New Hire Orientation Information

This orientation information is intended as a guide only, and it is not intended to be a complete description of the employer’s policies and procedures.
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A WELCOME MESSAGE FROM THE PRESIDENT

On behalf of the faculty, students, and staff of the Medical University it is my pleasure to congratulate you on your new position and welcome you to the MUSC family.

Dating back to origins in 1824, we are one of the oldest centers for medical education in the United States. As the only comprehensive academic health sciences center in South Carolina, the Medical University offers educational programs in the graduate biomedical sciences, dentistry, health professions, medicine, nursing, and pharmacy.

We take great pride in the rich traditions of an institution that has had a major impact on healthcare throughout its history. Importantly we look towards a bright future by building on our legacy of providing state of the art clinical care, educating the next generation of health care providers, and changing the future of our patients through innovative research.

It is our sincere desire that we provide not only the best education possible, but also to provide a learning environment that will embrace you as a part of our family and become a source of personal pride as you move forward in your careers.

Welcome to Medical University of South Carolina.

Sincerely,

David J. Cole, MD, FACS
President
Medical University of South Carolina
MUSC COMMITMENT TO EQUAL EMPLOYMENT OPPORTUNITY

It has been, and will continue to be, the policy of the Medical University of South Carolina (MUSC) to recruit, hire, train, and promote into all job levels, the most qualified persons without regard to race, color, religion, sex, age, national origin, disability, veteran status or genetic information, except where sex is a bona fide occupational qualification. All employment and promotional decisions are based upon job-related requirements, and must comply with the principles of equal employment opportunity.

Similarly, all related personnel matters such as compensation, benefits, transfers, reassignments, layoffs, returns from layoff, University-sponsored training, education, tuition assistance, social and recreation programs will be administered in accordance with this equal opportunity policy.

To advance these ends, MUSC has developed an Affirmative Action Program (AAP) with specific and result-oriented procedures to ensure equal employment and educational opportunity. This AAP as written is not to be considered a permanent document. The AAP will be evaluated in an ongoing manner through a defined audit mechanism in order to assess progress or detect potential problems. This program shall also be evaluated and updated on an annual basis, and modified or revised at other times as appropriate.

General responsibility and accountability for the implementation of the AAP is assigned to Wallace Bonaparte, Director, Office of Equal Employment Opportunity and Affirmative Action Compliance, who will monitor the affirmative action compliance function for MUSC. The day-to-day responsibility for administration and implementation of the AAP is assigned to the Human Resources Division. Administrators, directors, managers, and supervisors are individually and collectively accountable for implementing this program. The cooperation and diligence of everyone involved in implementation is expected, and is included as a component of their individual performance evaluation.

As a major employer in the area, MUSC recognizes its responsibility to ensure that everyone has equal access to employment opportunities.
This Employer Participates in E-Verify

IN ORDER TO DETERMINE WHETHER FORM I-9 DOCUMENTATION IS VALID, THIS EMPLOYER USES E-VERIFY'S PHOTO SCREENING TOOL TO MATCH THE PHOTOGRAPH APPEARING ON SOME PERMANENT RESIDENT AND EMPLOYMENT AUTHORIZATION CARDS WITH THE OFFICIAL U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS) PHOTOGRAPH.

IF YOU BELIEVE THAT YOUR EMPLOYER HAS VIOLATED ITS RESPONSIBILITIES UNDER THIS PROGRAM OR HAS DISCRIMINATED AGAINST YOU DURING THE VERIFICATION PROCESS BASED UPON YOUR NATIONAL ORIGIN OR CITIZENSHIP STATUS, PLEASE CALL THE OFFICE OF SPECIAL COUNSEL AT 1-800-255-7688 (TDD: 1-800-237-2515).

For more information on E-Verify, please contact DHS at: 1-888-464-4218
QUICK FACTS

- Founded by the Medical Society of South Carolina in 1824 and is the first Medical College in the Southern United States

- Entities include:
  - Medical University of South Carolina (MUSC)- state assisted
  - Medical University Hospital Authority (MUHA)
  - MUSC Physicians
  - Carolina Family Care (CFC)
  - Foundation for Research Development
  - Health Sciences Foundation

- Largest employer in the tri-county area with approximately 11,000 employees with MUSC, MUHA and UMA combined.

