Employee Handbook

Department of Human Resources

June 2014

The Science and Technology University of New Jersey
Welcome Statement

Message from President Dr. Joel S. Bloom

Everyone employed at NJIT is part of a very important mission. We are helping exceptionally talented young men and women to not only attain their personal educational aspirations, but to prepare for careers that will improve the quality of life in the years ahead for people in New Jersey, across our country and globally. Many at our university also are engaged in research that promises beneficial breakthroughs on the frontiers of science and technology. Even if your involvement is not in the laboratory, being a member of the NJIT community helps to foster the environment that makes such progress possible.

For those at the start of a career with NJIT, students, faculty and staff, I would like to extend a warm welcome. I would also like to express my sincere appreciation for the dedication and efforts of those who are already contributing to the mission of our university. I know that you will find the information in this handbook useful, and I wish you the greatest success at every stage of your employment.

Joel Bloom,
President
ABOUT THIS HANDBOOK / DISCLAIMER

Welcome, we are pleased to provide you with your NJIT Employee Handbook. This handbook is designed to support and increase the university’s goals in educating its staff members about their rights and responsibilities while at NJIT.

Developed to serve as an introduction to the university and its surrounding environment, this handbook along with the NJIT website should be used as a reference point, one of which will provide you with an overview of general information necessary prior to and during your entire career at NJIT.

Inside you will find useful information on key departments, university services, employment policies and procedures, frequently asked questions and much more.

As NJIT strives to stay at the “Edge in Knowledge”; staff members play a major role in helping NJIT to continue to strengthen and sustain a strong sense of community all while aiding in the preservation of it’s vision to be seen as “a preeminent technological research university known for innovation, entrepreneurship, and engagement.”

Please visit the website often to re-read this handbook, as well as view any updates.

If you have any questions, concerns or comments about any of the information present in this handbook, please feel free to direct them to the Department of Human Resources at 973-596-3140.

Once again welcome to NJIT. We wish you continued success in all your future endeavors while at the university.

This handbook does not convey any contractual rights of employment.

This handbook is subject to the terms of any applicable collective bargaining agreement.

This handbook supersedes all prior handbooks.
# Table of Contents

Welcome Statement........................................................................................................ii
About this Handbook/Disclaimer..................................................................................iii
Introduction to NJIT........................................................................................................1
Strategic Plan – Excerpts from the 2010-2015 Strategic Plan........................................5
Section 1 - Governing Principles of Employment..........................................................7
1-1. Equal Employment Opportunity.............................................................................7
1-2. Accommodation of Individuals with Disabilities.................................................8
1-3. Sexual Harassment Prevention.............................................................................8
1-4. Drug-Free Workplace ............................................................................................8
1-5. Workplace Violence..............................................................................................8
Section 2 - Operational Policies......................................................................................9
2-1. Labor Management Relations..............................................................................9
2-2. Employee Classifications and Compensation.....................................................10
2-3. Your Employment Records..................................................................................11
2-4. Working Hours and Schedule..............................................................................12
2-5. Overtime.............................................................................................................12
2-6. Your Paycheck....................................................................................................12
2-7. Direct Deposit....................................................................................................13
2-8. Performance Reviews..........................................................................................13
2-9. Record Retention................................................................................................13
2-10. Job Postings/Promotions.....................................................................................13
Section 3 - Benefits .......................................................................................................................... 14

3-1. Benefits Overview .................................................................................................................. 14

3-2. Holidays .................................................................................................................................. 14

3-3. Vacations ................................................................................................................................. 15

3-4. Sick Leave ............................................................................................................................... 15

3-5. Lactation Breaks .................................................................................................................... 16

3-6. Personal Days ......................................................................................................................... 16

3-7. Bereavement Days .................................................................................................................. 16

3-8. State Health Benefits Program ............................................................................................... 17

   Available Medical Plans ........................................................................................................... 18

   Prescription Drug Plan ............................................................................................................. 19

   Dental Coverage ....................................................................................................................... 19

   When Coverage Begin .............................................................................................................. 23

   Open Enrollment ....................................................................................................................... 24

   When Coverage Ends ............................................................................................................... 24

   COBRA .................................................................................................................................... 26

   Vision Care Benefits ............................................................................................................... 26

   Flexible Spending Accounts AKA Tax$Ave: ........................................................................... 26

3-9. Workers’ Compensation ......................................................................................................... 29

3-10. Jury Duty Leave .................................................................................................................... 29

3-11. Statutory Short-Term Disability ........................................................................................... 30

3-12. Long-Term Disability ........................................................................................................... 30

3-13. Employee Assistance Program ............................................................................................. 29

3-14. Transportation Program ....................................................................................................... 30
3-15. Retirement Plan ................................................................. 31
Public Employees' Retirement System (PERS) .......................... 30
Police and Fireman's Retirement System (PFRS) .................... 32
Defined Contribution Retirement Program (DCRP) .................. 34
Alternate Benefit Program (ABP) ............................................ 35
Pension Loans ......................................................................... 37
Tax Deferred Annuity Plans ................................................... 38
Additional Contributions Tax-Sheltered Programs (ACTS) ........ 39
Supplemental Annuity Collective Trust (SACT) ..................... 39
NJ State Employees' Deferred Compensation Plan ................. 39
Section 4 - Leave of Absence ............................................... 40
4-1. Unpaid/Extraordinary Leave .......................................... 40
4-2. Military Leave ............................................................... 40
4-3. Family and Medical Leave ............................................. 40
4-4. Other Benefits ............................................................. 41
Section 5 - General Standards of Conduct ............................ 43
5-1. Workplace Conduct ...................................................... 43
5-2. Punctuality and Attendance ......................................... 43
5-3. Use of Communication and Computer Systems .............. 43
5-4. Use of Social Media ..................................................... 43
5-5. Publicity/Statements to the Media ................................ 44
5-6. Company-Provided Portable Communication Devices ..... 44
5-7. Recording Devices ....................................................... 43
5-8. Smoking ..................................................................... 44
5-9. Confidential Company Information ..................................................... 44
5-10. Conflict of Interest and Business Ethics ........................................... 44
5-11. Health and Safety ........................................................................... 44
5-12. Employee Dress and Personal Appearance ...................................... 44
5-13. Operation of Vehicles ..................................................................... 45
5-14. Business Expense Reimbursement ................................................. 45
5-15. Verifications of Employment ............................................................ 45
5-16. If You Must Leave Us ...................................................................... 46
5-17. A Few Closing Words. .................................................................... 46

Appendix - Other Useful Information ....................................................... 47
NJIT Photo ID Cards, University Computing ID (UCID) & NJIT ID# ........... 47
NJIT Photo ID Cards .............................................................................. 47
University Computing ID (UCID) .............................................................. 46
NJIT ID # ............................................................................................. 47
About The Campus .................................................................................. 47
Security .................................................................................................. 51
Campus Telephone Numbers ................................................................... 52
Frequent Asked Questions ....................................................................... 54
Campus Wide Notification System ......................................................... 56
Computing Resources ............................................................................ 57
Communication around the campus ......................................................... 57
Internal Communications ....................................................................... 57
External Communications ..................................................................... 58
Publicizing Achievements .................................................................... 58
Introduction to NJIT

The Evolution of NJIT

The Newark Technical School Era: 1881-1919

In 1881, Newark was the ideal setting for a school that would contribute greatly to scientific, economic and social progress over the next 125 years. By 1881, the city’s rail and transportation resources were among the best in the nation. It also had a growing workforce energized by many thousands of immigrants who were contributing to the success of companies in an exceptionally wide range of industries. These industries manufactured leather, iron castings, jewelry, steam engines, clothing, furniture, clocks, precision instruments, chemicals, and much more. There were also the breweries for which Newark was noted.

A center of industrial innovation, Newark saw the invention of malleable iron and patent leather. Thomas Edison had a laboratory and workshop in Newark, on Ward Street. In one year alone, 1873, more than a hundred patents were issued to people living or doing business in Newark. By 1890, Newark ranked fourth in the nation with respect to the manufacture of chemicals. The number of manufacturing plants in Newark increased from about 750 in 1860 to some 1600 by the end of the 19th century, including nearly 30 companies manufacturing products for the new age of electricity.

In addition to raw materials and manufacturing facilities, Newark’s business leaders and other concerned citizens recognized that continuing prosperity depended on another key element — education. The city was already at the forefront of a national urban trend toward providing free public education at the elementary and high-school levels. Newark High School, the city’s first, was established in 1854. Several decades later, with virtually all industries demanding greater technological knowledge and skills, Newark Technical School was founded to meet this demand.

Dr. Charles A. Colton, the first director of Newark Technical School, welcomed the inaugural class of 88 Newark residents to a rented building on West Park
Street. Although these young men had to pay for books and other supplies, tuition was free for those who lived in the city. One member of this class whose name would long be associated with the university was Frederick Eberhardt. According to contemporary newspaper accounts, Fred and his fellow students enjoyed the benefits of studying in a building illuminated by "36 incandescent electric lamps that the instructor could control as he pleased." The courses available were in the disciplines of "Science, Mathematics, and Drawing."

