



2023-2024 Faculty and Staff Handbook



Faculty and Staff Handbook

The University of Mississippi Medical Center
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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, IHL Board of Trustees policies, and those developed specifically for UMMC through study, discussion and experience. The Vice Chancellor for Health Affairs is the final approving authority for the content within the limits set forth 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 UMMC please familiarize yourself with the contents of the handbook.

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 regard 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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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 John D. Bower School of Population Health was approved to admit students beginning in the fall of 2017.

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 UMMC'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, completed in 2006. Currently, the Medical Center's total licensed beds on campus is 698. The building package also included UMMC'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 the children's hospital, a classroom wing and a \$53 million addition to the Arthur C. Guyton Research Laboratory Complex.

Subsequent major physical plant additions have included a third parking garage, the School of Medicine Education Building, and the Translational Research Center. A major expansion of pediatric services is underway on the south side of campus.

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, M.D., current vice chancellor for health affairs.

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 health care.

Vision Statement

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.

Governance and Administration

Institutions of Higher Learning Board of Trustees

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. The twelve-member board shall be appointed from each of the three Mississippi Supreme Court districts with four members from each district. The term of office is 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. UMMC receives a separate appropriation.

The IHL Board of Trustees elects one of its members to serve as president of the board and vests day-to-day administrative and operational authority over its activities in a commissioner. The Board maintains offices at the Paul B. Johnson building in Jackson. All policies approved by Board of Trustees Institutions of Higher Learning State of Mississippi can be found on their [website](#).

University of Mississippi Medical Center

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 UMMC 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. For more information, please take a look at UMMC's [Organizational Charts](#).

The deans of the schools of dentistry, graduate studies, health related professions, nursing, and population health 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.

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 UMMC 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 UMMC believe it is important to involve students in the decision-making processes, which affect institutional programs, policies, and operations. 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 Associated Student Body (ASB), consisting of elected student officers and senators from all UMMC schools, serves to represent student interests and goals to UMMC administration and organize student events including social events, intramural sports, and philanthropy opportunities. The ASB President serves as a regular member of the Student Affairs Council and in this capacity provides input and information regarding student concerns and information regarding ASB-sponsored student activities at monthly committee meetings. The Office of Student Affairs, consisting of the Chief Student Affairs Officer, Associate Chief Student Affairs Officer, and staff members, assists with and supervises ASB activities on a regular basis. In addition to the ASB, each school contains elected student

government officers, and deans and associate/assistant deans meet frequently with these representative students in their respective school. The dean's office of individual schools supervises and coordinates student activities hosted by each school. UMMC has two student publications – the Murmur, a campus wide newspaper that is published several times during the academic session, and the Medic, the campus yearbook. Both are created and edited by officers elected to the ASB and are considered “the voice of the student body.”

UMMC Schools

School of Dentistry

The SOD's executive committee, comprised of the dean, assistant and associate deans, department chairs, department business administrator, director of ambulatory operations, director of University Dentists, director of revenue cycle and the dean's executive assistant, meets monthly to discuss issues relating to the school. Each individual is responsible for disseminating information from and back to their appropriate department/areas. A general faculty meeting is scheduled monthly. All full-time faculty are invited to the meeting.

School of Graduate Studies in the Health Sciences

The School of Graduate Studies is comprised of the dean, associate dean for academic affairs, associate dean for student affairs and recruitment and administrative staff. The Graduate Council is comprised of program directors and representatives from all graduate programs. Requirements for membership are available from the School 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.

School of Health Related Professions

SHRP is organized into departments, which contain one or more programs. The department meet with the dean, assistant deans, and director of admissions and learning advancement and distance learning to form the Executive Council.

School of Medicine

The SOM's executive faculty is comprised of department chairs and the SOM Dean's Council is comprised of the vice, associate and assistant deans. The department chairs and the vice dean report directly to the dean.

School of Nursing

The SON has four associate deans responsible for academic affairs, research and scholarship, practice and partnerships, and administration. The faculty organization meets on a quarterly basis and is a decision-making group regarding curricular issues and other areas of concern. The chair of the faculty organization serves as a liaison to the executive committee in the SON. Additionally, student and staff feedback is sought from the student advisory board, staff council and various student organizations and groups.

School of Population Health

The mission of the John D. Bower School of Population Health is to provide world-class graduate training to prepare the next generation of population health scientists and health care leaders. We work to improve the health of individuals, populations, and communities through high quality research and the advancement of evidence based policies. The school is organized into three departments: Data Science, Population Health Science, and Preventive Medicine. The associate deans, chairs, and director of finance and business operations report directly to the dean.

Policies and Regulations

Academic Affairs

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, master, 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
 - Health Informatics and Information Management - Commission on Accreditation for Health Informatics and Information Management Education
 - Histology – National Accrediting Agency for Clinical Laboratory Sciences
 - Medical Laboratory Science - National Accrediting Agency for Clinical Laboratory Sciences
 - Magnetic Resonance Imaging - Joint Review Committee on Education in Radiologic Technology
 - Nuclear Medicine Technology - 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

Academic Freedom

The Academic Freedom policy provides an understanding and standardization of academic freedom at UMMC and describes the procedures in place to safeguard and protect academic freedom. The Academic Freedom and Faculty Responsibility Committee is the UMMC standing committee charged with responding to faculty grievances concerning academic freedom and proposed terminations of faculty contracts. More information is available in the Academic Freedom policy, which can be found in [PolicyTech](#).

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](#), [PolicyTech](#), and/or in the school-specific student handbooks.

Continuing Health Professional Education

The Division of Continuing Health Professional Education (CHPE), is accredited with commendation by the Accreditation Council for Continuing Medical Education (ACCME) to provide AMA Category 1 credit for physicians. In addition, CHPE facilitates continuing education credit for the following health professions: Dental (ADA CERP), Dietetic (CDR), Nuclear Medicine Techs (AART), Nursing (ANCC/MNF), Ophthalmology (JCAHPO), Pathology (SAMs), Pharmacy & Pharmacy Technicians (ACPE), Family Physician Credit (AAFP), Social Work (NASW), Transplant Certification (ABTC), Psychology (APA), Board of Certification for the Athletic Trainer (BOC), and PT/OT/RT (CHPE credit allowed).

For maximum effectiveness, all continuing education should be co-planned with CHPE and have clearly defined outcomes and confirmed sources of financial support. Planners should have clear statements of educational need and desired results, proposed topics and objectives, and confirmed speakers. When appropriate, CHPE awards and records continuing education credit (or continuing education units) which meet the criteria established by

discipline specific accrediting bodies. More information, and help guides for planning CE activities are available on both the CHPE and CE Central [websites](#). Sponsoring departments/units should begin the planning process early and contact CHPE with questions about the process or requirements at least 120 days prior to the planned activity date. To request a virtual CE Central lab please contact any CHPE team member.

To learn about live conferences, eLearning opportunities, or ongoing regularly-scheduled series such as grand rounds, journal clubs, tumor boards, etc. please visit CE Central and click on Find CE Activities. From there, you may filter by discipline or areas of interest.

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 UMMC, 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.

Institutional Research

The Department of Institutional Research, located on the second floor of the Verner S. Holmes Learning Resource Center, serves as the coordinating unit for data gathering for external and internal reporting. Data for both external and internal reporting are drawn from existing university databases. Institutional Research supports planning, accreditation, scholarship and other university needs.

Library

Located in the Verner S. Holmes Learning Resource Center, Rowland Medical Library provides access to the online catalog, databases, e-journals, e-books, and other electronic information resources through the library [website](#). All UMMC faculty, staff, and students have library privileges and may request materials for purchase throughout the fiscal year. A valid UMMC badge is required to enter the library. Additional information is available on the library [website](#).

Office of Enrollment Management

This office's mission is to provide the highest quality administrative service related to the admission, registration, and graduation of a diverse and inclusive student population at UMMC. Academic records and documents that pertain to the progress of matriculated students and post-graduate trainees are maintained throughout the individuals' professional career and into perpetuity. The office is further committed to fruitful collaboration with all appropriate parties to provide accurate statistical reporting of admissions, enrollment, and graduation.

- **Diplomas and Certificates**

Only those students who are formally registered through the Office of Enrollment Management may receive an official University of Mississippi certificate or diploma upon completion of the required course work. Participants in in-service training programs may be granted letters specifying the type of experience the individual has received. A certificate of completion may be awarded to 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.

- **Official Seal**

The official seal of UMMC 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 Enrollment Management](#). No organization or arm of the University may use facsimiles or modifications of the seal.

Business and Finance

Contracts, Signatory Authority

By IHL 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 UMMC. However, board policy allows the vice chancellor to delegate signature authority. Please see the [UMMC Contracts Signature Policy](#) for more information.

General Accounting/Reimbursements

Entertainment of Official Guests

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

Travel

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. Any employee or student traveling for official UMMC business should familiarize themselves with the policies before making any arrangements for travel. For more information, please review the full UMMC [Travel Policy](#).

Property Control

In accordance with the provisions of Mississippi law, 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. The Property Control Office is responsible for maintaining an accurate inventory of all property and meeting all reporting requirements of property as set forth by the Mississippi Office of the State Auditor. Each UMMC department 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 in the identification and labeling of all equipment items.

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 Control Office. Requests for surplus furniture and equipment should be directed to the Property Control Office.

Disposal of Property

Disposal of property or nonfunctional equipment and equipment not being used by a department should be reported to the office for disposal. Trade in of property is subject to approval by the Mississippi Department of Finance and Administration. All purchase requisitions involving a trade-in should be directed to the Departments of Supply Chain Management and Property Control. All transfers of property within UMMC or to other governmental agencies are managed through the Property Control Office.

Removal of UMMC Property

No UMMC property may be removed from the main Campus or satellite locations without 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. Personal use of UMMC property is prohibited.

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 audit identifies items of property which are missing the UMMC Property 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's policy and procedures for reporting missing equipment were not followed.

Supply Chain Management

The Supply Chain Management Department's mission is to establish trust as supply chain experts through the provision of supplies, equipment, and services at the best value to promote quality in patient care outcomes, leading-edge research, and education of health care professionals. UMMC intends for all acquisitions made by Supply Chain Management to adhere to and comply with all state and federal laws and all UMMC policies and procedures.

