

UH EMPLOYEE HANDBOOK



UNIVERSITY HOSPITAL
Newark, New Jersey

DISCLAIMER

This Employee Handbook (“Handbook”) has been prepared in an effort to summarize the current benefits, guidelines, policies and practices of University Hospital. The following policies and procedures are guidelines and do not constitute the terms of a contract of employment and should in no way be construed as creating any right, contract promise, or guarantee of employment, benefits or working conditions between you and University Hospital.

There is no promise of any kind made in this Handbook. Subject to Unions Collective Bargaining Agreements, University Hospital remains free to change wages and all other working conditions without having to consult anyone and without anyone's agreement.

Subject to Union Collective Bargaining Agreements, University Hospital reserves the right to change, delete, suspend or discontinue any part or parts of the Handbook at any time, without prior notice, and any such action shall apply to existing as well as future employees.

Subject to Collective Bargaining Agreements, your employment with University Hospital is on an at-will basis, which means that you or the Hospital may terminate the employment relationship at any time with or without notice, for any reason not expressly prohibited by law. Unless there is a written contract appropriately authorized by Hospital Administration and the Board of Directors, no Manager, Supervisor or any other person at University Hospital has the authority to make a commitment of guaranteed or continued employment for any period of time to you, and no other Hospital publication should be understood to make such a guarantee.

UH Employee Handbook

Revised 7/17

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MESSAGE FROM THE CHIEF HUMAN RESOURCES OFFICER

Welcome to University Hospital, an integral part of a major urban medical center here in Newark, New Jersey. We are the principal teaching Hospital for Rutgers Biomedical and Health Sciences Newark campus schools.

Our mission is to improve the quality of life for all those we touch through excellence in patient care, education, research and community service. The position you occupy is essential to advancing this mission, and we hope that your association with us is a rewarding and engaging experience. University Hospital remains committed to high quality customer service, a safe and friendly workplace for our employees, and a diverse workforce.

This employee handbook was prepared by the Department of Human Resources to provide answers to your questions about employment at University Hospital. It provides background about the history and mission of the Hospital as well as information about employment, benefits, compliance, safety, employee rights and responsibilities and more.

All your questions may not be answered in this handbook, but we encourage you to familiarize yourself with the rules and procedures it addresses. These are periodically updated and posted on our website at <http://www.uhnj.org/hrweb/>. In addition, you can learn more about University Hospital at www.uhnj.org.

We value you and your contribution to University Hospital's continued success. We are concerned not only for your personal well-being, but also for your professional development. Please call on us if we can be of any assistance.

Again, welcome to University Hospital.

Gerard Garcia
Chief Human Resources Officer
University Hospital

THIS IS UNIVERSITY HOSPITAL

University Hospital opened its doors as College Hospital in 1979, the teaching hospital for what was then the College of Medicine and Dentistry of New Jersey. When the college was granted university status in 1981, College Hospital became University Hospital. For 34 years, the Hospital served as the University's flagship teaching hospital for its Newark campus, caring for patients in the city and surrounding communities.

In 2013, legislation merged UMDNJ and Rutgers, establishing University Hospital as a stand-alone entity and instrumentality of the state. University Hospital continued as a principal teaching hospital for Rutgers Biomedical and Health Services, including Rutgers New Jersey Medical School and Rutgers School of Dental Medicine. University Hospital is now a driving force in healthcare and education, with the largest graduate medical education program in the State New Jersey.

University Hospital is licensed for 519 beds and is fully accredited by The Joint Commission, a national symbol of quality healthcare. In a typical year, the Hospital admits more than 15,000 patients, records nearly 2,000 births, logs almost 100,000 emergency room visits and 172,000 clinic outpatient visits. The Hospital has 3,300 full time employees and 500 active medical staff members.

UH is northern New Jersey's Level One Trauma Center, receiving 2,500 cases a year. Thanks to the NorthSTAR air emergency transport, severely injured victims can be swiftly taken to our Trauma Center. In addition, the Emergency Medical Services unit at UH provides service to the City of Newark, Newark Liberty International Airport, and the seaport. The EMS receives about 125,000 calls for assistance in a typical year.

Besides being a safety-net hospital for the community, University Hospital is a statewide resource for tertiary care in a wide range of medical specialties. The Hospital is one of only two liver transplantation centers in New Jersey. Acknowledged as one of the region's best hospitals, University Hospital has been cited for excellence in more than 40 specialties and is the only hospital in New Jersey to be awarded Gold Plus recognition for Heart Failure and Stroke Care.

University Hospital is an active participant in community events. The Hospital participates in more than 30 community health fairs every year and supports a Farmers Market on campus. Speakers on a variety of topics provide educational opportunities for community groups and career days at local schools, and the Hospital hosts groups of students exploring career options.

University Hospital's vision for the future is to create the best possible environment for its patients to heal, its physicians to practice, and its employees to work.

Our Mission

***To improve the quality of life for all those we touch
through excellence in patient care,
education, research
and community service.***

Our Credo

ONE GOAL. ONE PASSION. EVERY PATIENT. EVERY TIME.

This University Hospital Credo expresses the commitment that our employees make to our patients and to their co-workers. Each individual promises to deliver the best outcome for each patient he or she encounters, at every encounter. This pledge encompasses everything from warm and professional customer service to a clear and succinct explanation of a medical diagnosis – and everything in between. We understand that each and every one of our patients deserves and will receive our utmost attention and respect. It is our pleasure to help our patients through their health care experience at University Hospital. It is our privilege to assist them in their journey.

GUIDING PRINCIPLES

COMMITMENT TO SERVE

University Hospital provides health services to patients from throughout the State of New Jersey. We also perform research at the highest standards and educate tomorrow's health care professionals. Each employee plays a special role in performing the missions of the Hospital.

COURTESY

As employees of University Hospital, it is essential that high standards of personal conduct and courtesy be maintained at all times. Courtesy and respect is a language that everyone understands and should be extended to patients, fellow employees, students, and visitors. Good manners, cooperation and consideration for others are fundamental and enhance University Hospital's image.

CUSTOMER SERVICE

University Hospital places a high degree of importance on establishing and maintaining an atmosphere of friendliness, courtesy and concern for each patient, visitor, physician, co-worker, insurer, etc., so that each person we interact with has a favorable experience with and perception of our Hospital. Each employee is expected to demonstrate excellent customer service behavior by showing respect, empathy and cooperation on a consistent basis.

PATIENT RIGHTS

The "PATIENTS' BILL OF RIGHTS" is posted in conspicuous locations throughout our Hospital facilities. Whether you work directly in a patient care setting or not, you must be aware that communication, respect and trust between patients and Hospital personnel are essential to good patient care. Therefore, the inherent rights of each patient must be vigilantly observed by all employees. Each patient should receive equitable and humane treatment at all times and under all circumstances, regardless of race, color, creed, age, sex, national origin, sexual orientation or the source of payment for care.

The patient's right of privacy should also be safeguarded. This involves preventing interrogation by individuals from outside agencies not directly connected with the Hospital, protecting the individual's right to privacy of his/her body, and preserving the confidentiality of the patient's history, present condition, or course of treatment.

CONFIDENTIALITY

During the course of your employment you may learn of confidential information about patients, co-workers or the Hospital. Continued employment at University Hospital is conditional, based on your taking every possible precaution to ensure complete confidentiality of information. You must be on guard against potential violations of confidentiality whether you are inside the Hospital or standing at a bus stop talking to a co-worker.

EMPLOYEE INFORMATION & RESOURCES

DIVERSITY and EQUAL OPPORTUNITY

University Hospital is committed to a policy of affirmative action and equal employment opportunity without regard to age, ethnicity, race, disability, marital status, national origin, religion, gender, sexual orientation, or veteran status and any other area otherwise prohibited by law. All employment practices will be guided by the Hospital's commitment to adhere to applicable laws and regulations.

University Hospital is committed to ensuring a work environment that fosters and promotes respect for and understanding of the contributions of people with diverse ethnic, economic, educational, cultural and racial backgrounds.

Should you need additional information, contact the Manager – EEO, Leaves and Labor Relations, who has overall responsibility for monitoring our programs and progress in this area, 973-972-4069.

RIGHTS OF INDIVIDUALS WITH DISABILITIES

University Hospital acknowledges its responsibility as an equal opportunity employer to provide reasonable accommodation for otherwise qualified disabled applicants and employees. The Hospital's policy states that no program or activity administered by the Hospital shall exclude from participation any qualified individual solely by reason of his or her disability. Qualified persons are those who, with reasonable accommodation, are capable of performing the essential functions of the position in question in accordance with University Hospital policy, applicable laws and regulations.

The Hospital has an obligation to provide employees with disabilities, full access and participation in employment opportunities. The Hospital will provide reasonable accommodations to employees with disabilities when requested, unless the accommodation imposes an undue hardship or is precluded by business necessity. Administrators, Managers, and Supervisors are responsible for considering accommodation requests and providing accommodations to employees, when possible. Employees are responsible for making requests for accommodations and working with the Supervisors to establish effective and reasonable accommodations.

