

LEADER ONBOARDING GUIDE



The Leader Onboarding Guide was designed to support new leaders in navigating useful UK HealthCare and University of Kentucky resources. Contained within this document is a listing of departments, along with descriptions and contact information. The guide is maintained and updated by the UK HealthCare Onboarding Committee. Information is subject to change. For comments or questions, please contact Jason Chadwell at jason.chadwell@uky.edu.

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ACCREDITATION

This department is responsible for programs and initiatives to maintain continuous compliance with regulatory, accrediting, and licensing requirements for the Enterprise. This also includes policy management. Accreditation leadership actively participate in organizational strategic planning and operations to ensure that relevant national and state regulatory requirements are continuously maintained.

Continuous readiness is maintained through the following ongoing activities:

- Continuous Readiness SharePoint site on CareWeb
 - Most current TJC e-standards at all times
 - Continuous Readiness Handbook
 - Graffiti
- Internal tracers
- Monthly Continuous Readiness Checklists & Training
- Weekly Accreditation Email Updates
- Accreditation Management Team with Monthly Chapter Champion Presentations
- Periodic Mock Surveys
- Tracking and Trending of Tracer and Checklist findings using Tracers with AMP® software
- Direct consultation, interpretation and education to hospital and medical staff leaders
- Manage Enterprise and Nursing Services policies to ensure policies align with regulatory requirements
- Maintain the CareWeb UK HealthCare Policy Website
- Coordinate with Risk Management and the Center for Quality, Value and Safety in investigation and analysis of patient safety events
- Direct and coordinate TJC site surveys and OIG investigations, including responses to deficiencies

The department is led by the Director of Accreditation and Regulatory Compliance. The department includes a Regulatory Program Manager and 3 Accreditation Specialists to provide services and support throughout the Enterprise, including all inpatient areas, hospital-sponsored ambulatory services, and provider-based Clinics.

The Department Director reports to the Enterprise Director of Operations.

Contact: Primary - Jennifer Brown, Regulatory Program Manager
jdbrowf@uky.edu, 859-699-2036

Alternate - Tammy Swartz, Enterprise Director of Operations
tammy.swartz@uky.edu, 606-359-1280



BENEFITS

The University of Kentucky is proud to offer you a generous employee benefits package. We provide plans and programs for insurance, retirement savings, tuition discount, tools for your financial security and many other benefits for your personal and professional well-being.

In fact, our benefits package was the initial catalyst for UK gaining national recognition as a “Great College to Work For.” This recognition has been earned by UK for several years running, and we are now on the “Honor Roll” of recognition. The recognition has expanded to numerous other ways in which UK endeavors to provide a positive and engaging culture for its employees.

Website: <https://www.uky.edu/hr/benefits>

Contact: 859-257-9519, option 3 (main customer service line)
benefits@uky.edu

BRAND STRATEGY

The award-winning UK HealthCare Brand Strategy team supports the clinical enterprise and the Advanced Medicine UK HealthCare brand.

We offer digital & brand strategy, reputation management, market development and market research. We work closely with the UK HealthCare physician liaison program, corporate communications and internal communications.

Contact: 859-323-2887 (main line) or ukhealthcare@uky.edu

Website: <https://ukhealthcare.uky.edu/staff/brand-strategy>

COMPENSATION AND EMPLOYEE RECORDS

The Compensation Office is responsible for managing the classification and compensation system for all staff positions, the review of written job analysis questionnaires (JAOs) establishing new positions, the re-evaluation of JAOs for existing positions, the collection and management of salary survey analysis data, and interpretation of University policies and procedures and state and federal laws which pertain to compensation.

Website: <https://www.uky.edu/hr/compensation>

Contact: Whitney Goodrum - 859-257-8759
Employee Records - 859-257-9555

CORPORATE COMMUNICATIONS

Corporate Communications gathers, sorts and distributes essential information to UK HealthCare employees.

We provide the following services: crisis communication, enterprise email distribution, digital content planning, media production/photography, internal printed publications, digital screen coordination and The Loop intranet management.

Contact: <https://theloop.ukhc.org/Interact/Pages/Content/Document.aspx?id=4219&SearchId=145580>

CORPORATE COMPLIANCE

The Office of Corporate Compliance works with a wide array of activities, which are categorized into three specialized areas – Compliance, Privacy, and Auditing. The purpose of Corporate Compliance is to:

- Promote a culture of ethics and compliance that is central to all of UK HealthCare’s operations and activities;
- Understand the nature of the risks and potential risks of UK HealthCare’s operations and activities; and
- Manage risks that may lead to financial, legal, and/or reputational loss.

