

**ADMINISTRATION AND FINANCE  
POLICIES AND PROCEDURES**

Chapter 20

*HUMAN RESOURCES*

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**Further information is available at [www.rowan.edu/hr](http://www.rowan.edu/hr)**  
Exhibits/forms are available in the Office of Human Resources.

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## **20.00 OVERVIEW**

Questions regarding this chapter may be addressed to the Office of Human Resources at Extension 4134. Further information is available on the Human Resources website: <http://www.rowan.edu/hr>.

Rowan University, a State of New Jersey agency, complies with state and federal employment regulations, the NJ Law Against Discrimination (N.J.A.C. 4A:7 et seq.), the NJ Department of Personnel (NJDOPE) regulations, and negotiated collective bargaining agreements. The University is committed to the principles of equal employment opportunity (EEO) and ensures a good faith effort is made to access and provide equal opportunity to all interested candidates.

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

### ***20.00.1 EQUAL OPPORTUNITY, AFFIRMATIVE ACTION***

Men and Women of different races, religions, nationalities and backgrounds are necessary to achieve the University's goals. Diversity is prized at Rowan because it helps to create the educational environment that best prepares students to contribute to an increasingly diverse 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.

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In order to eliminate any patterns of unequal treatment, the University monitors its policies, procedures, practices and access to ensure for equal opportunity compliance.

Rowan is also committed to ensuring that recruitment efforts are developed to encourage a diverse pool of applicants and employment decisions are made without regard to an individual's protected-class status.

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.

This policy also recognizes an individual's right to raise and pursue concerns of alleged discrimination to the University's Equal Employment/Affirmative Action (EEO/AA) 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 EEO/AA Office in collaboration with the Office of Human Resources. The EEO/AA Office is located organizationally within the Office of Human Resources and also has direct access to 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 EEO/AA Office.

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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 have a financial or personal relationship.*

#### **Nepotism Policy**

Spouses, domestic partners or relatives of Rowan personnel may be considered for position vacancies. However, the University will not place spouses, domestic partners or relatives in positions that may be directly or indirectly subordinate or supervisory to a spouse, domestic partner or relative. A direct or indirect relationship would be a person who is in a position to determine an important matter such as promotion, reappointment, reclassification, remuneration or termination of a spouse or relative. Promotions and raises should not be prejudiced, favorably or unfavorably, by the employment status of the other member of the family or by their activities, rank, or position.

Spouses, domestic partners or relatives will not be permitted to serve on the same search committee, regardless of the position to be filled.

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### **Code of Ethics**

The University's Code of Ethics also governs other relationship and situations involving family members. The Code of Ethics applies to all University employees. See policy on Human Resources website: <http://www.rowan.edu/hr>.

### **Conflict of Interest**

Employees will be excluded from searches that would consider the candidacy of a spouse, domestic partner or relative.

Persons serving on a search committee can not act as a reference for any candidate seeking the position for which the search is undertaken.

### **20.00.3 REASONABLE ACCOMMODATION**

Rowan University complies with the American with Disabilities Act (ADA). The Americans with Disabilities Act gives civil rights protection to individuals with disabilities and guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and local government services, and telecommunications. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance.\*

Rowan University complies with the American Disabilities Act and section 504 of the Rehabilitation Act. In order to do so, Rowan has established a process to ensure equal treatment of all employees and candidates with disabilities. The Office of Human Resources is the first contact for employees and/or potential employees requiring assistance.

Rowan University maintains an up to date procedure for handling requests for accommodation. See "Accommodation" at [www.rowan.edu/hr/policies](http://www.rowan.edu/hr/policies).

For the student accommodation policy go to [www.rowan.edu/studentaffairs/asc/disabilityresources](http://www.rowan.edu/studentaffairs/asc/disabilityresources)

\* Taken from the US Department of Justice Civil Rights Division

#### **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. 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 Facilities Operations. 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.

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University keys will be issued to permit employees access to their work areas. Some of the keys may be. The department/office where the employee is assigned will coordinate the key request process. 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, and keys need to be returned to Facilities.