DIVERSITY AND COMMUNICATIONS

To enhance delivery of quality health and medical services and facilitate culturally competent care, it is essential for employees to increase their awareness, recognition, and understanding of cultural differences of colleagues, patients, students and support staff. Recognizing and respecting cultural differences in communication can minimize cultural confusion and misunderstandings.

EMPLOYMENT WITH UNIVERSITY HOSPITAL

EMPLOYMENT CATEGORIES

University Hospital classifies its employees as follows:

Regular Employees

A regular employee is hired to fill a position for an undetermined period. The assignment may be full time or part time. Regular full time employees will work a minimum number of hours as determined by the position. The most common full time work weeks in the Hospital are thirty-five (35), thirty-seven and one half (37.5) or forty (40) hours each week. Regular part time employees work: (1) twenty (20) or more hours each week, but less than the full time equivalent for the position; or, (2) less than twenty (20) hours per week on a routine basis. Full time exempt regular employees are required to work a minimum of 37.5 or 40.0 hours per week based on their classification.

Temporary Employees

A temporary employee is hired to fill a position for a relatively short and well-defined period of time. The assignment may be either part time or full time and should not exceed twelve (12) months in duration. Assignment of hours for temporary employees will be in accordance with the job assignment.

Per Diem Employees

A per diem employee is hired to work on a casual (as needed) basis.

Exempt/Non-Exempt Employees

All employees have been classified by University Hospital as either “exempt” or “non-exempt” under the Fair Labor Standards Act. Non-exempt employees are eligible for premium overtime for hours worked in excess of forty (40) hours per week. Exempt employees are not eligible for overtime.

ORIENTATION

On-boarding is an ongoing process to successfully acclimate a new employee to University Hospital and their role as a vital part of our professional team. It begins with a two-day, mandatory, Hospital-wide orientation, conducted by Human Resources. At orientation, you will learn about the Hospital, your benefits, expectations of UH employees, Infection Control, Environment of Care, key regulatory training and other information necessary to acquaint you with University Hospital. Depending on your role, you will also participate in a comprehensive division/department specific orientation.

If you are newly hired or newly promoted to a Supervisory or Managerial position, the Department of Human Resources conducts a required orientation for all management staff, *Managing@UH*, to support your success at University Hospital.

EMPLOYMENT OF RELATIVES

Your relatives are eligible to work at University Hospital, provided that such employment does not interfere with the productivity of your unit, and would not entail you directly or indirectly having influence over the employment status, job security or salary of the other.

LICENSURE AND CERTIFICATION

Many positions at University Hospital require employees to be licensed, registered or certified as a condition of initial or continued employment. If this applies to your position, you are responsible to keep your license, registration or certificate current and to provide copies for your department's records. If your license expires or becomes invalid you must immediately notify your Supervisor. The Hospital cannot allow you to work without a valid license or certificate.

PROBATION

All employees who work in titles covered by a collective bargaining agreement must satisfactorily complete a probationary period. The length of the period for new hires is one hundred and eighty (180) calendar days and may be extended in accordance with the applicable collective bargaining agreement. All employees are evaluated on their job performance, attendance and conduct during this period.

Employees who are promoted, or who bumped into a new position during a layoff, may be subject to a probationary period, which varies according to the collective bargaining unit. Therefore, if you fall into this category, you should ask your immediate Supervisor or contact the Human Resources office to ascertain the exact length of your probationary period.

AT WILL

All employees at University Hospital not covered by a current union contract are considered employees “at will.” This phrase refers to the fact that the Hospital retains the right to terminate employment of “at will” employees any time, with or without cause or notice. Unless there is a written contract appropriately authorized by Hospital Administration and the Board of Directors, no Manager, Supervisor or any other person at University Hospital has the authority to make a commitment of guaranteed or continued employment for any period of time to you, and no other Hospital publication should be understood to make such a guarantee.

COMPENSATION AND HOURS OF WORK

COMPENSATION PLAN

The Compensation Plan of University Hospital consists of salary policies, the schedule of salary ranges and rates to which positions are assigned, and regulations and guidelines for administering the Hospital’s pay plans.

The Compensation Services section of the Human Resources Department determines the basic compensation for regular full time and part time employees, and for temporary and per diem employees. It is responsible for classifying and grading University Hospital’s job titles, taking into account operational/business needs, market information, and internal equity. The Compensation Services section oversees the application of the Hospital’s salary programs and the Federal Fair Labor Standards Act (FLSA) statutory overtime provisions. Departments are responsible for ensuring FLSA compliance on a day-to-day basis.

It is University Hospital’s policy and practice to accurately compensate its employees, and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your paychecks promptly to identify and to report any errors.

The salary scales for compensating supervisory, management, and confidential employees have a salary range with minimum, midpoint and maximum. The salary scales for compensating other employees contain minimum, intermediate and maximum salary steps, or job rates with probation, job, and two (2) year rates. Employees will be assigned to one of the salaries or rates in the compensation schedule for the job classification in which they are employed, in accordance with the Hospital’s salary guidelines. Employees who are Supervisors, Managers, Directors and Executives, as well as confidential employees, are evaluated annually and may receive merit pay increases based on evaluation ratings. Employees represented by a Union receive salary increases in accordance with the Union’s negotiated salary program.

PAYDAY AND YOUR PAYCHECK

University Hospital pays employees on a bi-weekly basis. Payday is every other Friday. Regular full time employees are paid through the Saturday preceding payday. All regular part time and temporary employees are paid through the second Saturday preceding payday.

When payday falls on a holiday, paychecks will be distributed the day before the holiday.

Your paycheck may be viewed by logging into your *my.uhnj* account, and it will have an itemized statement detailing all deductions required by law as well as those considered voluntary. In addition, it will include the most recent calculation of any remaining leave balances.

New Jersey State law requires that University Hospital employees be paid by direct deposit rather than receive a physical paycheck. For Direct Deposit and paycheck information click on "Employee Services" then "Paycheck Information" after logging on to *my.uhnj*. Changes to Direct Deposit are also done online through the portal.

New employees can set up Direct Deposit as soon as they are entered into the payroll system. Please contact IST for assistance with user name and password.

WORK HOURS AND SCHEDULING

The most common full time work weeks in the Hospital are thirty-five (35), thirty-seven and one half (37.5) or forty (40) hours each week. Your job classification and the business needs of your department will determine your hours of work within each week. Work schedules are designed to provide the best possible coverage for all units of the Hospital.

TIMEKEEPING

All employees are required to complete a time sheet for each bi-weekly pay cycle. If you are an exempt employee (not eligible for overtime pay), you use your time sheet to record the use of vacation, holiday and sick leave or other time not worked. If you are a non-exempt employee, your time sheet is used to record the actual hours you worked in addition to benefit time used.

MEAL PERIODS AND BREAKS

The length of meal periods and breaks varies by department and according to the collective bargaining agreement covering your title. Meal periods are generally unpaid. In addition, pursuant to the Affordable Care Act (ACA), a reasonable break time must be allowed for an employee to express breast milk for her nursing child -- these breaks shall be allowed for a period of up to one (1) year after a child's birth. Consult with your Supervisor or the Human Resource Office to ascertain the length of these periods.

OVERTIME PAY

In order to maintain services, it may be necessary for an employee to work overtime. This overtime should be authorized by a member of the Hospital's Supervisory or Managerial staff. Generally, volunteers for overtime work will be solicited first. If there remains a need for overtime work, overtime can be directed on a mandatory basis. If you are an employee who is eligible for overtime, you will be paid at straight time for all hours beyond your normal work week up to forty (40) hours and at a rate of time and one half (1 ½) for hours beyond forty (40) hours, or granted compensatory time off at the same rate, at the Hospital's option.

Sick time and unpaid hours do not count towards overtime. Vacation time and float holidays do count towards overtime. Exempt employees are not eligible for overtime pay and are expected to work the hours that are necessary to complete work assignments.

SHIFT DIFFERENTIAL

A shift differential is paid to eligible non-exempt employees for working the evening and night shifts. This payment varies by collective bargaining unit and by title. You can find out the exact amount of the hourly differential(s) for your title by referring to your union's contract or by contacting the Human Resources Office.

DAYLIGHT SAVINGS TIME

At those times of the year when clocks are changed to standard time or to daylight savings time, non-exempt employees working an hour more or less because of the change will be paid for the hours actually worked.

PAID TIME OFF BENEFITS

HOLIDAYS

Regular full time and regular part time employees (as well as full time temporary employees who have completed six months of continuous service) are eligible for paid holidays. The Hospital recognizes nine (9) designated holidays and six (6) non-designated days called "float holidays". Regular part time employees receive paid holidays on a pro-rated basis according to the number of hours he/she is hired to work. The nine (9) designated holidays are:

New Year's Day

Memorial Day

Thanksgiving Day

Martin Luther King Day

Independence Day

Day After Thanksgiving (non-premium)

Good Friday (non-premium)

Labor Day

Christmas Day

On January 1st of each year, six (6) float holidays are granted to employees on active payroll status as of that date. Float holidays may be used at any time during the calendar year after obtaining, at least one week in advance, prior approval from your Supervisor. Float holidays must be used by December 31st or they are automatically forfeited.