Fred Eberhardt went on to become the president of Gould and Eberhardt, a major Newark manufacturer of machine tools. He also served Newark Technical School and Newark College of Engineering as a trustee, his service spanning nearly four decades. Like the other students in his class, he was undoubtedly inspired by the words of Colton, who described the founding of institutions like Newark Technical School as "the outgrowth of the demands of an advanced civilization, valuable in proportion to the degree to which the graduates are able to apply their instruction to useful ends."

In many respects, Colton was a man of vision who created the groundwork for a great 21st-century university. However, there were areas where his foresight was limited by less positive mores of his time. When asked in 1896 whether Newark Technical School’s new building would accommodate women, he is reported to have said:

"I would state that in planning the building it was expected that at some time women would be admitted to the school, and hence proper provision has been made for them. It has not been supposed that they would desire to pursue the same course of study as that arranged for men, and as yet there have been no indications as to what line of study women would desire to follow which the technological school can furnish."

The following year, in 1897, Margaret Bryce did find a "line of study" that interested her. The first woman to enroll at Newark Technical School, Bryce was a high-school teacher who took the chemistry courses offered. And later in the school’s history, the first class to enroll as candidates for degrees in engineering included Mary Dodman, though the first woman to graduate was Edythe Rabbe. She was awarded a degree in chemical engineering in 1930.
Enrollment at Newark Technical School quickly grew to the point where larger facilities were needed. Funds raised among Newark’s civic and business leadership made it possible to lay the cornerstone for the school’s first dedicated building in 1886. This three-story structure rose at the intersection of High Street and Summit Place. It was subsequently named Weston Hall in honor of an early benefactor. A laboratory building later called Colton Hall was added to the campus in the first decade of the 20th century.

Newark College of Engineering: 1919-1975

The administration and faculty of Newark Technical School began to discuss offering degrees in engineering shortly after the turn of the 20th century, which was reflective of national trends in technological education. The term “engineer” appears for the first time in the minutes of the Board of Trustees in 1916, with approval subsequently given for introducing university-level courses in chemical and electrical engineering during the 1919-1920 academic year. On the basis of these developments, the State Board of Education recommended that Newark Technical School be given the authority to grant degrees under the name Newark College of Technology. The college awarded its first bachelor’s degrees in 1923 — a total of three in chemical engineering, three in electrical engineering, and four in mechanical engineering.

The first half of the 20th century was a period of great challenge as well as great achievement for the school. Headed by Allan Cullimore from 1920 to 1949, Newark College of Technology was renamed Newark College of Engineering in 1930. While the college’s course offerings and academic stature increased greatly during this period, physical expansion of the campus was limited to the 1925 opening of Campbell Hall and the 1948 acquisition of the Newark Orphan Asylum, now Eberhardt Hall – NJIT Alumni Center. Campbell Hall was named in honor of Peter Campbell, a former president of the Board of Trustees.

During these decades, Newark College of Engineering weathered two great national traumas — the Depression and World War II. The Depression sharpened the school’s focus on a key aspect of its educational mission that continues to be of paramount importance. In the 1930s, NCE clearly emerged as a “school of opportunity,” dedicated
to giving talented young people access to higher education regardless of their economic circumstances. Greatly expanded during the Depression, the college’s co-op program made it possible for many students to earn the money needed to remain in school.

The scientific and technological knowledge that NCE students acquired in the 1930s and 1940s would prove crucial for the nation in World War II. Like virtually every institution in America, NCE went on a war footing when the country entered the war after December 7, 1941. Academic programs were accelerated so that as many young men as possible could complete their degrees before entering the armed forces. To remain in good academic standing, students had to spend their summers working in war industries. The college helped them to find such employment.

Special engineering courses for defense workers were also introduced. A college brochure listing the courses to be offered in the spring of 1942 stated that they are “designed to meet the shortage of engineers, production supervisors, chemists and physicists required by expanding war industries.” The brochure made a special appeal to women, urging them to contribute to the war effort in technical fields. There was no tuition for these special courses, and students paid only for books and lab fees.

After the end of World War II in 1945, the nation’s colleges and universities experienced an unprecedented increase in enrollment, and Newark College of Engineering was no exception. For veterans, the G.I. Bill opened the door to educational opportunities that the preceding generation could not have imagined. At the start of the 1949-1950 academic year, there were nearly 6000 students enrolled at NCE. Of these, more than half were veterans.

The increased enrollment at NCE sustained by the prosperity of the 1950s led to the construction of Cullimore Hall in 1958. Two years later, the old Weston Hall was demolished to make way for the seven-story structure now interconnected with New Jersey School of Architecture. Continuing physical expansion of the campus approved by the State of New Jersey in the second half of the decade led to the 1966 opening of several new buildings, including Tiernan Hall.
The next great wave of change for Newark College of Engineering came as the first members of the Baby Boom generation embarked on their college careers in the 1960s. It was another era of great social ferment. Many of our society’s institutions were reassessed in the light of new challenges. Completed in 1970, the first phase of a master plan for higher education in New Jersey set forth a slate of goals outlining an ambitious social mission of educational opportunity, campus diversity and community involvement.

NCE moved to develop programs to meet these goals and challenges under the guidance of presidents who included Robert Van Houten and William Hazell. Indicative of the school’s expanding academic scope, NCE awarded its first doctoral degree in 1964. Other academic highlights of the era included the formation of the Computer Science Department in 1969 and the founding of New Jersey School of Architecture in 1973.

**STRATEGIC PLAN – Excerpts from the 2010-2015 Strategic Plan**

**Mission**

NJIT is New Jersey’s science and technology *university, committed to the pursuit of excellence* ----

- In undergraduate, graduate, and continuing professional *education*, preparing students for productive careers and amplifying their potential for lifelong personal and professional growth;

- In the conduct of *research* with emphasis on applied, interdisciplinary efforts encompassing architecture, design, the sciences, including the physical and life sciences, engineering, mathematics, and infrastructure systems, computing information and communications technologies and management;

- In *service* to both its urban environment and the broader society of the city, state, nation and global community by conducting public policy studies, making educational opportunities widely available, and initiating community-building projects;

- In contributing to *economic development* through the state’s largest business incubator system, workforce development, joint ventures with government and the business community, and through the development of intellectual property.
NJIT prepares its graduates for positions of leadership as professionals and as citizens; provides educational opportunities for a broadly diverse student body; responds to needs of large and small businesses, state and local government agencies, and civic organizations; partners with educational institutions at all level to accomplish its mission; and advances the uses of sciences, technology, engineering and mathematics (STEM) as a means of improving the quality of life.

Vision

A preeminent engineering, design, science and technology university known for research and education fostering innovation, entrepreneurship, and engagement.

Core Values

Our core values reflect our beliefs, guide our behavior, shape our culture, and in so doing establish a sense of community and common purpose and student focus.

Excellence

We innovate in the pursuit of excellence in all that we do and continue to improve in order to meet and sustain the highest standards of performance.

Integrity

We are honest and ethical in all we do, keep our promises, and acknowledge our mistakes.

Civility

We treat each other with respect and dignity.

Social Responsibility

We pride ourselves in being an engaged partner in enhancing in the communities in which we live.

Diversity

We celebrate the diversity of our university community and are sensitive to culture and personal differences. We do not tolerate discrimination of any form.
Value Proposition

NJIT provides accessible, affordable education for the engineering, science and technology professions yielding an excellent return on investment to a diverse student body, delivers practical research results to its sponsors, and is an active participant in the life of the community in which it lives.

Goals

NJIT’s goals are to: 1) grow the university’s academic stature as measured by selectivity of the students, faculty and staff that we recruit and retain, 2) maintain and enhance the financial sustainability of the university’s operations, 3) support increased research efforts that emphasize practical value and societal impact, 4) continue to improve the quality of campus life for all members of the NJIT community, 5) institutionalize a culture of innovation, entrepreneurship and engagement, 6) provide NJ residents with access to a first-rate, affordable education across all academic disciplines.


The Academic Plan is available to the NJIT community through the Highlander Pipeline.

Section 1 - Governing Principles of Employment

1-1. Equal Employment Opportunity and Affirmative Action Program

NJIT is an equal opportunity employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, national origin, ancestry, citizenship status, age, disability, gender, marital status, civil union status, veteran status, sexual orientation, genetic information, arrest record or any other characteristic protected by applicable federal, state or local laws. NJIT’s Equal Employment Policy may be accessed on the NJIT website under University Policies.

The university maintains an affirmative action program in accordance with federal guidelines. The intent of the affirmative action program is to strengthen the university’s core value of diversity by ensuring that all employment decisions are based on the principles of Equal Employment Opportunity.
To see a copy of NJIT’s affirmative action program, contact the Department of Human Resources.

