Human Resources

Policy
https://www.uvm.edu/hrs/handbooks-policies

Hiring Practices

Hiring practices falls under the prevue of the University and HR policies.

Procedures

The Director of Simulation Education and Operations will initiate the hiring process following the authorization and approval from OMSE. The Director of Simulation Education and Operations will work c l o s e l y with the OMSE and the HR personnel of the Dean's Office to establish the job description and p o s t the position. The CSL staff are non-represented staff and follow UVM policies and procedures. https://www.uvm.edu/sites/default/files/Human-Resource-Services-and- Operations/Benefits_Section_Update_07.22.2019.pdf

Payroll

Payroll falls under the prevue of the University and HR policies.

Full-Time Salaried Staff:

- The Simulation Specialists (2.0 FTE), Systems & Assessment Coordinator (1.0 FTE) and Administrative Assistant (2.0 FTE) are salaried non-exempt employees. Their positions are non- represented. They are required to submit their hours on a daily basis through the time reporting system (PeopleSoft). In general, 7.5 hours a day, plus a one-hour lunch is a work day.
- The Director of Simulation Education and Operations (1.0 FTE), and the SP Educators (2.0 FTE) are salaried exempt and non-unionized employees.
- Payroll is an operating expense on the CSL budget and includes payroll and benefits.
- Payroll is twice a month.

Part-Time Temporary Staff: The Standardized Patients and Simulation Specialists are hired in as temporary employees. They will receive an offer letter from HR and sign off on letter of understanding o f their role, responsibility and CSL role and responsibility. This letter will be reviewed and signed y e a r l y. Annually hours will not exceed 975 for a 37.5 hour-per-week employee, or 1,040 for a 40 hour- per-week employee. Temporary employees may provide direction to other employees, but typically do not provide supervision. Temporary staff are not eligible to participate in University benefit plans n o r do they receive paid holidays or vacation days. After one year of service, they are eligible for 40 hours of sick time to be used when cannot make scheduled work session. https://www.uvm.edu/sites/default/files/Human-Resource-Services-and-Operations/HRSDocs/Benefits/TemporaryEmployeePaid_SickTimePolicy.pdf https://www.uvm.edu/sites/default/files/Human-Resource-Services-and-Operations/Current_Employees/TemporaryEmployeePaidSickTimePolicyFAQs.pdf

Overtime Policy: This policy is governed by UVM human resource policies.

Overtime must be authorized by the Director of Simulation Education and Operations.

Supervision and Appraisals

The Director of Simulation Education and Operations directly supervises all personnel of the CSL. CSL Staff: We use principles of a learning organization (coaching, feedback with good judgment and system based thinking) to create a safe and supportive work environment. CSL staff (administrative staff, SP Educators, Simulation Specialists, etc.) are evaluated once a year using the Performance Appraisal Form (http://www.uvm.edu/hrs/?Page=info/relations/paforms.html) and are provided with ongoing performance development and feedback.

CSL Staff Dress Code

CSL staff are expected to follow the following guidelines:

1. Clean and well-groomed at all times. Effort should be taken to avoid bad breath or body odors.
2. Clothes are to be clean and in good condition (not frayed, ripped, or with holes).
3. Discretion should be used in the selection of clothing to ensure that safety and professional appearance are not compromised when standing, sitting, bending or stretching.
    1. Clothing must cover torso (chest, back and abdomen).
    2. Shirts and dresses must have wide shoulder straps (no spaghetti straps). Bras straps should not be visible from front or back.
    3. Blue Denim is not allowed.
    4. Clothing should not be tight fitting and should be appropriate to perform work and in a length not shorter than 4" above the knee.
    5. Shorts, skirts, tank tops, T-shirts, tube tops, sweatshirts/pants, running suits, and shirts with commercial slogans or pictures are not acceptable attire. (Unobtrusive small logos such as those found on dresses and shirts, and other logos of this nature are acceptable).
4. Soft-soled shoes are preferred, open-toed shoes and sandals are not permitted in any areas where sharps are present.
5. CSL name tags and UVM ID badges should be visible and worn above the waist to provide a clear display of name or picture ID.
6. Hair should be clean and neat with styles that are appropriate to business attire.
7. Strong colognes and perfumes should not be used due to other people's allergies or migraine triggers.

Dos and don'ts of scrubs: (sim Specialists, sim terns, sim fellows and others)

1. Scrubs can be worn in CSL, for in situ simulations and other work related jobs in the hospital (getting supplies etc.)
2. Please wear your name tag over the logo.
3. Please wear your UVM id so it can be clearly seen. See #5 above.
4. Please remove or cover scrubs when going to get food or eat food in cafeteria or kiosk

Travel and Meeting Attendance

The CSL staff will travel and attend meetings for business purposes only. It is the policy of the University to comply with IRS regulations regarding the provision and reimbursement of business- related travel, and to conform to the IRS "accountable plan" rules. See https://www.uvm.edu/finance/travel

Meetings/Conferences

Meetings common to the operations of the CSL:

- Association of Standardized Patient Educators (ASPE)
- International Meeting of Simulation in HealthCare (IMSH)
- Sim Ops
- Institute for Medical Simulation (IMS)
- Vendor sponsored conferences

Participation at meetings and conferences needs to be approved by the Director of Simulation Education and Operations to ensure that funding is available. Each budget year a certain amount is designated for travel. Once approved, the CSL administrative assistant can assist with travel arrangements and expenses.

Covered Expenses and Reimbursement Policy
http://www.uvm.e/policies/travel/travel.pdf