

# NEW COLLEAGUE ORIENTATION



**SERIOUS MEDICINE. EXTRAORDINARY CARE.™**



Dear New Colleague,

It is my pleasure to welcome you to Nebraska Medicine. I am pleased you made the decision to join our organization!

Nebraska Medicine possesses a rich history of excellence, innovation and outstanding patient care. I am pleased you have chosen to be part of an organization that has served this community and region for more than 145 years. You have joined a great team! Together we will deliver on the promise of "Serious Medicine. Extraordinary Care."

Nebraska Medicine is committed to providing an environment where all colleagues, patients and visitors are treated with dignity and respect. Individually, each of us contributes unique talents, experiences and passions in fulfilling the promise of "Serious Medicine. Extraordinary Care.", but it is only when we come together as a team that Nebraska Medicine achieves success. Every one of us has an important role in transforming lives and creating a healthy future through innovation, teamwork, excellence, accountability, courage and healing.

I look forward to working alongside you in making Nebraska Medicine the health care provider of choice. May today be the beginning of a long and rewarding career.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Linder'.

Jim Linder, MD  
CEO

**SERIOUS MEDICINE. EXTRAORDINARY CARE.®**

Executive Office | 987400 Nebraska Medical Center | Omaha, NE 68198-7400

PH: 402.552.3452 | FX: 402.552.2152 | [NebraskaMed.com](http://NebraskaMed.com)

---

# OUR VALUES

---

reflect **who we are** and **why we're here.**

---

## ITEACH



### Innovation

Search for a better way. Seek and implement ideas and approaches that can change the way the world discovers, teaches and heals. Drive transformational change.



### Teamwork

Respect diversity and one another. Communicate effectively and listen well. Be approachable and courteous. There is no limit to what we can achieve when we work together.



### Excellence

Strive for the highest standards of safety and quality in all that you do. Work to achieve exceptional results.



### Accountability

Commit. Take ownership. Be resilient, transparent and honest. Always do the right thing and continuously learn.



### Courage

Make the tough decisions. Have no fear of failure in the pursuit of excellence. Admit mistakes and learn from them.



### Healing

Show the empathy you feel. Be selfless in caring for patients, one another and the community.

# SERIOUS MEDICINE. EXTRAORDINARY CARE.®

## BRAND PROMISE

*Serious Medicine. Extraordinary Care.*

## OUR MISSION

*We are Nebraska Medicine and UNMC. Our mission is to lead the world in transforming lives to create a healthy future for all individuals and communities through premier educational programs, innovative research and extraordinary patient care.*

## TABLE OF CONTENTS

Contacts .....	4
MyHR.....	5
New Colleague To Do List.....	6
Downloading the NOW App .....	7
MyTime .....	8
Important Policies.....	9
Dress Code .....	10
Color Designations.....	11
Health Insurance Coverage Options .....	12
Concourse Map .....	14
Nebraska Medical Center Parking Map .....	16
Campus Map .....	17
Evaluation.....	21
Peer Referral .....	23
Fitness Center Membership.....	25
Nebraska Medical Center Parking Application.....	27

# CONTACTS

**Benefits** .....402.552.MyHR (6947)

## **Corporate Compliance**

Privacy Officer ..... 402.559.5136

Information Security Officer.....402.559.2882

Corporate Compliance Hotline..... 1.800.822.8310

**Employee Assistance Program** ..... 402.330.0960  
**(EAP – Arbor Family Counseling)**

## **Office of Health Professions Education**

Apollo Assistance .....402.559.4260

[apolloeducation@nebraskamed.com](mailto:apolloeducation@nebraskamed.com)

**HR Service Center**.....402.552.MyHR (6947)

**ID Office** ..... 402.559.8414

**IT Help Desk**..... 402.559.7700

**Payroll**..... 402.552.3106

**Parking Services**..... 402.559.8580

## **Security**

Emergency on campus..... 402.559.5555

Non-emergency on campus.....402.559.5111

Emergency off campus ..... 911

Security East Campus Corporate Pavillion (ECCP) ..... 402.351.2222

**Wellness** .....402.552.2775

## CONTACT MyHR

We're making it easier than ever for colleagues to interact with HR, through MyHR. Attainable by phone, fax, email and web portal, you can:

- Find information about your Total Rewards package including benefits, compensation and time off
- Make general HR inquiries and/or requests



**HR Service Center:**  
Kiewit Tower, Level two

**Hours:**  
7 a.m. to 4:30 p.m.



**Website:**  
[now.NebraskaMed.com/MyHR](http://now.NebraskaMed.com/MyHR)



**Phone:**  
402.552.MyHR (6947)

**Fax:**  
402.552.2670



**Email:**  
[MyHR@nebraskamed.com](mailto:MyHR@nebraskamed.com)

## NEW COLLEAGUE TO DO LIST

### Before the end of your first week:

- Check that your MyTime (Kronos) timecard has been updated and is correct by the end of your first week and again after your second week. Contact your manager if it is not correct.
- REQUIRED:** Annual Compliance Training FY21 in Apollo.

### By the end of your second week:

- OPTIONAL:** Set up your email signature in Outlook. Directions are available on [Brandwise.NebraskaMed.com](http://Brandwise.NebraskaMed.com).

