

# NEW HIRE WELCOME PACKET

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2024



Embarking on your new adventure at the  
University of Louisville





## Welcome!

We are thrilled to have you on our team. Please take some time to review all the documents as you get adjusted to your new role at the University of Louisville. Some items will link to another document or website.

If you are new to UofL, take a few moments and check out this [virtual tour](#) of Belknap and HSC campuses!

## Important external links

### *Onboarding External Links*

#### **2024 UofL Benefits Guide**

[Get Healthy Now enrollment](#)

[Mandatory online training](#)

[Workday Training Information](#)

[New Employee Orientation website](#)

[Well-being Resource Guide](#)

[Email set up](#)

[UL2FCTR set up](#)

[Parking maps](#)

[Pay card FAQs](#)

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[Kroger Discount Guidelines](#) (external link)

## Links in orientation presentation

### Links (A-Z)

[Alerts - UofL Alerts](#) (emergency text messaging system)

[Employee Resource Groups](#)

[Employee Success Center](#)

[Events - UofL Events](#)

[Get Healthy Now](#)

[Kroger Discount Guidelines](#)

[News - UofL News](#)

[Office of Ombuds](#)

[Parking - UofL Parking](#)

[Police - UofL Police](#)

[Policy & Procedure Library](#)

[TARC \(free with UofL ID\)](#)

[Voluntary Self-Identification of Disability Form](#)

[Well-being Resource Guide](#)

## Statement on diversity in the university community

The University of Louisville strives to foster and sustain an environment of inclusiveness that empowers us all to achieve our highest potential without fear of prejudice or bias.

We commit ourselves to building an exemplary educational community that offers a nurturing and challenging intellectual climate, a respect for the spectrum of human diversity, and a genuine understanding of the many differences-including race, ethnicity, gender, socio-economic status, national origin, sexual orientation, disability, religion, diversity of thought and political ideology-that enrich a vibrant metropolitan research university.

We expect every member of our academic family to embrace the underlying values of this vision and to demonstrate a strong commitment to attracting, retaining, and supporting students, faculty, and staff who reflect the diversity of our larger society.

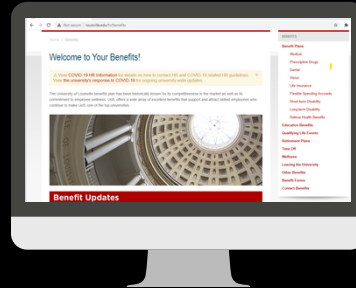
<https://louisville.edu/diversity>

## CHECK YOUR UOFL TODAY DAILY EMAIL FOR IMPORTANT NEWS

The primary method of communication to employees is a daily email called UofL Today. You will be automatically added to the distribution list within one week of your start date.

## BOOKMARK UOFL BENEFITS

The [UofL Human Resources Benefits website](#) has a wealth of information about your benefits, leave, employee assistance program and more. This is a very useful page to refer to with any HR questions.



## SIGN UP FOR UOFL EMERGENCY TEXT ALERTS

Sign up for UofL text alerts to receive a text during an emergency or when campus conditions affect class/work schedules. [louisville.edu/alerts](https://louisville.edu/alerts)

## VIEW WORKDAY TRAINING RESOURCES

Visit [Workday@UofL training resources](#) to find videos and reference guides for commonly used Workday functions, including adding pronouns, changing preferred name, tracking time, selecting benefits and more.

## SIGN UP FOR LINKEDIN LEARNING - IT'S FREE!

LinkedIn Learning is an industry leader in online training, with a digital library of over 16,000 courses covering a wide range of technical, business, software and creative topics. It is free for UofL faculty, staff and students. Go to the [UofL LinkedIn Learning webpage](#).

## JOIN THE EMPLOYEE SUCCESS CENTER MAILING LIST

[Join our mailing list](#) to get monthly emails on upcoming professional development opportunities, learning cafes, LinkedIn Learning spotlights and more. You can also find us on Facebook, Instagram and Twitter!

## USE YOUR KROGER DISCOUNT ON WEEKENDS

UofL employees receive 10% off Kroger brands (i.e. Simple Truth, Private Selection) every Friday, Saturday and Sunday. Show your UofL ID to your cashier at checkout.



# New employee CHECKLIST

By the Employee **Success** Center

**Welcome to UofL!** As you get acclimated to your new job, keep this checklist close by to help you check off onboarding tasks and tips. For onboarding questions or support, please reach out to the Employee Success Center at [employeesuccess@louisville.edu](mailto:employeesuccess@louisville.edu).