In July of each year, three (3) float holidays will be credited to all individuals hired after January 1, but on or before July 1. Individuals who were on unpaid leave as of January 1, but returned to duty during the first half of the year are also entitled to three (3) float holidays. These float holidays must be used by the end of the calendar year (December 31) or they will be forfeited.

Float holidays must be scheduled at least one week in advance, except in the case of an emergency. Float holidays (personal days) may be used for emergencies, observances of religious or other days of celebration, or other personal business. In the case of an emergency, your Supervisor may require you to provide verification of the emergency upon your return to work.

Excessive unscheduled absences may be subject to the Attendance Control policy.

If you work in a department requiring seven-day coverage, you may be required to work on a holiday. Non-exempt employees working on a holiday are given premium pay (for all Holidays except Good Friday and the Day after Thanksgiving) of time and one-half for all hours worked on the holiday. Non-exempt employees working on Good Friday and the Day after Thanksgiving are paid at straight time for all hours worked. In addition, for all designated holidays, non-exempt employees will be given an additional day off or paid an additional day's pay at the Hospital's option. Exempt employees required to work on a holiday may be granted another day off.

When a designated holiday falls on either Saturday or Sunday, the following policy guidelines apply:

- (1) In departments requiring seven-day coverage, the holiday is observed on the actual day it falls on and premium pay is applicable that day.
- (2) In departments open Monday through Friday only, holidays falling on a Sunday are observed on the following Monday and holidays falling on a Saturday are observed the preceding Friday.

If you wish to observe a religious holiday other than those previously mentioned, you must obtain prior approval and charge your absence to a float holiday or a vacation day.

Absences immediately before or after a holiday, or absences on a holiday the employee is scheduled to work, may result in forfeiture of the holiday and appropriate discipline issued. In the case of nurses, this applies to absences two days before and two days after a holiday.

For all employees, a day of accrual equals the full time work week for your classification divided by five (5). This is prorated for part time employees.

VACATION

Regular full time and regular part time employees hired to work 20 or more hours per week (as well as full time temporary employees who have completed six (6) months of continuous service) are eligible for vacation benefits. Although you have accrued and may be eligible for benefits, any scheduled time off (including vacation) must be approved by your immediate Supervisor. Regular part time employees accrue vacation on a pro-rated basis according to the number of hours he/she is hired to work. Full time employees accrue vacation benefits in accordance with the following schedules:

<u>Employee Service</u>	<u>Accrual Rate</u>
From date of employment to completion of 10 years	1 1/4 days/month (15 days annually)
From start of 11th year to completion of 20 years	1 2/3 days/month (20 days annually)
From start of 21st year or more	2 1/12 days/month (25 days annually)

(The above schedule also applies to V Scale Management)

Nursing Title-Staff Nurse and above:

<u>Employee Service</u>	<u>Accrual Rate</u>
From date of employment to completion of 3 years	1 1/4 days/month (15 days annually)
From start of 4th year to completion of 18 years	1 2/3 days/month (20 days annually)
From the start of the 19th year	2 1/12 days/month (25 days annually)

Executives, Directors and Administrators on the E & M Scales:

<u>Employee Service</u>	<u>Accrual Rate</u>
From date of employment in the Executive and Director Levels to completion of 20 years	1 2/3 days/month (20 days annually)
From start of 21st year or more	2 1/12 days/month (25 days annually)

New Employees are credited with accrued vacation benefits upon completion of ninety (90) days of employment.

You receive vacation credit for the month you are hired, if you start employment prior to the 16th of the month. If you are hired on the 16th of the month or after, you will accrue vacation from the 1st of the following month.

You may carry over vacation time earned in one fiscal year (July 1st to June 30) into the next fiscal year. The maximum carryover as of any June 30th is equal to 1 year of vacation entitlement. Any vacation balances in excess of the maximum carryover allowance will be forfeited, unless there is an exception granted by the executive responsible for your area of operation.

Each department is responsible for scheduling vacation for its employees for the year. Responses to requests for vacation usage will be based on the operational requirements of the department, the preference of co-workers and may take Hospital seniority into consideration.

If you are separating from employment at the Hospital, you will be paid for any credited unused vacation time less any sick time debits or monies owed to the Hospital. Vacation balances will be paid at the current base rate of pay.

For all full time employees, a day of accrual equals the standard workweek for their classification divided by five (5). This is prorated for part time employees.

SICK LEAVE

Regular full time and regular part time employees who are hired to work 20 or more hours per week (as well as full time temporary employees who have completed six months of continuous service) are eligible for sick leave benefits. If you are a regular part time employee, you accrue sick leave on a pro-rated basis according to the number of hours you are hired to work. Eligible employees accrue one sick day per month.

You receive sick leave credited for the month in which you are hired provided your employment date was prior to the 16th of the month. If you were hired on the 16th of the month or after, you will accrue sick leave credited from the 1st of the following month. Credit is given for any month in which you work up to the 16th of the month.

Sick leave is available for usage upon accrual. Sick leave may be accumulated from year to year without limit. However, upon retirement, from University Hospital, any unused sick leave credit will be paid at one half of your daily rate of pay, based on your average annual compensation received in the last year of employment prior to retirement up to a maximum of \$15,000. Upon termination or resignation other than retirement, sick leave is forfeited.

Employees are not entitled to use sick leave just because it has been accrued. The use is for legitimate illness, which renders the employee unable to work and in limited cases, for serious family illness. Sick leave must be used judiciously. Excessive unscheduled absence may be subject to the Hospital Attendance Control policy.

For all full time employees, a day of accrual equals the standard workweek for their classification divided by five (5). This is prorated for part time employees.

EMPLOYEE BENEFITS

GROUP BENEFIT PLANS

University Hospital offers eligible employees a comprehensive package of employee health plans, retirement, life insurance, disability, and optional tax-sheltered programs. The following is a summary of the plans. If there are any discrepancies between these descriptions and the official plan documents, the language of the official plan documents will govern. Please contact the Human Resources Office if you have any questions about your benefit plan coverage.

The New Jersey State Employees' Tax\$ave Program

This program allows you to pay the following with pre-tax dollars. Enrollment is at time of hire or during Open Enrollment each October for the following year. Re-enrollment is required each year.

A. Under the Unreimbursed Medical Spending Account, you can have before tax dollars withheld from your salary, up to an annual limit, and put into an account which will reimburse you for eligible health care services not paid by insurance (i.e., unreimbursed medical, dental, optical and chiropractic expenses).

B. Under the Dependent Care Spending Account, you can use before tax dollars, up to an annual limit, to put into an account which will reimburse you for the care of your children or other eligible dependents while you and your spouse work. (This is also available to parents from single parent households.)

C. Under the Premium Option Plan (POP) provision, your applicable medical and dental premiums will automatically be withheld before federal income and FICA (Social Security and Medicare) are withheld. You do have the option of signing a declination form requesting that premiums be withheld on an after-tax basis.

Additional information regarding the above mention plans can be found on the Benefits Maximizing Your Savings-Additional Voluntary Tax Sheltered Plans website at: www.uhni.org/hrweb/benefits/voluntaryplans.htm

Computer kiosks are available in the Benefits Office and HR reception area for those employees who do not have access to a computer.

GROUP HEALTH PLANS

University Hospital health benefits are provided through the State Health Benefits Program (SHBP). Health plans include Medical, Dental, and Prescription Drug Programs. The State Health Benefits Commission (SHBC) is the executive organization responsible for overseeing these plans.

Coverage is not automatic. Eligible employees are required to complete the necessary enrollment application upon employment or change in FTE. Coverage for all health insurance plans is effective following two months of continuous employment.

Spouse, Same Sex Spouse, Same Sex Civil Union or Domestic Partner and eligible dependent children can also be enrolled in the health plans. There is an annual open enrollment period each year (October for January coverage) that permits all eligible employees to enroll, change plans, and/or add eligible dependents. Any type of coverage change due to marriage, birth of a child, etc., must be made within 60 days of the event. If the day limitation is not met, you must wait for the next annual open enrollment period.

For eligibility, plan information and rates please visit the Benefits Health Plans website:

www.uhnj.org/hrweb/benefits/healthplans.htm

Computer kiosks are available in the Benefits Office and HR reception area for those employees who do not have access to a computer.

Temporary Disability. The New Jersey State Temporary Disability Insurance Program is mandatory for most employees. Participation is automatic and enrollment forms are not required. After 20 weeks of employment, disability benefits are available. The payments equal 2/3 of the average weekly wage up to the state maximum. Benefits are payable only after all sick leave pay has been utilized.

Workers' Compensation. University Hospital employees are to report all work related injuries to their immediate Supervisor. If emergency care is needed the employee should go to the nearest emergency room.

An Incident Report form is completed by the Supervisor and can be either faxed or brought to Risk Management. Any unsafe or hazardous condition should be reported to Hospital Support Services (ext. 2-3337). The Incident Report form (UHF249) is available through your department. Please contact Risk Management for additional information (973) 972-2910 or 6890.

