

University of Illinois at Chicago, College of Dentistry

Faculty and Staff Handbook



April 2019

The College of Dentistry is about the best in Patient Care, Student Education and being at the forefront of Research, all anchored to make the entire College Community continuously Changing the Future of Oral Health.

This is who we are!

Welcome to our Family!

Dean Dr. Clark M Stanford DDS PhD,
March 2019

The College of Dentistry Faculty and Staff Handbook can be accessed online at the College of Dentistry website at the College intranet site at <http://dentistry.uic.edu/> .

NOTE: In situations where University Statutes, Rules, Policies and Procedures, Labor Agreements or other official documents contradict information in this document, University policy take precedence.

PURPOSE of this Manual: Please take a moment to first take a fast read though this long document. Later, come back and read more in depth as you start to really understand your role in the UIC family. A lot of this information is complex and does overlap into state and federal laws so we have to be very “up front” and sometime the information may be confusing. We understand! Please come to the HR Staff as we are very open to discussion, to help with information and review the various aspects raised in this very long document. Please keep a copy of this and refer back to the College’s website from time to time since the federal, state and local laws and regulations are often changing.

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Chapter 1

Introduction



Message from the Dean

The University of Illinois at Chicago College of Dentistry is a worldwide leader in oral health education, clinical care and research that is patient-centered and evidence-based, with a foundation in preventive and public health sciences.

We are Changing the Future of Oral Health through excellence in oral health education, patient care, and research powered by innovation and community.

We are a part of UI Health and the University of Illinois at Chicago, Chicago's largest University and is one of the nation's top federally funded public research universities. Our strengths are founded in our College community, comprised of outstanding faculty, staff, and students who share a commitment to the promise of public education, the advancement of knowledge, and the imperatives of doing good and giving back.

We are the largest oral health College and patient care provider in the State of Illinois offering outstanding education, research, and patient care. We continually invest in our clinical, research and learning facilities to improve student and patient experiences. We have an innovative, nationally recognized Doctor of Dental Medicine (DMD), a DMD Advanced Standing program and six post-graduate Advanced Educational Programs led by world-class faculty and students.

Our innovative curriculum integrates foundational and clinical learning through early access to patient care. Our state-of-the-science learning labs and patient care clinics offer a complete digital workflow, advanced imaging, and digital diagnostic and care planning. Students gain valuable training experience while sharing in our commitment to public health and community engagement through extramural rotations in carefully selected community-based clinics throughout Chicago and northern Illinois.

Students have the opportunity to learn and engage in general comprehensive training as well as specialty departments including Endodontics, Oral Biology, Oral and Maxillofacial Surgery, Oral Medicine and Diagnostic Sciences, Oral Biology, Orthodontics, Pediatric Dentistry, Periodontics, and Prosthodontics, with multidisciplinary oral science research foundations.

Our innovative and comprehensive academic programs; excellent students, faculty and staff; strong research and community health focus; commitment to diversity; dedicated alumni and friends; and location in a world-class city set us apart from other oral health colleges.

Our students, faculty, staff, and alumni are Changing the Future of Oral Health in many ways.

* We are Illinois' largest dental school. We graduate more new dental professionals than any other institution in the State of Illinois—approximately 125 DMD students and 100 post-graduate students each year. We have nearly 500 students seeking dental degrees including DMD, DMD-AS, PhD, and MS programs. Almost all of our students are Illinois residents and roughly 75% go on to practice in IL, mostly in the Chicago metro area.

* We are Illinois' largest provider of dental care. We see over 32,000 patients in over 120,000 visits annually. We have over 600 faculty, students, and specialty program residents providing clinical care.

College of Dentistry Faculty and Staff Handbook

* Our students and faculty are top achievers. Our students have achieved a 100% pass rate on national board exams , and perform significantly higher than national average on the basic science and clinical science exams – top 20% and 8% respectively on these national board exams. Many of our full-time and part-time faculty receive national recognition for their expertise in the areas of general and specialty dentistry and sit on the boards of many of these organizations that determine the future of the Profession. . More than 40 of our faculty are actively involved in research.

* We are anchored in a top research institution. UIC is a Carnegie level-1 research institution, and the College has a research portfolio of 31 full-time research faculty, 14 visiting researchers, 280+ faculty published papers, and \$+7M in current NIH/DOD funding, as well as other private funding. Over half of our faculty are engaged in scholarly and research publications. The College is one of only 15 out of 70 institutions with DMD/PhD or PhD training grants from the NIDCR.

* We improve access to dental care where it is needed the most. UIC’s dental clinics have more than 70,000 Medicaid appointments annually. More than 97% of the children treated are Medicaid eligible. Additionally, we extend access to care into communities of need—UIC dental students serve over 3,750 days of extramural rotation in more than 11,000 patient visits at 17 community sites in IL, plus other US and international locations—each year. And, our students provide preventive education to over 2,200 elementary students each year in underserved Chicago neighborhoods.

* We are committed to diversity and social justice. We are a community of students, staff, and faculty representing 20+ countries and 17 languages from five continents. Our values and culture reflect a wide variety of racial, ethnic, and class backgrounds, gender identities, sexual orientations, and abilities– all contributing to our strength in diversity. We are committed to a culture of excellence grounded in principles of equity, respect, and inclusion. One in five of our students are under-represented, and many are first in their family to attend college.

* We have highly engaged alumni and a community that supports our mission. We are proud to have the support of many of our 6,200 alumni as well as graduates from the Loyola and Northwestern University dental programs. In addition, we have created strong partnerships with many components of organized dentistry, corporations that impact the dental profession, professional associations, and foundations that practice and advocate on behalf of the dental profession and those in need of quality oral health care. From their generous support, the College has renovated clinic spaces, improved educational experiences, provided scholarship for students and faculty, and opened new research opportunities.

In all these ways we are *Changing the Future of Oral Health*.

Clark Stanford, DDS, PhD
UIC Distinguished Professor and Dean
College of Dentistry



COLLEGE OF DENTISTRY VISION

Our vision is to provide excellence in oral health education, research, and service, through improving the health and wellness of our communities, providing exemplary care for our patients, and advancing the knowledge to do so.

COLLEGE OF DENTISTRY MISSION

- **To educate** oral health professionals and scholars who excel in a complex, multicultural, and technologically changing world;
- **To discover** and translate new knowledge at the boundaries of science, transforming oral health care practice, social systems, and related technologies for the benefit of individuals, families, and communities;
- **To provide** oral and health education and clinical services of the highest quality with an emphasis on enhancing health equity and social justice for individuals and communities;
- **To prepare** health professionals in addressing the challenges of access to care affecting underserved populations;
- **To collaborate** with our urban and rural community partners in mutually beneficial ways; and
- **To advocate** for public policies, perceptions, and practices that lead to inclusion of oral health as an integral part of the interprofessional emphasis on the health of the communities we serve.

COLLEGE OF DENTISTRY CORE VALUES

In addition to the University's core values of knowledge, openness, access, excellence, collaboration, and caring, the College of Dentistry has unique core values that include: professionalism, respect, transparency, responsibility, curiosity, flexibility, commitment and inclusion.

- **Professionalism** regarding the highest ethical principles in our research, teaching and helping those we serve.
- **Respect** regarding the highest level of mutual respect of the person between all members of our communities,
- **Beneficence** regarding the obligation for all college members to strive to do no harm, maximize benefit; minimize harm in a global, multicultural environment,
- **Transparency** regarding all aspects of how the College addresses the vision and missions,
- **Responsibility** regarding the most efficient and effective use of all human and related resources to fulfill our missions,
- **Curiosity** regarding novel educational, research, service ideas leading to new discoveries,
- **Flexibility** regarding how we achieve our aspirations through accountability of outcomes,
- **Commitment** regarding the highest ethical values in serving our students and communities,
- **Inclusion** regarding the role of diversity in engaging students, faculty and staff.

Just the Facts – Overview of College of Dentistry Statistics

- **Enrollment:** 244 DMD students; 156 DMD-Advanced Standing students; 99 dental specialty postgraduate residents; 7 DMD/PhD students. There are several individuals working towards dual degrees in those figures.
- **Faculty:** 105 full-time (74 clinical and 31 research) and 100 part-time.
- **Staff:** 328
- **Student tuition and fees:** \$69,872 in-state, and \$107,972 out-of-state.
- **Student performance:** Since the inception of the DMD curriculum at the College, every class that has challenged a National Board examination, whether Part I or Part II, has had a 100% first-time pass rate. (For Part I, starting in 2013, and for Part II, starting in 2015.)
- **Alumni:** 6,186.
- **More than 1 in 3 Illinois dentists are UIC Dental Alumni**
- **Areas of research emphasis:** Areas of research emphasis: regenerative medicine, inflammation and wound healing Oral cancer/head and neck cancer; biomaterials science.
- **Annual patient care visits:** 123,980
- **Annual Medicaid patient care visits:** 70,490; 41691 of those are for children. A total of 98% of the children treated at the College are on Medicaid.
- **Service Learning:** The College engages fourth-year students in service-learning experiences of up to 16 weeks in the Community-Based Dental Education Program, which sends students to community clinics in Chicago, Aurora, Peoria, Rockford, Arlington Heights, Wheeling, Palatine, Elk Grove, Douglas County, and Whiteside County, IL; and Colorado; The College also has partnerships with the Indian Health Service resulting in student externships in Alaska and other states.

History of the College of Dentistry

Our History

The University of Illinois at Chicago College of Dentistry evolved from the Columbian Dental College, founded in Chicago in 1891. The *Columbian Dental College*'s early years were characterized by the struggle to survive, but through the dedication of its founders and faculty and because of their commitment to excellence, it became a forerunner in the fight to raise the standards of the dental profession through dental education. Its growth was characterized by constant attention to academic quality and excellence of facilities.

The College informally affiliated with the University of Illinois in 1901, and was chartered as an official College of the University in 1913. Since then, the College has endeavored to provide the most current technology to students, and often the College's innovations in teaching and clinical programs have been models for dental schools throughout the country.



Dr. Allan G. Brodie (left) and Dr. Earl W. Renfroe (right) were two of the world-class faculty at the UIC College of Dentistry during the 20th Century.

From **Dr. Bernard Cigrand**, Dean of the College from 1903 to 1906, being the driving force behind the creation of Flag Day in the United States, to the College being the first in the country to use electric dental instruments, the College has a rich historical heritage. That heritage is manifested in its Kottemann Gallery of Dentistry, which highlights the individuals and advancements that have made the College a leader in teaching, research, and public service. The gallery is open to the public for special viewing, and tour and school groups are welcome.

In teaching, the College has changed from a 20th Century discipline/specialty based educational approach that focused on surgical therapy performed by solo practitioners to a 21st Century model focused on integrated teaching of subject matter, preventive patient care, and collaboration and collegiality—all using the latest technology. The College currently offers a four-year DMD degree; a seven semester (two-and-a-half year) DMD Advanced Standing program DMD degree; PhD and MS degrees in oral sciences; and six advanced education/residency certificate programs. Major gifts from various industry, private foundations and individuals have established a range of programs of excellence.



The Kottemann Gallery contains historical artifacts from the UIC College of Dentistry and is available for tour and school groups.

The College has a variety of research and treatment centers in various specialties: endodontics, oral and maxillofacial surgery, oral biology, oral medicine and diagnostic sciences, orthodontics, pediatric dentistry, periodontics, and prosthodontics dentistry.

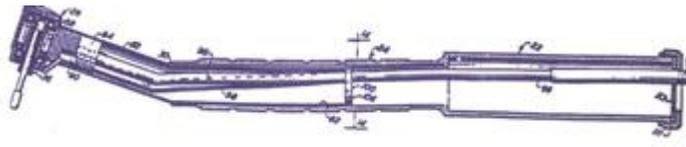
The foundation of the College's health research programs, consisting of basic investigations and applied studies of the oral structures in health and disease, is the rich heritage established by renowned researchers throughout the history of the College. The work of several individuals has significantly expanded the scientific knowledge base of dentistry:



Dr. E. Lloyd Du Brul assembled the finest collection of human, animal, and prehistoric skulls and jawbones prepared for teaching. They are housed at the UIC College of Dentistry.

The College grew rapidly in the 1930s and 1940s, as several members of dentistry's "Vienna Group," who were top dental faculty who fled the conflicts in Europe, including **Dr. Harry Sicher** and **Dr. Joseph-Peter Weinmann**, joined the College's faculty.

Dr. John V. Borden, DDS '39, was the inventor of the air-driven highspeed dental handpiece, the basic tool of modern dentistry.



The high-speed dental handpiece, the basic tool of modern dentistry, was invented by UIC College of Dentistry alumnus Dr. John V. Borden.



Research is an important component of the UIC College of Dentistry experience.

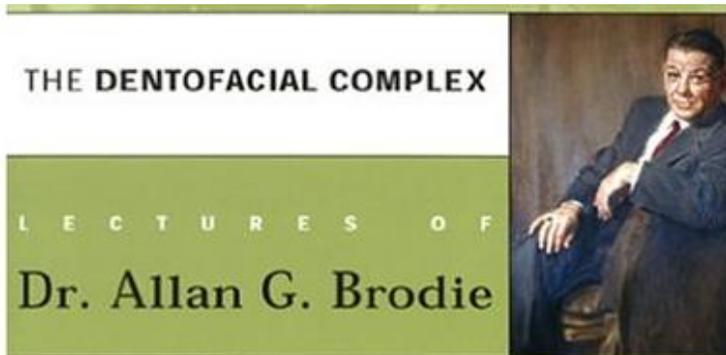
The research of **Dr. Bernard G. Sarnat**, DDS and MS '40, head of the Department of Oral and Maxillofacial Surgery at the College from 1946 to 1956, is considered the basis for the modern understanding of craniofacial surgery.

Dr. Isaac Schour, Dean of the College from 1956 to 1964, was the discoverer of “growth rings” in teeth. He and **Dr. Maury Massler**, who established the College’s Department of Pediatric Dentistry and served as its Head from 1946 to 1965, created a seminal chart of tooth development.

Dr. Earl W. Renfroe, DDS '31, MS '42, and **Dr. Thomas K. Barber**, DDS, MS '49, wrote what is considered the seminal article originating the concepts of preventive and interceptive orthodontics for the *Journal of the American Dental Association* in 1957.

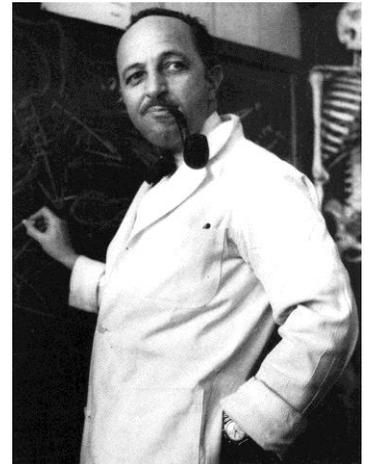
Dr. E. Lloyd Du Brul, who taught oral anatomy at the College for 50 years, was considered the greatest dental anatomist of the 20th century. The College’s Du Brul Archives Room houses his collection of human, animal, and prehistoric skulls and jawbones—the finest collection of such artifacts prepared for teaching.

Dr. Allan G. Brodie Sr., MS '34 PhD '40, was considered the



greatest student Dr. Edward Angle, the “father of orthodontics,” ever taught. He established the College’s postgraduate program in orthodontics in 1929—one of the first in the nation. Dr. Brodie set the

standard for orthodontics expertise through much of the 20th Century, and his book, *The Dentofacial Complex*, was considered so important that it was published nearly 30 years after his death.





