OFFICE OF HUMAN RESOURCES



EMPLOYEE HANDBOOK

KEAN

WORLD-CLASS EDUCATION

Revised February 2020

NOTICE OF DISCLAIMER

The policies and procedures contained in this handbook are for informational purposes only and are subject to change. Any changes made to this handbook will be included in the version appearing on Kean University's Web site. Since this handbook is subject to change, it is the employee's responsibility to refer to the current version and to be knowledgeable of the revised policies and procedures. This handbook is a general guide to Kean University's current employment policies, procedures and employee benefits. It is for informational purposes only, and is not intended to be and should not be construed as a contract, or an implied contract, of employment.

Equal Employment Opportunity and Affirmative Action (EEO/AA) at Kean University

Kean University is committed to establishing and maintaining a diverse campus community. Equal opportunity and diversity represent principles, which are integrally woven into the university's mission. The university is committed to providing equal opportunity in employment and education, as well as equity of conditions for employment and education, to all employees, students and applicants without regard to race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability. Sexual harassment is a form of unlawful gender discrimination and will not be tolerated.

The University follows the New Jersey State Policy Prohibiting Discrimination in the Workplace.

University Mission Statement

Kean University is a public cosmopolitan university serving undergraduate and graduate students in the liberal arts, the sciences, and the professions. The University dedicates itself to the intellectual, cultural, and personal growth of all its members — students, faculty, and professional staff. In particular, the University prepares students to think critically, creatively and globally; to adapt to changing social, economic, and technological environments; and to serve as active and contributing members of their communities.

Kean offers a wide range of demanding programs dedicated to excellence in instruction and academic support services necessary to assure its socially, linguistically, and culturally diverse students the means to reach their full potential, including students from academically disadvantaged backgrounds, students with special needs, and adults returning or entering higher education.

Kean is steadfast in its dedication to maintaining a student-centered educational environment in which diversity can flourish and an atmosphere in which mutual respect characterizes relations among the members of a pluralistic community. The University seeks to combine excellence with equity in providing opportunities for all students.

Kean is a teaching university, and Kean faculty dedicate themselves to student learning as well as academic rigor. The focus on teaching excellence is supported by a commitment to research, scholarship, creative work, and innovative uses of technology. The focus includes the advancement of knowledge in the traditional disciplines and the enhancement of skills in professional areas. Kean is committed to providing global educational opportunities for students and faculty.

Kean is an interactive university, and the University serves as a major resource for regional advancement. Kean collaborates with business, labor, government and the arts, as well as educational and community organizations and provides the region with cultural events and opportunities for continuous learning. Kean is also committed to providing students and faculty educational opportunities in national and international arenas.

Revised and Adopted March 2007

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Office of Human Resources

The mission of the Office of Human Resources emanate from the spirit of the University's dedication to intellectual, cultural, and personal growth of students and staff. Our goal is to provide the highest quality of service in all aspects of Human Resources Management. In our keen effort to strive towards the highest level of excellence,

We aspire to:

• Recruit, retain and train a premier workforce;
• Promote diversity;
• Foster a work environment that promotes and facilitates change;
• Adhere to and comply with federal, state and local regulations in order to provide fair and equitable treatment to all employees.

Directory of Managers

Jennifer Peters	Director	7-3269
Laura Barkley-Haelig	Associate Director	7-3303
Kathleen Garra	Director of Payroll	7-3173
Yrelys Tapanes	Managing Assistant Director Benefits	7-3313
Meaghan Lenahan	Managing Assistant Director Employee Relations	7-3295
Tejal Talati	Managing Administrative Assistant Compensation	7-3301
Lorice Thompson-Greer	Managing Administrative Assistant Benefits	7-3309
Tameeka Upshaw	Managing Administrative Assistant Benefits	7-3308

EMPLOYMENT INFORMATION

Employee Categories

There are four categories of employees:

Unclassified Personnel – This category refers to managerial and non-teaching professional staff positions that require a bachelor's degree and/or a specified amount of experience as indicated by the appropriate State of New Jersey generic job specification. Some generic job specifications indicate that the education and experience requirements may be determined by the appointing authority. The Director of Human Resources, the Executive Vice President for Operations and the President are the appointing authorities for Kean University. All appointments must be approved by the University Board of Trustees.

Unclassified Faculty Personnel – This category refers to all full-time teaching professionals who provide 32 weeks of instruction from September 1st to June 30th. These employees are governed by the provisions of the AFT contract, N.J.S.A. Title 18A and the University Board of Trustees Policy. The degrees and certifications required for faculty positions are determined by the appointing authority. All faculty appointments must be approved by the University Board of Trustees.

Classified Personnel – This category refers to all employees who are hired in competitive and non-competitive titles according to New Jersey Civil Service Commission Merit System Practices and in accordance with N.J.S.A. Title 4A of the New Jersey Administrative Code. Classified employees generally provide support in clerical, maintenance and security functions for the University community. All education and/or experience requirements are determined by New Jersey Civil Service Commission generic job specifications. For additional information regarding the New Jersey Civil Service Commission, please refer to its website at: http://nj.gov/csc.

Hourly and Contract Personnel - Adjunct faculty, academic specialists and student employees are employed on a part-time, intermittent basis. Employment commitments are generally made from semester-to-semester. Recruitment for these employees is, generally, performed by the department head or his/her designee.

Recruitment

Position Authorization Form and Review Process

Recruitment for all positions must be authorized. When a position becomes vacant or a new position is created, the director or executive director/chairperson for that area must complete a Position Authorization Form (PAF). This form will include important information that will be reviewed and approved by the following: the Office of Human Resources, the dean (if applicable), the director of the budget office, the divisional vice president and the president. The request must be accompanied by a specific job description. The specific job description must be created using the state generic job specification as a guideline. Generic job specifications are available in the Office of Human Resources. Once the review process is completed by Human Resources and the position has been approved by the president, the search may begin.

Faculty, Non-Teaching Professional Staff and Managerial Employees

Recruitment for faculty and unclassified positions is a similar process. The recruiting department will initiate the process by contacting the Office of Human Resources. The recruiting department will complete a Position Authorization Form (PAF) and submit it along with the specific job description to Human Resources. The recruiting department will also draft an advertisement for the position. The Office of Human Resources will ensure that the job responsibilities and requirements are consistent with those listed in the state generic job specification for the title.

Positions are advertised internally (by request) and externally. Both internal and external advertisements are placed on the Kean University Employment Opportunities website: http://www.kean.edu/KU/Employment-Opportunities. External advertisements are also posted on the website http://www.HigherEdJobs.com and in The Star Ledger. Executive and faculty positions are also advertised in The Chronicle of Higher Education, Diverse Issues in Higher Education, The Hispanic Outlook and other publications that may be appropriate for the type of position. Recruitment for these positions is made in accordance with Affirmative Action procedures and recruiting departments should remain in contact with the Office of Affirmative Action and the Office of Human Resources during the entire recruitment process.

Search Committee

All faculty and unclassified positions must be filled utilizing a search committee. Searches for positions having the title of director 1 or higher must abide by the agreement between Kean University and the Faculty Senate. In general, search committees are a representative group of the Kean University community. The committee should be diverse and familiar with the objectives of recruitment set forth by the appointing authority and the Office of Affirmative Action. Only full-time faculty, professional, and managerial employees may serve on search committees. Exceptions to the use of a search committee as well as the members of search committee may be requested and are subject to the approval of the appropriate vice president (or designee) and the Office of Affirmative Action.

Applicant Review

Applications resulting from internal or external advertising must be reviewed within four weeks. This part of the process is organized and monitored by the Office of Affirmative Action. The search committee should communicate with the Office of Affirmative Action regarding the applicant pool. At the end of the four-week application review period, the search committee chairperson, director or executive director/chairperson should contact the Office of Affirmative Action regarding the interview schedule.

Interviews

Interviews should be scheduled during standard business hours of operation for the University. Candidates should be interviewed within a mutually agreeable time frame to ensure the availability of all committee members. The process of reviewing the candidates and their qualifications is monitored by the Office of Affirmative Action. The Office of Affirmative Action should be notified once a candidate has been selected by the search committee. The director or executive director/chairperson of the department may conduct a second interview with the selected candidate.

Applicant Selection and Notification Process

Once the candidate has been selected by the Search Committee, the hiring recommendation must be made through the chain-of-command. The director or executive director/chairperson is responsible for collecting the candidate's required hiring documents, including the resume, application for employment, official transcripts for all degrees and three current letters of recommendation (written within the past nine months). The candidate can be informed that they are being recommended for the position, but there should be no discussion of salary or starting date as this will be determined by the Office of Human Resources. The director or dean must send a letter along with the candidate's hiring documents to their divisional vice president to recommend the candidate. This hiring package must be approved by the divisional vice president and forwarded to the Office of Human Resources. Required Affirmative Action forms including the Applicant Summary and Minimum Qualifications Form (AA-1) and the Search Clearance Form (AA-2) must be completed for the review and approval of the Director of Affirmative Action.

At this time, an offer letter is drafted by the vice president's office and emailed to the Office of Human Resources. The offer letter will indicate the length and type of appointment, title, salary, starting date and any requirements that must be fulfilled by the candidate. The offer letter and hiring package will be reviewed by the Office of Human Resources in order to ensure that the recruitment process has been completed in accordance with University guidelines, Affirmative Action guidelines, federal and state laws and contractual obligations with the American Federation of Teachers (AFT) union (if applicable). Verbal job offers will be made by the Director of Human Resources prior to a written job offer. The job offer is not official until it is made in writing from the President. No one is permitted to work in any position without receiving an official offer of employment.

Once a candidate has been selected and the position is filled, all applicants must be notified by the hiring department that the search has ended and another candidate has been selected. Standard letters regarding the status of searches are available in the Office of Human Resources and the Office of Affirmative Action.

Classified Employees

The recruitment process for classified employees is governed by New Jersey Civil Service Commission Merit System Practices under Title 4A, as well as the laws pertaining to Equal Employment Opportunity. The Office of Human Resources and the hiring department must work very closely to ensure that the recruitment process is being completed properly.

Recruitment for classified positions may not begin until Position Authorization Form (PAF) procedures have been completed (please refer to the beginning of the Recruitment section). Upon receipt of a completed PAF, the Office of Human Resources will contact the hiring department to begin recruitment. All Classified positions are first posted internally in order to provide opportunities for reassignment or promotion for University employees. All classified job announcements are posted in accordance with the specific negotiations unit agreement.

Competitive Titles

Promotional Procedures

If a promotional list of eligible candidates exists for the title, that list must be used to fill the vacancy first. A promotional eligibility list is established by inviting employees who meet the requirements for the title to take a promotional examination. The examination is administered by the New Jersey Civil Service Commission. Candidates are ranked on the list according to their test scores. Copies of promotional eligibility lists are kept by the Office of Human Resources. Promotional lists are generally valid for a three-year period.

The Office of Human Resources certifies the promotional list whenever the University is recruiting for a vacant position in that title. Candidates must respond to the Office of Human Resources in writing within five days of the certification and indicate whether or not they are interested in the position. The Office of Human Resources will schedule interested candidates for an interview with the hiring department. When a promotional list produces three interested candidates, it is considered to be a complete list. The appointing authority is required to make a selection from the first three interested candidates on a complete list. The only exception is when veteran's preference rules apply. In that case, the veteran must be appointed. Employees selected from a promotional list will be appointed permanently pending a four-month working test period. The working test period may be extended to six months if additional time is needed to evaluate job performance. Campus Police Officers have a working test period of 12 months.

Permanent employees who are already serving in the title and are interested in a reassignment may apply for the position during the posting period. In that case, they may be considered along with the interested candidates on the promotional list, and if hired, they would not undergo a working test period.

If a promotional list produces less than three interested candidates, it is considered to be incomplete. Since the New Jersey Civil Service Commission generally requires several months to administer a promotional examination and produce an eligibility list, the appointing authority may make a provisional appointment while an examination is requested in order to produce a complete list from which to make a permanent appointment. The Office of Human Resources may invite employees who meet the requirements for the title to apply for a provisional appointment pending the completion of promotional procedures. Most of the vacancy announcements at Kean University are posted to generate both interested candidates from the promotional list and any interested internal candidates who may be eligible for a provisional appointment.

There are, however, risks involved with provisional appointments. First, any interested candidate on an incomplete promotional list must be notified if another employee whose name is not on the promotional eligibility list has been appointed to the title provisionally. The interested candidate from the list has the right to bump the provisional employee. Under Title 4A, employees whose names appear on the promotional list have more rights to a title than employees whose names do not appear on the list. They may bump for a provisional appointment, not a permanent appointment.

Second, any provisional employee must pass the state examination for the title and be among the first three interested candidates on the promotional list in order to be appointed permanently. If the provisional employee does not pass the examination or if there are three interested candidates above the provisional employee on the list, the provisional employee may be bumped. If bumped, the provisional employee will return to his/her former permanent title and be reassigned to another location. Generally,

the provisional employee will return to his/her former permanent title and switch places with the employee who is doing the bumping.

Promotional salary is determined by the Office of Human Resources. Under Title 4A, promotional salary calculations require a specific formula. Questions about salary calculation may be directed to the Office of Human Resources.

The Office of Human Resources establishes the effective date of promotion. Two weeks' notice to the former department is customary. In addition to the two weeks' notice, the hiring department and the former department may work out "sharing" arrangements where the employee's work day is split between the two departments in order to assist with the transition. The sharing arrangements are made between the two departments and may not exceed two weeks. The Office of Human Resources is not involved in making any sharing arrangements.

Open Competitive Procedures

If the vacancy is not filled by Promotional Procedures, the Office of Human Resources will recruit using Open Competitive procedures and request an Open Competitive Certification List from the New Jersey Civil Service Commission. The Open Competitive Certification List is a list of external candidates who have passed the state examination for the title. Candidates are ranked on the list according to their test scores.