1-2. Accommodation of Individuals with Disabilities

The university will make reasonable accommodations for the physical or mental disabilities of an otherwise qualified applicant or employee, as required by law.

For further information pertaining to accommodating individuals with disabilities, please contact the Department of Human Resources at 973-596-3140.

1-3. Sexual Harassment Prevention

It is NJIT’s policy to prohibit intentional harassment of any individual by another person on the basis of gender.

For more information on NJIT Sexual Harassment Policy and Procedure, please see the policy in its entirety at the end of this Handbook, or online at www.NJIT.edu/president/docs/2005/sexual_harassment.php.

1-4. Drug-Free Workplace

NJIT is committed to maintaining a drug-free workplace in compliance with applicable laws and to protect the health and safety of all our employees.

For more information on the NJIT Drug Free Workplace Policy please visit www.NJIT.edu/policies/pdf/drug_free_workplace_policy_statement.pdf.

1-5. Workplace Violence

Violence in the workplace can have many sources. It may be perpetrated by persons in or outside of the university community, including current or former employees, students, vendors, or a spouse or relative of an employee or student. Workplace violence may be committed by someone without any relationship to the victim. The violence may be a random act or actions which are premeditated and well-planned.

The following basic guidelines are designed to reduce the likelihood of workplace violence and provide information for all employees to use as methods of prevention and intervention of workplace violence.
Emergency Procedures

a. Immediate Threat

Call the Department of Public Safety ext. 3111 or 973-596-3111.
Get out of the area and away from the immediate threat.

b. Violence Committed

Call the Department of Public Safety ext. 3111 or 973-596-3111 immediately if a
person commits an act of violence against you or another person.

c. Intimidating Situation

Call the Department of Public Safety ext. 3111 or 973-596-3111 if a person has
communicated a direct or indirect threat of physical or mental harm against you
in any form (e.g. oral or written, gestures, expressions).

Non-emergency Procedures

If you are not in immediate physical danger, but you have information or concerns
regarding workplace violence, contact your supervisor.

Section 2 - Operational Policies

2-1. Labor Management Relations

Njit holds productive labor partnerships with seven different labor organizations
representing various groups of employees. Representation by a labor organization is
not an individual matter of choice for those occupying previously certified positions that
are recognized within a specific labor organization. All incumbents in those positions
will be represented unless and until decertification of the exclusive representative
occurs. Since a certain amount of union dues is spent for political activity, employees
have a choice as to whether they wish to be a “full” union member or only represented
by the labor organization for negotiable terms and conditions of employment.

In general, each labor organization currently operating at Njit represents the positions
and the areas below. For a complete description of the titles represented by each labor
organization, please consult the collective bargaining agreement for the unit or contact
the Director of Labor/Employee Relations in the Department of Human Resources.
American Federation of State, County and Municipal Employees, Council 52/AFL-CIO, (AFSCME): This unit represents craft, trade, maintenance and special services staff as well as certain non-supervisory technical staff.

Fraternal Order of Police (FOP): This unit represents commissioned police officers.

Superior Officers Association (SOA): This unit represents all commissioned police sergeants.

Fraternal Order of Police Lodge 93/Lieutenants (FOP/Lieutenants): This supervisory unit represents all commissioned police lieutenants.

Office Professional Employees International Union/AFL-CIO, Local 32, (OPEIU): This unit represents clerical, non-exempt administrative support, security and dispatch employees as well as computing services employees not represented by other bargaining units.

Professional Staff Association/American Association of University Professors, (PSA/AAUP): This unit represents full-time faculty and instructional staff as well as all non-supervisory professional staff.

United Council of Academics at NJIT, (UCAN): This unit represents graduate student assistants, (ex. teaching assistants, research assistants, etc.), and certain research employees, (ex. post doctoral titles, research associate, etc.)

There are a number of employees who are not represented by a labor organization. This includes senior administrative staff, confidential employees, employees in the Department of Human Resources as well as part-time (generally fewer than twenty hours), and temporary employees. Confidential employees include employees who have legitimate access to confidential information regarding labor relations, information on budget developments, advance knowledge of collective bargaining proposals, or continually assist managerial employees in such matter. Questions about the interpretation and administration of the collective bargaining agreements may be directed to the Director, Labor/Employee Relations at 973-596-3142.

Union Representatives:

For a current list of representatives from each union, see Representative List.
2-2. Employee Classifications and Compensation

Human Resources administers all policies associated with employee classification and compensation. HR is responsible for classifying new positions, administering all employee compensation programs, and analyzing salary programs and policies.

You may view the various policies as well as information regarding union salary schedules at: http://www.njit.edu/hr/policies

Classification

The classification and reclassification of all positions in the university's position roster are subject to the Position Classification Policy and Procedure, which can be accessed at: http://www.njit.edu/policies/pdf/position_classification.pdf.

Compensation

The compensation policies of the university are guided by negotiated and/or established university compensation programs.

Salary Increases: The program methods and processes under which salary increases are awarded include performance based merit and/or cost of living adjustments. To obtain a current copy of the salary program and relevant salary range or matrix governing your salary, please contact the Department of Human Resources or refer to your collective bargaining agreement if your position is represented by organized labor.

2-3. Your Employment Records

Upon hire, you provided us with personal information, such as your address and telephone number. This information is contained in our employee database.

Please keep your personnel file up to date by informing the Department of Human Resources of any changes. You can change your address and contact information on Highlander Pipeline. Out-of-date contact information can cause delays in reaching the proper person in the event of an emergency, processing certain payroll documents, and in receiving important communications concerning your benefits. Also remember to report any changes in marital status and dependant information, since these can affect your withholding tax (notify the Payroll Department) and benefit coverage. All employees can access their personnel file by request.
2-4. Working Hours and Schedule

NJIT is normally open for business from 8:30 am to 4:30 pm, Monday through Friday. You will be assigned a work schedule and you will be expected to begin and end work according to the assigned schedule. To accommodate university’s business needs, individual work schedules can be changed by the university on either a short-term or long-term basis.

Rest periods are covered in the applicable collective bargaining agreement.

2-5. Overtime

Your supervisor is responsible for monitoring the need for and assigning overtime work when it is necessary. Efforts will be made to provide you with adequate advance notice in such situations.

Any non-exempt employee who works overtime will be compensated at the rate of one and one-half times (1.5) his/her normal hourly wage for all time worked in excess of forty (40) hours each week. Additionally, certain labor contracts may require overtime wages in addition to those required by the federal Fair Labor Standards Act (FLSA).

Employees may work overtime only with prior management authorization.

For purposes of calculating overtime for non-exempt employees, the workweek begins at 12 a.m. on Sunday and ends 168 hours later at 11:59 p.m. on the following Saturday.

For further guidance and information concerning overtime law and regulation, please contact the Department of Human Resources.

2-6. Your Paycheck

You will be paid every two weeks for all the time you have worked during the past pay period. Hourly employees are paid on a lag of one pay period.

Your payroll stub itemizes deductions made from your gross earnings. By law, the university is required to make deductions for social security, federal income tax and any other appropriate taxes. These required deductions may also include any court-ordered garnishments. Your payroll stub will also differentiate between regular pay received and overtime pay received (if applicable).
You can view your payroll stub on the Highlander Pipeline, [http://my.njit.edu](http://my.njit.edu).

If you believe there is an error in your pay, bring the matter to the attention of the Department of Human Resources at 973-596-3140 immediately, so that the matter can be resolved quickly and amicably. The Payroll Department should be contacted if you have questions about withholdings or deductions in your paycheck.

**2-7. Direct Deposit**

NJIT strongly encourages employees to use direct deposit. Authorization forms are available in the Department of Human Resources or the Payroll Department.

**2-8. Performance Reviews**

The university recognizes that an employee’s growth and success in his/her job is important, and encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

Formal performance reviews are completed for employees on an annual basis in accordance with the terms of the collective bargaining agreement or as per the university’s Performance Management Program Policy at [www.njit.edu/policies/pdf/performance_management_program.pdf](http://www.njit.edu/policies/pdf/performance_management_program.pdf).

For most employees, there is a connection between the employee’s performance evaluation and the amount of merit award the employee receives. Employees should check their individual collective bargaining agreement, if applicable, for specific details.

If you are a supervisor, more information can be found about performance review requirements on the HR website, under **Supervisor’s Tool-Kit**.

**2-9. Record Retention**

Record retention will be done in accordance with university policy and protocol. This may vary depending on the department and the records maintained. All questions regarding record retention should be addressed to the Office of General Counsel.

**2-10. Job Postings/Promotions**

All employment opportunities are posted on NJIT’s website, [https://njit.jobs](https://njit.jobs).
Interested applicants can create an application and apply through the online system. Paper resumes, faxes and emailed resumes are not accepted. If you do not have access to a computer, the Department of Human Resources has one available for use. Any questions regarding the online system can be directed to the Department of Human Resources at 973-596-3140.