BEFORE YOU START		DUE DATE
	Locate original employee eligibility documents for I-9 <a href="https://louisville.edu/employeesuccess/i9docs">louisville.edu/employeesuccess/i9docs</a>	Hire date
	Review UofL Benefits Guide <a href="https://louisville.edu/hr/benefits/2024-benefits-guide">louisville.edu/hr/benefits/2024-benefits-guide</a>	Anytime
	Prepare any benefits questions for benefits specialist at orientation	Anytime
	Get required letter for waiving retirement plan waiting period, if applicable <a href="https://louisville.edu/hr">louisville.edu/hr</a>	Anytime
YOUR FIRST FEW DAYS		
	Attend new employee orientation your first day <a href="https://louisville.edu/employeesuccess/onboarding">louisville.edu/employeesuccess/onboarding</a>	
	<b>Activate</b> your UofL account and obtain UserID and password via email from Workday	Anytime
	Sign up for DUO two-factor authentication <a href="https://louisville.edu/its/ul2fctr">louisville.edu/its/ul2fctr</a>	After activation
	Complete onboarding tasks in Workday <a href="https://louisville.edu/employeesuccess/onboardingQRG">louisville.edu/employeesuccess/onboardingQRG</a>	After activation
	Visit Business Operations to complete I-9 ( <i>instructions in Workday task for I-9</i> )	3 days after hire
	Sign in to <a href="https://outlook.office365.com">outlook.office365.com</a> using UofL user ID and password (same as Workday)	After activation
	Add pronouns and/or preferred names to your Workday profile	After activation
	Sign up for university emergency text alerts <a href="https://louisville.edu/alerts">louisville.edu/alerts</a>	After activation
	Sign up for an upcoming Health Sciences Campus tour <a href="https://louisville.edu/employeesuccess/hsctour">louisville.edu/employeesuccess/hsctour</a>	Anytime
	If in a non-exempt staff position, review how to enter time in Workday <a href="https://louisville.edu/workday">louisville.edu/workday</a> . ( <i>Go to training, type 'enter time' in search for quick reference guide (QRG)</i> )	Anytime
YOUR FIRST FEW WEEKS		
	Enroll in benefits via Workday task	30 days from hire
	Add beneficiaries to your basic life insurance in Workday	30 days from hire
	Add dependent documents in Workday <a href="https://louisville.edu/hr/benefits/dependent-eligibility-verification">louisville.edu/hr/benefits/dependent-eligibility-verification</a>	60 days from hire
	Complete mandatory trainings <a href="https://louisville.edu/employeesuccess/newhiretraining">louisville.edu/employeesuccess/newhiretraining</a>	30 days from hire
	Enroll in Get Healthy Now by completing health assessment <a href="https://louisville.edu/gethealthynow">louisville.edu/gethealthynow</a>	45 days from hire
	Enroll in 403(b) retirement savings for your own contribution \$\$ <a href="https://netbenefits.com/UL">netbenefits.com/UL</a> . <i>UofL contributions start after one year, but you can set your own money aside anytime.</i>	Anytime
	Review general compliance training <a href="https://louisville.edu/compliance/ico/institutional-compliance-awareness">louisville.edu/compliance/ico/institutional-compliance-awareness</a>	First few weeks
	Check out employee resource groups to connect <a href="https://louisville.edu/employeesuccess/erg">louisville.edu/employeesuccess/erg</a>	Anytime
	Sign up for LinkedIn Learning - its free! <a href="https://louisville.edu/employeesuccess/linkedinlearning">louisville.edu/employeesuccess/linkedinlearning</a>	Anytime
AT SIX MONTHS		
	Attend an onboarding check-in meeting with Employee Success Center via email invitation	6 mo from hire
OTHER TASKS		
	<b>ALL EMPLOYEES:</b> Add retirement contribution for UofL match up to 2.5% <a href="https://louisville.edu/hr/benefits">louisville.edu/hr/benefits</a>	Anytime after 1 yr
	<b>FACULTY:</b> Engage with Delphi Center programs for new faculty <a href="https://louisville.edu/delphi/programs">louisville.edu/delphi/programs</a>	Anytime

# WHERE TO GET HELP

## HAVE QUESTIONS? HERE IS WHO CAN HELP

As you settle into your new role, you may find the need to learn more about certain areas or ask questions. Below, you will find some places you can reach out for assistance.

Benefits or HR question? [benefits@louisville.edu](mailto:benefits@louisville.edu) or (502) 852-6258

I-9 Question? [businessops@louisville.edu](mailto:businessops@louisville.edu) or (502) 852-7549

Retirement plan question? [benefits@louisville.edu](mailto:benefits@louisville.edu)

Payroll question? [payroll@louisville.edu](mailto:payroll@louisville.edu) or (502) 852-2978

Computer or phone issue? ITS Help Desk at (502) 852-7997 or [louisville.edu/its/tech-support/get-help/its-helpdesk](https://louisville.edu/its/tech-support/get-help/its-helpdesk)

### STILL NOT SURE?

Contact us at [employeesuccess@louisville.edu](mailto:employeesuccess@louisville.edu) and we will help you find your answers!

## ADDITIONAL ASSISTANCE

Record Retention Question? The University Archives offers assistance and training resources relating to records management, including retention schedules, electronic records, organization, archiving, and destruction. [Learn more >>](#)

Need writing assistance? The writing center at the university serves the entire UofL community, including employees at UofL. They can provide feedback and support for any kind of writing: resumes, cover letters, articles, grant proposals, website text, etc. It doesn't have to be for a UofL class or project. Find out more at [louisville.edu/writingcenter](https://louisville.edu/writingcenter).

The university follows a set of guiding principles that shape our community and our actions. Every member of the University of Louisville family is expected to follow these Cardinal Principles:

# CARDINAL PRINCIPLES

C

## Community of Care

Let us be a University that is a **Community of Care**. Care for self, care for one another as the Cardinal Family and care for the community beyond. We are a community—not just a collection of individuals. We are a community—not just buildings connected by an HVAC system.

