Dear Colleague,

Welcome to the University of Central Florida College of Medicine!

In order to fulfill our vision of becoming the nation’s premier 21st century college of medicine, we have developed a strong agenda that will develop national leadership in medical education, patient care, and research. As a valued member of our team, you play an integral role in our college’s future success.

This guidebook is intended to be a useful resource to guide you in your role at our college. While it provides important information related to your employment at the UCF College of Medicine, this guidebook is not a comprehensive guide. For questions that may not be answered here, I encourage you to consult your supervisor or the Department of Human Resources as necessary.

We recognize that the skills and dedication of each one of us (faculty, staff, and students) are essential to the growth and success of our college. I hope you will take pride in being an active member of our team and that your career with us will be an enriching, engaging, and rewarding experience.

Sincerely,

Deborah C. German, M.D.
Vice President for Medical Affairs
Dean, College of Medicine
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction <em>from</em> COM Human Resources</td>
<td>4</td>
</tr>
<tr>
<td>The College <em>Mission</em></td>
<td>5</td>
</tr>
<tr>
<td>College of Medicine Vision &amp; Values</td>
<td>6</td>
</tr>
<tr>
<td>Goals &amp; Strategic Initiatives</td>
<td>7</td>
</tr>
<tr>
<td>Health Sciences Campus at Lake Nona</td>
<td>8</td>
</tr>
<tr>
<td>General Campus Information</td>
<td>8</td>
</tr>
<tr>
<td>Bus Schedule</td>
<td>9</td>
</tr>
<tr>
<td>HSC Shuttle Map</td>
<td>9</td>
</tr>
<tr>
<td>College of Medicine’s Security and Safety</td>
<td>10</td>
</tr>
<tr>
<td>General Fire Safety Policies</td>
<td>11</td>
</tr>
<tr>
<td>COM Security</td>
<td>11</td>
</tr>
<tr>
<td>Building Access: Key Access Cards and Key Pads</td>
<td>11</td>
</tr>
<tr>
<td>Emergency Calling Stations: “Blue Lights”</td>
<td>13</td>
</tr>
<tr>
<td>Parking</td>
<td>13</td>
</tr>
<tr>
<td>Campus at Lake Nona</td>
<td>14</td>
</tr>
<tr>
<td>Mail Delivery and Pickup</td>
<td>15</td>
</tr>
<tr>
<td>Campus Mail</td>
<td>15</td>
</tr>
<tr>
<td>General “Need to Know” Information</td>
<td>16</td>
</tr>
<tr>
<td>Points of Interest</td>
<td>16</td>
</tr>
<tr>
<td>Human Resources</td>
<td>18</td>
</tr>
<tr>
<td>College of Medicine Dress Code</td>
<td>18</td>
</tr>
<tr>
<td>Injury Policy</td>
<td>19</td>
</tr>
<tr>
<td>Benefits</td>
<td>20</td>
</tr>
<tr>
<td>Finance and Accounting</td>
<td>22</td>
</tr>
<tr>
<td>Information Technology Services</td>
<td>23</td>
</tr>
<tr>
<td>Useful Resources</td>
<td>23</td>
</tr>
<tr>
<td>PID / NID</td>
<td>24</td>
</tr>
</tbody>
</table>
We were all where you are today – first day on the job! Like you, most employees start out feeling a little uneasy and anxious. You probably have many questions about your new work environment, duties and coworkers. This guidebook is designed to introduce you to the University of Central Florida College of Medicine. We want to help you feel that you “belong” to the team.

All employees should read and become familiar with the contents of this guidebook.

Use this guidebook as a foundation for your work at the COM. As you get to know the COM team, you will discover that everyone on the team is here to help you and answer any of your questions.

Note: This information is intended to serve as an overview only and is not a contract of any kind. Current policies and procedures are summarized, which may be changed, modified or rescinded at any time with or without prior notice. Neither this guidebook nor any other document confers any contractual right, either expressed or implied to remain employed by the COM or UCF.
The College Mission

The University of Central Florida College of Medicine educates and inspires individuals to be exemplary physicians and scientists, leaders in medicine, scholars in discovery, and adopters of innovative technology to improve the health and well-being of all. Our patient-centered mission is achieved by outstanding medical care and services, groundbreaking research, and leading edge medical and biomedical education in an environment enriched by diversity.

Our culture puts people and relationships first and recognizes that education, research, and patient care are highly valued in their ability to better the human condition. We achieve excellence in these areas through a focus on access to knowledge, continuous improvement, diversity, and use of partnerships. In executing our mission,

• We provide undergraduate, graduate, and professional medical and biomedical education by developing broad knowledge and skills, fostering professional behavior, stimulating intellectual growth, and nurturing caring and compassionate attitudes.

• We advance the frontiers of basic and applied research to further the understanding and treatment of disease, improve healthcare, and enhance medical education.

• We provide knowledgeable and compassionate care for patients.

• We partner with our community and other institutions to meet workforce needs, conduct interdisciplinary research, provide medical education, improve healthcare delivery, and promote health for the public good.