In simple terms, the Office of Corporate Compliance engages a three-step process to evaluate the activity and operations at UK HealthCare: 1) Assess activity, 2) Identify obligations, and 3) Develop work plans.

Contact: 859-323-8002 (main line)
1-877-898-6072 (Comply Line)

EMPLOYEE RELATIONS AND LEAVE ADMINISTRATION

Employee Relations assists the University community by encouraging a positive work environment and positive working relationships. We educate and coach employees, administrators, managers and supervisors on a variety of employee relations issues. Our office promotes mutual respect among a diverse University community and supports proactive intervention.

Website: <https://www.uky.edu/hr/employee-relations>

Contact: Jason Kidd - 859-257-8758, Jason.kidd@uky.edu

LEAVE ADMINISTRATION

Contact: Lindsey Powell, MBA, FML Administrator
859-323-0256, lindseyhpowell@uky.edu

EMPLOYMENT

Website: <https://www.uky.edu/hr/employment>

Contact: 859-257-9555 (main customer service line)

CAREER EMPLOYMENT

Career Employment assists hiring departments through each stage of the hiring process for regular staff positions, including assistance with job postings, advertising, salary recommendations, and PARs. Employment Consultants within Career Employment are able to assist with creating customized interview guides, reference check guides, providing customized training for you and your department on hiring and selection topics, consultations, and general guidance. Career Employment also posts faculty positions and provides consultation and training on faculty selection processes.

Contact: Emily Curtsinger, 859-257-9632

STEPS TEMPORARY EMPLOYMENT

Temporary Employment is a full-service staffing agency for the University of Kentucky that fills full-time, part-time, short-term, and long-term positions (up to one year) throughout the UK campus and UK HealthCare. Temporary Employment recruits, interviews, screens, hires, and provides payroll services.

Contact: Marty Jacks, 859-257-9561

STUDENT EMPLOYMENT

Student Employment helps students find jobs on and off-campus while attending the University of Kentucky. The office saves time for employers by pre-screening students based upon identified qualifications you provide and refers all students who match those qualifications, all while allowing the employer to retain control over the hiring decision.

PRE-EMPLOYMENT SCREENING

In compliance with KRS 164.281, a pre-employment national background check (PNBC) is required of all initial hires at the University of Kentucky. This requirement includes regular (staff and faculty), temporary and student employees. Pre-employment drug screening (PDS) is required for initial UK HealthCare faculty, residents and regular staff hires, in addition to pre-employment national background checks.

Contact: Alex Ortiz, 859-257-2608

CUSTOMER SERVICE

The HR Customer Service front desk at 112 Scovell Hall provides general guidance on various UK employment needs, including: assisting with the application process, resetting UK Jobs passwords and completing I-9s (employment eligibility forms). The front desk is staffed Monday – Friday from 7:30am – 5:00pm. Supervisors can help prepare new hires by sharing this list of acceptable documents and guide them to make an appointment to complete new I-9 forms at www.uky.edu/hr/i9.

Contact: Yankuba Banda, 859-257-9643

ENTERPRISE LEARNING

Enterprise Learning supports UK HealthCare faculty and staff in their learning and development and provides organizational development to impact the organization's goals and priorities. From orientation to onboarding to regulatory education to leadership development to training supervisors and future leaders to coaching to teambuilding to succession planning, our team is here to support the health care professionals of today and tomorrow. The Learning Center, located on the lower level of the Waller Avenue Educational Complex, is comprised of classroom space, computer labs, and a leadership library of resources.

Website: <https://www.uky.edu/hr/hr-home/enterprise-learning>

Contact: 859-257-9226 (main line)
Jason Chadwell, 859-562-2454

NEW EMPLOYEE ORIENTATION

All new UK HealthCare employees must attend UK HealthCare New Employee Orientation (UK HealthCare NEO). All regular employees must also complete online University New Employee Orientation. This will be automatically assigned to new regular staff employees with an FTE of 0.5 or greater. You will need to register your new employee for in-person UK HealthCare orientation. Beyond orientation, your individual work area will have additional requirements that you must fulfill for your specific job.