The New Jersey Civil Service Commission notifies candidates on the open competitive list that Kean University is recruiting for a vacant position in that title. The candidates must respond to the Office of Human Resources in writing within five days and indicate whether or not they are interested in the position. The Office of Human Resources will schedule interested employees for an interview with the hiring department. When an open competitive list produces three interested candidates, it is considered to be a complete list. The appointing authority is required to make a selection from the first three interested candidates on a complete list. There are some exceptions. Candidates who have status as disabled veterans are given first preference, veterans are given second preference, candidates from special reemployment lists are given third preference and candidates from regular re-employment lists are given fourth preference. These types of candidates will appear at the top of the list and the appointing authority must appoint the candidate in the order of preference.

Disabled veterans and veterans must apply to the New Jersey Civil Service Commission to obtain veterans preference status. New Jersey state employees with permanent status who have been laid off will be placed on special re-employment open competitive lists. New Jersey state employees who have resigned from state service in good standing may apply to have their names placed on a regular re-employment open competitive list.

Employees selected from an open competitive list will be appointed permanently to the title pending a four month working test period. The working test period may be extended to six months if additional time is needed to evaluate job performance.

The Office of Human Resources may remove candidates from open competitive lists for sufficient cause. Examples include: falsification of an application and failure to meet the minimum requirements of the title.
If the open competitive list is incomplete (less than three interested candidates), the hiring department may still make a selection. The selected candidate will be appointed provisionally. If the hiring department

does not wish to make a selection from an incomplete list or if there are no interested candidates on the list, the Office of Human Resources will return the open competitive list and request authorization to hire someone provisionally. Such authorization will be provided only if the New Jersey Civil Service Commission does not have any additional names to refer to Kean University on a subsequent open competitive list.

Upon receipt of the provisional authorization, the Office of Human Resources will contact the hiring department and make referrals from the University's applicant pool of external candidates or make arrangements for advertising the position in The Star Ledger. Anyone selected utilizing this process will be required to take an open competitive examination for the title in order to be eligible for a permanent appointment. Provisional employees pending the open competitive process must check the New Jersey Civil Service Commission website at http://nj.gov/csc for information regarding the examination for their title.

A provisional employee pending open competitive procedures may be bumped (or laid off) if he/she does not take the exam, fails the exam or does not rank among the first three interested candidates on a subsequent open competitive list. Provisional employees who rank among the first three interested candidates on a subsequent open competitive exam may be appointed permanently to the title. They will begin a four-month working test period upon being appointed permanently, which may be extended to six months if additional time is needed to evaluate job performance.

Non-Competitive Titles

Some New Jersey state titles are designated as non-competitive. Employees who are hired into non-competitive titles are not required to pass a state examination in order to be eligible for a permanent appointment. These employees are appointed permanently upon hire and undergo a four-month working test period, which may be extended to six months if additional time is needed to evaluate job performance. These titles are usually entry-level positions.

When recruiting for a position in a non-competitive title, the Office of Human Resources is required to contact the New Jersey Civil Service Commission to determine if there is a special re-employment list in existence. Special re-employment lists are lists of state employees with permanent status who have been laid off. If a special re-employment list exists, the University will be required to use that list to fill the vacancy. If not, the Office of Human Resources will draft an advertisement that is reviewed by the hiring department and the president. The advertisement will be posted on the website http://www.HigherEdJobs.com and in The Star Ledger. The Office of Human Resources will screen applicants, make referrals and coordinate interviews with the hiring department.

Offer of Employment

The Office of Human Resources provides each department with disposition forms. A disposition form must be completed by the hiring department for each candidate that is interviewed and must indicate if the candidate has been selected or not selected. It should also include the reason for selection or non-selection. The Office of Human Resources must receive the disposition forms as soon as possible to begin the job offer process and conduct a reference check. If a negative reference is received, the hiring department will be notified and the Office of Human Resources will advise the hiring department as to the next step in the recruitment process. If the reference check is positive, the Office of Human Resources proceeds with the offer of employment. In addition to the reference check, positions in the Department of Facilities require the candidate to pass a physical examination and positions in the Department of

Campus Police and Public Safety require the candidate to pass a physical and psychological examination. The offer of employment is not official until an offer letter is signed by the Director of Human Resources and sent to the employee.

Employee Orientation

All newly hired employees must schedule an appointment to visit the Office of Human Resources prior to the effective date of their employment. During this appointment, the new employee will complete required documentation, including the Form I-9, Employment Eligibility Verification Form. In addition to the document(s) that the new employee must provide for the Form I-9, they must also provide an original social security card as proof of a valid social security number for payroll purposes. The Office of Human Resources will provide the new employee with information related to policies and procedures, health benefits and pension plans, time and attendance and performance evaluations (if applicable).

New Jersey Residency Requirement

Kean University complies with the "New Jersey First Act" (Senate Bill No. 1730, P.L. 2011, Chapter 70). Any individual newly hired by Kean University after September 1, 2011 will be required to abide by this law and establish a principal residence in New Jersey. New employees will have a full 365 days to establish such residence, from the effective date of hire.

Union Membership

New employees appointed to a job title affiliated with a collective negotiations unit will be given a copy of the appropriate collective negotiations unit agreement by the Office of Human Resources or their designated union representative. Employees have the option of joining the designated negotiations unit and paying the required membership dues. Employees not wishing to join are required to pay a representation fee in lieu of dues for services rendered. New employees may be contacted by their union representative. Following is a list of the recognized collective negotiations units at Kean University:

Council of New Jersey State College Locals, American Federation of Teachers (AFT)
Representing Faculty Members (Kean Federation of Teachers "KFT"), Non-Teaching Professional Staff, and Adjunct Faculty Members (Kean University Adjunct Faculty Federation "KUAFF")

Communications Workers of America (CWA), Local 1031
Representing Administrative and Clerical, Higher Level Supervisory, Primary Level Supervisory, and Professional personnel

Local 195 International Federation of Professional and Technical Engineers (IFPTE)
Representing Operations, Crafts, Inspections and Security personnel

New Jersey State Policemen's Benevolent Association State Law Enforcement Unit (NJ State PBA-SLEU)
Representing Campus Police Officers

New Jersey Law Enforcement Supervisor's Association (NJLESA)
Representing Sergeants

Reclassification

Employees may request an audit of their position to determine if upward reclassification is warranted. Position classification is based on the level of responsibility that is assigned to a specific position. A request is submitted to the Office of Human Resources, which includes a Position Reclassification Request Form, the job description, resume and a current organizational chart. Forms may be obtained from the Office of Human Resources. Note: there is a specific reclassification form to be used for the review of classified positions and another for the review of unclassified positions. Contact the Office of Human Resources for more information.

Notification of Changes

Employees wishing to update their personnel records in terms of name, address, telephone number, beneficiary or benefit-related changes will do so through the Office of Human Resources. The new information will be recorded in the appropriate personnel files.

Resignations

Employees wishing to resign in good standing must provide written notice to the Office of Human Resources at least two weeks prior to the effective date of separation. Failure to do so may result in a resignation not in good standing. Supervisors must notify the Office of Human Resources when subordinate employees resign.

Upon receipt of the notice, the employee will be contacted by the Office of Human Resources for an exit interview. During the interview, the employee is apprised of leave balances and post-employment benefits. Any unused vacation time that has been earned will be paid to the employee. Any overdrawn vacation and/or sick time will be deducted from the employee's last paycheck. Separating employees are entitled to post-employment benefits under COBRA (please refer to the Benefits section.)

Employer Obligation to Maintain and Report Records

On November 4, 2011, the New Jersey Department of Labor and Workforce Development issued a notice requirement related to the upkeep and visibility of employee records. A product of a law passed in 2009, the notice combines record-keeping requirements of several laws dealing with a range of wage/hour and employee benefits laws. As a result of this notice, the six-page "Employer Obligation to Maintain and Report Records" is now provided to all new hires. The notice can also be found on the bulletin board outside of the Office of Human Resources.

BENEFITS

Kean University is committed to its employees and has many benefits to offer, such as:

- A broad selection of health plans,
- Competitive retirement plans and supplemental plans to ensure you secure your future,
- Flexible Spending Accounts and Commuter Tax$ave programs,
- Ongoing seminars on topics important to you, such as wellness, financial competencies, and life insurance,
- Plus, an on-site gym, several theatres, restaurants, and much more.

For further information, including fact sheets, health plan handbooks, forms, and additional benefits available to you, such as discounts, the HR Events Calendar and employees counseling, please visit us on the web at http://www.kean.edu/KU/Human-Resources.

Medical, Prescription Drug, and Dental Plans

Kean University employees participate in the State Health Benefits Program through the Division of Pensions and Benefits of the State of New Jersey.

Full-time employees, spouses, civil-union partners, certain same-sex domestic partners and dependent children (until December of the year they turn age 26) are eligible for health insurance coverage.

Employees and their eligible dependents may be covered after 60 days of continuous employment. Full-time faculty members may be covered as of the beginning of the academic year (i.e., September 1). Faculty members that begin employment in the Spring semester are eligible for health benefits following a 60 day waiting period.

The State Health Benefits Program (SHBP) is available to eligible Kean University employees and has many plans that employees may choose from. A majority of the plans also offer a prescription drug option. The costs of the plans are determined according to the employee's base salary and level of coverage selected.

Dental Plans

Full-time employees have a choice of the Dental Expense Plan administered by AETNA Dental or a Dental Plan Organization program. Both plan types are briefly described below. The premium cost of the coverage is borne jointly (50% - 50%) by the State and the employee. Employees may choose from the two types of dental plans offered by the State. If you choose to enroll in a dental plan, you must remain in the dental plan you select for at least 12 months.

AETNA Dental Expense Plan

This plan offers a member the freedom to choose his/her own dentist and provides a percentage of coverage for reasonable and customary charges.

Dental Plan Organizations

A Dental Plan Organization (DPO) is similar to a medical Health Maintenance Organization. The full cost for most services is prepaid to the dentist, but certain services require that the employee pay an additional co-payment. If the employee chooses a more expensive treatment, he or she must pay the extra cost. Services rendered by a dentist who is not a member of the Dental Plan Organization will not be covered, unless that dentist is referred in advance by the Dental Plan Organization. Following is a list of available DPOs: Aetna DMO, Atlantic Southern Dental, Cigna Dental Health, Community Dental Associates, Healthplex, Horizon Dental Choice.

Part-Time Employee Health Benefits

Part-time employees of Kean University, who are currently enrolled in a state administered pension plan, are eligible to enroll in the State Health Benefits Program for medical and prescription drug coverage. An enrollment application should be completed within 60 days of the date that you become enrolled in the state retirement system. Employees who do not enroll when they are first eligible can later enroll during the regular, annual open enrollment period. Coverage due to open enrollment changes will start on January 1. Eligible employees who enroll will pay the full share of the premium costs, which will be billed directly to the employee on a monthly basis. Eligible employees who wish to enroll in a prescription drug option must also enroll in a medical plan.

For more details such as medical plan descriptions, costs and comparison charts, please visit us on the web at http://www.kean.edu/KU/Human-Resources.

Enrolling in Medical, Prescription Drug, and/or Dental Coverage

All newly hired employees are required to submit enrollment forms to the Benefits Unit at the Kean University Office of Human Resources within 30 days of their date of hire and indicate whether they wish to enroll in health benefits or waive coverage.

Making Changes to your Health Benefits

The State Health Benefits Program holds its annual open enrollment each fall (usually in October). During open enrollment, employees may change plans or add dependents to their coverage. Contact the Office of Human Resources for the specific dates of open enrollment.

Changes in health coverage due to life events, such as marriage, birth of a child, divorce, may be made within 60 days of the event date. Employees must advise the Office of Human Resources immediately of any change in personal status which might affect the employee's benefits coverage. You may drop your coverage at any time.

Health Benefits Coverage for Same-Sex Married Couples

The U.S. Department of the Treasury and the Internal Revenue Service (IRS) recently ruled that same-sex couples, legally married in jurisdictions that recognize their marriages, will be treated as married for federal tax purposes. The ruling applies regardless of whether the couple lives in a jurisdiction that recognizes same-sex marriage or a jurisdiction that does not recognize same-sex marriage. Any same-sex marriage legally entered into in one of the 50 states, the District of Columbia, a U.S. territory, or a foreign country will be covered by the ruling. (Please note that this ruling does not apply to registered domestic partnerships, civil unions, or similar formal relationships recognized under state law.)

This ruling extends health benefits eligibility to same-sex spouses of employees enrolled in the State Health Benefits Program (SHBP) in the same manner as opposite-sex spouses.

The U.S. Department of the Treasury and IRS ruling allows employees who have added a same-sex spouse to their health and/or dental insurance coverage to pay the member share of the additional coverage on a **pre-tax basis** under the Tax$ave Premium Option Plan. Previously, the member's share of the added coverage for the same-sex spouse was required to be made on an after-tax basis unless the same-sex spouse was a qualified tax dependent of the employee.

In addition, as a result of this ruling, medical expenses incurred by a same-sex spouse can now be reimbursed from the employee's FSA account. Prior to the ruling, medical expenses incurred by a same-sex spouse could only be reimbursed from an FSA account if the spouse was recognized as the employee's tax dependent for federal tax purposes. The marriage of a same-sex couple also qualifies as a change in marital status allowing an employee to change his or her FSA election.

Civil Union and Same-Sex Domestic Partner Health Benefits

Chapter 103, P.L. 2006, the Civil Union Law, establishes civil unions for same-sex couples in the State of New Jersey. The law also extends public pension and State Health Benefits Program (SHBP) benefits to same-sex civil union partners of state employees, and retirees of these employers in the same manner as those benefits are available to an employee's or retiree's spouse. This law became effective on February 19, 2007.