Category Management and Procurement

Category Management optimizes the oversight, management and allocation of resources by organizing related products, equipment, and services into logical groups so that they can be effectively managed. Please reach out to Category Management at CategoryManagement@umc.edu to assist and guide you through the entire procurement cycle.

Logistics

Supply Chain Logistics is responsible for the receipt, availability, and delivery of goods at UMMC. Logistics manages inbound and outbound materials, delivers materials/goods to their respective locations, and monitors supply needs at all times to ensure patient care areas have the materials needed to achieve the highest level of care possible. Logistics is comprised of 3 areas/departments:

Materials Management: 601-984-4280

OR Logistics: 601-815-1907

Receiving and Distribution: 601-984-1330

Supply Chain Data Management

Supply Chain Data Management is responsible for ERP (Lawson/Workday) supply chain content management, creation of ship-to and requesting locations, agreement maintenance, and the inventory point of use system (ParEx). Data management is also responsible for advanced supply chain analytics such as querying, reporting, and group purchasing organization (GPO) validation. Contact SCDM@umc.edu for more information.

Post Office

The Post Office, located in the basement of the main hospital, room N-019, offers many of the same services as the U.S. Postal Service with regard to mailing packages and letters. Postage stamps are only offered by books of 20 and rolls of 100. Cash or check is the only accepted form of payment for purchases. Interdepartmental mail or campus mail is distributed throughout the day to departments and departmental mailboxes. Mail service is also provided for many off-site facilities via courier. The main mail service window is open from 10 a.m.-3:30 p.m. Monday-Friday. Contact: 601-984-1395.

Dining and Menus

For a complete guide of campus dining options, including menus, locations and hours of operation, please visit the [UMMC Dining and Menus website](#). For catering information, please contact Food and Nutrition at 984-2070.

Facilities Services

Facilities Services is responsible for maintenance and operations of UMMC campus buildings, grounds, utility services and other related functions in support of UMMC's mission. In addition to facilities operations, Facilities Services oversees campus planning, capital construction and real estate asset management. The executive director of facilities services is the primary contact for the Real Estate and Facilities Division of IHL. Administrative offices are located in Apartment B. For all facilities emergencies, including outages, hazardous material spill, radiological emergency or other issue requiring immediate attention, call Facilities Services 24/7 Call Center at 601-984-1420.

Buildings

Alterations and Renovations

All work affecting UMMC buildings and/or grounds (including leased space) will be coordinated through the Facilities Services. The executive director of facilities services is responsible for coordinating all changes, major or minor, regardless of who actually performs the work. In general, all work will be performed by contracts issued by UMMC, with plans and specifications approved by the department head and the executive director of facilities services. Unauthorized work is subject to removal at the expense of the department permitting the work to be done. Additional information may be found on the intranet at [Design and Construction Resource Information Page](#).

Building Design Standards

Facilities Services is responsible for maintaining UMMC building exterior and interior design standards including but not limited to: space standards, exterior and interior materials and finishes, colors, signage, furniture, artwork, landscaping and site furnishings. UMMC design standards must be adhered to for all campus buildings and UMMC branded locations. Any deviation from UMMC approved standards must be approved by the Office of the Vice Chancellor. Additional information may be found on the intranet at [Design and Construction Resource Information Page](#)

Building Maintenance

Those with maintenance needs on UMMC buildings and/or their related equipment should contact Facilities Services by submitting a [Maintenance/Construction Service Request](#).

Bureau of Building

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

Institutions of Higher Learning (IHL)

The Real Estate and Facilities Division of IHL is charged with the responsibility of managing all affairs relating to the capital improvement process, repair and renovation programs, property management, educational building corporation projects, and public-private development projects. All UMMC capital projects over \$1-million require IHL approval.

Master Plan

IHL Policy 903 requires that there shall be developed a master plan for each campus to be continuously revised and reported to the IHL Board of Trustees. 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 IHL Board of Trustees expressed desire is that every effort be made to conform to the architectural design of the facility to the pattern of major buildings on the campus and all new construction of any nature conform to the master plan of the campus. The UMMC Master Planning Committee oversees the master plan for UMMC's main campus and UMMC locations statewide.

Space Allocation

Facilities Services maintains the UMMC master plans, the HEGIS space database, and tracks all space requests for the institution. All changes in space assignment from one department to another and all additions of space to

a given department's inventory must be requested through Facilities Services via a Space Request: https://secureforms.umc.edu/forms/space_request.aspx . Changes in assignment or additions of space require CAO approval, received via the Facilities Services team. Additional information may be found on the intranet at [Design and Construction Resource Information Page](#).

Environmental Services

UMMC contracts with HHS 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 requests for services can be placed by calling 601-984-2685. [Facilities Services](#) is responsible for housekeeping services to all other campus buildings. For any needs related to housekeeping outside of the hospital please enter a [Maintenance Request](#) or contact Facilities Services at 601-984-1420.

Keys

Requests for keys or locks for spaces in hospital facilities should be submitted as a [Maintenance Request](#). More information regarding keys and locks can be found [here](#).

Transportation & Parking

Employees and students park in designated lots and garages and shall register vehicles before parking in some lots/garages. Appropriate parking permits are issued for identification purposes and based upon parking location or category. Badge access for gated parking areas will be given at the time of registration.

Parking at Mississippi Veterans Memorial Stadium, (and at the West Campus property, when necessary) is complementary to all employees and students and is available 24 hours a day, seven days a week. One exception is home football games for Jackson State University (JSU). Advanced notification for any parking modifications for game/event nights will be provided. Employee Relations will assist in the efforts of arranging [parking accommodations](#) at the stadium for employees and students with verified disabilities and medical needs.

Preferred parking spaces, which are limited in quantity and carry a fee, are paid a month in advance and will be based upon position, title, or role organized into hierarchical groups. Members within each group are prioritized by seniority, and waiting lists are maintained for each group, with access to preferred parking areas granted as spaces become available.

Regularly scheduled shuttle bus service is available between several locations on campus and the Mississippi Veterans Memorial Stadium lots. The shuttle service routes can be viewed from the UMMC intranet by clicking the [Shuttle Tracking](#) tab in the menu bar. Additional information can be located on the Parking and Transportation web page.

Parking Enforcement

UMMC Campus Police and Facilities Services are charged with enforcing traffic and parking rules and regulations promulgated and approved by the IHL. General oversight of parking on leased or owned property is the charge of the chief administrative officer in the Office of the Vice Chancellor; the CAO may find it necessary to update parking policies and practices to ensure safety and good order.

Employees and students with vehicles parked on UMMC leased or owned property are required to comply with the [Policies for Parking and Traffic Rules and Regulations](#). Lack of knowledge of the policies will not be accepted as a defense for violations. Employees and students will observe campus traffic and parking regulations. Parking citations will be issued to violators, and continued violation of parking policies will lead to increases in administrative fines and vehicle immobilization devices (boots). Employees will have referrals to HR for corrective action up to and including termination proceedings. Students will receive academic holds through Student Accounting, and referrals to deans for corrective action up to and including dismissal proceedings. The failure of UMMC to impose corrective action shall not waive each person's obligation to follow the applicable policies.

Parking Situational Awareness

Employees and students parking on UMMC leased or owned property should take precautions to protect their person, vehicle, and contents. UMMC is not responsible for damages or harm arising from parking on UMMC leased or owned properties. Employees and students who park on the leased or owned property indicate acceptance of the [Policies for Parking and Traffic Rules and Regulations](#). It is forbidden to utilize tobacco products or engage in other prohibited activities while parked on property leased or owned by UMMC.

Parking Contact

The Facilities Services Parking Office is located inside the Alumni House Building and the hours are from 8:00 a.m. – 4:30 p.m. on weekdays excluding UMMC officially observed holidays. Employees and students can contact the Facilities Services Parking Office at (601) 984-1405 or email at FacilitiesServices-Parking@umc.edu for additional information regarding parking.

Fleet Management

UMMC Fleet Vehicles operated for official UMMC business whether University-owned, rented, or leased or a personal automobile used for UMMC business will comply with [Motor Vehicle and Fleet Management Policy](#). UMMC fleet vehicles belong to the institution as a whole and are considered a single fleet of vehicles. The office of the Chief Administrative Officer is responsible for enforcing the practices outlined in the policy and has the authority to recommend consequences for non-compliance. Failure to follow this policy will be addressed immediately, and will subject the person violating the policy to corrective action, up to and including termination.

Vans

A UMMC van may be used for transportation of employees (not materials) on official UMMC business by email request to Facilities Services. Out-of-state trips require approval of the executive director of facilities services. To reserve a van contact FacilitiesServices-Parking@umc.edu Vans, keys and courtesy cards for the purchase of gas, oil and minor repairs are issued from and returned to Facilities Services.

Omnibus Transportation Employee Testing Act of 1991

UMMC is required, as mandated by the Omnibus Transportation Employee Testing Act of 1991, by the Department of Transportation (DOT), 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. Refusing to take a required test will result in termination.

Faculty Employment Policies

Commencement

UMMC Commencement is held in May of each academic year. The date of commencement appears in the [Academic Calendar](#) no later than the fall term prior to Commencement in May. The academic procession at UMMC Commencement is composed of faculty members holding the rank of instructor or above in the following schools: Dentistry, Graduate Studies in the Health Sciences, Health Related Professions, Medicine, Nursing, and Population Health. School of Pharmacy graduates participate in commencement at the University of Mississippi. Full-time faculty are expected to participate in the ceremony unless their absence is approved by their school dean, except for School of Medicine faculty who obtain approval from their department chair. Part-time faculty and emeritus faculty are welcome to participate. Additional information for faculty participation in UMMC Commencement can be found [HERE](#).

Faculty Recognition

The following provide opportunities for recognition of UMMC 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 UMMC. 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.
- The [Nelson Order](#) recognizes faculty in each of the UMMC 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. UMMC's first award for teaching excellence was instituted during Dr. Nelson's tenure. For more information contact the [Office of Academic Development](#).
- [Regions TEACH Prize](#) - Annually, a single faculty member from UMMC is identified through a rigorous process involving student nomination and peer review to be awarded the Regions Toward Educational Advancement in Care and Health (TEACH) Prize. Each school chooses a single member of the incoming class of the Nelson Order as their finalist for the [Regions TEACH Prize](#) review and selection. Selection is based on demonstration of exceptional skills in teaching proficiency, student engagement and educational innovation. The recipient receives a substantial award, a plaque of recognition and is recognized publicly at commencement.

