New Staff Orientation
College of Dentistry

UF | UNIVERSITY of FLORIDA
The Foundation for The Gator Nation
Welcome

A few housekeeping items:

- Restrooms
- Refreshments
- Cell phones
- Questions
Objectives

- Introduction & UFCD’s Vision and Mission
- Overview of departments, offices and centers
- UFCD Policies and Procedures
- University-sponsored employee benefits and retirement
- Online resources
Admitted its first students in the fall of 1972
Only publicly-funded dental school in the State of Florida
One of the largest providers of low-cost dental care in Florida
Nationally recognized for its oral health research enterprise, emphasizing infectious disease in dentistry, bone biology, pain and neurosciences, and translational research to improve clinical and dental care
 Facilities

- Expansion took place in 1975 to the Gainesville Health Science Center to accommodate space needs of the recently established 12-story UFCD
- Community-based clinics:
  - ACORN (Brooker)
  - Naples Pediatric Clinic
  - Hialeah
  - Manatee County
  - Immokalee (Marion E. Fether Medical Center)
  - Groveland (South Lake Family Health Center)
  - St. Petersburg (Seminole)
  - Tacachale (located on Waldo Road)
  - Winter Garden
Clinic Map

PATIENTS FROM ALL 67 COUNTIES

WILDLIGHT (JANUARY 2020)
GAINESVILLE
SEMINOLE
NAPLES
HIALEAH
PLUS AFFILIATED CENTERS THROUGHOUT FLORIDA
UFCD Vision:

- To be a global leader in dental education, research, patient care and service.
UFCD Mission:

- Provide innovative dental education and deliver the highest degree of patient-centered care and service, while promoting discovery and the generation of knowledge through research, with strong commitments to community engagement, diversity and inclusion.
UFCD Values:

- We value excellence through high-quality comprehensive dental care, cutting-edge research and learner-focused education. We support a culture of dignity, respect, support and compassion fostered through a diverse and inclusive environment.
Accomplishments

- The college ranked 5th among all U.S. dental schools for grant support from the NIH.
- Operating budget $60 Million; contracts and grant funding: $16 Million
Education and Patient Care

- UFCD is one of six colleges that are part of the UF Academic Health Center
- 12 degree and certificate programs
- In 2018, the college received 1,606 applications for 93 openings
- 15 dental centers in Florida
International diversity among its faculty, staff and students:

- 166 Salaried and Adjunct Faculty
- 45 Postdocs/Graduate Assistants/Fellows
- 323 Courtesy Faculty
- 276 TEAMS/USPS
- 210 OPS and Student Assistants (temporary)
- 365 D.M.D. students
- 148 Advanced Education students
UFCD Departments

- Community Dentistry and Behavioral Science
- Oral Biology
- Oral and Maxillofacial Diagnostic Sciences
- Oral and Maxillofacial Surgery
- Endodontics
- Orthodontics
- Pediatric Dentistry
- Periodontology
- Restorative Dental Sciences
Department of Community Dentistry and Behavioral Science (CDBS)

Mission:
- Eliminate disparities in health status and access to health care services
- Promote optimal oral health
- Prevent disease through our research, teaching and service

Community based clinics and Residency Programs:
- Hialeah (AEGD Program)
- St. Petersburg (AEGD Program)

Centers:
- Pain Research and Intervention Center of Excellence (PRICE)
- Southeast Center for Research to Reduce Disparities in Oral Health
Department of Oral Biology

Mission:
- Improve health
- Education and Service
- Mentor
- Foster Professional Development

Scientific Areas:
- Molecular Biology and Genetics
- Microbiology and Immunology
- Biochemistry
- Biophysics
- Craniofacial Biology and Development
- Pharmacology and Physiology

Center:
- Center for Molecular Microbiology
Department of Oral & Maxillofacial Diagnostic Sciences (ODS)

Divisions:
- Pathology- Operates one of the largest biopsy services in US.
- Radiology- Bulk of imaging done in central radiology clinics.
- Oral Medicine/Oncology- Cancer, transplant and other patients from UF Health.

Center:
- Center for Orphaned Autoimmune Disorders (COAD)

Residency Programs:
- Pathology
- Radiology
Department of Oral & Maxillofacial Surgery

Divisions:
- Oral & Maxillofacial Surgery - Undergraduate teaching and Residency program.
- Neuroscience - Investigates peripheral and central nervous system mechanisms that underlie acute, chronic and pathological pain.