There is a separate policy concerning keys that includes information about the cost to replace keys as well as the procedures for issuance and return of keys. Please contact Facilities Operations for further details.

## **20.01.00 EMPLOYEE HIRING**

### ***20.01.1 STAFFING PROCESS***

The University is committed to a hiring process that ensures the most qualified candidates are identified and selected. The University is committed to the principles of equal employment opportunity and advertising vacancies to encourage a diverse pool of applicants. 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 developed recruitment and staffing guidelines which support equal employment opportunities. (See [www.rowan.edu/hr/policies](http://www.rowan.edu/hr/policies) ) 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 hiring process.

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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 TEMPORARY, INTERIM OR ACTING APPOINTMENTS**

(Cabinet approved 3/28/07)

On occasion it is necessary to fill a position immediately. When institutional needs require filling a position immediately, (as determined by the appropriate Cabinet Officer or President), these positions can be filled on a temporary, interim or acting basis. Normally, a person may be appointed to a temporary, interim or acting managerial position only for a specific period of time, as determined by the Cabinet Officer or President.

- Temporary appointments are those which constitute specific or seasonal periods of time with a specific start or end date. There are also temporary appointments for faculty and AFT professional staff which are needed for different reasons such as short notice of resignation. In addition, special funded positions such as grant funded may be hired as temporary appointments. Notification must be provided prior to the acting appointment to the Office of Human Resources and the Director of Affirmative Action.
- Interim appointments are usually for one-year or less but may be extended in unusual circumstances. Approval for interim appointments requires a waiver of the search process authorized by the Cabinet Officer or President keeping in mind considerations related to equal employment opportunity. Notification must be provided prior to the interim appointment to the Office of Human Resources and the Director of Affirmative Action. Interim positions may be filled with an internal candidate or a selected/recruited external candidate. An internal candidate appointed to an interim position must possess the minimum qualifications for the position. Note: persons appointed to interim positions are not pension eligible under NJ State Pension Program Rules and Regulation unless they are members of the Pension Program immediately prior to the interim appointment such that there is not a break in service for the purposes of pension credit. Therefore, an external candidate selected to fill an interim position may not be eligible to participate in the regular pension system during his or her period of interim appointment. However, if the person who is initially ineligible for pension participation serves in the interim position for a period of at least one year, he or she shall be eligible for pension participation

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even as an interim employee. Whenever an interim employee becomes a permanent employee, he or she at that time becomes eligible to enroll in the state pension system. However, an interim employee who is not eligible to participate in the pension plan can participate in the state supplemental plans immediately upon being hired in the interim capacity.

- Acting appointments may be required to fill a vacancy or new position when time does not permit a search. These appointments may arise out of a business need or a new strategic initiative and are for an unspecified period of time. A waiver of a search process to fill the position permanently may be authorized by the President, keeping in mind equal employment considerations. Notice of Acting appointments shall be provided to the Office of Human Resources and Director of Affirmative Action. Except as indicated above, the policies related to interim appointments also shall pertain to acting appointments.

The required material and forms necessary for filling a position vacancy are available from the Office of Human Resources, the Provost's Office, or the Human Resources web site.

### **20.01.3 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 for the employee 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.

The University works closely with outside counsel while filing the appropriate employer-based petitions. Employees, at their own expense, have the option to utilize the services of this outside counsel, or another attorney of their choice, for any employee-based petition.

### **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, HR will assist eligible employees with the preparation and submission of petitions to INS for H1B1 visas. 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 is 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 coordinates the process with outside counsel in filing the appropriate employer-based petition on the employee's behalf.

Individuals may hire an outside attorney, or utilize the services of the University's outside counsel, to prepare and submit their employee-based applications for permanent residency. All legal expenses incurred are the employee's responsibility. The Office of Human Resources must authorize the type of petition filed. The Office of Human Resources will also review and sign all necessary application forms that have been prepared by outside counsel.

### **20.01.4 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.

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The Department 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:

<b>FACTORS THAT COUNT</b>	<b>FACTORS THAT DO NOT COUNT</b>
Additional Responsibilities	Dependability
Nature and variety of work	Volume of work
Complexity of work	Quality of Performance
Supervision or guidance received	Pay step in range
Supervision over others	Financial need
Guidelines available	Loyalty to University and/or supervisor
Consequences of errors	Length of Service
Nature and finality of decisions	
Originality	
Knowledge, skills and abilities required for the position.	