- The University is in the top one-third of all research facilities in the United States

- Comprised of six colleges:
  - Medicine
  - Dental Medicine
  - Nursing
  - Pharmacy
  - Graduate Studies
  - Health Professions

- Includes five hospitals:
  - University Hospital
  - Children’s Hospital
  - Storm Eye Institute
  - Ashley River Tower (ART)
  - Institute of Psychiatry (IOP)

VISION

The Medical University of South Carolina strives to:
- Provide an excellent, collaborative education to our students
- Deliver highest quality, state-of-the-art patient-centered care
- Be a world leader in the creation of new knowledge and its application
- Serve the health care needs of the citizens of South Carolina while expanding outreach to people throughout the world

MISSION

Improve health and maximize quality of life through education, research and patient care.

MUSC EXCELLENCE

MUSC Excellence is a way of translating our Mission into specific performance goals and then measuring progress to those ends. It is an effort towards developing an excellence-based culture. The foundation for setting organizational goals for service and operational excellence is provided through five pillars. Each of the five pillars for MUSC Excellence will have organizational goals set by leadership and will focus on the following areas:

- Service
- Quality
- Finance
- People
- Growth
BRANDING

CODE OF CONDUCT

The Code of Conduct establishes guidelines for professional conduct by those acting on behalf of the Medical University of South Carolina (MUSC) including executive officers, faculty, staff, and other individuals employed by MUSC, using MUSC resources or facilities, and volunteers and representatives acting as agents of MUSC.

The Code of Conduct is not an attempt to define specifically what one should and should not do, but to communicate MUSC’s expectations of proper conduct and what professional conduct MUSC values.

CONDUCT

Those acting on behalf of MUSC have a general duty to conduct themselves in a manner that will maintain and strengthen the public’s trust and confidence in the integrity of MUSC and take no actions incompatible with their obligations to MUSC. With regard to professional conduct, those acting on behalf of MUSC should practice:

- Integrity by maintaining an ongoing dedication to honesty and responsibility;
- Trustworthiness by acting in a reliable and dependable manner;
- Evenhandedness by treating others with impartiality;
- Respect by treating others with civility and decency;
- Stewardship by exercising custodial responsibility for MUSC academic, intellectual, financial, and material assets and resources;
- Compliance by following Federal and State laws and regulations and MUSC policies and procedures related to their duties and responsibilities;
- Confidentiality by protecting the integrity and security of MUSC information such as patient records, employee(s) files, student records, and contract negotiation documents.
- Reporting any activity reasonably believed to violate Federal or State laws or regulations or MUSC policies or procedures.

REPORTING POSSIBLE VIOLATIONS

Report any activity reasonably believed in violation of any law or regulation, any MUSC policy, or any Federal or State healthcare requirement by means of the Confidential Compliance Helpline, 1-800-296-0269 (Toll-free, available 24 hours, 7 days a week).

MUSC will neither discriminate nor retaliate against any MUSC member who reports in good faith any instances of conduct that do not comply or appear not to comply with Federal and State laws and regulations or MUSC policies and procedures. A MUSC member has the right to remain anonymous, as allowed by law, and to use confidential mechanisms provided by MUSC to disclose non-compliant activity without fear of retaliation of such reports.
PUBLIC SAFETY
Emergency: 843-792-4196, Administrative: 843-792-2261
24 hours a day, 101 Doughty Street  www.musc.edu/publicsafety
Public Safety supports the mission of the Medical University of South Carolina and the Division of Finance and Administration by creating and assuring a safe, orderly and secure environment for those we serve. Services available include but are not limited to: Bicycle Patrol, Bicycle Registration, Card Access, Closed Circuit Television, Communications, Crime Prevention, Emergency Call Box System, ID Badge, Investigations, Lost and Found, Patrol Prevention, Records, Safety Escorts, Training and Victim Assistance.

TRANSPORTATION AND PARKING
Campus Shuttle: 843-577-0473, http://www.musc.edu/bus
Weekdays runs every 3 minutes 6am-9am & 3pm-6pm, then every 10 minutes
Available to all MUSC employees providing service to and from the Hagood Lot, Harborview Tower, Lockwood Lot, ART and Jonathan Lucas.

Available to all MUSC employees providing service to and from Jonathan Lucas and Hagood Lot. Free to all MUSC employees with MUSC ID Badge.

Parking Management: 843-792-3665, http://www.musc.edu/parking
Weekdays 8:00am-5:00pm
Parking Garage II on the corner of Bee and President Street, 2nd floor.
Requires vehicle registration and MUSC ID Badge to receive vehicle decal. Additional cost for guaranteed parking lots and garages.