RETIREMENT PLANS (including life and disability insurance)

Eligible employees will be enrolled in the appropriate pension plan as a condition of employment.

The Public Employees' Retirement System (PERS) and the Defined Contribution Retirement Program (DCRP) each contain a pension plan, life insurance, and disability provision. Under provision included in P.L. 2012, c.45 University Hospital employees hired July 1, 2013 or later are not eligible for enrollment in the Alternate Benefit Program. UMDNJ ABP members who became University Hospital employees on July 1, 2013 may continue their enrollment in ABP. If the UH employee separates employment and later is rehired by UH the employee would not be eligible for enrollment in ABP. If the employee separated employment through no fault of their own, and returned to employment at UH within in two years, the employee would be eligible to continue the ABP membership, provided they meet the eligibility criteria.

Information regarding plan eligibility, pension, group life insurance and disability insurance for PERS, DCRP and ABP please visit Benefits Retirement Plans website at:

www.uhnj.org/hrweb/benefits/retirement.htm

Computer kiosks are available in the Benefits Office and HR reception area for those employees who do not have access to a computer.

OPTIONAL CONTRIBUTORY PLANS

University Hospital employees have the option to save additional money toward retirement with either pre and/or after tax contribution through the New Jersey State Employees' Deferred Compensation Plan. The plan is administered by Prudential Financial for the State of New Jersey.

For Additional information regarding the plan, contributions and annual limits, please visit the Benefits Tax Sheltered Plans website at:

www.uhnj.org/hrweb/benefits/aftertax_pension.htm#tsrp

Computer kiosks are available in the Benefits Office and HR reception area for those employees who do not have access to a computer.

COBRA

Under the provisions of the Consolidated Omnibus Reconciliation Act (COBRA), the Hospital offers employees and their eligible dependents the ability to purchase continuation of health plan coverage under the following circumstances:

- Upon the member's death, eligible dependents may purchase up to 36 months of health coverage.
- Upon termination (except for gross misconduct), the member may purchase his/her current health plans up to 18 months.

- Upon divorce, the member's spouse is entitled to health coverage for up to 36 months.
- Upon the member's child attaining age 26, the child may purchase health coverage up to 36 months.

LEAVES OF ABSENCE

MEDICAL/FMLA LEAVES OF ABSENCE

A Medical Leave of Absence is defined as an absence from work for a specific period of time for an illness or injury (serious health condition) with the approval of the Department of Human Resources. Leaves are taken with the understanding that the employee will return to work at the conclusion of the leave.

University Hospital recognizes that there are circumstances which may necessitate your absence from work for an extended period of time. Abuses of such leaves of absence have the potential to negatively impact the operations of your unit, the ability of the Hospital to deliver optimal healthcare to our patients and the workload carried by your co-workers.

Your needs may range from urgent and immediate to foreseeable and elective. It is expected that you will communicate appropriately prior to and during your leave so that, to the extent possible, your department can plan for staffing and coverage of your duties. It is also expected that you will comply fully with all requirements of the Hospital's leave application process and associated timelines.

The Hospital reserves the right to approve or disapprove requests for leaves of absence and replace positions on a case-by-case basis according to operational requirements, except as may be restricted by federal and/or state law or statute or collective bargaining agreement.

Medical/FMLA leaves of absence may be granted to employees due to illness or injury (serious health condition) for self, family member; or, leave due to birth, adoption or foster care in compliance with the provisions of the New Jersey Family Leave Act (inclusive of the New Jersey Paid Leave provisions) and the Federal Family & Medical Leave Act (inclusive of Military Family Leave). For up-to-date information regarding eligibility and the specifics of Hospital policy please visit the UH Human Resources Policy Website at www.uhnj.org/hrweb/policies/index.htm

Note:

All medical leaves will be in effect only for the period where there is an inability to work. For medical leaves due to pregnancy disability, once the employee is medically able to work, but requires leave to bond with the child, a family leave can be requested under the birth or adoption provisions of FMLA.

Other Provisions:

1. All medical/FMLA leaves for self or family member, or for birth or adoption, whether paid or unpaid, shall run concurrent within the maximum amount of leave permitted by policy. This provision includes workers compensation leaves, the first twelve (12) weeks of which shall run concurrent with FMLA.
2. For employees applying for New Jersey Temporary Disability, only accrued sick leave must be used first and exhausted.
3. If you are on an approved leave of absence and found to be engaged in any employment during the leave period except as allowed by federal and/or state law or statute, you will be subject to immediate dismissal.
4. An employee will be considered absent without authorization (AWOL) and subject to termination if he/she fails to:
 - apply for a Leave of Absence within the guidelines of the Medical/FMLA policy;
 - provide required documentation (medical certification) justifying the leave within the maximum fifteen (15) days of the leave effective date;
 - return to work within three (3) or more days after the leave expiration date and has not applied for an extension;
 - respond to a written communication from the University advising of the leave expiration.
5. The Hospital may require an employee to obtain a second opinion at the employer's expense. If the provider's certification does not ultimately establish the employee's entitlement to FMLA leave, the leave shall not be designated as FMLA leave. The Hospital is permitted to designate the health care provider to furnish the second opinion. If the opinions of the employee's and the Hospital's designated health care providers differ, the employee will obtain certification from a third health care provider, at the expense of the Hospital. This third opinion shall be final and binding.
6. Leaves of absence are calculated on a "rolling" 12-month period measured retrospectively from the date an employee begins a leave pursuant to FMLA.

PERSONAL LEAVES OF ABSENCE

A Personal Leave of Absence is defined as an approved unpaid absence from work for personal reasons. Maximum length of the leave is thirty (30) days within a rolling twelve (12) month period and may be taken intermittently. Personal leave is discretionary on the part of the Department of Human Resources in consultation with the employee's department and may be used for reasons such as awaiting a long-term disability claim for serious illness or ADA accommodation.

MILITARY LEAVES OF ABSENCE

Employees are eligible for paid leave for military training whenever they are required to perform active duty "field training." Normally, military leave is for a two-week period, however, in some cases, longer or multiple leaves do occur and can be authorized. Maximum time allowed shall not exceed five (5) years total. Leave for attending military school does not qualify for military leave pay. Any questions regarding eligibility should be directed to the Manager – EEO, Leaves & Labor Relations.

ACADEMIC LEAVES OF ABSENCE

An Academic Leave of Absence is defined as an approved unpaid absence from work to pursue a field of study at an accredited college, university or other educational institution. Academic leave may not exceed a total of six (6) months within a rolling twelve (12) month period. It may be taken intermittently. Academic leaves are approved by the Department of Human Resources in consultation with the employee's department.

HEALTHCARE AND PENSION WHILE ON UNPAID LEAVE

Employees on unpaid leaves and enrolled in health benefits are required to make the premium payments to maintain insurance coverage.

Pension service credit will not accrue while on unpaid status. Public Employees Retirement System (PERS) members may be eligible to purchase the time.

Please contact the Benefits Office for additional information.

OTHER EMPLOYEE BENEFITS

EDUCATIONAL ASSISTANCE PROGRAM

Please reference your collective bargaining agreement (if applicable) concerning your Educational Assistance Program. All collective bargaining agreements and the Educational Assistance Program may be accessed for up-to-date information on the UH Human Resources Website www.uhnhj.org/hrweb

Computer kiosks are available in the Benefits Office and HR reception area for those employees who do not have access to a computer.

CREDIT UNION

Employees have access to the North Jersey Federal Credit Union where loans, checking and credit cards are available.

PARKING PROGRAM

Parking for employees is available through Rutgers University, Department of Transportation Services. A new employee will fax their registration information through the HR Generalist. Once you are registered, a parking hangtag will be mailed to your home by the Rutgers University Transportation Office. As a regular full time or part time UH employee, a bi-weekly payroll deduction will be made for the parking program. Deductions are made on a pre-tax basis unless you opt to have deductions made on a post-tax basis. To gain access to deck parking, a new employee will need to show their employment offer letter to the office at the P2 Parking Deck. This will provide access to all three decks on the campus. If you want to discontinue parking payment deductions, you can stop the deductions at any time and return your parking hang tag. For an additional fee, you can obtain either a guaranteed or reserved parking space on your campus but there is a waitlist. In order to get on that waitlist an email must be sent to waitlist@aps.rutgers.edu with your employee ID number and where you would like to have either guaranteed or reserved parking.

EMPLOYEE ASSISTANCE PROGRAM

An Employee Assistance Program (EAP) has been instituted to assist and refer employees experiencing personal or family problems adversely impacting their employment or personal life. Therefore, if you or a dependent has a problem such as substance abuse, depression, stress or anxiety, etc., this program can help. The EAP can be called directly for a confidential appointment. On the Newark Campus, the EAP can be reached at (973) 972-5429 or their central office at (732) 235-5930. There is a toll free number available at 1-800-327-3678

EMPLOYEE HEALTH, SAFETY AND SECURITY

EMPLOYEE HEALTH

University Hospital complies with all applicable laws, rules, regulations and standards regarding pre-placement and annual medical evaluations for employees. In addition, University Hospital is committed to developing programs to protect and improve the health of its employees.