As part of a public University, the College has a strong commitment to community oral health outreach service and to serving the underserved. The College prepares an oral healthcare workforce competent and committed to treating oral diseases of vulnerable urban, rural, and special needs populations.

UIC College of Dentistry students give back to their community by providing dental care for youngsters at the College and in rotations in community clinics.

With an emphasis on pediatric dentistry, faculty and students participate in health fairs and clinics in elementary schools, long-term care facilities, churches, and Head Start programs. There are more than 120,000 patient care visits each year in the College's clinics.

As State support to the University is reduced each year, the College has come to rely more and more on private support. The percentage of College of Dentistry alumni who donate to their alma mater is among the highest on the UIC campus.

The College's Vision is to provide excellence in oral health education, research, and service, through improving the health and wellness of our communities, providing exemplary care for our patients, and advancing the knowledge to do so.

Sparky D. Dragon Customer Service Award

The Sparky D. Dragon Customer Service Award is presented in recognition of excellence in care, concern, and support for our patients, students, faculty, and alumni in the University of Illinois at Chicago College of Dentistry.

Persons may be nominated for the award for displaying a high degree of professional conduct. Responding courteously to the needs of the people the College serves, and striving to exceed their expectations. Supporting the educational and patient care missions of the College. Treating every individual with respect, and going beyond expectations is assisting those the College serves. Supporting the College's commitment to diversity. Striving for excellence.



Nominations can be made at: <https://dentistry.uic.edu/sparky-award>

Please send any supporting documentation to the Advancement team located on the fourth floor of the College.



Jon Daniel Teaching Award



The Jon Daniel Teaching award is named in honor of Dr. Jon Daniel (1942 - 2009), is bestowed upon one faculty member each year for their exemplary contribution to the education of UIC College of Dentistry students. Selection for the award is based upon the recipient's ability to:

Engage students' interest, curiosity, and motivation to learn; Challenge students to achieve breadth and depth in their

understanding and excellence in their skills; Support students in their learning by fostering clarity, meaningfulness, and confidence; Respond to student needs in ways that keep learning at the center of the educational enterprise.

Golden Apple Awards

The Golden Apple Award is the highest teaching achievement award given to a faculty member for the best teaching by faculty during the students' time studying in the program. The winner is selected by the students of the graduating class.



Campus Chancellor Awards

UIC has a long and cherished tradition of recognizing its employees for outstanding merit and years of service. UIC Human Resources works in conjunction with academic and administrative units and affiliated University organizations to honor these achievements at the annual Employee Recognition Award Ceremony held each fall.

https://www.hr.uic.edu/employee_recognition

Office of the Vice Provost For Faculty Affairs

The Office of the Vice Provost for Faculty Affairs offers a variety of awards and recognition for faculty. A general list along with contact information can be found at:

<https://faculty.uic.edu/awards/>

College Administrative Units

Administrative Units

Office of the Dean

Dr. Clark Stanford, Dean
Dr. Susan Rowan, Executive Associate Dean
Janice Carter, Customer Service Representative

Office of Advancement and Alumni Relations

Mark Valentino, Associate Dean for Advancement and Alumni Affairs
Analisa Ogbac, Director of Donor Relations

Office of Academic Affairs

Dr. Toni M. Roucka, Associate Dean for Academic Affairs
Timothy Sullivan, Director of Academic Affairs

Office of Clinical Affairs

Dr. Susan Rowan, Associate Dean for Clinical Affairs
Jennifer Jacobucci, Executive Director of Clinic Operations
Nish Shivnani, Electronic Health Record (AxiUm) support team leader

Office of Faculty Affairs

Dr. Wendy Cerny, Director of Faculty Affairs

Office of Finance and Administration

Dr. Michael Harner, Associate Dean for Finance & Administration
Paulina Janczuk, Director of Financial Affairs
Leticia R. Sanchez, Director of Human Resources
Vinay Surpuriya, Senior IT Technician Specialist
Michael Martin, Senior IT Technician Specialist

Office of Prevention & Public Health Sciences

Dr. Caswell Evans, Associate Dean for Prevention & Public Health Sciences

Office of Student and Diversity Affairs

Dr. Darryl Pendleton, Associate Dean for Student & Diversity Affairs; Executive Director of the Urban Health Programs
Braulia Espinosa, Director of Admissions
Carol Feller, Director of Admissions
Millie Mendez, Director of Student Affairs & Diversity

Office of Research

Dr. Lyndon Cooper, Associate Dean for Research
Virginia Buglio, Director of Research Services

Academic Departments and Centers

Academic Departments and Centers

Endodontics

Dr. Bradford Johnson, Head
Blanca E. Luna, Assistant to the Head

Oral Biology

Dr. Lyndon Cooper, Head

Oral and Maxillofacial Surgery

Dr. Michael Miloro, Head
Maria Limon, Assistant to the Head

Oral Medicine and Diagnostic Sciences

Dr. Richard Monahan, Head
Susan Lloyd, Assistant to the Head

Orthodontics

Dr. Sath Allareddy, Head
Melissa Portis, Assistant to the Head

Pediatric Dentistry

Dr. Marcio da Fonseca, Head
Karen Patton, Assistant to the Head

Periodontics

Dr. Salvador Nares, Head
Colleen Scroll, Assistant to the Head

Restorative Dentistry

Dr. Lee Jameson, Interim Head
Anna Panova, Assistant to the Head

College Human Resources Department

Human Resource Contacts

Director of Human Resources

Leticia R. Sanchez
Room 502E
Lramir6@uic.edu
(312) 996-1019

Associate Director

Saundra E. Brady
Room 502C
sbrady2@uic.edu
(312) 355-5075

Human Resources Associate

Vincent Bradford
Room 502D
vinnyv66@uic.edu
(312) 355-3439

Labor & Employee Relations Specialist

Taycine McInnis
Room 502B
taycine@uic.edu
(312) 996-1104

Human Resources Leave Coordinator

Rachel Patel
Room 502E
rpate58@uic.edu
(312)-996-9043

Important Campus Phone Numbers

Campus Benefits Center

809 S. Marshfield, 1st floor
(312) 996-7200
benefits@uillinois.edu

Campus Parking – Customer Service Office

818 S. Wolcott, Basement
(312) 413-5850

Campus Payroll Customer Service

809 S. Marshfield, 1st floor
(312)-996-7200

Campus Photo I-Card Office

828 Wolcott, Room 241
(312) 413-5944

Campus HR Information Center

715 S. Wood St.
(312) 413-4848

Office of Access and Equity

809 S. Marshfield, Room 717
(312) 996-8670

Office of International Services (OIS)

1200 W. Harrison St, 2160 SSB
(312) 996-3121

University Ethics Office

Toll-free Ethics Help Line: 1-866-758-2146

Campus Police Department

Emergency Phone Number: 5-5555 or (312) 355-5555
Non-emergency Police Dispatch: 6-1212 or (312)-996-1212

Chapter 2

COD's

Humanistic Environment Policy



Preamble

We at the University of Illinois at Chicago College of Dentistry are committed to providing and maintaining a safe, effective and humanistic learning environment in which students, residents, post-doctoral and other trainees, faculty, and healthcare and administrative staff, work together collaboratively. As an institution that trains the leaders of tomorrow, we expect members of our community to uphold an academic environment that encourages mutually respectful relationships, is conducive to learning, and is free of mistreatment, unlawful discrimination and harassment, or threats of retaliation.

I. Rationale

It is important for all members of the community to provide and maintain a safe, effective and humanistic learning environment. It is therefore unacceptable for a teacher (e.g., faculty member, resident, or others acting in a teaching role) to engage in discrimination or harassment, and/or mistreatment of students. In addition, anyone in a teaching role must adhere to applicable college, campus, extramural and university-wide policies, procedures, and guidelines that establish standards for professionalism and conduct, as well as those principles of professionalism and ethics generally accepted within the dental profession and academic environment. Similarly, it is unacceptable for students or residents to treat faculty, program directors, staff, colleagues or administration with disrespect, or in any other manner that violates the UIC COD Code of Professionalism for Students, UIC Student Disciplinary Policy or other applicable University Policy. Finally, staff must treat others and be treated with respect.

All members of the UIC COD education community have a shared responsibility to protect the integrity of the learning environment, have a right to work and learn free of unlawful discrimination, harassment and mistreatment, and have a responsibility to report any incident in which that positive learning environment has been compromised.

II. Applicability

This policy is applicable to all students and residents enrolled in academic programs, all faculty, staff and administrators employed by, and all other faculty teachers holding appointments, with the UIC College of Dentistry, as well as any other affiliated members of the COD community. This Policy shall supplement prior UIC COD statements, policies, procedures, guidelines and compacts relating to the UIC COD learning environment and, to the extent there is conflict, this Policy shall govern.

III. Characteristics of a Humanistic Learning Environment

In accordance with standards set by the Commission on Dental Accreditation (CODA), the learning environment of the dental education program should be “humanistic” and carry a pedagogy that inculcates respect, tolerance, understanding, and concern for others, and is fostered by mentoring, advising and small group interaction. A dental school environment

characterized by respectful professional relationships between and among faculty, students and staff establishes a context for the development of interpersonal skills necessary for learning, for patient care, and for making meaningful contributions to the profession.¹

IV. COD Interpersonal Relationships:

Responsibilities of all COD community members. Faculty, students, residents and staff have a responsibility in creating and maintaining a positive learning environment by:

1. Complying with all applicable policies, procedures, and guidelines establishing expectations for professionalism and other standards of conduct
2. Attending, being prepared and on time for, and participating in all work, academic and clinical activities and learning experiences consistent with the expectations of the, department, College, and/or experiential site
3. Respecting all individuals, without regard to race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation, gender identity, or unfavorable discharge from the military or status as a protected veteran
4. Seeking out, accepting and learning from feedback, in a respectful and receptive manner
5. Seeking clarification on what does and does not constitute mistreatment
6. Demonstrating/modeling the professional virtues of compassion, integrity, courage, temperance and altruism
7. Maintaining high professional standards in all interactions
8. Complying with the policies, procedures and guidelines related to claims of unlawful discrimination, harassment, mistreatment and retaliation, and understanding how those claims may be reported
9. Reporting and encouraging the reporting of mistreatment by those who witness or experience it.

V. Additional Responsibilities of Faculty:

The role of the faculty is to create an environment that facilitates learning by ensuring responsibility and accountability; demonstrating respect for students as individuals and adhering to their proper roles as intellectual and practice guides and counselors; making every reasonable effort to foster honest academic/professional conduct; ensuring that their evaluations of students accurately reflect each student's abilities; respecting the boundaries of the relationship between faculty and student; and avoiding any exploitation, harassment, discrimination and/or mistreatment of the student. As such, teachers, in addition to the above expectations, must:

1. Ensure the quality of all components of the students' education programs
2. Nurture students' intellectual, professional and personal development and achievement of academic excellence
3. Support students' wellbeing
4. Refuse to tolerate abuse or exploitation of students
5. Refuse to engage in or tolerate reprisals or retaliation of any kind as a result of a good faith report of mistreatment
6. Take responsibility for students assigned to one's course or rotation, and ensure a safe, fair, supportive, unbiased learning environment that respects each student's physical and social boundaries and encourages their development as health care professionals
7. Assign tasks to students based on their knowledge, skills, and experience
8. Provide supervision and appropriate remediation when students are not adequately prepared

9. Provide feedback to students in a timely, constructive, respectful, personalized and unambiguous manner.

VI. Academic Discourse:

Vigorous academic discourse and the conflict of ideas are integral to an academic environment of openness, so long as they are conducted in a civil and respectful way. Asking and answering questions as a means to stimulate critical thinking and draw out ideas and underlying assumptions is also critical to the academic environment, but can and should be done in a respectful manner. In addition, constructive feedback about performance is crucial to the educational process and professional development. Some feedback may be critical, harsh, or even discouraging. It is not uncommon to at times feel embarrassed or uncomfortable when mistakes are made, questions are answered incorrectly, or one is not adequately prepared for a required activity. However, not every behavior or action to which a person responds with stress or emotional discomfort is considered mistreatment. Each individual should reflect on each such situation and consider not just his/her personal reaction or response, but also the actions of others in light of any legitimate concerns for patient safety, circumstances surrounding the situation, and the possible learning objectives of the experience. In general, actions taken in good faith and done in a respectful and constructive manner to assess or develop knowledge/skill, and/or to correct unacceptable performance/behavior are not considered mistreatment.

Mistreatment arises when behavior denigrates the dignity of others and unreasonably interferes with the learning process/environment, whether that behavior is experienced or observed. Publicly humiliating, physically harming, exploiting and/or subjecting an individual to unwanted sexual advances are all examples of mistreatment.

VII. Reporting Mistreatment & Other Learning Environment Concerns:

Anyone who experiences or witnesses an incident of mistreatment is encouraged to make a report utilizing the online [Report Form found at: https://uic.ca1.qualtrics.com/jfe/form/SV_1XsTmvcVEqG8Xpb](https://uic.ca1.qualtrics.com/jfe/form/SV_1XsTmvcVEqG8Xpb), or any other method described in the [Reporting Process Schematic](#). The reporting can be submitted anonymously. Any retribution for good faith reporting of mistreatment is strictly forbidden by this policy.

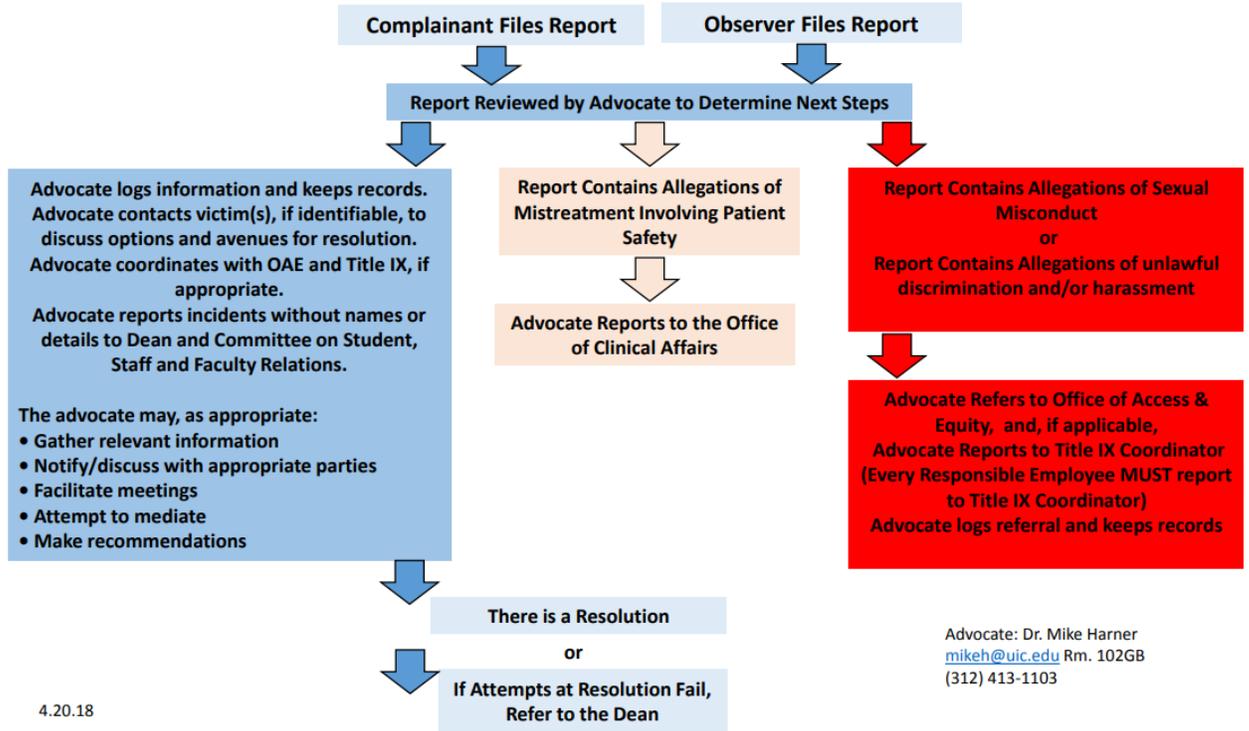
Commission on Dental Accreditation (CODA) Accreditation Standards for Predoctoral Dental Education Programs, Educational Environment p. 13,
<http://www.ada.org/~media/CODA/Files/pde.pdf?la=en>

v.4.20.18

Approved by the College of Dentistry Faculty on April 20, 2018

Approved by the College of Dentistry Executive Committee on February 14, 2018

Mistreatment Reporting Process



Please Note: You can make a report electronically or by placing a printed copy in the box on the 5th floor of our College in a physical box placed between the two main lecture halls. Please, you can also just bring your concerns directly to either Dr. Harner on the first floor or Dr. Cerny, located on the fourth floor in the Periodontics area. If at all possible, we would prefer that you use the web based or internet approach since this allows us to respond most efficiently to your concerns or requests. Thank you.