Class of 2015 Data

• Matriculated: 80 (Over 3300 applicants)
• 60 Florida residents; 20 non-Florida residents
• Languages Spoken: 16
• 8% underrepresented minorities
• 14% disadvantaged
• 38 different undergraduate and graduate disciplines
• About 18% of the class has at least one graduate degree
  o 11 with a master’s degree, 2 with a PhD, 1 with an MD

Fast Facts

• The college is the first medical school in the U.S. to begin implementing the World Health Organization’s (WHO) Patient Safety Curriculum, according to the World Health Organization

• The college received a $7.6 million federal grant to help Central Florida doctors develop and effectively use electronic health records to improve patient care

• The college is the first medical school in U.S. history to offer full four-year scholarships to an entire class

• The Liaison Committee on Medical Education (LCME) noted that the developing knowledge management and assessment systems have the potential to be national models

• For a second consecutive year, UCF drew more applications to its medical school than any other public university in Florida. The students admitted were selected from a pool of 3,764 applicants based on their academic excellence and passion for medicine.
College of Medicine Vision & Values

**Vision**

THE UNIVERSITY OF CENTRAL FLORIDA College of Medicine will be the nation’s premier 21st century college of medicine -- a national leader in education, research, and patient care, recognized for supporting and empowering its students and faculty to realize their passion for discovery, healing, health, and life, and for its ability to create partnerships to transform medical education and health care.

**Values**

We value the individual worth, dignity, and well-being of those with whom we teach, study, work, and serve. The core values that guide our conduct, performance, and decisions, and that form the foundation for our relationships are:

- Excellence—to achieve the highest standards in everything we do
- Integrity—to be honest, ethical, and consistent in our actions
- Patient-centricity—to focus on the health and wellness of patients in all that we do
- Knowledge-centricity—to discover, create, value, evaluate, and share knowledge
- Creativity—to be curious, open, and innovative
- Collaboration—to work together regardless of organizational boundaries
- Communication—to listen and be open and transparent with students, patients, and colleagues
- Diversity—to be inclusive and value differences
- Reverence—to treat each person with respect and dignity and value his or her being
- Compassion—to treat others with kindness and empathy
- Dedication—to maintain commitment to the mission
- Service—to understand and respond to the needs of individuals and the community
Goals & Strategic Initiatives

Goals

1. Achieve excellence in medical and biomedical education
2. Excel in research and discovery in biomedical science, medical education, and health care
3. Provide outstanding individualized patient care while transforming health care delivery
4. Be America’s leading partnership college of medicine
5. Establish a diversified self-sustaining infrastructure to support future operations

Strategic Initiatives

1. Create and implement an exemplary M.D. program
2. Develop innovative educational models and provide leadership in the integration of advanced simulation approaches in medical education
3. Design and implement a world-class knowledge management system for medical education
4. Establish, conduct, and coordinate effective graduate medical education and continuing medical education programs
5. Provide comprehensive baccalaureate and master’s biomedical sciences programs focusing on academic, research, and workforce preparation
6. Achieve excellence in the biomedical sciences doctoral program that leads to national prominence
7. Build an outstanding biomedical research enterprise that spans the entire health care spectrum from bench to bedside that is nationally recognized for its excellence
8. Achieve excellence in innovative medical education research
9. Implement education and research initiatives on patient safety and quality health care
10. Establish an exemplary faculty practice with innovative models of care that will best serve our college and the community in an era of health care evolution and transformation
11. Create diverse structures and sources for long-term support of the college and its missions
12. Create a culture that makes the College of Medicine become the institution of choice for patients, students, faculty, and staff
UCF Health Sciences Campus at Lake Nona

General Campus Information

The College of Medicine is ever expanding. Currently there are two main buildings on the Health Sciences Campus at Lake Nona. The Burnett school of Biomedical Sciences is located on the UCF main campus as well as the UCF Health Sciences Campus. The college’s faculty practice, UCF Pegasus Health, is located near the UCF main campus. This section will provide you an overview of our main Health Sciences Campus. On page 25 you will find a map of the Health Sciences Campus at Lake Nona along with driving directions from all major highways.

College of Medicine
Health Sciences Campus Lake Nona
College of Medicine
6850 Lake Nona Blvd.
Orlando, Fl 32827-7408
Phone Number: 407-266-1000

Burnett Biomedical Sciences
Health Sciences Campus Lake Nona
Burnett Biomedical Sciences
6900 Lake Nona Blvd.
Orlando, FL 32827
Phone Number: 407-266-7001

Main Campus Biomedical Building
4000 Central Florida Blvd.
Orlando, FL 32816-2364
Main Phone Number: 407-823-1312

Biomedical Research Annex
4000 Central Florida Blvd.
Orlando, FL 32816-2364
Phone Number: 407-822-2250

Health and Public Affairs II Building
4000 Central Florida Blvd
Orlando, FL 32816-2360
Phone Number: 407-823-5932

UCF Pegasus Health
Faculty Practice
3400 Quadrangle Blvd.
Orlando, FL 32817
Phone Number: 407-266-3627
Bus Schedule

UCF Parking and Transportation Services along with the HSCO provide shuttle services to and from the UCF Main Campus. The Health Sciences Campus Shuttle stops are located on Veteran’s Way and Sanger Rd. Due to changes in differentiating campus schedules, the shuttle hours of operation change accordingly. The Shuttle will not run on University observed holidays. For the most up to date schedule, please visit the UCF Parking and Transportation Services website.