Unless your collective bargaining agreement speaks about promotions, current personnel should refer to the university’s Internal Mobility Policy for information regarding opportunities, available at http://www.njit.edu/policies/pdf/Internal_Mobility_Policy.pdf

**Section 3 - Benefits**

**3-1. Benefits Overview**

In addition to excellent working conditions and competitive pay, NJIT recognizes the importance of maintaining a comprehensive benefits program. The university offers a generous benefits package that includes health insurance, pension programs, life insurance, flexible spending accounts and access to university facilities and services. The benefits offered represent a significant part of your total compensation package.

If you have any questions regarding your benefits, please contact Patricia Lawrance, the Director of Benefits Administration in the Department of Human Resources.

**3-2. Holidays**

**Non-Aligned Employees**

Full-time employees will be paid for the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
When holidays fall or are celebrated on a regular work day, eligible employees will receive one (1) day's pay at their regular straight-time rate.

**Represented Employees**

Each collective bargaining agreement contains its own negotiated rules pertaining to paid Holidays.

**3-3. Vacations**

We know how hard you work and recognize the importance of providing you with time for rest and relaxation. We fully encourage you to get this rest by taking your vacation time.

Every effort will be made to grant your vacation preference, consistent with our operating schedule and subject to university’s business needs. However, if too many people request the same period of time off, the university reserves the right to deny vacation or choose who may take vacation during that period. Individuals with the longest length of service generally will be given preference. Vacation requests must be submitted to your manager at least 2 weeks in advance of your requested vacation dates.

**Non-aligned employees**


**Represented Employees**

Refer to your collective bargaining agreement for further information concerning vacation leave benefits.

**3-4. Sick Leave**

**Non-aligned employees**

Paid sick leave accrues at a rate of 4.04 hours per pay check (15 days per year).

If you will be out of work due to illness, you must call in and/or notify your supervisor no later than the normal beginning of your shift.
Represented Employees

Refer to your collective bargaining agreement for further information concerning paid sick leave.

If you will be out of work due to illness, you must call in and notify your supervisor in accordance with the parameters set forth in your collective bargaining agreement.

3-5. Lactation Breaks

The university will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child, in accordance with and to the extent required by applicable law. The break time, if possible, should run concurrently with rest and meal periods already provided to the employee. The university has a Lactation Lounge in room 250 of the Campus Center. See the Department of Human Resources for access to the Lactation Lounge.

3-6. Personal Days

Non-aligned employees

Full time employees receive three (3) personal days per year. If these days are not used by the end of the fiscal year, they are forfeited. Personal days do not accrue.

Represented Employees

Refer to your collective bargaining agreement for further information concerning personal time.

3-7. Bereavement Days

Non-aligned employees

Employees may use personal days or vacation days for this purpose.

Represented Employees

Refer to your collective bargaining agreement for further information concerning bereavement leave.
3-8. State Health Benefits Program

Health plans are governed by the rules and regulations of the New Jersey State Health Benefits Program.

Eligibility to Enroll in the State Health Benefits Program (SHBP):

- Regularly appointed full-time employees on a 12 month appointment or 10-month Academic Year employees are eligible to enroll in any SHBP plan. For employees hired after May 21, 2010, the employee must work a minimum of 35 hours per week for or .88 full time equivalent (FTE) for newly hired faculty members, to be eligible for State Health Benefits

- Part-time staff members who are enrolled in a pension plan are eligible to enroll in any SHBP plan. The employee must pay the full cost of health coverage. For enrollment information and premiums, please visit the Division of Pensions and Benefits website at:

  www.state.nj.us/treasury/pensions

Eligible Dependents Include:

- Legal spouse;
- Same-sex domestic partner or civil union partner;
- Eligible children under age 26 (including stepchildren, foster children, adopted children or children an employee is legally required to support).

Multiple Enrollments

- Individuals may belong to SHBP medical plans as either an employee or a dependent, but not both;

- Individuals may belong to SHBP dental plans as either an employee or a dependent, but not both;

- Two state employees married, same-sex domestic partner or civil union partner cannot both cover the same children.

HIPAA Notice: The Federal Health Insurance Portability and Accountability Act (HIPAA) of 1996 requires group health plans to implement several provisions contained within the law and notify its membership of any provisions for which they file an extension
Available Medical Plans:

**Aetna** (administered by Aetna Insurance Company) and **Horizon** (administered by Horizon Blue Cross Blue Shield of New Jersey) offer:

- Preferred Provider Organizations (PPO)
- Health Maintenance Organizations (HMO)
- High Deductible Health Plans (HDHP)

**Preferred Provider Organizations (PPO):**

- Benefits fall under two categories: preferred provider benefits (In-Network) and non-preferred provider benefits (Out-of-Network);
- Services received from preferred providers (In-Network) are covered after the member pays a copayment for primary physician care visits or emergency care;
- Non-preferred provider benefits (Out-of-Network) require members to meet an annual deductible. After the deductibles are met, covered claims are paid at 70% of the “reasonable and customary” allowance for most services;
- Members are not required to choose a Primary Care Physician (PCP) and do not need to obtain referrals;
- Certain preventative care, such as annual exams, well-baby care, and certain screenings will be covered with no cost sharing.

A provider listing is available online at:
Aetna: [http://www.aetna.com/docfind/custom/statenj](http://www.aetna.com/docfind/custom/statenj)
Horizon Blue Cross Blue Shield of NJ: [http://shbp.horizonblue.com](http://shbp.horizonblue.com)

**Health Maintenance Organizations (HMO):**

- HMO covers a wide range of service for preventative and diagnostic care;
- HMO has a unique nationwide directory of participating providers;
• Members are required to select a PCP to coordinate health care, a PCP will issue a referral if you need to see a network specialist as part of your treatment;

• No deductibles or claim forms;

• Standard copayments required for services;

• There is no benefits coverage for using an out-of-network provider;

• Services areas for Horizon HMO plans are limited to New Jersey, Delaware and bordering counties of PA and New York;

• Certain preventative care such as annual exams, well-baby care, and certain screenings will be covered with no cost sharing.

A provider listing is available online at:

Aetna: http://www.aetna.com/docfind/custom/statenj
Horizon Blue Cross Blue Shield of NJ: http://shbp.horizonblue.com

For additional information regarding the medical plans, and a summary of benefits and coverage visit: http://www.state.nj.us/treasury/pensions/hb-sbc-state-active.shtml

State Health Benefits Member Handbooks:
http://www.state.nj.us/treasury/pensions/publist.shtml

Under the Patient Protection and Affordable Care Act (PPACA) and the Health Care and Education Reconciliation (HCR) Acts, certain preventive care, such as immunizations (age and population restrictions may apply), certain screenings (blood pressure, cholesterol, depression, newborn, etc.) FDA-approved contraceptive methods, and well-baby care, will be covered by all the SHBP medical plans without member cost sharing.

**Prescription Drug Plan:**

The State Health Benefits Program (SHBP) offers a prescription drug benefit administered by Express Scripts (formerly Medco Health Solutions). Employees may elect from retail pharmacy and mail order services.
For additional information:
Express Scripts website: https://www.express-scripts.com
Express Scripts customer service: 877-852-4060
Prescription Drug Plan Member Handbook:
http://www.state.nj.us/treasury/pensions/pubslist.shtml

Dental Coverage:

Two State Employee Group Dental Programs are available. Employees should review the plan rules before selecting a dental plan. The Division of Pensions and Benefits requires participants to remain in the dental plan they select for 12-months from the benefit enrollment date before making changes or canceling coverage.

The Dental Expense Plan (PPO) administered by Aetna

An indemnity (fee-for-service) plan which allows you the freedom to choose any dentist and still receive coverage. A member may choose from a special network of providers (PPO network) within the plan that charge lower fees to help you save money.