[Faculty Support](#)

The Academic Development and Discovery (ADD) grants program offers small grants to which any faculty member may apply. Funds are available to support collaborative, inter-professional 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. Academic Development and Discovery Seminars (ADDS) bring nationally known experts, as well as outstanding UMMC faculty, to interact broadly with UMMC personnel concerning innovations in areas of teaching and learning. Funding support for these programs may vary. Questions should be directed to the [Office of Academic Development](#) within the Office of the Associate Vice Chancellor for Academic Affairs. For more information, please review the full [Sabbatical Leave Policy](#).

Recruitment and Hiring

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 UMMC's 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 and curriculum vitae. All faculty candidates must undergo background investigations, including criminal history. If the background investigation is acceptable to HR, the department head may proceed with the UMMC employment process.

[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 Policy Management](#). The vice chancellor for health affairs delegates the following positions to approve faculty Workday requests:

- Faculty appointments in the School of Medicine are forwarded from department chairs to the associate dean for faculty affairs and chief faculty affairs officer.
- Faculty appointments in the School of Dentistry, School of Graduate Studies, School of Nursing, School of Health Related Professions and the School of Population Health are forwarded through the respective dean to the chief faculty affairs officer.

Faculty Rank

UMMC faculty members must have a professional or graduate degree appropriate to the discipline, a strong commitment to higher education and the mission of UMMC, and a willingness to assume the responsibilities and obligations appropriate to a UMMC faculty member.

The academic ranks at UMMC 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 according to the IHL are:

Instructor

- Master's degree or other terminal degree, or the equivalent

Assistant Professor

- Master's degree or other terminal degree, or the equivalent; and
- One additional year of graduate work or credentialing in the specialized field in which the position vacancy exists

Associate Professor

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

Professor

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

Each UMMC school has its own standards for ranking that may be more stringent than the IHL standards.

Affiliate Faculty

UMMC non-ranked faculty must have a professional or graduate degree appropriate to the discipline, a strong commitment to higher education and the mission of UMMC, and a willingness to assume the responsibilities and obligations appropriate to a UMMC faculty member. The non-ranked faculty titles at UMMC are clinician-educator, clinician-scientist, and scientist-educator. Non-ranked faculty who are paid will be paid in a staff position and their faculty appointment will be secondary in Workday.

Faculty Evaluation

For information regarding faculty evaluation, please view the full [Faculty Evaluation Policy](#).

Faculty Grievance

For information regarding faculty grievance, please view the full [Faculty Grievance Policy](#).

Tenure and Promotion Policies

Tenure

For information regarding tenure, please view the institution wide faculty [Tenure Policy](#). Faculty should also review school level policy and procedure published in the [Policy Tech](#) platform.

Promotion

Faculty should review school level promotion policies and procedures published in the [Policy Tech](#) platform.

Appeal

Faculty members who have been denied promotion may, within ten working days of the date on the Vice Chancellor's letter, may request an appeal 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 limited to the following:

- The decision was prejudiced, arbitrary, or capricious; or
- The procedures contained in the promotion policies of the IHL Board of Trustees, UMMC, 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:

- A representation that he or she can support his or her contention by factual proof, and
- An agreement that UMMC 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 IHL Board of Trustees will not grant further appeal as outlined in [IHL Policy 403.0202](#).

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 [IHL Board of Trustees Policy 403.0103](#) 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 IHL 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.

Terms of Employment

General employment policies are formulated in accordance with [IHL Board of Trustees policies](#) on tenured and non-tenured faculty. The IHL Board of Trustees 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 IHL Board of Trustees empower 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 UMMC, 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. He/she serves at the will and pleasure of the university and may be removed from this administrative/secondary position at any time, with or without cause.

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 UMMC 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 IHL Board of Trustees 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. There is no guarantee that a 12-month position will be available if the faculty member desires to return to 12-month employment. 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.

Faculty Non-FMLA and Personal Leave of Absence

This policy applies to all faculty members and other employees under a provider, professional services, or other type of employment agreement (“contracted employee”). A contracted employee eligible under this policy is one who:

- has successfully completed the initial Introductory Period;
- requests leave due to personal medical or family medical or caregiver need; and,
- is not eligible for leave under the FMLA.

Leave of Absence Requests should be made in Workday. For more information, please review the complete [Faculty Non-FMLA and Personal Leave of Absence Policy](#).

Human Resources

Employment Policies

It is the policy of UMMC to develop, maintain and ensure consistent application of HR policies, procedures and regulations. UMMC intends to comply with all applicable state and federal laws and regulations concerning such matters as employment and benefits. The contents of this handbook 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.

Management Rights

UMMC actively solicits 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. UMMC maintains 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;
- Determine the size, organizational structure, and composition of the work force; to establish, change and/or abolish policies, procedures, rules, and regulations;
- Determine and modify job descriptions, compensation and job classifications;
- Assign duties and work schedules to employees in accordance with the needs and requirements of the institution; and,
- To add, remove or modify the content of this publication at any time.

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 Policies, and Bylaws of the IHL Board of Trustees and the laws of Mississippi. HR 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 Policy Management](#). Changes made will be made available online. It is the responsibility of each employee 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 HR business partner for clarification.

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 UMMC. The contents of this handbook are subject to change, including additions, or deletions at the discretion of the institution.

Equal Opportunity in Education and Employment

The University of Mississippi Medical Center is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University of Mississippi Medical Center provides equal opportunity in any employment practice, education program, or education activity to all qualified persons. UMMC complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee, student, or applicant based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, creed, national origin, age, disability, veteran status, marital status, socio-economic status, culture, or genetic information. Inquiries or complaints may be referred to the Office of Employee Relations, 2500 N. State Street, Jackson, MS 39216-4505.

UMMC 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.

The assistant chief of human resources also serves as the Americans with Disabilities Act (ADA) Coordinator. Those with a bona fide disability needing reasonable [accommodation](#) should contact the office of employee relations.

It is understood that any breach of UMMC's Equal Opportunity in Education and Employment Policy regarding unlawful discrimination because of a person's race, color, gender, sex, sexual orientation, gender identity or expression, religion, creed, national origin, age, disability, veteran status, marital status, socio-economic status, culture, or genetic information shall be grounds for corrective action up to and including discharge.

To ensure compliance with this policy, the vice chancellor for health affairs has designated UMMC's chief human resources officer (CHRO) to direct the establishment of and to monitor the implementation of HR procedures to promote and guide our affirmative action program. Affirmative action is taken to prohibit discrimination as required by applicable law.

Benefits and Services

Continuing Education

- **UMMC Scholarship for Children of Employees**
Applications are available online under [Human Resource Forms](#) and must be completed and submitted to HR. This scholarship is available to children of full-time employees of The University of Mississippi Medical Center, The University of Mississippi Main Campus (Oxford), or the University of Mississippi Satellite Centers. For continued eligibility, students must submit an application with supporting documentation every term through Workday. Please see the [Scholarship for Children of Employees](#) policy for more information.
- **IHL Dependent Tuition Program for Undergraduates**
The Dependent Tuition Waiver employee benefit for the state institutions applies to all dependent children of full-time faculty and staff of universities. For continued eligibility, students must submit an application with supporting documentation every term through Workday. Please see the Mississippi Board of Trustees of State Institutions of Higher Learning Policies and Bylaws for more information.

Employee Assistance Program and Work-Life Services

Employee assistance program and work-life services managed by TELUS Health are available at no cost to UMMC employees, or members of the employee's household. Confidential services are available for short-term in-person, telephonic and/or video-based counseling for issues such as relationships, grief and loss, parenting, stress, anxiety, finances, legal and everyday issues. Work-life services are available for research and referrals for services and resources that help with child care, adult care, and everyday needs like moving, home repairs, pet care, travel, etc. These services can be accessed 24/7 by calling (844) 664-0379 or by visiting their [website](#). For more information, please visit the [benefits website](#).

Insurance and Retirement Benefits

UMMC is committed to ensuring employees are provided with a competitive, affordable and comprehensive insurance and retirement benefits plans. We also understand the needs of each employee may be different, and we continue to strive to meet these differing needs by offering multiple benefit options in addition to those benefits provided by the State. Employees who are benefits eligible participate in the State of MS Public Employees Retirement Plan, which is a defined benefits plan where both the employee and UMMC contributes to the plan. Benefits eligible employees have the option of participating in the State of MS Optional Retirement Plan which is a contribution plan instead of the PERS defined plan. Both PERS and ORP are pre-tax retirement plans. We also offer 403b tax annuity and 457 Deferred Compensation Pre-tax Voluntary Retirement Plans and any employee can participate in these plans, however UMMC does not contribute to these voluntary retirement plans. In addition, to the retirement plans offered at UMMC, we also offer a variety of insurance plans. Information on the benefits offered at UMMC can be found on the [benefits website](#).

Paid Holidays

Full-time, regular employees receive 10 paid holidays each calendar year. UMMC official holidays are:

- New Year's Day
- Dr. Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Day
- Christmas Eve or December 26
- Floating Holiday (8 hours per fiscal year)

Holidays are paid to full-time regular employees. Holiday pay is not available to individuals on unpaid family and medical leave or unpaid leave of absence. Holiday pay (based on an eight-hour period) is not available to part-time or temporary employees. If a holiday falls on Saturday, it will be observed on the Friday before and if it falls on Sunday, it will be observed the following Monday. Department heads will schedule employees to work on holidays when necessary. Non-exempt employees who are required to work on a holiday will be paid for the holiday in addition to hours worked. When an exempt employee is required to work on a holiday, the department head may schedule another day off for the holiday within the same pay period.

Workers' Compensation

UMMC provides Workers' 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](#). Student and Employee Health or the Adult Emergency Department 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 HR for an explanation. All bills must be filed with UMMC's director of employee relations in HR.