Website for NEO registration: <https://www.uky.edu/hr/hr-home/enterprise-learning/uk-healthcare-new-employee-orientation-form>

NEW LEADER ACADEMY

As part of UK HealthCare's commitment to leadership development, we provide a unique foundational learning and development opportunity designed to meet the needs of new leaders. All new leaders are required to attend this training and should be completed in the next available offering after becoming a supervisor. UK HealthCare New Leader Academy is a five-day course, offered quarterly, that covers a broad range of topics. Essential Enterprise information, ranging from training on our values (Living DIRECT) to a leadership spin on important regulatory topics (e.g., safety, risk, accreditation) are included. The primary focus, though, is providing critical leadership development content essential to understanding how to be a leader at UK HealthCare (e.g., communication, coaching, change management). Additionally, you will have a chance to connect with a cohort of new leaders across the UK HealthCare enterprise.

To register for New Leader Academy, search for 'UK HealthCare New Leader Academy' in myUK Learning and sign up for the next available training session.



ENVIRONMENTAL SERVICES

Environmental Services supports UK HealthCare patients, visitors and staff by cleaning & sanitizing patient care spaces, clinics, ambulatory, administrative, and non-clinical support spaces within the Chandler Medical Center, Good Samaritan Hospital, and Kentucky Clinic.

Service Timelines:

- Inpatient Units & Public Areas 0700 - 1530
- Outpatient, Offices & Ambulatory Areas 1600 - 2330
- Emergency, Peri-Operative, Lobbies 24 Hours

FAQs:

- *Are our cleaning chemicals & products environmentally friendly?*
Yes! 80% of all products utilized within UK HealthCare are Eco Friendly/Recycled Materials
- *Where are our chemical Safety Data Sheets (SDS) located?*
All chemicals utilized by EVS SDS are logged onto CareWeb under the safety portal.
- *What if I have a question about service or need to report a concern?*
All sites have a main contact line which can be reached 24 hours a day which is outlined below:

Contact:

- Chandler Main Line: 859-323-5133
- Good Samaritan Line: 859-226-7391
- Kentucky Clinic: 859-323-4642
- Email: UKClean@uky.edu

FINANCE BUSINESS PARTNERS

The Finance Business Partners act as a liaison between finance, clinical, and executive teams to provide business and financial support and insight. They support as subject matter experts in data analysis, data modeling, data exploration and data visualization.

Contact: 859-323-1296 (main line)

HR BUSINESS PARTNERS

HR Business Partners build and maintain strategic relationships with key leaders across the University. Their mission is to provide project management leadership, provide senior leadership with timely and appropriate information to assist in decision making, consult on employee engagement, review and update policies, and assist with organizational design management.

Hospitals/Nursing contact: Jennifer Siguenza, 859-257-1738

EVPHA and Ambulatory contact: Ann Stone, 859-323-1426

College of Medicine contact: Liz Hillard, 859-218-2204

ID BADGES

- ID badge production – Employee, Retiree, Student, Contractors, Vendors, Externals, Observers, & Volunteers. We are now processing remote IDs for Healthcare facilities in multiple counties in KY and Distance Learning IDs.
- Access Control – The ID office manages access control for all Healthcare facilities. Campus access control is managed through Campus access; however, the ID office is able to help research and problem solve all access-related issues.
- Duo Tokens – The ID office sells the DUO tokens for dual authentication for students, employees, and retirees. The DUO token is used in the event someone doesn't want to use their personal device for dual authentication or doesn't have a smart device to use.
- Credentialing of Minors on Campus (for campus only) – This is a new process that hasn't been established yet. More information will be provided as this is created.
- Working on creating Conference ID cards as a service to offer the University – This is a process we are trying to get started; however, this is not a current process.

Website: www.uky.edu/wildcard

Contact: 859-323-2356

Access request/issues email: SecurityIDBadges@uky.edu or campusaccess@uky.edu

Healthcare ID office: PavA.00.807 (employee hallway behind ER, next to Security)

INFECTION PREVENTION AND CONTROL (IPAC)

This department is trained in hospital epidemiology principles and is responsible for surveillance, analysis, interpretation and reporting of hospital acquired infections (HAI's). IPAC is the Enterprise liaison for state agencies related to reporting outbreaks and reportable diseases. IPAC also educates employees about infection prevention and participates in the development of health system policies and procedures to ensure rigorous infection control standards that meet Joint Commission, OSHA, CMS, CDC, as well as other nationally organized agencies' recommendations and requirements. This department serves as the Enterprise-wide resource on all infection-related questions and concerns, including community-wide concerns that could affect the healthcare setting. The department operates 24 hours a day, all year long, with 4 Infection Preventionist Nurses, 2 Masters of Public Health Infection Preventionists, and 3 Infection Prevention Technicians, who monitor hand hygiene compliance as well as Transmission-Based Precautions compliance.