For details of the plan please visit:
In-Network

- Indemnity (fee for service) plan;
- Yearly deductible - $50 / Individual, $100 / Family (Waived for Preventive);
- Exams and cleanings covered at 100 percent (no deductible);
- Basic restorative services covered at 80 percent after deductible;
- Major restorative services (inlays, onlays, crowns) covered at 65 percent after deductible;
- Periodontic and prosthodontic procedures covered at 50 percent after deductible;
- Orthodontic services for children under age 19 – copayment of $1,000 required or 50 percent of reasonable and customary charges, whichever is less;
- $3,000 maximum reimbursement limit per person per calendar year.
Out of Network

- Indemnity (fee for service) plan;
- Yearly deductible - $75 / Individual, $150 / Family (Waived for Preventive);
- Exams and cleanings covered at 90 percent (no deductible);
- Basic Restorative services covered at 70 percent after deductible;
- Major Restorative covered at 55 percent after deductible;
- Periodontics & Prosthodontic procedures covered at 40 percent after deductible;
- Orthodontic services for children under age 19 – copayment of 40 percent to $750 lifetime (maximum of $1,000 combined in and out of-network) (not subject to deductible);
- $2,000 (Maximum of $3,000 combined in and out-of-network) per person per calendar year

Dental Plan Organizations (DPOs)

- Similar to medical HMO program
- Several DPOs to choose from
- Must use a DPO network dentist
- Co-payments required
- Routine exams, cleanings and preventive care covered 100%
- Co-payments required for other dental services
- Orthodontic services for children and adults covered - maximum 24 months

Additional information:

SHBP State Employee Group Dental Program Member Handbook: http://www.state.nj.us/treasury/pensions/pubslist.shtml

Required Documentation For Dependent Enrollment

The State Health Benefits Program (SHBP) is required to ensure that only employees and eligible dependents are receiving health care coverage under the programs. As a result, the Division of Pensions and Benefits must guarantee consistent application of eligibility requirements within the plans.
<table>
<thead>
<tr>
<th>Dependents</th>
<th>Eligibility Definition</th>
<th>Documentation Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse</td>
<td>A person of the opposite sex or same sex to whom you are legally married.</td>
<td>A photocopy of the Marriage Certificate and a photocopy of the front page of the employee’s most recently filed federal tax return* (Form 1040) that includes the spouse.</td>
</tr>
<tr>
<td>Civil Union Partner</td>
<td>A person of the same sex with whom you have entered into a civil union.</td>
<td>A photocopy of the New Jersey Civil Union Certificate or a valid certification from another jurisdiction that recognizes same-sex civil unions and a photocopy of the front page of the employee’s most recently filed New Jersey tax return* that includes the partner or a photocopy of a recent (within 90 days of application) bank statement or bill that includes the names of both partners and is received at the same address.</td>
</tr>
<tr>
<td>Domestic Partner</td>
<td>A person of the same sex with whom you have entered into a domestic partnership.</td>
<td>A photocopy of the New Jersey Certificate of Domestic Partnership dated prior to February 19, 2007 or a valid certification from another State or foreign jurisdiction that recognizes same-sex domestic partners and a photocopy of the front page of the employee’s most recently filed New Jersey tax return* that includes the partner or a photocopy of a recent (within 90 days of application) bank statement or bill that includes the names of both partners and is received at the same address.</td>
</tr>
<tr>
<td><strong>Children</strong></td>
<td>A subscriber’s child until age 26, regardless of the child’s marital, student, or financial dependency status – even if the young adult no longer lives with his or her parents. This includes a stepchild, foster child, legally adopted child, or any child in a guardian ward relationship upon submitting required supporting documents.</td>
<td></td>
</tr>
<tr>
<td><strong>Natural or Adopted Child</strong></td>
<td>– A photocopy of the child’s birth certificate showing the name of the employee as a parent.</td>
<td></td>
</tr>
<tr>
<td><strong>Step Child</strong></td>
<td>– A photocopy of the child’s birth certificate showing the name of the employee, spouse or partner as a aren’t and a photocopy of the marriage/partnership certificate showing the names of the employee and spouse/partner.</td>
<td></td>
</tr>
<tr>
<td><strong>Legal Guardian, Grandchild, or Foster Child</strong></td>
<td>– Photocopies of Final Court Orders with the presiding judge’s signature and seal. Documents must attest to the legal guardianship by the covered employee.</td>
<td></td>
</tr>
</tbody>
</table>

| **Dependent Children with Disabilities** | If a covered child is not capable of self-support when he or she reaches age 26 due to mental illness or incapacity, or a physical disability, the child may be eligible for a continuance of coverage. Coverage for children with disabilities may continue only while (1) you are covered through the SHBP, (2) the child continues to be disabled, and (3) the child is unmarried or does not enter into a civil union or domestic partnership and (4) the child remains substantially dependent on you for support and maintenance. You may be contacted periodically to verify that the child remains eligible for coverage. |
| **Documentation for the appropriate “Child” type (as noted above) and a photocopy of the front page of the employee’s most recently filed federal tax return* (Form 1040) that includes the child. If Social Security disability has been awarded, or is currently pending, please include this information with the documentation that is submitted. Please note: that this information is only verifying the child’s eligibility as a dependent. The disability status of the child is determined through a separate process.** |
### Continued Coverage for Over Age Children

Certain children over age 26 may be eligible for continued coverage until age 31 under the provisions of Chapter 375, P.L 2005. This includes a child by blood or law who (1) is under the age of 31, (2) is unmarried or not a partner in a civil union or domestic partnership, (3) has no dependent(s) of his or her own, (4) is a resident of New Jersey or is a student at an accredited public or private institution of higher education with at least 15 credit hours, and (5) is not provided coverage as a subscriber, insured, enrollee, or covered person under a group or individual health benefits plan, church plan or entitled to benefits under Medicare.

Documentation for the appropriate “Child” type (as noted above) and a photocopy of the front page of the child’s most recently filed federal tax return* (Form 1040), and if the child resides outside of the State of New Jersey, documentation of full time student status must be submitted.

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*Note: For tax forms you may black out all financial information and all but the last 4 digits of any Social Security numbers. To obtain copies of documents listed above, contact the office of the Town Clerk in the city of birth, marriage, etc. or visit websites: [www.vitalrec.com](http://www.vitalrec.com) or [www.studentclearinghouse.org](http://www.studentclearinghouse.org). Residents of NJ can obtain records from the State Bureau of Vital Statistics and Registration website: [www.state.nj.us/health/vital/index.shtml](http://www.state.nj.us/health/vital/index.shtml)

### When Coverage Begin

For Academic Year, 10-month employees with a September 1st hire date, coverage is effective September 1st.

All other employees, coverage is effective after 2 months of continuous employment.
<table>
<thead>
<tr>
<th>Date of Hire</th>
<th>Date Forms Must be Received at the Division of Pensions and Benefits</th>
<th>Date Coverage Begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1 - 31</td>
<td>February 5</td>
<td>March 1 - 31</td>
</tr>
<tr>
<td>February 1 - 28*</td>
<td>March 5</td>
<td>April 1 - 28 **</td>
</tr>
<tr>
<td>March 1 - 31</td>
<td>April 5</td>
<td>May 1 - 31</td>
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<tr>
<td>April 1 - 30</td>
<td>May 5</td>
<td>June 1 - 30</td>
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<tr>
<td>May 1 - 31</td>
<td>June 5</td>
<td>July 1 - 30</td>
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<tr>
<td>June 1 - 30</td>
<td>July 5</td>
<td>August 1 - 30</td>
</tr>
<tr>
<td>July 1 - 31</td>
<td>August 5</td>
<td>September 1 - October 1 **</td>
</tr>
<tr>
<td>August 1 - 31</td>
<td>September 5</td>
<td>October 1 - 31</td>
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<tr>
<td>September 1 - 30</td>
<td>October 5</td>
<td>November 1 - 30</td>
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<td>October 1 - 31</td>
<td>November 5</td>
<td>December 1 - 31</td>
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<td>November 1 - 30</td>
<td>December 5</td>
<td>January 1 - 31</td>
</tr>
<tr>
<td>December 1 - 31</td>
<td>January 5</td>
<td>February 1 - March 1 **</td>
</tr>
</tbody>
</table>

* February 29 during leap years.

** Since all months are not of equal length, there may be a difference in the "Date Coverage Begins" for certain employees. For example, if an employee began employment on July 31, coverage is not effective until October 1, the first day after the completion of 2 full months. Months are calculated from date to date (i.e., Jan. 1 to Feb. 1 constitutes one full month).

**Open Enrollment**

The State Health Benefits Program (SHBP) has designated the month of **October** as the annual Open Enrollment period for the State Health Benefits Program. This is your annual opportunity to assess your individual or family benefits needs and revise your health and/or dental plans. All changes made during Open Enrollment will be effective on the first day of January. Special Open Enrollment Periods are occasionally conducted.
because of changes that occur during the plan year that impact employees’ coverage cost. When these changes occur, the State Health Benefits Commission will authorize a special Open Enrollment.

**When Coverage Ends**

Academic Year, 10-month employees continue coverage through the summer.

Employees who terminate employment prior to the 6th day of the month will continue coverage through the end of that month.

Employees who terminate on or after the 6th day of the month will continue coverage through the end of the month following termination.

Dependent coverage ends December 31st of the calendar year in which the child reaches age 26.