Compensation

UMMC is committed to providing a fair and competitive compensation program to all its employees. Such a program enables us to attract and retain qualified talent who can fulfill our obligation to the community by delivering top-tier health care to patients, education for students pursuing careers in health care, and research opportunities focused on enhancing medical care, diagnosis, and disease cures. Individual salaries are adjusted periodically when funds are available to support our program objectives. Our compensation program objectives provide a framework for setting, evaluating, and administering all aspects of this program ensuring our pay is:

- Competitive within our local, regional, or national labor markets;

- Affordable and financially sustainable based on our business needs;
- Fair and equitable; and,
- Understandable.

Pay Day

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 the "Pay" app in Workday using their personal checking or savings account information. 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 online through the "Pay" app in Workday.

Hours of Work

The standard work week for full-time employees is 40 hours per week. 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. 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. It is essential that nonexempt staff time is accurately recorded for all time worked.

Overtime

The calculation of overtime for nonexempt (hourly) sworn law enforcement officers is based on the number of hours actually worked in excess of 86 hours per pay period.

The calculation of overtime for all other nonexempt (hourly) employees is based on the number of hours actually worked in excess of 40 per week. Personal leave, major medical leave, administrative leave and holiday pay hours are not considered as hours actually worked in calculating overtime compensation. Overtime is based on one and one-half times the employee's pay rate which includes appropriate call pay and shift differential. All overtime must be approved by management prior to the time being worked. Compensatory time is not allowed at UMMC, meaning an employee is not entitled to time off in lieu of overtime pay or hours worked. Exempt (salaried) employees are not eligible to receive overtime pay.

Differential Pay

Part-time or full-time nonexempt hourly employees working in qualifying jobs with 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. Nonexempt hourly 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 hours will not receive differential pay for hours worked, but are eligible for overtime.

Meal Period

All employees are encouraged 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 period. Hourly (nonexempt) employees must be relieved of work duties, whether active or inactive, during unpaid meal periods.

Breaks

Hourly (nonexempt) employees are allowed two paid 15-minute breaks 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.

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.

Grievances, Concerns & Questions

Problems or questions about an individual's employment should be taken up freely with the employee's supervisor or up-line. The supervisor will welcome the opportunity to help. Opportunities 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 UMMC. The procedure offers a way to settle disputes, but it does not create any due process or contractual rights.

The following steps are suggested for staff:

- **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.
- **Department Head/HR Business Partner** - 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 HR business partner who will try to resolve the matter. It is not mandatory that an employee meet with his/her supervisor or department head prior to contacting your HR Business Partner.
- **Director of Employee Relations** - If the matter cannot be resolved utilizing step one and step two, it may be presented to the office of employee relations in writing. It is not mandatory that an employee meet with his/her supervisor or department head/ HR business partner prior to contacting the director of employee relations. The written grievance must be submitted– or when the facts pertaining thereto become available to the employee.
- **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 (CHRO). The appeal must be submitted in writing to the CHRO, via electronic mail or certified mail, within 3 days of being informed by the office 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 CHRO will review the written appeal, along with any other information deemed necessary by the CHRO for review of the grievance, and render a decision.

Grievable Issues

- Perceived acts of retaliation against employees using the grievance procedure
- Complaints of discrimination on the basis of race, color, gender, sex, sexual orientation, gender identity or expression, religion, creed, national origin, age, disability, veteran status, marital status, socio-economic status, culture, or genetic information
- Adverse employment actions, such as demotions, but not including suspensions or terminations

Non-Grievable Issues

- 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
- Measurement and assessment of work through performance appraisal, except where the employee can show that the evaluation was discriminatory, capricious, or not job related
- 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 IHL Board of Trustees
- Establishment and revision of wages and salaries, position classifications, and general benefits
- Failure to hire an applicant
- Corrective Action
- Suspensions

For information on faculty grievance, please review the [Faculty Grievance Policy](#).

Institutional Policies

Competitive Recruitment Exception Policy

UMMC recognizes there are instances where exceptions to the institution's standard competitive recruitment and hiring practices are needed to fill certain positions. This policy outlines these exceptions while maintaining the integrity of the recruitment and hiring process. UMMC is committed to providing equal opportunity in employment through nondiscriminatory open and competitive recruitment and hiring practices. For more information please review the complete [Competitive Recruitment Exception Policy](#).

Corrective Action Policy

UMMC may, at its discretion, institute any of the following corrective action measures and/or combination of these measures to remediate performance, safety, attendance or conduct issues. Active corrective measures may be considered when an employee applies for other positions with UMMC. For more information, please review the full [Corrective Action Policy](#).

Courtesy and Conduct

It is especially important to be patient, gentle, courteous and understanding to all patients and family members of patients. Similar attitudes toward the rest of the public and fellow employees pay big dividends in a pleasant working environment. All employees are to be guided by these principles of conduct:

- Information about a patient is always held in confidence and is never the subject for careless conversation.
- Inquiries about a patient's condition are referred to his/her physician
- Patients are not encouraged to give gifts to employees. Personal gifts are not to be solicited or accepted.
- Employees should not have personal conversations in the presence of patients.
- Employees should always exhibit elevator courtesy in overcrowded areas by using stairs when going up or down one flight.
- Some patients and others are sensitive to tobacco odors. Those who elect to use tobacco, or other smoking related products should exercise care to avoid any offensive odors.

Disruptive Behavior Policy

Any employee, independent contractor, or other individual who engages in disruptive behavior will be subject to administrative intervention, including but not limited to suspension pending the outcome of an investigation of the situation. It is especially important that each and every incident be reported so that repeated incidents of disruptive behavior on the part of an individual is recognized and the supervisor is aware of repeated incidents, appreciates the significance/frequency and can take appropriate action to eliminate the disruptive behaviors. For more information, please review the full [Disruptive Behavior Policy](#).

Drug Awareness Program Policy

UMMC is required, as mandated by the Anti-Drug Abuse Act of 1988, to maintain a drug-free workplace. This Act 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 UMMC in writing of any conviction of drug violation in the workplace within 5 days after the conviction. For information regarding UMMC's Drug Awareness Program, please view the full [Drug Awareness Program Policy](#).

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 UMMC corrective action 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 UMMC 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. For more information please view UMMC's [Title IX Policy](#). If you have additional questions, please contact your supervisor or HR business partner.

Remote Work

The Remote Work policy establishes remote work arrangements for UMMC staff employees at a remote work site within the state of Mississippi, or in a non-UMMC owned or non-UMMC rented facility within the state of Mississippi. Please see the [Remote Work Policy](#) for complete information.

Tobacco Use Policy

The UMMC Tobacco Use Policy prohibits smoking or the use of any tobacco products, including vaping and e-cigarettes, on UMMC property. This policy applies to every individual that steps foot on UMMC property. Employee(s) who violate the Tobacco Use Policy are subject to corrective action, up to and including termination. Visitors and patients are subject to fines and/or removal from UMMC premises.

Workplace Visitations Policy

This policy ensures the safety and security of employees and visitors; to minimize the disruption of work-related activities; and, to protect the confidentiality of information in the possession of UMMC. No visitors are allowed in the workplace unless a supervisor authorizes the duration, frequency and access of the visit. For more information, please review the full [Workplace Visitations Policy](#)

Leave Policies

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 HR 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. All use of personal leave, major medical 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 HR. An employee who has a break in service who is later reemployed by UMMC begins a new period of employment for purposes of accruing personal leave and major medical leave. Employees of public universities who do not contribute to the Mississippi Public Employees' Retirement System (PERS), or the Optional Retirement Plan (ORP) are not eligible for personal and major medical 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 by department head approved off-campus seminars and meetings. All employees are required to complete leave records according to UMMC rules and regulations. For questions regarding leave, please call Employee Relations at 601-984-1132.

Personal Leave

Full-time employees and part-time employees working 20+ hours per week, but less than 40 hours per week are eligible for personal leave.

Personal leave is provided for vacation and/or 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 HR 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 must be used for illnesses of the employee requiring absence of one day or less and for an illness in the employee's immediate family. For non-FMLA-qualifying leave, 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. 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. Employees who work less than a full work week (40 hours), but more than 20 hours per week, will be allowed personal leave credit on a pro rata basis. 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 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 ensure that sufficient staff are available at all times. 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, or injury. The use of personal leave, when major medical leave is exhausted, is required during FMLA, provided all requirements for taking personal leave are met.

In accordance with Mississippi law (*MS Code Sec. 25-3-91 et seq.*), there is no maximum limit to the accumulation of personal leave. Upon separation/termination, employees are paid for no more than 30 days of personal leave. **The separation date is the date the employee departs UMMC 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. For participants in the Optional Retirement Plan (ORP), unused personal time will be paid out up to 30 days - any leave in excess of 30 days will be forfeited. In the event of death, the wages or salary for the total unused personal leave (up to 30 days) is to be paid to the person designated by the employee as their beneficiary and recorded with PERS.

Major Medical Leave

UMMC's 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), but more than 20 hours per week, will be allowed major medical leave credit on a pro rata basis.

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. For non-FMLA-qualifying leave, 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. 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

In accordance with Mississippi law (*MS Code Sec. 25-3-91et seq.*), 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 participants in ORP, unused personal time will be paid out up to 30 days. Any leave in excess of 30 days will be forfeited.

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 the healthcare provider. 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 HR.

Major medical leave must also be used for instances that would qualify as a serious health condition as defined under the FMLA section of the handbook.

When an employee is injured at work and is eligible for workers' compensation benefits, earned major medical leave and personal leave may be used to cover time lost from work. Refer to the workers' compensation section of the handbook for more information. Absences covered by workers' compensation will also be counted against an employee's FMLA entitlement when the condition qualifies 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 or unpaid family and medical leave. Medical leave accrued and not used before an unpaid leave of absence will be retained by the employee. Major medical leave will not be paid in excess of that accrued by the employee. **Employees must take Family Medical Leave for all qualifying absences under the Family Medical Leave Act. See section below.**

Family Medical Leave Act

Under the Family Medical Leave Act of 1993, as amended, eligible employees of UMMC are entitled to job protected time off for several types of leave. FMLA 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.** FMLA provides eligible employees up to 26 weeks of job-protected leave in a single 12-month period to care for a member of the armed services 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 for a qualifying exigency arising from an employee's immediate family due to 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.