CAMPUS COMMUNICATION
• Employee Online Directory: http://find.musc.edu
• SIMON WEB Paging System for faculty and managers: http://simonweb.musc.edu
• Catalyst-Weekly Newsletter available every Friday: www.musc.edu/catalyst
• Broadcast Messages sent via email daily: www.musc.edu/broadcast

Alert System: Emergency Notification System will post life-threatening text message alerts and pre-recorded voice messages to mobile phones and PDAs. Register at www.musc.edu/alert and enter your Net ID and Password. For questions/concerns contact Jennifer Taylor at 843-792-0757

INTERNATIONAL PROGRAMS
Denise Fowler-Smith, 843-792-7083, www.musc.edu/related/international
Harper Student Center, 45 Courtenay Drive
All international employees and students must contact the Office of International Programs to confirm your arrival to campus. They can assist with obtaining a Social Security number and also assist with obtaining housing.

International employees should contact Andrew Rider in Accounting Operations at 843-792-0505 in Harborview Tower, Room 506, to aid in the proper completion of your W-4 tax forms.
EMPLOYEE HEALTH RESOURCES

Employee Health Services: 843-792-2991, www.musc.edu/ehs
Weekdays 7:30am-4:00pm, 57 Bee Street
Employee Health Services manages the occupational health care needs of employees of the Medical University of South Carolina, Medical University Hospital Authority, University Medical Associates, and other entities per contract. If you are injured on the job, please report to EHS for treatment. If you are injured after hours, please report to the Trauma Center located on the 1st floor of the Hospital.

MUSC Family Medicine: 843-792-3451
Weekdays 8:30am-3:30pm and Saturday 9:00am-12:00pm
Call for a same day appointment while conveniently waiting at your workplace or home. You have access to all Family Medicine locations for you and all family members.

University Internal Medicine-Rapid Access Center: 843-876-0888
Weekdays 8:00am-5:00pm, 8th Floor Rutledge Tower
Fast, same day primary care appointment for acute care needs, designated for all MUSC employees and their adult family members.

College of Dental Medicine-Dental Faculty Practice: 843-792-3444
Weekdays 8:00am-5:00pm, 29 Bee Street
Provides comprehensive care in general dentistry, as well as specialty areas.

Employee Assistance Program: 843-792-2848, www.musc.edu/eap
Weekdays 8:00am-5:30pm by appt only, 51 Bee Street
A free and confidential counseling service available to all MUSC, MUHA and UMA employees and their dependents for help with personal, occupational, relationship and mental health problems.

Harper Student and Wellness Center: 843-792-5757 www.musc.edu/hsc
Open 7 days a week, 45 Courtenay Drive
10,000 square feet including: cardiovascular room, free weight room, 25 meter indoor pool, indoor and outdoor track, group exercise classes, basketball, racquetball, squash and tennis courts and locker rooms with steam room and sauna. Guest passes and annual memberships are available.

Wellness Programs: http://mcintranet.musc.edu/health1st/
Employee Wellness Program focuses on physical, nutritional, emotional health and injury reduction. Please see website for current programs and opportunities.
MANDATORY TRAINING & CONFLICT OF INTEREST DISCLOSURE SURVEY

Why:
To ensure that all MUSC employees and affiliates are familiar with mandatory training and conflict of interest disclosure.

When:
Training and survey should be completed within two weeks of hire date.

NetID Activation Instructions:
1. Go to [http://netid.musc.edu](http://netid.musc.edu)
   a. Log in with your NetID and temporary password (received at sign-up/Orientation)
   b. Accept the User Agreement
   c. Create password recovery questions
   d. Create new password

If you have any problems with the NetID Activation, please contact the Help Desk at 792-9700.

New Hire Mandatory Training:
2. Go to My Quest [http://myquest.musc.edu](http://myquest.musc.edu)
   a. Log in with your NetID and the password you created in step 1.d.
   b. On your home page you will see the modules that have been assigned to you.
   c. Click the name of a module to begin training.
   d. Each module has a short test to be taken after completing the training.