<table>
<thead>
<tr>
<th>Date of Termination**</th>
<th>Date Forms Must be Received at the Division of Pensions and Benefits</th>
<th>Date Coverage Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 6 - February 5</td>
<td>February 5</td>
<td>March 1</td>
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<tr>
<td>February 6 - March 5</td>
<td>March 5</td>
<td>April 1</td>
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<td>March 6 - April 5</td>
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<td>April 6 - May 5</td>
<td>May 5</td>
<td>June 1</td>
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<tr>
<td>May 6 - June 5</td>
<td>June 5</td>
<td>July 1</td>
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<tr>
<td>June 6 - July 5</td>
<td>July 5</td>
<td>August 1***</td>
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<td>July 6 - August 5</td>
<td>August 5</td>
<td>September 1</td>
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<tr>
<td>August 6 - September 5</td>
<td>September 5</td>
<td>October 1</td>
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<tr>
<td>September 6 - October 5</td>
<td>October 5</td>
<td>November 1</td>
</tr>
<tr>
<td>------------------------</td>
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</tr>
<tr>
<td>October 6 - November 5</td>
<td>November 5</td>
<td>December 1</td>
</tr>
<tr>
<td>November 6 - December 5</td>
<td>December 5</td>
<td>January 1</td>
</tr>
<tr>
<td>December 6 - January 5</td>
<td>January 5</td>
<td>February 1</td>
</tr>
</tbody>
</table>

**Please Note:** The Transmittal of Deletions form indicates that coverage termination is effective the first of the month following the first full month for which no salary was paid; however, deletions received between the first and the fifth of the previous month will also take effect on the first of the month that follows. Termination due to a member’s death always take effect on the first of the month following the member's date of death.

*** 12-month employees or ten-month employees who retire on July 1 will be terminated on August 1. Ten-month employees who terminate employment will be covered until September 1.

**COBRA**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1985 requires that most employers sponsoring group health plans offer employees and their eligible dependents the opportunity to temporarily extend their group health coverage in certain instances where coverage under the plan would otherwise end.

For SHBP participants, COBRA is not a separate health program; it is a continuation of SHBP coverage under the provisions of the federal law.

**Vision Care Benefits**

- Administered by the Department of Human Resources
- Available to full-time employees
- Receive up to $35 reimbursement for single vision corrective lenses, and up to $40 for bi/trifocal lenses
- Vision care reimbursement form can be downloaded from the HR website: [www.njit.edu/humanresources](http://www.njit.edu/humanresources)
Flexible Spending Accounts AKA Tax$Ave:

The Flexible Spending Account is the State’s tax savings program provided under the provisions of section 125 of the Internal Revenue Code. If you are eligible to enroll in the State Health Benefits Program you may also participate in one or more Flexible Spending Plans.

The Premium Option Plan (POP)

- You do not pay federal taxes on money earned that is used to pay medical and/or dental insurance premiums
- Employees enrolled in a State Health Benefits Plan are automatically enrolled in POP unless they decline by completing a Declination of POP form

The Unreimbursed Medical Spending Account

- Voluntary program
- Set aside pretax dollars to pay for eligible medical, prescription drug, and dental expenses not covered by insurance for you and your dependents
- Claim forms are submitted for reimbursement of eligible expenses
- Maximum election is $2,500 for the year
- Benefits unused by March 15 of the following calendar year will be forfeited

The Unreimbursed Dependent Care Spending Account

- Voluntary program
- Set aside pretax dollars to pay for eligible dependent care expenses
- Claim forms are submitted for reimbursement of eligible expenses
- Dependents include children under age 13 or dependents incapable of self-care
- Maximum election is $5,000 a year
- Benefits unused by March 15 of the following calendar year will be forfeited
How to Enroll:

- Complete an Enrollment form and fax it to WageWorks at 866-672-4780 (https://www.wageworks.com/)
- New employees may enroll during their initial enrollment period when hired. All other eligible employees must enroll during Open Enrollment
- New employees who enroll in the Unreimbursed Medical Spending Account may file claims beginning the first of the month after an initial 60-day waiting period
- New employees who enroll in the Dependent Care Spending Account may file claims beginning the first of the month after an initial 30-day waiting period

The Open Enrollment Period for the Flexible Spending Account is October through November 1. All changes made during the month of October become effective January 1.

3-9. Workers' Compensation

Workers’ Compensation covers job related injuries and illnesses. Coverage is automatic and immediate. There is no qualifying period; no need to earn a certain amount in wages before you are covered, protection begins the first day that you are on the job. All bills for work injuries and illnesses will be paid directly by the claims administrator.

If you are injured on the job, report the incident immediately to your Supervisor and the Department of Human Resources within 24 hours. Failure to follow university procedures may affect your ability to receive Workers Compensation benefits.

This is solely a monetary benefit and not a leave of absence entitlement. Employees who are authorized to be out of work by the Workers Compensation doctor will be paid 100% of their salary with 30% of the absence charged to their sick leave. If an employee does not have adequate sick leave, they will be paid 70% of salary.

Workers’ Compensation fraud is a felony. Anyone who makes or causes to be made any knowingly false or fraudulent statement for the purpose of obtaining benefits or payments is guilty of a felony.

3-10. Jury Duty Leave

NJIT realizes that it is the obligation of all U.S. citizens to serve on a jury when summoned to do so. All employees will be allowed time off to perform such civic
service as required by law. You are expected, however, to provide the university with proper notice of your request to perform jury duty and with your verification of service. You also are expected to keep management informed of the expected length of your jury duty service and to report to work for the major portion of the day if you are excused by the court.

Employees on jury duty leave will be paid their NJIT salary for their jury duty service. Employees must surrender any pay received for Jury Duty to the Department of Human Resources. Please consult your collective bargaining unit agreement for further information.

3-11. Statutory Short-Term Disability

Under the NJ Temporary Disability Benefits Law, cash benefits are payable when an individual cannot work because of sickness or injury NOT caused by the job.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-12. Long-Term Disability

Full-time employees who are vested members of an Alternate Benefit Plan are automatically enrolled in the Long Term Disability plan, which is administered by the Prudential Insurance Company. Employees enrolled in the Public Employees Retirement System (PERS) and the Police and Fire Retirement System (PFRS) have a disability retirement benefit.

This is solely a monetary benefit and not a leave of absence. Employees who will be out of work must also request a formal leave of absence. See the Leave of Absence sections of this handbook for more information.

3-13. Employee Assistance Program

NJIT provides an employee assistance program for employees. Further details can be obtained through the Department of Human Resources.

3-14. Transportation Program

NJ Transit and the Commuter Tax Save Transit Chek programs are available to employees.

For addition information, contact the Payroll Department.
3-15. Retirement Plan

Public Employees' Retirement System (PERS)

Plan Overview

Public Employees' Retirement System (PERS) is a defined benefit plan where retirement benefit is based on a formula and guaranteed by the state.

Membership Tiers and Eligibility

The passage of Chapters 92 and 103, P.L. 2007, Chapter 89, P.L. 2008 and Chapter 2, P.L. 2010, changed the enrollment and retirement criteria for PERS members enrolled as of certain dates. These differences in PERS membership are referred to as "membership tiers". Please refer to the PERS Membership Tier Chart for additional information.

Employee Contribution

6.78% of salary made on a pretax basis. Under Chapter 78, P.L. 2011, the percentages will increase as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Percentage Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2014</td>
<td>6.92%</td>
</tr>
<tr>
<td>July 2015</td>
<td>7.07%</td>
</tr>
<tr>
<td>July 2016</td>
<td>7.20%</td>
</tr>
<tr>
<td>July 2017</td>
<td>7.34%</td>
</tr>
<tr>
<td>July 2018</td>
<td>7.50%</td>
</tr>
</tbody>
</table>

The Employer contribution is determined annually by the State.

Vesting

Employees are fully vested following the completion of 10 years service.
How to Enroll

- Complete a PERS Enrollment Application
- Please return the completed forms to the Department of Human Resources

Voluntary Tax Deferred Savings Plans

You may supplement your retirement savings by participating in:

- Additional Contributions Tax-Sheltered Programs (ACTS)
- Supplemental Annuity Collective Trust (SACT)
- NJ State Employees' Deferred Compensation Plan (NJSEDCP)

Types of Retirement

Service, Early, Veteran, Deferred, Ordinary Disability*, Accidental Disability*

Please refer to the PERS Membership Tier Chart for eligibility criteria

*PERS members who retire on a disability retirement on or after June 1, 2010 must pay a minimum of 1.5% of their monthly allowance as a health benefits contribution in retirement

Retirement

Request a Retirement Estimate

- You may request a Retirement Estimate up to 24 months prior to retirement
- Complete a Request for Retirement Estimate form and return it to the state
- Also available via Member Benefits Online System (MBOS)

How to Apply for Retirement

- Complete an Application for Retirement Allowance via Member Benefits Online System (MBOS)
- Send a copy of the Summary of Retirement Application Information to the Department of Human Resources
*Effective October 1, 2012, The NJ Division of Pension and Benefits is no longer accepting paper applications for retirement. Applications for retirement must be submitted online via the Member Benefits Online System (MBOS).

Police and Fireman's Retirement System (PFRS)

Plan Overview

The Police and Fireman's Retirement System is a defined benefit plan where retirement benefit is based on a formula.

Eligibility

- Permanent, full-time law enforcement officers in an eligible PFRS job title who meet the age and medical criteria for membership
- Employees holding "F" or "J" visas are not eligible to enroll.

Employee Contribution

10% of base salary made on a pretax basis

Employer Contribution

Determined annually by the state

Vesting

Employees are fully vested following the completion of 10 years service.