Report Form found at: https://uic.ca1.qualtrics.com/jfe/form/SV_1XsTmvcVEqG8Xpb, or any other method described in the [Reporting Process Schematic](#).

The reporting can be submitted anonymously..

Humanistic Learning Environment

Reporting Party Contact Information: If you wish to submit a report anonymously, meaning your name is hidden when your report is submitted, you should not include any identifying information with your submission, such as adding your name, phone number, and/or email address or using your name in the description of the incident(s). If you provide identifying information when submitting this report, you will not submit the report anonymously and a designated person at your campus may follow up with you to discuss your report.

First Name

Last Name

Phone (XXX-XXX-XXXX)

E-Mail

Were you the recipient of mistreatment or a witness to mistreatment?

- Recipient
 - Witness
-

Where did the incident occur?

- UIC COD or UIC Campus
 - Off Campus - not on UIC grounds
 - Extramural Affiliated Site
-

Information about whom complaint is being made (referred to here as the respondent).

Who mistreated you or another? (Check all that apply)

- Faculty (in classroom)
- Faculty (in clinic)
- Extramural site Faculty
- Resident
- Staff
- Administrator
- Student
- Other _____

First Name of respondent, if known

Last Name of respondent, if known

Other Information:

Date(s) of Mistreatment - Please provide best estimate or date range.

Location(s) of Mistreatment:

Do you request that a designated individual at the University of Illinois College of Dentistry follow up with you to discuss this report?

- Yes (please make sure you have included contact details above)
- No

Information about the Incident(s): Please provide as much detail as possible regarding the incident/concern using specific, concise, and objective language (who, what, when, where, why and how).

What happened? Please describe, in great detail, the concern, incident, and/or behavior(s) that you observed.

What were the impacts of the behavior or incident? How were others affected?

Please describe any attempts made to address the situation, including the identity of any individuals to whom the situation was reported and how the report was received.

Is there anything else you would like to add?

Optional Additional Information:

Do any of the options below indicate the way(s) you perceive that you or another were mistreated? (Check all that apply)

- Publicly embarrassed
 - Publicly humiliated
 - Threatened with physical harm
 - Physically harmed
 - Required to perform personal services (e.g. shopping, babysitting)
 - Subjected to offensive sexist remarks/names
 - Denied opportunities for training or rewards
 - Asked to exchange sexual favors for grades or other rewards
 - Subjected to racially or ethnically offensive remarks/names
 - Received lower evaluations or grades
 - Subjected to offensive remarks/names related to sexual orientation
 - Other _____
-

Do you believe the mistreatment may be related to any of the following categories?
(Check all that apply) If so, you should also contact the UIC Office for Access and Equity

- Age
- Ancestry
- Color
- Disability
- Gender Identity
- Genetic Information
- Marital Status
- National Origin
- Order of Protection Status
- Race
- Religion
- Sex
- Sexual Orientation
- Veteran Status
- Other _____

If you would prefer not to complete this form or you have any questions related to the form or the process, we encourage you to contact one of the UI COD Humanistic Environment Policy Advocates, Dr. Mike Harner, at (312) 413-1103 mikeh@uic.edu, or Dr. Wendy Cerny, (312) 355-2662 cernyw@uic.edu regarding options for next steps.

Preferred Advocate to receive this form (please select one of the options below):

Dr. Mike Harner
Dr. Wendy Cerny
Either Dr. Wendy Cerny or Dr. Mike Harner

8.16.18

Chapter 3

Expectations & Guidelines

Our Expectation of you and what you can expect from us, supporting you as a team member



We have to start with making sure you and the entire UIC Family understand the various Federal, State and University rules and policies we all work with.

Policies & Statutes: We are governed by a series of state and federal laws and statutes along with University and College policies which you should become familiar with since many of these impact on our daily operations and may directly impact your job. Thank you!

In addition to College Expectations and Guidelines, Academic Professionals, Civil Service and Faculty positions are governed by the following:

Academic Professionals:

University of Illinois Statutes

<https://www.bot.uillinois.edu/governance/statutes>

Civil Service Employees:

State University Civil Service System Statutes and Rules

<http://www.sucss.illinois.gov/sar.aspx?osm=c43>)

Specific Labor Unions for employees who are members of a Union
(www.hr.uic.edu/laborrelations/labor_agreements/)

Faculty:

UIC Faculty Policies and Procedures

<https://provost.uic.edu/faculty-resources/faculty-policies-procedures/>

UIC Faculty Handbook

<https://facultyhandbook.uic.edu/>

University of Illinois Statutes

<https://www.bot.uillinois.edu/governance/statutes>

College of Dentistry Faculty Policies

<https://dentistry.uic.edu/intranet/college-policies>

All Dentistry Employees:

University of Illinois Policies & Guidelines

<https://www.uillinois.edu/cms/One.aspx?portalId=1324&pageId=135361>

University of Illinois and Chicago HR Policy and Procedures

<https://www.hr.uic.edu/policies/>

University of Illinois Ethics and Compliance

<https://www.ethics.uillinois.edu/compliance>

College of Dentistry Policies

<https://dentistry.uic.edu/intranet>

College of Dentistry Faculty and Staff Handbook

PURPOSE OF WORK GUIDELINES

(Please note this applies to both faculty & staff)

Successful job performance depends upon an array of factors including a clear and full understanding of an commitment to workplace expectations and guidelines, which by application:

- Creates an atmosphere where employees are treated with dignity and respect
- Helps to ensure that employees conduct themselves in a professional and safe manner
- Encourages open communication between the employee and administrative staff
- Ensures that all employees are treated fairly and follow the same rules

Input and suggestions from employees should be forwarded to the Department Head and the College of Dentistry Human Resources Department (COD HR)

COD employees are responsible for the integrity and accuracy of COD documents and records. No one may alter or falsify information on any record or document.

DEPARTMENT ROLE IN EMPLOYEE ORIENTATION

As part of the orientation process for newly hired employees, supervisors shall review policies regarding workplace expectations and guidelines in addition to any department or job-specific expectations. New employees shall receive a copy of the COD Employee Handbook during orientation. After reviewing the handbook and having an opportunity to ask questions or seek clarification, employees are to sign the Acknowledgement of Receipt form on the front page and return it to Dentistry HR for inclusion in the individual's personnel file.

Supervisors and employees should conduct regular discussions concerning job performance, expectations and behaviors. These discussions should include an annual review of performance contributions, goals for the coming year and future professional development opportunities.

Supervisors should communicate their department's workplace attire and appearance guidelines to employees during orientation and evaluation period.

STANDARDS OF CONDUCT AND PERFORMANCE

All employees are expected to perform their job duties and responsibilities effectively in a manner that reflects the highest ethical and professional standards of conduct and performance while being mindful of the expectations of the University and of University employees.

Employees are expected to treat fellow employees, patients, students, and guests with courtesy and respect for their personal dignity.

Compliance with state and federal law regarding nondiscrimination and affirmative action/equal opportunity, harassment as well as sexual harassment is expected. All violations are to be reported to COD HR or the corresponding University agency, i.e.: Access and Equity. The appropriate action warranted will be taken.

Employees shall exercise care in the use of University personnel, property and funds entrusted to them.

Employees are to request and receive approval from their designed supervisor prior to leaving the work area under any circumstance.

Employees shall not conduct personal business on University time, or use University time, personnel, facilities, or property for other than officially approved activities.

Employees shall not remove materials from University property for the employee's own use or that of others, unless such removal has been approved in writing by the supervisor, as authorized by University policies. In certain special circumstances, employees may be permitted to take University equipment off Campus for the purpose of doing University work. In such cases, the employee should have written permission from the Department Head and College's Information Technologies (IT) support unit. Appropriate UI System OBFS forms specifying the particular equipment, tag number, business purpose, and expected return date are completed and maintained by the IT Unit.

The University does not allow a hostile work environment for anyone. If an employee encounters a difficult situation, the employee should contact the supervisor for assistance in resolving the problem. The supervisor will contact the COD HR Department if further assistance is needed.

Acts of violence, threats of violence and or use of weapons on University property is unacceptable and should be reported immediately to UIC Police, COD HR and any administrative employee on duty. Such acts are subject to disciplinary action up to and including termination or discharge.

Examples of unacceptable behavior include, but are not limited to: bullying, aggressive and or abusive behavior, unreasonable demands and undue persistence, disruptive behavior; harassment (unwelcomed behavior that intimidates, offends or humiliates); impairment due to alcohol or other substances; violence. Please see Chapter 2 on the College's Humanistic Environment Policy that applies to all students, faculty, staff and patients.

SECURITY CONCERNS

Individuals on COD premises who are not displaying a COD identification badge are not allowed in most non-clinical areas, i.e.: private work areas, labs, classrooms unless conducting COD related business. Employees observing suspicious activity of a visitor should immediately contact UIC Police at 5-5555 or 312-355-5555.

NOTE: Employees are not to be confrontational or place themselves in a potentially dangerous situation.

CHILDREN AT WORK

To provide a safe and efficient working environment in College clinics, laboratories, classrooms and offices, employees are not allowed to bring children to the work environment while on duty.

DRUG FREE WORK PLACE

All employees sign a Drug Free Statement upon hire.

The unlawful possession, use, sale, distribution or manufacture of controlled substances is prohibited on University premises. If a supervisor is concerned about the welfare of an employee or the Department operations, the Supervisor should contact the College Human Resources Department. An employee suspected of being under the influence of a controlled substance or alcohol by observation of actions, comments, attendance or appearance will be escorted to University Health Services. The employee will not be permitted to return to work until cleared by University Health Services, and is subjected to disciplinary action up to and including discharge.

FITNETSS FOR DUTY

<https://policies.uic.edu/uic-policy-library/human-resources/fitness-for-duty/>

All University of Illinois (UIC) employees are required to be fit for duty during their entire work schedule. Employees must be able to perform their jobs in a safe, secure, productive, and effective manner. Employees who are not fit for work may present a safety hazard to themselves, to other employees, to the University, and to the public.

In appropriate circumstances, an employee of the University (faculty or staff) may be required to be examined by a physician or a nurse at the University Health Service (UHS) (<https://www.uic.edu/apps/departments-az/search?dispatch=find&orgid=99872>) (in order to determine the employee's fitness to perform assigned duties and responsibilities. UIC reserves the right to require employees to undergo psychological/psychiatric evaluation and treatment, as well as tests for illegal drugs or alcohol. Employees who refuse to comply with recommended evaluations may be disciplined up to and including discharge.

IDENTIFICATION REQUIREMENTS

All employees, graduate assistants, residents and students working or volunteering in departments, laboratories, clinics and offices are required to wear their identification badge prominently displayed at all times while on COD premises.

All licensed, certified, or registered health care practitioners engaging in direct provision of care to patients must - by law – wear a readily visible name badge when providing care to patients. The identification badge is intended to serve as proof of an individual’s employment status with COD and provides access to many resources provided by the University of Illinois community.

Replacement of the COD Identification Badge is at no cost to the employee.

Replacement of the UIC Campus issued Identification Card is at a cost to the employee.

WORKPLACE ATTIRE

There are business-related reasons for implementing workplace attire guidelines:

1. To ensure safety while working;
2. To present or create a professional or identifiable appearance for patients, visitors, customers, students or the public; and
3. To promote a positive working environment and limit distractions caused by, but not limited to provocative or inappropriate dress.

Workplace attire must be neat, clean, and appropriate for the work being performed and for the setting in which the work is performed, i.e., meeting with patients and the public. Uniforms may be required for certain positions. Any questions regarding the department’s guidelines for attire should be discussed with the immediate supervisor. Staff and students, who have direct patient care responsibilities, must wear scrubs.

Faculty have the option of wearing scrubs or “business casual” clothing. Research staff are required to wear protective clothing as determined by laboratory supervisors. If administrative or Civil Service employees are required to wear specific uniforms (not scrubs), the College will purchase the specific uniforms and a reasonable number of changes. Employees are responsible for the cleaning and laundering of all uniforms, scrubs, coats, etc.

Proper Attire - Clinical Faculty, Staff, Postgraduate Residents and Dental Students:

Scrubs are to be worn by health care providers (staff and students). Faculty must wear a disposable gown in clinic and may wear a white laboratory coat outside of patient care.

Comfortable work shoes, such as athletic shoes, can be worn in specific clinic areas. Open-toed and backless sandals/shoes are not allowed for clinic employees due to infection control purposes.

Proper Attire - Student Help (Labs and Offices)

Students are expected to wear clean clothing, which is appropriate to the student's work assignment. Specifically, low-cut tank or halter tops, excessively short shorts, midriff tops, T-shirts with offensive pictures or slogans, beachwear, see through or mesh clothing, and ragged, torn or dirty clothing are not allowed.

Proper Attire - Research Lab Staff

Appropriate work attire is expected in the research laboratories. Blue jeans may be worn, but not shorts. The research laboratory supervisor will determine the necessary protective apparel to be worn in the research laboratory. The research laboratory coats worn during experiments should not be worn in the public areas such as lunch areas, washrooms, elevators and other public areas.

Proper Attire – Faculty, Administrative and Clerical Staff (Non-Clinical Areas)

If a uniform is not required, male employees are expected to wear neat and clean dress/casual trousers and shirt. Suits, ties and jackets are optional. Female employees are expected to wear neat and clean skirts, slacks, tops, dresses and suits.

Slacks

Inappropriate items include jeans (exception: Black, Dark Gray or Khaki), athletic wear, sweatpants, jogging outfits, shorts, bib overalls, leggings, or spandex pants.

Shirts

Casual shirt, golf (polo) shirts, sweaters and turtlenecks are acceptable. Inappropriate items include tank tops, sweatshirts, and shirts with large lettering, logos or slogans, halter-tops, tops with bare shoulders or midriff length, and T-shirts.

Dresses and Skirts

Dress and skirt length should not be shorter than four inches above the knee. Mini-skirts and spaghetti-strap dresses should not be worn for work.

Footwear

Dress shoes, dress sandals, rubber-soled shoes, loafers, dress boots and flats are acceptable. Athletic shoes, flip-flops and slippers are inappropriate in general office and administrative areas.