The Department of Human Resources will conduct an audit/analysis of the position. Employees not satisfied with the determination have the option to appeal or may challenge the decision in accordance with their negotiated contract agreements.

### **20.01.5 EMPLOYMENT PRINCIPLES FOR MANAGERS**

**Statement of Management Principles** – Managers at Rowan University are responsible for deploying the human, financial and physical resources to support the University’s mission and goals. It is the manager’s responsibility to establish a working environment that reflects the dignity and respect due all employees and which encourages all employees to make intelligent and responsible decisions, to set and maintain priorities, to identify creative alternatives, and to take prudent risks.

Managers are the representatives of Rowan University in their relationships with the individuals they supervise. As managers, they must maintain the highest standards of the University in their supervisory relationships. Managers should always seek to advance the long-term interests of the University and to maximize the quality, effectiveness, and productivity of their departments as well as their employees.

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Managers are expected to perform their duties faithfully, diligently, and completely to the satisfaction of the University.

**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. The performance appraisal must be summarized in a written document with a copy to the employee, who may make a response to their supervisor for consideration. Performance appraisals are also used in determining compensation adjustments, and should be completed prior to notice of reappointment or non-appointment.

**Salary Review Process** – The salary review process for managers occurs annually. The effective date of annual salary adjustment will normally be September. Equity adjustments and one-time payments 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, considering factors such as a cost of living, the performance review and equity adjustments to recognize the relative market value of the position. One-time extra payments may also be made to managers, as a means of recognizing individual efforts for one-time specific achievements. One-time payments do not become part of the permanent salary baseline.

**Reappointment to Employment Contracts** – Managers are eligible to receive reappointment to one-year employment contracts. Upon the President's recommendation, the Board of Trustees may reappoint managers to one-year contracts. The term of a reappointment will extend from the first day of September to the last day of the following August. The President, however, has the discretion to recommend reappointments for shorter periods.

**Notice** – Managers will receive 60-days notice prior to the reappointment date, as to whether or not they will be recommended to the Board for reappointment. There is no entitlement to reappointment.

**Removal for Cause** – The University may suspend or terminate a manager's employment for cause during the term of a contract. The employee will be advised in writing of the cause or causes and will have the opportunity to respond. If the matter is deemed a contested case by the Board, it will be referred to the Office of

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Administrative Law for a hearing and recommended decision. A final decision shall be made by the Board.

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

**Leave** – Leave entitlements are credited annually and are based on 12-month full time employment. Leave entitlements for those managers working less than 12-month full time will be pro-rated. Managers shall be entitled to fifteen sick days per year. In addition, managers shall be entitled to donated leave and sick leave injury pay under the same circumstances as other University employees.

Managers previously employed at another State agency may transfer unused accumulated earned sick days according to New Jersey State law or regulation.

Upon retirement, managers may be paid for unused accumulated earned sick leave following the standards applicable to other State of New Jersey workers.

Managers may request an unpaid personal leave of absence for up to one year. The approval of such leave is discretionary and the decision of the President is final.

*Revised effective September 1, 2008*

*Approved by Board of Trustees on June 18, 2008*

### **20.01.6 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.

Employees must take a proactive role in monitoring and reviewing benefit entitlements. It is the employee's responsibility to notify the Office of Human Resources when events occur which impact their benefit programs. Employees are also responsible for reviewing their benefits and entitlements to ensure that they are accurate. Further employees must complete all necessary documentation that is required by the Office pursuant to state and federal regulations.

### ***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 Tax Save for State Employees. This program includes the Premium Option Plan, the Unreimbursed Medical Spending Account (UMSA) and the Dependent Care Spending Account (DCSA) and allows employees to set aside pre-tax dollars to cover related expenses. The Premium Option Plan allows eligible employees to make premium payments for health and dental plans on a pre-tax basis. The Unreimbursed Medical Spending Account Plan allows eligible employees to set aside pre-tax dollars to pay for qualified medical and dental expenses not covered by their group benefit(s) plans. The Dependent Care Spending Account Plan allows eligible employees to set aside pre-tax dollars to pay for anticipated qualified expenses for dependent care which permit the employee and spouse to work.