A

## Accountability

**Accountability**. We keep our promises. We own mistakes. We are accountable to the team.

R

## Respect

**Respect**, irrespective of position. We respect each other's humanity and dignity, no matter what our positions in the organization are. We also respect our right to differing and conflicting positions on issues. We will be a place that prepares students for ideas, not protects students from ideas.

D

## Diversity and Inclusion

**Diversity and Inclusion**. We celebrate diversity of thought, perspectives and life experiences. As our state motto declares: United We Stand, Divided We Fall. We want everyone, in the richness of all of their many unique and intersecting identities to feel included in the Cardinal fold.

I

## Integrity and Transparency

**Integrity and Transparency**. We will be true to our mission of an urban research university to create, disseminate and apply knowledge. Integrity is our collective commitment to make decisions with the best interests of our university in mind and to share the decision making rationale and the outcomes.

N

## Noble Purpose

**Noble Purpose**. Each of us will identify for ourselves the way in which we make a difference. We know we must solve the problems of access and affordability to give everyone the opportunity to find and pursue their own noble purpose.

A

## Agility

**Agility**. We will recognize that things change and when they do, we must change things. We know that when adaptation in an organization does not keep pace with adaptation in the environment, the organization will not survive.

L

## Leadership

**Leadership**. We recognize that management is a position but leadership is an activity. We will all behave as owners of the University of Louisville because we are. "We are UofL" is not just a hashtag or a slogan. It is our declaration of leadership and ownership.



# Find help today

Receive support when and how you need it.



## Call us

Reach us at **800-865-1044**  
24/7 for free, confidential help



## Visit our website

Go to **anthemEAP.com** and enter  
**University of Louisville** to log in



**Your privacy matters.** If you contact EAP, no one will know, unless you give permission in writing.\* Let us give you a helping hand. Please call **800-865-1044** or go to **anthemEAP.com** and enter **University of Louisville** to log in.



\* In accordance with federal and state law, and professional ethical standards.

Language Access Services - (TTY/TDD: 711)

Spanish - Tiene el derecho de obtener esta información y ayuda en su idioma en forma gratuita. Llame al número de Servicios para Miembros que figura en su tarjeta de identificación para obtener ayuda.

Chinese - 您有權使用您的語言免費獲得該資訊和協助。

請撥打您的 ID 卡上的成員服務號碼尋求協助。

Anthem complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.

Anthem Blue Cross and Blue Shield is the trade name of: In Colorado: Rocky Mountain Hospital and Medical Service, Inc. HMO products underwritten by HMO Colorado, Inc. Copies of Colorado network access plans are available on request from member services or can be obtained by going to [anthem.com/co/networkaccess](http://anthem.com/co/networkaccess). In Connecticut: Anthem Health Plans, Inc. In Georgia: Blue Cross Blue Shield Healthcare Plan of Georgia, Inc. In Indiana: Anthem Insurance Companies, Inc. In Kentucky: Anthem Health Plans of Kentucky, Inc. In Maine: Anthem Health Plans of Maine, Inc. In Missouri (excluding 30 counties in the Kansas City area): RightCHOICE® Managed Care, Inc. (RIT), Healthy Alliance® Life Insurance Company (HALIC), and HMO Missouri, Inc. RIT and certain affiliates administer non-HMO benefits underwritten by HALIC and HMO benefits underwritten by HMO Missouri, Inc. RIT and certain affiliates only provide administrative services for self-funded plans and do not underwrite benefits. In Nevada: Rocky Mountain Hospital and Medical Service, Inc. HMO products underwritten by HMO Colorado, Inc., dba HMO Nevada. In New Hampshire: Anthem Health Plans of New Hampshire, Inc. HMO plans are administered by Anthem Health Plans of New Hampshire, Inc. and underwritten by Matthew Thornton Health Plan, Inc. In Ohio: Community Insurance Company. In Virginia: Anthem Health Plans of Virginia, Inc. trades as Anthem Blue Cross and Blue Shield of Virginia, and its service area is all of Virginia except for the City of Fairfax, the Town of Vienna, and the area east of State Route 123. In Wisconsin: Blue Cross Blue Shield of Wisconsin (BCBSWI), underwrites or administers PPO and indemnity policies and underwrites the out of network benefits in POS policies offered by CompCare Health Services Insurance Corporation (CompCare) or Wisconsin Collaborative Insurance Corporation (WCIC). CompCare underwrites or administers HMO or POS policies; WCIC underwrites or administers Well Priority HMO or POS policies. Independent licensees of the Blue Cross and Blue Shield Association. Anthem is a registered trademark of Anthem Insurance Companies, Inc.

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# Feeling overwhelmed, stuck or lost?

Lean on EAP, day or night.



## What is an Employee Assistance Program (EAP)?

It's a no-cost employee program to help you meet life's challenges. Call **800-865-1044** or visit **anthemEAP.com** and enter **University of Louisville** to log in. Everything you share is confidential.

## Employee Assistance Program

**800-865-1044**








**anthemEAP.com**

Enter **University of Louisville**  
to log in for free, confidential  
help, any time, day or night



## We're here for your everyday problems and questions, big or small.

### The EAP can help you:

-  Find child, elder, or pet care.
-  Work on achieving work-life balance.
-  Parent a child with special needs.
-  Deal with addiction and recovery.
-  Set retirement goals.
-  Find mental health resources and information.
-  Address financial or legal issues.