The Civil Union Law amended the standing Domestic Partnership Act (Chapter 246 P.L. 2003) of 2004. Same-sex domestic partners who entered into a New Jersey domestic partnership after February 19, 2007, will not be entitled to pension or SHBP benefits.

Employees will be required to provide NJ Certificate of Civil Union or Certificate Domestic Partnership dated prior to February 19, 2007 or other official document from political jurisdiction in another state.

The children of your civil union partner can be added as dependents under your SHBP coverage until the age of 26.

You will have to file an Affidavit of Dependency when you add them to your coverage. *However, the Federal Government and the Internal Revenue Service (IRS) do not recognize a civil union partner as a dependent for tax purposes.* Therefore, we must consider a civil-union partner's SHBP benefit as a taxable fringe benefit and withhold federal income, Social Security, and Medicare taxes on the value of the premiums paid. For further information including biweekly imputed income charts, please contact the Office of Human Resources, Benefits Unit.

For more information regarding health and pension benefits for civil union partners, please review the following document: http://www.state.nj.us/treasury/pensions/epbam/exhibits/factsheets/fact75.pdf.

Section 125 Tax Savings Program

Tax$ave allows eligible full-time employees to set aside pre-tax dollars to pay for qualified medical, dental and dependent care expenses to avoid federal taxes and save money. The benefits program defined by Section 125 of the Federal Internal Revenue Code consists of three separate component plans:

Premium Option Plan (POP)

The Premium Option Plan allows employees to pay medical and/or dental premiums they may have, using before-tax dollars.

Unreimbursed Medical Flexible Spending Account

Allows employees to set aside money to pay for qualified medical and dental expenses not paid by a group health benefits plan under which employees or their dependents are covered.

Dependent Care Flexible Spending Account

Allows employees to set aside before-tax dollars to pay for anticipated expenses related to dependent care that is required to permit the employee and spouse to work.

Enrollment in the POP is automatic, but not for the flexible spending accounts. Newly hired employees may enroll in a flexible spending account within 30 days of their date of hire. Otherwise, employees may only join Tax$ave or make changes to their existing plan during the annual open enrollment period in October, or within 60 days of a qualifying event such as the birth of child or a marriage. Please refer to the State Health Benefits Program Handbook or contact the Office of Human Resources for more information.

Both unreimbursed medical and dependent care accounts are administered by the Fringe Benefits Management Company.

Vision Care Reimbursement Program

Full-time employees and their dependents who are eligible for coverage under the New Jersey State Health Benefit Plan may, after 60 days of employment, submit one eye examination and one itemized eyeglass purchase receipt for reimbursement once every two contract years. (The current contract period is July 1, 2013 - June 30, 2015) All services rendered must be within the contract period.

This plan allows for up to $40 for single lens eyeglasses, $45 for bifocal and trifocal eyeglasses or contact lenses, and a maximum payment of $35 or the cost, whichever is less, of an eye examination by an optometrist.

Employees must submit a completed Vision Care Reimbursement Form and an itemized receipt for eyeglass and/or eye examination reimbursement to the Office of Human Resources. In a case where lenses are being purchased, receipts must include the purchaser's full name, the date of the transaction and the type of lens. In order to be reimbursed for an eye examination, receipts must include the purchaser's full name, and the type and date of the examination. Due to the expiration of collective negotiations agreements, the program is only available to members of CWA, IFPTE, AFT as well as managerial employees. Other employee groups may become eligible as new collective negotiations agreements are ratified.

Medicare

Employees reaching the age of 65 are usually eligible for Medicare. Current federal law prohibits employers from requiring Medicare enrollment for active employees. The law does allow employees who are still working to drop their employer's insurance plan and replace it with Medicare. Most working employees, however, will find that it is to their financial advantage to remain in the State Health Benefits Program.

If you do enroll in the Medicare Program while you are still employed or if you were already enrolled when you were hired (and are a participant in the State Health Benefits Program), the
State Health Benefits Program will become your primary insurance plan which means that the state program will always pay first.

Although Medicare enrollment is not required for those who continue to work, we strongly urge you to contact the Social Security Administration when you or your spouse reach age 65 so that you understand how to secure Medicare coverage when you leave work.

State law requires that anyone who has retired and is eligible for Medicare must enroll in the full Medicare Program in order to be covered under the retiree group of the State Health Benefits Program. The state program cannot pay for benefits which should have been paid for by Medicare. If you do not submit proof of your enrollment in the full Medicare Program (Parts A & B) when required, your retiree coverage under the State Health Benefits Program will be terminated.

Social Security

All employees participate in the Federal Social Security Program. Deductions, as specified by Federal law, are withheld from the employee's paycheck. The state, likewise, makes regular contributions to the Social Security System for each of its employees. It is important to note that retirement under Social Security requires separate applications and procedures than retirement from the state retirement plans.

Unemployment

Each employee must contribute a percentage of his/her covered wages. The wage base for this deduction will vary each year. There is no further withholding made after the maximum deduction has been reached. Upon separation, all full-time employees may apply for unemployment insurance compensation with the Division of Unemployment Insurance Compensation, New Jersey Department of Labor and Industry. Final decisions concerning eligibility will be made by that department.

Worker's Compensation

An employee may be eligible for Worker's Compensation benefits for a job-related injury or illness. The employee must immediately report all job related injuries and illnesses to their supervisor and to the Office of Human Resources. In addition, the employees must complete an Accident Report Form immediately or within twenty-four (24) hours of the accident. Please see the On-the-Job Injury Reporting Procedures for further details.

Replacement of Wages Under Worker's Compensation

An active employee with a work-related injury or illness that is deemed unable to work for 5 or more days as per a State appointed physician will be placed on approved leave of absence without pay. The New Jersey State Bureau of Risk Management will determine if the accident claim is compensable. If the claim is compensable, the employee may receive up to 70% of his or her base pay for the period of disability while under medical care. While an employee is on an approved medical leave of absence without pay and is receiving workers compensation payment through the Bureau Risk of Management, health care benefits (including medical, dental and prescription drugs) will continue to be provided for the duration of the leave as long as the employee continues to pay any premiums s/he normally would pay.

On-the-Job Injury Reporting Procedures

All Kean University employees shall comply with the following procedures in reporting work-related injuries:

1. General Notification Requirement - Upon the occurrence of a work-related injury, the injured employee shall immediately notify his/her supervisor.
2. HR Notification Requirement - Upon the occurrence of a work-related injury, the injured employee shall notify the Office of Human Resources, Benefits Section at 7-3300 no later than the end of the workday on which the injury occurred.
3. Accident Report Form - For all cases, an accident report form (Form RM-2) must be completed by the employee, signed by the employee and the supervisor, and submitted to the Office of Human Resources (Benefits Section) by the employee within 48 hours from the time of the injury/illness, pursuant to New Jersey State regulations governing Worker's Compensation and Sick Leave Injury benefits. An original, signed Accident Report Form is required. Copies of the form can be obtained at the Office of Human Resources or at the HR webpage under the section titled Workers' Compensation.
4. Supplemental Report of Accidental Injury – The employee is also required to complete a Supplemental Report of Accidental Injury Form and submit this to the Office of Human Resources along with the Accident Report Form, within 48 hours from the time of the injury/illness.
5. Non-Emergent Cases - In the event that an employee sustains a work-related injury during normal business hours (Monday through Friday, 9:00 a.m. to 5:00 p.m.), the Office of Human Resources will make arrangements for a medical evaluation of all non-emergent cases. All University employees who are injured on the job shall receive an initial medical evaluation and treatment from Multi-Care, 100 Commerce Place, Clark, NJ 07066, telephone number (732) 499-0606, fax number (732) 499-7490; Hours: Monday through Friday, 9 a.m. to 6 p.m. An Employer's Authorization for Examination or Treatment is required from the Office of Human Resources before treatment can be rendered.
6. Emergency Cases/After Hours - In the event of a medical emergency or if medical treatment is required before or after the operating hours of Multi-Care, Campus Police must be contacted at 7-4800. Campus Police will arrange for all emergency care cases or matters occurring after hours to be sent to a hospital. Emergency care is defined as a life threatening condition so severe that medical attention is required or reasonably necessary to safeguard the injured employee's well-being.

Please note that these employees are still required to notify an immediate supervisor and the Office of Human Resources, and file an accident report form (Form RM-2) within 48 hours from the time of injury. A police report may not be used as a substitute for an accident report form.

7. Post-Injury Notification – After the injured employee has been treated, the Office of Human Resources shall again be contacted by the employee and advised as to: 1) The nature of the injury;

2) The extent of such injury; 3) The general nature of the treatment received for the injury; and, 4) The estimated time that the employee will remain out of work.

8. Unauthorized Medical Treatment - Employees should not seek treatment from their primary-care physician. Such treatment can be deemed unauthorized and the employee will be responsible for paying his/her medical bills.
9. Failure to Comply with Reporting Procedures - Employees who do not comply with these procedures will be responsible for paying their medical bills and may prejudice the work-related injury claim.
10. Questions Regarding Notification Procedures - If there are any questions regarding the reporting of work-related injuries, please contact the Office of Human Resources, Benefits Section at 7-3300.

Worker's Compensation Procedures for Kean Employees at Ocean County College

Any Kean employee who is injured while working at OCC will be medically treated/evaluated as any other OCC employee, visitor or student. Ocean County College's first responder will be the Director of Health Services, a college nurse or a Security Department member. All first responders are trained to provide first aid, evaluate medical conditions and call for additional medical assistance.

1. The first responder will provide first aid and assess the need for any additional medical services.
2. If the situation is urgent, an ambulance will be called.
3. Kean employees will follow the On-the-Job Injury Reporting Procedures available on the Human Resources webpage and will complete an Accident Report Form. Dr. Kubow, the contact person between the employee and Kean University, will be responsible for signing the Accident Report Form.
4. The OCC Director of Health Services will prepare an incident report and fax/forward a copy to Dr. Kubow, the Kean Office of Human Resources and the appropriate personnel at OCC. The completion of the report is required for all incidents at OCC which maintains a record for the college's liability insurance and safety reports.
5. The injured employee will communicate all treatment/follow up/problems with Dr. Kubow, Kean's workers' compensation carrier, or Human Resources.
6. Kean University will be responsible for notifying all Kean employees working at OCC of the workers' compensation procedure.

Any Kean employee working on the OCC campus, who would like to see a member of the Health Services Department for minor health issues, such as headaches, blood pressure, etc. is more than welcome to utilize the OCC health-services facility, located in the Instructional Building, at no charge.

Return to Work after a Work-Related Injury/Illness

Kean University seeks to return workers to employment at the earliest possible date following a work related injury or illness. Employees who are deemed able to work with temporary restrictions by a State appointed Workers' Compensation physician will be provided with temporary, modified work assignments within the worker's physical abilities, knowledge and skills, whenever possible.

This policy is not intended to instruct the procedures applicable to employees eligible for reasonable accommodation or covered under the Americans with Disabilities Act (ADA) or leave benefits under the

Family Medical Leave Act (FMLA). Questions regarding the ADA or FMLA should be directed to the Office of Human Resources.

Getting Ready to Retire

Employees wishing to retire should contact the University's Benefits Administrator in the Office of Human Resources at least three months prior to the expected date of retirement. Retirements are only effective on the first day of a given month. The retiring employee will receive regular salary payments through the last day of employment. Any earned vacation leave that has not been used prior to the effective date of retirement will be paid in a lump sum payment after the employee's retirement.

Payment for Unused Sick Leave at Retirement

Eligible employees can receive payment for half of accumulated unused sick leave at retirement. Compensation for such unused sick leave shall not exceed $15,000. Employees who are not eligible to enroll in the State Retirement Programs are ineligible for payment of unused sick leave. Retiring faculty are not eligible to receive payment for unused sick leave.

Continuation of Health Benefits at Retirement

The State Health Benefits Program (SHBP) offers retiree health insurance coverage to retired employees who meet the eligibility requirements (25 years of pension service credits). Continuation of health coverage is available through COBRA. Please contact the Office of Human Resources for specific details.

Retirement Plans

Depending on the employee's title and classification, the employee must enroll in one of the three types of retirement plans offered. If you are uncertain of which plan you are eligible for, please contact the Office of Human Resources.

Alternate Benefits Program (ABP)

The Alternate Benefit Program is a tax-deferred, defined contribution retirement program for higher education faculty, and certain managers and administrators. This program provides retirement benefits, life insurance, long-term disability coverage and loans. Members contribute 5% of their base or contractual annual salary, and are matched by an 8% employer contribution to a tax-deferred investment account. There are six investment carriers to choose from:

- Equitable/AXA
- ING Financial Advisers, LLC
- MassMutual
- MetLife (CitiStreet/Travelers)
- Prudential
- TIAA-CREF
- VALIC

If employment terminates during the initial year of participation, the employee contributions may be withdrawn, plus or minus any gains or losses on the selected investments. The employee is not entitled to the University's contributions if employment is terminated during the initial year of participation. If employment terminates after one year of service, contributions made by the University, as well as the employee, are fully vested.

Public Employee's Retirement System (PERS)

Permanent employees (earning $1,500 or more per year) that are covered by the CWA and IFPTE collective negotiations agreements are eligible to enroll in the Public Employee's Retirement System from the date of employment. Temporary or provisional employees can enroll after one year of service. Members of this program contribute a percentage of their annual base wages.

Police and Fireman's Retirement System (PFRS)

New employees who are hired as permanent full-time law enforcement officers or campus police officers must enroll in the Police and Fireman's Retirement System. In order to be eligible, employees must meet the required age and medical criteria for membership. Members are required to contribute 10% of their annual base salary.

Life Insurance

Members of the **Alternate Benefit Program** are eligible for life insurance coverage in the amount of three and one-half times the employee's annual base wage.