HSC Shuttle Map

*Traffic and weather conditions may delay on time arrivals and departures

**UCF Campus shuttle #9 runs from University Tower to Main Campus until 10PM

The shuttle service does not operate on the following holidays:

- Labor Day
- Veteran’s Day
- Thanksgiving
- Christmas
- New Year’s

*If Shuttle does not arrive at designated location/time please call dispatch 407-826-9999

<table>
<thead>
<tr>
<th>Monday through Friday</th>
<th>FALL 2011</th>
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<tbody>
<tr>
<td>Depart UCF Main Campus at Physical Sciences</td>
<td>7:20 AM</td>
</tr>
<tr>
<td>Arrive at University Tower</td>
<td>7:30 AM</td>
</tr>
<tr>
<td>Depart University Tower</td>
<td>7:45 AM</td>
</tr>
<tr>
<td>Arrive at Health Sciences Campus – Veteran’s Way</td>
<td>8:30 AM</td>
</tr>
<tr>
<td>Depart Health Sciences Campus – Veteran’s Way</td>
<td>8:35 AM</td>
</tr>
<tr>
<td>Arrive / Depart Health Sciences Campus – Sanger Rd.</td>
<td>8:40 AM</td>
</tr>
<tr>
<td>Arrive at UCF Main Campus at Physical Sciences</td>
<td>9:20 AM</td>
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<tr>
<td>Depart UCF for Health Sciences Campus</td>
<td>9:30 AM</td>
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<tr>
<td>Arrive at Health Sciences Campus – Veteran’s Way</td>
<td>10:15 AM</td>
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<tr>
<td>Depart Health Sciences Campus – Veteran’s Way</td>
<td>10:20 AM</td>
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<tr>
<td>Arrive / Depart Health Sciences Campus – Sanger Rd.</td>
<td>10:25 AM</td>
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<tr>
<td>Arrive at UCF Main Campus at Physical Sciences</td>
<td>11:15 AM</td>
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<tr>
<td>Depart UCF for Health Sciences Campus</td>
<td>11:30 AM</td>
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<tr>
<td>Arrive at Health Sciences Campus – Veteran’s Way</td>
<td>12:15 PM</td>
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<tr>
<td>Depart Health Sciences Campus – Veteran’s Way</td>
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<tr>
<td>Arrive / Depart Health Sciences Campus – Sanger Rd.</td>
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<tr>
<td>Arrive at UCF Main Campus at Physical Sciences</td>
<td>1:15 PM</td>
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<td>Depart UCF Main Campus at Physical Sciences</td>
<td>1:25 PM</td>
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<tr>
<td>Arrive at University Tower</td>
<td>1:35 PM</td>
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<tr>
<td>Depart University Tower</td>
<td>1:40 PM</td>
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<tr>
<td>Arrive at Health Sciences Campus – Veteran’s Way</td>
<td>2:25 PM</td>
</tr>
<tr>
<td>Depart Health Sciences Campus – Veteran’s Way</td>
<td>2:40 PM</td>
</tr>
<tr>
<td>Arrive / Depart Health Sciences Campus – Sanger Rd.</td>
<td>2:45 PM</td>
</tr>
<tr>
<td>Arrive at UCF Main Campus at Physical Sciences</td>
<td>3:25 PM</td>
</tr>
<tr>
<td>Depart UCF Main Campus at Physical Sciences</td>
<td>3:30 PM</td>
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<tr>
<td>Arrive at Health Sciences Campus – Veteran’s Way</td>
<td>4:15 PM</td>
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<tr>
<td>Depart Health Sciences Campus – Veteran’s Way</td>
<td>5:30 PM</td>
</tr>
<tr>
<td>Arrive / Depart Health Sciences Campus – Sanger Rd.</td>
<td>5:35 PM</td>
</tr>
<tr>
<td>Arrive at University Tower</td>
<td>6:15 PM</td>
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<tr>
<td>Depart University Tower</td>
<td>6:20 PM</td>
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<tr>
<td>Arrive at UCF Main Campus Physical Sciences</td>
<td>6:30 PM</td>
</tr>
<tr>
<td>Depart UCF Main Campus at Physical Sciences</td>
<td>6:45 PM</td>
</tr>
<tr>
<td>Arrive at Health Sciences Campus – Veteran’s Way</td>
<td>7:20 PM</td>
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<tr>
<td>Depart Health Sciences Campus – Veteran’s Way</td>
<td>7:30 PM</td>
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<tr>
<td>Arrive / Depart Health Sciences Campus – Sanger Rd.</td>
<td>7:35 PM</td>
</tr>
<tr>
<td>Arrive at UCF Main Campus at Physical Sciences</td>
<td>8:15 PM</td>
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<tr>
<td>Depart UCF Main Campus at Physical Sciences</td>
<td>8:25 PM</td>
</tr>
<tr>
<td>Arrive at Health Sciences Campus</td>
<td>9:10 PM</td>
</tr>
<tr>
<td>Depart Health Sciences Campus</td>
<td>10:00 PM</td>
</tr>
<tr>
<td>Arrive at UCF Main Campus at Physical Sciences</td>
<td>10:45 PM</td>
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</tbody>
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Saturday Shuttle

| Depart University Tower (Research Parkway) | 9:00AM |
| Arrive at Health Sciences Campus | 9:30AM |
| Depart University Tower (Research Parkway) | 1:00PM |
| Arrive at Health Sciences Campus | 1:30PM |
| Depart Health Sciences Campus | 2:00PM |
| Arrive at University Tower (Research Parkway) | 2:30PM |
| Depart Health Sciences Campus | 6:00PM |
| Arrive at University Tower (Research Parkway) | 6:30PM |
College of Medicine’s Security and Safety

- UCF Campus Police are here 24/7. If you can’t get into the building or have another non-emergency, please call 407-823-5555. In case of an emergency, as always, please call 911.

- All Automated External Defibrillators (AED) are located near the elevators for each floor. When facing the elevators, the AEDs are attached to the wall on the left hand side of the elevators.

- First Aid kits are located at each elevator near the AED and in Anatomy and Simulation.

