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Exhibits/forms are available in the Office of Human Resources.
20.00 OVERVIEW

Rowan University maintains a comprehensive Office of Human Resources that is responsible for ensuring that all employment decisions are made in an environment free from unlawful employment discrimination. The University shall not discriminate on the basis of an individual’s race, creed, color, national origin, ancestry, age, sex, marital status, familial status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability.

The Office of Human Resources shall comply with all state and federal agency regulations and will abide by the terms and conditions contained in various collective bargaining agreements. The Office shall follow established procedures and will be responsible for ensuring that the procedures are followed. Primarily, union contracts, State of New Jersey Department of Personnel (DOP) regulations and the State of New Jersey Division of Pension regulations guide the Office in its efforts to assist employees with benefits and pensions issues.

The Office of Human Resources is responsible for the human resources information system, classification and compensation, employee records, staffing activities, pension and benefits administration, leave administration, workers’ compensation, accommodation requests, immigration services, performance assessment, employee and labor relations and training and development activities. The Office of Human Resources works closely with the Provost's office. The Provost's office is primarily responsible for faculty affairs, including employment decisions affecting faculty and non-teaching professional staff.

20.00.1 EQUAL OPPORTUNITY, AFFIRMATIVE ACTION

Men and Women of different races, religions, nationalities and backgrounds are necessary to achieve the University’s mission: to provide an exceptional environment in a dynamic society through rigorous intellectual effort and vigorous personal interaction among all members of its diverse learning community. Diversity is prized at Rowan because it helps to create the educational environment that best prepares students to contribute to an increasingly diverse and rapidly shrinking world. We must continue, therefore, to seek talented faculty, students, and staff who will help constitute a community at Rowan that is diverse in race, ethnicity, interests, and perspectives.
Rowan adheres to a policy that prohibits discrimination against individuals based on the following protected bases: race, creed, color, national origin, ancestry, age, sex, marital status, familial status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, disability or status as a special disabled, Vietnam era veteran or other eligible veteran.

Our task is to eliminate any patterns of prohibited unequal treatment from a community that prizes diversity. We must monitor our policies, procedures, and practices for equal opportunity and access to the services, programs, and opportunities our university has to offer individuals.

Rowan is committed to ensuring that all programs including social and recreational programs and services are administered without regard to an individual’s protected-class status.

Rowan is also committed to ensuring that its personnel and other employment decisions are made without regard to an individual’s protected-class status. Personnel and other employment decisions include, but may not be limited to, outreach and recruitment, application, selection, promotion and other transfers, compensation, benefits administration, layoffs and other personnel transitions, University-sponsored training and educational programs, and tuition assistance.

Rowan is dedicated to a strategy that supports the full realization of equal employment opportunity for all through affirmative action predicated on the following tenets:

1. Serious and imaginative outreach, recruitment, and advertising methods.
2. Periodic reviews of the personnel and other employment decisions made by hiring officers.
3. Thorough analysis of Rowan’s Faculty and Staff workforce composition to determine areas of under-utilization for which concentrated or special effort is due.
4. Provision of professional and management development opportunities for faculty and staff that builds skills and knowledge around equal opportunity, as well as valuing and effectively managing Rowan’s diverse work environments.
5. Provision of skill development and enhancement opportunities for staff.
6. Provision of technical assistance on the implementation of this policy, as needed.

As a federal contractor, Rowan has a written Affirmative Action Plan to address the utilization of women and minorities and to address the inclusion of persons with disabilities, special disabled and Vietnam era veterans in the workforce.
This policy also recognizes an individual’s right to raise and pursue concerns of alleged discrimination to the University’s Affirmative Action Office or to an appropriate individual without adverse action or retaliation for doing so. The policy prohibiting discrimination and its accompanying procedures describes the resources available to faculty, staff, and applicants for employment or admission to Rowan who believe they have been discriminated against on the basis of their protected-class status.