### **20.02.2 RETIREMENT AND LIFE INSURANCE BENEFITS**

Full time and permanent part time employees are required to be covered by 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 pension contributions) up to federal and state limits through authorized plans.

### **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.

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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 (non-group) policy within 31 days of separation.

#### **20.02.4 DONATED LEAVE**

Pursuant to N.J.A.C. 4A:6-1.22, state employees who meet eligibility requirements may participate in the Donated Leave Program. The donated leave program is to assist employees suffering from a life threatening or catastrophic health condition or injury, or need 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, or who will require a prolonged absence from work of 60 or more consecutive days.

Eligible full time and permanent part time employees may donate up to ten accrued sick and/or vacation days to any one recipient. The donor's remaining leave balances must be at least 20 accrued sick days and 12 accrued vacation days.

Full time and permanent part time employees are eligible to receive donated sick and/or vacation leave if they have completed at least one year of continuous State service and have exhausted ALL accrued leave time.

Contact the Office of Human Resources for complete details.

#### **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. Forms may be obtained in person or via the HR web site at [www.rowan.edu/hr](http://www.rowan.edu/hr).

### **20.03 EMPLOYEE ADVISORY SERVICE**

The Employee Advisory Service (EAS) is a referral agency contracted by Rowan University through the State of NJ Department of Personnel to provide confidential counseling to employees. In most situations, employees are self-referred to the counselor, but there are a

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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). The workers' compensation program covers 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.

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, which includes proper use of safety equipment, thus avoiding injury.

In the event that an accident does occur, specific procedures must be followed. All work-related injuries must be reported to the employee's supervisor and the Student Health Center immediately and a written report completed no later than five (5) calendar days from the date of the accident. The initial Report of Injury is prepared in the Student Health Center. Except for hospital emergency room treatment, employees may only use the State approved physicians to whom they are referred by the Student Health Center.

The Office of Human Resources will act as liaison between the employee and the State of New Jersey Department of Risk Management. Workers' Compensation eligibility is determined by Risk Management and not by the University. It is important that supervisors and employees strictly adhere to the established procedures for reporting injuries and for obtaining treatment so

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that workers' compensation benefits will not be adversely affected and so that medical care can be rendered effectively and quickly.

In certain instances, employees injured on the job and receiving workers' compensation benefits may also be eligible for SLI (sick leave for injury) benefits. Sick leave for injury (SLI) is limited to full time and permanent part time employees and 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.

## **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.

## **20.06 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

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of a court. If 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 maintains the official personnel file on employees. All files are retained pursuant to the State Record Retention Schedule.

### **20.06.1 FILE REQUEST POLICY**

#### Employee Access to Personnel Files

##### Scope

The policy and procedures set forth are for the purpose of storage and retrieval of personnel files as well as providing employees supervised access to their personnel file and/or re-contracting file.

Rowan University is committed to providing a personnel file storage and retrieval system that secures the privacy of employee files and maintains the integrity of the data contained in those same files. Personnel file system and maintenance are the responsibility of the Office of Human Resources and access to the personnel file room is limited to personnel designated by the Executive Director of Human Resources.

##### Purpose

The purpose of this policy is to secure HR files and provide service to those employees and other management/supervisory personnel who need access to the files. Removal of files by authorized personnel will be facilitated by the Records Management function of Human Resources as identified by the Executive Director of HR.

##### Procedure

Any employee wishing to conduct a *supervised* review of the information in his/her personnel file or re-contracting file is required to complete a Request for File(s) (RFR) form and submit it to Records Management/Human Resources in person, via interoffice mail or via e-mail to [kudlaj@rowan.edu](mailto:kudlaj@rowan.edu).

Human Resources will notify the employee when and where the file can be reviewed. Only HR is authorized to copy materials contained in the file for an employee. Inquiries can be directed to x4306 or x4134.

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