Evacuation Procedures

In the case of a fire or other emergency that requires an evacuation of the building the following general rules will apply. The College of Medicine has designated individuals as “Safety Ambassadors”. These individuals are there for your safety and have been schooled in proper emergency procedures. You will be able to identify any Fire and Safety Warden by their red College of Medicine baseball caps and yellow lanyards.

- Cease all work immediately upon notice of the event, whether via alarm annunciation or direct notification.

- If possible, shut down critical equipment in the area without placing yourself at risk.

- Take essential personal belongings including keys and exit the building.

- Go to the first floor, exit to the front (North) of the building towards Lake Nona Blvd., and move away from the building immediately. Proceed to the farthest point of the Tavistock Green at the steps closest to Lake Nona Blvd. This area has been designated as the official Emergency Assembly Point and should always be used as such.

- Close all doors, but do NOT lock them.

- Do not attempt to use elevators; instead proceed to the nearest stairwell.

- Should a disabled individual be unable to take the stairs, please notify a Safety Ambassador of their condition. The College of Medicine building has been equipped with three evacuation chairs to assist disabled individuals down the stairs. These chairs are located at the Elevator Lobby next to the AED on the 2nd, 3rd, and 4th floors.

- Report to your Emergency Assembly Point (see Supervisor).

- Always keep entrances, sidewalks, driveways and fire lanes clear.

- Check in with the Safety Ambassadors to be accounted for and to report any issues.

- Do not re-enter the building until the Safety Ambassador or other Emergency Response Personnel instruct you to do so, even if the alarm has been silenced.

If you are injured at any time while you are at work or during a work related activity, please refer to the Human Resources Injury Policy on page 16 of this guidebook.

EMERGENCIES: CALL 911

If you are in the building after hours and would like a police escort to your car, please call the campus police non-emergency number at 407-823-5555.
General Fire Safety Policies

- No Smoking: Smoking is not permitted inside any UCFCOM building, including the stairwells and outdoor stair landings.

- Fire Alarm: Upon the discovery of smoke or fire, the fire alarm is to be pulled. Never underestimate the seriousness of a fire condition; you are encouraged to always activate an alarm. When an alarm is heard, everyone is expected to respond. There is no way of determining if an alarm signifies a drill or a fire. Every alarm is to be treated as a potential fire emergency.

- Fire Drill: Fire drills are conducted regularly in all UCFCOM Buildings. Advanced notice of dates and times will not be given, so always be prepared. All personnel are required to participate during drills.

COM Security

Building Access: Key Access Cards and Key Pads

All students and employees are required to have their ID badge visible at all times. Individuals that do not have any identification visible will be stopped and questioned. This is for everyone’s safety, as well as a common courtesy for our visitors.

- Your staff badge will open the building’s west entrance (the doors closest to the main parking lot.) To gain access, pass your badge in front of the key pad to the right of the door. The pad’s green light will illuminate and beep to indicate the door is unlocked. You will have about 10 seconds to enter.

- There are key pads throughout the building. You will only be able to access certain areas that are directly related to your job duties. If for any reason you cannot access an area previously approved by the Associate Dean of your department, please notify the Health Sciences Campus Operations.

- The building’s front and back entrances are open from 7:30 a.m. to 5:30 p.m., Monday through Friday. If you need to enter the building at any other time, you can use your staff badge at any entrance. The front entrance is on the north of the building, at the Piazza in front of the Tavistock Green. The back entrance is on the south side of the building, by the Visiting Faculty and Standardized Patient parking and the flag poles.

\net.ucf.edu\collegeofmedicine\Departments\Safety Guidebook

Inaugural Tour
“The medical school that belongs to us all.”
Emergency Calling Stations: “Blue Lights”

Emergency calling stations are located throughout exterior areas of this campus. These large yellow columns are topped with a blue light and contain telephones that are directly linked to a 911 operator. These are to be used in 911 type emergencies only.

Parking

The Health Sciences Campus (HSC) at Lake Nona is an annual parking facility. All faculty, staff and students are required to purchase a permit. Permits are identified with an “M” to indicate it is a Health Sciences Campus permit. All HSC permits are accepted in corresponding areas on the UCF main campus. HSC and Main Campus permits are valid at all UCF Locations.

Purchasing a Permit

All parking permits must be registered online with UCF Parking and Transportation Services.

The current fee schedule is located at: http://parking.ucf.edu/permits/permit-fees/

Reserved Spaces

Reserved spaces are handled through a different process. Please notify a member of Health Sciences Campus Operations Team for information.

Payment Options

Visa, MasterCard, and American Express may be used online or in the Parking and Transportation Services office located on main campus in Parking Garage B.

You may elect the option of payroll deduction – selection of this payment option online during the registration process will prompt you to complete a Payroll Salary Reduction Agreement (pre-tax) form. This form must be signed and provided to Parking Services at the time you pick up your permit. If you elect to have your permit mailed to you the signed form must be mailed and received by Parking Services before they mail it to you. Address is provided on form.
How to Receive Purchased Permits

- You may pick up on main campus at the Parking and Transportation Services office (Located on main campus in Parking Garage B)
- Mailed to employees home (for a limited time at the beginning of the academic year)
- Please see a member from HSC Operations for other accommodations

For more information on parking permits and permit fees, please visit the parking services website at http://parking.ucf.edu/Online.html.

Parking Locations

Parking Lot-1

Lot-1 is primarily used by BBS faculty, staff, and students, as well as MD Anderson and Vivarium employees. This is a COM lot, however, and may be utilized for parking should a COM event require more spaces than available in Lot-3 or Lot-2.