Hats

Hats are not allowed in the departments or work areas during work hours. If hair covering is required, it must meet College regulations (e.g. scrub caps or hairnets). Exception: Religious Headdress

Clothing that is not allowed while working includes, but is not limited to, the following:

- Tattered or ripped jeans or shorts
- Shirts with language or graphics that are vulgar, sexually explicit, or may otherwise be offensive
- Attire that is revealing or provocative
- Flip-flops or any type of loose footwear
- Sweat suits
- See-through blouses or shirt
- Hairnets (unless worn around a “clean” room)
- Sports bras, halter tops, or similar attire
- Tank tops
- Clothing that allows bare midriffs
- Loose clothing

Jewelry must be kept to a minimum. Tattoos and body piercings may not be visible in work attire.

Violations of the Workplace Attire Guidelines range from inappropriate clothing items to offensive (distracting or annoying to others) perfumes and body odor. If a staff member comes to work inappropriately dressed, the staff member will be required to go home, change into conforming attire or properly groom, and return to work.

If a staff member has poor hygiene or use of offensive perfume/cologne is an issue, the supervisor should discuss the problem with the staff member in private and should point out the specific areas to be corrected. If the problem persists, supervisors should follow the established corrective action (disciplinary) process.

NOTE: Hourly-paid staff will not be compensated for any work missed due to failure to comply with designated workplace attire standards.

Casual or Dress Down Days are limited to designated “Casual Days.” Clothing identified as not allowed (see above) remain as such. Employees involved in patient care must remain properly attired.

EXEMPT STATUS AND NON-EXEMPT STATUS

Faculty and Academic Professionals are exempt from overtime and have a standard 8.0 work day and are expected to fulfill the responsibilities of their position, which may include an excess of a 40.0 work week.

Civil Service Staff in classifications determined to be "exempt" from earning overtime compensation are expected to fulfil the responsibilities of their position, which may include an excess of a 37.5 or 40.0 work hours work week for the position.

Civil Service Staff in classifications determined to be "non-exempt," are required to receive overtime compensation at a rate of time and a half, for any hours over the designated 7.5 or 8.0 work hours workday for the position.

WORK SCHEDULE(S) AND OVERTIME

Employees are expected to be in their assigned work area and ready to begin work at the start of their assigned work schedule. Changing into and out of scrubs or uniforms is to occur prior to and at the end of the employee's work schedule.

Employees working in non-exempt classifications must receive approval from their designated supervisor prior to working overtime hours. Mandatory overtime may be required based on the needs of the operation.

REPORTING ON AND OFF DUTY

All Civil Service staff members, exempt and non-exempt, are required to report time on and off duty. The use of Axium in clinical areas is the required mechanism for compliance with this requirement.

NOTE: Exceptions for exempt employees only will be taken under consideration by COD HR.

REST PERIODS AND UNPAID LUNCH PERIOD

All employees are required to have an unpaid 30-minute Lunch period no later than 5 hours after the start of their work schedule. The 15-minute morning and 15-minute afternoon Rest Periods are paid time, and therefore, subject to being relinquished due to operational needs, with no additional compensation.

COD has a predominantly established practice of exempt and non-exempt staff combining the unpaid 30-minute lunch period with the 15 minute morning rest period (break) and the 15 minute afternoon rest period (break), allowing for a full hour lunch period (deviation from University Policy) . However, for consistency purposes, the first 30-minutes are considered the Rest Period and the second 30-minutes are considered the unpaid Lunch.

USE OF EARNED BENEFITS FOR CIVIL SERVICE STAFF

All Civil Service Staff , exempt and non-exempt, are required to use the COD Civil Service Employee Benefit Usage Request Form when requesting the use of earned sick/

FMLA/ VESSA time off as well as Vacation/Personal Leave/FMLA/Vessa time off. Funeral Leave, Floating Holiday/Gift Holiday and Jury Duty time off is also requested for use via the use of this Form. Detailed information and instructions are included on the Form. Request for ½ day use of earned benefit time is reported as follows:

7.5 hour workday = 3.75 hours (3 hours, 45 minutes) worked and 3.75 hours (3 hours, 45 minutes) benefit time

8.0 hour workday = 4.0 hours worked and 4.0 hours benefit time

NOTE: 15 minute morning and afternoon “Rest Periods” (paid time) are included in time worked and benefit use

Employees who becomes ill during scheduled vacation time off will not be allowed to substitute sick time for the previously approved vacation time.

Employees on scheduled time off will not be allowed to report to work during the scheduled time off without prior approval from their designated supervisor.

NOTE: Approval/Denial of any request for use of earned benefits is based on the needs of the operation.

CALLING OFF FROM WORK

All employees are expected to contact their Department supervisor a minimum of one hour prior to the start of their assigned work schedule, when the employee expects to be late or absent. The employee is required to state the reason for the absence. Employees off work for multiple days are expected to follow the call-in procedure each day. Failure to comply with the call off guideline will result in that day or tardiness timeframe being considered unexcused and unpaid.

HOLIDAY PAY

To be eligible for holiday pay, Civil Service Staff, exempt and non-exempt, must be in pay status (worked or an approved benefit applied to the absence) on the last workday before and the first workday after a University-observed holiday. Employees calling off sick on the day prior to a holiday or day following a holiday will not be allowed to apply sick leave benefits to the absence without medical documentation in support of the reason for the absence.

SEVERE WEATHER CONDITIONS

In the event of extreme weather conditions, COD will continue to operate during regularly scheduled hours. Employees are expected to report to their respective offices or workstations. Subject to the approval of the supervisor, employees who are not able to commute to COD, and wish to receive pay for the day may request the use of

accumulated vacation hours to cover the absence. A Benefit Usage Request Form must be completed and submitted by the civil service employee to the supervisor for approval consideration. Faculty and Academic Professional staff should report the absence on their monthly leave report.

PROOF STATUS – ABUSE OF SICK LEAVE BENEFITS

In an effort to assist employee's with managing the use of earned sick leave benefits, "Proof Status" will be enacted when an employee has exhibited sick leave abuse: earned sick leave benefits below 37.5 or 40.0 hours after one year of employment service and or a pattern of call offs citing "sick" (non-FMLA related) for 3 or more consecutive pay periods. For a six-month duration, the employee will be required to provide University Health Service (UHS) with medical justification in support of their reason for each absence in order to apply sick leave benefits to the absence. Failure to provide the required medical documentation, as well as the exhaustion of the sick leave benefit will result in the absence being considered unauthorized, unexcused and unpaid subjecting the employee to disciplinary action.

COD HR reviews the use of sick leave benefits, on a six month interval, for all Civil Service Staff Members, exempt and non-exempt.

NOTE: After receiving 2 consecutive Proof Status letters, employees will no longer be placed on "Proof Status." Disciplinary action will be taken related to abuse of the sick leave benefit.

FAMILY MEDICAL LEAVE ACT (FMLA)-Also see Chapter 9 for further information.

<https://www.hr.uillinois.edu/leave/fmla>

https://www.hr.uic.edu/time_off/

<https://www.hr.uic.edu/policies/#hrpp800>

The Family and Medical Leave Act (FMLA) of 1993 (29 U.S.C. 2601 *et seq.*), and as amended in 2009, 2013, and 2015, is designed to help employees balance the demands of the workplace with the needs of families and to promote stability and economic security of families.

FMLA provides employees with 12 weeks unpaid leave (accrued benefits may be used to remain in paid status) for each consecutive 12-month period for which eligibility criteria have been met for the following events:

[Birth or placement of a son or daughter for adoption or foster care.](#)
[Serious health condition of an employee.](#)

[Serious health condition of a spouse, son, daughter, or parent.](#)
[Qualifying exigency of a son, daughter, spouse, or parent.](#)

FMLA also provides up to 26 weeks unpaid leave (accrued benefits may be used to remain in paid status) during a "single 12-month period" for which eligibility criteria have been met for the following event:

[Care of a covered service member with a serious injury or illness.](#)

Ordinarily, an employee who has been absent for family and medical leave shall be restored to the position held by the employee in the same unit from which the employee took leave; or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

FMLA is a complex set of federal laws and you will need to work with HR staff to complete the various forms and documentation. Further information can be found at the UI System's NESSIE website at: <https://www.hr.uillinois.edu/leave/fmla>

ATTENDANCE REVIEW

In an effort to alleviate disparate treatment as it relates to the attendance of Civil Service Staff Members, Exempt and Non-exempt Academic Professional Staff and Faculty, COD HR will review attendance records on a 4-month basis for CS and AP staff and annually for Faculty. Attendance infractions warranting disciplinary action consists of, but are not limited to:

- Tardiness

Employee reports on duty after the start of their assigned work schedule without prior approval from their supervisor (Non-exempt staff only)

- Unexcused absence(s)

Employee fails to contact the supervisor 1 hour prior to the start of their work schedule to report an intended absence (exempt and non-exempt staff)

Employee's reason for the call-off is considered unacceptable: frequent emergent situations, etc.

Employee has exhausted the applicable earned benefit (non-FMLA absence)

NOTE: Employees are required to follow the call-off procedure for FMLA related absences

CORRECTIVE ACTION

COD seeks to resolve conduct and performance problems in the most informal and positive manner possible, such as through counseling or additional training. To ensure the equitable processing of corrective actions, the supervisor, in conjunction with COD HR, will be responsible for the proper handling of such matters, including the assurance that staff rights are protected, and that appropriate action is taken when circumstances warrant. For faculty, conflicts of commitment (COC) arise with frequent or unexplained absences and creates operational and educational impacts on the College's operations.. All elective leaves for faculty must be approved by the Department Heads before the absence.

When employees do not meet expectations for conduct, attendance and/or performance, disciplinary procedures will be administered consistently and in a manner that is intended to be corrective. Supervisors, therefore, are required to provide COD HR with documentation in support of the action considered prior to the implementation of such action.

The established disciplinary actions for all Civil Service Staff members, exempt and non-exempt, include:

- Letter of Warning
- Suspension(s)
- Recommendation for Discharge

NOTE: The disciplinary action imposed will be at the level warranted based on the egregiousness of the violation(s)

SUPERVISORY RESPONSIBILITIES

Supervisors are expected to provide leadership for the employees supervised and to respect the dignity and rights of the employees as individuals. The supervisor is expected to set an example for employees by the supervisor's own conduct, attitude and work habits.

Supervisors are charged with the responsibility of organizing, directing and controlling the work of employees. Supervisory effectiveness will be measured by the productivity of the workforce. Appropriate disciplinary measures should be applied firmly, consistently, and impartially.

Work schedules are established by supervisors and are dependent upon operational needs. Work schedules for employees are either 7.5 work hours per day or 8.0 work hours per day, for 37.5 work hours per workweek or 40.0 work hours per a 70.0-hour workweek.

Overtime worked by a civil service non-exempt employee requires the pre-approval of the supervisor.

The supervisor may request clarification or additional documentation in emergent situations or unforeseen circumstances beyond the control of the employee, that arise too suddenly to permit advance approval. If the supervisor does not approve the use of personal leave time to cover the absence, the employee will not be paid for the time off.

Probationary Period

Civil service employees have a six month or one year probationary period when starting a new Civil Service position. Supervisors should perform periodic evaluations with the new employee at regular intervals dictated by the length of the employee's classification. If there are any concerns about work performance, reliability, attendance, judgment, work ethic or other types of concerns, the supervisor should contact the College Human Resources Department to discuss the situation. If an employee is not meeting the operational needs of the Department, the probationary employee may be dismissed.

Supervisor's Role in Administering Discipline

One of the more difficult tasks for any supervisor is to administer discipline. Some supervisors may attempt to avoid uncomfortable and unpleasant situations by simply allowing the problems to continue. A supervisor's function is to apply formal discipline when the situation warrants in accordance with University procedures. Supervisors can administer discipline if:

- The case is properly documented.
- The supervisor has followed established University disciplinary procedures.

Before initiating disciplinary action with an employee, the supervisor should make sure the following conditions have been met:

1. Establish clear, reasonable and understandable work rules.
2. Communicate those rules to the employees. Make available all policies and procedures, work performance expectations and Department rules to the employees.
3. Apply all rules fairly and consistently. Do not allow one employee to do something, which the supervisor would not allow another employee to do. For example, an employee that comes to work late one time would probably not be penalized in the same manner as another that frequently is late. The principle requires that the supervisor treat all "abusers" alike.
4. Set standards for employee performance and behavior.
As one might expect, not everyone will consistently measure up to performance standards or comply with the rules. When this occurs, it is the supervisor's responsibility to take the required disciplinary action.

Disciplinary Documentation Requirements

It is essential that the supervisor carefully and consistently document the employee's deficiencies and the negative impact on Department operations. The documentation should specifically outline the specific dates, details of the various problems, conversations the supervisor had with the employee, directives given to the employee, etc. At a disciplinary hearing, it is not good enough to say:

"The employee has been absent too much over the last year."

"The employee forgets to call in to report an absence."

"The employee sometimes cannot be found in the work area."

Though these may be valid reasons to discipline an employee, the supervisor should provide more specific documentation to support the need for discipline. For example, the supervisor should:

- Produce time records showing each absence and tardiness.
- Outline the reasons the absence was unexcused. (i.e. the employee did not follow proper call-in procedures.)
- Provide documentation of past conversations and meetings with the employee.
- Provide detailed examples of poor work performance.
- Acts of insubordination, threats or other inappropriate behavior require detailed documentation.

The supervisor needs to address the disciplinary problems on a timely basis. The College Human Resources Department will work with the supervisor to identify a course of action and assist with the necessary documentation.

LEAVING COD (VOLUNTARY OR INVOLUNTARY)

Employees wishing to leave employment with COD in good standing must provide a written resignation or retirement to the immediate supervisor or COD HR indicating the effective date of the resignation, the reason for the resignation, the employee's signature and date. A courtesy 2-week notification is recommended. The employee's resignation or retirement notice will precipitate the termination process to include: termination notice, eligible for rehire designation, final pay and exit interview information.

Voluntary Resignation or Retirement

To allow time to plan for an employee's departure and replacement and for the employee to leave COD in good standing, he or she must provide COD HR with written notice of resignation or retirement.

Exit Survey Process

An exit survey process is available to assist with retention and recruitment efforts. The process has been established for staff who are voluntarily terminating their employment with COD. This process is conducted with COD HR.

The process is designed to elicit voluntary information about each departing employee's experience at COD and their reasons for leaving. This data is collected and analyzed to recommend improvements to policies, procedures, and practices.

Involuntary Termination

Employees who are unable to meet the established standards of performance, attendance and or conduct for a position shall be terminated or discharged.

Involuntary termination and or discharge requires prior review and approval by COD Human Resources and Campus Labor and Employee Relations. The basis for the termination and or discharge and the facts supporting the action must be fully documented.

USE OF COMPUTING & ELECTRONIC RESOURCES

Access to COD is computing and networking resources is limited to authorized users for approved purposes only. Such resources include computer hardware and software, computer-based files and data, and all networks – including the Internet. Approved purposes are those consistent with both the broad instructional, health care and research goals of COD and with the user's relationship with the institution.

COD computers and communication systems must not be used for:

1. Solicitations, chain letters, sexual or ethnic jokes or slurs
2. E-mail stalking, threats, or harassment

Use of COD computers or communication systems for any of the above actions may result in disciplinary action up to and including discharge.