Members of the **Public Employee's Retirement** System receive life insurance coverage totaling three times the employee's annual base wages, which consists of contributory and noncontributory coverage. For the non-contributory portion, PERS members contribute .0050% of base wages.

Members of the **Police and Firefighter's Retirement System** receive life insurance coverage totaling three and one-half times the employee's final compensation, the total base salary upon which your pension contributions were based during the year preceding your death. If you die during the first year of creditable service, the benefits will be three and one-half times your creditable base salary upon which pension contributions were paid.

Supplemental Retirement Savings Plans

Supplemental Retirement Annuity (SRA) Plan and Additional Contributions Tax-Sheltered (ACTS) Plan

The Supplemental Retirement Annuity (SRA) Plan and the Additional Contributions Tax-Sheltered (ACTS) Plan both allow for eligible employees to obtain supplemental tax-deferred annuities with a variety of carriers through a salary reduction agreement. Participants can direct voluntary contributions among six authorized investment carriers. Each carrier provides a selection of investment choices to meet the needs and goals of retirement planning. To be considered eligible for an SRA, you must be actively enrolled in the ABP retirement plan; only PERS and PFRS members may enroll in ACTS.

Deferred Compensation Plan

The New Jersey State Employees Deferred Compensation Plan (NJSEDCP) provides you, as an eligible state employee, an opportunity to voluntarily shelter a portion of your wages from federal income taxes while saving for retirement to supplement your Social Security and pension benefits. Under the plan, federal income tax is not due on deferred amounts or accumulated earnings until you receive a distribution (payment) from your account. Presumably, distribution is at retirement when your tax rate is expected to be lower.

Supplemental Annuity Collective Trust Fund of NJ (SACT)

The Supplemental Annuity Collective Trust of New Jersey (SACT) is a voluntary investment program that provides retirement income separate from, and in addition to, your basic pension plan. Your contributions are invested conservatively in the stock market. The program consists of two separate plans, the SACT-Regular Plan and the SACT-Tax-Sheltered Plan (IRC Section 403(b)). To be eligible to participate in the SACT, you must be an actively contributing member of one of the state-administered retirement systems, such as the Public Employee's Retirement System (PERS).

Accommodations and Leaves of Absence

Reasonable Accommodations Policy & Procedures

Policy Statement

Kean University is committed to providing employment opportunities to all qualified applicants and employees without regard to a person's mental or physical disability, pursuant to the Americans with Disabilities Act (ADA) of 1990, Section 503/504 of the Rehabilitation Act of 1973 and the New Jersey Law Against Discrimination (LAD). Every reasonable effort will be made to accommodate special needs, unless the accommodation would impose an undue hardship upon the University or pose a direct threat of substantial harm to the health or safety of the applicant, employee or others.

Definitions

A. The term **disability** means, with respect to an individual:

1. a mental or physical impairment which substantially limits one or more of the major life activities of such individual;
2. a record of such impairment; or
3. being regarded as having such an impairment.

The following conditions are excluded from the definition of disability: homosexuality, bisexuality, transvestism, pedophilia, exhibitionism, voyeurism, compulsive gambling, kleptomania, pyromania, gender identity disorders, current psychoactive substance use disorders, and other sexual behavior disorders.

B. The term **major life activities** include, but are not limited to, functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, speaking, breathing, standing, lifting, learning, and working. A major life activity may also include major bodily functions, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

C. The term **qualified individual with a disability** means an individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

D. The term **reasonable accommodation** means a modification or adjustment to a job, the work environment, the job application process, or the way things are usually done that enables a qualified individual with a disability to perform the essential functions of the job and to enjoy an equal employment opportunity.

1. <u>Examples of Reasonable Accommodation are</u>:

- Making facilities accessible and usable;
- Modifying work schedules;
- Providing assistive equipment; or
- Modifying training materials.

General Information

A. At Kean University, the ADA Coordinator in the Office of Human Resources is responsible for evaluating requests for accommodation. The ADA Coordinator will also assist supervisors, employees, and job applicants in determining the most appropriate accommodations for various mental and physical disabilities.

***B. No employees, including supervisors and managers, are* permitted to independently authorize work restrictions or accommodations of any kind. The Office of Human Resources will evaluate each case and make determinations, in consultation with the appropriate department head, and based on the medical certification of the physician chosen by Kean University to evaluate the employee.**

C. This policy does not cover light duty or work restrictions that are a result of on-the-job injuries or illnesses.

Procedures for Requesting Reasonable Accommodations

Applicants for Employment

1. Any applicant for employment may request reasonable accommodation. Applicants who need an accommodation for an interview or for completing the application process may request such in advance by contacting the Director of Human Resources.
2. Additionally, applicants may be required to complete a *Request for Accommodations Form* and submit it to the ADA Coordinator, in the Office of Human Resources. The applicant may also be required to provide the Office of Human Resources with sufficient medical documentation from the employee's own physician to substantiate the disability and functional limitations identified in the Request for Accommodations Form.
3. Each request will be reviewed on a case-by-case basis. The applicant, the department and the Office of Human Resources will be involved in the interactive process of determining potential reasonable accommodations.
4. Pre-employment inquiries about the existence of disabilities in the form of employment applications, interviews, tests or pre-employment medical examinations prior to making a job offer, are prohibited.
5. **Applicants may not be asked whether or not they have a disability.** If the applicant volunteers information about a disability, the interviewer shall not ask any questions relating to the nature or extent of the disability or whether treatment will be necessary.
6. If applicants are asked questions regarding their **ability to perform required job duties**, all applicants will be asked the same questions. Before such questions are asked, the applicant will be informed regarding Kean University's willingness to provide reasonable accommodations.
7. With respect to the ability to perform required job duties, an interviewer may ask each applicant whether or not he/she is **"able to perform the essential functions of the job applied for with or without reasonable accommodation."**
8. If an applicant indicates in response to such an inquiry that he/she can perform the essential functions of the job but does not volunteer comment on the need for accommodation, then no inquiry shall be made about the need for an accommodation.
9. If, however, the applicant indicates in response to such an inquiry that he/she can perform the essential functions of the job and does volunteer the need for an accommodation, the interviewer may ask the applicant how he/she will perform the essential functions of the position and what accommodation will be necessary.

10. Qualified applicants cannot be denied employment solely on the basis of a need to provide a reasonable accommodation. However, if the applicant who receives a tentative job offer cannot be reasonably accommodated, the offer must be rescinded.

Employees

1. Employees are entitled to request reasonable accommodations. To do so, the employee must complete a *Request for Accommodations Form* and submit it to the ADA Coordinator, in the Office of Human Resources. The employee must also provide the Office of Human Resources with sufficient medical documentation from the employee's own physician to substantiate the disability and functional limitations identified in the Request for Accommodations Form.
2. The Office of Human Resources will maintain the confidentiality of all medical information collected during this process.
3. If the employee initially contacts the supervisor to discuss a request for accommodation without submitting a Request for Accommodations Form to the Office of Human Resources, it is the supervisor's responsibility to notify the Office of Human Resources, and refer the employee to the ADA Coordinator for a consultation. (i.e., An employee presents his/her immediate supervisor with a physician's note indicating restrictions are required, or an employee makes a verbal request for work accommodations based on a medical condition.)
4. Upon receipt of the Request for Accommodations Form and the supporting medical documentation, the ADA Coordinator will meet with the employee and contact the department to initiate the interactive process. S/He will also examine the individual's job duties, determine the purpose of the position and identify essential functions.
5. The employee who is requesting an accommodation will be required to visit a physician chosen by Kean University for evaluation purposes.
6. The Office of Human Resources will make the appointment arrangements with a physician of Kean University's choosing and will confirm all appointments in writing to the employee's home address via certified mail, including: date, time, and place of the appointment.
7. If the employee fails to appear for the evaluation, fails to reschedule the appointment with the Office of Human Resources, and/or fails to provide sufficient medical documentation from his/her own physician to substantiate the need for the accommodation, then the request for accommodation will be denied.
8. Once the medical evaluation from a physician of Kean University's choosing is available, the ADA Coordinator will once again engage the Department and the employee in an interactive process in order to identify and discuss potential accommodations.
9. The Office of Human Resources will consider, based on the merits of each case, whether the requested accommodation is reasonable, and determine if it would impose an undue hardship or change the essential functions of the job. Alternative reasonable accommodations will also be considered.
10. As a general rule, Kean University will purchase equipment only if it is determined that the use of the equipment is necessary in the transaction of the official business of the agency. The equipment may not be of a personal nature (e.g., eyeglasses, hearing aids, etc.) which the employee can reasonably be expected to provide. In determining whether the purchase of a device should be authorized, consideration will be given to how well the employee could perform the job without the equipment and whether the principal benefit will be better job performance by the employee.
11. Where there is more than one effective accommodation, the final decision as to which accommodation will be provided shall be made by the Office of Human Resources after

consideration of the wishes of the individual, the documentation provided, and advice from other appropriate personnel.

12. A letter will be sent to the employee by the Office of Human Resources to notify him/her of whether or not the Request for Accommodation has been granted.

Monitoring of Reasonable Accommodations

The Office of Human Resources, in conjunction with the employee and the employee's supervisor will periodically review accommodations granted. Further, Human Resources will request ongoing medical documentation from the employee and appropriate health care providers. In the event the previously granted accommodations are not working, the University and the employee will further engage in the interactive process to determine if other appropriate accommodations are available. The final decision regarding any substantive modification or adjustment of previously approved accommodations will be made by the Office of Human Resources.

V. Complaint Process

A. A complaint of discrimination based on disability may be filed with the University's Office of Affirmative Action Programs in accordance with the University's current procedures.

B. An individual may also pursue other remedies available to him/her under applicable New Jersey law or federal law.

Medical Parking for Employees

Employees with temporary medical conditions that necessitate parking in Medical Parking spots may apply for a Medical Parking Permit. Medical Parking Permits are granted for a maximum of six weeks, and are intended to address temporary health conditions. Employees may request Medical Parking through the Office of Human Resources. In order for a Medical Parking request to be considered, employees will be required to provide medical documentation from a physician to substantiate their need for medical parking.

Employees who need parking accommodations that are permanent are encouraged to apply for Handicapped Parking privileges through the New Jersey Department of Motor Vehicles.

LEAVE OF ABSENCE POLICY AND PROCEDURES

General Statement

Kean University is committed to complying with the all leave of absence rules and regulations pursuant to the Family and Medical Leave Act, the New Jersey Family Leave Act, NJ Administrative Code Title 4A, and applicable Collective Negotiations Agreements.

TYPES OF LEAVE AVAILABLE

A. Federal Family and Medical Leave Act

Under this policy, Kean University will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered servicemember with a serious injury or illness) during a 12-month period to eligible employees. To qualify to take leave under this policy, the employee must meet the following conditions:

1) The employee must have worked for Kean University for 12 months or 52 weeks.

2) The employee must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence.

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

1) The birth of a son or daughter and to bond with the newborn child within one year of birth.

2) The placement of a son or daughter for adoption or foster care and to care for the newly placed child within one year of placement.

3) To care for a spouse, son, daughter, or parent with a serious health condition.

4) The serious health condition of the employee that makes the employee unable to perform the functions of the employee's position.

5) Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty.

6) To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember. (Military caregiver leave)

Intermittent Leave or a Reduced Work Schedule

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill servicemember over a 12-month period).

For the birth, adoption or foster care of a child, Kean University and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the employee is taking leave for a serious health condition or because of the serious health condition of a family member, the employee should try to reach agreement with Kean University before taking intermittent leave or working a reduced schedule. If this is not possible, then the employee must prove that the use of the leave is medically necessary.

Calculating the FMLA leave year

At Kean University, the FMLA year used to determine eligibility for subsequent FMLA leave periods is defined as the twelve-month period commencing from the first day of initial FMLA leave. Eligibility for subsequent FMLA leaves will be based on that date, e.g., if FMLA started 6/07/13, 6/07/14 is the anniversary date for determining subsequent eligibility. You may use the twelve weeks allowed during

the year. If you use the total amount, you will not be eligible for another such leave for a period of one year from your FMLA effective date.

B. New Jersey Family Leave Act

The New Jersey Family Leave Act permits an employee to take leaves of absence in connection with the birth or adoption of a child or a serious illness of a child, spouse, or parent for up to 12 weeks in a 24-month period. NJFLA does not apply to an employee's own illness. Leave under NJFLA may be taken in a continuous block of time, or a reduced or intermittent schedule, if medically necessary. To qualify, the employee must be employed for at least 12 months or more, and must have worked not less than 1,000 hours during the last 12-month period.

C. Leaves Pursuant to Collective Negotiations Agreements

Employees may be eligible for leaves of absence pursuant to the collective negotiations units that they are members of at the time that they request the leave. For further details, please refer to the contracts for the appropriate negotiations unit member.

D. Special Note regarding Maternity/Child Care Leave

For eligible employees, FMLA usually covers the time period for pregnancy and childbirth in which your doctor indicates the employee is unable to work, usually 4 weeks before and 6 weeks after the birth of the baby, (8 weeks for Cesarean section). Additionally, under the NJFLA, a new parent is allowed to take 12 weeks of paid or unpaid leave to care for a newborn child. Additional leave time may be available to the employee pursuant to the collective negotiations agreement. Please contact the Office of Human Resources for further details on maternity and child care leave provisions and procedures.