Any employee of UMMC who has satisfied both of the following conditions is eligible to take FMLA:

- The employee has worked for UMMC for a total of 12 months that includes previous employment as of the date the FMLA commences, based on a 12-month lookback period. 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.

- The employee has worked at least 1250 hours during the 12-month period immediately preceding the FMLA.

Employees are required to provide UMMC with notice of the need for leave, by submitting a leave request for each instance they are away from their official regular duties. Employees must provide sufficient information to HR to enable UMMC to make a determination of whether the reason for leave qualifies under the FMLA. The notice should indicate the expected duration of 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 leave should be provided to UMMC as much in advance as possible so that UMMC can make 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 information on FMLA and how to request leave, please contact HR at 601-984-1132.

Staff Non-FMLA and Personal Leave of Absence

It is the policy of UMMC to consider a staff employee's request for an unpaid leave of absence when the staff employee is not eligible for leave under the FMLA or the staff employee has exhausted all available leave under the FMLA. This policy provides for a Leave of Absence up to three (3) months in duration in any rolling 12-month period unless otherwise required by law. All leave options exercised by a staff employee (except leave under USERRA) are concurrent and count towards the total leave available under this policy. A staff employee must successfully complete the initial introductory period (6 months) and is required to use all of his or her applicable paid leaves during the Leave of Absence before going into unpaid status. During a Leave of Absence, benefits eligibility continues however staff employees are financially responsible for all premium payments. Major medical and personal leave time do not accrue during any Leave of Absence.

Leave under this policy does not protect a staff employee's salary or job. When a staff employee is granted a Leave of Absence, other staff employees assume his or her duties on a temporary basis. UMMC retains the right at any time during the Leave of Absence to separate the staff employee and fill the position should the underlying reason for the Leave of Absence becomes extended making this arrangement no longer feasible or other business need arises. Leave of Absence Requests should be made in Workday. For more information please review the complete [Staff Non-FMLA and Personal Leave of Absence Policy](#).

Professional Leave

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 that:

- 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 state services;
- 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 IHL Board of Trustees shall have final power.

Military Leave

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 HR, substitute such personal leave for such military leave without pay. UMMC complies with all applicable state and federal laws regarding time off for military service reinstatement and reemployment following military service.

Bereavement/Death in the Employee's Immediate Family

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 request through Workday or Kronos and may be required to provide documentation of the family relationship and the death. The need for Bereavement leave should be discussed with the employee's immediate supervisor/manager and approved by the department.

Expressions of Sympathy

Mississippi Department of Audit policies do not allow UMMC to bear the expense of flowers, memorials or other similar expressions of sympathy for employees, or their immediate families.

Jury Duty and Elections

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. The employee should provide as much advance notice as possible to their supervisor. 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 sufficiently in advance to arrange coverage and submit a leave request in Workday. Most employees live or work close enough to the polls to vote before or after their working hours. If this is not possible, the employee may have time off to vote in a county, state, or federal election.

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.

Donated Leave

Employees are allowed to donate to or receive from other employee's personal and/or major medical leave as described herein. For more information, please review the complete [Donated Leave Policy](#).

Donor Leave Policy

With the prior approval of the department head, full-time or part-time regular employees who have been employed by UMMC for a period of six (6) months or more who donate an organ, bone marrow, blood or blood platelets may request donor leave to facilitate their donation.

Leave Policies for Batson Hospital Teachers

Personal Leave

Batson hospital teachers employed on a 10-month schedule accrue personal leave at the beginning of each school year as follows:

Continuous Service	Accrual Rate Per Year	Accrual Rate Per Year
1 month to 36 months	2 days	16 hours
37 months to 96 months	3.5 days	28 hours
97 months to 180 months	5 days	40 hours
Over 180 months	6.5	52 hours

Use of personal leave for Batson hospital teachers employed on a 10-month schedule must have the approval of the hospital school and child life coordinator and must not conflict with teaching duties and other assignments.

Major Medical Leave

Batson hospital teachers employed on a 10-month schedule accrue major medical leave at the beginning of each school year as follows:

Continuous Service	Accrual Rate Per Year	Accrual Rate Per Year
1 month to 36 months	10 days	80 hours
37 months to 96 months	8.5 days	68 hours
97 months to 180 months	7 days	56 hours
Over 180 months	5.5	44 hours

There will be no maximum limit to major medical leave accumulation. Major medical leave will be used for absences related to illness with no requirement to use personal leave for the first day of absence unless the leave is for a qualifying family medical leave event.

Bereavement

Batson Hospital Teachers may use up to two (2) days of earned major medical leave for each occurrence because of a death in the immediate family requiring the employee's absence from work.

Holiday

Batson hospital teachers working a 10-month schedule will observe holidays included in the annual academic calendar developed for hospital teachers. Floating holiday is not available to Batson hospital teachers working a 10-month schedule.

Jury Duty

Leave with pay for jury duty is not available to Batson hospital teachers, however they may take unpaid leave for this purpose.

Post Hire

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 religious, moral, or ethical principles should discuss these concerns with their supervisor in advance, before a conflicting situation presents itself. It is the responsibility of the employee and supervisor to ensure that patient care is not in any way compromised by the employee's reasonable [request](#).

Continuous Obligation to Disclose

All employees of UMMC have an affirmative obligation to immediately disclose any changes to their legal status including charges resulting from arrests, criminal convictions of both misdemeanor and felony crimes, and addition to a sex offender registry after their date of background clearance. Failure to disclose may result in corrective action, up to and including termination. Disclosures should be submitted to HR without delay using this [secure electronic form](#).

Employee Records

Employee records are maintained by human resources (HR). These documents are the property of UMMC and are treated as confidential material. Employment verifications are provided online through “The Work Number.” Telephone requests confirming UMMC employment, job title and length of employment should be referred to the HR Service Center at 601-984-1130 during regular business hours. Requests for additional information must be submitted in writing and addressed to HR Service Center – 2500 North State Street – Jackson MS 39216 or by email to hrrservicecenter@umc.edu. Employees who find it necessary to make a change in their name, address, telephone number or marital status should do so in the appropriate section of Workday. If needed, appropriate documentation will be required. Employees may review their HR file upon reasonable notice; however, no copies may be made of material in the file.

Identification Badges

Human Resources issues each new employee an identification badge during initial processing. The employee must wear this badge at all times while on duty. It is used as a security measure and required to be shown to gain entrance to UMMC and to take advantage of [Employee Perks](#).

Employees who lose their ID badge should report the loss immediately to the HR Service Center (601-984-1130 or hrrservicecenter@umc.edu). An employee’s first badge is free. For subsequent replacement badges, a \$20 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. All identification badges remain the property of UMMC and must be surrendered upon termination or request.

Immunizations

All employees are required to comply with UMMC’s [Mandatory Influenza Vaccination Policy](#). Those with direct patient contact and certain others in designated areas of risk are also required to have rubella immunity.

Introductory Period

All new employees are in the introductory period for the first six (6) months of employment. All new 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 unless the behavior is severe enough to warrant immediate termination. All non-contractual employees are “*at will*” employees and may be terminated with or without cause. Satisfactory completion of the introductory period, however, should not be construed as a contract of employment or a guarantee of continued employment. **Consultation with HR is required before any employee is terminated.**

During the Introductory Period an employee is not eligible for Medical Leave or Leave of Absence. If the leave is due to maternity leave, please contact the FMLA office at HR-Leave@umc.edu to request the necessary medical certification documents to be completed by a physician. For more information please review the [Introductory Period Policy](#).

Personal Appearance

UMMC employees should dress within the Professional Appearance guidelines as outlined in the [Professional Appearance Policy](#) and any specific departmental guidance designed to promote safety and a positive professional appearance.

Published Content Accuracy and Sensitivity

Employees are responsible for the content they publish or communicate, whether it is generated by them or obtained from external sources. This includes but is not limited to website content, social media posts, blog articles, emails, instant messages, public speeches, and any other form of communication that can be attributed to the employee acting as a representative of UMMC. Employees must ensure that published content aligns with the UMMC's values, mission, and professional standards and should not violate any applicable laws, regulations, or policies, including those related to discrimination, harassment, intellectual property, or confidentiality. Employees are accountable for the accuracy and sensitivity of content they publish or communicate and must make reasonable efforts to verify the accuracy and sensitivity of information from external sources before disseminating it.

Additional References: [Policy for Personal Use of Social Media](#), [Communications and Marketing](#), [Release of Information](#)

Service Pins

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 UMMC.

New Employee Processing

Every effort should be made for new employees to process in through HR 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, and by HR approved exception as late as the first work day.

➤ **Orientation**

All new, or newly eligible employees, should be scheduled for and must complete the appropriate orientation program conducted by UMMC. Failure to do so may result in termination.

➤ **Occupational Health Assessments**

New employees are referred to [Student and Employee Health](#), following new employee orientation, as part of their onboarding experience. All employees undergo an Occupational Health Assessment (OHA) conducted by a SEH clinical staff member. This process may include a review of vaccinations, titers and other testing appropriate to patient responses. The OHA may also include a blood borne pathogen exposure evaluation and TB mask-fit testing as required.

The OHA is considered an essential part of the employment process at UMMC. All workers are expected to comply with this policy and those who do not may be terminated.

To promote the health and safety of our vulnerable patient population, visitors, students and employees, UMMC, following an offer of employment, requires that candidates for work in certain “high risk” jobs be referred to SEH for a physical exam. The determination of job risk level is made by SEH clinical leadership following a review of job requirements outlined in the job description. From time to time, they may also consult OSHA guidance materials, documentation that is industry specific or contact the hiring manager for particular job information. Satisfactory completion of a physical exam or health assessment should not be construed as a contract of employment or a guarantee of continued employment.

Promotions and Transfers

UMMC encourages employees to advance in status and position through internal promotions and transfers to positions of greater responsibility. UMMC strives to find the best talent 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 UMMC. Regular full or part-time employees should satisfactorily complete 180 days in their current position before seeking a promotion/transfer, except when such action is for the advancement of UMMC. Depending on the job role, promotional opportunities may warrant an updated background check, to be conducted by HR. Any exception to this policy must be approved by HR.

Staff Evaluation

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, creed, national origin, age, disability, veteran status, marital status, socio-economic status, culture, or genetic information. Only job-related and performance-related factors are to be considered.