All positions, as a condition of employment, require employees to pass physical and/or screening medical examinations. All employees upon hire will undergo baseline tuberculosis screening. Employees who may be exposed to tuberculosis shall undergo annual tuberculosis screening. All employees who have potential exposure to potentially infectious body fluids or laboratory materials will be offered immunization against hepatitis B at no cost if they are found to have no immunity.

University Hospital's employee health service is located on A-level and can be reached at (973) 972-3066. The employee health service office is open Monday through Friday from 7 am to 3 pm.

FIRE AND SAFETY

University Hospital is committed to providing a fire-safe and healthful work environment for its employees. To safeguard life and property from the hazards of fire and explosion you are expected to comply with all applicable fire prevention and response procedures outlined in the University Hospital's Fire Safety Policy #831-200-167. Your cooperation is essential for the Hospital's regulatory compliance and for the smooth operation of day-to-day activities.

Familiarize yourself with the fire emergency procedures for your area. Review and practice the procedure regularly. In case of fire, regardless of the size of the fire, ALWAYS activate the fire alarm by pulling the nearest wall mounted red pull box. Never attempt to fight the fire before activating the fire alarm. By doing so, you may risk a major fire or injury. Use portable fire extinguishers only if you are trained and confident about using it. Always protect yourself from fire and smoke. Remember, your safety always comes first. Your participation in fire exit drills is essential. They provide you with an opportunity to practice your emergency procedures.

Take appropriate safety precautions regarding the storage and handling of flammable and toxic materials, obstructions in the EXIT corridors, holiday decorations and use of electricity. Consult the Safety Officer or E.O.C. Manager in Support Services (2-3337) for more specific safety procedures.

Most accidents are predictable and preventable. You can help prevent accidents and eliminate their causes by reporting all fire and safety related unsafe conditions and injuries to your Supervisor. Consult the Safety Officer or E.O.C. Manager in Support Services (2-3337) for any fire and safety related assistance.

INCIDENTS/ACCIDENTS

All incidents resulting in actual or potential injury to individuals and/or damage to University Hospital property must be reported to your department Supervisor and to Department of Public Safety. For all such incidents, an Incident Report must be completed and filed with the Hospital Risk Management Department. It is also your responsibility to report any hazardous conditions to your Supervisor, the Department of Public Safety and/or the Hospital Safety Office (X 2-3337),

as appropriate. All thefts, broken locks and other suspicious incidents must be reported to the Public Safety Department. Remember, security is everyone's business. In addition, for all such incidents, an Incident Report must be completed and filed with the hospital Risk Management Department.

RIGHT TO KNOW

Under Hospital policy and the New Jersey Worker and Community Right to Know Act, employees who may be exposed to hazardous substances are required to receive information and training. University Hospital's programs provide both initial and annual education and training to increase your knowledge of any hazardous substances with which you may come in contact during the course of your work. Notices are posted throughout the Hospital reminding all employees of their rights under New Jersey Law. In areas where hazardous substances are present warning signs are posted.

As an employee, you are responsible for following the Hospital's Right to Know policy and for informing your immediate Supervisor of a hazardous situation or potentially hazardous situation. If you have any further questions regarding hazardous substances in the work environment, you can contact the Hospital Safety Office (X 2-3337).

INFECTION PREVENTION

The health of all of our employees is of major concern to us. Any disease or infection that you may have could potentially be transmitted to patients or to your fellow employees and may also affect your work performance. It is important that all department rules and regulations regarding infection prevention are understood and followed. Report any infection or infectious disease immediately to your Supervisor.

EMPLOYEE RIGHTS AND RESPONSIBILITIES

PERSONAL APPEARANCE

It is important that employees representing University Hospital present a professional impression to the public, patients and co-workers. Your personal appearance is the basis of such an impression and therefore appropriate clothing, good grooming, neatness and cleanliness are essential. You are expected to follow the Dress Code policy.

If you work in an area where uniforms are required, you must wear your full uniform at all times and it must be neat and clean. Also, be sure that your accessories, such as scarves, belts and jewelry do not present a safety hazard around equipment and office machinery.

Your employee I.D. badge is considered a part of your attire/uniform and must be worn at all times conspicuously with your name in full view when on duty or when present on University Hospital property.

SOLICITATIONS AND DISTRIBUTION

In the interest of maintaining the best possible environment for the furtherance of our mission, solicitation for contributions by employees is prohibited unless it is related to Hospital sponsored or approved activity. Distribution of literature by Hospital employees, outside vendors or members of the public is prohibited. Unauthorized solicitation and distribution must be reported to the Chief Human Resources Officer. If you have any questions about this policy contact your Supervisor or the Human Resources Department.

PERSONAL PHONE CALLS AND MAIL

University Hospital telephones are provided to conduct business and are not to be used for personal calls. Incoming personal calls while you are at work are permitted only when an emergency exists.

You may not use the University Hospital's internal mail service or facsimile machines for sending or receiving personal mail. Personal mail must be sent to and received at your home address. You are not permitted to use the Hospital's address or letterhead for bills or any personal or non-Hospital business correspondence.

PERSONAL COMPUTERS, E-MAIL, INTERNET and SOCIAL MEDIA

Many employees have been provided with personal computers (PC's). Sufficient cautionary measures should be taken in conjunction with IST and Public Safety to secure these pieces of University Hospital equipment.

Many Hospital PCs have been provided access to the Internet and to various E-Mail networks. The purpose is to enhance each user's ability to perform his/her job. Accessing the Internet for personal reasons in lieu of performing work during business hours is prohibited. In addition, employees with Internet and e-mail access must be mindful of what messages are communicated to fellow staff through this particular medium, as well as through conventional media. Moreover, downloading, or even accessing, web sites which may be considered sexual in nature is clearly an unauthorized use of the electronic tools which have been provided by the Hospital.

Any misuse of the electronic media may subject the individual to disciplinary action, up to and including termination. Please note University Hospital reserves its right to monitor PC usage.

ATTENDANCE

Every employee of University Hospital has been assigned specific tasks and specified hours during which these tasks are to be performed. Therefore, regular attendance and punctuality are essential to providing high quality patient care and efficient dependable service to outside agencies and the public.

If you are going to be unavoidably detained or if you will not be able to report for work, notify your Supervisor as early as you can, in accordance with departmental and Hospital policy. If you will be out ill, you must keep your Supervisor informed each day, and indicate your approximate date of return to work. If you fail to call your Supervisor and notify him/her of an unscheduled absence, you will be considered absent without leave and subject to disciplinary action under the Hospital's Attendance Control Policy.

If you are serving a probationary period, failure to maintain satisfactory attendance can result in failure of probation and termination of your employment. Every employee has an obligation to keep absences, especially unscheduled ones, and lateness to an absolute minimum.

Unscheduled absences and lateness place a burden on your Department, especially your Supervisor and co-workers. You are expected, throughout your employment with the Hospital, to comply with our attendance standards. Failure to comply will result in disciplinary action under the Hospital's Attendance Control Policy.

EMERGENCY CURTAILMENT OF OPERATIONS

Severe weather condition(s) such as a snowstorm, ice storm, flooding, hurricane, or other catastrophic events may threaten the continuation of some programs and services provided by University Hospital and necessitate the declaration of an "Emergency Curtailment of Operations". However, operations such as inpatient patient care services require the continuation of such services no matter what weather/emergency conditions occur.

Announcements of closing by any federal, state and/or local governmental agency do not pertain to University Hospital. The Hospital makes its own determination as to whether to declare an "Emergency Curtailment of Operations". Your Supervisor will advise you with regard to your status and obligations should such be declared.

EMPLOYEE CONDUCT AND PERFORMANCE

Any large organization must have rules and regulations to ensure a safe and efficient operation. As an employee of University Hospital you are expected to follow rules and regulations governing employee conduct. You are also expected to perform your work assignment in a satisfactory manner. The rules and regulations are part of the Hospital's Human Resources Policies and general Hospital policies, and are summarized briefly in this handbook. Your Supervisor will inform you of rules and regulations unique to your work area. It is expected that all employees will follow the instructions of their Supervisors and other Hospital officials. In addition, it is expected that employees will use common sense and good judgment in carrying out their assigned duties.

Listed below are certain activities which are strictly prohibited. Employees who engage in these or other prohibited activities may be disciplined and could be subject to termination even for the first offense. This list is not intended to cover every possible situation that may arise, but is designed to give you a basic understanding of common types of unacceptable conduct or performance:

- Falsification of employment application, related documents or other University Hospital records.
- Any unauthorized employment while on leave of absence.
- Signing in or reporting time of arrival or time of departure for another employee, "punching" another staff member's time card, or requesting another employee to record time on a card or time sheet other than his/her own.
- Frequent tardiness or absenteeism or unauthorized absence from work station during work hours.
- Loafing or sleeping on the job during working hours.
- Insubordination (refusal to carry out orders, instructions or an assignment).
- Using racial, religious or sexual epithets.
- Gambling on University Hospital premises.
- Reporting to work under the influence of intoxicants, drugs or narcotics; use or unauthorized possession of intoxicating beverages, drugs or narcotics on University Hospital premises.
- Failure to demonstrate fitness for duty where safety requires the same.
- Inappropriate or unprofessional behavior.
- Threatening, intimidating, coercing or fighting with another employee, patient, or visitor by word or deed.
- Unauthorized possession of firearms or other types of weapons while on University Hospital property.
- Behavior that would discredit University Hospital.
- Creating or contributing to unsafe or unsanitary conditions by act or omission.
- Smoking in Hospital facilities.
- Criminal or quasi-criminal conviction.
- Conduct unbecoming a University Hospital employee.