E. NJ SAFE ACT

The New Jersey Security and Financial Empowerment Act ("NJ SAFE Act"), P.L. 2013, c.82, provides that certain employees are eligible to receive an unpaid leave of absence, for a period not to exceed 20 days in a 12-month period, to address circumstances resulting from domestic violence or a sexually violent offense. To be eligible, the employee must have worked at least 1,000 hours during the immediately preceding 12-month period.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in N.J.S.A. 2C:25-19, or a victim of a sexually violent offense, as that term is defined in N.J.S.A. 30:4-27.6. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, or civil union partner is a victim of domestic violence or a sexually violent offense.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities as they relate to an incident of domestic violence or a sexually violent offense:

(1) Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's child, parent, spouse, domestic partner or civil union partner

(2) Obtaining services from a victim services organization for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner

(3) Obtaining psychological or other counseling for the employee or the employee's child, parent, spouse, domestic partner or civil union partner

(4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety from future domestic violence or sexual violence or to ensure the economic security of the employee or the employee's child, parent, spouse, domestic partner or civil union partner

(5) Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence or sexual violence; or

(6) Attending, participating in or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, was a victim.

Leave under the NJ SAFE Act must be used in the 12-month period immediately following an instance of domestic violence or a sexually violent offense. The unpaid leave may be taken intermittently in intervals of no less than one day. The unpaid leave shall run concurrently with any paid vacation leave, personal leave, or medical or sick leave that the employee elects to use. If the employee requests leave for a reason covered by both the NJ SAFE Act and the New Jersey Family Leave Act, N.J.S.A. 34:11B-1 et seq., or the federal Family and Medical Leave Act, 20 U.S.C. 2601 et seq., the leave shall count simultaneously against the employee's entitlement under each respective law.

Employees eligible to take leave under the NJ SAFE Act must, if the necessity for the leave is foreseeable, provide Kean University with written notice of the need for the leave. The employee must provide Kean University with written notice as far in advance as reasonable and practicable under the circumstances. The employee must also provide the Kean University Office of Human Resources with documentation of the domestic violence or sexually violent offense that is the basis for the leave. Kean University is required to retain any documentation provided to it in this manner in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is authorized by a federal or State law, rule or regulation.

A. Military Leave

An employee who is called to military service may be granted a leave of absence without pay for the period of active duty. To request a military leave, the employee must notify the supervisor and submit a copy of the military order to the Office of Human Resources as soon as he/she is notified.

B. Voluntary Furlough

The Voluntary Furlough Program (NJAC 4:6-1.23) is intended to reduce salary costs and thereby lessen the need for a reduction in the workforce. It allows employees in the career, senior executive or unclassified services to take up to 30 days off from work without pay for any purpose (except sick leave, sick leave extension or outside employment). Employees may choose to work shorter days, a shorter work week, or take a number of consecutive days off. Additional furlough extension may be available. Furlough extension may only be used for education or family care needs. **All voluntary furlough requests are subject to the approval of the department head and the Office of Human Resources.**

PROCEDURES FOR REQUESTING LEAVE OF ABSENCE

A. Notification Requirement:

When the need for the leave is foreseeable, the employee must provide the Kean University Office of Human Resources with at least 30 days' notice. (Faculty members should provide the University with a minimum of 30 days' notice prior to the start of the semester in which the leave will be required.)

When an employee becomes aware of a need for leave less than 30 days in advance (i.e., emergency surgery/hospitalization), the employee must provide notice of the need for the leave either the same day or the next business day.

When the need for leave is not foreseeable, the employee must comply with Kean University's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances, **at the first possible opportunity.**

Employees that are absent for medical/family reasons for five consecutive days or more are required to apply for leave of absence, and provide medical documentation to substantiate the need for leave. Additionally, an employee is not allowed to utilize more than four consecutive sick days if he/she has not been placed in an authorized leave of absence status.

All leave of absence requests covered under this policy (i.e. family, medical, military) will be reviewed by the Office of Human Resources.

B. Required Documentation:

An employee requesting leave of absence must provide to the Office of Human Resources:

Documentation for requesting family/medical leave:

1. Request for Family/Medical Leave Form
2. Leave of Absence Questionnaire (Medical Certification to be completed by employee's physician) or Leave of Absence Questionnaire – Care of Family (Medical Certification to be completed by family member's physician)

Kean University will require medical certification for the leave of absence. Failure to provide this certification may result in a denial of the leave. The medical certification should be from the employee's own physician or that of the employee's seriously ill family member substantiating the employee's need for leave of absence, and including an estimated date of return to work.

SPECIAL NOTE: The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entitles covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. **To comply with this law, your physician is directed not to provide Kean University any genetic information when responding to your request for medical certification of a medical leave of absence**. "Genetic information" as defined by

GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Documentation for requesting Military Family Leave under FMLA - Qualifying Exigency:

1. Request for Leave Form
2. DOL Certification of Qualifying Exigency for Military Family Leave (http://www.dol.gov/whd/forms/WH-384.pdf).

Documentation for requesting Military Family Leave under FMLA - Serious Injury or Illness of Covered Servicemember:

1. Request for Leave Form
2. DOL Certification for Serious Injury or Illness of Covered Servicemember (http://www.dol.gov/whd/forms/WH-385.pdf).

The employee should provide the Request for Leave Form and Certification substantiating the need for leave of absence at least 30 days prior to the start of the leave, whenever the leave is foreseeable. Kean University will require certification for all leaves of absences. If the employee fails to provide appropriate documentation for a leave, the Office of Human Resources will ask the employee to provide this information. The employee must respond to such a request within 15 days of the request. Failure to provide certification may result in a denial of leave.

C. Pay Status during a Leave of Absence

Employees that are approved for a medical or family leave of absence may charge paid time off (including sick, vacation, personal, administrative and/or compensatory) that is accrued to date. However, employees will not be allowed to charge time that was credited at the beginning of the year and that was not earned.

Additionally, once an employee requests and/or has started a leave of absence without pay, he/she will not be returned to pay status until the employee has returned to work, except for certain situations involving maternity/childcare.

For example: In the case of maternity and subsequent care of newborn child, an employee who exhausted her sick time and is without pay may apply for TDI benefits through the State due to her own medical condition. When the employee's physician deems the employee fit to return to work, the employee, if eligible for FMLA and/or NJFLA, may request further leave to care for the child, and may request to use other unused accrued time, such as vacation, during this leave period.

Employees that are approved for military FMLA leave due to a qualifying exigency may charge paid time off (including vacation, personal, administrative and/or compensatory) that is accrued to date.

Extending Leaves/Early return

For extension of leave or early return from leave, the employee must submit medical re-certification five days prior to the last day of the current leave-ending day. Should the employee's doctor's appointment fall on the leave-ending day, the employee must notify or fax the medical certificate to the Office of Human Resources on the same day. The confidential fax number for medical documentation is (908) 737-3319. Medical certification is required for any Family/Medical leave extension.

D. Returning to Work

When the employee's physician releases him/her to return to work, the employee must provide a fitness for duty certification with a return date noted in the letter. If the employee's physician recommends that the employee be allowed to return to work with restrictions, the employee will be required to be evaluated by a physician of the University's choosing at the University's expense.

In order to ensure that the employee will receive proper pay and health benefits coverage upon returning to work, he/she is required to report to the Office of Human Resources on the day of their return to work and present a fitness for duty certification.

E. Second Opinion

Kean University has the right to ask for a second opinion if it has reason to doubt the medical certification, or if the fitness-for-duty certification includes work restrictions. Kean University will pay for the employee to get a certification from a second doctor, which Kean University will select. Kean University may deny leave to an employee who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. An eligible employee may be provisionally entitled to leave and benefits pending a second and/or third opinion.

F. Recertification

Kean University may request recertification for the serious health condition of the employee or the employee's family member when circumstances have changed significantly, or if the employer receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of his or her leave.

G. Health Benefits Coverage during a Leave of Absence

While an employee is on medical or family leave of absence with pay, Kean University will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. If the employee regularly pays a portion of the health care premium, while on paid leave, Kean University will continue to take payroll deductions to collect the employee's share of the premium.

In the case of an employee who takes a leave of absence without pay for medical/family leave, health coverage will continue for a period of 12 weeks as long as the employee continues to pay any premiums that she/he normally pays.

After the three month maximum the employee is required to pre-pay the full cost of the health, dental and prescription plan premiums. (For cases of maternity and care of newborn child, health benefits will

continue while the employee is on unpaid FMLA or NJFLA leave of absence, not to exceed 24 weeks, as long as the employee continues to pay the required premiums. This covered period of leave will vary. Please see the Office of Human Resources for details.)

While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Office of Human Resources on a timely basis. If the payment is late, the employee's health care coverage may be dropped for the duration of the leave.

Employees may also continue their health, prescription, and dental coverage through COBRA rather than prepaying the University.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, Kean University may require the employee to reimburse Kean University the amount it paid for the employee's health insurance premium during the leave period.

H. Retirement Plans during a Leave of Absence

PERS Members

While the employee is on unpaid leave, PERS pension contributions will be suspended. Upon return to active pay status, members of PERS may request to purchase unearned service credits. The employee may contact the Office of Human Resources to request additional information.

The non-contributory portion of employee life insurance will remain in effect during this period of leave. However, in order for the contributory portion of group life insurance to continue, the employee must remit payments in advance to the Division of Pensions and Benefits. To do so, please contact the Office of Human Resources to request a Personal Insurance Contribution Remittance Form.

ABP Members

While on unpaid leave, ABP retirement plan contributions will be suspended. They will restart upon the employee’s return to the regular full-time position. This time cannot be “bought back.”

All ABP members are covered by employer-paid life insurance, payable to their designated beneficiaries, in the amount of three and one-half times the employee’s annual base salary. ABP members on leave of absence without pay continue to be insured for • up to two years while on approved leave of absence for illness; • up to one year while on approved leave of absence to fulfill a residency requirement for an advanced degree; or • up to 93 days while on leave for other reasons, including child care. Employees have the option to convert the group life insurance coverage to an individual policy with the Prudential Insurance Company when employees lose coverage while on a leave of absence without pay.

I. Wage Replacement Programs

Temporary Disability Insurance

Under the New Jersey Temporary Disability Benefits Law, cash benefits may be payable when an employee cannot work because of a sickness or injury that is not job-related. The employee must file a claim for

Disability Benefits within (30) days of the start of the disability. The weekly maximum benefit is payable for no more than (26) weeks, and a claim cannot be filed until the employee has exhausted all accumulated sick leave. Disability forms will be mailed to the employee upon receipt of medical certification and subsequent approval of medical leave without pay. The disability benefit will pay approximately 66 % of the employee's base pay, but not exceed $595.00 per week for 26 weeks in 2014. In order to maintain disability benefits without interruption, employee must comply with and respond to all inquiries from Disability Benefits Services. The form can also be found on the Human Resources Web site at *http://www.kean.edu/KU/Leave-of-Absence-ADA*.

Do I need to exhaust my paid leave prior to applying for TDI benefits?
To be eligible for temporary disability insurance benefits, a State employee shall be required to exhaust all available accrued sick leave prior to receiving such benefits.

New Jersey Family Leave Insurance

In accordance with P.L.2008, C.17, which was signed into law by Governor Jon S. Corzine on May 2, 2008, Kean University employees are eligible for Family Leave Insurance (FLI) benefits beginning in 2009. Some important facts regarding FLI:

Eligible Kean University employees may apply for up to six weeks of FLI benefits during leave taken to:

• **Bond with a child** during the first 12 months after the child's birth, if the covered individual or the domestic partner or civil union partner of the covered individual, is a biological parent of the child, or the first 12 months after the placement of the child for adoption with the covered individual.

• **Care for a family member with a serious health condition** supported by a certification provided by a health care provider. Claims may be filed for six consecutive weeks, for intermittent weeks or for 42 intermittent days during a 12-month period beginning with the first date of the claim.

Eligible applicants who are covered by the state FLI plan will receive weekly benefits amounting to no more than two-thirds of their weekly pay, subject to the same maximum as temporary disability insurance (TDI) for an individual's own disability (the maximum weekly benefit rate for TDI is $595.00 in 2014).

Wage Requirements

To have a valid claim, a claimant must have had employment in at least 20 calendar weeks (base weeks) in New Jersey covered employment with earnings of $143 or more, or have earned $7,200 or more in such employment during the 52 weeks (base year) immediately prior to the week in which the family leave claim begins.

The Family Leave Insurance benefits program provides covered individuals with a monetary benefit – not a leave entitlement. All New Jersey workers who contribute to the program and meet the eligibility criteria will have the opportunity to receive 2/3 of their normal paycheck (capped at $595.00 in 2014) for up to 6 weeks.

Do I need to exhaust my paid leave prior to applying for FLI benefits?

To be eligible for family leave insurance benefits, a State employee shall be required to utilize paid leave prior to receiving such benefits, and the utilization of such paid leave shall accordingly reduce the employee's maximum entitlement to family leave insurance benefits of six weeks in a 12-month period.

A State employee shall be required to use paid leave as follows:

1. For benefits to participate in provision of care for a family member made necessary by a serious health condition of the family member, the employee shall exhaust 10 sick days (or, if the employee has a balance of fewer than 10 sick days, shall be required to exhaust all sick days).

2. For benefits to bonding with a child during the first 12 months after the child's birth, if the employee, or the domestic partner or civil union partner of the employee is a biological parent of the child, or the first 12 months after the placement of the child for adoption with the employee, the employee shall exhaust 10 vacation days (or, if the employee has a balance of fewer than 10 vacation days, shall be required to exhaust all vacation days).

IMPORTANT NOTE:
If an employee has more than 10 accrued days of paid time, but opts to only charge 10 days prior to utilizing the FLI benefit, the 6 week benefit period is reduced by only these 10 days. If an employee opts to take more than the required 10 days of leave with pay to care for a family member, this will lessen the FLI benefit by an equivalent number of days.

FLI Notice Requirements
It must be noted that with regard to a claim for family leave insurance benefits to bond with a newborn or newly adopted child, the employee shall provide the employer with notice of the period of family leave upon which the covered employee's claim for family leave benefits is based not less than 30 days prior to commencement of the family leave.