Recruitment and Hiring

UMMC is committed to employing the best talent for approved positions while engaging in effective recruitment and selection practices in compliance with all applicable employment laws.

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 new prospective employees must submit to be fingerprinted as required by Mississippi Code Ann. § 37-115-41.

It is the policy of UMMC 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 background investigations. Following a manager's provisional offer of employment, a selected applicant will be scheduled for pre-employment fingerprinting. The candidate must read and sign a background investigation consent form.

Employment of Relatives (Nepotism)

No relative of an employee of UMMC 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.

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.

Interview Process

The interview process can begin only after receipt of a requisition for employment. Talent Acquisition is responsible for posting the requisition and initial qualifications screening. Applicants should not be interviewed until that applicant completes a UMMC [application for employment](#), meets the minimum job qualifications.

Any applicant for a vacancy has access to the qualifications for the position. In the employment interview, the supervisor or recruiter will inform the applicant of the job duties and discuss aspects of patient care or institutional policies which affect the position. If the job requires the performance of certain aspects of patient care or compliance with institutional policies that conflict with the applicant's religious, moral, or ethical principles, the applicant should discuss these with the supervisor in the pre-employment interview. The following are examples of patient care procedures, treatments, workplace hazards and/or institutional policies related to patient care in which there could be perceived conflict with an employees' religious, moral, or ethical principles (examples; not exclusive):

- Organ Procurement
- Blood Transfusions/Dialysis
- Contraceptive and Reproductive Procedures and Measures

- Withdrawal of Care
- Frequent Deaths
- Dietary Restrictions
- Exposure to Hazardous Materials
- Exposure to Communicable Diseases
- Holiday/Scheduling Issues
- Dress Code
- Inoculations (Vaccinations)

The supervisor will work with the applicant to see if the applicant's concerns can be resolved without adversely affecting institutional operations or patient care, including treatment. If they cannot, the supervisor will refer the applicant to Talent Acquisition to check on available UMMC jobs which would not require duties that appear to be in conflict with the applicant's religious, moral, or ethical principles. For more information please review the [Employee Request for Workplace Accommodation procedure](#).

Job Descriptions

Job descriptions on all non-faculty positions, both contractual and non-contractual, are maintained by HR.

Job Postings

Intra-departmental postings – available for employees within the department to apply. If a candidate is not selected through this type of posting, the requisition can move to an internal (UMMC wide), and/or external posting after 3 business days.

Internal postings - available for all UMMC employees to apply. If a candidate is not selected through this type of posting, the requisition can move to an external posting after 3 business days.

External postings – available for external applicants and internal employees to apply.

Requisitions

When a vacancy occurs or a new position becomes available, the department head or designee must submit a requisition request in the Workday system. The requisition must then be approved by the department administrator and budget. Once all approvals are received, the requisition will post to the careers site by the next business day.

Search Firms

To fill staff positions, contact with search firms should be initiated by Talent Acquisition. Payment for services provided by search firms will come from the requesting department's funds. To obtain these services, an authorized departmental representative should contact Talent Acquisition.

Rules and Regulations

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

UMMC 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 corrective action, including termination and coding as ineligible for rehire at separation, without prior counseling. Below are examples of misconduct (this is not a complete list – only a guide):

- Violation of any UMMC policy and/or procedure
- 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 record leave according to UMMC policy as well as departmental policies
- Violation of department rules or procedures
- Inefficiency or negligence in the performance of duty and/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 while on duty
- 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 [Student and Employee Health](#) any existing illnesses or conditions that may be aggravated by job activities
- Failure to participate in required New Employee Orientation activities regarding policies, procedures and risk management rules regulations and principles
- Failure to wear ID badges in clearly visible manner while on duty
- Unauthorized possession, sale, transfer, purchase, or the consumption of any alcoholic beverages or illegal drugs and/or controlled substances while on UMMC property
- Reporting to work when suffering from alcohol or drug-related hangover or being under the influence of intoxicants or illegal drugs while on UMMC property
- Possession of weapons of any kind unless authorized by the vice chancellor
- There is zero tolerance for gambling involvement of any kind while on UMMC property
- There is zero tolerance for any form of harassment
- Fighting, creating a disturbance or engaging in other acts constituting disorderly conduct
- Taking property of any person or of UMMC 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 UMMC premises
- Failure to cooperate in an investigation or give false information in an official investigation
- Carelessness, negligence or unauthorized use of property belonging to UMMC or fellow workers resulting in the damage or destruction of the property
- Violating UMMC [parking rules and regulations](#)
- Failure to comply with safety and fire prevention rules
- Soliciting contributions of any kind unless authorized by the UMMC 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 from Communications & Marketing
- 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
- Unauthorized use of long distance and fraudulent calls or use of UMMC funds for personal long-distance calls
- 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 may result in corrective action up to and including termination, as well as prosecution under applicable state and federal laws.

Separation/Suspension of Employment

Employees who intend to resign are expected to discuss their plans with their manager and department head as far in advance of the desired end date as possible. Resignations must be in writing and also submitted online via the Workday “Resign” task. UMMC expects all employees to provide a working notice of at least 30 calendar days unless otherwise stated in an employee contract. Failure to give proper notice may result in the employee being coded as ineligible for rehire. When submitting their resignation, employees should work with their manager to avoid staffing difficulties by limiting requests to use personal leave during the notice period.

Exit Survey

Employees resigning from UMMC are expected to participate in an online exit interview. The separation process includes an online exit interview. When the employee submits the electronic resignation, the employee will have the opportunity to: complete the online exit interview survey, giving UMMC useful comments and suggestions on the work experience here; update benefit allocations and be aware of the continuation options; update employee information such as address.

At the time of separation, an employee may complete a request for a refund of retirement contributions. An employee leaving employment of UMMC 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 not subject to a waiting period before being considered for immediate reemployment. All UMMC property should be returned to the appropriate areas upon separation. For questions regarding the final payment process, please contact Payroll at 601-984-1050.

Reduction in Force

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. Based on departmental needs, the selection of the individual employee(s) 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. For more information please review the full [Reduction in Force Policy](#).

Suspension, Pending Investigation

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 and must have Employee Relations’ approval.

Information Systems

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 health science schools, hospitals, and all UMMC employees and students.

Customer Service

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 Central (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.

Technology Allocation

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.

Wireless Communication Devices

Before a wireless communication device is provided to any UMMC employee, the department head must approve and verify the business need of the device and associated service. UMMC cellular phones are not for personal, private communications. Detailed device usage, including all call records, recordings, text messages and images electronically transmitted 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. Please be aware of the following:

- UMMC shall not reimburse employees for any charges of personal cellular devices.
- 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 employee 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 all assigned wireless devices to their direct supervisor. Any wireless device not returned in an acceptable working condition must be paid for by the assigned employee.

Information Systems Policies

- **Email Policy**
Users of UMMC's email system are expected to comply with the UMMC Email Policy. The email system may not be used for illegal or unlawful activities. Email users are expected to use the services in a professional and respectful manner.
- **Voice Mail**
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.

Communications and Marketing

The Office of Communications and Marketing is assigned center-wide responsibility for media relations, internal and external communications, , web content and strategy the development of print and electronic periodical publications; special events scheduling, planning and arrangements, campus tours, management of the primary UMMC and Children’s of Mississippi social media accounts; and all paid advertising and promotion. The office also includes components devoted to photography and video production. The Photography unit is near the library on the second floor of LRC and offers a full service photography studio and provides location photography. The [Media Production](#) unit is on the third floor of the LRC and produces high-quality video for education and promotional purposes

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 Communications and Marketing. All advertising and brand inquiries/requests should be directed to [UMMC Communications and Marketing](#).

Any UMMC promotion, news release or publication, including those produced by third parties that reference UMMC or any of its parts, **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 [Naming, Logos and/or Trademarking Policy](#).

Campus Calendar

All UMMC units are urged to consult the master calendar before establishing a date for a special event. The calendar is found on the UMMC Intranet at intranet.um.edu and 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 Publications

UMMC’s online campus-wide electronic news publication, *eCV*, is distributed via email weekly. A frequently updated list of news items of interest to the campus community is published on the Intranet by Communications and Marketing. *CONSULT*, UMMC’s online news magazine for external audiences, is distributed monthly at no charge to subscribers. To submit a news item or story idea to be considered for use in any of these publications, please contact Communications and Marketing.

Many institutional brochures, newsletters and magazines, public and patient education materials, and items related to course work are produced by Communications and Marketing and the [Printing Department](#). The requesting department, must pay direct printing costs to the Printing Department or a commercial printer. When a symbol is needed, the UMMC logo or crest may be used by arrangement with Communications and Marketing.

Legislative Relations

The IHL 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 on behalf of UMMC, except upon authority of the vice chancellor for health affairs. Employees who wish to write state elected officials, members of Congress or the media should do so on personal letterhead, rather than UMMC letterhead or email account. Although they may identify themselves with respect to their UMMC roles, they should make it clear that they represent themselves and not UMMC. Only the vice chancellor or his/her designated spokesperson is authorized to speak on behalf of UMMC. Visits to federal officials in Washington should be coordinated with the Office of the Vice Chancellor.

Printing

The Department of Printing is located on the basement level of the original hospital building in room N036. Official stationery items and business cards must follow the institution’s standard, approved format implemented by Communications and Marketing. State appropriated funds may not be used to purchase any stationery, appointment cards, business cards or any other stationery items, which are for private use.

To ensure consistency, the Department of Printing produces all UMMC stationery and business cards from

approved UMMC brand templates for both formal and informal use. Please use the appropriate [Printing Form](#) when submitting an order. To place an order, please email PrintingOrders@umc.edu.

Public Information Policy

Communications and Marketing is the only authorized channel for release of information about UMMC to the local, regional, national or international lay press, including all print and broadcast media. If any incident occurs, which may lead to adverse publicity or public reaction, the individual in charge of the area should notify Communications and Marketing immediately by calling 601-984-2158. For more information, please review the full [Public Information Policy](#).

Tours

Guided tours of facilities at UMMC are available through Communications and Marketing. Tours are arranged individually to meet the needs of the requesting group.