Rowan non-discrimination and affirmative action policies and programs are developed, administered, and monitored centrally through the Office of Affirmative Action and Equal Opportunity Programs in collaboration with the Office of Human Resources. The Office of Affirmative Action and Equal Opportunity Programs is located organizationally within the Office of the President. Questions and concerns regarding these policies and programs, as well as requests for educational programs on affirmative action, equal opportunity, and nondiscrimination, should be directed to the Office of Affirmative Action and Equal Opportunity Programs.

This policy applies to faculty, staff, and all applicants for employment, academic programs and other activities.

**20.00.2 EMPLOYMENT OF FAMILY OR HOUSEHOLD MEMBERS**

In order to avoid issues of favoritism and any potential conflict of interest, no employee shall act in his or her official capacity in any University matter where the employee or an immediate family* member of the employee has a direct or indirect interest that might reasonably impair the employee's objectivity or independence of judgment.

Direct or indirect interests include, but are not limited to, initial employment, retention, job classification, salary, performance appraisals and work assignments. Therefore, no employee shall directly supervise, or supervise at a second level a member of his or her own family. It is the intent of the University to avoid such instances where an employee could be influenced by a family relationship in hiring, performance evaluation, promotion, reclassification, discipline, grievance, or dismissal processes.

*Family members are defined as spouses, children, parents or siblings residing in same household or cohabitants with whom you a financial or personal relationship.
20.00.3 REASONABLE ACCOMMODATION

Rowan University complies with the American with Disabilities Act (ADA). The ADA is intended to enhance and protect the rights of individuals with disabilities in all life activities. Rowan will ensure that qualified individuals with disabilities, including both applicants and current employees have available the same employment opportunities as individuals without disabilities. The Office of Human Resources is the first contact for employees and/or potential employees requiring assistance.

Rowan University will maintain an up to date procedure for handling requests for accommodation.

20.00.4 WORKPLACE VIOLENCE

Rowan University is committed to ensuring the safety and security of the University’s workplace. Threats and/or threatening behavior, or acts of violence by University employees against themselves, other staff members, faculty, students, visitors or other individuals while on University property are causes for removal from the workplace and may result in discipline and/or termination of employment. Threatening behavior may include, but is not limited to verbal or non-verbal threats or intimidation, hitting, shoving, stalking, attacks, sexual assault, vandalism, arson and carrying any type of weapon or explosives.

An employee who exhibits inappropriate or disruptive workplace behavior that can be deemed threatening or potentially threatening may be subject to disciplinary action up to and including termination of employment. The employee may be required to participate in EAS (Employee Advisory Service) as a condition of continued employment.

All University employees have a responsibility to report any threatening or violent behavior when a member of the University community or visitors to the campus exhibits such behavior. The incidents should be reported to the Public Safety Department and to the Office of Human Resources.
20.00.5 UNIVERSITY PROPERTY

Rowan University provides employees with necessary property in order for them to perform their jobs. Most employees are issued keys, parking access cards, university identification cards and in some instances, tools, computers and other types of equipment. Since Rowan University is a public institution, all university property is in actuality the State of New Jersey’s property. Consequently, the property should be treated with respect and cannot be borrowed for purely personal reasons. However, in some cases, property may be taken off-campus for work related reasons. Security is both a personal and institutional responsibility. All property is to be kept in a safe place.

In the event property is lost or stolen, the loss must be reported to Public Safety, (non-emergency number) and to the Facilities department. There may be insurance issues as well as security issues that will need to be addressed. Lost or stolen property will be replaced in accordance with University procedures.

University keys will be issued to permit employees access to their work areas. Some of the keys may be swipe cards rather than metal. The Facilities Department issues and collects keys. Every employee will have a key card, which must be signed whenever keys are issued or returned. Employees must sign for their keys (the Office or Department may not sign for an individual’s keys). Because of security concerns, keys may not be duplicated or shared with other employees. Any lost keys should be reported to the locksmith. A new key request will need to be completed in order to replace lost or stolen keys.