Contact: Main Office Line 859-323-6337 from 7am-10pm

**For information outside of daytime business hours, the IPAC on-call schedule can be accessed on CareWeb. The "Infection Prevention" tab is on the left side of the page.*

IPAC Manager: Rachel Howard, 859-536-7335

IT HELP DESK (UK HEALTHCARE)

FOR UK HEALTHCARE IT HELP DESK

The University of Kentucky HealthCare IT Service Desk is the single point of contact for all IT-related incidents and requests. The Service Desk is staffed 24/7/365. The primary goal of the Service Desk is to support the employees of UK HealthCare by returning service back to normal as quickly as possible. The Service Desk also acts as the liaison between Campus IT and UK HealthCare.

Contact: For Urgent issues, please call 859-323-8586.

Non urgent issues can be reported via email to ukhcit.service@uky.edu or at our online portal <https://serviceuknow.service-now.com/sp/>.

FOR UK CAMPUS

Contact: IT Customer Service can be contacted by phone at 859-218-4357 or by email at 218help@uky.edu.



OFFICE OF PATIENT EXPERIENCE

The Office of Patient Experience exists to help patients, caregivers, families, visitors, physicians and staff work together to create the best possible experience for everyone at UK HealthCare. Our team aligns our work with the 2025 Strategic Plan to strive to be a high-value, performance driven organization and deliberately develop a DIRECT, values-based culture.

Contact: Amberlee Fay, MHA, Enterprise Director, Office of Patient Experience, Amberlee.Fay@uky.edu, 859-257-6491

EMPLOYEE ENGAGEMENT (STAFF, PHYSICIANS, & ADVANCED PRACTICE PROVIDERS)

Employee Engagement is the effort to understand and describe, both qualitatively and quantitatively, the nature of the relationship between an organization and its employees. It is the emotional investment an employee has to UK HealthCare and the foundation of exceptional work and patient centered care. The mission of the employee engagement department is to provide the tools, resources and data to facilitate a culture where employees choose to engage. Engagement affects retention, patient centered care, safety, organizational culture and an employee's overall satisfaction.

Tools/Resources Available: Employee Engagement Survey, Provider Engagement Survey, Leader Rounding System

Employee Engagement Manager: Currently Recruiting

Provider Engagement Manager: LeAnn Barber, MPA, LeAnn.Barber@uky.edu, 859-562-2363

AWARDS & RECOGNITION

A key element to building a strong work culture is appreciation. Research proves recognition has a direct impact to cause great work, increase engagement, encourage innovation and productivity, improve trust, attract and retain talent, and increase an employee's sense of value.

Recognition Events/Tools Available: Career Achievement Program (employee career milestone anniversaries), DAISY

Award (rewarding nurses that exhibit extraordinary care), SAHA Award, STAR Program, and more!

Employee Recognition Coordinator: Megan Kidd, Megan.Kidd@uky.edu, 859-257-5967

PATIENT EXPERIENCE

To our patients, patient experience is more than a survey or single interaction, it is directly linked to quality, safe care. An excellent experience allows the patient to be confident in the care received and focus on individual health needs, while allowing the family or caregiver to focus on their loved one.

Resources/Tools Available: Patient Experience Surveys (Data & Comments), Patient Experience Management Team (Coaching & Support), Patient and Family Advisors, E-mail Advisors, Participation in National Committees, Peer Mentors, Patient Centeredness Trainings, Dyad Tool Kits, Best Practice Resources, Patient Guides

Patient Experience Managers

- Kathy Bachman, MHA, LTCA, CPPN, Kathy.Bachman@uky.edu, 859-257-5944
- Lyndsay Reichle, MHA, Lyndsay.Reichle@uky.edu, 859-562-2538

Patient Experience Specialist Team

- Barbie Pelfrey, Bpelf2@email.uky.edu, 859-257-5941
- Sara Clayton, Sara.Clayton@uky.edu, 859-257-5946
- Brianna Coffey, Brianna.Coffey@uky.edu, 859-257-0501

WAYFINDING SUPPORT (INFORMATION DESKS)

Information Desks are located at all of the main entrances of UK HealthCare. Information Desks can verify patient rooms, patient appointments/procedures, provides directions & maps, and general information/resources to patients, guests, and staff. Additionally, our wayfinding team assist with updating signage, maps, patient's guides and other resources for patients and guests.