## Mark's Story







When you need some guidance, one on one — that's how EAP can help. For example, Mark\* called us during a difficult financial time:

*Mark contacted EAP when he found himself unable to keep his home and struggling to find a new place to live. He was feeling a lot of stress and anxiety about the future. The EAP representative who spoke to Mark explained the different types of services available to him, including counseling, financial consultation, and help with his housing search. The representative also referred Mark to local counselors who specialized in his areas of need and directed him to emotional health resources on the EAP website.*

\*Mark is not their actual name. It was changed to respect and protect privacy and identity.

### Connect with us by phone, in-person or online. You can:

-  Use our toll-free number to speak with an EAP professional.
-  Meet with a professional face-to-face.
-  Have up to 8 free counseling visits per issue per year.
-  Ask us about online visits with LiveHealth Online.

### Learn more about how EAP can help you at [anthemEAP.com](https://anthemEAP.com).



### Emotional Well-being Resources

These no-cost digital tools can teach you how to manage stress, anxiety, depression, substance use, and sleep issues.



### Contact us 24/7.

The EAP is here to make sure you and your household members have the support you need for emotional well-being.

Simply call 800-865-1044 or visit [anthemEAP.com](https://anthemEAP.com) to find help right away — at no cost to you.

This document is for general informational purposes. Check with your employer for specific information about benefits, limitation and exclusions.

# Employee Assistance Program Service Summary University of Louisville



Effective date: 01/01/2023

Available 24/7, 365 days a year  
Everything you share is confidential\*

Life can be full of challenges. Your Anthem Employee Assistance Program (EAP) is here to help you and your household members. EAP offers a wide range of **no-cost** support services and resources, including:



## Counseling

- Up to 8 visits per issue
- In-person or online visits
- Call EAP or use the online Member Center to initiate services



## Legal consultation

- 30-minute phone or in-person meeting
- Discounted fees to retain a lawyer
- Free legal resources, forms, and seminars online



## Financial consultation

- Phone meeting with financial professionals
- Regular business hours; no appointment required
- Free financial resources and budgeting tools online



## ID recovery

- Help reporting to consumer credit agencies
- Assistance with paperwork and creditor negotiations



## Emotional Well-being Resources

- Digital tools to improve emotional well-being
- Team up with an experienced clinical coach
- Practice mindfulness on the go



## Dependent care and daily living resources

- Online information about child care, adoption, elder care, and assisted living
- Phone consultation with a work-life specialist
- Help with pet sitting, moving, and other common needs



## Other anthemEAP.com resources

- Well-being articles, podcasts, and monthly webinars
- Self-assessment tools for emotional health issues



## Crisis consultation

- Toll-free emergency number; 24/7 support
- Online critical event support during crises

## We are ready to support you

You can call us at **800-865-1044**, or go to **anthemEAP.com** and enter your company code: **University of Louisville**

**When something unexpected happens, EAP can help you figure out your next steps. Contact us today.**

\* In accordance with federal and state law, and professional ethical standards.

This document is for general informational purposes. Check with your employer for specific information on the services available to you.

Language Access Services – (TTY/TDD: 711)

Spanish – Tiene el derecho de obtener esta información y ayuda en su idioma en forma gratuita. Llame al número de Servicios para Miembros que figura en su tarjeta de identificación para obtener ayuda.

Chinese – 您有權使用您的語言免費獲得該資訊和協助。請撥打您的 ID 卡上的成員服務號碼尋求協助。

Anthem complies with applicable federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex.

Anthem Blue Cross and Blue Shield is the trade name of: In Colorado: Rocky Mountain Hospital and Medical Service, Inc. HMO products underwritten by HMO Colorado, Inc. Copies of Colorado network access plans are available on request from member services or can be obtained by going to [anthem.com/co/networkaccess](http://anthem.com/co/networkaccess). In Connecticut: Anthem Health Plans, Inc. In Georgia: Blue Cross Blue Shield Healthcare Plan of Georgia, Inc. In Indiana: Anthem Insurance Companies, Inc. In Kentucky: Anthem Health Plans of Kentucky, Inc. In Maine: Anthem Health Plans of Maine, Inc. In Missouri (excluding 30 counties in the Kansas City area): RightCHOICE® Managed Care, Inc. (RIT), Healthy Alliance® Life Insurance Company (HAUC), and HMO Missouri, Inc. RIT and certain affiliates only provide administrative services for self-funded plans and do not underwrite benefits. In Nevada: Rocky Mountain Hospital and Medical Service, Inc. HMO products underwritten by HMO Colorado, Inc., dba HMO Nevada. In New Hampshire: Anthem Health Plans of New Hampshire, Inc. HMO plans are administered by Anthem Health Plans of New Hampshire, Inc. and underwritten by Matthew Thornton Health Plan, Inc. In Ohio: Community Insurance Company, Inc. In Virginia: Anthem Health Plans of Virginia, Inc. trades as Anthem Blue Cross and Blue Shield in Virginia, and its service area is all of Virginia except for the City of Fairfax, the Town of Vienna, and the area east of State Route 123. In Wisconsin: Blue Cross Blue Shield of Wisconsin (BCBSWI), underwrites or administers PPO and indemnity policies and underwrites the out of network benefits in POS policies offered by CompCare Health Services Insurance Corporation (CompCare) or Wisconsin Collaborative Insurance Corporation (WCIC). CompCare underwrites or administers HMO or POS policies; WCIC underwrites or administers Well Priority HMO or POS policies. Independent licensees of the Blue Cross and Blue Shield Association. Anthem is a registered trademark of Anthem Insurance Companies, Inc.