Once employment has ended with Rowan University, all University property needs to be returned to the appropriate departments. Keys need to be returned to Facilities. (See Key Policy, Chapter 23.)

20.01.00 EMPLOYEE HIRING

20.01.1 STAFFING PROCESS

The University is committed to a hiring process for initial appointments that ensures the most qualified candidates are identified and selected. The University is committed to the principles of affirmative action and advertising vacancies to ensure a diverse pool of applications from which to make a selection. Rowan University must comply with negotiated collective bargaining agreements as well as State of New Jersey Department of Personnel regulations during the staffing and recruitment process for most positions.
In addition, Rowan also recognizes the importance of providing advancement or promotional opportunities for existing staff while simultaneously ensuring that the best-qualified candidate is selected for each opportunity. Internal vacancy opportunities are posted in accordance with existing collective bargaining agreements, when applicable. Vacancies may be filled internally, either through a search limited to internal applicants or by identification of an existing employee in certain situations. For managerial opportunities, the University has retained its rights to determine the staffing procedures for filling these vacancies.

The University has established affirmative action guidelines. In addition to the guidelines, internal procedures have been established to ensure that appropriate approvals are received prior to initiating a search and throughout the process. New positions must be approved through a budget process and all recruitment activities may not be initiated until appropriate budget approval has been received. The Office of Human Resources and the Provost’s Office are charged with administering the staffing process.

20.01.2 IMMIGRATION SERVICES

In order to be employed by Rowan University, employees must be eligible to work in the United States. The University recognizes that the Immigration and Naturalization Service (INS) approves a variety of visas that permit individuals to work in the United States. The University is committed to selecting and hiring the best-qualified candidates for vacancies and in certain situations, employment is contingent upon the candidate receiving authorization to work. Immigration services provided by the University and the associated fees and expenses are considered part of the overall recruitment effort. The hiring department will be responsible for the fees and expenses associated with immigration services for the employees. Fees and expenses for dependents are the employee's responsibility.

H1B1 Visas

The University, through the Office of Human Resources, will provide certain assistance to individuals seeking authorization to work in the United States. Specifically, the Office will assist employees with the preparation and submission of petitions to INS for H1B1 visas for eligible individuals. H1B1 visas are temporary visas available to individuals in professional positions, including tenure track faculty positions and may be used for a maximum period of up to six years. The decision to proceed to discretionary and is not guaranteed.
Permanent Residency Applications (Green Cards)

Permanent residency applications (green cards) based on an employment petition shall be considered for full-time employees wishing such status. First, individuals must usually be employed for at least one year. Then, they must receive approval to initiate the process from their Department Chair and College Dean or Vice President if appropriate. The decision to proceed is both discretionary and is not guaranteed. The approval to begin the Permanent Residency process is separate and distinct from the actual review process for reappointment or the grant of tenure. Once approval is received, the Office of Human Resources shall initiate a petition on the employee’s behalf and shall determine the nature and type of petition filed.

Individuals may hire an outside attorney to prepare and submit their applications for permanent residency. The Office of Human Resources must authorize the type of petition filed. The Office of Human Resources will also review and sign all application forms that have been prepared by outside counsel. All expenses incurred are the employee’s responsibility if the employee chooses to hire an outside attorney.

20.01.3 POSITION CLASSIFICATION

Most positions at Rowan other than managerial positions are classified in accordance with standards established by the State of NJ Department of Personnel and are further categorized by inclusion in various bargaining units. Rowan University recognizes that duties and responsibilities may change over time and that an employee may eventually perform duties out of title. Under such instances, either the employee or his/her supervisor may request that the current position be reviewed to determine the appropriate classification. Out-of-title work, reclassification procedures and options available to employees are governed by collective bargaining agreements and State of NJ Department of Personnel regulations.