### 30 days from date of hire:

- Set up benefits, if eligible, and retirement in Workday through Self Service and New Hire Enrollment.
- OPTIONAL:** Register to track points for EMPOWER prizes and also receive benefit incentives if you choose to enroll in our medical benefits. Register on [NebraskaMed.com/Empower](http://NebraskaMed.com/Empower) and click on JOIN NOW.  
**Helpful tips below:**
  - Your Unique ID = Your five-digit employee ID, as found in Workday. Example: 10012345
    - Complete wellbeing survey within 30 days of date of hire for benefit incentives if you are choosing our medical benefits
  - Spouse Unique ID = Your five-digit employee ID + s. Example: 10012345s
    - Add spouse to Workday as a dependent before registering
    - Spouse must complete wellbeing survey within 30 days of date of hire for benefit incentives if you are choosing our medical benefits
    - Once you have set up your account(s), there is an app available in most app stores to download to any of your personal devices titled “Navigate Wellbeing” which will allow you to access and update your account
- Find your employee ID number.**
  - Log in to Workday, click on Cloud (upper right hand corner). Click on your name/view profile. Your employee ID number is located on your profile page
- OPTIONAL: Download the Nebraska Medicine NOW app on your mobile device.**
  - See instructions on the following page

# DOWNLOADING THE NOW MOBILE APP

Stay connected to the information you need anywhere you go. Allow push notifications to make sure you never miss an important update.

## Installing the app

### First things, first:

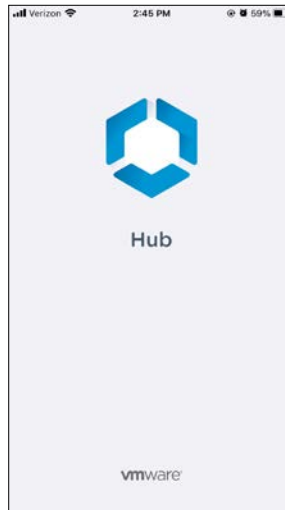
You need to have the Intelligent Hub installed on your mobile device.

If you use Outlook or other organizational apps, you should already have the hub installed and can skip to the instructions below.

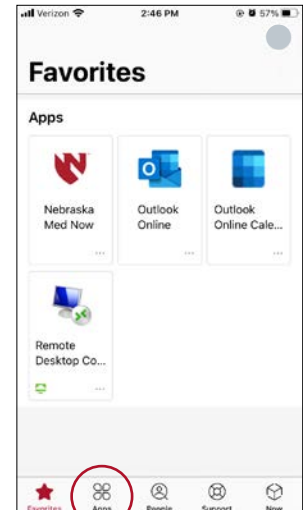
If you do not have the Intelligent Hub, install (or re-install) the app on your Apple or Android device by visiting this [intranet link](#) and following the step-by-step guide that applies to you.

If you're not already logged into the network, you will be prompted for your network ID and password in order to access the site.

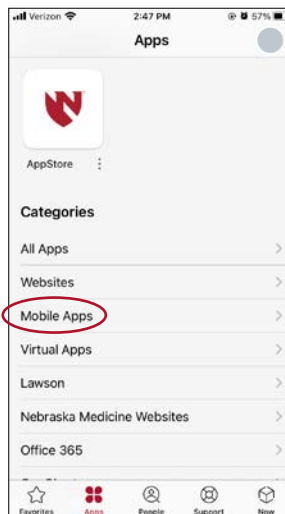
Now, let's get started:



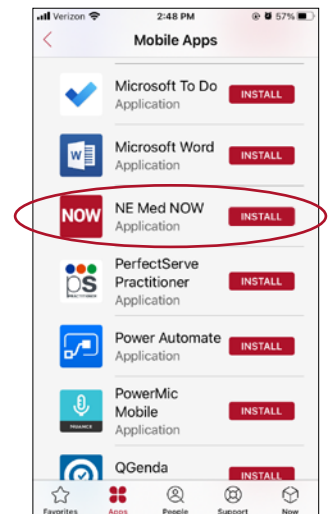
1. Open the **Intelligent Hub** app on your mobile device



2. Select **"Apps"** at the bottom of your screen



3. Select **"Mobile Apps"** within the categories



4. Locate the **"NE Med NOW"** app  
5. Click **"Install"**

6. Once installed, open the app and log in  
7. Allow push notifications when prompted



# MyTIME | ACCESSING TIME CARD AND ACCRUAL BALANCE

## Access Kronos\* through the MyTime link on the NOW homepage under Quick Links

1. Log on to Kronos.
2. After logging in you can view your timecard by clicking on the My Timecard widget.

### Top section of time card:

View basic time data such as your in and out punches, shift totals and scheduled hours.

### Visual indicators:

Alert you to items that need your attention. For example, if you missed a punch, you will see a red line in the cell that needs to be addressed. Hover over the indicator icon to view the indicator details.

### Bottom section of time card:

Includes daily time card data related to the day selected in the top section of the widget.

### Accruals supporting tab:

Allows you to check your accrual information to ensure that you have enough paid time off (PTO) available to make a request.

\*MyTime and Kronos refer to the same program.