How to Enroll

- Complete a PFRS Enrollment Application, Report of Examining Physician, and Proof of Age Documentation
- Please return the completed forms to the Department of Human Resources.

Voluntary Tax Deferred Savings Plans

You may supplement your retirement savings by participating in:

- Additional Contributions Tax-Sheltered Programs (ACTS)
- Supplemental Annuity Collective Trust (SACT)
• **NJ State Employees' Deferred Compensation Plan (NJSEDCP)**

**Types of Retirement**

• Service  
• Special  
• Deferred  
• Ordinary Disability  
• Special Disability  
• Involuntary Ordinary Disability  
• Accidental Disability

Please refer to the [PFRS Membership Tier Chart](#) for eligibility criteria.

**Ordinary Disability Retirement**

• **Eligibility Requirement**  
  Four or more years of pension-credited service. You must also be a member in service at the time application is filed and be permanently incapacitated from further employment in your job title

• **Benefit Calculation**  
  40% of Final Compensation or 1.5% of the Final Average Salary for each year of service, whichever is higher

**Retirement Process**

**Request a Retirement Estimate**

• You may request a Retirement Estimate up to 24 months prior to retirement  
• Complete a [Request for Retirement Estimate](#) form and return it to the state  
• Also available via [Member Benefits Online System](#) (MBOS)

**How to Apply for Retirement**

• Complete an Application for Retirement Allowance via [Member Benefits Online System](#) (MBOS)
• Send a copy of the Summary of Retirement Application Information to your Department of Human Resources

• Applications can also be submitted online via Member Benefits Online System (MBOS)

**Defined Contribution Retirement Program (DCRP)**

**Plan Overview**

The Defined Contribution Retirement Program (DCRP) provides eligible members with a tax-sheltered, defined contribution retirement benefit, along with life insurance and disability coverage.

**Eligibility**

An employee who is ineligible for PERS (Public Employee Retirement System) because the hours of work are fewer than those required for membership [or a Tier 3 PERS member whose annual salary falls below the minimum required for eligibility - $8,000 for 2013] is eligible for enrollment in the DCRP provided the annual salary is $5,000 or higher. Employees enrolled in PERS on or after July 1, 2007, who earn salary in excess of established “maximum compensation” limits; and

Employees otherwise eligible to enroll in PERS on or after November 2, 2008, who do not earn the minimum annual salary for PERS Membership Tier 3 enrollment [$8,000 in 2013, (subject to adjustment in future years) but who earn salary of at least $5,000 annually].

**Employee Contribution**

5.5% of salary made on a pretax basis.

**Employer Contribution**

3% of base salary.

**Vesting**

Employer contributions are subject to a one-year delayed vesting.

**Criteria for Immediate Vesting**

At the time of initial employment participates in a program substantially similar to the retirement program. A PERS member is immediately vested.
How to Enroll

Eligible PERS members are enrolled when an annual base salary is reported on the Enrollment Application that will exceed the maximum compensation; or when a PERS member’s annual salary is increased to where it will exceed the maximum compensation and it is reported by the employer to the Division of Pensions and Benefits.

If ineligible for PERS, the employer will enroll a DCRP eligible employee as of the starting date of employment.

Alternate Benefit Program (ABP)

Plan Overview

The Alternate Benefit Program (ABP) is a defined contribution plan where retirement benefits are based on investment earnings.

Eligibility

- Regularly appointed faculty
- Visiting professors
- Part-time lecturers
- Managerial, Professional, Supervisory, Confidential and Administrative staff
- Employees holding "F" or "J" visas are not eligible to enroll.

Employee Contribution

5% of base salary made on a pretax basis

Employer Contribution

8% employer match of employees’ base salary up to an annual salary of $141,000 ($11,280) based on the state of NJ regulation.

Vesting

Immediate or one-year delayed vesting

Criteria for Immediate Vesting

A new employee who already owns a retirement contract containing employer and employee contributions due to higher education employment or a new employee who is an active or vested member of another state-administered retirement system in the U.S. is considered vested.
How to Enroll

Complete the following forms:

- Division of Pensions and Benefits [ABP Enrollment Application](#)
- [ABP Investment Carrier Allocation](#)
- ABP Investment Carrier(s) Enrollment Application(s)

Please return the completed forms to the Department of Human Resources.

- [AXA Equitable](#) 866-752-0072
- [MassMutual](#) (formerly The Hartford) 800-528-9009
- [ING Financial Services](#) 877-873-0321
- [Met Life](#) 732-652-1334
- [TIAA-CREF](#) 800-842-8412
- [Prudential](#) 855-652-2711
- [VALIC](#) 800-448-2542

How to Retire

- Complete an [ABP Application for Retirement Allowance](#) form
- Return application to the Department of Human Resources-Benefits
- Make arrangements with your investment carrier to withdraw retirement funds
- You will also receive a benefits offering packet from the state to enroll in retiree health benefits.

Pension Loans

Members of the Public Employees' Retirement System (PERS) or the Police and Firemen's Retirement System (PFRS)

Eligibility

- Must be an actively contributing member of PERS or PFRS. Retirees and members who are not in a “regular” pay status (i.e., suspended without pay or on a leave of absence) are not eligible for a pension loan
• Must have three years of contributing membership posted to your account
• Permitted no more than two loans in a calendar year

How to Apply

• Submit your loan request online using the Member Benefits Online System (MBOS)
• Applications can be submitted by calling the Automated Information System at (609) 292-7524

Members of the Alternate Benefit Program (ABP)

Eligibility

• Vested members of the ABP are eligible to receive loans based on their account balances.
• Members should contact their investment carrier(s) for applications and repayment procedures

Loan Application Forms cannot be signed if:

• The total outstanding loan(s) and the newly requested loan is in excess of $50,000 or 50% of total assets
• Loan request is submitted by a former employee (Loans are not available to former employees)

How to Apply

• Contact the Investment Carrier directly for the Loan Application
• Submit the Loan Application Form requiring Employer's Authorization signature to your HR-Benefits representative
• Loan applicants may contact the Investment Carrier directly for current loan status
Tax Deferred Annuity Plans: 403(b), 457 and Roth IRA

Alternate Benefits Program (ABP) Additional Voluntary Contributions
Members of the Alternate Benefit Program may voluntarily tax shelter a portion of salary from federal income taxes while saving for retirement. Federal income tax is not due on deferred amounts until you receive a distribution from the account.

Employee Pre-Tax Contribution

- Under age 50: $17,500 in calendar year 2014
- Age 50 and over $23,000 in calendar year 2014

How to Enroll

- Complete the enrollment forms from your investment carrier
- Complete a Salary Reduction Agreement
- Return both forms to the Department of Human Resources

How to Make Changes

- To change or cancel your salary reduction contribution, complete a Salary Reduction Agreement
- Return the Salary Reduction Agreement to the Department of Human Resources

Additional Contributions Tax-Sheltered Programs (ACTS)

Members of the Public Employees Retirement System and Police and Firemen’s retirement system may voluntarily tax shelter a portion of salary from federal income taxes while saving for retirement.

Supplemental Annuity Collective Trust (SACT)

Members of the Public Employees Retirement System and Police and Firemen’s retirement system may voluntarily tax shelter a portion of salary from federal income taxes while saving for retirement.
NJ State Employees' Deferred Compensation Plan

To enroll in the NJSEDCP, you must be employed by Rutgers University or the State of New Jersey or an eligible agency, authority, commission, or instrumentality of state government.

Section 4 - Leaves of Absence

4-1. Unpaid/Extraordinary Leave

As the name indicates, this leave is not a scheduled or programmed benefit but a leave provided at the discretion of NJIT under truly extraordinary circumstances. Employees who do not meet the qualification of any other leave will need to apply for an Extraordinary/Unpaid Leave. Terms of such leave are individualized. Please consult your collective bargaining unit agreement or contact the Department of Human Resources with any questions or concerns for eligibility.

4-2. Military Leave

If you are called into active military service or you enlist in the uniformed services, you will be eligible to receive an unpaid military leave of absence. To be eligible for military leave, you must provide management with advance notice of your service obligations unless you are prevented from providing such notice by military necessity or it is otherwise impossible or unreasonable for you to provide such notice. Provided your absence does not exceed applicable statutory limitations, you will retain reemployment rights and accrue seniority and benefits in accordance with applicable federal and state laws. Please ask management for further information about your eligibility for Military Leave.

If you are required to attend yearly Reserves or National Guard duty, you can apply for an unpaid temporary military leave of absence not to exceed the number of days allowed by law (including travel). You should give management as much advance notice of your need for military leave as possible so that we can maintain proper coverage while you are away.

4-3. Family and Medical Leave

Employees may be entitled to a leave of absence under the Family and Medical Leave Act (FMLA).

The Family Medical Leave Act provides the following job protected leave benefits to eligible employees:
  – Up to 12 work weeks of unpaid leave
- Ability to maintain existing medical benefits

Leave of absence under FMLA can be taken for:
- Birth & child care of an employee’s biological child during the first year of life.
- Adoption or foster care placement.
- Serious illness or health related, disabling condition of spouse, civil union partner, domestic partner, children or parents.
- Serious illness or health-related, work disabling condition of the employee.