Failure by the employee to provide the employer with the 30 days notice set forth above shall result in a reduction in the employee's maximum family leave insurance benefits entitlement for the 12-month period by an amount of benefits attributable to two weeks of family leave, unless the time of the leave is unforeseeable or the time of leave changes for unforeseeable reasons.

Donated Leave Program

The Donated Leave Program (NJAC 4A: 6-1.22) permits Kean University employees to voluntarily donate a portion of their earned sick and/or vacation time to other employees. In order to be eligible to receive donated leave, employees must first exhaust their earned leave time. An employee can receive donated leave if he/she is suffering from a catastrophic illness or injury which necessitates a prolonged absence from work. Leave is also offered to provide care for a member of the employee's immediate family who is suffering from a catastrophic health condition. Further details are available from the Office of Human Resources.

J. Waiting Period for Wage Replacement Programs

Temporary Disability Insurance

When do my benefits begin?

Benefits are payable on the eighth consecutive day of a disability. The first seven days of disability are called the waiting week. If your disability continues for three consecutive weeks, you will receive benefits for the waiting week.

Family Leave Insurance

Is there a waiting period before Family Leave Insurance benefits can be paid?
Yes. The first seven consecutive days of a claim is called the waiting period. If benefits are payable for any period during each of the three consecutive weeks following the waiting period, then benefits are also payable for the waiting period.

In the case of intermittent family leave, in a single period of family leave taken to provide care for a family member with a serious health condition, Family Leave Insurance benefits are payable with respect to the first day of leave taken after the waiting period and each subsequent day of leave during that period of family leave. If benefits become payable on any day after the first three weeks in which leave is taken, then benefits will also be payable for any leave taken during the waiting period.

*Exception***:** There is no additional seven-day waiting period for a Family Leave Insurance claim for benefits to bond with a newborn when the Family Leave Insurance claim is for the period immediately following a Temporary Disability Insurance (TDI) pregnancy-related claim.

K. Away Messages for Email and Phone

During a leave of absence, an employee is required to place an away message on their personal work email (Gmail & Outlook Accounts) and phone line upon the start of the leave period.

Employees, who have an unforeseen need for leave of absence and are suddenly away from work, have the option of accessing their accounts remotely from home in order to place an away message on email and phone accounts.

If an employee is unable to place an away message on email accounts and phone lines that are used as a means of contact at work, he/she is required to notify their supervisor and the Office of Human Resources for assistance.

Enabling the Out of Office Assistant on Outlook/Exchange's web application:

1. Go to: https://exchange.kean.edu/owa.
2. Login using your network credentials.
3. In the upper right corner of the window, click **Options**.
4. In the resulting window, in the Light Interface, on the left, click **Out of Office Assistant.**
5. To set a time frame for the Out of Office auto-replies to begin and end, check **Send replies only during this time period:** . Then:
6. Next to "Start time:", use the menu to select the month and day, and then the time you want the Out of Office Assistant to start sending the auto-replies.
7. Repeat for the "End time:".
8. Compose the auto-reply in the text boxes provided; you can also send a different message to external senders.
9. Click **Save**.

Enabling the Vacation Responder on GMAIL application:

1. Go to: http://www.kean.edu/
2. Click on the Email button at the top of the screen.
3. Login to Gmail with your Gmail credentials.
4. Click on the options button (icon that looks like a gear) in the upper right hand corner of the screen.
5. Select Mail Settings from the drop down list that appears.
6. Scroll down to "Vacation Responder" and enter your dates and message.
7. Click Save Changes.

Enabling the Out of Office Greeting on your Work Phone

1. Call 908-737-KEAN, and press # when you hear the Kean greeting.
2. Enter your work phone number when prompted and your passcode.
3. Select option for "Phone Manager."
4. Select option for "Out of Office Greeting" and follow the prompts.

Break Times for Nursing Mothers

Kean University is committed to providing reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has need to express the milk, pursuant to Section 7 of the Fair Labor Standards Act as amended by the Patient Protection and Affordable Care Act ("Affordable Care Act") of 2010. Kean University will also provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk.

A bathroom, even if private, is not a permissible location under the Act. The location provided must be functional as a space for expressing breast milk. If the space is not dedicated to the nursing mother's use, it must be available when needed in order to meet the statutory requirement. A space temporarily created or converted into a space for expressing milk or made available when needed by the nursing mother is sufficient provided that the space is shielded from view, and free from any intrusion from co-workers and the public.

Employees wishing to obtain additional information regarding the above may contact the Office of Human Resources.

TIME AND ATTENDANCE

New Jersey Department of Personnel Merit System Employees
Time is accrued from January 1 through December 31 (Calendar Year)

(All employees except Faculty, Managers, Non-Teaching Professionals, Academic Specialists, Adjunct Employees and Student Workers)

Full-time employees in the classified service are entitled to annual paid sick, vacation and personal leave credited at the beginning of each calendar year in anticipation of continued employment as follows:

Years of Service	Sick Time Accrued	Vacation Accrued	Personal Leave Earned (3 days per year)
Year 1	1 day per month	1 day per month	1/2 day per month
Years 2-5	15 days per year	12 days per year	1/2 day per month
Years 5+-12	15 days per year	15 days per year	1/2 day per month
Years 12+ - 20	15 days per year	20 days per year	1/2 day per month
Years 20 +	15 days per year	25 days per year	1/2 day per month

First Month Time Accrual for All New Employees

Employment Start Date	Sick and/or Vacation Day Accrued
Days 1 through 8 of the calendar month	1 day for that month only
Days 9 through 23 of the calendar month	1/2 day for that month only
After the 23rd day of the calendar month	0 days for that month

Part-time and 10-month classified employees shall be entitled to a proportionate amount of paid sick leave, vacation leave and personal leave.

The maximum amount of vacation which may be carried over into the following accrual year is one full year's allotment.

<u>Days to Hours Calculation</u>

Employees having a 35-hour workweek	Employees having a 40-hour workweek
1/4 day (1.75 hours)	1/4 day (2 hours)
1/2 day (3.5 hours)	1/2 day (4 hours)
3/4 day (5.25 hours)	3/4 day (6 hours)
1 day (7 hours)	1 day (8 hours)

Full-time classified employees accrue personal leave at the rate of one-half-day per month, up to a maximum of three days per calendar year. Unused personal leave may not be carried into the following year.

Vacation leave must be approved by the employee's supervisor. Both sick leave and personal leave require advanced notice whenever those absences are foreseeable.

Adjunct faculty, academic specialists and student employees do not earn vacation, sick, personal or compensatory time.

Managerial Employees

VACATION and SICK Leave

Time is accrued from July 1 to June 30 (Fiscal Year)
Full Time Managerial Employees are entitled to annual sick and vacation leave credited at the beginning of each fiscal year in anticipation of continued employment.

Contract Term	Sick Time Accrued	Vacation Time
12 month contract	15 days per year (1.25 per month)	22 days per year (1.83 day per month)
10 month contract	12.5 days per year (1.25 per month)	18 days per year (1.8 day per month)

First month time accrual for all new employees

Employment Start Date	Sick Time Accrued	Vacation Time Accrued
Days 1 through 23 of the calendar month	1 1/4 day for that month only	1.83 days for that month only
After the 23rd of the calendar month	0 days for that month	0 days for that month

The maximum amount of vacation which may be carried over into the following accrual year is one full year's allotment.

Non-Teaching Professional Employees

Time is accrued from January 1 to December 31 (Calendar Year)
Full Time non-teaching professionals are entitled to annual sick and vacation leave credited at the beginning of each calendar year in anticipation of continued employment.

Contract Term	Sick Time Accrued	Vacation Accrued
12 month contract	15 days per year (1.25 per month)	Year 1 – 1.5 days per month Year 2 – 22 days per year (1.83 day per month)
10 month contract	12.5 days per year (1.25 days per month)	Year 1 – 1.5 days per month Year 2 – 22 days per year (1.83 day per month)

The maximum amount of vacation which may be carried over into the following accrual year is one full year's allotment.

Faculty

Time is accrued from January 1 through December 31 (Calendar Year)

Sick Time Accrued	Vacation Time Accrued
12.5 days per year (1.25 days per month)	N/A

Lecturer

Ten Month Position

Sick Time Accrued	Vacation Time Accrued
12.5 sick days (1.25 days per month)	2 days (1 day per every 5 months)

Business Hours

All University offices are generally open each weekday, 12 months each year, between the hours of 8:30 a.m. and 5 p.m. Department heads may schedule additional hours of operation depending upon their respective needs.

Official Holidays

Employees will be paid for a holiday if they are in pay status on their scheduled work day immediately preceding the holiday. It shall be noted that pay status refers to: days worked, paid vacation, sick or personal days, compensatory time, etc.

The following represent paid holidays at Kean University:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Columbus Day
Presidents Day	Election Day
Good Friday	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Any managerial and/or professional NL employee who is required to work on a holiday on which classes are in session will be entitled to comparable time off on another day (on an hour-for-hour basis).

Attendance

Each Kean University employee plays an important role in providing quality services to the students and the university community as a whole. As such, the effective operation of the university requires that all employees be reliable and punctual in reporting to work. When employees are absent or late arriving to work, they are not productive, and their share of the work must be performed by others, or even worse, the work may not be performed at all. Therefore, all employees are expected to report to work on-time as scheduled, and to always strive for perfect attendance. Unforeseeable sick absences must be reported to the department supervisor prior to the start of the work-day. It is the responsibility of each employee to know who should be contacted in the event of a delay in arriving to work or an absence from work. Predetermined sick absences, such as a scheduled doctor's visit, must be reported in advance. An

employee who exhibits excessive, chronic, and/or suspicious absences may be subject to disciplinary action. In addition, vacation leave and the use of compensatory time must be requested by the employee and approved in advance by the supervisor. The employee must consult with his/her supervisor to determine the amount of notice required when requesting vacation leave or compensatory time. Personal leave should be scheduled in advance whenever possible. In emergency cases, these absences must be reported in the same manner as sick leave.

All employees are expected to follow their respective department's attendance recording procedures and leave request procedures, as well as Kean University's Leave of Absence Procedures. An employee who fails to adhere to these procedures may be subject to disciplinary action.

Hours of Work

The work week varies according to position title. They include a thirty-five (35) hour week, a forty (40) hour week, a "Non-Exempt" (NE) work week, or a "No Limit" (NL) work week. Generally, clerical staff employees work a 35 hour week consisting of seven hours per day. Facilities and public safety employees work a 40 hour week consisting of eight hours per day.

Non-Exempt and No-Limit employees generally work at least a 35 hour work-week, or additional hours as needed to complete projects or assignments. Local agreement #107 pertaining compensatory time for NL employees is available on the Human Resources website.

Lunch hours are scheduled in accordance with departmental operations and needs. Employees who work 35 hours per week receive a one-hour unpaid lunch break, while employees who work 40 hours per week receive one-half hour unpaid lunch break.

Rest Periods

Work schedules provide for a fifteen (15) minute break during each half of the day. If the rest period is not taken on any given day it is considered lost. Break periods are scheduled in accordance with department operations and needs.

Closing Due to Snow or Other Emergency Conditions

Non-essential personnel may be excused from work only by the president for inclement weather or other emergency conditions. In such cases, non-essential employees will not be charged for their absence from work. The University retains the right to designate employees essential or non-essential.

When a decision is made to close the University, non-essential employees will be notified through the University telephone chain established within each department. All employees should provide their supervisor with their current home telephone number in order to be contacted in the event an emergency closing occurs. Information will be available on the Kean University Web site, *www.kean.edu*.

Independently of the question of employee attendance, the University president may determine that classes shall be canceled. In such cases, employees are expected to be in attendance at work. Employees who are unable to come to work must contact their respective departments to request the use of a personal or vacation day.

The University will continue to use the public media to announce the cancellation of classes. Again, employees should not be guided by announcements for school closings. All employees are expected to report to work, unless notified otherwise, through their designated telephone chain or information posted on the Kean University Web site specifically for employees.

Policy on use of Accrued Leave during Delayed Openings or Early Closings due to Inclement Weather

All non-essential employees of Kean University are required to charge their accrued leave time, or leave without pay, for the full work day if he or she fails to report at all on a scheduled day of work affected by a delayed opening or early closing due to inclement weather. Non-essential employees will not incur a charge to their accrued leave time, as long as they report to work at the designated delayed opening time and complete the full remainder of their regularly scheduled hours that day.

Early Release

When non-essential employees are released from work due to inclement weather or other emergency conditions, the Office of Human Resources will immediately notify each divisional vice president of the time of early release. The divisional vice president will initiate a telephone chain to notify all departments within their division. When classes are canceled, employees are expected to remain at work unless specifically notified of an early release. Employees who choose to leave work early due to such conditions may utilize vacation, personal or compensatory time. Any questions concerning this procedure should be directed to the Office of Human Resources.

Jury Duty

Employees who are summoned to serve in grand or petit juries will be granted paid leave to do so for the period required by the court. The employee will be required to provide the Office of Human Resources with a copy of the jury duty summons as well as proof of attendance upon return to work.

Leave is granted with pay when jury duty requires an employee's absence from assigned duties. If jury duty does not require a full day, it is expected that the employee will return to his/her duties. Supervisors must be notified, and a copy of the subpoena requiring jury duty must be forwarded to the Office of Human Resources in addition to certification of dates served. (The juror should request this certification of the court clerk when the duty is completed).

Should any employee receive payment from the court in which jury duty was served, he/she should forward it to the Office of Financial Services at Kean University.

If you have any questions, please call the Office of Human Resources, at 908-737-3300.

HOURLY AND CONTRACT PERSONNEL

Adjunct Faculty

Adjunct faculty members may teach up to six credits per semester. The required degrees, certifications, and other pertinent qualifications are determined by the appointing authority. Employment commitments are made by contract between the University and the adjunct faculty member on a semester-to-semester basis.