UNIVERSITY OF  
**LOUISVILLE**

**Make it Bold.  
Make it Happen.  
Make it Here!**



**DIGITAL  
MEDIA  
SUITE**



High-Quality Audio &  
Video Recording Studios



Recording  
Equipment Checkout



Specialized Adobe Editing  
Computer Access



Media Instruction  
For Your Class



Hands-on Support Designing  
Producing & Editing Projects



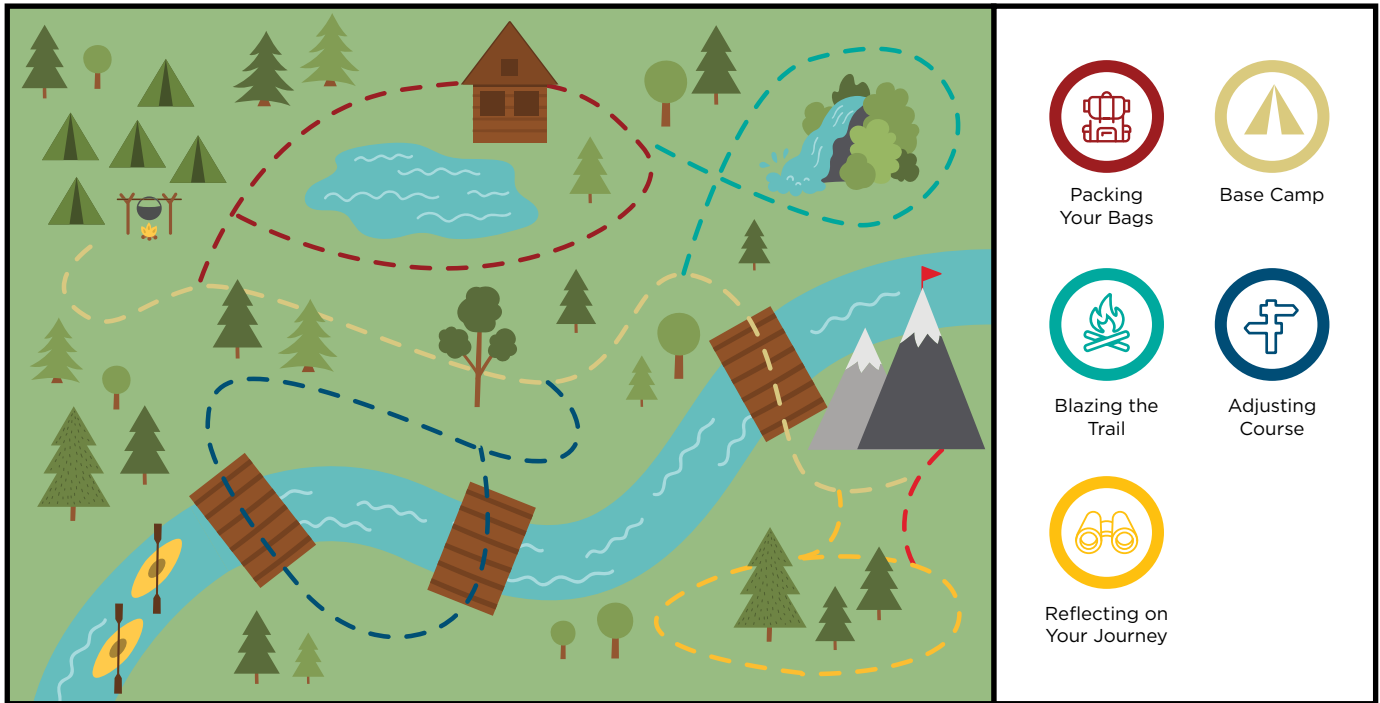
Digital Media Instructional  
Consultations

**OPEN TO ALL STUDENTS, FACULTY & STAFF**  
**Available by Appointment or Drop In Ekstrom Library Room 114**

**[louisville.edu/digitalmediasuite](https://louisville.edu/digitalmediasuite) • [dmsuite@louisville.edu](mailto:dmsuite@louisville.edu)**



# Are you a new instructor? Embark on your Teaching Onboarding journey at UofL



The Delphi Center's Teaching Onboarding experience serves as a “base camp” for all who are newer to teaching at UofL. It provides a series of core teaching and learning resources, tools and strategies that are easily accessible online. We designed this experience so that you are able to supplement your learning with additional in-person, virtual, blended, or online professional development programs and workshops offered through the Delphi Center and UofL.

## Resources Available Include:

- ✓ Designing a Learner-Centered Syllabus
- ✓ Teaching with Blackboard Ultra
- ✓ Teaching with UofL Technologies
- ✓ Creating an Inclusive Course Environment
- ✓ Teaching Information Literacy
- ✓ Transparent Assignment Design
- ✓ Using Student Feedback to Inform Your Teaching
- ✓ Active Learning Strategies
- ✓ Reflecting on your Teaching

Teaching Onboarding welcomes all educators, particularly those who are newer to teaching at UofL or are returning to the classroom after a hiatus.