Resources/Tools Available: UK HealthCare Maps, Patient Guides, Wheelchairs, Phone Chargers, etc.

Guest Relations Manager: Weston Klinksiek, Weston.Klinksiek@uky.edu, 859-323-4097

VOLUNTEER SERVICES & GIFT SHOPS

UK HealthCare Volunteer Services assists the Enterprise in providing quality health care by obtaining and retaining adequate, competent, satisfied volunteers to fill the need for service, comfort, and operational efficiency for our patients and visitors.

Resources Available: Clothing Closet, Mail & Flowers, Items for patients, UK Hospital Auxiliary, Hire a Volunteer!

Manager, Volunteer Services: Katie Hantle, Katie.Hantle@uky.edu, 859-323-6023

Enterprise Retail Manager: Daun Wickline, Daun.Wickline@uky.edu, 859-323-5797

CUSTOMER RELATIONS

At UK HealthCare, we welcome feedback from our patients and families, whether it is a compliment or area of opportunity for us to improve the quality of care we provide. If patients or families feel their needs or expectations are not being met, they are welcome to contact our team directly to assist with their concerns.



The Customer Relations office is open Monday through Friday, 8:00 am to 4:30 pm. Phone 859-257-2178 / Toll Free 800-431-4894 / E-mail UKHCCustomerService@uky.edu

Resources/Tools Available: UK HealthCare Policy A08-105 Patient Rights & Responsibilities, UK HealthCare Policy A01-025

Contact: Kathryn Perry, M. Div., Patient Experience Manager, Kathryn.Perry1@uky.edu, 859-323-1481

Customer Service Team

- Daniel Bentley
- Liz Bertram
- Whitney Darbyshire
- Ginger Anderson

PARKING AND TRANSPORTATION

UK Transportation Services: Handles all UK Employee & Student parking, UK employee & student shuttles, and patient & visitor parking for UK HealthCare.

Website: <https://www.uky.edu/transportation/>

Contact: Patient, Visitor, & Employee Parking at UK HealthCare:

- Lance Broeking (Director of UK Transportation Services)
- Mike Scales (Associate Director of UK Transportation Services)
- Delbert Ault (UK HealthCare Employee Permits) 859-257-6875 or Delbert.ault@uky.edu
- Weston Klinksiek (Guest Relations Manager-UK HealthCare Liaison with UK Transportation Services)

Employee & Student Shuttles (Orange/White/Blue/Green/Yellow Routes): Jamie Hutchins

Main Office

721 Press Ave. Lexington KY 40506 (Press Ave Garage-PS#6)

Telephone: 859-257-5757

Toll Free: 800-441-0555

General Email: UKTransportation@lsv.uky.edu

Buses Email: UKBuses@lsv.uky.edu

Bikes Email: UKBikes@lsv.uky.edu

Republic Parking: Handles all patient shuttles and ambassadors at UK HealthCare. Patient and visitor shuttles help transport UK HealthCare patients to the various buildings around UK Chandler Hospital, KY Clinic, Markey Cancer buildings, and Good Samaritan Hospital. The Ambassadors greet patients and visitors at the entrances of these locations, helping them on and off the shuttles.

Contact: Josh Gootee (859-323-6824)

PERFORMANCE EVALUATIONS

The performance evaluation cycle for UK HealthCare follows the fiscal year. Performance evaluations will typically become available to employees in early May and are due at the end of June. Performance evaluations are based on the employee's major job responsibilities, as outlined in their job description.

UK HealthCare DIReCT values (Diversity, Innovation, Respect, Compassion, Teamwork) are also included and weighted toward the overall performance evaluation rating. Faculty, physicians and select other employees do not participate in this performance evaluation process. UK HealthCare Leadership have their own, separate process within the system.

Additional information, including resources, can be found by accessing <https://www.uky.edu/pe/> and selecting Healthcare or Healthcare Leadership.