COLLEGE DENTAL APPOINTMENTS AND USE OF BENEFIT TIME

Employees are encouraged to use the dental services provided by the Faculty Practice, Postgraduate Specialty Clinics or Undergraduate Group Practices. If dental treatment occurs during the employee's regular work time, the employee must use available sick time or personal leave time. If the appointment occurs during personal time (i.e. before or after work hours, during employee's lunch period, etc.), no benefit time is used.

NO DISCOUNTS FOR COLLEGE DENTAL SERVICES

There are no discounts provided to employees or family members receiving dental services provided at UIC COD. Employees are expected to follow existing payment protocol for patients.

CONFLICT OF INTEREST (COI) OR CONFLICT OF COMMITMENT (COC)

COD employees (faculty or staff) are required to ensure that no conflict of interest or a conflict of commitment interferes with their ability to perform their work for the benefit of the COD community and its patients, students, and customers.

Definitions

"Conflict of Interest" and "Conflict of Commitment" are defined as:

- A "Conflict of Interest" exists when an employee has a relationship or *the perception of a relationship* with an outside organization that can potentially bias the employee in such a way that the employee (or a member of the employee's immediate family) could potentially stand ultimately to benefit financially by his or her relationship to that outside organization.
- A "Conflict of Commitment" exists when an employee has a relationship that requires a commitment of time or effort to activities outside of work such that the employee – either explicitly or implicitly – cannot meet expected work obligations at COD. Any relationship with an outside organization that requires frequent and/or prolonged absence from COD may represent a "Conflict of Commitment."

Employees with questions concerning either of these forms of conflict should consult with the Department Head of the unit and/or COD HR for guidance.

Employees should not use their positions or knowledge gained from their positions in any way that could cause a material conflict to arise between the interests of COD and that of the employee. Any actual or threatened violation of this prohibition should be promptly disclosed.

Employees should not accept any material gifts, favors, or hospitality that might influence their decision-making processes or compromise their judgment in actions affecting COD. Any actual or threatened violation of this prohibition should be promptly disclosed. <https://www.obfs.uillinois.edu/bfpp/section-9-audits-internal-control/employee-gift-policy>

https://www2.illinois.gov/eec/Documents/GIFT_BAN.pdf

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It is considered inappropriate for staff to make use of COD property or other resources, including time, to advance personal interests or activities during the course of their employment at COD. Such acts shall warrant disciplinary action up to and including discharge

DISCLOSURE AND RESOLUTION

The University mandates a minimum of an annual disclosure of Non-University Activities (RNUA) which is reviewed and if necessary a COI/COC Management Plan developed with the Department Head and the Dean. Note, it is required to report any new COI/COC that develops during the year, within 30 days that the faculty or academic staff becomes aware of this potential COI/COC. Please call 312-996-4995 or email coi@uic.edu if you have questions or concerns. The link to the Vice Chancellor for Research (which is the campus division that manages all COI/COC, not just research-related) is listed below.

<http://research.uic.edu/compliance/coi>

It is the responsibility of every staff member to discuss with the Department Head and COD Human Resources any activity that might result in a conflict of interest (COI) or the perception of a COI or conflict of commitment before participating in that activity.

All disclosures and their resolutions shall be documented and copies of the documentation will remain in the staff member's department personnel file.

CONFIDENTIALITY

Confidential Information is any communication, information, or reception of knowledge and includes facts, documents, data, or opinions that may consist of numerical, graphic or narrative forms-whether oral, printed, or electronic including in databases or on papers. Confidential Information includes but is not limited to patient records, student records, financial records, human resources/payroll records, legal documents, and research data. Any Confidential Information, whether oral, written, or electronic, should be maintained in a manner that ensures its confidentiality.

Confidential Information must be treated with respect and safeguarded by all employees, volunteers, trainees, faculty and other persons who are authorized to use or disclose Confidential Information.

Employees who are authorized by COD to access Confidential Information have a responsibility to limit access to those that are allowed by permission and/or by law. The access must be appropriate to the employee's job responsibility.

Breach of confidential information is defined as accessing, sharing, reviewing, or disclosing oral, paper, electronic Confidential Information by an individual for purposes other than his/her job responsibility, or for which he or she is authorized. A breach is a violation of this guideline and/or state or federal regulatory requirements resulting in the unauthorized or inappropriate use, disclosure or access of Confidential Information, which shall result in disciplinary up to and including discharge.

DISCLOSURE OF CONFIDENTIAL INFORMATION PROHIBITED

Employees with access to confidential or private information shall not disclose information, except as authorized by University policy. Some examples include student, patient and personnel records, legal records, medical records, budgetary or financial data, as well as information found by accessing private areas, such as student/employee work areas, storage areas or offices. Patient confidentiality and HIPAA compliance guidelines regarding privacy and security are to be strictly maintained.

PROTECTED HEALTH INFORMATION AND PATIENT PRIVACY

The US federal Health Insurance Portability and Accountability Act (1996), the HITECH ACT (2010) and the Patient Protection and Affordability Care Act (ACA) (2010) outlines very specific laws that applies to the College of Dentistry. A breach of these laws carries very high fines from the UD Office of Civil Rights (OCR) and as such the College takes patient information very seriously. Employees may have access to what the law refers to as “Protected Health Information” (or PHI). Any PHI, whether oral, written, photographic, or electronic, should be maintained in a manner that ensures its privacy and encrypted security. The federal law outlines 18 types of PHI and disclosure of any of these is considered a breach when there is not a medical reason for such a disclosure. The law does allow a provider to share PHI with another provider when patient care is involved or with third party insurance companies as a routine part of patient care.

It is important to understand what are the 18 HIPAA PHI identifiers and your role in sharing only the most minimal amount of information for your specific medical or dental patient care related activity. These 18 PHI identifiers are:

1. Patient Names
2. All geographical identifiers smaller than a state, except for the initial three digits of a zip code if, according to the current publicly available data from the U.S. Bureau of the Census: the geographic unit formed by combining all zip codes with the same three initial digits contains more than 20,000 people; and the initial three digits of a zip code for all such geographic units containing 20,000 or fewer people is changed to 000
3. Dates (other than year) directly related to an individual (e.g., birthdates or dates of graduation from grade school, middle or high school)
4. Phone Numbers
5. Fax numbers
6. [Email](#) addresses
7. [Social Security numbers](#)
8. Medical record numbers
9. [Health insurance](#) beneficiary numbers
10. Account numbers
11. Certificate/license numbers
12. Vehicle identifiers and serial numbers, including license plate numbers;
13. Device identifiers and serial numbers;
14. Web [Uniform Resource Locators](#) (URLs)
15. Internet Protocol (IP) address numbers
16. [Biometric](#) identifiers, including finger, retinal and voice prints
17. Full face photographic images and any comparable images
18. Any other unique identifying number, characteristic, or code except the unique code assigned by the investigator to code the data

Any workforce member who is authorized to have access to this information must treat PHI with respect and care. Employees who are authorized to use or disclose PHI also have the responsibility to safeguard access to such information. Employees who are authorized by COD to access PHI have a responsibility to limit uses and disclosures to those that are allowed by permission, by authorization and/or bylaw. The access must be appropriate to the employee's job responsibility.

Unauthorized or inappropriate use, disclosure or access of PHI is a violation of COD privacy or security policies and/or state or federal regulatory requirements. Any COD employee's behavior that compromises a patient's or a human subject's privacy or PHI through carelessness, reckless disregard, willful disregard, and willful disregard with malicious behavior is subject to disciplinary action up to and including discharge.

Examples of types of breaches include, but are not limited to:

Carelessness – discussing and or leaving a copy of tests results in a public area; faxing or emailing documentation to a wrong office or telephone number or wrong email address

Reckless disregard – sharing user ID and or password; inappropriate disposal (not shredding); removing documentation from premises; releasing information to a third party without proper verification of identification

Willful disregard – posting or participating in communication containing confidential information on social media; accessing patient information in the electronic record system of patient for which you are not directly involved in the care or billing and/or sharing another person's information without a business need or the patient's consent

Willful disregard with malicious behavior – disclosing information for personal gain and or to cause harm to patient or third party; inappropriately and repeatedly accessing, using, or disclosing individual or multiple patient records.

The College provides both initial and annual training and education on the various issues related to this complex set of laws. It is mandatory that all employees, regardless of your position must complete the HIPAA education and training, even though your job may not be related to patient care. Given we are a health care "covered entity" all employees must have the minimum of the annual HIPAA education and training. This is normally done online. If you have any questions, please talk with staff in the Clinical Affairs office of the College of Dentistry (located in 301 on the third floor).

RELEASE OF STUDENT INFORMATION (FERPA)

FERPA is the acronym for Family Educational Rights and Privacy Act of 1974. This is a federal law governing the privacy of educational records. It outlines rights to students and the restrictions on how schools can handle educational records. **If you hold a position within the College of Dentistry that works with student data, the University of Illinois at Chicago requires you to be FERPA certified.**

If you are unfamiliar with the campus policy, please visit the [UIC Student Records Policy](#). If you have specific concerns about securing, storing, or transferring FERPA data, please [contact us](#) to get information on how to get assistance from our Helpdesk.

Like patient protected information (PHI), Student records (attendance, enrollment, grades, sanctions, etc.) are all covered under the federal law and the law carries very specific requirements regarding any disclosure.

PROFESSIONAL CONDUCT

Those acting on behalf of the University 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 the University and take no actions incompatible with their obligations to the University. Professional Conduct is a formal part of the College's Humanistic Environment Policy covered in Chapter 2. With regard to professional conduct, those acting on behalf of the University 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 University property and resources;
- * Compliance by following State and Federal laws and regulations and University and College policies related to their duties and responsibilities;
- * Confidentiality by protecting the integrity and security of university information such as student records, employee files, patient records, and contract negotiation documents.

NON-DISCRIMINATION STATEMENT

The commitment of the University of Illinois to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and free from discrimination of all forms.

The University of Illinois will not engage in discrimination or harassment against any person because of race, color, sex, religion, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran. The University will comply with all Federal and State nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the University programs and activities.

University complaint and grievance procedures provide employees and students with the means for the resolution of complaints that allege a violation of this Statement. Members of the public should direct their inquiries or complaints to the appropriate equal opportunity office.

NEPOTISM POLICY

No individual shall initiate or participate in institutional decisions involving a direct benefit (initial employment, retention, promotion, salary, leave of absence, etc.) to a member of the individual's immediate family. "Immediate family" includes an individual's spouse, ancestors and descendants, all descendants of the individual's grandparents, and the spouse of any of the foregoing. Departments are not allowed to hire immediate family members to work in the same Department. Contact the College Human Resources Department for further information.

CODE OF ETHICS

The Code of Conduct establishes guidelines for professional conduct by those acting on behalf of the University including executive officers, faculty, staff, and other individuals employed by the University using University resources or facilities, and volunteers and representatives acting as agents of the University. This is not an attempt to define specifically what one should and should not do, but to communicate the University's expectations of proper conduct and the professional conduct valued by the University. More information can be found at the website: <http://www.ethics.uillinois.edu>.

The *State Officials and Employees Ethics Act* requires all University employees to participate in annual ethics training on a calendar year basis. This training is web-based and should be completed during regular work hours or as directed by the employee's

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supervisor. The ethics training should be carefully read and an exam successfully completed at the end. After finishing the ethics training, the employee should print a certificate of completion and provide it to the Department supervisor. The certificates of completion will be forwarded to the College Human Resources Department each year.

All paid employees must complete this ethics training, including student employees, graduate assistants, residents, full-time and part-time faculty and staff. The University has developed a disciplinary action plan for non-compliant employees. Disciplinary action will be initiated for those employees not completing the training during the scheduled time. In addition, the Inspector General's office can impose penalties of up to \$5,000 per individual found to be non-compliant with the ethics-training requirement.

Adjunct faculty in non-paid positions are not required to complete the annual ethics training. Temporary help employed by outside agencies within the College are not required to complete the annual ethics training. Newly hired employees during the year will complete the ethics training as part of the NESSIE New Hire Process.

If an employee has any questions regarding this process, the employee should contact the University Ethics Office on the Toll-free Ethics Help Line at: 1-866-758-2146 or via e-mail at: ethicsofficer@uillinois.edu.

SEXUAL HARRASSMENT

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964. In regards to students, the Clery Act (Title IX also applies). Sexual harassment can be defined as “unsolicited, deliberate or repeated sexual explicit derogatory statements, gestures or physical contacts which are objectionable to the recipient and which cause discomfort or humiliation.”

Sexual harassment can also include environmental harassment, which is defined by the Equal Employment Opportunity (EEOC) as: “Verbal or physical conduct of a sexual nature which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.”

The University will not tolerate sexual harassment of students or employees and will take action to provide remedies when such harassment is discovered. The University environment must be free of sexual harassment in work and study. In order to assure that the University is free of sexual harassment, appropriate sanctions will be imposed on offenders in a case-by-case manner. The College will respond to every complaint of sexual harassment reported.

For additional information, see the Office of Access & Equity website: <http://www.uic.edu/depts/oe/Harassment.htm> .

Chapter 4

Faculty Leave Policy



FACULTY LEAVE POLICY

Intent: The intent of this unified policy is to balance departmental and college academic, research and operational service needs for full time faculty holding 12-month appointments. This appointment allows for accrual of up to 24 workdays (192 hours) of vacation per year. This amounts to a maximum accumulation of 48 days (384 hours). Time is prorated based on appointment status. Sick time use is outlined in the University System policy. <https://www.hr.uillinois.edu/leave/vacation>

Written approval of faculty vacation and developmental leave will be based only on academic and operational needs of the Unit, Department or College.

The College holds that participation in organized dentistry, the professional academies and research presentations is very important to the College's mission and vision. Faculty requesting time away for professional and developmental leave must arrange with colleagues for clinical and teaching duty coverage prior to requesting leave from the Department Head or clinic manager.

1. VACATION REQUESTS:

- Requests for vacation must be submitted at least three months in advance to the Department Head (this time period may change based on operational needs).
- Vacation requests will be granted on a first-come, first-served basis balanced with operational, programmatic and equity needs.
- Faculty members are encouraged to take vacation during break weeks and periods of reduced service needs (e.g., holiday season, pre-doc clinic breaks etc.).
- Supervisor(s) or administrative staff (Associate Deans and Heads) will approve vacation periods.
- In general, prolonged contiguous vacation periods create significant burdens on fellow faculty to cover academic and clinical operational service needs. In general, contiguous vacation period will be limited to two weeks in duration.

2. EDUCATIONAL LEAVE, PROFESSIONAL DEVELOPMENT AND OFFICIAL MEETING REQUESTS:

Faculty development activities includes: clinical practice, participation in organized dentistry, conferences, academic leadership roles, presentations/lectures outside the College, board examiner role, site visitor, (etc.).

The University System allows under the Conflict of Commitment and Interest (COCI) policy up to 8 hours of compensated non-university related activities (e.g., private dental practice, consulting, business activities etc.) per week. Please note this limit applies to workdays, evenings and weekends. The policy can be found here:

https://www.vpaa.uillinois.edu/rnua/coci_policy

- As stated, all non-university activities (compensated) must be disclosed in the Conflict of Interest (COI) RNUA process. Please remember that all changes in status of a COI must be disclosed within 30 days of being aware of a COI. This must be reported through the RNUA portal.
<http://research.uic.edu/compliance/coi>
Please note this is a signature of attestation.
- In approving leave, the impact on operational needs of the Department and College will be the primary consideration. Faculty serving in senior leadership positions in academies or organized dentistry (e.g., board chairs, etc.) will be given special consideration, second, faculty presenting in a national meeting, followed lastly by those serving on committees in health-related organizations.
- Normally, a faculty member presenting at a widely recognized national or international; forum will not need to use vacation leave. Faculty who use faculty development days for professional meetings will need to apply these days (specifically faculty practice days) to this leave.
- Sick time cannot be used for educational purposes nor for faculty practice.
- In general, faculty are expected to generate funds (through teaching CE courses, consultancy, grants, etc.) to cover meeting expenses. Limited professional development funds are available through the Faculty Affairs office. Financial support may be available from the Department, which should be discussed with the Head.
- When requesting leave for a conference, faculty must include relevant information as to how this furthers the mission of the College and Department.
- Vacation time attached to the educational or professional leave must be declared in the request.