Parking Lot-2

Lot-2 is reserved parking for visiting faculty and standardized patients. There are also four spaces for special guests, primarily for the Dean's office use.

Parking Lot-3

Lot-3 is recommended for all faculty, staff, students, visiting faculty, standardized patients, visitors, and service vehicles. Please be sure to pay attention to the signs indicating the specific areas for each group or parking permit. This lot is also used for all special event parking.

Please see pages 25-26 for a detailed parking map as well as driving instructions to the Health Sciences Campus at Lake Nona.

For business related trips to UCF’s Main Campus, there are Vendor Service Parking hang-tags available at the front desk in room 312. Local travel may also be reimbursable for items like mileage, parking fees, and tolls. More information about this process can be obtained by speaking with your supervisor or your Department’s Administrative Assistant.
Mail Delivery and Pickup

Campus Mail

The interdepartmental mail or campus mail will be delivered and picked up three times a week, Monday through Friday, between 11 am and 2 pm. Our mail is currently delivered and picked up at the 3rd floor reception desk in room 312.

United States Postal Service

A UCF Postal Form must be completed to use USPS mailing. The form can be accessed at http://www.postalservices.ucf.edu/. Please attach the form to a piece or large groups of mail being sent. Mail will be picked up with campus mail at the 3rd floor reception desk. The department number noted on the UCF Postal Form will be charged for the postage.

United Parcel Service (UPS)

A UCF Postal Services UPS Shipping Form must be completed to use UPS mailing. The form can be accessed at http://www.postalservices.ucf.edu/. Please fill it out and attach it to the envelope/package. The piece will be picked up with campus mail at the third floor reception desk. The department number noted on the UCF UPS Form will be charged for the postage.

Federal Express (FedEx)

Currently the College of Medicine’s FedEx account is managed by an administrator who has been appointed by the COM Finance and Accounting department. If you need to utilize their services, and have not been given access to the College of Medicine’s FedEx account, contact your department’s Administrative Support Personnel.
General “Need to Know” Information

Restrooms

The restrooms are located in the same location on each floor. When exiting the main elevators, the restrooms are to the right. The women are to the left of the water fountains and men to the right, with the exception of the 2nd floor where they are reversed.

Break Rooms

Each floor has a different location. Please ask your “welcome buddy” to show you the appropriately designated break rooms. All break rooms have a refrigerator, microwave, dishwasher and filtered water.

Supplies

Your office/desk should be stocked with general supplies upon arrival. There are multiple supply rooms located throughout the building. During your COM tour, you should have been shown the closest supply room to your area. The network printers are also located in the supply rooms. Problems such as the printer is out of toner are managed through the IT department. DO NOT order toner for any of the printers. All problems, like the printer is out of toner, need to be reported to the IT department directly.

Points of Interest

Welcome to the Lake Nona area. The next page lists some of the area’s banks and places to eat. Menus for most of these eating establishments are available in the Harriet F. Ginsburg Health Sciences Library for your perusal.

COM HSC Café: Located on the first floor of the COM Medical Education Building and is open from 7am to 2pm.
Points of Interest Continued

**LAKE HART SHOPPING**

**LAKE HART SHOPPING PLAZA AREA**

Cariera’s Cucina Italiana Restaurant
321-235-1931

Durian Durian Fusion Thai Cuisine
407-282-2992

McDonald’s
407-272-4557

Nona Sushi
407-381-1777

OUTBACK Steakhouse
407-243-6068

Papa John’s Pizza
407-658-9191

Plum Tree Chinese & Japanese Restaurant
407-249-1818

Publix Super Market Deli
407-277-1089

Quiznos
407-273-3221

Subway
407-249-9318

Bank of America
407-482-4497

Regions Bank
800-734-4667

Sun Trust Bank
407-207-3012

Wells Fargo Bank
407-737-1097

**NARCOOSSEE WALGREEN’S PLAZA AREA**

Dunkin Donuts
407-658-4655

Mr. K’s Chinese Cuisine & Sushi
407-272-9966

Pizza Hut
407-277-9121

Burger King
407-384-0979

Taco Bell
407-282-4557

**LA VINA MARKETPLACE**

9161 Narcoossee Road.

407 Cafe
407-658-6733

Larry’s Giant Subs
407-412-5933

Nona Taproom
407-440-4594

Tijuana Flats
407-249-5323

**LAKE NONA VILLAGE**

9685 Nona Village Place.

Wine House
407-888-0722
Human Resources

Most of you have had the pleasure of meeting the members of the College of Medicine’s Human Resources department. This department is your liaison, advocate, mediator, and interpreter with not only the College of Medicine, but the entire University System. Within this section you will find key information to assist you in your acclimation to our academic setting. All university wide policies and procedures can be found in full on the UCF Human Resources home web page, http://www.hr.ucf.edu.

College of Medicine Dress Code

Staff and faculty of the College of Medicine are striving to be the 21st century’s premier medical college. This is a professional college and the staff and faculty are expected to represent the goals, values and culture of the college. We will not only appear as professionals to each other but also set the tone for our students and those from the community who call upon us to set an example of professionalism.

It is our responsibility to ensure that we present ourselves in a professional manner, including wearing appropriate business attire. Although we have the privilege of dressing more casually on Fridays, the guidelines listed below still are to be followed.