Learn more and register at  
**[uofl.me/teaching-onboarding](https://uofl.me/teaching-onboarding)**



# KENTUCKY LAW REQUIRES

## EQUAL EMPLOYMENT OPPORTUNITY

### THE KENTUCKY CIVIL RIGHTS ACT PROHIBITS EMPLOYMENT DISCRIMINATION REGARDING:

- RECRUITMENT
- ADVERTISING
- HIRING
- PLACEMENT
- PROMOTION
- TRANSFER
- TRAINING AND APPRENTICESHIP
- COMPENSATION
- TERMINATION OR LAYOFF
- PHYSICAL FACILITIES
- ANY OTHER TERMS, CONDITIONS OR PRIVILEGES OF EMPLOYMENT

### THE KENTUCKY CIVIL RIGHTS ACT PROHIBITS EMPLOYMENT DISCRIMINATION BASED ON:

- DISABILITY
- RACE
- COLOR
- RELIGION
- NATIONAL ORIGIN
- SEX
- AGE (40 YEARS OLD AND OVER)
- TOBACCO-SMOKING STATUS
- PREGNANCY

### THE KENTUCKY CIVIL RIGHTS ACT PROHIBITS EMPLOYMENT DISCRIMINATION BY:

- EMPLOYERS
- LABOR ORGANIZATIONS
- EMPLOYMENT AGENCIES
- LICENSING AGENCIES

### **Kentucky Pregnant Workers Act, (eff. 6/27/2019)**

The Kentucky Pregnant Workers Act, (KPWA), (KRS 344.030 to 344.110), expressly prohibits employment discrimination in relation to an employee's pregnancy, childbirth, and related medical conditions.

In addition, under the KPWA it is unlawful for an employer to fail to make reasonable accommodations for any employee with limitations related to pregnancy, childbirth, or a related medical conditions who requests an accommodation, *including but not limited to*: (1) the need for more frequent or longer breaks; (2) time off to recover from childbirth; (3) acquisition or modification of equipment; (4) appropriate seating; (5) temporary transfer to a less strenuous or less hazardous position; (6) job restructuring; (7) light duty; modified work schedule; and (8) private space that is not a bathroom for expressing breast milk.

### **FOR HELP WITH DISCRIMINATION, CONTACT THE KENTUCKY COMMISSION ON HUMAN RIGHTS**

332 W. BROADWAY, SUITE 1400, LOUISVILLE, KENTUCKY 40202. PHONE: 502.595.4024  
TOLL-FREE: 800.292.5566. FAX: 502.595.4801  
E-MAIL: KCHR.MAIL@KY.GOV WEBSITE: KCHR.KY.GOV



# Conflicts of Interest

## Overview for New Employees

Conflict of Interest Office  
300 E Market  
Suite 300  
Louisville, KY 40202

## General Information on Disclosure Requirements

### Conflict of Interest

A conflict of interest (COI) is any situation that may compromise or appear to compromise a covered individual's (employee or researcher) professional judgment in carrying out their University of Louisville (U of L) activities because of an external relationship/interest of the employee or a member of their immediate family.

### Reporting External Interests & Potential Conflicts

External interests and activities must be reported on the Attestation and Disclosure Form (ADF). This includes, off campus, non-University commitments, such as lectures, speaker bureaus, or consulting activities for external entities, as well as, equity holding, board positions, and other activities or ownerships. The questions on the ADF specify what external interests to disclose and other potential COIs that are required to be disclosed. If you are unsure if you should disclose an activity/interest, it is best to disclose and provide additional information in the open text box(es).

### How to Disclose

The Attestation and Disclosure Form (ADF) is the means to disclose external interests and activities. The ADF is available at <http://iris.louisville.edu>. Instructions for completing the form are available <http://louisville.edu/conflictinterest>.

### Annual Disclosure Requirement

Effective October 1, 2017, all covered individuals are **required** to complete an ADF at least on an annual basis. These individuals include:

- All University of Louisville Employees.
- Non-employees who are engaged in research under the auspices of U of L, regardless of compensation.  
*This includes all individuals with a research appointment.*

### Managing Possible Conflicts of Interests

If you have reported disclosures, the submission will be reviewed to determine if a possible conflict of interest exists. If it is determined that your conflict requires management, an approved management plan will be developed for the COI. You will have to agree and sign off on the management plan and your Appropriate Authority will be copied on the plan. Unique COI situations are brought before the Conflict Review Board for a determination on the management, reduction, or elimination of a conflict of interest.

### Intellectual Property

Intellectual Property (IP) rights will be disclosed on the ADF; however, employees with IP and/or Technology Transfer questions should contact the Office of Technology Transfer at 852-2965 or [thinker@louisville.edu](mailto:thinker@louisville.edu).

**Additional information on COI's, including FAQ's, policies, and disclosing requirements is available on the COI Program website or contact us directly.**



The primary goal of the information security compliance program is to protect the confidentiality, integrity and availability of University information assets.