For Clinical Faculty participating in compensated dental practice:

- The Department Head and/or the Dean have the right to recall faculty to work in the College if there is an operational need, regardless if the faculty member has patients scheduled.
 - The faculty development day cannot be used for vacation or any other activities unrelated to professional development.
 - The Department Head, UIC HR or the Dean can require attestation of presence in the developmental activity.
- 3. SICK AND EMERGENCY LEAVE:**
- Faculty must follow the UIC and College's HR guidelines for sick time use.
 - Please note that illnesses longer than three consecutive days have FMLA and additional University policies that apply.

Chapter 5

Safety



Building Services Request & Equipment Problems

All building services requests are to be reported directly to the Assistant Superintendent of Building Services. This includes any problems related to electrical repairs, lighting, lock problems, temperature control, cleaning issues, furniture and file moving, etc. Do not contact Campus Facilities Management directly. Contact the Assistant Superintendent first at **dentfacilities@uic.edu**. Do not use the College of Dentistry work-order form or the FMWEB site.

Building maintenance problems include the following:

- Heating/air conditioning: too hot, too cold
- Lighting: blown bulbs
- Plumbing: plugged sinks, toilets, water leaks, etc.
- Carpentry: hanging pictures, damaged ceiling tiles, assembling office furniture, doors jammed, door knobs falling off, etc.
- Electrical: bad light switches, unsafe receptacles, power outage, handicap doors
- Locksmith: issuing new keys for rooms, desks, file cabinets, etc.
- Signs: room name plates, and department signs, etc.
- Moves/disposals: equipment, furniture, chemicals, etc.
- New equipment installations.
- Elevators not working properly. If stuck inside an elevator, use intercom to communicate; also press alarm button inside elevator.
- Entrance doors, outside perimeter lighting, security, grounds, windows, graffiti, unsafe conditions, building evacuation.
- Sterilizers, D.I. water, exhaust fume hoods, medical gas, bio-hazard materials, compressed air (80 and 20 p.s.i.), vacuum, steam.
- Disinfection of Dental Delivery System.
- Housekeeping issues, comments, complaints, etc.

Remodeling Projects

Remodeling projects must be approved by the Dean and the budget approved by the Associate Dean for Administration. This also includes minor carpentry and painting.

Receiving Dock/Deliveries

Shipping address must include the specific room number. The receiving dock has a telephone on the outside of the dock, so that delivery drivers can dial for assistance.

Emergency Clean-Ups

For emergencies such as spills, overflowing trash cans, washrooms needing cleaning or supplies, Departments should contact the housekeepers directly at extension 6-3688. There are three housekeepers on call during the day shift from 7:00 A.M. to 5:00 P.M., Monday through Friday. Other non-emergency issues can be addressed to dentfacilities@uic.edu.

Dental Equipment Emergency Repairs

Equipment technicians are on call from 8:00 A.M. to 11:00 P.M., Monday thru Friday.

1. E-mail “8772484837@archwireless.net”.
2. Enter room and unit number with a brief description of problem.

Technicians will respond to all dental equipment problems in all the clinics, instructional and plaster labs throughout the building. Breakdowns include: unit keys, unit cabinets, unit drawers/doors and lockers. Technicians will also respond to medical gas problems.

Workplace Violence

All employees are entitled to a safe workplace that is free from violence or the threat of violence. Workplace violence creates unsafe working conditions, undermines the safety of employees and will not be tolerated. The University has a zero tolerance for workplace violence. An employee should contact the Department supervisor, the Department Head and the College Human Resources Department with any questions or concerns. If there is an immediate danger, the employee should contact the Campus Police at 5-5555.

Clinic Manual

The goal of the College's Clinic Manual is to provide a set of guidelines for the safe and effective practice of dentistry in an environment that fosters a high level of quality education that ensures learning, communication and patient satisfaction. This manual has been prepared to provide a comprehensive insight into our patient care operations. The contents of the manual signify the intent of the College's clinical education to provide excellence in patient care and the development of critical thinking and clinical abilities of our students. Integrity and professionalism are paramount in the field of dentistry. Developing a patient's trust and respect cannot be overemphasized. Becoming a professional is a lifelong process that requires personal commitment, personal development and continued self-appraisal. The faculty and staff are present to guide and foster these beliefs in helping students develop and contribute to dentistry, society, and to the patients we treat.

The manual has been prepared for all students, clinical faculty, and staff and contains rules, procedures and guidelines by which the College clinic facilities and resources will be coordinated and conducted in adherence to the above philosophy and goals. **All students, faculty, and staff involved in clinical activities are required to know and**

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Clinic Manual (continued)

adhere to the policies and procedures described in this manual. The current manual can be found on the College intranet site at <http://dentistry.uic.edu/> . Click on the Intranet (in the upper right corner of the web page), then click on Policy & Procedure Handbooks. Under Clinic Policies is the Clinic Manual. The College Intranet can only be viewed inside the building, but copies of the Clinic Manual can be printed out for reference purposes. This same website also contains other information important to the clinical staff regarding radiology guidelines, laboratory prescription criteria and quality assurance, conscious sedation, anesthesia and controlled substances, policy on reporting child abuse, policy on reporting elder abuse, local anesthesia policies and the consent form – bisphosphonate drugs.

Infection Control Manual

The goal of the College's Infection Control Manual is to protect College personnel and patients from cross infections related to the dental clinic environment through:

1. Requiring current immunization against hepatitis B and other appropriate diseases for all College of Dentistry personnel having contact with bodily fluids.
2. Education and training in the principles and practice of infection control in dentistry.
3. Reducing or eliminating exposure of clinic personnel to penetrating injuries with needles and sharp instruments.
4. Reducing or eliminating exposure of College personnel and patients to potentially infective aerosols, splatter, saliva and other body fluids.
5. Reducing or eliminating contamination of clinical and laboratory environments by use of optimal aseptic techniques, including barrier techniques.
6. Using, to the fullest extent feasible, intrinsically safe substances, procedures or devices (engineering controls) as primary methods to reduce exposure of College personnel and patients to harmful substances and hazards.

It is the responsibility of faculty, staff and students to learn everything in the Infection Control Manual, understand its application and, most importantly, to practice these proper infection control procedures at all times. The Infection Control Manual can be found the College intranet site at <http://dentistry.uic.edu/> . The College Intranet can only be viewed inside the building, but copies of the Infection Control Manual can be printed for reference purposes.

Incident Reporting

Any incidents, occurrences and injuries in the building need to be reported to the Office of Patient Services in Room 301 of the College. There are four different forms; one or more may be applicable to the situation. The direct supervisor should also be notified immediately. The forms are briefly described below and are available on the College intranet site at <http://dentistry.uic.edu/> . Click on the Intranet (in the upper right corner of the page), then click on Policy & Procedure Handbooks. Under Clinic Policies is the section on Incident Reporting and the various forms. The Office of Clinical Affairs will give the College Human Resources a copy for their records.

Occurrence Report

This form should be used by students, faculty, and staff for reporting all unusual outcomes to them. The form should be filled out by the person involved with the occurrence and the attending faculty member should be listed as a witness. Return the form to the Office of the Associate Dean for Clinical Affairs.

Employee Injury Report (Workers' Compensation)

Used for reporting an employee injury. This form has two parts, one for the employee to complete and one for the supervisor to complete. This form is filled out in addition to the occurrence report listed above. Return completed form to the Office of the Associate Dean for Clinical Affairs. The employee and supervisor should also notify the College Human Resources Department, if an employee is off work due to a workers' compensation claim.

Patient Occurrence Report

This form should be used for reporting all unusual outcomes involving patient treatment. The form should be filled out by the attending faculty member with the student listed as a witness. Return the form to the Office of the Associate Dean for Clinical Affairs.

Visitor Incident Report

This form is used for the general public in reporting incidents not related to dental treatment (i.e. a person falls out of a chair in the lobby, slips on the floor, etc.). The area supervisor is responsible for filling out this form, with the assistance of any witnesses to the incident. This form should be returned to the Office of the Associate Dean for Clinical Affairs.

Employment Accommodation Policy for Employees and Applicants

The University has the responsibility to give notice to all applicants and employees of the right to request accommodations, the procedures to do so, and the right of appeal. The University also has the responsibility to make reasonable accommodations to the physical or mental limitations, which are a result of an individual's **known** disability. UIC has no obligation to accommodate disabilities of which it is unaware or disabilities/handicaps not covered by Federal or State law.

All applicants who submit applications or take civil service exams, and all candidates who are invited to interview for a specific job, will be given notice of the University's policy of nondiscrimination against persons with disabilities and the procedures available for requesting a reasonable accommodation in the application or interview process. An employee may request an accommodation from the Human Resources Department or Office for Access & Equity.

Request of an Accommodation

An employee may request an accommodation in writing using the Accommodation Request Form. Questions and the completed Accommodation Request Form should be sent to the Office of Access & Equity. An employee is also free to discuss verbal requests with the supervisor or the College Human Resources Department. The Accommodation Request form can be found at <http://oae.uic.edu/disability-accommodations/accommodation-request-form/>.

Once the request is made, Access & Equity will contact the College and inform it of the request. The Department is only provided with the information needed to determine how reasonable the accommodation is and how to implement it. When a final decision is made regarding the request for an accommodation, the employee will be informed of the right of appeal.

The Accommodation Request Form will be kept in a secure file in the College Human Resources Department, separate from the employee's personnel file. Access to the information will be limited to individuals who have a need to know about the accommodation

Documentation of the Medical Condition

Employees may be asked to provide documentation of the Medical Condition. Some situations where documentation may not be necessary include, but are not limited to, instances where:

- the employee is a current or former UIC student who received service from University Health Services;
- the employee has an observable Medical Condition;
- the request expands upon existing accommodations or previously provided accommodations for which documentation was provided.

When an employee is requested to provide verification of a Medical Condition, the employee should be directed to provide the medical information to University Health Services or the Office of Access & Equity. University Health Services and Access & Equity will work jointly to determine the medical validity of the documentation.

An employee must bear the initial cost of verification of the Medical Condition. If the University requests additional verification of the Medical Condition or the Medical Condition's impact on job requirements, the University will bear the additional costs.

All medical information will be kept confidential in the same secure file as the Accommodation Request Form, separate from the employee's personnel file, and with access to the information limited to individuals who have a need to know.

Reasonableness of an Accommodation Request

When determining the reasonableness of the accommodation the following factors should be used:

- Is the employee otherwise qualified to perform the essential job functions?
- Whether the accommodation would accomplish the desired result (i.e., allowing the individual to effectively perform the essential functions of the job)?
- Whether the accommodation would be unduly disruptive to the workplace, so that business cannot be conducted?
- Does the accommodation raise safety concerns?

As a general rule, the Department will purchase equipment, only if it is determined that the use of the equipment is necessary in transaction of the official business. The equipment may not be of a personal nature (eyeglasses, hearing aids, etc.), which the employee can be reasonably expected to provide.

Resolution of Accommodation Requests

The employee or applicant will always be the primary person consulted when determining the most appropriate accommodation. Employees will be given the opportunity to provide, or arrange for, their own accommodation (i.e., using volunteer drivers or readers, providing their own adaptive equipment, etc.). While the procedures in these policies and guidelines must be followed in order for documentation to be maintained, the procedures should not be interpreted rigidly. The process of determining an effective, reasonable accommodation for employees should be an interactive one, involving input and feedback from the employee, as well as the supervisor.

If an employee of the University acquires a Medical Condition and the University is unable to make reasonable accommodations, which allow the individual to continue his or her current position, the University will explore possibilities for placement in other positions within the institution. Any movement to another position will be considered in accordance with applicable University and Campus rules.

While appropriate deference will be given to the employee's or applicant's requested accommodation, the accommodation originally requested by the employee or applicant may be modified or altered to provide an effective, reasonable accommodation. Any modifications will be noted on the accommodation request form.

It may also be decided that an accommodation will be granted not because the University is obligated under the law, nor because the requesting employee has a Medical Condition, but for other sound reasons.

Key Requests

Any request for keys for offices and labs must first be approved by the responsible Department Head or Associate Dean, then forwarded the Office for Clinical Affairs for delivery of the cards to the Key Shop. The Key Shop can be reached at extension 6-2826. Special high security locks ("bastard locks") or work orders for lock changes need to be processed through the Office for Clinical Affairs.

Building Access

In order to obtain building access, the Department completes a building access card in accordance with the College's established hours (listed below). If the building access is for a student or special user (non-University employee), an expiration date must be included. The Department Head must sign all building access cards for Department employees and students. If there are unusual circumstances where an employee needs extended access (until 10:00 pm or midnight) or even 24 hour access, the Department Head can approve such a request on a limited basis.

The Police Department is responsible for entering the building access hours into the various University systems. If an employee or student is having problems accessing the

building, the employee or student should contact the Department for assistance in getting the problem resolved. On a week-end or after-work hours, if an employee or student needs to enter the building and access is denied, the employee or student should contact the UIC Police Department. If the employee or student has the proper access on file, the Police Department will send a patrol car to the College and unlock the door for the employee.

BUILDING ACCESS HOURS– COLLEGE OF DENTISTRY

General Hours for entering the building:

24 HOUR ACCESS
Dean, Associate & Assistant Deans, Department Heads, Full-time Faculty Researchers, Residents with Hospital Privileges, Postdoctoral Research Associates and Senior Research Staff

7 DAYS 6:00 AM – 8:00 PM
Full Time Faculty, Academic Professionals and Students with Research Appointments in Laboratories

Monday – Friday 6:30 AM – 8:00 PM
Saturday – Sunday 9:00 AM – 8:00 PM
Residents without Hospital Privileges, Post-graduate Students, Dental Students and Volunteers

Dental Hygienists	Monday – Friday 8:00 AM – 5:00PM
Part-time Faculty, Civil Service Support Staff, Volunteers	Monday – Friday 7:00 AM – 7:00 PM
	Saturday – Sunday 9:00 AM - 5:00 PM



Chapter 6

College Computer and Network Policies

Use of Internet and College Computer Network

The computer network is the property of the UIC College of Dentistry and may only be used for legitimate business purposes. Employees are provided access to the computer network to assist in the performance of a job. Students are provided access to the computer network to assist in the education of the student. Additionally, all computer users are provided with access to the Internet through the computer network. Employees have a responsibility to use College's computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet, may result in disciplinary action, including possible termination, dismissal, and civil and/or criminal liability.

Prohibited Uses

Without prior written permission from College I.T. Department, the College's computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, self-replicating programs, etc.), political material, pornographic text or images, or any other unauthorized materials. Employees and students may not use the College's Internet connection to download games or other entertainment software, or to play games over the Internet. Additionally, the computer network is not be used to display, store or send (by e-mail or any other form of electronic communication such as bulletin boards, chatrooms, Usenet groups, etc.) material that is fraudulent, harassing, embarrassing, sexually explicit, profane, intimidating, defamatory or otherwise inappropriate or unlawful. Furthermore, anyone receiving such materials should notify the Department supervisor, the College Human Resources Department and the College I.T. Department immediately.