Adjunct employees will be issued a faculty identification card upon employment with the University. Each adjunct faculty member will be given a mailbox in his/her respective department. Adjunct faculty members will be extended the same parking privileges as full-time faculty members.

Policies & Procedures regarding Adjunct employment may be found in the Adjunct handbook on the HR website.

Academic Specialists

Academic specialists provide professional and/or administrative support. They may provide instruction but are permitted to teach only non-credit courses. Employment commitments may be made either by contract or on an hourly basis, depending upon the nature of the work. Generally, teaching non-credit courses is compensated via contract and office work is compensated on an hourly basis via time sheets.

All academic specialist positions are project oriented and should not be utilized as a temporary appointment for responsibilities that would normally be assigned to a full-time or part-time professional employee. The level of work assigned to an academic specialist is professional in nature and generally requires a minimum of a bachelor's degree. A department may select a person as an academic specialist who has obtained an associate's degree and related experience may be substituted on a year-for-year basis as determined by both the Office of Human Resources and the hiring department. Academic Specialists may not work more than 15 hours per week.

Academic specialists will be issued a temporary parking permit for the use of Kean University parking lots.

Policies & Procedures regarding Academic Specialist employment may be found in the Student/Academic Specialist handbook on the HR website.

Student Employees

There are three categories of student employees. All student employees must be Kean University students and are compensated on an hourly basis via time sheets. The categories are student assistants, work study students and graduate assistants.

The Nathan Weiss Graduate College is responsible for the employment of graduate assistants. Graduate assistants are compensated a flat hourly rate as well as a portion of their tuition. All employment matters involving graduate assistants should be referred to the Nathan Weiss Graduate College.

The Office of Financial Aid is responsible for the employment of work study students. All employment matters involving work study students should be referred to the Office of Financial Aid. The Office of

Human Resources is responsible for the employment of student assistants. They generally provide clerical and technical support. The Office of Human Resources has established three levels of compensation for student assistants based upon the level of responsibility that is assigned to the individual. A copy of the levels of compensation may be obtained in the Office of Human Resources.

Policies & Procedures regarding Student employment may be found in the Student/Academic Specialist handbook on the HR website.

PAYROLL

Direct Deposit

All employees of the University are eligible to participate in the direct deposit program. The direct deposit authorization form is available in the Payroll Department and online. All items on the form must be completed for the form to be processed. Once the form is submitted, there is a one paycheck (two week) waiting period, (also this is the "pre-note" period), before the direct deposit takes effect. Direct Deposit can be split between two bank accounts. Employees are responsible for immediately notifying the Payroll Department regarding any changes to their direct deposit bank information. Once in effect, the employee will receive a non-negotiable advice slip, instead of a paycheck. Cancellation of direct deposit must be done in writing. The cancellation will be effective the next pay cycle.

Pennsylvania Withholding Tax

Employees who are legal residents of the commonwealth of Pennsylvania may elect to have Pennsylvania withholding tax deducted from their paycheck. This deduction is in lieu of the New Jersey state income tax. Eligible employees must complete the state of New Jersey Employee Certificate of Non-Residence in New Jersey (Form NJ-165) in the Payroll Department. Once completed, the Pennsylvania withholding tax will commence with the next paycheck.

Stop Payments

Stop payments can only be authorized in writing. The stop payment form must be completed by the employee and submitted to the Payroll Department for processing. The form is available in the Payroll Department. Once the request has been processed and confirmed by the University's bank, a replacement check will be issued. Stopped checks are normally replaced within a two-week period, except for address changes.

Student Worker Pay Periods and Timesheets

Student workers are paid on a bi-weekly basis. The schedule of payment dates and timesheet due dates is available in the Payroll Department and online. Timesheets received after the due date and/or missing data will be processed once they are corrected. Timesheets must be fully and correctly completed and submitted to the Payroll Department with a departmental batch sheet.

All timesheets must have the following information to be processed:

01. Name
02. Social Security Number
03. Fund, cost center and object code
04. Dates worked
05. Times in and out
06. Total daily hours
07. Total weekly hours
08. Grand total hours to be paid
09. Student signature
10. Supervisor's signature
11. Date signed

All supervisors who approve and sign student worker timesheets must also have their signature recorded on the departmental signatory card that is kept on file in the Payroll Department. Supervisors are responsible for ensuring the accuracy and timeliness of their student workers timesheets. Student worker paychecks are mailed bi-weekly to the address they provided to the Office of Human Resources.

Electronic Student Timesheets

Federal Work Study students are required to submit their timesheets online. Student Aids may also submit their time electronically. Please contact the Payroll Department for information on how to sign up for an account.

Adjunct Faculty Paychecks

Adjunct faculty members are paid bi-weekly and in accordance with the terms of their current union contract. Adjunct faculty members are paid based on the proper and timely submission of a pre-approved adjunct faculty member contract. The due dates for the adjunct faculty member contracts are issued each semester and are on file in the deans' offices of each respective college. The per-credit rate is determined each semester in accordance with the prevailing union contract. An adjunct faculty member may be paid for several installments of multiple contracts, but will receive only one paycheck per pay cycle which reflects the current payments. Adjunct faculty member paychecks are mailed.

Duplicate W-2 Forms

Employees receive one W-2 form each year by mail at the end January. Employees may request a duplicate of the current year W-2 form or a photocopy of a prior year W-2 form by completing the Duplicate W-2 Request Form in the Payroll department. Employees may pick up the requested documents in person by providing positive identification. Documents are not provided to third parties unless a legal agency of the local or Federal Government and W-2 information is not disclosed over the telephone. The information can also be mailed but not to an address that differs from the address in the employee's payroll file.

Withholding Taxes

Federal and New Jersey state withholding taxes are required to be deducted from all wage payments. The withholding amount is based on several factors, including the amount of the wages, the frequency and type of payment, tax marital status, tax-deferred deductions and the number of exemptions claimed. In addition, employees may elect to have extra federal and/or state taxes withheld.

Credit Unions

Full-time employees of the University may elect to enroll in a credit union. The employee must first set-up an account with the credit union before deductions can commence. The credit union will then notify the Payroll Department of the bi-weekly deduction amount. Once initiated employees can only cancel their deduction through the credit union. The University currently remits to four credit unions in the area; the information is available in the Payroll Department. In addition, an employee may elect to have their entire net pay directly deposited to any one of these four credit unions or to any other credit union that meets the American Banking Association's standard for direct deposit.

Compensation and Salary Increases

Compensation for all employees is based upon title classification established by the state of New Jersey. Each title is assigned to a specific salary range. When employees are hired, they are offered an annual salary that is within the range for their title.

Employees should consult their negotiations unit agreement for specific information on salary increases. Generally, there are two increases per year for most employees except managers. First, there is a cost of living adjustment, which is contingent upon the negotiated agreement between the state of New Jersey and the labor unions. Second, employees advance one step within their respective salary range each year on their anniversary date based on satisfactory job performance, also contingent upon the negotiated agreement between the state of New Jersey and the labor unions.

A manager's salary increase, if funded, is based on the evaluation of his/her performance and the approval of both the president and the Board of Trustees. All managers are evaluated each spring semester in accordance with the Performance-Based Compensation Plan. Copies of the Performance-Based Compensation Plan are available through the Office of Human Resources.

Overtime Compensation

Overtime compensation is determined by the eligibility status of an employee. Non-Exempt (NE) and Non-Limited (NL) employees shall work at least a 35 hour work week, or additional hours as warranted, in order to complete projects or assignments. However, NE employees are covered by the provisions of the Federal Fair Labor Standards Act (FLSA), which mandates time-and-one-half pay or compensatory time for working above 40 hours in one week. NE employees may earn compensatory time on an hour-for-hour basis for work performed between 35 and 40 hours per week. Managerial and professional employees in NL titles are not covered by the overtime compensation provisions of the Federal Fair Labor Standards Act.

Non-Limited employees may earn compensatory time on an hour-for-hour basis for the three holidays on which classes are in session. NL employees may not be compensated in cash.

All employees other than NE and NL employees are designated as having either a 35 or 40 hour workweek. They may earn time-and-one-half pay in either compensatory time or cash (budget permitting) for work performed in excess of their normal work week.

Upon separation of employment, compensatory time is not reimbursed.

All overtime must be required and approved by the department supervisor.

Please refer to your specific negotiations unit agreement for detailed information regarding the use of overtime.

Working Test Period

In accordance with the NJ Administrative Code – Title 4A, regular appointments to a title in the career service shall be subject to a working test period. The working test period is considered part of the examination process and is designed to provide a supervisor with an opportunity to determine whether or not an employee can satisfactorily perform the duties of the title to which he/she has been newly appointed. Employees required to undergo a working test period are those who are categorized as classified and hired with permanent status. Temporary/provisional, unclassified and managerial employees are not required to undergo a working test period. The duration of a working test period is four (4) months, but can be extended by two (2) additional months (at the request of the supervisor) for a total of six (6) months. Campus Police personnel are the only exception to the aforementioned timeframe; the duration of their working test period is twelve (12) months and cannot be extended.

Tuition Waiver

The Tuition Waiver Program is another one of the benefits that the University provides to its full-time employees, which would waive the cost of tuition for courses taken towards a degree program at Kean for employees and/or their dependents. In order to participate in the Tuition Waiver Program, there are a set of criteria that must be met. If you are interested in participating in the Tuition Waiver Program, please review the policies located on our website at http://www.kean.edu/KU/Tuition-Waiver-Program. Also, please note that questions regarding the policies can be directed to the Office of Human Resources.

Tuition Reimbursement

Tuition Reimbursement is another option that the University offers to its full-time unclassified and managerial employees, which would provide reimbursement for courses taken towards a degree program at another accredited institution of higher education. In order to receive reimbursement, there are certain procedures that must be followed by the employee which are outlined in the tuition reimbursement section of the tuition waiver policies for unclassified and managerial employees. If you are an unclassified or managerial employee and are interested in receiving reimbursement towards tuition for courses at another accredited institution, please review the policies located on our website at http://www.kean.edu/KU/Tuition-Waiver-Program. Also, please note that questions regarding the policies can be directed to the Office of Human Resources.

Performance Evaluations

Performance Assessment Review ("PAR") and Performance Evaluation System ("PES")

The job performance of employees affiliated with the CWA collective negotiations unit will be evaluated using the PES form. The job performance of employees affiliated with the IFPTE, NJ State PBA-SLEU, NJLESA or NJSOLEA collective negotiations units will be evaluated using the PAR form.

The evaluation cycle for both the PAR and the PES begins on July 1st and ends on June 30th. There are three stages to the process; the initial agreement, the interim rating and the final rating. The process involves the ratee (the employee), the rater (the supervisor) and the reviewer (the supervisor's supervisor).

At the beginning of the evaluation cycle, the major goals of the unit and the ratee, the job responsibilities and the standards for satisfactory performance are discussed and documented on the PES or PAR form. This constitutes the initial agreement.

An interim rating on the ratee's job performance is provided at the half-way point during the evaluation cycle. The interim rating provides an opportunity to identify areas in which the ratee may need to improve and to develop a plan for improvement before the final rating. A copy of the interim rating is forwarded to the Office of Human Resources for inclusion in the ratee's personnel file.

The final rating on the ratee's job performance is completed at the end of the evaluation cycle. The completed PES or PAR form is forwarded to the Office of Human Resources for inclusion in the ratee's personnel file. In addition, a new initial agreement must be completed for the next evaluation cycle. The process is then repeated as described above.

An overall unsatisfactory final rating will result in the ratee having his or her next anniversary date salary increment withheld. The salary increment can be reinstated if the rater determines that the ratee's job performance has improved to a satisfactory level and the rater notifies the Office of Human Resources in writing. The salary increment will not be reinstated until at least ninety days have passed after the ratee's anniversary date. Failure to improve job performance to a satisfactory level will result in the salary increment for that year being forfeited and may subject the ratee to disciplinary action.

Ratees may appeal an overall unsatisfactory rating. Ratees should refer to their collective negotiations unit agreement for the specific appeal procedures.

Non-Teaching Professional Staff

The job performance of non-teaching professional staff members affiliated with the AFT collective negotiations unit will be evaluated to determine whether reappointment may be granted. After completing five years of probationary service, professional staff members will be considered for a multi-year appointment. The first multi-year appointment will be for a period of three years, the next multi-year appointment will be for a period of four-years, and all subsequent multi-year appointments will be for a period of five years. Appointments for professional staff members are concurrent with the fiscal year, July 1st through June 30th, depending upon the duration of the appointment.

The performance evaluations will generally be completed during the fall for professional staff members on single-year appointments and during the spring for professional staff members on multi-year appointments, subject to exceptional circumstances.

The professional staff member's job performance will be evaluated using the Single-year or Multi-year Evaluation Forms. Reappointment recommendations will be made by the professional staff member's immediate managerial supervisor and the subsequent levels of supervision. The final determination will be made by the University President.

Professional staff members may appeal a decision not to recommend reappointment. Professional staff members should refer to the Single-year of Multi-year Evaluation Procedures and the AFT collective negotiations unit agreement for the specific appeal procedures.

Temporary professional staff members will be evaluated in accordance with Article XIII.D of the AFT collective negotiations unit agreement.

Managerial Staff

The job performance of managerial staff members will be evaluated during the spring of each year pursuant to the Performance-based Compensation Plan for Managerial Employees. This is not an evaluation to determine reappointment, as managerial staff members serve at the will of the Board of Trustees, upon recommendation from the University President.

The Performance-based Compensation Plan for Managerial Employees is applicable to all managerial staff members that were appointed to a managerial job title prior to January 1st of the calendar year in which the evaluation is conducted.