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Mo	Shift	Daily	Period
Sun 11/09										32.0
Mon 11/10	8:00-16:30			7:04	16:27			9.0	9.0	41.0
Tue 11/11	8:00-16:30				16:00					41.0
Wed 11/12	8:00-16:30			7:30	16:33			8.5	8.5	49.5
Thu 11/13	8:00-16:30			8:00	16:33			8.0	8.0	57.5
Fri 11/14	8:00-16:30			7:56						57.5

ESS Hourly Timecard

Current Pay Period: [ ] Refresh [ ] [ ] [ ] More [ ]

Date	Schedule	Pay Code	Amount	In	Out	Transfer	Mo	Shift	Daily	Period
Sun 11/09										32.0
Mon 11/10	8:00-16:30			7:04	16:27			9.0	9.0	41.0
Tue 11/11	8:00-16:30			8:27	16:00			7.0	7.0	48.0
Wed 11/12	8:00-16:30			7:30	16:33			8.5	8.5	56.5
Thu 11/13	8:00-16:30			8:00	16:33			8.0	8.0	64.5
Fri 11/14	8:00-16:30			7:56						64.5
Sat 11/15										64.5
Sun 11/16										64.5
Mon 11/17										

Type	Reporting Period	Units	Opening Balance	Earned To Date	Taken To Date	Available Balance	Planned Taking
LV-First Week C	1/01/2014 - 12/31/2014	Hour	0.0	0.0	0.0	0.0	0.0
LV-FMLA	1/01/2014 - 12/31/2014	Hour	0.0	480.0	0.0	480.0	0.0
LV-FMLA-MIL	1/01/2014 - 12/31/2014	Hour	0.0	560.0	0.0	560.0	0.0
LV-Tracking	1/01/2014 - 12/31/2014	Hour	9999.0	9999.0	0.0	9999.0	0.0
PTO	1/01/2014 - 12/31/2014	Hour	53.52	162.8	87.0	129.32	12.0

Request Time Off

Type: Request Time Off - Single

Start date: 11/14/2014      Accruals on: 11/14/2014

End date: 11/14/2014

Pay code: PTO

Duration: Hours

Start time: [ ]

Length: [ ]

Accruals on: 11/14/2014

Accrual	Balance
EIB	490.0 Hour
MTO	0.0 Hour
LV-First Week A	0.0 Hour
LV-First Week B	0.0 Hour
LV-First Week C	0.0 Hour
LV-FMLA	480.0 Hour
LV-FMLA-MIL	560.0 Hour

Notes (Optional)

[ ] [ ] [ ]

# IMPORTANT POLICIES

## **Diversity Statement (HR10)**

“We value the diversity of our employees, patients and the community, and strive to create an environment where all people have equal opportunity. We are committed to maintaining an environment that is free of discrimination due to sex, race, color, religion, national origin, age, disability, genetic information, marital status, sexual orientation, gender identity or protected veteran’s status or any other status protected by applicable law.”

## **Substance Abuse Policy (HR36)**

Substance abuse testing occurs:

- Post job offer
- Reasonable cause or suspicion
- Return to work
- Follow-up testing for 12 months following return to work

## **Reasonable Cause Testing**

Testing is completed confidentially in Employee Health.

### **Testing will consist of:**

- Urinalysis (drug testing)
- Blood testing

### **Refusal to test:**

The refusal of an employee or prospective employee to provide a sample of urine for drug testing or blood for alcohol testing is considered insubordination. An employee who refuses to test will be terminated and a prospective employee will have his/her job offer rescinded.

## CLINICAL DRESS CODE

For colleagues in the clinical area, it's important to promote a professional image, further enhancing patients', visitors' and the community's confidence in our ability to deliver serious medicine and extraordinary care. The dress code policy alleviates challenges for our patients in identifying care providers by role, as each discipline is assigned a specific color of attire.

### In the clinical setting, you may wear:

- Color-coded, branded scrub top
- Color-coded, branded T-shirt, purchased from The Company Store
- Color-coded scrub bottom

### For optional outerwear:

- Color-coded, branded scrub jacket
- Alternative branded jacket (full zip or 1/4 zip) or vest, purchased from The Company Store

### For optional innerwear:

- Any plain black, white, grey, navy or matching color-coded undershirt may be worn under any scrub top or T-shirt. This cannot bear any other logos or markings other than the Nebraska Medicine logo, but branding is not required

### Scrubs:

Life Uniform  
7832 Dodge St.  
Omaha, NE 68114  
402.391.3305

### Order scrubs online:

Nebraska Medicine NOW, under "Resources,"  
"Dress Code"

### T-shirts and alternative, branded jackets:

The Company Store  
Clarkson Tower, Level one  
Nebraska Medical Center  
(near the entrance to Clarkson Café)  
store.NebraskaMed.com  
companystore@nebraskamed.com  
402.552.6409



## COLOR DESIGNATIONS

Category	Job Titles	Approved Color Standard (Scrub Top/Bottom, T-shirt, Scrub Jacket)	Approved Company Store Jacket Alternative Color
Nursing <i>(all areas except as listed below)</i>	RN, LPN	Steel	Black or grey jacket
Pediatrics <i>(to include Pediatrics, Pediatric ICU, Neonatal ICU)</i>	RN, LPN	Steel and/or pediatric-themed print scrub top or jacket	Black or grey jacket, pediatric-themed print jacket also an option
Case Management	RN, LPN	Steel or business attire	White lab coat
Clinical Support Staff	Care tech, MA, clerk with clinical duties	Navy	Black or grey jacket
Physical Therapy	All clinical department staff	Royal blue	Black or grey jacket
Occupational Therapy	All clinical department staff	Black	Black or grey jacket
Respiratory Therapy	All clinical department staff	Wine	Black or grey jacket
Laboratory	All clinical department staff	Teal	Black or grey jacket
Pharmacy	All clinical department staff	Ceil or business attire	Black or grey jacket
Diagnostics	All diagnostic testing in Radiology, Heart and Vascular, EEG	Red	Black or grey jacket

# New Health Insurance Marketplace Coverage Options and Your Health Coverage

## PART A: General Information

When key parts of the health care law took effect in 2014, it created a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the Marketplace and employment-based health coverage offered by your employer.