Illegal Copying

Employees and students may not illegally copy material protected under copyright law or make that material available to others for copying. Everyone is responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material to download or copy. Employees and students may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the College I.T. Department.

Accessing the Internet

To ensure security and avoid the spread of viruses, employees and students accessing the Internet through a computer attached to College's network must do so through an approved Internet firewall or other security device. Bypassing College's computer network security by accessing the Internet directly by modem or other means is strictly prohibited unless the computer is not connected to the College's network.

Virus detection

Files obtained from sources outside the College, including disks brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online service; files attached to e-mail, and files provided by vendors, may contain dangerous computer viruses that could damage the College's computer network. Users should never download files from the Internet, accept e-mail attachments from outsiders, or use disks from non-College sources, without first scanning the material with College-approved virus checking software. If an employee suspects that a virus has been introduced into the College's network, notify the College Information Technology Department immediately.

No Computer Privacy

Employees and students are given computers and Internet access to assist them in the performance of their jobs and education. Users should have no expectation of privacy in anything created, stored, sent or received while using the College's computer equipment. The computer network is the property of the College and may be used only for College purposes. The College has the right to monitor and log any and all aspects of its Computer system including, but not limited to, monitoring Internet sites visited, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users. The College has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

Security Access

Employees are given access to various computer systems to assist in the performance of job duties. On the New Hire Checklist and the Exit Checklist, security access needs are addressed for the Banner systems, Axiom, UIC Phonebook (e-mail access), and HIPAA Net Learning access. The use of these checklists is mandatory and will assist the Departments in establishing access and removing it on a timely basis for new and departing employees. The completed checklists should be returned to the College Human Resources Department preferably by the date of hire or termination, but no later than one week after hire date or termination date. Contact the College Human Resources Department for any questions or if assistance is needed.

Net ID and Phonebook Information

All employees are assigned a unique net ID, which serves as a UIC e-mail account. This Net ID is used to access University systems. Employee Net ID's are password protected. Passwords should not be shared with other employees. It is recommended that passwords be changed occasionally.

Faculty and staff can self-select their NetID via the UI New Hire process. The NetID must be a minimum of 3 characters and maximum of 8, using letters and numbers only. Once chosen, a NetID cannot be easily changed. A NetID is a public identifier used for business purposes. Once a Net ID is assigned to a University employee, it can't be changed. New hires must activate their NetID using the UIC Netid Activation application found at: <https://www.uic.edu/apps/netidclaim/manage>.

Academic Computing and Communications Center (ACCC) Policies

In addition to the College Policies, the Academic Computing and Communications Center (ACCC) has an acceptable use policy. The ACCC policy is located at: <http://www.uic.edu/depts/acc/policies/uicpol.html> . ACCC also has a number of polices that govern the usage of computers, telephones and electronic mail. Links to these policies can be located at: <http://www.uic.edu/depts/acc/policies/> .

Chapter 7

University Benefits



Information on Benefits

Benefits provided to employees are determined by the Board of Trustees of the University and are subject to change at any time. For more detailed information on your specific benefits, contact the Benefit Center in Campus Human Resources at (312) 996-6471. Additional information and benefit resource materials are available at the following website: <http://www.uic.edu/depts/hr/benefits/index.html> . All new benefit-eligible employees are required to attend a New Hire Orientation session presented by the Campus Human Resources Department in the first two weeks of employment. Employees are required to make certain benefit selections (such as health insurance, dental insurance, etc.) within the first thirty days of employment.

Benefit Changes and Open Enrollment Period

Changes to enrollment in health, dental, vision, life insurance and flexible spending accounts generally must occur in the annual open enrollment period (held each spring, usually in May). Changes to enrollment can also occur when an employee is experiencing a qualified change in family status (birth, marriage, divorce, change in employment status of employee or spouse, etc.). Exceptions to this rule include spouse or dependent life insurance, increases or decreases to employee life insurance if coverage of \$50,000 or greater is maintained, or when adding or dropping a dependent while remaining in the two or more dependent category.

Vacation Leave

Vacation time varies based on the type of position held and years of service. Full-time academic professionals and 12 month faculty earn two days of vacation per month, up to 24 days per academic year. Staff employees may earn up to 28 days per year, depending on length of service. The maximum vacation accrual is 48 vacation days. Any vacation time in excess of the 48 day limit is forfeited. Graduate assistants are not eligible for vacation leave. Staff and faculty are required to work closely with their supervisor in scheduling vacation benefits. Vacation is based on the employment year of August 16th to August 15th.

Employees are encouraged to use vacation days during the weeks that the students are not scheduled to be in the College, typically in December, March, May and August (Please check College and Department Calendars for exact dates). Employees are required to work with their department head/supervisor to schedule vacation days, as much as is possible, during these time periods.

Sick Leave

Sick leave may be used for illness of, injury to, or need to obtain medical or dental consultation for the employee, the employee's spouse, children, parents, or members of the household. Amount of leave depends on the employee's type of appointment. Sick time is earned on a pro-rated basis and accumulated per pay period. Departments should monitor and record sick leave usage.

Full-time faculty and academic professionals earn a total of 12 cumulative and 13 non-cumulative sick days per academic year. Part-time faculty and academic professionals earn a portion of 13 non-cumulative sick days per academic year, in proportion to the employee's FTE. Full-time medical residents and postdoctoral research associates earn 13 non-cumulative sick days per academic year.

Graduate assistants are eligible for the 13 non-cumulative sick days per year, pro-rated for the percentage of appointment. A 25% graduate assistant that works both semesters (summer is optional) is eligible for 3.25 sick days (26 hours) and a 50% graduate assistant working both semesters earns 6.5 sick days (52 hours).

Full-time Civil Service employees accrue earn 12 cumulative sick days per year. The sick leave time for Civil Service employees is earned and accumulated at a rate of 3.5 to 3.7 hours per pay period (depending on number of hours in the work week).

Floating Holidays

Full-time employees earn one floating holiday for each six months of the fiscal or academic year worked. Full-time employees earn one day for the period of July 1st to December 31st and another day for the period of January 1st to June 30th. For part-time academic and civil service employees between 50% and 99% of full-time service, floating holidays must be pro-rated. Faculty and staff less than 50% are not eligible for floating holidays.

Floating holidays should be scheduled in advance and approved by the Department supervisor. Floating holidays are not cumulative. Floating holidays not used expire at the end of the fiscal year (June 30th).

University Holidays

The University Board of Trustees and the Chancellor establish the annual holiday schedule for each Campus. There are ten designated holidays each year:

- Labor Day
- Thanksgiving Day
- Friday Immediately After Thanksgiving Day
- Christmas Day
- Another Designated Day Before or After Christmas

- Gift Day
- New Year's Day
- Martin Luther King's Day
- Memorial Day
- Independence Day

Reduced Service Schedule (Between Christmas Day and New Year's Day)

The University has a reduced service schedule for the period between Christmas and New Year's. This permits the Campus to operate at the reduced service level in nonessential service units, thereby reducing energy and operating costs. The University is not officially closed, and essential service units, including security, are provided. General administrative offices are closed and academic buildings will have entrance doors locked. Clinical operations will provide service on an as-needed basis.

Reduced service days are not holidays. Employees are asked to use accrued vacation or floating holidays to cover these two days. Hourly (non-exempt Civil Service) employees, choosing to not use vacation or floating holidays to cover this period, may take time without pay. Employees may not use sick leave time during reduced service days.

Academic or support staff members who wish to work during the reduced service days should notify the Department supervisor in writing by November 1st, so that proper arrangements can be made. Faculty and staff may be required to work the reduced service days due to operational needs. Staff will receive regular hourly rate of pay when working a reduced service day.

Shared Benefits

The shared benefits program provides eligible employees who have exhausted all accumulated sick leave and, if applicable, vacation leave with the opportunity to receive additional leave days when a disability claim is pending with the State Universities Retirement System (SURS), or when experiencing a catastrophic injury or illness, depending on the employee's employment category. Employees must donate to the pool to receive leave from the pool.

Civil Service, Faculty, and Academic Professional employees are eligible to participate in the Shared Benefits Program. If an employee changes employee groups (i.e. from Academic Professional to Civil Service, or vice versa) after donating to the Shared Benefits pool, he/she will NOT be required to donate again under the new employee group. To view additional information please visit: <https://www.hr.uillinois.edu/leave/sharedbenefits>.

Health Insurance

Health insurance is available to all employees with an appointment of 50% time or more. Health insurance is effective for the employee upon the first day of employment.

College of Dentistry Faculty and Staff Handbook

Part-time employees between 50%-99% must waive the health and dental insurance, if choosing not to participate in the plan. If part-time employees elect insurance, the additional cost of health and dental is shared by the employee and the University in the amount proportionate to the employee's FTE.

Dental Insurance

Dental Insurance is optional, but the employee must be enrolled in Quality Care Health Plan. The effective date for the employee is the first day of employment. Employees may not enroll in dental insurance if not enrolled in health insurance.

Vision Insurance

The Vision Care Plan is designed to encourage maintenance of vision through regular eye examinations and to help with vision care expenses when glasses or contact lenses are required. Vision Care is effective the first day of employment. Coverage is automatically provided to all employees and dependents, who are enrolled in one of the health insurance plans.

Flexible Spending Account - Medical Care Assistance Plan (MCAP)

Employees eligible to receive benefits may participate in Flexible Spending Accounts. MCAP allows employees to use pre-tax dollars to pay for eligible medical expenses. Participation is voluntary and must occur at the beginning of employment, during the annual open enrollment benefit choice period, or when experiencing a Qualifying Event. Employees may use this plan to pay medical expenses that are not paid by the health, dental or vision insurance such as deductibles, co-payments and non-covered expenses. Contributions can be made only through payroll deduction and cannot be changed during the plan year unless experiencing a Qualifying Event or Benefit Choice open enrollment period.

Life Insurance

Full time employees automatically receive a basic term life insurance plan in an amount equal to the employee's annual salary. Life insurance is effective the first day of employment. Part-time employees also qualify for Basic Term life insurance but must share in a percentage of the cost proportionate to their appointment.

Optional life insurance is available for the employee, employee's spouse and children. Employees may apply for optional life insurance in an amount up to four times the employee's annual salary. Spouse life insurance may be applied for in the amount of \$5,000 and child life insurance in the amount of \$5,000 for each child. Enrollment for

employee, spouse or child optional life insurance is guaranteed during the ten day new employee enrollment period. After this initial enrollment period, evidence of good health is required to increase employee life insurance or add coverage for a spouse or child.

Accidental Death and Dismemberment Insurance - State of Illinois Plan

The State of Illinois Accidental Death and Dismemberment (ADD) insurance is available to all employees who are eligible to receive benefits. It may be applied for at any time. ADD insurance is effective the first day of the pay period following the effective date of coverage, unless the elective date falls on the first day of a pay period.

The State of Illinois ADD insurance protects the employee if in an accident and the employee suffers the loss of life, eyesight, or a limb. The percentage of amount paid depends on the type of loss. Employees may apply for coverage in any amount up to five times the annual salary, but may not exceed the employee's combined basic and optional life insurance coverage. Spouse and child coverage is not available.

Accidental Death and Dismemberment Insurance - University Plan

The University Accident Death and Dismemberment (ADD) insurance is available to all employees who are eligible to receive benefits. It may be applied for at any time. It is effective the first day of the month following the first payroll deduction.

The University ADD Insurance protects the employee if in an accident and suffers the loss of life, eyesight, hearing, or a limb. The percentage of amount paid depends on the type of loss. Employees may apply for coverage in any amount between \$25,000 and \$300,000. Spouse insurance may be applied for equaling 40% of the employee amount, or 50% of the employee's amount if no children. Child insurance may be applied for equaling 10% of the employee amount, or 15% if no spouse. Dependent children must be unmarried and between the ages of 1 and 18, or 22 if a full-time student. When participating in the University ADD insurance, employees are automatically enrolled in Worldwide Assistance (WA), which provides services while traveling outside the United States.

State Retirement System (SURS)

SURS is the State retirement plan, which is mandatory for all eligible employees. Employees are eligible to participate in SURS if the employee's position requires working continuously for at least one academic term or 4 months, whichever is less, and employment is not temporary, intermittent, or irregular. The effective date is the first day of employment. Eight percent (8%) of employee's gross earnings is automatically deducted from each paycheck. The University also contributes a percent of the employee's salary into a retirement account. The contributions made to SURS are not subject to Federal or State income taxes, until the employee begins to withdraw funds following retirement. Employees vest after five years of service.

Employees may select from three different retirement plans through SURS: Traditional Benefit Package Plan, Portable Benefit Package Plan, and the Self-Managed Plan. A decision must be made within the first six months of employment, or the employee is automatically defaulted into the Traditional Benefit Package Plan. Once enrolled in one of the plans, that decision is irrevocable. If employee selects the Self-Managed Plan, the University matching contributions do not begin until the selection is made. Contact the University Benefits Center to attend seminars to learn more about the various retirement plans. The employee can contact SURS at 1-800-ASK-SURS or visit www.surs.com.

Certain employees are not eligible to be covered by SURS if the following applies:

- Students regularly attending classes at a College or University that participates in SURS and the student is employed on a part-time, temporary basis;
- Those employed under the Comprehensive Employment Training Act after 7/1/79
- Employees holding a J-1 or F-1 visa, without established residency status;
- Employees currently receiving a retirement annuity.

Tax Deferred Retirement Programs (TDRP)

The Tax Deferred Retirement Program is available to faculty and staff being paid by the University. Participation is voluntary and supplemental to participation in SURS and can be done at any time. Employees can modify the TDRP deductions and allocations throughout the year. The two TDRP's that employees may participate in are: the University's Tax Deferred Retirement Plan under Section 403(b), which includes fixed and variable annuity accounts with three insurance companies and two mutual funds families; and, the State Deferred Compensation Plan permitted under Section 457, which includes a guaranteed interest account and several individual mutual funds. Employees may participate in either or both plans. Participation does not reduce any University benefits based on full salary, such as retirement, life insurance, disability or survivor benefits. Both Federal and State income taxes are deferred on the deposits and all interest/accumulation, until funds are withdrawn from the account.

Credit Union

Credit Union 1 is a member-owned and controlled financial institution dedicated to providing convenient and competitive services as a means of improving the ongoing economic well-being of members, while promoting growth and maintaining the credit union's long-term financial stability.

West Campus Location: 1737 W. Polk St., Lower Level (312) 413-2431

East Campus Location: 750 S. Halsted, Room 220C (312) 355-0590

Hours: Monday, Tuesday, Thursday, Friday 8:30 a.m. to 5:00 p.m. and Wednesdays from 7:30 a.m. to 5:00 p.m.

Tuition Benefits

The following employees are eligible for tuition benefits:

- Civil Service employees in trainee, apprentice, learner, provisional, or status appointments of 50% time or more;
- Academic professionals, postdoctoral research associates or faculty with an appointment of 25% time or more;
- Retirees.

For children of current employees with at least seven years of service, a 50% tuition waiver may be available for up to four years at an Illinois State institute of higher education, depending on length of service and appointment status. The employee is fully responsible for all University and student fees.

Employee Assistance Programs

The University provides personal, professional, and confidential assistance to all faculty, staff, academic professionals, and their household members, who are experiencing problems that interfere with the ability to work or that person's well-being. The assistance program is available to help clarify issues, identify resources, and offer follow-up assistance as needed.