The Office of Human Resources is responsible for administering the classification process at the University. There are numerous factors considered when determining the appropriate classification for a position. A non-exclusive summary of factors used when reviewing a request for reclassification is provided below:

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<th>FACTORS THAT DO NOT COUNT</th>
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<td>Additional Responsibilities</td>
<td>Dependability</td>
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<tr>
<td>Nature and variety of work</td>
<td>Volume of work</td>
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<tr>
<td>Complexity of work</td>
<td>Quality of Performance</td>
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<tr>
<td>Supervision or guidance received</td>
<td>Pay step in range</td>
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<td>Supervision over others</td>
<td>Financial need</td>
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<tr>
<td>Guidelines available</td>
<td>Loyalty to University and/or supervisor</td>
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FACTORS THAT COUNT | FACTORS THAT DO NOT COUNT
--- | ---
Consequences of errors | Length of Service
Nature and finality of decisions | Originality
Knowledge, skills and abilities required for the position.
Performance Appraisal Process - The University’s performance appraisal process for managers encourages ongoing communication between managers and their supervisors in order to foster performance improvement and enhancement. Supervisors should hold an annual performance appraisal discussion with the managers whom they directly supervise. Managers with less than six months of service to the University shall normally be evaluated during the next performance appraisal cycle. The performance appraisal must be summarized in a written memo with a copy to the employee, who may make a response for consideration. Performance appraisals are also used in determining compensation adjustments.

Performance Appraisal Period – The performance appraisal discussions should focus on the employee’s performance during the previous twelve months. The rating period for managers is May 1st through April 30th. Managers should complete their performance evaluation so that a copy of the written summary is forwarded to their vice president/provost by June 15th. The provost/vice presidents shall forward their recommendations to the president by July 15th.

Salary Review Process - The salary review process for managers occurs during the month of August. The effective date of the annual salary adjustment will be for the first pay in September although equity adjustments and bonuses may be implemented at any time throughout the year. Generally, managers with less than six months of service are not eligible for a salary review.

Types of Salary Adjustments – The University provides salary adjustments to managers on an individual basis. The adjustment may include a cost of living adjustment, an adjustment based on the performance review, an equity adjustment to recognize the relative market value of the position and a bonus, which recognizes individual efforts. Cost of living adjustments are included within an employee’s base salary as are performance based adjustments and equity adjustments. Bonuses are not included as part of the employee's recurring base salary.

Employment Contracts – The Board of Trustees, upon the president’s recommendation, shall set the duration of the initial employment contract as well as any subsequent contract. The university may terminate an employment contract during its terms for cause.

Subsequent Employment Contracts - Managers with more than five years of service as managers shall be entitled to one-year’s notice of intent to non-renew their contracts which will permit their employment contract to expire by its own terms. Managers with less than five years of service shall receive a minimum of three month’s notice of the university’s decision to non-renew their employment contract.
Additional Contract Terms – Individual employment contracts may contain specific terms applicable to a manager. The terms and conditions contained in a manager’s individual employment contract shall be binding upon both parties.

Assignments – Managerial responsibilities may be modified at the discretion of the president during the duration of a manager’s employment contract. In situations where significantly different duties are assigned a manager, the title, classification level and compensation shall be reviewed.

20.01.5 PROFESSIONAL AND PERSONAL EMPLOYEE DEVELOPMENT

Rowan University not only recognizes the importance of providing its employees opportunities for growth, change and advancement but also strongly encourages all employees toward achieving further knowledge and skills development.

The Office of Human Resources, through its training area, offers a variety of programs, services, and seminars designed to respond to personal and organizational employee needs. These programs promote University goals, encourage skills acquisition and enhancement regarding the latest technological programs, help to resolve job performance issues and improve general conditions of employment.

20.02 EMPLOYEE BENEFIT PROGRAMS

The Office of Human Resources is responsible for administering the various employee benefits programs authorized by the State of New Jersey by statutes, regulations, or through the collective bargaining agreements.

