

Welcome to UPMC

Attendance Confirmation

I have attended the UPMC New Employee Orientation and the below listed topics were covered during my orientation. I understand that it is my responsibility to remain familiar with all topics listed below and all UPMC policies.

Print Name

Employee Signature

Employee ID

Date

Welcome/UPMC Overview

Code of Conduct
Disaster Management
Fair Labor Standards Act (FLSA)
Inclusion
Infonet/My HUB/Kronos
LifeSolutions (if applicable)
Mission, Vision, and Values
W-4/Direct Deposit/Local Wage Tax Withholding

Human Resources Policies and Procedures

Orientation Period
Performance Management
Systemwide Competencies/Behaviors
Promotions and Transfers
Drug-Free Workplace
PA Workers' Compensation (if applicable)
Harassment
Social Networking
Personal Electronic Devices
Solicitation Policy
Licensure
Leave of Absence
Corrective Action and Discharge
Grievance Procedure
Paid Time Off
Holidays
Reward and Recognition

OSHA Infection Control

OSHA Bloodborne Pathogen Standard
Employee Health Services
Tuberculosis
Hand Hygiene
Transmission-Based Precautions

OSHA Environmental Health and Safety

Patient Safety: MCare
Hazard Communication
Waste Management
Spill Response
Fire Safety and Response
Rapid Response Teams
Medical Equipment/Electrical Safety
Safety Management Program
Utility Management
Emergency Management
Security Management