The following are not considered professional dress:

- Denim attire of any color.
- Skirts or dresses that are higher than 2” above the top of the kneecap.
- Shorts of any kind (business-type split skirts of appropriate length as defined above are acceptable).
- Casual T-shirts to include printed T-shirts, tank tops, tube or halter tops, or any clothing that reveals a bare midriff. UCF/COM Collared T-Shirts on casual Fridays are acceptable.*
- Inappropriate footwear includes slippers, beach-type sandals, flip-flops and athletic shoes. Dressy athletic shoes are acceptable on Friday.*
- Clothing that displays any message or cause; clothing that conspicuously advertises a specific product, business or service; any sports team apparel. UCF/COM Collared T-shirts on casual Fridays are acceptable.*

* Casual Fridays may be cancelled at any time for business purposes, such as student interviews, visiting dignitaries and any other decision at the sole discretion of the Cabinet.

While the above are examples of inappropriate attire, it is not intended to be comprehensive. It is essential that each employee use good judgment when selecting attire to wear to work. It is the responsibility of the supervisor to enforce these guidelines and discuss with employees when appropriate judgment is not being exercised.
The myUCF web portal is a tool that allows for both UCF employees and students to maintain and view their personal information. You will find this exceptionally useful for information on your paycheck, benefits, and professional training. This entire guide is available at the following link: net.ucf.edu/collegeofmedicine/Departments/GUIDEBOOK. It can also be found on the HR website under the HRIS (HR Information Systems) tab. This guide explains in detail how to navigate the myUCF portal. An example of one of the many features this tool may be used for is provided below.

Injury Policy

Workers’ Compensation is “insurance” paid in full by UCF that provides coverage to an employee for a job-related injury or illness from the very first day of employment. Employees, who are injured or become ill due to the conditions of their job, receive partial income replacement and/or payment of expenses for medically necessary services under Workers’ Compensation. Job-related illnesses or injuries are not covered under the State Self-Insured Plan or any of the health maintenance organizations in the State Health Insurance Program. Claims for job-related conditions should not be filed under any of these plans. Employees sustaining a job related injury or illness must follow current procedures. Optacomp is currently the medical case manager of all workers compensation claims. The subsequent information is provided for all employees including OPS and student assistants.

The following procedures must be followed for all work-related injuries and illnesses. It is important to note that Florida Statute 440.134(17) states “…Treatment received outside the Workers’ Compensation Managed Care Arrangement is not compensable unless authorized by the carrier prior to the treatment date.”

Injured Employee Responsibility

• Notify your supervisor immediately and complete a First Notice of Injury Form. Immediately have your supervisor, with you present, call 1-877-518-2583 to report the injury and get further instructions. In an extreme emergency get immediate help from the nearest person and call 911.

DIVERSITY AND INCLUSION STATEMENT

The University of Central Florida College of Medicine aspires to create, support and sustain a diverse and inclusive environment where students, faculty members and staff members embrace and celebrate the differences that they share with each other and the communities they serve. The college believes that the creative energy and insights that emerge from engaging diversity are critical components of the social fabric and intellectual rigor of the college.

The college values diversity in multiple dimensions. These dimensions include, but are not limited to gender, ethnic, racial, cultural, age, economic, religious, sexual orientation, gender identity, physical, geographic, political, experiential and intellectual differences. The college is committed to a fully inclusive environment that promotes openness, civil and safe relationships, respect, fairness and equal access. The college admits students and appoints faculty members, staff members and administrators who represent and value diversity and inclusion.

To support these values and objectives, the college establishes policies and conducts programs that invite and welcome individuals from diverse backgrounds who have excellent potential to contribute to the education, research and patient care mission of the college. These policies and programs are designed to promote cross-cultural understanding, encourage open communication and collaboration, enhance cultural competency and diversity in the health care workforce, and engage the community to address health care disparities.
• If medical treatment is needed you will be told where to go for treatment on your initial call to OPTACOMP.

• When follow-up treatment is required (e.g. x-rays, MRI, referral to a specialist) contact your Optacomp nurse case manager directly at 1-800-545-6565 x25518. Forward copies of all referrals and medical reports to HR at Fax 407-823-1095, or email to loaandworkcomp@ucf.edu.

• Provide copy of Physician Duty Status Report to supervisor after each medical visit.

• When absent from work you must provide your supervisor with documentation from an authorized WC physician stating that you are disabled and cannot work. Continue to provide to Human Resources and to your supervisor documentation of your work status and any subsequent changes. Establish a schedule with your supervisor on when contact must be made to discuss your progress, medical status, ability to return to both full and/or limited duty.

• The employee must obtain a medical release from their treating physician in order to return to work.

• The University’s leave policy requires that an employee absent more 10 business days due to illness or injury must submit a Medical or Parental Leave Form and have their physician complete a UCF Medical Certification Form or a Florida Workers’ Compensation Uniform Medical Treatment/Status Reporting Form (Form DFS-F5-DWC-25. These forms must be submitted to your supervisor for signature and then to Human Resources for approval.

• All absences related to this injury count towards the employee’s entitlement under the Family Medical Leave Act (FMLA).

• Review information available on Worker’s Compensation on the Human Resources website at http://hr.ucf.edu/web/loa_wc/workcomp.shtml.

• To schedule an appointment with a specialist, physical therapy, or lab or x-rays, call the nurse case manager first at 800-545-6565 x25518.

Benefits

The state of Florida currently administers pre-tax insurance through the People First system. People First is the state administrator and primary contact responsible for enrollment, changes, premium administration, and dependent eligibility, among many others. If you experience issues with your pre-tax insurance (health, life, dental, flexible spending account, hospitalization, cancer and accident/disability) or have general questions contact People First directly at https://peoplefirst.myflorida.com, contact their Service Center at 1-866-663-4735, or TTY users call 866-221-0268 for assistance.