20.02.1 HEALTH, DENTAL, VISION AND UNREIMBURSED EXPENSES (SECTION 125 TAX SAVE PROGRAM)

The University, as a State employer, provides prescription drug coverage and various options for health and dental benefits to all full-time employees and their eligible dependents. A vision care program is also available and reimbursable amounts are determined by collective bargaining agreements. There may be a charge for certain benefits. The Office of Human Resources is responsible for ensuring that new employees receive information upon hire that explains their benefit levels. Further, the Office is responsible for informing current employees of benefits and notifying employees of any changes made to the state health and dental insurance programs.
Rowan University participates in the Premium Conversion Plan, the Unreimbursed Medical Spending Account and the Dependent Care Spending Account. The Premium Conversion Plan permits employees to pay any State Health Benefits Program medical and/or dental premiums they have with before-tax dollars.

The Tax Save Program allows employees to set aside before tax dollars to pay for unreimbursed medical and dental expenses and eligible Dependent Care Expenses.

20.02.2 RETIREMENT AND LIFE INSURANCE BENEFITS

Full time and permanent part time employees are required to be covered under one of the State’s pension plans. The Division of Pensions establishes eligibility criteria for enrollment and there are criteria for temporary employees, adjuncts and coaches. The Office of Human Resources shall administer the various state pension systems in coordination with NJ Division of Pensions.

Generally, the University has three pension plans for newly hired employees, although transferring state employees may be permitted to retain membership in other state pension plans. The State’s Alternate Benefit Plan, ABP, (a defined contribution plan) is available to employees holding certain professional positions. The State’s Public Employees Retirement System, PERS, (a defined benefit plan) is available to most other employees. A third plan, Police and Fireman’s Retirement System, PFRS, (a defined benefit plan) is available to certain law enforcement employees. Contribution rates, life insurance amounts, vesting periods, loan provisions, retirement eligibility and disability provisions are all governed by the pension plan in which an employee must participate and is regulated by the Division of Pensions. Pamphlets explaining each program are available in the Office of Human Resources.

Eligible employees have the opportunity to tax shelter additional annuity money (beyond the mandatory contributions) up to federal and state limits through authorized plans. In addition, eligible managers may participate in an option purchase plan once they have maximized contributions to all available tax-shelter opportunities.
20.02.3 CONTINUATION OF BENEFITS

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides that most employees and covered dependents may continue health coverage at group rates when coverage under the current plan would otherwise expire. Employees whose coverage would otherwise expire may elect coverage under COBRA at their own expense. Eligibility and length for continued benefits varies depending on the qualifying event. The Office of Human Resources is responsible for ensuring that employees and their covered dependents receive notification of their COBRA rights.

Employees may also elect to continue life insurance benefits without a medical examination, if employment is terminated before retirement. Employees may convert to an individual policy.

20.02.4 DONATED LEAVE

Full time and permanent part time employees with at least one year (1) of continuous state service and who meet other eligibility requirements may participate in the donated leave program either as a recipient of leave or as one who donates leave. The donated leave program is to assist employees suffering from a life threatening or catastrophic health condition or injury, or if needed to provide care to a member of the employee’s immediate family who is suffering from a life threatening or catastrophic health condition or injury which is expected to require a prolonged absence from work. The donated leave provisions established by the Department of Personnel shall apply to the administration of the program. The Office of Human Resources administers the program and makes eligibility determinations.

20.02.5 FORMS

The Office of Human Resources shall maintain an up to date formbook. The formbook shall contain all current forms used to administer the benefit programs at the University, as well as all other personnel information.
20.03 EMPLOYEE ADVISORY SERVICE

The Employee Advisory Service (EAS) is a referral agency contracted by Rowan University through the Department of Personnel to provide confidential counseling to employees. In most situations, employees are self-referred to the counselor, but there are a number of situations where management can make a referral. Also, union representatives may refer employees to the EAS.