### What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins each year in November for coverage starting as early as the following January 1.

### Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

### Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.59% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.<sup>1</sup>

Note: If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution – as well as your employee contribution to employer-offered coverage – is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

### How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact the HR Service Center at 402-552-6947 or [myhr@nebraskamed.com](mailto:myhr@nebraskamed.com).

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](https://www.healthcare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

**PART B: Information About Health Coverage Offered by Your Employer** This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name <b>The Nebraska Medical Center dba Nebraska Medicine</b>		4. Employer Identification Number (EIN) <b>91-1858433</b>	
5. Employer address <b>988139 Nebraska Medical Center</b>		6. Employer phone number <b>402-552-6947</b>	
7. City <b>Omaha</b>	8. State <b>NE</b>	9. Zip code <b>68198-8139</b>	
10. Who can we contact about employee health coverage at this job? <b>Benefits Department</b>			
11. Phone number (if different from above)		12. Email address <b>myhr@nebraskamed.com</b>	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:

All employees. Eligible employees are:

some employees. Eligible employees are: Actively working on a regular and consistent basis for Nebraska Medicine and classified as .5 FTE (Full-Time Equivalent) or above.

- With respect to dependents:

we do offer coverage. Eligible dependents are: Eligible dependents are: 1. A covered employee's legal spouse; 2. A covered employee's child(ren) up to the limiting age of 26: natural child, stepchild, adopted child, child, child placed with the employee for adoption, child for whom the employee has legal custody, or child for whom the employee has court-ordered custody. 3. A covered employee's dependent child who reaches the limiting age of 26 and is totally disabled, incapable of self-sustaining employment by reason of mental or physical handicap, primarily dependent upon the covered employee for support and maintenance and unmarried.

We do not offer coverage.

If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

---

\*\* Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.



