



# New Staff Orientation *College of Dentistry*

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

**UF** College of Dentistry  
UNIVERSITY of FLORIDA



# Welcome

A few housekeeping items:

- ▶ Restrooms
- ▶ Refreshments
- ▶ Cell phones
- ▶ Questions

# Objectives

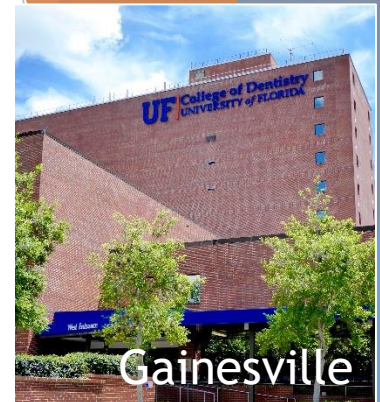
- ▶ Introduction & UFCD's Vision and Mission
- ▶ Overview of departments, offices and centers
- ▶ UFCD Policies and Procedures
- ▶ University-sponsored employee benefits and retirement
- ▶ Online resources



- ▶ 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
  - Wildlight
  - 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



# 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.





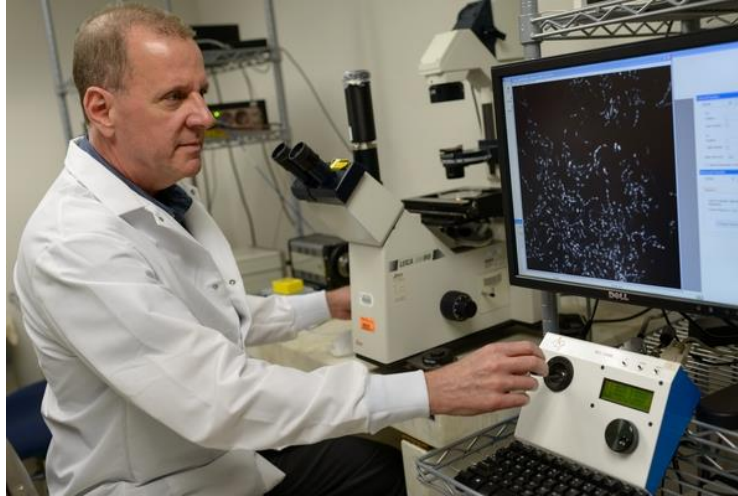
# UFCD Values:

- ▶ 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: \$15.5 Million



# Education and Patient Care

- ▶ UFCD is one of six colleges that are part of the UF Academic Health Center
- ▶ 16 degree and certificate programs
- ▶ In 2020, the college received 1,559 applications for 93 openings
- ▶ 13 dental centers in Florida





# UFCD Composition

International diversity among its faculty, staff and students:

- ▶ 170 Salaried and Adjunct Faculty
- ▶ 45 Postdocs/Graduate Assistants/Fellows
- ▶ 325 Courtesy Faculty
- ▶ 274 TEAMS/USPS
- ▶ 70 OPS (temporary)
- ▶ 110 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

# Organizational Chart



Dr. A. Isabel Garcia  
Dean

Karen Rhodenizer  
Director of  
Communications

Tammy Crews  
Executive Assistant

Human  
Resources

Finance

Development

Faculty Affairs

Research

SADS

Clinical Affairs

Education

Admissions

Student Ad. &  
Inclusion

Personnel  
Records  
Payroll

Billing  
Accounting  
Budgeting

Alumni Affairs  
Development

Faculty Affairs  
Promotion and  
Tenure  
Faculty  
Development

Administration  
Development  
Accounting

School of  
Advanced  
Dental Sci.  
Advanced and  
Grad. Educ.  
Cont. Educ.

Clinics  
Chartroom  
Sterilization  
QA  
Choices Prog

Academic Affairs  
DMD Curriculum

Admissions  
Financial Aid

Student Support  
& Advocacy  
Multicultural  
Affairs

Amanda Phelps  
Dir. of Human  
Resources

Jean Sweitzer  
Dir. of Finance

Richard Miller  
Sr. Dir. of  
Development

Dr. Joseph Riley  
Assoc Dean for  
Faculty Affairs

Dr. Valeria  
Gordan  
Interim Assoc  
Dean for  
Research

Dr. Roberta  
Pileggi  
Assoc Dean, Dir.  
Chair, Endo

Dr. Panagiotis  
Zoidis  
Assoc Dean for  
Clinical Affairs

Dr. Patricia  
Pereira  
Assoc Dean for  
Academic Affairs

Dr. Pamela  
Sandow  
Asst Dean for  
Admissions

Dr. Patricia Xirau-  
Probert  
Asst Dean for  
Student Advocacy  
& Inclusion

Dr. Deborah Dilbone  
Chair, Restorative  
Dental Sciences

Dr. Calogero Dolce  
Chair, Orthodontics

Dr. Marcio Guelmann  
Chair, Pediatric  
Dentistry

Dr. Ikramuddin Aukhil  
Chair,  
Periodontology

Dr. John Hardeman  
Int. Chair, Oral &  
Maxillofacial Surgery

Dr. Donald Cohen  
Chair, Oral & Max  
Diagnostic Sciences

Dr. Joseph Riley  
Int. Chair, Community  
Dentistry & Behavioral  
Science

Dr. Mary Ellen Davey  
Int. Chair,  
Oral Biology



# 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 Endodontics

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?