Whenever an employee is experiencing work problems and/or life altering changes (such as poor performance appraisals, tangled financial obligations, marital or family discord, emotional turmoil, drug or substance abuse or other difficulties,) they may take advantage of this counseling service.

There is no charge to the employee for visits to the EAS and time is not charged against leave to the employee. Most appointments are approximately one half hour in duration. If further medical help or outside counseling is necessary, the counselor shall refer the employee and standard procedures for coverage by the employee’s health insurance will be followed. The counselor is on campus every two weeks. Employees may make arrangements through the Office of Human Resources.

20.04 WORKERS’ COMPENSATION AND SICK LEAVE INJURY

The Office of Human Resources is responsible for processing both the workers’ compensation program and the sick leave for injury program (SLI).

On-the-job accidents can lead to personal, disabling injuries. They can also lead to time lost from work and costly medical bills. Therefore, all employees are urged to exercise extreme caution in the performance of their duties and to recognize that it is an individual’s responsibility to utilize safe and healthy practices on the job, thus avoiding injury. There will be circumstances, however, when employees are disabled due to an injury or illness resulting from employment. In certain instances, employees injured on the job and receiving workers’ compensation benefits may also be eligible for SLI (sick leave for injury) benefits. While workers' compensation benefits cover medical costs and compensation, the SLI program only addresses whether an employee’s salary should be continued due to a work related injury, illness or condition.

In the event that an accident does occur, specific procedures must be followed. Except for hospital emergency room treatment, employees may only use physicians to whom they are referred by the Student Health Center. Employees needing non-emergency room treatment must go to the Student Health Center for an assessment of their injuries.
All work-related injuries must be reported to the employee’s supervisor and the Office of Human Resources immediately and a written report completed no later than five (5) calendar days from the date of the accident. The Office of Human Resources will act as liaison between the employee and Risk Management (an outside state agency). It is important that supervisors and employees strictly adhere to the established procedures for reporting and for obtaining treatment so that employee entitlement will not be adversely affected and so that medical care can be rendered effectively and quickly.

Sick leave for injury (SLI) is awarded on a discretionary basis subject to applicable regulations by the University for employees and should not be considered an employee right. Some of the applicable requirements for SLI eligibility require that the incident is properly reported, individual gross negligence is not involved, and no pre-existing conditions exist. Injuries not eligible for SLI benefits may still be compensable by Workers’ Compensation. Any Worker’s Compensation eligibility is determined by Risk Management and not by the University.

20.05 HUMAN RESOURCES INFORMATION SYSTEM (HRIS)

Rowan University shall maintain an integrated administrative computing system, which posts to the general ledger and provides shared files with budget, payroll and information resources. This includes a human resources information system (HRIS). Human Resources is responsible for maintaining an HR database in the HRIS ensuring the accuracy and integrity of the data. The Office of Human Resources authorizes all wage and salary information for employees.

Human Resources generates numerous reports, both internal and external from data in the human resources database. The Office of Human Resources shall prepare required reports or authorize the use of the data so that other offices can run required reports.

20.05.1 EMPLOYEE RECORDS AND INFORMATION

The Office of Human Resources maintains a record of each employee at Rowan University including, but not limited to, such information as education, experience, work performance, dates of appointment, promotions, transfers, reclassifications, salary changes, leaves of absences and any other personnel actions. It is the obligation of the Office of Human Resources to protect and preserve the confidential information of all Rowan employees. In addition to employment information, the Office of Human Resources maintains personal data regarding the employee such as home address, phone number, and social security number. An employee’s medical information is also kept in a separate file in accordance with applicable laws. The Office of Human Resources regards most personnel and personal information as confidential and will release it only with written consent of the employee or by order of a court.
If the Office of Human Resources receives a request for information regarding an employee either from an agency, outside store, bank, or other institutions, the office is permitted only to disclose and in many cases, confirm non-confidential information such as dates of employment, title, and/or salary. Human Resources will provide Rowan employees with adequate access to review the contents of their own personnel records.