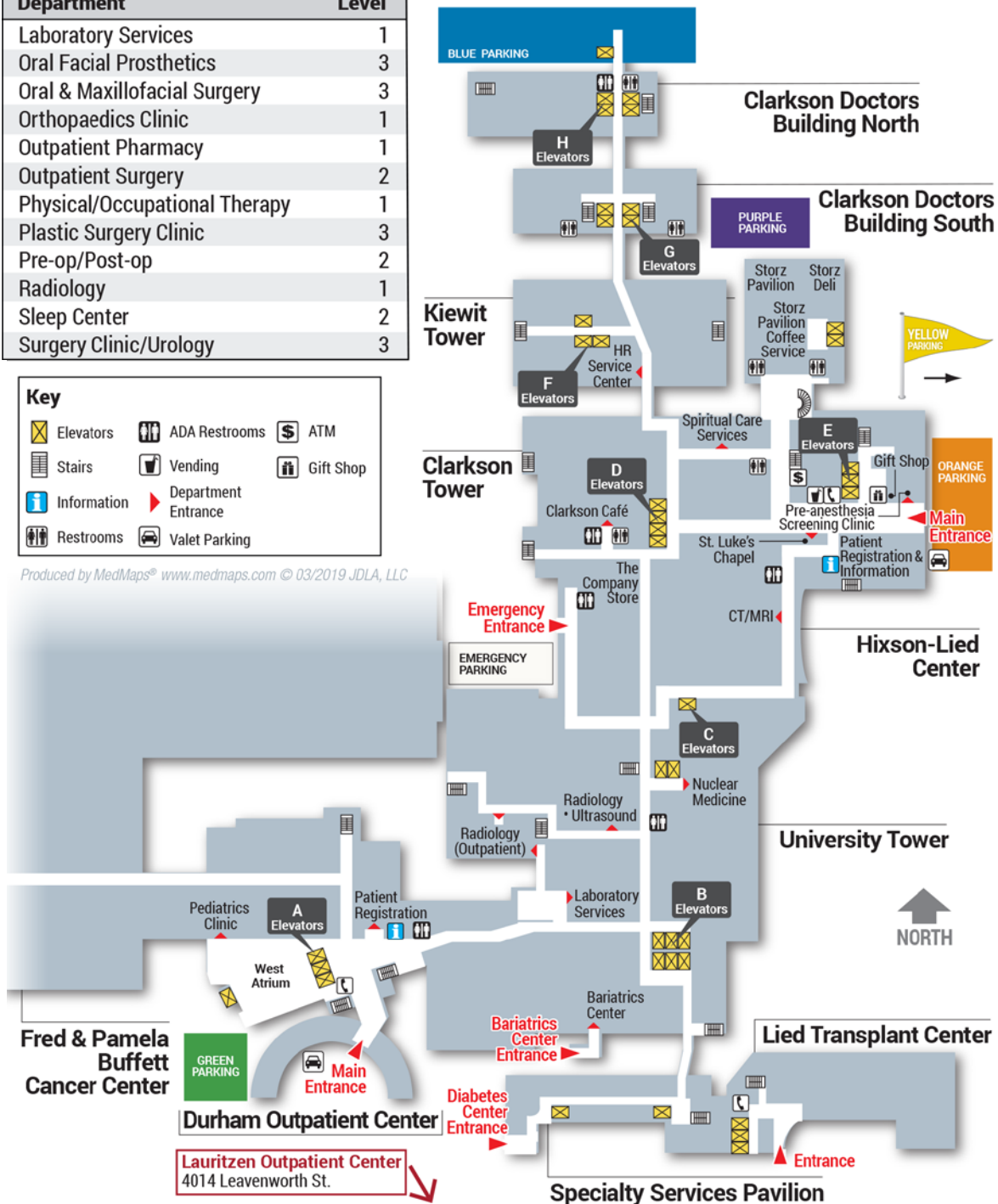
## CONCOURSE LEVEL

Department	Level	Department	Level	Department	Level
<b>University Tower</b>					
Adult Crisis Unit	7	Internal Medicine Primary Care	5	Pain Management	5
Bariatrics Center	2	Internal Medicine Specialties	5	Psychology Services	5
Biocontainment Unit	7	Laboratory Services	1	<b>Lied Transplant Center</b>	
Burn Clinic/Center for Wound Healing	3	Ob/Gyn Clinic	4	Consultation and Education Center	3
Cardiovascular Imaging Center	2	Olson Center for Women's Health	4	Exercise Room	2
Clinical Laboratory	3	Patient Registration	1	Healing Gardens	2
Clinical Research Center	3	Pediatric Cardiology	2	Medical/Surgical/Telemetry	5
Convenience Store	3	Pediatrics Clinic	1	Medical/Surgical/Telemetry	6
Cornerstone Gift Shop	2	Pharmacy	2	Medical/Surgical/Telemetry	7
Labor and Delivery	4	<b>Clarkson Tower</b>		Multi-Organ Transplant Clinic	3
Medical Intensive Care Unit (MICU)	5	Cardiac Cath Lab	4	Orthopaedic Medical/Surgical/Telemetry	4
Medical/Surgical/Telemetry	5	Cardiac Progressive Care Unit (CPCU)	8	Resource Center	2
Nebraska Café	3	Cardiovascular Intensive Care Unit (CVICU)	3	<b>Hixson-Lied Center</b>	
Nuclear Medicine	1	Clarkson Café	1	CT/MRI	1
Nutrition Counseling	3	Clarkson Gift Shop	1	Emergency	1
Patient Relations	3	ECT	2	Interventional Radiology	2
Pediatrics	7	Endoscopy	2	Newborn Intensive Care Unit (NICU)	4
Pediatric Intensive Care Unit (PICU)	5	Executive Physicals	Ground	Rooftop Garden	4
Radiology	1	Fitness Center	Ground	<b>Fred &amp; Pamela Buffett Cancer Center</b>	
Respiratory Services	5	Heart and Vascular Unit	7	Bone Marrow Transplant Unit	7
Social Work	2	Hyperbaric Medicine Center	9	Cancer Clinic	4
Waiting Area	2	Information	1	Case Management	4
Women's Services	4	Inpatient Dialysis	Ground	Chihuly Atrium	2
<b>Clarkson Doctors Building North</b>					
Neurological Sciences Center	6	Inpatient Surgery Waiting Area	2	Chihuly Sanctuary	4
Neurosurgery and Pain Clinic	5	Neuro Medical/Surgical/Telemetry	6	Clinical Laboratory	Ground
<b>Clarkson Doctors Building South</b>					
Cardiac Rehabilitation	5	Neuroscience Intensive Care Unit (Neuro ICU)	8	Dining Area	Ground
Cardio and Pulmonary Rehabilitation	5	Outpatient Care Center	2	Family Support	5
Clarkson Heart Center	1	Patient Registration	1	Intensive Care Unit	6
EEG/MEG	2	Pre-Anesthesia Screening Clinic	1	Leslie's Healing Garden	2
EMG	6	Pulmonary Services	Ground	Lobby	Ground
Physical/Occupational Therapy	4	St. Luke's Chapel	1	Massage Therapy	2
Radiology (Outpatient)/Pathology	6	Solid Organ Transplant Unit	5	Medical/Surgical Unit	8
Social Work	5	Spiritual Care Services	1	Progressive Care Unit	6
<b>Durham Outpatient Center</b>					
Adult Dentistry	3	Step-down Critical Care (SDCC)	5	Radiation Oncology	1
Coffee Cart	2	Storz Pavilion	1	Radiology	1
Family Medicine Clinic	3	Surgical Intensive Care Unit (SICU)	8	Resource and Wellness Center	2
Heart and Vascular Center	2	The Company Store	1	Surgical Services	2
Information	1	Trauma Medical/Surgical/Telemetry	9	Treatment Center	2
		Volunteer and Guest Services	1	Waiting Area	2
		<b>Specialty Services Pavilion</b>		<b>Lauritzen Outpatient Center</b>	
		Diabetes Center	1	Coffee Shop	1
				ENT Clinic & Audiology	3