With questions, contact anyone in the COM HR department. The UCF website may also be able to direct you to the individual that can best help you for a specific issue. Their website is; http://www.hr.ucf.edu/web/benefits/.
Finance and Accounting

Payroll

All UCF Employees are paid on a biweekly basis, every other Friday. For any additional information regarding your first paycheck see your Supervisor.

Time Sheet and/or LAPER


The Payroll Processor that is responsible for your time sheet will send out emails informing all employees of the deadline to submit time sheets and LAPERs. LAPERs are needed only when your actual work hours and your normal scheduled work hours differ. USPS employees must document all Overtime Pay, Overtime Compensatory Leave, and Regular Compensatory Leave earned during a pay period, as well as any leave taken on the LAPER. Faculty and A&P only need to document any leave taken on the LAPER. All LAPERs must have employee’s and supervisor’s signatures. For more information on how to complete both a timesheet and a LAPER, please visit the Forms section of the Human Resources website.

Paid Holidays

- New Year’s Day (January 1)
- Martin Luther King Jr.’s Birthday (3rd Monday in January)
- Memorial Day (Last Monday in May)
- Independence Day (July 4th)
- Labor Day (1st Monday in September)
- Veteran’s Day (November 11th)
- Thanksgiving Day (4th Thursday in November)
- Friday after Thanksgiving
- Christmas (December 25)

P-Cards

All purchases using a College of Medicine issued Procurement Cards (P-Cards) must have both the supervisor’s signature and the signature of a Finance and Accounting personnel prior to any purchases made. COM uses an internal authorization for such approvals. You can find this form on the COM intranet at https://collaboration.ucf.edu/sites/com/Forms/default.aspx

Additional purchasing guidelines may be found on the UCF Purchasing Department website.

VIEW YOUR UCF PAYCHECK

- Go to the myUCF Portal site at http://ucf.edu.
- Click on myUCF
- Log into the site by entering your PID and Password. Definitions as to your PID and your password can be found within the same Sign-on box.
- If you need further assistance signing on, please contact the User Services Help Desk at (407) 823-5117 or http://portal-help.ucf.edu.
- Once logged in, click on the Employee Self Service link on the upper left-hand side of the page.
- When you arrive at this page, you can access a variety of options. In order to view your paycheck, scroll down to and click on Payroll and Compensation.
- Click on View Paycheck. Here you will be able to view your most current paycheck and the dates of work and the pay date.
- You can view your previous paychecks by clicking View a Different Paycheck below Check Date. Your next paycheck is available to view the Tuesday before the Friday it is issued.

Since the university now uses the direct deposit system, the myUCF portal is the only way you can view and/or print a paper copy of your paycheck.

The myUCF can be a valuable tool to manage all your HR related personal information. It is highly encouraged that you read over the myUCF guidebook, i.e. Employee Self Service User Guide.
Information Technology Services

The Information Technology department provides computer, network and application development services for the College of Medicine. These services include but are not limited to service desk, workstation and printing support, Web hosting, network and infrastructure support, and custom application development and delivery to College of Medicine’s faculty, staff, and students.

Useful Resources

Below is a listing of resources that can help make your transition to the College of Medicine smoother.

College of Medicine Intranet (Commonly called Sharepoint):

The College of Medicine’s Faculty and Staff Collaboration Area can be accessed via intranet: https://collaboration.ucf.edu/SITES/COM/Pages/Default.aspx

Voice Mail:

Information about the Cisco Unity Voicemail system is located at: https://publishing.ucf.edu/sites/itr/cst/Pages/TelecomResources.aspx

VPN:

UCF VPN connection information is located at: https://publishing.ucf.edu/sites/itr/cst/Pages/VpnHelp.aspx

Wireless:

UCF wireless connection information is located at: https://publishing.ucf.edu/sites/itr/cst/Pages/UcfWpa2Configuration.aspx
PID / NID

**PID stands for Personal Identification Number:**

Your PID is one of two key identifiers used to identify you with in the UCF’s employee system. You can think of this number as your employee ID number. The PID is also what you will use to sign into your MyUCF account (https://myucf.com). You will be asked to select a password when you first are assigned your PID. You may change your password at any time.

**NID stands for Network Identification Number:**

Your NID is the second key identifier and grants you access to UCF’s computer network, the internet, the library and a world of cyber information. This number is also generated for you when you become an employee at UCF for the first time. Again, you need to select and register a password which you may change at any time.

**DO NOT SHARE YOUR PID OR NID WITH ANYONE**

**Why are these numbers necessary and why do you have to use them?**

In order to protect your identity against unauthorized use, as well as your UCF records against unauthorized inspection or tampering, using identification numbers, rather than your name or social security number, is a common sense practice and required at UCF. PIDs and NIDs are randomly generated and assigned to you when you first become an employee at UCF. These numbers are only issued once and remain the official identity assigned to you and recognized by the UCF computer systems throughout your career at UCF.

PIDs and NIDs exist solely to protect your privacy and your identity against unauthorized access or use of your records while you are employed by UCF. If you are experiencing problems with your PID or your password, please contact the UCF Help Desk at http://helpdesk.ucf.edu, helpdesk@mail.ucf.edu or at 407-823-5117.

For more information on guarding against Identity Theft, please refer to the following web site:
http://pegasus.cc.ucf.edu/~idtheft/.