Components of the program include:

- Development and communication of information **security policies, standards** and guidelines
- Information **security awareness** and Training
- Information security **incident response**
- Identification, assessment and mitigation of information **security risks**
- Support of University **compliance efforts** and programs related to information security



### Overview

The Information Security Compliance Office (ISCO) serves as the University's resource for guidance on information security compliance and administers the University's Information Security Program. The ISCO oversees information security policies and standards; provides compliance oversight, and assessments; coordinates information security efforts, user awareness and incident response. The ISCO works in conjunction with [ITS Enterprise Security](#), [Audit Services](#), [Institutional Compliance](#) and officials in compliance areas such as [HIPAA](#), [FERPA](#), [PCI](#) and [Export Controls](#) to maintain regulatory compliance and to protect the confidentiality, integrity and availability of all University information assets.

<http://louisville.edu/security>

### Contact Information:

Email: [isopol@louisville.edu](mailto:isopol@louisville.edu)  
Kim Adams, ISCO  
Tel: 502-852-6692



## INFORMATION SECURITY COMPLIANCE OFFICE

***The Information Security Compliance Office serves as the University's resource for guidance on information security compliance.***



To report a violation or suspected information security incident contact the Information Security Compliance Office at: [isopol@louisville.edu](mailto:isopol@louisville.edu).

**Information Security is everyone's responsibility!**



## University Policies and Standards

Consistent University Information Security policies and supporting standards provide a common approach to compliance, regulatory and operational requirements and support the University in its research and academic missions. The University's Information Security Policies and Standards were originally approved by the Compliance Oversight Council on July 23, 2007.

University policy details can be found at:  
<http://louisville.edu/security/policies>

- ISO-001 Information Security Responsibility
- ISO-002 Business Continuity / Disaster Recovery
- ISO-003 Intellectual Property
- ISO-004 Policy Exception Management Process
- ISO-005 Sanction Policy
- ISO-006 Security Incidents
- ISO-007 User Accounts & Acceptable Use
- ISO-008 Passwords
- ISO-009 Data Facility Security
- ISO-010 Network Service
- ISO-011 Web Page Guidelines
- ISO-012 Workstation and Computing Devices
- ISO-013 Server Computing Devices
- ISO-014 Protection from Malicious Software
- ISO-015 Backup of Data
- ISO-016 Inventory/Tracking of Computing Devices
- ISO-017 Firewalls
- ISO-018 Encryption of Data
- ISO-019 Email Archiving
- ISO-020 Sponsored Accounts
- ISO-021 Voice Mail Policy
- ISO-023 Cloud and 3rd Party
- ISO Glossary
- Data Classification and Management Standard

## Policy Scope and Applicability

The University's policies are applicable to **all persons** while conducting/performing work, teaching, research or study activity or otherwise using university resources. Also includes all facilities, property, data and equipment owned, leased and/or maintained by the University or affiliates.

## Compliance

Failure to comply with these policies and standards and/or any related information security and/or information technology policy, standard or procedure may result in disciplinary action up to and including termination of employment, services or relationship with the University and/or action in accordance with local ordinances, state or federal laws.

## What is 'sensitive' information?

Information of a confidential or proprietary nature and other information that (1) would not be routinely published for unrestricted public access (2) which was provided to the university by a third party under confidentiality obligation or (3) where disclosure is prohibited by laws, regulations, contractual agreements or University policy. This includes (but is not limited to) full name or first initial and last name and **employee ID** (in combination), identifiable medical or health records, grades and other enrollment information, credit card, bank account and other personal financial information, social security numbers, grant reviews, dates of birth (when combined with name, address and/or phone numbers), user IDs when combined with a password, etc.

## User Responsibilities

Never share or post your user **password** and keep security codes, keys, equipment, etc. secure

Know your **data's sensitivity** level and any regulations that apply to it — handle and safeguard accordingly

Immediately notify your supervisor or the Security Compliance Office if you suspect or become aware of an **incident or information breach**

Never share or store 'sensitive' data with **external parties** without appropriate agreements and University approval (includes cloud storage and texting)

University and personal **mobile devices** (laptops, flash drives, tablets, smart phones) must be encrypted if receiving or storing sensitive data

Ensure all University and personal devices are updated with approved **anti-virus software and patches**

Email—always **encrypt 'sensitive' data** when sending outside of the University system by using the University's secure email process

Work with your Tier I and follow proper sensitive **data destruction** procedures.

Familiarize yourself with all the University Information Security **Policies** and other responsibilities located at:

<http://louisville.edu/security/policies>



# BETTER TOGETHER



Together we can uphold our values and maintain a culture of compliance and integrity.

**Speak up and report any suspicious, illegal, or unethical behavior.**

**REPORT IT ANONYMOUSLY**

**1(877)-852-1167**

**Call toll-free 24 hours a day, 7 days a week**

**UNIVERSITY OF  
LOUISVILLE®**

University Integrity & Compliance Office  
[louisville.edu/compliance](https://louisville.edu/compliance)

Scan this code with the QR Code reader on your smartphone to directly access our website and get contact information.





# Cards GO Green Pledge

This year I pledge to:  
(Choose at least three)

I want to be a part  
of the solution!