Websites

Umc.edu is administered by Communications and Marketing and the Division of Information Systems (DIS); however, schools, departments, divisions and other units are expected to maintain their respective sections of the UMMC website. Approved web content contributors may receive training on UMMC's content management system in order to effect updates to their web pages, based on institutional guidelines and graphic standards. Rules and procedures for UMMC's web presences are available on the intranet.

Fundraising

Gifts and Contributions

All gifts/donations/contributions, monetary or otherwise, must be received in the [Office of Development](#) or Development Accounting for deposit to the specified account and to be receipted. To ensure accuracy, the donor's name, contact information, and the donor's specified desired use of funds should be provided with the gift. Any recommendations regarding communications with the donor should also be given to the Office of Development.

Gifts of materials or money of \$10,000 or more at UMMC are acknowledged over the vice chancellor's signature. Gifts of less than \$10,000 are acknowledged by the Office of Development. The school, department, or unit also may wish to send a letter of acknowledgement. Gifts made in memory of someone or in honor of someone are acknowledged to the donor, as well as the family of the memorialized person or the person honored whenever possible.

To comply with policy and standards as a state agency and medical care provider, UMMC may be unable to accept some in-kind gifts such as equipment, materials, or property. The [Property Control Office](#) must be contacted before any gift of equipment is accepted. Contact the Office of Development for guidance on all other in-kind gifts including clothing, toys, and property. [Anatomical gift donor information and authorization forms](#) are available in the [Department of Neurobiology and Anatomical Sciences](#).

Philanthropic Solicitations and Fundraising Activity

UMMC 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.

The [Office of Development](#) is authorized by the administration to conduct philanthropic sales, solicitations, and fundraising activity on behalf of the institution. The rules and regulations related to soliciting gifts and contributions are complex. Some violations can even result in personal criminal liability. To ensure the integrity of the institution's philanthropic activity, all fundraising efforts with individuals, corporations, organizations, and private foundations must be approved by the Office of Development. All philanthropic solicitations and/or fundraising activity by employees and students or by third-parties must be approved as outlined in the [Policy on Sales, Solicitations, and Fundraisers](#). Examples of such activity include, but are not limited to: request(s) for donation(s), contribution(s), gift(s); phone-a-thon; event fee/ticket sales; written proposal for grants; t-shirt sale; bake sale; toy/clothing/food drive; requesting sponsorships; profit-sharing events.

Any request to fundraise should first be reviewed through regular appropriate intra-office/ intra-department channels (i.e. supervisor, department head, faculty sponsor, etc.) and then submitted for approval through the [Fundraiser Request Form - UMMC Workflow \(umc.edu\)](#) at least 30 days prior to the activity.

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 UMMC to prohibit sales, solicitations, canvassing or the distribution of any materials on its grounds, which are unrelated to UMMC needs or involve outside business enterprises. Such activity must be approved as outlined in the [Policy on Sales, Solicitations, and Fundraisers](#). Examples of such activity include, but are not limited to: event fee/ticket sales; written proposal for grants; t-shirt sale; bake sale; toy/clothing/food drive; requesting sponsorships; profit-sharing events.

Integrity and Compliance

UMMC 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. UMMC'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 UMMC's ethical and business policies.

To underscore and enhance its commitment and to better assist all faculty, staff, students and subcontractors in this area, UMMC implemented a compliance program 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 program is the responsibility of every faculty, staff member, and student.

Code of Conduct

UMMC 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 corrective action, up to and including termination.

To view the full Code of Conduct, see Section III of the [Compliance Plan](#).

Confidentiality

All patient medical and financial records, employee records, student data, financial, management and operating data of UMMC, including any study data, know-how, or study-related confidential information obtained by being engaged in research, and any other information of a private or sensitive nature (collectively "confidential information") are considered confidential in all forms: written, spoken, recorded electronically or printed. Confidential information should not be accessed, used, or disclosed by any employee without a job related need to know or pursuant to an appropriate authorization. To the extent it is reasonably possible it is always best to discuss confidential information in areas where privacy is afforded, such as locations that are not public. Employees must not discuss or reveal confidential information to friends or family members or other employees who do not have a legitimate job related 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 corrective action up to and including termination.

Conflicts of Interest/Outside Employment

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)**

All interest in any outside entity should be disclosed. [Disclosures](#) are required at time of hire, at least annually, within thirty days of a change and before engaging in any new outside employment. The disclosure will be used either to declare that there are NO conflicts of interest or to report all [conflicts of interest](#) which the employee and/or the employee's family may have. Employees are permitted to engage in outside employment, provided permission is first obtained, as follows:

- **Faculty** – Permission must be obtained from department chair and, pursuant to the faculty's employment contract(s), the vice chancellor for health affairs or his/her designee(s).
- **Staff** – Permission must be obtained from the applicable executive officer or department head. The executive officer or department head may grant permission to engage in outside employment only after having first determined that the said outside employment will in no way interfere with institutional duties of the individual requesting such permission. After permission is obtained from the executive officer or department head, the proposed outside employment must be approved by the CHRO or designee.

To avoid [conflicts of interest](#) and to ensure the continued credibility of UMMC, employees 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.

- 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.
- UMMC is not responsible in any way for the services rendered or the results therefrom.
- Outside employment activities must not, in the judgment of the supervisor, compromise UMMC.
- UMMC resources, including equipment, facilities and supplies, may not be used in outside business activities. When such resources are required, the employee must act as a representative of UMMC, conducting the activity under the auspices of UMMC rather than as a consulting activity.
- Both the fact and semblance of conflicts of interest must be avoided at all times. If the question arises, the interest and reputation of UMMC, as determined by the supervisor, must be considered first and foremost.
- 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.

As some outside employment arrangements could create a conflict of interest for the employee, it is the policy of UMMC that prior to engaging in any new outside employment, the proposed employment arrangement must be disclosed by the employee and, if applicable, the disclosure will be reviewed by UMMC's Conflicts of Interest work group. Outside Employment reporting must be made by completing the electronic [Conflict of Interest Disclosure Form](#) and the Outside Employment Form contained within.

Conflicts of Interest

Certain members of the UMMC Workforce, because of their UMMC job duties, title, or role, are considered Mandated Disclosers. For more information on who is classified as a Mandated Discloser, please review the [UMMC Conflicts of Interest Policy](#). Mandated Disclosers must:

- Disclose to UMMC their ongoing Business Relationships and activities, regardless of whether the Business Relationship is a Material Interest. For more guidance on types of Business Relationships and activities that must be disclosed, please visit the Office of Integrity and Compliance's Intranet site or click on the following [link](#).
- Disclose to UMMC new Business Relationships or activities prior to acquiring the relationships or participating in new activities. For more guidance on types of Business Relationships and activities that

must be disclosed, please visit the Office of Integrity and Compliance's Intranet site or click on the following [link](#).

- Analyze the known Business Relationships and activities of his/her Immediate Family to determine if they may present a Conflict of Interest or the appearance of a Conflict of Interest for these Workforce members and if these Workforce members determines such exists, the Workforce members must disclose the Business Relationship or activities to UMMC. For more guidance on types of Business Relationships and activities that must be disclosed, please visit the Office of Integrity and Compliance's Intranet site or click on the following [link](#).

All Mandated Disclosers must disclose their Business Relationships at the following times:

- At time of hire,
- During Annual Compliance Training,
- After assuming a new role or position at UMMC,
- Prior to acquiring a new Business Relationship, if possible, but if not possible, no less than 15 days from acquiring a new Business Relationship,
- At time of application for PHS funded research, and
- Upon request by Institutional Officials.

Mandated Disclosers, when making a disclosure, must follow the procedures provided in the UMMC Conflicts of Interest Policy. All reports of the Mandated Discloser's Business Relationships and activities must be approved by the Mandated Discloser's up line supervisor, Human Resources, and where applicable, UMMC's COI Committee and ICC.

Expert Witness

Paid consulting or expert witness activities related to court proceedings require special consideration because serving as a paid consulting or testifying expert witness may place an employee in a position adverse to UMMC or to another UMMC employee. Such conflicts may arise from ongoing research, projects, contracts or relationships that UMMC may have with or to the parties in litigation of which the employee has no knowledge.

Retained Experts

The outside employment approval processes apply to employees who are "retained experts." Retained experts are of two types:

- **Testifying Expert Witness:** a person retained by counsel whose opinions are acquired and developed in anticipation of litigation and who is expected to be called to testify as an expert witness at trial on behalf of a party.
- **Consulting Expert Witness:** a person retained or specially employed by counsel and whose opinions are acquired and developed in anticipation of litigation, but who is not expected to testify at trial.

Independent Medical Examination Experts

Unless done pursuant to a contract entered into by UMMC, the outside employment approval processes also apply to employees who perform independent physical or mental examinations of a party to a court proceeding or of a person in the custody or under the legal control of a party (commonly referred to as an IME). These independent examinations are performed either by court order or by agreement of all parties to a lawsuit.

Non-retained Experts

The outside employment approval processes do not apply to employees who are considered "experts", but are not retained by counsel and not paid to develop an opinion in anticipation of litigation on behalf of a party. This type of expert is commonly referred to as an actor expert. Actor experts are experts who are witnesses to events related to a court proceeding and have expertise related to the matter at issue in a court proceeding. For example, a physician who provided healthcare to a plaintiff in a personal injury lawsuit, but who has no other involvement in the lawsuit would be considered an actor expert. Actor experts may be subpoenaed to give deposition or trial testimony and are compensated by the party responsible for having the subpoena issued for the time spent away from work.

Policy on Sanctions for Plan Violations

It is the policy of UMMC for corrective actions to be taken against employees who violate the provisions of the UMMC Compliance Program. The employee infractions and violations are listed in the [Policy on Sanctions for Plan Violations](#) and are supplemental to existing employee corrective action guidelines. Any employee corrective action resulting from violation of the UMMC Compliance Program should be coordinated through the Office of Integrity and Compliance and Human Resources.

Acceptable Use Policy

The **Acceptable Use Policy** establishes standards, expectations, and requirements for the way UMMC employees, students, and any individuals with login credentials to UMMC information assets and related resources must maintain and protect the confidentiality, integrity, and availability of all institutional information in compliance with the HIPAA Security Rule (45 CFR Part 160 and Subparts A and C of Part 164).