# COVID Resources

- ▶ Preemployment questionnaire/screening
- ▶ **UF Health Screen, Test and Protect (352) 273-9790**
- ▶ Non-clinical faculty, staff, residents and students with questions about potential COVID-19 exposures may contact the **UF Exposure Hotline at 352-273-9790.**
- ▶ Clinical faculty, staff, residents and students who may have been exposed to a COVID-19 positive person should call the **UF Health COVID-19 Exposure Hotline at 352-265-5550** (7 a.m. to 7 p.m., seven days a week).
- ▶ Faculty, staff, residents and students who may be ill and want a telehealth appointment should call **UF Health Telehealth Triage Center at 352-559-2900.**
- ▶ **STAY HOME IF YOU ARE SICK.**
- ▶ **MASKING IS REQUIRED WHEN YOU ARE ON CAMPUS UNLESS YOU ARE IN A NON-SHARED SPACE.**

# 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](http://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](http://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:

COURSE TITLE	COURSE NUMBER	REQUIRED	POSITION TYPE
HIPAA & Privacy – General Awareness	PRV800	Annually	All Employees
Protecting Social Security Numbers & Identity Theft Prevention	PRV804	Annually	All Employees
Protecting UF: Information Security Training	ITT102v	Annually	All Employees
FERPA Basics	PRV802	Annually	All Employees
Compliance and Ethics	<a href="#">MyTraining</a> (search title)	Every 2 years	All Employees
Maintaining a Safe and Respectful Campus: Sexual Violence, Harassment & Discrimination Awareness & Prevention	GET803v	Every 2 years	All Employees
At-Risk for Faculty & Staff Kognito Training	KOG100	Once	All Faculty & Staff
Billing Compliance for Clinical Providers, Residents/Fellows, Students & other Applicable Staff	PBC809v_OLT	Annually	All Personnel with axiUm access
Payment Card Security Awareness Training	TRM150	Annually	All Personnel who process credit card payments
UFCD 2020 Infection Prevention	<a href="#">MyTraining</a> (search title)	Annually	All Clinical Staff, Faculty, Residents & Students
UF Health Complimentary Parking for Patients & Visitors	<a href="#">MyTraining</a> (search title)	Once	All Employees

# Mandatory Documents for Attestation

COURSE TITLE	COURSE NUMBER	REQUIRED	POSITION TYPE
TEAMS/USPS Employee Handbook	DEN001	Annually	All TEAMS/USPS Employees
Attendance Policy	DEN002	Annually	All Employees
Code of Conduct	DEN003	Annually	All Employees
UF Health Masking and Hand Hygiene Guidelines	DEN005	Annually	All Employees
Donning and Doffing PPE	DEN006	Every 2 years	All Employees

# 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
- ▶ 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
- Skorts
- Sweat pants
- Mini skirts
- Tank tops/Halter 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](http://dental.ufl.edu):

- ▶ UFCD New Employee Site
- ▶ Policies and Procedures
- ▶ Calendar of Events
- ▶ Contact Information
- ▶ Faculty and Staff listing

# MyUFL

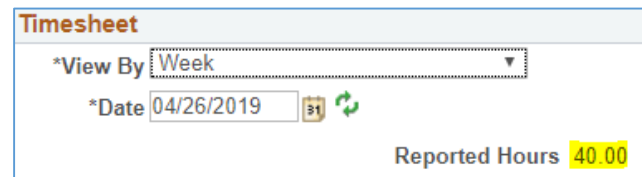
Important information on myUFL:

- ▶ 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



The screenshot shows a 'Timesheet' interface. At the top, it says 'Timesheet'. Below that, there is a dropdown menu labeled '\*View By' with 'Week' selected. Underneath, there is a date field labeled '\*Date' with '04/26/2019' entered, followed by a calendar icon and a refresh icon. At the bottom right, it says 'Reported Hours' followed by '40.00' in a yellow box.

# Time Entry Exempt

Elapsed 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

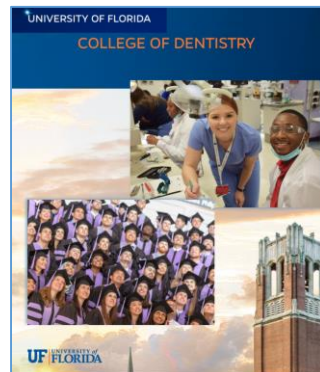
- ▶ Non-exempt Employees:
  - ▶ Needs Approval > Approved-Goes to Payroll > Taken-Used by Payroll > Paid-Labor Distributed
- ▶ Exempt Employees:
  - ▶ Estimated-Ready for Payroll > Taken-Used by Payroll > Paid-Labor Distributed

# 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>
- ▶ UFCD Annual Report
- ▶ Office of Education Newsletters: The Wisdom Tooth  
<http://dental.ufl.edu/education/dmd-program/forms-publications/>
- ▶ Office of Research 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](mailto:hr@dental.ufl.edu)