range which is appropriate, safe, and conducive to promoting confidence in the staff's ability to provide quality care to patients. Below you will find information to help you adhere to the University of Kentucky Hospital's dress code guidelines.

If you have specific questions about what may or may not be permitted, ask your immediate supervisor. Failure to adhere to required dress code guidelines may result in termination from the HR Temporary Employment program.

GENERAL HOSPITAL GUIDELINES

- Casual sportswear such as jeans (or anything made of denim material), shorts, sweat suits, T-shirts (with or without printing), and revealing clothing are not permitted.
- Clothing and appearance should be clean and neat.
- While on UK property, all employees are asked to refrain from using profane or offensive language.

UNIFORMS (where applicable)

- Uniforms will be clean, free of wrinkles, neat, non-revealing, and in good repair.
- White dresses, pant suits, jump suits, and split skirts are permitted. Extreme lengths are inappropriate. Skirt lengths may be no shorter than one inch above the knee. Many areas allow colored or printed uniforms/scrubs (Consult the manager of the area in which you work before purchasing to find out what colors are approved for the area).

SCRUBS (where applicable)

- Scrub uniforms are permitted in designated areas (consult the manager of your area to inquire about the availability of Hospital provided scrubs). Lab coats are to be worn over scrubs when staff goes outside the special care areas (OB, OR, BMT) per infectious control standards. Long sleeved turtlenecks or t-shirts without writing may be worn under scrub tops. Hospital provided scrubs will not be worn outside of the Hospital.
- All tops must have sleeves. Scrub type uniform tops/jackets may be worn. Washable white cardigan sweaters or uniform warm-up jackets may be worn for additional warmth. Isolation and patient gowns are not to be worn over uniforms by staff. Sweat shirts are not permitted except with special permission and related to a special event.

IDENTIFICATION

- Hospital and Medical Center employees are required to wear the official Medical Center identification badge prominently displayed on the front upper torso when working. Badges are not to be defaced with stickers or pins.

HR Temporary Employment employees working in the UK Hospital or Medical Center area may be issued an identification badge, which is initially purchased by the department. This identification badge must be worn at all times while working on Hospital property. If you have not been issued a badge and are working in the Hospital or Medical Center area, consult your supervisor for further instruction.

If you report to work without your original identification badge, you must report to the Security Officer in room H109 of the Hospital to purchase a temporary badge. Immediately report any lost or stolen badge to Security at 323-6156. The replacement cost for a lost or stolen badge may be the responsibility of the employee.

This badge remains property of the Medical Center. Upon completion of an assignment at the Hospital or Medical Center return the identification badge to the department supervisor.

HAIR

- Hair will be neat, clean, and controlled. For some positions, shoulder length or longer hair will be tied back at the nape of the neck or put up on the head. Beards must be clipped short and neat. Hats and scarves are inappropriate.

SHOES AND HOSE

- Open-toe shoes are not permitted.
- White leather closed toe shoes which are clean and in good repair are to be worn by all **nursing personnel** with the exception of Psychiatry. Shoes will have clean white laces. Some areas allow "surgical" clog style shoes (Consult the manager of the unit you work in before purchasing to see if they are approved).

- Personnel in Psychiatry will wear street shoes. White or neutral socks may be worn with pants. White or neutral hose must be worn by **nursing personnel** at all times with dresses/skirts.

JEWELRY

- Acceptable jewelry includes only small post or small (1/2 inch or smaller) earrings, a watch, one small chain necklace, wedding bands, and med-alert bracelets when necessary. Hand jewelry may be totally excluded in specific areas for safety and infectious control reasons.
- **Registered** and **licensed practical nurses** may wear the nursing pin from their nursing program.

FINGERNAILS

- Fingernails will be kept short, clean, and well groomed. If polish is worn, clear or neutral colors are preferred. Since clinical studies have shown evidence that infectious organisms are harbored under false fingernails (including acrylic), false fingernails should not be worn by direct patient caregivers.

Smoking

Smoking is prohibited within the UK Hospital and at all building entrances. Detailed information is available online:

www.ukhealthcare.uky.edu/forstaff/tobacco-free/index.asp

[www.ukhealthcare.uky.edu/forstaff/tobacco-free/assets/Tobacco Free Boundaries041708.pdf](http://www.ukhealthcare.uky.edu/forstaff/tobacco-free/assets/Tobacco%20Free%20Boundaries041708.pdf)

Infection Control Information

Hospital employees follow standard precautions when caring for patients. If the patient is on other infection control precautions, such as isolation precautions, a sign will be posted on the patient's door.

Never enter a room occupied by a patient without first consulting with a nurse. If you must enter a patient's room, follow any infection control precautions posted on the door.