Clinics:
- Student Oral Surgery Clinic (SOS)
- Faculty and Residency Clinic

Centers:
- Center for Implant Dentistry
- Claude Denson Pepper Center for Research on Oral Health in Aging
School of Advanced Dental Sciences (SADS)

SADS facilitates the integration of advanced education programs.

**Departments of:**
- Endodontics
- Orthodontics
- Pediatric Dentistry
- Periodontology
- Prosthodontics Graduate Program

**Personnel Matters and Financial Issues**
- Post positions on GatorJobs
- Complete new hire paperwork
- Assist with Performance Appraisals
- P-Card Approval
- Travel
Department of Endodontology

Provides patients with quality care from endodontists who specialize solely in the practice of root canal treatment in which they remove the damaged tissue from the inside of the root canals of the teeth.

Clinics:

- Predoctoral Endo Clinic - DMD students also participate in endo rotations at the VA, We Care, ACORN, Apopka and Langley clinic.
- Graduate Endo Clinic
- Faculty Practice Endo
Department of Orthodontics

Concerned with the study and treatment of malocclusions (improper bites), which may be a result of tooth irregularity, disproportionate jaw relationships, or both.

Clinics:
- Graduate Ortho Clinic
- Faculty Practice Ortho
Department of Pediatric Dentistry

Provides dental care to children and adolescents up to 21 years of age with special attention to patients with special health care needs. Pediatric Dentistry has residency programs in Gainesville and Naples.

Clinics:
- Robert E. Primosch Clinical Education Center
- NCEF (Naples) Pediatric Dental Center
- Tacachale Dental Clinic

Other Service:
- Head Start Program
- Acorn Clinic
- Florida School for the Deaf and Blind, St. Augustine
- Shands Eastside Community Health Clinic
Department of Periodontology

Specialty of dentistry that covers the prevention, diagnosis and treatment of diseases affecting the supporting and surrounding tissues of the teeth or their substitutes, such as dental implants

Clinics:
- DMD Clinics
- Graduate Perio Clinic
- Faculty Practice Perio Clinic
Department of Restorative Dental Sciences (RDS)

Charged with a large portion of the teaching in the DMD pre-clinical and clinical courses within the college. RDS is the largest department in the college.

**Divisions:**
- General Dentistry
- Operative Dentistry
- Prosthodontics

**Clinics:**
- DMD Student Dental Clinics- Clinics 2-A, 2-B, 3-A, 3-B
- Graduate Prosthodontics Clinic
- Graduate Operative Clinic
- Faculty Practice
- Maxillofacial Prosthetic Services

**Centers:**
- Center for Dental Biomaterials
- National Dental Practice-Based Research Network (NDPBRN)
Questions?
Fair Labor Standards Act (FLSA) and Time Reporting

- Federal Law
- Defines Exempt (salaried) and Non-Exempt (hourly)
- Minimum Wage
- State: $8.46/hour
- Child Labor Regulations
- Established 40 hour work week and overtime (physically work 40+ hours)
UFCD Attendance Policy

- Work Hours-Position Description
- Rest periods/breaks permitted when possible
- OPS receive straight overtime (OT) pay, but do not receive Leave accruals

TEAMS Employees:
- Vacation Leave
- Sick Leave
  - Self or immediate family member
  - Call-in procedures (TEAMS & OPS)
- Compensatory Leave (Overtime and Special Comp)
  - TEAMS employees receive OT Comp, unless request OT pay
- Administrative Leave

All Employees:
- FMLA
Benefits and Retirement

Enroll in employee benefits within **60 DAYS OF HIRE**

- TEAMS and OPS eligible for benefits including health, dental and vision insurance
- Will receive package from PeopleFirst
- State benefit premiums are paid a month in advance
  - Missed premiums will be collected in future paychecks (potential double/triple deductions)

Enroll in a retirement plan within **90 DAYS OF HIRE**

- TEAMS will receive package from myFRS
- OPS-FICA Alternative Plan through AIG

Other TEAMS/USPS benefits

- Holidays, Vacation and Sick Leave- TEAMS/USPS employees are eligible for (10) paid holidays each year
- Employee Education Program- eligible full-time faculty and staff may take up to (6) credit hours of coursework
- Higher Education Opportunity - eligible full-time TEAMS employees to apply, child chosen at random, pays in-state matriculation
Other Benefits

- Employee Assistance Program (EAP) - Free visits for individual consultation available by calling the EAP at 833-306-0103, 800-697-0353, or guidanceresources.com - for more information: https://eap.ufl.edu/