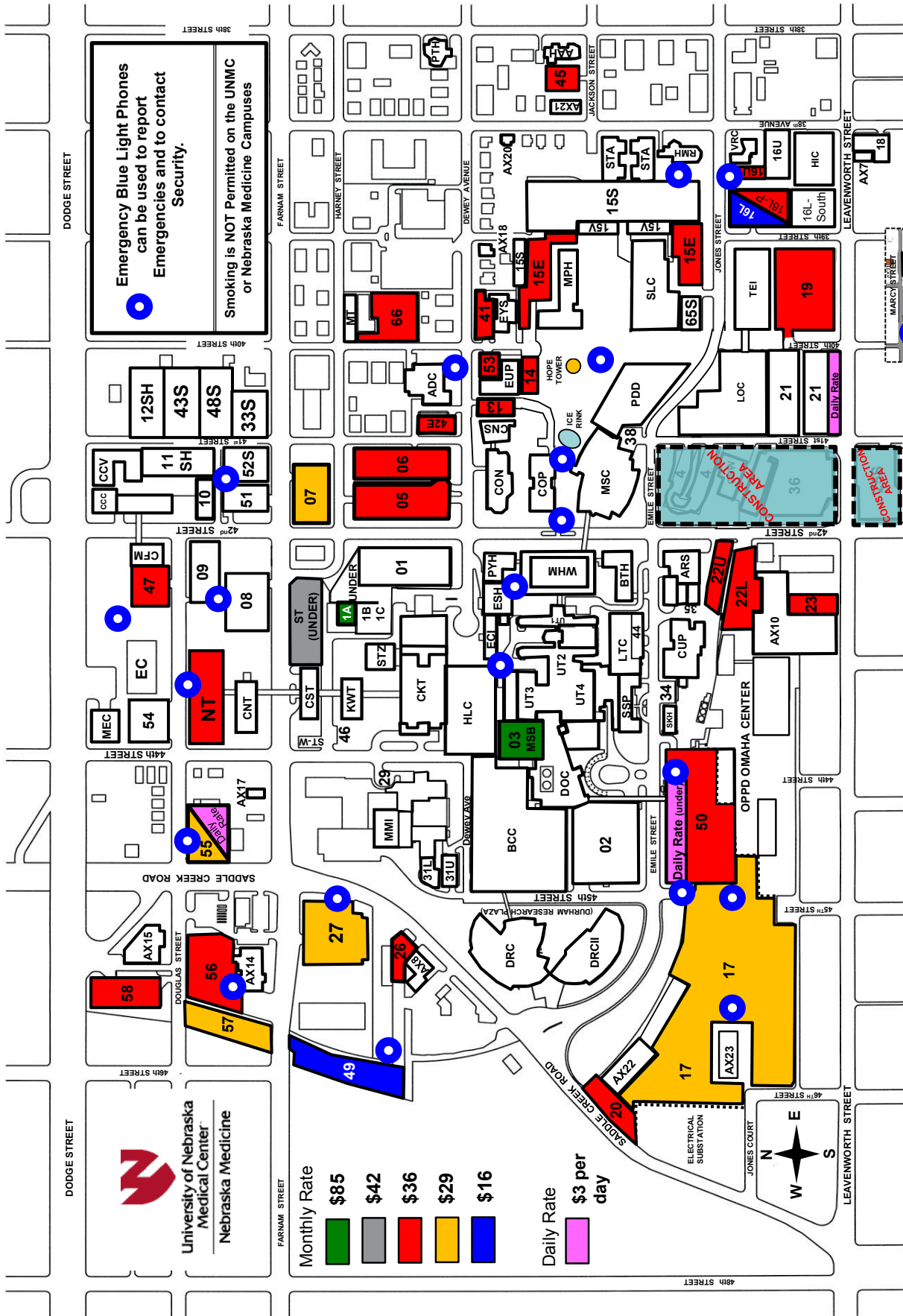
Department	Level
Laboratory Services	1
Oral Facial Prosthetics	3
Oral & Maxillofacial Surgery	3
Orthopaedics Clinic	1
Outpatient Pharmacy	1
Outpatient Surgery	2
Physical/Occupational Therapy	1
Plastic Surgery Clinic	3
Pre-op/Post-op	2
Radiology	1
Sleep Center	2
Surgery Clinic/Urology	3

Key		

Produced by MedMaps® www.medmaps.com © 03/2019 JDLA, LLC







# CAMPUS PARKING LOTS – EMERGENCY BLUE LIGHT PHONES

REVISED  
8/16/17





Self-parking and valet parking are available upon your arrival to the Durham Outpatient Center/University Tower, Clarkston Tower and the Emergency Department. Valet service is available at the Durham Outpatient Center/University Hospital and Clarkston Tower from 7:30 a.m. to 5 p.m., Monday through Friday, and at the Emergency Department around the clock. Valet parking service is available at the Fred & Pamela Buffett Cancer Center, Valet service is available at the Fred & Pamela Buffett Cancer Center from 7:30 a.m. to 5 p.m., Monday through Friday.

# Campus Map

## RESOURCES

### Discount Program

Colleagues of Nebraska Medicine are eligible for reduced rates for a variety of products and services. The discounts include food, lodging, entertainment and technology. In most cases, they can be redeemed by notifying a merchant that you are a Nebraska Medicine employee and showing a valid employee ID at the time of purchase. Full information, including a comprehensive list of discounts and locations, is located on the Nebraska Medicine intranet.

### Employee Assistance Program

Nebraska Medicine is invested in the well-being of its staff. Because personal problems can influence job performance and/or individual happiness, the Employee Assistance Program (EAP) is provided to all employees of Nebraska Medicine. It includes five free annual visits for colleagues and their immediate family members at Arbor Family Counseling. All services are confidential.