- Theft, fraud or misappropriation of property belonging to University Hospital, to another Hospital employee, or to a patient or visitor at any Hospital facility.
- Soliciting tips or gratuities from patients or visitors or unauthorized soliciting of employees.
- Unauthorized possession, use, copying or reading of University Hospital records and/or Patient's Health Information or disclosures of information contained in such records to unauthorized persons.
- Violation of any published rule, regulation, or practice of University Hospital or of any division or department of the Hospital.
- Patient abuse or neglect.
- Unsatisfactory work performance.
- Inattention to duty.

The conduct of University Hospital employees is governed by the Hospital Code of Ethics.

FITNESS FOR DUTY

All University Hospital employees are expected to report to work ready and able to perform their job responsibilities. You must be free of the influence of any intoxicant, including but not limited to alcohol or any controlled substance. During work hours you can neither possess nor consume any intoxicant, illegally obtained controlled substance or illegal substance. Failure to adhere to any of the above will result in disciplinary action or termination of employment. An employee who has a physical and/or mental impairment, which could adversely affect the ability to perform job duties, shall report this to the immediate Supervisor. The impairment may be the result of an illness, injury, emotional disorder, medication use or use of a chemical substance, including alcohol and controlled substances.

SMOKING

University Hospital is a smoke-free institution. Smoking by employees, students and visitors is prohibited in all Hospital facilities. In some entrance areas, receptacles are provided to dispose of cigarettes. The Hospital encourages employees to stop smoking at all times. However, if you are found to be smoking inside a Hospital facility, you will be subject to disciplinary action.

OUTSIDE EMPLOYMENT

When you accept a position as a full time employee of University Hospital, you agree that your primary work obligation is to the Hospital. If you desire to work outside of working hours for another employer, you must notify the Hospital of such employment. Such outside employment must not present a conflict of interest, conflict in hours and must not diminish your capacity to fulfill your obligations to your primary employer - University Hospital. Failure to observe this policy with respect to outside employment will subject you to disciplinary action.

NOTICE OF RESIGNATION

If you decide to resign from your position with University Hospital, you should give a minimum of three (3) weeks' notice. Individuals in management and executive positions are expected to give a minimum of four (4) weeks' notice. Upon resignation or separation from the Hospital, it is required that all Hospital property be returned to either your immediate Supervisor or Human Resources (i.e. - keys, parking hang tag, identification cards, etc.). You may be requested by Human Resources to participate in an exit interview to be conducted by your HR Generalist.

PERSONAL DATA

University Hospital offers web services for all active employees to access personal, confidential Payroll and Human Resources information. Banner Self-Service provides you the ability to view and update personal information such as address, phone numbers, emergency contacts and W-4 elections. All Hospital employees are required to provide up-to-date personal data to the Human Resources Office. Therefore, if your marital status changes or you have any additional dependents, you should let the Human Resources Office know as soon as possible. This will ensure correct insurance coverage and receipt of official communications sent to your home (including W-2 forms).

UNION REPRESENTATION

Many Hospital employees are covered by collective bargaining agreements. Listed below, for your information, are the unions which represent different groups. Each union is the exclusive legal agent for the employees in each group and engages in collective bargaining with University Hospital on behalf of its members.

- International Brotherhood of Teamsters, Local 97 for clerical, paraprofessional, service and technical staff.
- Hospital Professional and Allied Employees (HPAE 5089) for professional nurses
- Hospital Professional and Allied Employees (HPAE 5094) for professional staff
- Operating Engineers, Local 68 for skilled trades
- International Association of EMTs & Paramedics for EMS Supervisors
- Committee of Interns and Residents for Interns, Residents and Fellows
- Communications Workers of America, Local 1031 for non-nursing, non-EMS, Supervisory staff

Union represented employees are charged dues by their unions and must pay either a representation fee (up to 85% of the full fee) or a full membership fee to maintain their employment with the University.

NON-DISCRIMINATION, HARASSMENT AND OTHER INAPPROPRIATE WORKPLACE CONDUCT

WORKING AND LEARNING ENVIRONMENT

University Hospital is committed to a working and learning environment for all employees and students that is free of discrimination, harassment and other inappropriate workplace conduct. The Hospital prohibits discrimination and harassment on the basis of race, national origin, religion, disability, age, gender, gender identity and expression, sexual orientation, civil union or domestic partnership status, genetic information and other protected classifications. The Hospital has established procedures to address and resolve allegations of discrimination, harassment and other inappropriate workplace conduct.

All forms of discrimination, harassment and other inappropriate workplace conduct, and all attempts to commit such acts, will not be tolerated and allegations involving such behavior will be addressed in accordance with University Hospital policy. Those employees found to have violated the Hospital's policy will be subject to appropriate remedial and/or disciplinary action. Those volunteers, vendors or patients found to have violated this policy will be restricted from the Hospital, if appropriate.

Consistent with providing an environment free of objectionable, disrespectful and harassing conduct or communication, the Hospital prohibits offensive, improper or illegal computer activity, as well as provides discipline and sanctions for such violations. The Hospital's computing, networking, telephonic and information system resources may not be used to disseminate hate speech, harass others, access or view pornography or conduct illegal activity. Violations of the policy involving potentially illegal activity will be reported to Public Safety and appropriate law enforcement agencies.

CONSENSUAL RELATIONSHIPS

The Hospital prohibits any consensual relationship between employees and/or students when one individual has authority, influence, or responsibility with regard to the other. Such relationships may lead to circumstances which can be interpreted as sexual harassment or be viewed as causing a hostile or offensive work or academic environment when other employees and/or students believe that the person(s) involved in the relationship(s) is (are) receiving favorable treatment in employment or educational decisions and actions. Persons engaging in such conduct may be subject to disciplinary action, if the conduct results in an offensive or hostile environment or interferes with the proper functioning of the Hospital. Such consensual relationships may also violate the Hospital's policy, Employment of Relatives, and the New Jersey State Ethics Conflict of Interest Law, N.J.S.A. 52:13D-21.2, the anti-nepotism provision.

An individual with Supervisory or educational responsibility for an employee or student must inform his or her superior of the consensual relationship, so that the Hospital can take action to change the reporting relationship between the two people. If the Hospital is unable to change

the reporting relationship, the employees will be provided the opportunity to decide which one of the two will resign. Failure to give proper notice to the individual's immediate superior may result in denial of legal representation and indemnification by the State in the event that a lawsuit is filed in connection with the relationship or considered a violation of the policy and subject the person to disciplinary action.

COMPLIANCE

EMPLOYEE CONDUCT

University Hospital strives to conduct its operations in an ethical, lawful and responsible manner. Each employee of UH is expected to adhere to this standard whenever he or she acts on behalf of University Hospital. To that end, a Compliance Program has been established to define and govern the conduct expected of employees, to provide guidance on resolving questions related to business conduct and ethical issues, and to establish a mechanism by which employees can report possible violations.

University Hospital attracts and recruits staff vendors and affiliates who are committed to providing the highest quality of care to our patients and to conduct their work with integrity, dedication and respect. The University Hospital Code of Conduct sets forth 16 basic tenants of conduct expected of staff. Listed below are certain activities that reflect compliance with our mission and values. Employees who do not conduct themselves in this matter or who engage in prohibited activities may be disciplined and may be subject to termination even for the first offense, depending on the seriousness of the violation. This list is not intended to cover every situation that may arise, but is designed to provide a basic understanding of common types of conduct or performance are expected of staff and that comport with University Hospital's mission and values.

- Adhering to the University Hospital Code of Conduct.
- Adhering to University Hospital-wide or unit/department policies and procedures.
- Satisfying mandatory compliance training requirements.
- Cooperating with internal attorneys, auditors and compliance officer during investigations and audits.
- Using and disclosing patient information in in compliance with the privacy rights of patients as provided by state and/or federal laws and regulations (i.e., HIPAA), and/or University Hospital-wide or unit/department policies and procedures.
- Accessing patient information to perform ones job and using authorized access only as allowed by University Hospital-wide or unit policies and procedures.
- Reporting possible violations of law or ethical standards.
- Abiding by the University Hospital's Conflict of Interest Policy.
- Complying with Anti-trust laws.