- RTS Bus Transportation - free with valid Gator-1

- Campus Cab Service - 392-RIDE

- SNAP (Student Nighttime Auxiliary Patrol) - escort may be requested by calling 392-SNAP
  - Summer semester from 8:30 p.m. to 2:00 a.m. nightly
  - Fall/Spring semester from 6:30 p.m. to 2:00 a.m. nightly

- Police Service Technicians (PST) in HSC

- Parking Information

- Gatorperks

- Use of pools and courts

- Please visit the hr.ufl.edu website for additional employee benefits
Workers’ Compensation

- If injured on the job:
  - Medical Emergency: Call 911
  - Non-Life threatening injury:
    - Contact AmeriSys by calling 1-800-455-2079 prior to obtaining treatment
    - Contact your supervisor

- Exposure to Blood or Bodily Fluids
  - Call 1-866-477-6824 immediately
  - After evaluation/treatment contact AmeriSys at 1-800-455-2079
### Mandatory Trainings

- All Employees must complete the following training as a new hire and some are required to be recertified:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course #</th>
<th>Required</th>
<th>Position Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIPAA &amp; Privacy - General Awareness</td>
<td>PRV800</td>
<td>Annually</td>
<td>All Personnel</td>
</tr>
<tr>
<td>Protecting Social Security Numbers &amp; Identity Theft Prevention</td>
<td>PRV804</td>
<td>Annually</td>
<td>All Personnel</td>
</tr>
<tr>
<td>FERPA Basics</td>
<td>PRV802</td>
<td>Annually</td>
<td>All Staff</td>
</tr>
<tr>
<td>Compliance: A Collaboration for Success</td>
<td>OOC101v</td>
<td>Every 2 years</td>
<td>All Personnel</td>
</tr>
<tr>
<td>Maintaining a Safe and Respectful Campus: Sexual Violence, Harassment and Discrimination Awareness and Prevention</td>
<td>GET803v</td>
<td>Every 2 years</td>
<td>All Personnel</td>
</tr>
<tr>
<td>Physician Billing Compliance</td>
<td>PBC805</td>
<td>Annually</td>
<td>All personnel with axiUm access</td>
</tr>
<tr>
<td>Payment Card Security Awareness Training</td>
<td>TRM150</td>
<td>Annually</td>
<td>All personnel who process credit card payments</td>
</tr>
<tr>
<td>Hospitality Training</td>
<td>(in person)</td>
<td>Register on Intranet</td>
<td>All Personnel</td>
</tr>
<tr>
<td>UF Health Complimentary Parking for Patient and Visitors</td>
<td>(search title)</td>
<td>Once</td>
<td>All Personnel</td>
</tr>
</tbody>
</table>

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<th>Document</th>
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<tr>
<td>Attendance Policy</td>
<td>Intranet</td>
<td>Annually</td>
<td>All Personnel</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>Intranet</td>
<td>Annually</td>
<td>All Personnel</td>
</tr>
<tr>
<td>Confidentiality Statement*</td>
<td>Privacy Office Website</td>
<td>Annually</td>
<td>All Personnel</td>
</tr>
<tr>
<td>TEAMS/USPS Employee Handbook</td>
<td>Intranet</td>
<td>Annually</td>
<td>All Staff</td>
</tr>
</tbody>
</table>
Other Trainings

- Campus New Employee Orientation - Register within first (60) days of employment
- myUFL training and toolkits
- Quality Customer Service Training
- PRO3 Training for administrative professionals
- The Supervisory Challenge
- Software training online: [www.Lynda.com](http://www.Lynda.com)
- Computer training through HSC: [http://training.health.ufl.edu/public_workshops_scheduled.aspx](http://training.health.ufl.edu/public_workshops_scheduled.aspx)
Policies and Procedures

- Computer usage and email used for business only
- Performance Appraisals for TEAMS - UF Engaged 2019
- Probationary Appraisal-six month review
- Outside Activities
- An annual disclosure form should be submitted at the beginning of each fiscal year for each existing outside activity
- UFCD policies and procedures found at: https://dental.ufl.edu/about/administration/deans-office/policies-procedures/
Dress Code

Development and Alumni Affairs/UF Foundation

"The Gold Standard" Dress Guidelines

As a part of The Gold Standard Culture and our vision ‘To Be The Best’, we will ‘R.A.I.S.E the bar’ in ALL that we do. This includes maintaining a professional appearance that shows our commitment to high performance. Appropriate attire for staff who are in supervisory roles and or meet with donors and external constituents is business attire, Monday through Thursday. Staff who are not in supervisory roles may wear relaxed business attire throughout the week. All employees may observe relaxed business attire on Fridays. We will continue our tradition of wearing orange and blue on Fridays before home football games. Please keep in mind that when meeting with donors and other external constituents, always wear business attire.