Website: <https://www.uky.edu/pe/healthcare>

Contact: learningandperformance@uky.edu

RISK MANAGEMENT

Risk Management advises and interprets on a variety of legal and clinical issues daily. The following areas are addressed by the department:

DEFEND

- Manage and oversee all medical malpractice actions
- Defense assigned to outside counsel: we oversee, coordinate, strategize, work closely with counsel from filing to resolution

COUNSEL

- Counsel and support UK HealthCare physicians, nurses, administrators and staff on a variety of legal issues that impact care
- Interpret statutes, regulations and policies

INVESTIGATE

- Conduct, coordinate and collaborate clinical investigations
- Notice per IR process
- Nurses, faculty, house staff, customer relations
- Patient or family complaints
- Notice from outsiders, such as state and federal agencies, attorneys, licensure or accrediting agencies

Contact: 859-257-6212 (main office)

SAFETY AND EMERGENCY MANAGEMENT

Focus areas include hazard prevention and communication, fire safety, emergency management, safety and security measures, safe patient handling, ergonomic assessments, and bed bug response.

Main contact: Sharon Berry, 859-323-5734 **Emergent Issues:** 24/7 pager 859-259-6690 **Email:** safetyem@uky.edu



SECURITY

UK HealthCare Security: One security department working together to serve the UK HealthCare Community through professional training and customer service by providing assistance to our faculty, staff, patients and visitors. Roles include security monitoring, calls for assistance, report problems, provide security, assist special events, respond to emergencies, door unlocks, and provide escorts. UK HealthCare Security is available 24/7 for UK HealthCare staff, patients, and visitors.

Contact: UK Chandler Security: 859-323-6946
UKPD Dispatch/GSH Security: 859-323-6156
UK HealthCare Security Supervisor: Ron Williams
UKPD Supervisor: Major Paul Grant & Lt. Logan Steele

TRAINING AND DEVELOPMENT

HR Training & Development offers many training opportunities - from required training to skills development - that promote personal and professional growth. We support the concept of lifelong learning-by-doing through our interactive workshops included in the University SuperVision Program (mandatory for new-to-UK supervisors), professional development opportunities in programs like Essential Leader and Experienced Leader Academy, and technology training on many apps included in the Adobe and Microsoft Suite of products. In addition to regularly offered workshops, we provide workshops upon request for intact groups or teams, including assessments like Gallup CliftonStrengths and DISC that bolster team and relationship building. HR T&D serves as administrator and main point of contact for University New Employee Orientation, which is 100% online. We also provide training, consultation and end-user support for myUK Learning, the university's learning management system (LMS), and the performance management process.

Website: <https://www.uky.edu/hr/training>

Contact: 859-257-9555, option 4



UNIVERSITY HEALTH

University Health is your source for employee and student health care. Our physicians are board-certified in family practice, internal medicine, gynecology/genitourinary care (GYN/GU), psychiatry, and occupational medicine. In addition to our physicians, our nurse practitioners have certification in family medicine, women's health, psychiatry, and emergency medicine.

- All compliance and approved workers' care services are at no cost to you!
- Compliance with Tuberculosis (TB) screening and immunization requirements
- Big Flu Madness flu shot campaign
- Workers' Care injury and bloodborne pathogen exposure visits
- UK Health Plans Urgent Care Clinic
- Medical Surveillance programs to target occupational health needs

Website: <https://ukhealthcare.uky.edu/university-health-service>

Contact: Leslie Hargis (859-218-3257)

WELLNESS

It is more important than ever to be kind to yourself and others and to take care of your physical, mental and emotional well-being. Adjusting to new work life conditions can affect our bodies and minds. Our certified health coaches, fitness experts and registered dietitians are available for consults by phone or online to help you manage stress and increase mindfulness, improve the amount or the quality of physical activity in your day, and set nutrition goals that are right for you and your family.

Especially during these challenging and changing times, we're here to support you and your teams with resources that can be accessed anytime. Take a few minutes and join us online to discover practical support and a calming place to land as you start your journey with UK HealthCare.

Website: <https://www.uky.edu/hr/wellness>

Contact: Jody Ensman (859-257-3363)

WORK/LIFE MANAGEMENT

The Office of Work-Life exists to support employees professionally and personally. They offer mental health counseling at no cost to employees as well as programs, resources and services to improve the employee experience, support working parents and caregivers and promote flexible work solutions. They also offer workshops on parenting topics, self-care, stress management, and well-being.

Contact: Erika Chambers
HR Director, Employee Engagement and Work-Life
erch222@uky.edu, 859-257-1003

Azetta Beatty
Work-Life Manager
859-257-2648

WORKFORCE MANAGEMENT

Workforce Management is responsible for data entry into SAP for Hospital and Ambulatory departments, managing payroll process for UK HealthCare, determining salary for staff positions, and financial review for any salary adjustments including market reviews and annual salary allocation.

Contact: Payroll main line: 859-323-5721

Salary concerns: Hannah Marcum (859-323-5566)