- Complying with Anti-kickback/anti-referral laws.
- Conforming to EMTALA regulations.
- Properly handling and disposing of hazardous materials and wastes, i.e. chemical, biological and radioactive.
- Complying with the proper distribution and handling of pharmaceutical products, including, but not limited to, prescription drugs, controlled substances, hypodermic needles and drug samples.
- Following policies and procedures that ensure that research grants and their implementation are consistent with federal, state, local and University Hospital's rules and regulations.
- Reporting improper discharge or disposal of hazardous materials or pollutants.
- Complying with all safety instructions and procedures which are established to prevent safety and health hazards.
- Preventing retaliation in any form against an individual who in good faith reports a suspected violation of policy and/or law.
- Reporting potential incidents of and not engaging in any type of scientific misconduct.
- Adhering to all Medicare and Medicaid laws and regulations.
- Abiding by all applicable laws and regulations.

DEFICIT REDUCTION ACT

University Hospital is committed to complying with the requirements of Section 6032 of the Federal Deficit Reduction Act of 2005 and to preventing and detecting any fraud, waste, or abuse in its organization. To this end, UH maintains a compliance program and strives to educate our workforce on fraud and abuse laws, including the importance of submitting accurate claims and reports to the federal and state governments. University Hospital's compliance policies and procedures are set forth in detail in our Code of Conduct, which is available at <http://www.uhnj.org/compliance/index.htm> and provided to each employee.

In particular, University Hospital prohibits the knowing submission of a false claim for payment from a federally or state funded health care program. Such a submission is a violation of federal and state law and can result in significant administrative and civil penalties under the Federal False Claims Act, a federal statute that allows private persons to help reduce fraud against the United States government. Please see more information about the Federal False Claims Act below.

Information on Relevant Federal and State Statutes

The following information is provided for reference purposes only. Refer to the actual statute for the complete requirements.

1. Federal False Claims Act, 31 U.S.C. 3729-3733

The Act establishes liability when any person or entity improperly receives from or avoids payment to the Federal government--tax fraud excepted. In summary, the Act prohibits:

- a. Knowingly presenting, or causing to be presented to the Government a false claim for payment;
- b. Knowingly making, using, or causing to be made or used, a false record or statement to get a false claim paid or approved by the government;
- c. Conspiring to defraud the Government by getting a false claim allowed or paid;
- d. Falsely certifying the type or amount of property to be used by the Government;
- e. Certifying receipt of property on a document without completely knowing that the information is true;
- f. Knowingly buying Government property from an unauthorized officer of the Government, and;
- g. Knowingly making, using, or causing to be made or used a false record to avoid, or decrease an obligation to pay or transmit property to the Government.

Any individual or entity engaging in any of the seven categories of prohibited actions listed in 31 U.S.C. 3729(a), including the submission of false claims to federally-funded health care programs, shall, for penalties assessed after February 3, 2017, be liable for a civil penalty which currently is not less than \$10,957 and not more than \$21,916 per false claim, plus three times the amount of damages sustained by the federal government. (Penalties for violations of the Federal False Claims Act and the Program Fraud Civil Remedies Act are subject to revision. The link for the final rule reflecting the most current penalty amounts can be found here <https://www.gpo.gov/fdsys/pkg/FR-2017-02-03/pdf/2017-01306.pdf>.) The amount of the false claims penalty is to be adjusted periodically for inflation in accordance with a federal formula.

The U.S. Attorney General may bring an action under this law. In addition, the law provides that any "whistleblower" may bring an action under this act on his own behalf and for the United States Government. These actions, which must be filed in U.S. District Court, are known as "qui tam" actions. The Government, after reviewing the complaint and supporting evidence, may decide either to take over the action, or decline to do so, in which case the whistleblower may conduct the action. If either the Government or the whistleblower is successful, the whistleblower is entitled to receive a percentage of the recovery. If prosecuted by the federal government, these qui tam actions are generally handled by the various U.S. Attorney's Offices, or by the U.S. Justice Department.

WHISTLEBLOWER PROTECTIONS:

31 U.S.C. 3730(h) provides that any employee who is subject to retaliation or discrimination by an employer in the terms and conditions of employment because the employee lawfully sought to take action or assist in taking action under this act “shall be entitled to all relief necessary to make the employee whole.” This includes reinstatement with seniority restored to what it would have been without the retaliation or discrimination, double the amount of back pay, interest on back pay, and compensation for any special damages sustained as a result of the employer’s actions, including litigation costs and reasonable attorney’s fees.

1. Federal Program Fraud Civil Remedies Act, 31 U.S.C. 3801-3812

Provides federal administrative remedies for false claims and statements, including those made to federally funded health care programs. Current civil penalties are \$10,957 for each false claim or statement (Penalties for violations of the Federal False Claims Act and the Program Fraud Civil Remedies Act are subject to revision. The link for the final rule reflecting the most current penalty amounts can be found here <https://www.gpo.gov/fdsys/pkg/FR-2017-02-03/pdf/2017-01306.pdf>.), and an assessment in lieu of damages sustained by the federal government of up to double damages for each false claim for which the Government makes a payment. The amount of the false claims penalty is to be adjusted periodically for inflation in accordance with a federal formula.

2. New Jersey Medical Assistance and Health Services Act – Criminal Penalties, N.J.S. 30:4D-17(a)-(d)

Provides criminal penalties for individuals and entities engaging in fraud or other criminal violations relating to Title XIX-funded programs. They include: (a) fraudulent receipt of payments or benefits: fine of up to \$10,000, imprisonment for up to 3 years, or both; (b) false claims, statements or omissions, or conversion of benefits or payments: fine of up to \$10,000, imprisonment for up to 3 years, or both; (c) kickbacks, rebates and bribes: fine of up to \$10,000, imprisonment for up to 3 years, or both; and (d) false statements or representations about conditions or operations of an institution or facility to qualify for payments: fine of up to \$3,000, or imprisonment for up to 1 year, or both. Criminal prosecutions are generally handled by the Medicaid Fraud Section within the Office of Insurance Fraud Prosecutor, in the N.J. Division of Criminal Justice.

3. Civil Remedies, N.J.S. 30:4D-7.h., N.J.S. 30:4D-17(e)-(i); N.J.S. 30:4D-17.1.a.:

In addition to the criminal sanctions discussed in section 3 above, violations of N.J.S. 30:4D-17(a)-(d) can also result in the following civil sanctions: (a) unintentional violations: recovery of overpayments and interest; (b) intentional violation: recovery of overpayments, interest, up to triple damages, and, as indicated below, a penalty (which was increased from \$2,000 to \$5,500 to \$11,000) for each false claim as a result of the NJ False Claims Act. Recovery actions are generally pursued administratively by the

Division of Medical Assistance and Health Services, with the assistance of the Division of Law in the N.J. Attorney General's Office, and can be obtained against any individual or entity responsible for or receiving the benefit or possession of the incorrect payments.

In addition to recovery actions, violations can result in the exclusion of an individual or entity from participation in all health care programs funded in whole or in part by the N.J. Division of Medical Assistance and Health Services. Recovery and exclusion can also be obtained as part of a criminal prosecution by the Medicaid Fraud Section of the N.J. Division of Criminal Justice.

4. Health Care Claims Fraud Act

N.J.S. 2C:21-4.2 & 4.3; N.J.S. 2C:51-5

Provides the following criminal penalties for health care claims fraud, including the submission of false claims to programs funded in whole or in part with state funds:

- a. A practitioner who knowingly commits health care claims fraud in the course of providing professional services is guilty of a crime of the second degree, and is subject to a fine of up to 5 times the monetary benefits obtained or sought to be obtained and to permanent forfeiture of his license;
- b. A practitioner who recklessly commits health care claims fraud in the course of providing professional services is guilty of a crime of the third degree, and is subject to a fine of up to 5 times the pecuniary benefit obtained or sought to be obtained and the suspension of his license for up to 1 year;
- c. A person who is not a practitioner subject to paragraph a. or b. above (for example, someone who is not licensed, registered or certified by an appropriate State agency as a health care professional) is guilty of a crime of the third degree if that person knowingly commits health care claims fraud. Such a person is guilty of a crime of the second degree if that person knowingly commits 5 or more acts of health care claims fraud, and the aggregate monetary benefit obtained or sought to be obtained is at least \$1,000. In addition to all other criminal penalties allowed by law, such a person may be subject to a fine of up to 5 times the monetary benefit obtained or sought to be obtained;
- d. A person who is not a practitioner subject to paragraph a. or b. above is guilty of a crime of the fourth degree if that person recklessly commits health care claims fraud. In addition to all other criminal penalties allowed by law, such a person may be subject to a fine of up to 5 times the monetary benefit obtained or sought to be obtained.

5. The Uniform Enforcement Act

N.J.S. 45:1-21. b. and o.

Provides that a licensure board within the N.J. Division of Consumer Affairs “may refuse to admit a person to an examination or may refuse to issue or may suspend or revoke any certificate, registration or license issued by the board” who as engaged in “dishonesty, fraud, deception, misrepresentation, false promise or false pretense; or has “[a]dvertised fraudulently in any manner.”

6. N.J. Consumer Fraud Act

N.J.S. 56:8-2, 56:8-3.1, 56:8-13, 56:8-14 and 56:8-15

Makes unlawful the use of “any unconscionable commercial practice, deception, fraud, false pretense, false promise, misrepresentation, or the knowing concealment, suppression, or omission of any material fact”, with the intent that others rely upon it, in connection with the sale, rental or distribution of any items or services by a person, or with the subsequent performance of that person.