**Business Attire**

For Men: suits with a tie, button down/dress shirts with a tie, dress pants, dress shoes
For Women: suits, short sleeve suits, button down/dress shirts, skirts, dress pants, dresses with sleeves, cardigans, dress shoes

**Relaxed Business Attire**

For Men: button down/dress shirts without a tie, polo-style shirts, slacks, khakis, denim shirts
For Women: polo-style shirts, blouses, khakis, denim dresses, skirts, dressy sandals, dressy capris

**Attire that does not meet “The Gold Standard”**

- Jeans/Denim Pants (any color)
- Cargo pants
- Casual/Cargo capris
- Shorts
- Short pants
- Sneakers
- Mini skirts
- Tank tops/Hotter tops
- Imprinted t-shirts
- Cut off shirts
- Low cut shirts
- Spaghetti-straps
- Crocs
- Sneakers/Athletic-type shoes
- Flip-Flops
- Men's sandals

Should you have questions, please contact Human Resources at 392-5408.
UFCD Website Tour

Important information on dental.ufl.edu:

- UFCD New Employee Site
- Policies and Procedures
- Calendar of Events
- Contact Information
- Faculty and Staff listing
- Intranet
  - Annual college training requirements
  - AxiUm answers
  - RSVP for events
Important information on myUFL:

- MyTraining (Main Menu-My Self Service-Training)
- Emergency Contact (Main Menu-My Account-Update Emergency Contact)
- Address Update (Main Menu-My Account-Update My Directory Profile)
- View Paycheck (Main Menu-My Self Service-Payroll and Compensation-View Paycheck)
- W-4 Tax Information (Main Menu-My Self Service-Payroll and Compensation-W-4)
- W-2 Consent and View W-2 (Main Menu-My Self Service-Payroll and Compensation)
- View Leave Balances (Main Menu-My Self Service-Payroll and Compensation-UF Leave History)
Time Entry Non-Exempt

Punch Time - for hourly, non-exempt employees

- UF work week is Friday-Thursday
- Enter time worked rounded to the quarter hour
- Punch out for lunch break, do not punch out for 15 minute rest periods
- Enter daily/weekly
- Non-exempt TEAMS employees are required to use Comp Time before using Vacation Leave
- Leave time is entered through Elapsed Time
- TEAMS: Hours should equal full-time equivalency (FTE) within pay week unless working overtime
  - Reduce any leave time used if hours exceed 40 (full-time) or your FTE
  - Add Leave Without Pay/Sick/Vacation time if you worked under 40 hours (for full-time) or your FTE to bring your hours up to your FTE
Time Entry Exempt

Elased Time - for exempt employees

- Enter Vacation Leave, Sick Leave
- Holidays auto-populate - change hours in week only if you used Vacation or Sick Leave

Other Leave Used

- December Personal Leave Days - rewarded in December
- Administrative Leave - Jury Duty, Bereavement
  - Must provide approved leave slip and documentation
Payable Status of Time and Leave

- Non-exempt Employees:
  - Needs Approval > Approved- Goes to Payroll > Taken-Used by Payroll > Paid- Labor Distributed

- Exempt Employees:
  - Estimated-Ready for Payroll > Taken-Used by Payroll > Paid-Labor Distributed
Reminders

- Complete, HIPAA, Preventing Harassment online training, UFCD Hospitality training, and other required training for your position
- TEAMS Employees: Complete campus NEO within first 60 days
- Enroll in Benefits within 60 days of hire
- TEAMS employees enroll in Retirement 3-4 months after hire
UFCD Publications

- Gator Dentist Today: [https://gatordentist.dental.ufl.edu](https://gatordentist.dental.ufl.edu)
- UFCD Annual Report
- Office of Research Newsletters [http://research.dental.ufl.edu/research-announcements/newsletters/](http://research.dental.ufl.edu/research-announcements/newsletters/)
- Alumni eNews
THANK YOU FOR ATTENDING TODAY’S ORIENTATION!

Please feel free to contact Human Resources with any questions or feedback you may have:

hr@dental.ufl.edu