Performance-based recommendations will be made by the managerial staff member's supervisor and the subsequent levels of supervision. The final determination will be made by the University President. Salary increase recommendations are contingent upon the funding available to support the Performance-based Compensation Plan for Managerial Employees.

Grievances

Despite the best intentions, misunderstandings or disagreements between management and employees sometimes occur in the workplace. All employees affiliated with one of the collective negotiations units recognized at Kean University may file a grievance pursuant to the grievance procedures specified in their respective collective negotiations unit agreement.

All complaints should first be made to the immediate supervisor. If the issue is not resolved after consultation with the immediate supervisor, a formal grievance may be filed pursuant to the procedures specified in the employee's collective negotiations unit agreement. Employees should consult with their designated union representative and refer to their collective negotiations unit agreement for the specific procedures to file a grievance.

Disciplinary Action

The University may, for cause, issue a written reprimand, suspension, fine, or demotion. The University may also remove and employee for cause. All official disciplinary actions will become part of an employee's personnel record. All employees have the right to appeal disciplinary actions in accordance with their negotiations unit agreement.

Disciplinary Action for Ethics Violations

In addition to the above, University employees who violate the State *Uniform Ethics Code* are subject to disciplinary action. Any time there is a violation of the *Uniform Ethics Code*, and discipline is to be considered, approval must first be obtained from the New Jersey State Ethics Commission. Unionized employees who are the subject of an ethics investigation have the right, upon their request, to union representation at any investigatory interview or meeting.

Any violation of the *Uniform Ethics Code* should be referred to the Office of Human Resources and the Ethics Liaison Officer who will investigate the allegations. If an ethics violation is substantiated, the University will initiate disciplinary action and seek concurrence of the proposed sanction by the New Jersey State Ethics Commission. Upon receiving approval from the New Jersey State Ethics Commission,

the University will take formal disciplinary action against the employee. Appropriate action can vary from official reprimand to removal, and may also include the imposition of fines.

Employment of Relatives

It is the policy of the University to seek for its staff positions the best possible qualified persons, who are judged to be so in a competitive employment search preceding each appointment and promotion. Relatives may be employed at the University provided that each employee meets the required standards. However, no employee may in any way participate in decisions, or any matter, which may directly affect the appointment, promotion, salary or other employment status or interest of a relative.

Records Management

In accordance with the State of New Jersey Department of Treasury, Division of Revenue and Enterprise Services, the University's Records Retention Policy and Procedures provides a course of action for all offices to follow regarding the retention and destruction of records.

All records created or received during the course of business are considered government records with specific guidelines for their retention and disposition. All Kean University Offices must adhere to the State of New Jersey Four Year Colleges and Universities retention schedule to determine the appropriate time, if any, for the disposal of such records. The retention schedule can be located at http://www.state.nj.us/treasury/revenue/rms/pdf/s510000.pdf. For additional information, please visit http://www.kean.edu/KU/Records-Management.

Communications with Media

Employees must not interact or impart information to the media on any issues involving the University. All media queries should be directed immediately to the Office of Media and Publications.

Safety

The University has established a Safety Committee comprised of the risk management coordinator and safety committee chairperson, a representative from the American Federation of Teachers (AFT), Communications Workers of America (CWA), International Federation of Professional and Technical Engineers (IFPTE), Police Benevolent Association (PBA) and the Office of Human Resources. The committee meets once every two months to review and discuss safety issues brought forth by the University community and makes recommendations on safety policies. Questions or concerns regarding safety in the workplace can be directed to the Safety Committee chairperson, located in the Office of Business Services.

Fire/Emergency Evacuation Procedures

During an evacuation, employees are required to cooperate and follow the directions of the Department of Public Safety and Police. Alarm pull stations are present at various locations in each building on campus. If a fire is observed, any one of these stations can be activated to alert the Department of Public Safety and the local fire department. In the event of an evacuation, do not use elevators. Upon hearing a fire

alarm, calmly exit the building using approved stairways. For further information regarding the General Fire Safety Policy and Emergency Action Plan, please visit http://www.kean.edu/admin/uploads/fire_evacuationupdate_2012.pdf.

Drug Free Workplace

In accordance with the requirements of the Drug Free Workplace Act of 1988, Kean University requires that employees maintain an environment free of illegal drugs and the abuse of alcohol. In an effort to maintain the safety and well-being of our employees, Kean University strictly prohibits on-the-job use, or impairment from, illegal drugs and/or alcohol while employed at the University.

Smoking Regulations

Kean University is a smoke & vape free workplace. Smoking and the use of electronic smoking devices is prohibited indoors and is only permitted outside in designated areas. Members of the University are expected to cooperate with the No Smoking Policy. Employees who smoke or vape may do so outside in the smoke-free areas and are limited to doing so during approved breaks and lunch periods.

Children in the Workplace Policy

Kean University policy prohibits the presence of children in the workplace for other than official University activities involving children, such as holiday parties and Take Your Child to Work Day. Even under these circumstances, parents must supervise children closely. Employees with dependent children are expected to make regular arrangements for proper care of their children while they are at work. Violation of this policy is subject to possible disciplinary action.

Pets in the Workplace Policy

Kean University policy prohibits the presence of pets in the workplace. Violations of this policy are subject to possible disciplinary action. This policy does not apply to service animals, pursuant to the Americans with Disabilities Act. Please refer to the Service Animal Policy for further details.

Campus Resources

Library

Library hours change between sessions. The Library is closed when the University is closed.
Food, beverages, usage of cell phones, and smoking are prohibited in the Library.

Nancy Thompson Library

Fall & Spring		Summer I & II
Monday - Thursday	8 a.m. – 12 a.m. (midnight)	8 a.m. – 12 a.m. (midnight)
Friday	8 a.m. - 5 p.m.	Closed
Saturday	9 a.m. - 5 p.m.	Closed
Sunday	1 p.m. - 9 p.m.	Closed

A Kean University photo ID is required in order to use any resources at the Nancy Thompson Library. For more information, please visit the Kean University Library Web site at *http://library.kean.edu*

Kean University Bookstore

University Center, 1st Floor
The Bookstore carries both new and used textbooks and study aids. In addition, it sells general supplies, campus wear, discounted best sellers, children's books, dorm sundries, gifts, greeting cards, and much more. MasterCard, Visa, Discover, and American Express are accepted. Hours are subject to change based on the University's academic schedule.
For more information, please visit the Kean University Bookstore Web site at *http://kean.bncollege.com*

Bookstore Hours

Regular Hours		**Summer Hours**
Monday	9 a.m. - 7 p.m.	9 a.m. - 5 p.m.
Tuesday	9 a.m. - 7 p.m.	9 a.m. - 5 p.m.
Wednesday	9 a.m. - 7 p.m.	9 a.m. - 5 p.m.
Thursday	9 a.m. - 7 p.m.	9 a.m. - 5 p.m.
Friday	9 a.m. - 4 p.m.	10 a.m.-2 p.m.
Saturday	10 a.m. - 3 p.m.	Closed
Sunday	Closed	Closed

Dining Facilities

University Center, 1st Floor
Kean University serves breakfast, lunch and dinner at the Food Court. Employees can also visit the convenience store located in the same building. For more information, as well as daily menus, please visit the Food Services Web site at *http://www.kean.edu/KU/Campus-Eateries*.

University Center Food Court		**Starbucks/Library**	
Monday-Thursday	7 a.m. - 7 p.m.	Monday-Thursday	8 a.m. – 10 p.m.
Friday	7 a.m. - 3 p.m.	Friday	8 a.m. - 4 p.m.
Saturday	8 a.m. - 3 p.m.	Saturday	9 a.m. - 4 p.m.
Sunday	CLOSED	Sunday	1 p.m. - 9 p.m.

Cougars Den
Monday- Thursday 11 a.m. - 11 p.m.
Friday 11 a.m. - 5 p.m.
Saturday & Sunday CLOSED

New Residence Hall Dining
Monday- Thursday 7 a.m. - 10 p.m.
Friday 7 a.m. – 9 p.m.
Saturday 10 a.m. - 9 p.m.
Sunday 10 a.m. - 10 p.m.

C Store (University Center)
Monday-Thursday 9 a.m. - 11 p.m.
Friday 9 a.m. - 9 p.m.
Saturday 12 p.m. - 6 p.m.
Sunday 5 p.m. - 10 p.m.

Starbucks/Café (CAS Kiosk)
Monday – Thursday 11 a.m. - 5 p.m.
Friday CLOSED
Saturday & Sunday CLOSED

Café Yumba
Monday – Thursday 7 a.m. - 7 p.m.
Friday 7 a.m. - 3 p.m
Saturday & Sunday CLOSED

STEM Kiosk
Monday-Thursday 7 a.m.-7 p.m.
Friday 7 a.m. – 3 p.m.
Saturday & Sunday CLOSED

Fitness Center

Kean University offers various options for health and fitness.
Locations include:

- Harwood Arena
- D'Angola Gymnasium
- Pool

For more information, please visit *http://intramurals.keanathletics.com/facilities/index*.

Employee Identification Card

Office of Student Accounting
Administration Building, 3rd Floor | (908) 737-3240
The Kean University ID card is called the "Cougar Card." All new full-time employees of Kean University are required to obtain a card as a means of identification of the Kean Community. This card is multifunctional and will make you eligible for entrance into Kean University sponsored events and campus facilities.

Telephone System

The Kean University telephone service is to be used for business purposes only. Personal use must be kept to a minimum, and only used when it is absolutely necessary. The University may charge employees for personal use of the telephone system. Collect calls, third party calls and the use of personal cell phones during working hours are prohibited. The following information is provided to assist the employee in using Kean University's telephone system:

- Kean University main number: 908-737-KEAN (5326)
- On-Campus calls may be placed by dialing (7) before a four digit extension (i.e. 7-5326)
- You must dial (91) to place off-campus calls
- Kean University telephone directory: *http://web4.kean.edu/keandir/*

Mail Service

Maintenance Building, Room 135

Only officially recognized university organizations, faculty, staff and currently enrolled students are authorized to use the Kean University Mail Services, centrally located mail boxes, and office mail bins. The Mailroom reserves the right to open and inspect any mail for which the University is paying. Mail pick-up occurs at least once a day, depending on the location. The last pick-up is at 2 p.m. Please note all mail leaves the Mailroom for the U.S. Post Office at 3 p.m.

Operating Hours

Monday – Friday	10:15 a.m. – 4 p.m.
Saturday&Sunday	Closed

Campus Police

Downs Hall | (908) 737-4800

24 Hours a Day | 7 Days a Week | 365 Days a Year

The Office of Public Safety and Police provides law enforcement and public safety services to the campus community.

Blue Light emergency telephones are strategically placed in 13 locations throughout campus. These telephones can be used for emergency or non-emergency situations.

For more information, please visit *http://www.kean.edu/KU/Campus-Police*.

Parking

Office of Campus Police

Faculty/Staff parking decals are available without cost from the Office of Campus Police. New employees can only obtain a parking decal after providing proof of employment and a valid driver's license. To apply for a parking decal, please visit *http://www.kean.edu/parking*.

Office of Human Resources

Administration Building, 2nd Floor

Personnel files are maintained in the Office of Human Resources, including information regarding compensation and benefits, time and attendance, service awards eligibility, negotiations unit agreements, etc.

Employees are encouraged to contact the Office of Human Resources when they need assistance or have any questions pertaining to the terms and conditions of their employment. For more information, please visit *http://www.kean.edu/KU/Human-Resources*

Cultural Resources

WKNJ Radio

WKNJ is a non-commercial radio station operating on the station 90.3 FM. Currently, it serves the surrounding communities of Union, Elizabeth, Linden, Hillside, and Roselle. Located in the Maxine and Jack Lane Center for Academic Success building, WKNJ is completely managed and operated by Kean students throughout the school year broadcasting rock, disco, jazz, multicultural music, and a variety of other programming. For more information and a schedule of programs, please visit http://www.wknj903.com.

Kean Galleries

Kean University has five on campus art galleries which regularly feature the work of students, faculty, as well as visiting artists. Exhibitions in these galleries often integrate the visual arts with various academic programs offered by the University. Other exhibitions housed in these galleries bring attention to ongoing cultural or human rights issues. For more information and the current schedule of exhibitions, please visit http://www.kean.edu/~gallery/Welcome.html.

Kean Stage

The University offers a variety of musical, dance, and theatre performances for the benefit of the entire campus community. These performances take place in venues across Kean's campus throughout the year.

Musical Ensembles

Kean hosts various musical acts each year in the Enlow Recital Hall, located on the University's East Campus. For information regarding performances and to purchase tickets, please visit http://enlowhall.kean.edu.

Dance

Kean Produces a wide array of dance performances in the Wilkins Theatre on the University's Main Campus which are open to all those who are interested enough to audition, and committed enough to attend all rehearsals. The opportunity to be a part of the audience is also available to Kean employees, and can be coordinated by visiting http://www.keanstage.com/seasontickets/dance.asp.

Theatre

The University's various theatre programs and partnerships including the Department of Theatre and Premiere Stages provide an exciting array of performances for the University community to enjoy. These performances take place in various venues across campus, including the Little Theatre located in the University Center, and Zella Frye Theatre located in the Vaughn-Eames building. For the schedule of performances and to purchase tickets, please visit http://www.keanstage.com/seasontickets/theatre.asp.

NOTICE OF DISCLAIMER

The policies and procedures contained in this handbook are for informational purposes only and are subject to change. Any changes made to this handbook will be included in the version appearing on Kean University's website. Since this handbook is subject to change, it is the employee's responsibility to refer to the current version and to be knowledgeable of the revised policies and procedures. This handbook is a general guide to Kean University's current employment policies, procedures, and employee benefits. It is for informational purposes only, and is not intended to be and should not be construed as a contract, or an implied contract, of employment.