This law permits the N.J. Attorney General, in addition to any other penalty provided by law, to assess a penalty of not more than \$10,000 for the first offense and not more than \$20,000 for the second and each subsequent offense. Restitution to the victim also can be ordered.

7. Conscientious Employee Protection Act,

“Whistleblower Act”, N.J.S.A. 34:19-4

New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:

- a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;
- b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or
- c. Provides information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.

- d. Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
- e. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:
 - i. is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;
 - ii. is fraudulent or criminal; or
 - iii. is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment.
N.J.S.A. 34:19-3.

The protection against retaliation, when a disclosure is made to a public body, does not apply unless the employee has brought the activity, policy or practice to the attention of a supervisor of the employee by written notice and given the employer a reasonable opportunity to correct the activity, policy or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors of the employer or where the employee fears physical harm as a result of the disclosure, provided that the situation is emergent in nature.

**9. New Jersey False Claims Act,
N.J.S.A. 2A:32C-1 et seq.**

The New Jersey False Claims Act (NJFCA) was enacted in January, 2008 and became effective in March 2008. It has similar provisions to the federal False Claims Act. For example, The Attorney General may bring an action against an individual or entity that makes a false claim. In addition, the NJFCA also allows for individuals to bring a private right of action in the name of the State against wrongdoers and be able to collect a penalty from those wrongdoers. Under the NJFCA, the civil penalties were increased from to \$2,000 per false or fraudulent claim to the federal level which is currently \$5,500 to \$11,000 per false or fraudulent claim under the NJ Medical Assistance and Health Services Act. These penalty amounts may be adjusted for inflation pursuant to the Federal Civil Penalties Inflation Adjustment Act of 1990.

The NJFCA provides that a person will be liable for the same penalties as under the federal False Claims Act but to the State of NJ if that person:

- a. Knowingly presents or causes to be presented to an employee, officer or agent of the State, or to any contractor, grantee, or other recipient of State funds, a false or fraudulent claim for payment or approval;
- b. Knowingly makes, uses, or causes to be made or used a false record or statement to get a false or fraudulent claim paid or approved by the State;
- c. Conspires to defraud the State by getting a false or fraudulent claim allowed or paid by the State;
- d. Has possession, custody, or control of public property or money used or to be used by the State and knowingly delivers or causes to be delivered less property than the amount for which the person receives a certificate or receipt;
- e. Is authorized to make or deliver a document certifying receipt of property used or to be used by the State and, intending to defraud the entity, makes or delivers a receipt without completely knowing that the information on the receipt is true;
- f. Knowingly buys, or receives as a pledge of an obligation or debt, public property from any person who lawfully may not sell or pledge the property; or
- g. Knowingly makes, uses, or causes to be made or used a false record or statement to conceal, avoid, or decrease an obligation to pay or transmit money or property to the State.

In addition to the above, the NJ False Claims Act has whistleblower protections within it similar to the ones under the federal False Claims Act.

ENFORCEMENT AND WHISTLEBLOWER PROTECTIONS AT UNIVERSITY HOSPITAL

Any whistleblower experiencing retaliation should report the facts supporting the allegations of retaliation to any of the following individuals or entities:

- The Compliance Helpline 855-431-9966 (available 24 hours a day)
- The Corporate Compliance Officer
- The Ethics Liaison Officer

The person to whom the complaint is made will immediately notify the Office of Ethics and Compliance. The Chief Ethics & Compliance Officer, in consultation with General Counsel, will determine the appropriate investigative action, which may include internally investigating the retaliation allegation or referring the matter to external investigators, if necessary. All retaliation

investigations will be conducted as sensitively and expeditiously as possible. Due consideration will also be given to existing grievance procedures under applicable collective bargaining agreements. The whistleblower will be promptly notified of the results of the investigation at its conclusion.

Please refer to University Hospital Policy 00-01-15-55:00 on Reporting Compliance and Ethics Concerns for additional information on Hospital procedures and your rights as a University Hospital employee.

Websites for Obtaining Additional Information:

Deficit Reduction Act – Public Law 109-171

www.gpoaccess.gov/plaws/index.html

(insert public law 109-171 in the quick search box)

New Jersey Statutes

www.njleg.state.nj.us

U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services, Deficit Reduction Act

<http://www.cms.hhs.gov/DeficitReductionAct>

YOUR FUTURE AT UNIVERSITY HOSPITAL

JOB POSTINGS

Regular vacant positions, (full time and/or part time) with a workweek of least twenty (20) hours, will be posted on the Hospital’s Employment Opportunities website and may be accessed from the public library, home or office computer, or other locations. If you are a regular employee interested in applying for a posted position, you may do so by applying online at www.uhnj.org/hrweb from any computer with web access. The Human Resources H.R Services office has installed computers for your use during business hours and assistance will be provided to applicants with limited computer skills.

Employees need to apply online for positions. Once online, indicate that you are a current employee in the “Where did you first learn about this opportunity” section. Applicants may apply for more than one open position using the Job Cart feature.

PROMOTIONS & TRANSFERS

University Hospital encourages you to grow in knowledge, skill and responsibility and thus increase your potential for opportunities while employed at the Hospital. It is the policy of the Hospital to fill each position with the most qualified and suitable applicant. The Hospital allows qualified applicants to bid on positions within the Hospital. Employees are encouraged to apply for promotions or transfers by bidding on any posted position he/she is qualified to perform.

While we prefer to promote from within, the Hospital reserves the right to select the applicant, whether internal or external, determined to be the most qualified and suitable for the position.

PERFORMANCE EVALUATIONS

Everyone likes to know just how he/she is performing on the job. In order to enhance performance and promote personal development, your Supervisor will complete a formal performance evaluation on at least an annual basis. All Supervisors have also been advised to give some form of notice in advance of the annual performance review if you are performing below a satisfactory level.

After reviewing your performance with the department head, your Supervisor will discuss your evaluation with you. The focus will be your progress on the job, the strengths and weaknesses of past performance, and to set goals and objectives for the coming year. You will have the opportunity to discuss, review and add written comments to the evaluation. You do have an obligation to sign the evaluation to indicate that you have seen it and reviewed it with your Supervisor. You may request a copy for your files. Upon completion, the original performance evaluation will be sent to the Department of Human Resources and will be filed as part of your permanent personnel record.

If you are a new hire in a unionized position, your Supervisor should complete a Probationary Assessment form before the end of the initial 180 day probation period. New hire probation may be extended in accordance with the applicable collective bargaining agreement.

If you are promoted or transferred to another position in the Hospital and are a non-Managerial employee, a probation assessment form will be completed during your probation period. If you fail to successfully complete the probation period in your new position, you may be transferred back to your former position if it is vacant and available. You may bid on other jobs or your employment may be terminated. Please reference your collective bargaining agreement (if applicable) concerning the terms of your promotional probationary period.

EMPLOYEE DEVELOPMENT

Employee development is fundamental to University Hospital's continued success. It is an investment for the mutual benefit of you and the Hospital. We believe that you can help make significant contributions to the many services University Hospital provides in the areas of health care, research and education. As you decide on your career destination, your responsibility is three fold: First, take advantage of the training and educational opportunities offered; Second, know what is expected of you, perform to the best of your abilities and be accountable for your performance; Third, have regular and periodic discussions of performance expectations and achievements with your Manager. In return, the Hospital will continue to provide employee development opportunities in a variety of venues and will ensure that you have equal access to upward mobility.

The Department of Human Resources, Learning and Organizational Development Section offers a wide variety of in-house courses, which are continually expanded and updated, to address the emerging needs of the organization. For more information about courses offered, class schedules and locations, contact HR Learning and Organizational Development by calling (973-972-6757) or visit www.uhnj.org/hrweb . Course descriptions, schedules, and online resources are available. Online course registration is available through the UH internet: <http://hrcourses.uhnj.org>.

You are also encouraged to participate in our Education Assistance Program designed to enhance your skills and improve your overall job performance. Once you meet the eligibility requirements stated in the policy, you may pursue a degree, participate in a conference, or enroll in a distance learning or special interest non-college courses at a variety of institutions. The Education Assistance Program policy can be found at www.uhnj.org/hrweb/pol405000.htm

ACKNOWLEDGMENT OF RECEIPT

I hereby acknowledge receipt of University Hospital’s Employee Handbook, and further acknowledge that it is my responsibility to read and understand its contents. I understand this handbook is intended as a general source of information and nothing contained in this handbook constitutes a contractual agreement between me and the Hospital. I further understand that University Hospital reserves the right to change, rescind or add to its policies, benefits and/or practices at any time without prior notice.

Name (Please Print Name): _____

Employee I.D. # A _____

Employee Signature: _____

Supervisor or Human
Resources Representative: _____

Date: _____

UH EMPLOYEE HANDBOOK



UNIVERSITY HOSPITAL
Newark, New Jersey

150 Bergen Street
Newark, NJ 07103