- Call 402.330.0960 or 1.800.922.7379 and identify yourself as an employee of Nebraska Medicine
- You will speak with a counselor
- An appointment will be arranged
- You will receive a follow-up call to ensure the services were satisfactory

### The Family Place Child Development Center

Day care may be available for colleagues' children at The Family Place, located on the southwest corner of 42nd and Dodge streets. Day care is dependent upon space availability, for children between the ages of six weeks and six years. Expenses are at a reduced rate for Nebraska Medicine colleagues.

#### Hours of Operation:

Monday through Friday, 6 a.m. to 6 p.m.  
115 S. 42nd St., Omaha, NE 68131  
402.552.2375

### The Fitness Center

The Fitness Center is a fully equipped on-site fitness facility designed to help employees achieve and maintain physical health. The facility is located on the ground floor of Clarkson Tower, room 0872, and is staffed if you have any questions or need assistance.

The services and equipment include:

- strength training equipment
- cardiovascular equipment
- showers
- locker rooms
- fitness assessments
- 24/7 access

Workout facilities are also available at Bellevue Medical Center and in the Lied Transplant Tower. Membership information and a liability waiver for the facilities are included at the end of this booklet. If you have any questions, contact the Fitness Center at 402.552.2775.





# NEW COLLEAGUE ORIENTATION EVALUATION

Please provide your job title: \_\_\_\_\_

1. What is your overall evaluation of the New Colleague Orientation? *(poor)* 1 2 3 4 *(excellent)*

Comments:

2. Rate the facilitator(s) in terms of knowledge and presentation style. *(poor)* 1 2 3 4 *(excellent)*

Comments:

3. Was there enough opportunity for interaction and participation?

4. Was there any information you were expecting to receive that was not provided? If you would like, provide your first and last name and someone can follow up with you.

5. Why did you choose Nebraska Medicine as your employer of choice?

6. Now that you have completed New Colleague Orientation, on which topic(s) would you like more information?

- The history and future of Nebraska Medicine
- Getting to know senior leadership
- How you can make a difference and find your purpose at Nebraska Medicine
- How to build your Nebraska Medicine network
- Benefits
- Career path development and tuition assistance

Do you know someone who would  
**BE EXTRAORDINARY**  
at Nebraska Medicine?



If you refer a new colleague to one of the following positions,  
you will be eligible for a bonus!

### **\$500 Bonus**

- Nursing Assistant or Certified Nursing Assistant

### **\$1,000 Bonus**

- CT Technologist
- Invasive Cardiology Technologist

### **\$2,000 Bonus**

- EEG Technologist
- Interventional Radiology Technologist
- Medical Assistant
- Neurodiagnostic Technologist
- Respiratory Therapist
- Staff Nurse
- Surgical Technologist
- Vascular Technologist

### **To make a colleague referral:**

1. Log into Workday.
2. Click on Talent and Performance.
3. Refer a Candidate (under the My Career heading).

*\* To receive the bonus payment, you must both be employed after six months of the new hire's start date, with the new hire in the same full-time position. Your name must also be on the new colleague's application to qualify. All Nebraska Medicine employees are eligible for the referral bonus, with the exception of management, Human Resources and physicians. Referred colleagues must be hired into full-time positions for the bonus to apply. A half referral bonus is not available for part-time employee referrals.*



**Nebraska Medicine**  
**Fitness Center, Lied Exercise Room, Bellevue Fit Room**  
**MEMBERSHIP INFORMATION and**  
**AGREEMENT AND RELEASE OF LIABILITY**

1. In consideration of gaining membership or being allowed to participate in the activities and programs of the Fitness Center, Lied exercise room and the Bellevue Fit Room at Nebraska Medicine (NM) and to use its facilities, equipment, and machinery, free of charge, I do hereby waive, release and forever discharge NM and its officers, agents, employees, representatives, executors, and all others from any and all responsibilities or liability for injuries or damages resulting from my participation in any activities or my use of equipment or machinery in the above mentioned facilities or arising out of my participation in any activities at said facilities. I do also hereby release all of those mentioned and any others acting upon their behalf from any responsibility or liability for any injury or damage to myself, including those caused by any ordinary negligent act or omission of any of those mentioned or others acting in behalf or in any way arising out of or connected with my participation in any activities or the use of any equipment associated with the Fitness Center, Lied Exercise Room and the Bellevue Fit Room.
2. I understand and am aware that strength, flexibility and aerobic exercise, including the use of equipment, is a potentially hazardous activity. I also understand that fitness activities involve risk of injury and even death and that I am voluntarily participating in these activities and using equipment and machinery with knowledge of the dangers involved. I hereby agree to expressly assume and accept any and all risks of injury and death.

I understand that my membership at the Fitness Center, Lied Exercise Room and the Bellevue Fit Room allows access at any time. As such, I am aware that there will be no supervision or assistance except during staffed hours. Staffed hours may change at any time at the sole discretion of NM. I am aware that if I get injured, become unconscious, or suffer a medical emergency, that there will likely be no one to respond to my emergency and that NM has no duty to provide assistance to me while I am at the Fitness Center, Lied Exercise Room and the Bellevue Fit Room during non-staffed hours. I understand that even though the Fitness Center may be equipped with surveillance cameras, help will not be available during non-staffed hours. NM recommends that you have a workout partner with you at times the facilities are unstaffed.