Data Classification and Handling Policy

This policy outlines measures and responsibilities required to secure data resources from risks including, but not limited to, unauthorized destruction, modification, disclosure, access, use, and removal by establishing a framework for classifying data as confidential, internal only and public.

Legal Counsel and Opinion

UMMC has legal counsel on staff in the Office of General Counsel, through which any attorneys retained to represent UMMC or UMMC employees in their official capacities must be employed.

Attorney General

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

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 contact [UMMC's Office of General Counsel](#).

Service of Summons and Complaint

Persons attempting to serve UMMC or any employee or part thereof with a summons and complaint should be directed to HR. However, if any documents pertaining to lawsuits naming the institution, or any employee or part thereof, as a party are delivered to destinations other than HR, they should be promptly delivered to UMMC's Office of General Counsel.

Research

The primary purpose of University Research is to promote UMMC's research mission by supporting and enhancing biomedical research on campus and to serve as an advocate for research within UMMC, 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.

Human Research Office

The Human Research Office provides administrative support for UMMC's Institutional Review Boards (IRBs) and assistance to UMMC's research community to help facilitate the safe and ethical conduct of research.

UMMC's IRBs are federally mandated boards comprised of scientists, nonscientists, and non-affiliated community representatives. The IRBs 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, when appropriate, after it is complete;
- Ensure and promote the ethical conduct of research; and,
- Ensure compliance with federal, state and University requirements.

UMMC has a Federal Wide 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.

UMMC is also accredited by the Association for the Accreditation of Human Research Protection Programs (AAHRPP). AAHRPP accreditation indicates that UMMC follows rigorous standards for ethics, quality, and protections for human research and affirms UMMC's commitment to protecting research participants.

Office of Animal Welfare

The Office of Animal Welfare (OAW) provides administrative support for UMMC's Institutional Animal Care and Use Committee (IACUC) and research community to facilitate studies initiated by investigators. The OAW is responsible for providing the required congruency reviews to verify IACUC approval for studies involving the use of animals prior to the acceptance of grant funding. OAW staff and IACUC members are committed to ensuring all research, teaching, and testing involving animals are in keeping with all federal regulations and institutional guidelines.

UMMC'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 UMMC. To fulfill this charge the committee:

- Reviews and approves all proposed research involving animals before it is initiated, monitors all ongoing research involving animals while it is being conducted, and maintains records per the federal regulatory requirements.
- 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) and United States Department of Agriculture-APHIS (USDA).

UMMC has an Animal Welfare Assurance, #D16-00174, 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, the research will be conducted in accordance with all of the regulations. UMMC also maintains USDA Registration (Certificate No. 65-R-0102) as required by the Animal Welfare Act and is subject to unannounced inspections.

AAALAC International accredits UMMC's Animal Care and Use Program. AAALAC International accreditation shows an institution's commitment to setting, achieving, and maintaining high standards for animal care and use and commitment to animal welfare in science. AAALAC International offers the only international accreditation for animal care and use programs and is recognized around the world as a sign of quality and good science.

Office of Clinical Trials

The Office of Clinical Trials (OCT), established in 2019, manages clinical trial processes, from activation to closeout, with the objective of attracting and fostering high-impact trials at UMMC. Serving as a central resource for investigators, coordinators, administrators, and study sponsors, the OCT provides clinical study contract and budget negotiation, project management, recruitment support and data solutions, and regulatory submission assistance for the UMMC clinical research community. The OCT is an integral part of UMMC's effort to create an optimal research environment by removing barriers to successful research operations, streamlining administrative processes, and providing best-in-class customer service and expert support.

Office of Intellectual Property and Commercialization

The Office of Intellectual Property and Commercialization provides stewardship and strategic support for the protection of patent and other Intellectual Property to researchers at UMMC. In addition, the Office serves as a liaison for industry and business partners interested in commercializing UMMC's Intellectual Property, including support for R&D funding and/or licensing agreements, and in select cases, formation of spin-off companies and joint ventures. For more information, please review the [Patent and Invention Policy](#).

Office of Research and Sponsored Programs

The Office of Research and Sponsored Programs (ORSP) 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. ORSP 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. ORSP is also responsible for the post-award administration of contracts and grants awarded to the institution. A brief summary of services includes

the review, approval, and submission of proposals; assurance of compliance with federal, state, and sponsor guidelines; budget development; education and training; preparation and negotiation of research agreements; award acceptance, and cost monitoring.

Policy on Misconduct in Research

The maintenance of high ethical standards in research is essential and an inherent responsibility of all members of UMMC. 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. UMMC 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 UMMC Policy on Misconduct in Research can be found [here](#) or in PolicyTech.

Patent and Invention 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 faculty 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.

Safety and Security

UMMC's goal is to maintain safe working conditions for all employees to prevent accidents and to 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.

UMMC's Police and Public Safety Department (UMMC PD) 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 UMMC PD the power to enforce the general criminal laws of the state and traffic regulations on campus. 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 to ensure information exchange and to assist in large or complex cases. All reports of criminal activity will be handled and investigated in an appropriate and professional manner. Campus Police is located in the Alumni House on the first and second floor-

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 an escort, please call **601-984-1360**.

Employees should report suspicious activities to UMMC Police at **601-815-7777** or **911** from a campus phone. **If you see something, say something.**

In the event you are faced with an [Active Attacker](#) situation, Run, Hide, Fight are the actions you should take to protect yourself. Run – know your surroundings and immediately escape the area; Hide – if you cannot escape, find an area you can secure and remain quiet; Fight – as a last resort and if you are in imminent danger, fight the

assailant using any items you can improvise to protect yourself.

UMMC PD may ask to check a package, purse or briefcase of an employee arriving or leaving UMMC. Employees must comply with an officer's request to check a package, purse or briefcase.

Weapons Policy

The possession of pistols, firearms, or other weapons in any form by any person other than duly authorized law enforcement officials, institutional security officials, and other authorized persons as defined by section 45-6-3 of the Mississippi Code of 1972 is prohibited on campus and at institutional off-campus events. The term "other authorized persons" includes those individuals authorized by applicable law and by the institutional executive officer or his/her designee. "Other authorized persons" also includes those individuals who have in their possession a valid, unexpired state enhanced concealed carry firearms permit or the equivalent permit issued by a state with a reciprocity agreement with Mississippi. Even so, those individuals possessing such permits are not permitted to possess firearms in any non-public institutional locations. Students and employees are not authorized to possess firearms on institutional property or at institutional off-campus events regardless of possession of firearms permits. Possession of firearms is prohibited in locations where same is prohibited by applicable federal law, regardless as to whether those locations are designated as public or non-public. For more information, please view the full [Weapons Policy](#).

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 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 [Mississippi Center for Emergency Services](#) at 601-815-2665.

UMMC 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 employees 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. If 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. 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.

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

Emergency Management Links

[Active Shooter –Run, Hide, Fight poster](#)

[Severe Weather poster](#)

[Emergency Phone Numbers](#)



Environmental Health and Safety

The Department of Environmental Health and Safety has outlined safety and fire prevention regulations in the [Environmental Health and Safety Handbook](#). All personnel are urged to familiarize themselves with and adhere to these regulations and procedures, especially the sections related to severe weather and active shooter incidents.

Back Safety Training

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 [Student and Employee Health](#) to schedule the required training. Employees receive instruction on proper body mechanics and lifting techniques. A physical therapist will be on hand to provide counseling and answer questions.

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 at UMMC.
- Electrical lighting strings or other similar 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 and labeled 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.
- 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. Wrapping papers or combustible items cannot be used to decorate any door.
- Candles and other flame producing devices are strictly prohibited as decorative elements at any UMMC location.
- Do not attach any item to a sprinkler head.
- Decorations in classrooms, laboratories, offices, etc., should be of such type that can be affixed to bulletin boards, glass windows, interior doors, etc.
- We cannot permit flammable paper products such as streamers, mobiles, etc., to be hung from the ceiling.
- Decorations affixed to a window, interior door, etc., should be done so that no permanent marking of the surface will occur. It is the responsibility of departmental managers and safety officers to assure compliance within their respective departments. If you have any questions, please call the UMMC fire safety specialist at **601-815-9554**.

Emergency Phone List

UMMC Emergency Phone List

Code Blue

601-984-1111

Adult medical emergency/
cardiac arrest in hospital buildings

Code 13

601-984-1111

Pediatric medical emergency/
cardiac arrest in hospital buildings

Adult/Pediatric Rapid Response

601-984-1111

Inpatient needing rapid assessment
of decline in condition

Code Pink

601-815-7777 or

911 from a campus phone
Infant/Child Patient Abduction

Code Amber

601-815-7777

or 911 from a campus phone
Missing/Abducted Visitor

Code Red

601-984-6666

Fire emergency

Code White

601-984-1111

Inpatient/Outpatient Disruptive Person
Security emergency

Medical Emergency in NON-Hospital building

601-815-7777

or 911 from campus phone
all emergencies located
in non-hospital buildings
requiring medical support

UMMC Police Emergency

601-815-7777

or 911 from campus phone
Law Enforcement Emergency
(main campus and stadium
parking lot) -

UMMC Police Non-Emergency

601-984-1360

Routine Police Request
(door unlock, secure valuables
request, vehicle lock out)

Physical Facilities Emergency

601-984-1420

Critical facility emergency/
outage/hazardous material spill/
radiological emergency

Patient Equipment Emergency

601-815-6929

patient equipment malfunction/failure

Biomedical Equipment Emergency

601-984-4660

After-hours use Contact U
electrical patient equipment
malfunction/failure



Spiritual Services

Located in the upper lobby off the main entrance of the adult hospital, the chapel is available from 8 a.m.-4:30 p.m. Monday- Friday. A prayer room across from the chapel is always open. Christian prayers, Catholic Mass and Muslim prayers are held weekly in the hospital chapel, which was designed to provide a spiritual haven for all persons at UMMC. Office hours are 8 a.m. - 4:30 p.m. Monday-Friday. One of our hospital chaplains may be contacted through UMMC Connect U or through the hospital operator. For more information, please contact [Pastoral Services](#) or call 601-815-2112.

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 throughout UMMC and all campuses. We provide this by coordinating volunteers, patient needs, events and general assistance as needed. We are bringing awareness to our program through our website and recruiting prospective healthcare students from area colleges/universities.