Conflict of Interest Disclosure Survey:
3. Navigate to [http://www.musc.edu/coi](http://www.musc.edu/coi)
   a. Click the COI “Disclosure Survey” button
   b. Log in with your NetID and the password you created in step 1.d.
   c. Click “start survey for the current year” and complete the survey

If you have questions about:
HIPAA, please contact Michael Thomas, Education Officer at 2-8652 or at thomi@musc.edu
OSHA, please contact Tyler Nance at 2-0811 or at nancea@musc.edu
Conflict of Interest Disclosure Survey contact Mary Evelyn Armstrong at 2-5907 or armsme@musc.edu
The Department of Human Resources Management encourages you to review these key policy summaries. The policies in their entirety can be viewed at [www.musc.edu/hrm/policies/](http://www.musc.edu/hrm/policies/)

**DRUG-FREE WORKPLACE (POLICY 47)**

Federal Law and MUSC policy mandate a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession or misuse of a controlled substance or illegal drugs on MUSC premises is prohibited. Any employee, including temporary, research grant, and student employees, violating this policy will be subject to disciplinary action up to and including termination.

Any employee who is convicted, pleads guilty or nolo contendere for a drug related violation will be disciplined up to and including termination. A criminal drug violation by an employee whose salary is funded through a federal grant or contract must be reported by the employee, within five days of the conviction, to his or her Department Head, Dean, or Vice President.

Any employee whose behavior or job performance indicates that he or she is working under the influence of drugs or alcohol may be requested to submit to a test.

Employees who have a substance abuse problem may voluntarily submit themselves for professional help through the University’s Employee Assistance Program (EAP).

**TOBACCO FREE (POLICY 49)**

Tobacco product use is prohibited in all buildings, grounds, parking areas, and spaces either leased or owned by the Medical University. This policy applies to all employees (faculty and staff), patients, visitors, students, volunteers, contractors, and vendors. The policy in its entirety can be viewed at [www.musc.edu/tobaccofree](http://www.musc.edu/tobaccofree)
ZERO TOLERANCE FOR WORKPLACE VIOLENCE (POLICY 40)

MUSC prohibits violent acts or threats of violence. These include:

- Harming/endangering safety
- Acts of aggression
- Destroying/damaging property

Any employee exhibiting any act of violence will be subject to disciplinary action and/or civil or criminal prosecution.

ANTI-HARASSMENT (POLICY 46)

MUSC is an equal opportunity employer and does not tolerate any form of harassment or intimidation based upon sex, race, color, age, religion, national origin, disability or one’s protected activity in the workplace.

Harassment is defined as verbal, nonverbal, or physical conduct that denigrates, belittles or puts down an individual or shows hostility toward that individual, based on race or color, national origin, age, religion, disability, sex, or participation in a protected activity.

TIME AND ATTENDANCE (POLICY 29)

Exempt employees will be paid salary on the last working day of the month. Non-exempt employees will be paid on a bi-weekly basis using their ID badge to clock in and out. The purpose of this policy is to provide guidelines to employees for proper use of the System of Time and Attendance Recording (STAR).
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<td>Susan Carullo, Director</td>
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<td>Classification and Compensation/Employment Services</td>
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<td>Rhonda Richardson, Assistant Director</td>
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<td>Sheri Zolner, Employment Coordinator</td>
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<td>Monique Robinson, HR Leave Specialist</td>
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<td>Barbara Donnelly, Employment Consultant</td>
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<td>K. Gale O’Neal, Senior Compensation Analyst</td>
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<td>Nicole Hill, Compensation Analyst</td>
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<td>Jared Harrison, Compensation Analyst</td>
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<td>Mariah Caraway, HR Specialist, Employment/Class &amp; Comp/Research (105 Front Desk)</td>
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<td>Employee Relations/Development &amp; Training</td>
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<td>Dana Tumbleston, Manager</td>
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<td>Edra Pinckney, Employee Relations Consultant</td>
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<td>Velonda Y. Dantzler, Training Coordinator</td>
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<td>Patrice Gordon, Insurance &amp; Retirement Benefits Administrator (A-D)</td>
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<td>Lisa Beattie, Insurance &amp; Retirement Benefits Administrator (E-M)</td>
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<td>LaDeidra Berry, Insurance &amp; Retirement Benefits Administrator (N-Z)</td>
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<td>Spencer Irving, HR Specialist (PEARs, Separations, Employment Verifications)</td>
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<td>Tabatha W. Wilson, HR Specialist (A-G)</td>
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<td>Tarsha Williams-Smalls, HR Specialist (H-O)</td>
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<td>Caroline Coker, Clerical Specialist</td>
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<td>Patricia A. Kelly, Manager</td>
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<tr>
<td>Siobhan Hansen, IT Resource Coordinator (Webmaster)</td>
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