3. I certify that I am in good physical health and I am able to undertake and engage in the range of physical activities in which I choose to participate at the Fitness Center, Lied Exercise Room and the Bellevue Fit Room. I assume all responsibility for updating NM with respect to any changes in my physical or mental condition and for reporting all injuries sustained at the facility to NM staff. I do hereby acknowledge that I have been informed of the need for a physician's approval for my participation in an exercise/fitness activity or in the use of exercise equipment and machinery. I also acknowledge that it has been recommended that I have a yearly or more frequent physical examination and consultation with my physician as to physical activity, exercise, and use of exercise and training equipment so that I might have recommendations concerning these fitness activities and equipment use. I acknowledge that I have either had a physical examination and have been given my physician's permission to participate, or that I have decided to participate in activity and/or use of equipment and machinery without the approval of my physician's and do hereby assume all responsibility for my participation and activities, and utilization of equipment and machinery in my activities.

**This contract represents the complete understanding between you and Nebraska Medicine regarding the use of the Fitness Center, Lied Exercise Room and the Bellevue Fit Room. No representations, written or oral, other than those contained in this contract are authorized or binding upon Nebraska Medicine.**

**I certify that I have read and understand this Agreement and agree to abide upon all the terms and conditions stated herein.**

**SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Guardian Signature (If Under Age 19):** \_\_\_\_\_ **Email:** \_\_\_\_\_

**(PLEASE PRINT) LAST NAME:** \_\_\_\_\_ **FIRST NAME:** \_\_\_\_\_ **MI:** \_\_\_\_\_

**Employee ID or last 4 SSN:** \_\_\_\_\_ **GENDER (M or F):** \_\_\_\_\_ **BIRTH DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Badge ID# (5/6 number sequence on back of badge):** \_\_\_\_\_ **Campus Zip:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_

\_\_\_\_ **Nebraska Medicine Employee**    \_\_\_\_ **UNMC Employee**    \_\_\_\_ **Other:** \_\_\_\_\_

**FITNESS CENTER ORIENTATION:**

\_\_\_\_ I have completed the Fitness Center orientation

\_\_\_\_ I will waive the Fitness Center orientation

**Check box if you are interested in utilizing Fitness Center services**

**(e.g. Wellness Consultations, Fitness Assessments, Personal Training)**

**No cost, available by appointment only, M-Th, 6am-4pm.**

(If left blank, the assumption is that you will waive the orientation)



**Date Attending Orientation:** \_\_\_\_\_

**New Employee Orientation Parking Permit Application**

<b>Instructions:</b> 1. Complete and sign parking permit application. 2. If shift worker, complete shift parking permit information. 3. If full time or part time employee, turn application in to Parking booth at Orientation. Alternately, you may bring it to the Parking Office. 4. If casual employee, visit the parking office to purchase a monthly parking permit.	<b>Choose One:</b> <input type="checkbox"/> University of Nebraska Medical Center <input type="checkbox"/> Nebraska Medicine <input type="checkbox"/> Other
---	--

**Please Print Legibly**

Last Name:	First Name:	Middle Initial:	Today's Date:	<b>Parking Use Only:</b>
------------	-------------	-----------------	---------------	--------------------------

SSN (last 4 digits):	Department:	Lot:
----------------------	-------------	------

Hire Date:	Title:	Rate:
------------	--------	-------

<b>FTE (Full-Time Equivalent):</b> Circle One: Full Time / Part Time / Casual <b>(If casual employee, keep application and visit Parking Office)</b>	Permit No:
---	------------

<b>Payment Method:</b> <input type="checkbox"/> Employee Payroll Deduct (Full time & part time employees) <input type="checkbox"/> Cash (Casual employees)	Permit No:
--	------------

Primary Vehicle Make:	Primary Vehicle Model:	Primary Vehicle Color:	Primary Vehicle State and License Plate Number:
-----------------------	------------------------	------------------------	---

<b>Requestor's Signature</b> (authorizes employer to deduct parking fees from earnings if applicable and indicates agreement to abide by parking guidelines):	Date Signed:
---	--------------

**Shift Parking Privileges:**

Eligibility: Shift Parking is available at no additional cost when a valid parking permit has been purchased. To be eligible for shift parking, you must be regularly scheduled to work a shift that starts before 5:30 a.m. OR ends after 8:30 p.m.

Specific shift hours (from/to) and days of the week you are regularly scheduled to work:	<b>Parking Use Only:</b>
--	--------------------------

Name of Manager or Supervisor (for shift worker only):	Shift Type:
--	-------------

Parking Services - Student Life Center - 3908 Jones Street  
 Phone: 402-559-8580 - Fax: 402-559-3500

**Additional information:**

-Casual employees do not qualify for a payroll deduction for parking fees, and must pay up front for parking in the parking office. Payment methods accepted are Visa, MasterCard, Discover, check, or cash.

-Casual and part time employees designated .50 FTE or less qualify for a discount at one-half the lot rate.

-All employees parking a vehicle on campus for work are required to obtain and display a valid parking permit.



# Birthday

## Massage Discount

**TAKE \$5 OFF**  
of a one hour massage  
the week of your birthday  
(or close to it!)

Schedule by contacting:  
402.559.1222

\*Valid only for active employees or volunteers; by appointment only

The Company Store

# Welcome

## TO THE TEAM!

**15%** your  
off purchase

Present this coupon at time of purchase OR use coupon code  
5500 at checkout at [store.NebraskaMed.com](http://store.NebraskaMed.com)

Store hours: Monday through Friday,  
10 a.m. to 6 p.m.

One coupon per person



SERIOUS MEDICINE. EXTRAORDINARY CARE.™