

Exceptions and Special Circumstances Regarding New Employee Orientation

The following exceptions do not allow employees to be exempt from onboarding, online forms, modules, or **medical screening requirements**.

These are the only exceptions or special circumstances for attending the orientation session:

- **Employees outside the Central Arkansas area**, such as the Regional Programs and Kids First.
- **Employees** located off the main UAMS campus.
- **Employees and faculty** located at Arkansas Children's Hospital (ACH). Employees located at ACH **should attend** orientation at ACH.
- **Faculty that precept students** in non-UAMS clinics, **if** located off the main UAMS campus.
- **Transfers from one department to another UAMS department. IMPORTANT:** If the employee change status and become newly eligible for benefits in the future, employees must be submitted to onboarding in order to get the necessary online forms and training. **The employee has 31 days from the date of status change to enroll in benefits.**
- **Student Employees, Graduate Assistance, and paid/unpaid interns.** The department is responsible for ensuring the new employee visits the Student and Employee Health Office and submits the medical screening form.
- **All Non-Clinical Student Workers** (work-study, graduate assistants).
- **Email Only Access** – employees and **NON-Employees** who only have access to email and will not be on campus.
- **Distance Faculty** – Those that teach on-line only.
- **Summer Research Internship** – for example interns through the Center for Diversity Affairs.
- **High school, college students, work study** participating in an internship or externship.
- **High school or college students** participating in a job shadow program.
- **Re-hired employees** who worked at UAMS within the last six (6) months