The Employee Assistance Service (EAS) provides free, professional, confidential assessments, short-term counseling referrals, and follow-up for UIC employees and their families for:

- Individual, marital, or family problems
- Emotional stress or depression
- Financial difficulties
- Alcohol and other drug dependencies.

No information is shared with the Department unless specifically requested and approved by the employee. If an employee has any questions or wants to schedule an appointment,

contact Employee Assistance Services at: 312-996-3588. Employee Assistance Services is located at the Psychiatric Institute, Room 511, 1601 W. Taylor Street.

Automated Employment Verification

Employees requiring verification of employment should refer the lender or other business to the University's automated verification system. The employee must establish a vendor PIN in My UI Info for each vendor, which authorizes the employee's release of the employment information. The Employment Verification application is found in the "My Employment" section of My UI Info at <https://www.hr.uillinois.edu/myinfo>.

If an employee needs assistance with establishing a vendor PIN in My UI Info, contact the Information and Employment Center by phone at (312) 413-4848.

Parking

At any given time there are 11,000 to 12,000 automobiles parked on the UIC Campus. Campus Parking Services is responsible for providing safe, convenient, and affordable parking for these vehicles by:

- Issuing parking assignments for faculty, staff, and students
- Providing cash lots for occasional drivers and visitors
- Operating and maintaining UIC's 43 parking facilities
- Offering special services for special needs.

Offices

East Customer Service Office (MC 047) SSB Student Services Building 1200 West Harrison Street Room 2620 Chicago, IL 60607 Phone: (312) 413-9020 Fax: (312) 413-9019	West Customer Service Office (MC 579) SRH Student Residence Hall 818 South Wolcott Ave Basement Chicago, IL 60612 Phone: (312) 413-5850 Fax: (312) 413-5812
Administration Office (MC 044) WSPS Wood Street Parking Structure 1100 South Wood Street Room 122 Chicago, IL 60612 Phone: (312) 413-5800 Fax: (312) 413-5840	24-Hour Enforcement Dispatch Office Phone: (312) 355-0555

Office Hours

Monday - Friday	WSPS & SRH 8:00 AM - 5:00 PM
SSB	8:00 AM - 6:00 PM
Saturday & Sunday	All Offices Closed

Employee Reference Guide for My UI Info Transactions, Information and Updates

On an ongoing basis, employees can change the following information via My UI Info at: <https://www.hr.uillinois.edu/myinfo>

- Name and Address Information
- W4 Withholding Information
- Direct Deposit Information
- Employment History Information
- Education Background Information
- Emergency Contact Information

Employees can view the following information via My UI Info:

- Notification of Appointment
- Earnings Statements
- Benefits Statements
- Civil Service Statutes and Rules
- Benefit Announcements
- Benefits Frequently Asked Questions & Answers

My UI Info allows employees to fill out the following forms on-line and send them to Campus Human Resources electronically:

- Tuition Waiver Form
- Benefits - Change in Family Status Form
- Shared Benefits - Donating to the Pool Form
- Change in 403 (b) Form Tax Deferred Retirement Program

The following are some of the forms that can be printed from My UI Info:

- Certification Statement for Enrollment of Dependent
- Dental Claim Notice Form
- Medical Claim Notice Form
- 403 (b) Tax Deferred Retirement Plans
- Family And Medical Leave Application
- Child of Employee attending Other State University
- Tuition Waiver Form

Chapter 8

University Leaves of Absences



Family Medical Leave Act (FMLA)

Family and medical leave shall be granted to an employee for the birth or adoption of a child; for the care of a son, daughter, spouse, or parents who has a serious health condition; to an employee who is unable to perform the functions of his or her position due to a serious health condition.

“Serious Health Condition” means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

Family Medical Leave – Eligibility & Requirements

Employees with 12 months of service, who have performed at least 1,250 hours of service during the previous 12-month period prior to the FML event, are eligible for 12 weeks of FML in a 12-month period when experiencing one of the following events.

Documentation required for FMLA is a FMLA application and Medical Certification. The FMLA applications should be completed by the employee and the Medical Certification should be completed by a physician. Medical Certification is required for the Serious Health Condition of an employee or employee’s spouse, child or parent.

The completed paperwork should be forwarded directly to the College Leave Coordinator for processing and approval.

- **Birth or placement of a child for adoption or foster care:**
Family and Medical Leave (FML) is available for employees giving birth to a child or placement of the child for adoption or foster care with the employee. Leave for birth, adoption or foster care must be taken all at once.
- **Serious Health Condition of an Employee:**
Family and Medical Leave (FML) is available for employees unable to work because of a serious health condition. Leave for a serious health condition of the employee may be taken intermittently or for a block of time when medically necessary.
- **Serious Health Condition of a spouse, child or parent**
Family and Medical Leave (FML) is available for employees to care for a spouse, child or parent with a serious health condition. Leave for a serious health condition of a family member may be taken intermittently or for a block of time when medically necessary.
- **Child** includes biological, adopted, foster, stepchild, legal ward, or a child of person standing *in loco parentis* - who is under 18 years of age, or over age 18, but incapable of self-care because of a mental or physical disability.

- **Parent** includes biological parent, stepparent, or an individual who stood *in loco parentis* to the employee. FMLA for a parent-in-law is specifically excluded.

Notice for FMLA Request or Provisional Approval for FMLA

When leave is foreseeable, employees shall provide the College and Department with not less than 30 calendar days notice before the date the leave is to begin. If not foreseeable 30 days in advance, the employee shall provide verbal notice within two working days of learning of the need for leave, or as soon as possible.

If an Employee calls off “sick” with medical intervention (i.e. ER visit, saw doctor, under doctor’s order) or citing a FMLA qualifying illness for self, parent or child, employee will be provisionally approved for FMLA. Employees will have 15 calendar days to submit a FMLA application and Medical Certification.

Length of FMLA Leave

Employees are entitled up to 12 workweeks of paid and/or unpaid family and medical leave during each consecutive twelve-month period for which eligibility criteria have been met.

The initial 12-month period is measured forward from the date the employee first takes FMLA leave. The next 12-month period begins the first time FMLA leave is taken after completion of any previous 12-month period.

Employees on FMLA leave for the birth or adoption of a child may begin the leave any time during the following 12 months, but leave must commence by the end of the 12 month period.

Returning from FMLA Leave

A leave of absence due to an employee’s serious health condition requires a medical clearance to return to work. Please ensure to contact your medical provider to ensure you have the proper documentation in order for University Health Services to issue clearance to return to work. To schedule an appointment prior to your scheduled return to work date with University Health Services please call 312-996-7420.

Benefit Usage during FMLA

Employees have the option to take family and medical leave with or without pay. To continue in pay status, employees must use accrued, but not taken, sick or vacation benefits. Eligible employees may receive compensation through Parental Leave for the birth, adoption or foster placement of a child. Accrued leave used will be counted toward

the 12-week FMLA entitlement. Any portion of the 12-week period for which accrued leave is not charged, shall be without pay.

Special Leave of Absences

Special leave without pay may be granted for the purpose of continuing the employee status of an individual whose performance record warrants it and who requests such leave for a sufficient cause. Employees are required to submit a Special Leave form and supporting documentation to the College Leave Coordinator. Special Leave are contingent on department approval.

Parental Leave

An employee who has completed six months of continuous employment and has an active appointment shall be granted two weeks of pay immediately following the birth of a child or upon either the initial placement or the legal adoption of a child under 18 years of age. Parental leave is limited to one leave per twelve-month academic appointment year.

Parental leave will be counted as part of the twelve-week entitlement accorded by the Family & Medical Leave Act (FMLA) for FMLA-eligible individuals and may be used in conjunction with other paid or unpaid leaves for which the individual is eligible.

Medical Leave for Part-Time Employees

Employees with 50% or less FTE are not eligible for Family Medical Leave. Employee's must submit a letter requesting a leave of absence to the College Leave Coordinator addressed to their Department Head. Any accrued benefit time may be used for the LOA, once benefit time is exhausted, leave will be unpaid.

Victims Economic Security and Safety Act (VESSA)

VESSA is the Illinois Victims Economic Security and Safety Act. VESSA leave shall be granted to an employee who is a victim of domestic or sexual violence or who has a family or household member who is a victim. All employees are eligible for 12 workweeks of leave during any 12-month period. Documentation required for VESSA is a VESSA application and a Certification.

Leave shall be granted for the following purposes:

- To seek medical help and recover from physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's family or household member.
- To obtain victim's services, psychological or other counseling, and legal assistance or remedies, including preparing for or participating in any civil or

criminal legal proceeding related to or derived from domestic or sexual violence.

- Participate in safety planning, temporarily or permanently relocating, or taking other actions to increase health and safety, or to ensure economic safety of covered persons.

VESSA is unpaid unless the employee elects to use any accrued, but not taken, sick or vacation benefits. **The completed paperwork should be forwarded directly to the College Leave Coordinator for processing and approval.**

Military Leave

A leave of absence shall be granted to an eligible employee who is a member of any reserve component of the United States Armed Forces or of any reserve component of the Illinois State Militia for any period actively spent in military service, in accordance with state and federal law.

Bereavement Leave

Employees are granted up to three days of paid leave to attend the funeral, for travel and bereavement time upon the death of an employee's immediate family, same-sex domestic partner or household member, in-laws, grandchildren and/or grandparents. One day of paid leave is granted for a relative other than the above, who is not a member of the employee's household. Paid funeral leave may be used only on days an employee is scheduled to work. Substantiation of the reason for funeral/bereavement leave may be required.

Immediate family is defined as: father, mother, sister, brother, spouse, domestic partner, civil union partner, children, grandparent, and grandchildren. If unborn child, gestational age must be 20 or more weeks. Biological, adopted, foster, legal wards, step, in-law or in loco parentis relationships are considered as immediate family under this policy and for the definition of a child for purposes of the Child Bereavement Leave Act.

Other relative is defined as: aunt, uncle, niece, nephew, or cousin of the employee. Great aunt, great uncle, great niece or great nephew are included in the definition of other relative. Such relatives are regarded as members of the immediate family only if in residence in the employee's household. In-law relationships are considered immediate family and are not included for other relatives.

For purposes of application of funeral leave, relationships existing due to marriage will terminate upon the death or divorce of the relative through whom the marriage relationship exists. Current marital status will be defined in accordance with Illinois State law.

Jury Duty

Support staff employees will be granted leave of absence with pay at the employee's regular rate for non-overtime scheduled hours when called for jury duty, and may retain funds paid to them in compensation for such duty. Support staff employees on a leave of absence for jury duty when a University holiday occurs will receive their normal holiday pay. Actual jury duty service on the holiday will not result in additional compensation or time off since jury duty service is not University employment.

All academic employees (faculty and academic professionals) are given leave with pay for the duration of jury duty, and may retain funds paid to them in compensation for such duty. Management of jury duty is a departmental matter and all arrangements are made between the department/unit head and the employee.

SURS Disability

Employees disabled for more than 60 days and have exhausted FML may request SURS Disability. Employees must complete a SURS Disability application, which are available in the COD HR office. If the employee qualifies for disability payments, there is a 60-day waiting period before they are eligible to receive a payment from SURS. SURS application should be submitted to the College Leave Coordinator.

A complete list of leaves and policies can be found at:

<https://www.hr.uillinois.edu/leave>

Chapter 9

Employment Opportunities, Promotions and Union Activities



College Vacant Position Listing

The College encourages the promotion and development of employees. The College will post a listing of vacant positions on the College of Dentistry website. Questions regarding specific positions should be directed to the College Human Resources Department.

Civil Service Exams & Hiring Process

Civil Service employees may take any Civil Service exams, for which the employee meets the qualifications. The Campus has recently expanded the number of testing slots to make this testing more readily available to staff. If staff is having difficulty being scheduled for an examination, please contact the College Human Resources Department. An employee must schedule any test dates with the employee's supervisor in advance (to minimize the impact on operations) and employees need to use approved personal leave/vacation leave for the exam time.

Lateral Transfers between College Departments for Operational Needs

All Department employees are considered employees of the College of Dentistry. The College is the primary hiring unit. The College has the right to transfer qualified employees among Departments and give new assignments based on operational needs. An employee's pay, title and salary grade will not be reduced by this internal transfer. An employee should ideally receive two weeks' notice of a permanent lateral transfer within the College, except in emergency operational circumstances. If an employee has a concern about a lateral transfer, the employee should meet with the College Human Resources Department for more information and support during the transition.

Employee transfers can often be traumatic to employees and require substantial re-training. Therefore, the Dean and the College Human Resources Department review each situation individually. The College only initiates lateral transfers as operational needs dictate and after all other avenues have been explored. In the past, lateral transfers have been made to save jobs of permanent employees (jobs lost to new computer technology, reorganizations, budgetary or program cutbacks in the College and University, etc.). Before eliminating permanent staff positions, the College first reviews temporary help positions and then considers lateral transfers of qualified employees among Departments.

If a vacant position is available, which would be a promotion for an employee, the employee is free to apply for that position.

Promotion Process and Budgetary Constraints

College of Dentistry Faculty and Staff Handbook

When a Department is considering promotion of a current employee, the new position needs to be funded in the annual budget process. If an employee has taken a test for a new title and scored in the “top three”, the employee should not expect an immediate promotion in the current Department. The employee is free to discuss the promotional opportunity with the employee’s supervisor. However, the promotion process is evaluated as part of the staffing structure of the College.

The use of certain titles and pay will be reviewed and compared with other College employees to ensure equity, possible union contract implications and the potential impact on all Departments. The Department Head will need to access the budgetary implications of any promotions. The Department will consult with the College Human Resources Department to help identify the timing and logistics of a possible promotion. This process often takes several months, as there are numerous steps to be completed and approvals required both within the College and the Campus.

Employee Job Counseling

If an employee is dissatisfied with the employee’s current position, the employee can contact the College Human Resources Department for counseling. College Human Resources will work with the employee to identify the problems and potential solutions. The employee can also contact Campus Human Resources to identify additional titles which are available, for which the individual is qualified.

Campus Human Resources lists the current available faculty and academic professional positions on campus at <https://jobs.uic.edu/>.

Meetings with Union Representatives during Work Hours

Union employees are free to contact the union representatives during employee’s personal time. However, Union representatives may not meet with employees during work hours, unless the College Human Resources Department is present. Union meetings need to be scheduled in advance with the College Human Resources Department. Supervisors should contact the College Human Resources Department prior to meeting or having discussions with union representatives.

Employee Meetings with College Human Resources

If an employee would like to talk with the College Human Resources Department about a personnel matter, unless it is an emergency situation, the employee needs the approval of the supervisor. Supervisors will allow employees to use work time for necessary meetings with the College Human Resources Department. However, such meetings do not have priority over the Department's operational needs and may need to be delayed during busy work periods. The employee should schedule such an appointment in advance with College Human Resources Department.

Faculty Professional Development Funds

The College of Dentistry Office of Faculty Affairs has funds available to support faculty development opportunities. To learn more and request support for professional development activities, download the request form and instructions at:

<https://dentistry.uic.edu/academics/faculty/professional-development>

Faculty Promotion & Tenure Opportunities at the College of Dentistry

The following documents provide information about promotion and tenure processes for College of Dentistry and UIC.

COD Combined Guidelines and Norms

<https://dentistry.uic.edu/sites/default/files/IMCE/faculty-staff/FA-P%26T-Combined-Guidelines-Norms.pdf>

College of Dentistry By-Laws

<https://dentistry.uic.edu/intranet/college-policies>