**Accounts Self Service**

You may reset your NID and PID password at: https://www.secure.net.ucf.edu/extranet/default.aspx.
Health Sciences Campus at Lake Nona

**COLLEGE OF MEDICINE**
**MEDICAL EDUCATION BUILDING**
6850 Lake Nona Blvd.
Orlando, Florida 32827
407.266.1000

**FROM UCF MAIN CAMPUS**
Take SR 408 WEST to SR 417 SOUTH (EXIT 18B)
Merge onto SR 417 SOUTH toward Orlando International Airport
Take SR 417 SOUTH approximately 10 miles to Lake Nona Boulevard (EXIT 19)
Turn LEFT on Lake Nona Boulevard

**BURNETT BIOMEDICAL SCIENCES BUILDING:**
Turn LEFT on Veterans Way
Turn RIGHT on Laureate Boulevard
Turn RIGHT into Parking Lot P1

**MEDICAL EDUCATION BUILDING:**
Turn LEFT on Humboldt Drive
Turn LEFT into Parking Lot P3

**FROM DOWNTOWN ORLANDO**
Take SR 408 EAST to SR 417 SOUTH (EXIT 18B)
Merge onto SR 417 SOUTH toward Orlando International Airport
Take SR 417 SOUTH approximately 10 miles to Lake Nona Boulevard (EXIT 19)
Turn LEFT on Lake Nona Boulevard

**BURNETT BIOMEDICAL SCIENCES BUILDING:**
Turn LEFT on Veterans Way
Turn RIGHT on Laureate Boulevard
Turn RIGHT into Parking Lot P1

**MEDICAL EDUCATION BUILDING:**
Turn LEFT on Humboldt Drive
Turn LEFT into Parking Lot P3

**FROM WEST ORLANDO**
Take I 4 WEST to SR 528 EAST (EXIT 72)
Take SR 528 EAST approximately 15 miles to SR 417 SOUTH (EXIT 16)
toward Tampa
Take SR 417 SOUTH approximately 5 miles to Lake Nona Boulevard (EXIT 19)
Turn LEFT on Lake Nona Boulevard

**BURNETT BIOMEDICAL SCIENCES BUILDING:**
Turn LEFT on Veterans Way
Turn RIGHT on Laureate Boulevard
Turn RIGHT into Parking Lot P1

**MEDICAL EDUCATION BUILDING:**
Turn LEFT on Humboldt Drive
Turn LEFT into Parking Lot P3

**FROM ORLANDO INTERNATIONAL AIRPORT**
Take Airport Boulevard SOUTH
Take ramp toward SOUTH EXIT/SR 417 (0.2 mile)
Stay STRAIGHT to go onto South Access Road (3.3 miles)
Turn slight LEFT onto Boggy Creek Road (0.7 mile)
Turn LEFT onto SR 417 NORTH toward SR 528 (0.9 mile)
Take SR 417 NORTH approximately 11 miles to Lake Nona Boulevard (EXIT 19)
Turn RIGHT on Lake Nona Boulevard

**BURNETT BIOMEDICAL SCIENCES BUILDING:**
Turn LEFT on Veterans Way
Turn RIGHT on Laureate Boulevard
Turn RIGHT into Parking Lot P1

**MEDICAL EDUCATION BUILDING:**
Turn LEFT on Humboldt Drive
Turn LEFT into Parking Lot P3

**COLLEGE OF MEDICINE**
**BURNETT BIOMEDICAL SCIENCES BUILDING**
6900 Lake Nona Blvd.
Orlando, Florida 32827
407.266.7001

**FROM TAMPA**
Take I 4 EAST to SR 417 NORTH toward International Airport/Orlando/Sanford
Take SR 417 NORTH approximately 17 miles to Lake Nona Boulevard (EXIT 19)
Turn RIGHT on Lake Nona Boulevard

**BURNETT BIOMEDICAL SCIENCES BUILDING:**
Turn LEFT on Veterans Way
Turn RIGHT on Laureate Boulevard
Turn RIGHT into Parking Lot P1

**MEDICAL EDUCATION BUILDING:**
Turn LEFT on Humboldt Drive
Turn LEFT into Parking Lot P3

**FROM GAINESVILLE**
Take I 75 SOUTH toward Tampa to Florida Turnpike SOUTH (EXIT 328)
Exit LEFT onto the Florida Turnpike SOUTH (EXIT 328) and travel toward Orlando
Take SR 528 EAST (EXIT 254) toward Orlando International Airport
Stay LEFT at fork and continue EAST on SR 528
Take SR 528 EAST approximately 10 miles to SR 417 SOUTH (EXIT 16)
toward Tampa
Take SR 417 SOUTH approximately 5 miles to Lake Nona Boulevard (EXIT 19)
Turn LEFT on Lake Nona Boulevard

**BURNETT BIOMEDICAL SCIENCES BUILDING:**
Turn LEFT on Veterans Way
Turn RIGHT on Laureate Boulevard
Turn RIGHT into Parking Lot P1

**MEDICAL EDUCATION BUILDING:**
Turn LEFT on Humboldt Drive
Turn LEFT into Parking Lot P3

**FROM JACKSONVILLE**
Take I 95 SOUTH to I 4 WEST (EXIT 260B) toward Orlando
Take the CR 46A/SR 417 exit (EXIT 101AB) toward International Airport/Sanford
Take SR 417 SOUTH approximately 35 miles to Lake Nona Boulevard (EXIT 19)
Turn LEFT on Lake Nona Boulevard

**BURNETT BIOMEDICAL SCIENCES BUILDING:**
Turn LEFT on Veterans Way
Turn RIGHT on Laureate Boulevard
Turn RIGHT into Parking Lot P1

**MEDICAL EDUCATION BUILDING:**
Turn LEFT on Humboldt Drive
Turn LEFT into Parking Lot P3