- ☐ **Walk** to campus & appointments! Choosing to live within walking distance will save you money and keep you fit!
- ☐ **Bike** for transportation! It's a quick & easy way to get around. Get 50%-off bikeshare at [LouVelo.com](http://LouVelo.com) with @louisville.edu email!
- ☐ Get on the **bus**! Ride the entire TARC system FREE with U of L ID! Plan your trip at [ridetarc.org](http://ridetarc.org) or 502-585-1234
- ☐ When all else fails, **carpool** with others! Find/offer rides with the **Cardinal Directions** trip-planner: [directions.louisville.edu](http://directions.louisville.edu)



- ☐ **Not run water** unnecessarily (while shaving, brushing teeth, dishwashing).
- ☐ **Boycott bottled water** and drink Louisville's award-winning tap water in reusable bottles.



- ☐ **Set thermostats** moderately (under 70° winter, over 75° summer) & adjust 10° when leaving.
- ☐ **Set computers** to sleep/hibernate when idle.
- ☐ **Turn off** lights & equipment when leaving.
- ☐ **Unplug** chargers, laptops, and TVs when not in use — even off, they draw power!
- ☐ Buy only efficient, **Energy Star** rated electronics and compact fluorescent or LED bulbs.



- ☐ Eat more **locally-grown food** to improve my health, reduce carbon emissions, and strengthen our local economy!
- ☐ Seek **organic, fair trade & vegetarian/vegan** options to minimize abuse to the environment, people & animals.

- ☐ Cut paper use in half by printing or copying on **both sides** = "duplexing".
- ☐ **Not print** emails/files unless necessary.
- ☐ Bring my own **reusable shopping bags** and buy in bulk. Saves money & waste.
- ☐ Use **reusable mugs, bottles, utensils, & napkins** rather than disposables.
- ☐ Switch to **rechargeable batteries** rather than toxic disposables.
- ☐ Buy **pre-owned** instead of new items, or new items with **recycled content**.
- ☐ **Donate** unwanted items to charities or thrift stores; or host a yard sale.
- ☐ **Recycle computers, TVs & E-waste** through UofL Surplus, or at 636 Meriwether Ave. (MetroCall 311) Home Depot recycles CFL bulbs.
- ☐ Safely dispose of **hazardous materials** (paints, chemicals, batteries, etc.) at DEHS or Haz Bin at 7501 Grade Lane.
- ☐ **Recycle** all types of plastic, paper, cardboard, metal, and glass — all in the same bins on campus.
- ☐ **Compost** organic wastes & food scraps.

Learn More. Get Involved. Live Green.  
[louisville.edu/sustainability](http://louisville.edu/sustainability)

Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*\*Keep this page as a reminder of your commitment!**

# UofL EMPLOYEE *Special!*

**BLACK CARD MEMBERSHIP**  
**\$19<sup>99</sup> A MONTH**  
**NO ENROLLMENT FEE! NO ANNUAL FEE!**

Visit any Louisville or Southern Indiana Planet Fitness with your UofL Employee ID and checking account information to receive this special offer!

Benefits of the Black Card include ability to bring a workout partner, use any of the 21 Louisville area and 2,200 nationwide clubs, HydroMassage beds, massage chairs and much more!



Membership fee subject to state and local taxes. Participating locations only.  
Membership available to UofL employees with valid ID only. Planet Fitness clubs are independently owned and operated.





# Get more with PNC WorkPlace Banking®.

## Now available: A one-on-one virtual appointment with your PNC WorkPlace Banker.

Our innovative bank-at-work program is designed to help make managing your finances easier today and more rewarding for the long run. Whether you're thinking about better ways to manage your money right now or wondering if your long-term financial dreams are within reach, PNC WorkPlace Banking offers **a rewarding relationship**.

### PNC WorkPlace Banking delivers an array of employee benefits to you, including:



#### EASE AND CONVENIENCE

PNC's line of Virtual Wallet® products include digital banking tools that help simplify money management, and online<sup>1</sup> and mobile<sup>2</sup> banking let you bank where, when and how it works for you.



#### FINANCIAL WELLNESS

Learn how to make your money work harder for you through seminars, workshops and digital information sources — at no charge to you.



#### OFFERS AND REWARDS

Earn cash rewards on certain banking products and services from time to time, including credit cards,<sup>3</sup> mortgages<sup>3</sup> and the Refer a Coworker program.<sup>4</sup>



#### A DEDICATED PNC WORKPLACE BANKING TEAM

Available to answer questions, offer personalized guidance and help you stay on track toward your financial goals.

SCHEDULE A ONE-ON-ONE APPOINTMENT WITH YOUR PNC WORKPLACE BANKER TO TALK ABOUT YOUR FINANCIAL NEEDS



Sheila Harris  
sheila.harris@pnc.com  
216-222-5506

The PNC WorkPlace Banking program is available to employees of the 37,000 companies that participate in the program. Participants must hold a qualifying PNC WorkPlace Banking checking product to be eligible for program benefits.

<sup>1</sup> Online Banking is free to customers with an eligible account; however, there may be a fee for certain optional services. We reserve the right to decline or revoke access to Online Banking or any of its services. All online banking services are subject to and conditional upon adherence to the terms and conditions of the PNC Online Banking Service Agreement.

<sup>2</sup> A supported mobile device is needed to use Mobile Banking. Standard message and data rates may apply.

<sup>3</sup> For more information, visit [pnc.com/workplace/employee](https://pnc.com/workplace/employee).

<sup>4</sup> For more information, visit [pnc.com/referacoworker](https://pnc.com/referacoworker).

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