Life Safety Information

The UK Hospital has a life safety program to protect patients, visitors and staff from the dangers of fire. As part of orientation to this facility, please locate the fire alarms, extinguishers, and evacuation routes within or adjacent to your assigned workspace.

Fire Notification

If fire, smoke or excessive heat is detected within the Hospital, the fire notification system is activated. Chimes will be heard over the paging system followed by the page "Code Red" and the location of the alarm. In addition, the alarm system is activated periodically for fire drills and system testing.

When the alarm is activated, smoke and fire doors throughout the building close. Staff will close doors to patient rooms, clear corridors and implement other response procedures.

In most cases, you will be able to remain in your work area during the response. Please listen carefully to the overhead paging announcements for instructions that may affect you. If an order is given to evacuate, please secure the work site before exiting the building.

Fire Response

Every employee of the UK Hospital and Medical Center has a role in fire response. Your first obligation is to be aware of any possible fire conditions. If there is a fire condition, first activate the fire alarm. Next, assist with evacuation of the building. Finally, be sure to report any information you have about the fire to the fire department officials when they arrive on the scene.

Interim Life Safety Measures

If you enter an area under Interim Life Safety Measures, please observe and follow the instructions posted which indicate changes or special precautions from normal procedures.

Paging Codes

The Hospital uses specific codes to alert staff of hazards or potential hazards in the area or to call designated staff to action. The following are examples of pertinent codes:

- **Code Red** = FIRE
- **Code Pink** = INFANT/CHILD Abduction (There will be qualifiers such as 3 yr old male, 4th floor or infant female, 3rd floor)
- **Code Yellow Stand by** = Mass Casualty
- **Code Blue** = Cardiopulmonary Arrest
- **Tornado Warning** = Announcement
- **Code Q (Que)** = Full Capacity Protocol
- **Assistance Please** = Combative Patient, Visitor or Staff

Designated staff members have assigned roles in response to these codes. If your supervisor provides you with additional instructions, please follow them to ensure your safety and the safety of any patient to whom you may be assigned.

Patient Privacy Rights (HIPAA)

In recognition of the HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA), which is a Federal Law that regulates the disclosure of Protected Health Information (PHI) as well as patient's rights, the Hospital treats operating room logs, schedules and all medical records as confidential information. They are available only to Hospital staff. Hospital staff will not discuss a patient's diagnosis or course of treatment. The University of Kentucky Hospital upholds specific standards of professional and humane behavior in patient care. These standards are

outlined in the booklet Behavioral Standards in Patient Care. The following is a brief outline of this booklet.

- Do not discuss the diagnosis, condition, treatment or prognosis of any patient within the Hospital.
- Do not ask staff members for patient information.
- Do not read a patient's medical record or access patient information that is not job related.
- If using Hospital computer systems, do not give your password to anyone; keep the screen turned away from public view and log off the computer whenever you leave the workstation. Do not allow other people to use your password.
- If you are responsible for delivering or maintaining patient information or records, do not allow any unauthorized individuals access to patient records or patient information.

These standards are to be strictly enforced. Any violation of these standards may result in disciplinary action, including immediate dismissal from the assignment and possible termination from the University of Kentucky.

NOTE: It is the responsibility of each UK Hospital or Medical Center employee (regular or temporary) to complete HIPAA training. HR Temporary Employment employees will receive training in *HR Temporary Employment Orientation*. Other classifications of temporary employees not employed by HR Temporary Employment may receive training at the UK Hospital Security office. If you are unsure of your temporary classification, ask your direct supervisor or call Human Resources at (859) 257-9555.

HR TEMPORARY EMPLOYMENT
CONTACT INFORMATION

HR Temporary Employment - (859) 257-9555 press 2
Fax - (859) 257-7464

HR Temporary Employment Front Desk – (859) 257-3330

Payroll - (859) 257-9518

HR Temporary Employment Specialists:

- UK HealthCare (hospital and Medical Center) Positions – (859) 257-9556
- Campus Positions – (859) 257-9554
- Housekeeping, Maintenance, Food Service Positions – (859) 257-9561
- Pre-Selected Candidate Positions (Sign-ons) – (859) 257-9543

HR Temporary Employment Web Link: www.uky.edu/HR/tempjobs

For **all** correspondences, verifications of income, etc. please use the following address:

University of Kentucky
HR Temporary Employment
103 Scovell Hall
Lexington, KY 40506-0064

NOTE: While many of these summarized University of Kentucky policies and procedures apply to any classification of temporary employee at UK, this handbook is specific to employees hired through HR Temporary Employment. Full details of UK policies and procedures for any classification of employee (regular, temporary, and student) can be found in the “Human Resources Policy and Procedure Manual” available online at www.uky.edu/HR/policies/welcome.html. If you are unsure of your employment classification, ask your direct supervisor or call Human Resources at (859) 257-9555.