Employees must have 12 months of service with NJIT and must have worked at least 1,250 (if leave is for their own health condition) or 1,000 (if leave is for a family member) hours in the previous 12 month period in order to be eligible for FMLA.

Military FMLA—An eligible employee who is the spouse, child, parent or next of kin of a member of the armed forces, inclusive of national guard or reserves is eligible for up to 26 work weeks of family leave in a 12 month period to care for such person while she/he undergoes medical treatment or therapy on an in or outpatient basis or is on temporary disability for a service illness or injury.


If you have any questions regarding FMLA please contact the Department of Human Resources at (973) 596-3140.
### 4-4. Other Benefits

<table>
<thead>
<tr>
<th>Discounted Auto and Homeowners Insurance</th>
<th>Long Term Care Insurance Options</th>
<th>Tuition Remission</th>
<th>Personal Injury Protection Insurance</th>
<th>Savings Bonds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lump Sum Sick Leave Pay for Staff Retirees</td>
<td>Sunshine Fund</td>
<td>Bookstore Discount</td>
<td>Car Wash Discount</td>
<td>BJ’s Wholesale Club Discount</td>
</tr>
<tr>
<td>Wells Fargo Bank Discount</td>
<td>NJ Nets Discount</td>
<td>Shuttle Bus Service</td>
<td>Employee Fitness Program</td>
<td>Credit Unions</td>
</tr>
<tr>
<td>Verizon and other Wireless Phone Discount</td>
<td>Enterprise Rental Car Discount</td>
<td>Notary Service</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For a complete listing of all available benefits and to pick up your pamphlet, forms, and other benefits booklets please visit the Department of Human Resources, Fenster Hall, room 500. To make an appointment or to discuss your benefits, please contact:

Patricia Lawrence at 973-596-3143/ [patricia.lawrence@njit.edu](mailto:patricia.lawrence@njit.edu), Annie Walker at 973-642-4937/[annie.walker@njit.edu](mailto:annie.walker@njit.edu), Marlene Waltz at 973-596-3144/[marlene.waltz@njit.edu](mailto:marlene.waltz@njit.edu) or Angel Swai at 973-595-5553/[angel.swai@njit.edu](mailto:angel.swai@njit.edu)
Section 5 - General Standards of Conduct

5-1. Workplace Conduct

NJIT endeavors to maintain a positive work environment. Each employee plays a role in fostering this environment. Accordingly, we all must be aware of and support the university’s core values of integrity and civility in our daily interactions with both NJIT students, visitors and co-workers.

5-2. Punctuality and Attendance

You were hired to perform an important function at NJIT. As with any group effort, operating effectively takes cooperation and commitment from everyone. Therefore, your attendance and punctuality are very important. Unnecessary absences and lateness are expensive, disruptive and place an unfair burden on your fellow employees and your Supervisors. We expect excellent attendance from each of you. Excessive absenteeism or tardiness may result in disciplinary action.

When absences and tardiness cannot be avoided, you are expected to notify your Supervisor as early as possible, but no later than the start of your work day, or as per your collective bargaining agreement, if applicable.

5-3. Use of Communication and Computer Systems

NJIT’s communication and computer systems are intended for business purposes and may be used only during working time. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of the systems.


5-4. Use of Social Media

NJIT respects the right of an employee to maintain a blog or web page, or to participate in social networking sites like Twitter, Facebook, LinkedIn or other similar sites. However, all rules regarding confidential and proprietary business information apply in full to blogs, web pages, and social networking sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page, or a social networking site.

Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, or social networking
site. Further, posted material that is discriminatory, obscene, defamatory, libelous or threatening and has a nexus to the employee’s position at NJIT is subject to all university policies. Employees should review the university’s social media policy for further information, available at: http://www5.njit.edu/stratcomm/services/socialmedia-policy.php

5-5. Publicity/Statements to the Media

All media inquiries regarding the position of the university as to any issues must be referred to the Associate Vice President, Office of Strategic Communications. Only the Associate Vice President is authorized to make or approve public statements on behalf of the university. No employees, unless specifically designated by the Associate Vice President, are authorized to make those statements on behalf of the university.

5-6. Company-Provided Portable Communication Devices

University provided portable communication devices (PCDs), including cell phones and personal digital assistants, should be used primarily for business purposes. Employees have no reasonable expectation of privacy in regard to the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes as permitted the right to monitor personal communications as necessary.

5-7. Recording Devices

The use of tape recorders, dictaphones or other types of voice recording devices anywhere on university property, including to record conversations or activities of other employees or management, or while performing work for the university, is prohibited, unless the device was provided to you by the university and is used solely for legitimate business purposes.

5-8. Smoking


5-9. Confidential Company Information

During the course of work, an employee may become aware of confidential information about NJIT’s business, including but not limited to information regarding university finances, research and new research development, software and computer programs,
knowledge, skills and abilities of personnel. An employee also may become aware of similar confidential information belonging to the university's vendors. It is extremely important that all such information remain confidential. Any employee who improperly copies, removes (whether physically or electronically), uses or discloses confidential information to anyone outside of the university may be subject to disciplinary action up to and including termination. Employees may be required to sign an agreement reiterating these obligations.

5-10. Conflict of Interest and Business Ethics

Being NJIT employees, we must conduct ourselves in a manner that gives the public and our fellow employees the highest degree of confidence that our behavior is in accordance with the New Jersey State statutes, regulations and executive orders. It is expected and required that we all make lawful and ethical decisions, and follow the Principles of Ethical Conduct when acting on behalf of the university.

It is essential that we embrace a tradition of behavior that will help us avoid conflicts, make sound judgments and instill confidence in all who we deal with.

If you have any questions, please feel free to send them to ethics@njit.edu.

For more information about ethics at NJIT please visit: http://ethics.njit.edu/about/index.php or contact the ethics liaison officer.

5-11. Health and Safety

The health and safety of employees and others on university property are of critical concern to NJIT. The university intends to comply with all health and safety laws applicable to our business. To this end, we must rely upon employees to ensure that work areas are kept safe and free of hazardous conditions. Employees are required to be conscientious about workplace safety, including proper operating methods, and recognize dangerous conditions or hazards. Any unsafe conditions or potential hazards should be reported to management immediately, even if the problem appears to be corrected. Any suspicion of a concealed danger present on the university's premises, or in a product, facility, piece of equipment, process or business practice for which the university is responsible should be brought to the attention of management immediately.

Periodically, the university may issue rules and guidelines governing workplace safety and health. See the university's Safety and Environmental Policy at https://mis3.njit.edu/budgetf/data/usem/USEM%20Section%201.pdf.

The university may also issue rules and guidelines regarding the handling and disposal of hazardous substances and waste. All employees should familiarize themselves with
these rules and guidelines, as strict compliance will be expected. For more information regarding the employee’s right to know, please see http://www.njit.edu/environmentalsafety/righttoknow/index.php.

Any workplace injury, accident, or illness must be reported to the employee's supervisor as soon as possible, regardless of the severity of the injury or accident.

**Emergency Management Plan**

Copies of the plan approved by the university Board of Trustees are distributed to university Senior Administrators, the university Public Safety and Department of Environmental Health and Safety. University personnel and students can obtain copies via the password protected Highlander Pipeline on the NJIT webpage.

**5-12. Employee Dress and Personal Appearance**

You are expected to report to work well groomed, clean, and dressed appropriately for your position. Some employees may be required to wear uniforms or safety equipment/clothing.

**5-13. Operation of Vehicles**

All employees authorized to drive university-owned or leased vehicles or personal vehicles in conducting university business must possess a current, valid driver's license and an acceptable driving record. Any change in license status or driving record must be reported to management immediately.

A valid driver's license must be in your possession while operating a vehicle off or on university property. It is the responsibility of every employee to drive safely and obey all traffic, vehicle safety, and parking laws or regulations. Drivers must demonstrate safe driving habits at all times.

University owned or leased vehicles may be used only as authorized by management.

**5-14. Business Expense Reimbursement**

Employees may be reimbursed for reasonable approved travel expenses incurred in the course of business. These expenses must be approved by your supervisor, and may include air travel, hotels, motels, meals, cab fare, rental vehicles, or gas and car mileage for personal vehicles. All expenses incurred should be submitted to Accounts Payable the along with the receipts in a timely manner.

For further guidance, see NJIT’s Travel Guidelines - http://www.njit.edu/finance/pdf/travel.pdf.
5-15. Verifications of Employment

NJIT will respond to verification of employment requests through the Department of Human Resources. The university will provide general information concerning the employee such as date of hire, date of termination, and positions held. Requests for verification of employment information must be in writing. Please refer all requests for references to the Department of Human Resources at 973-596-5525.

**Please Note:** Only the Department of Human Resources may provide verifications of employment.

5-16. If You Must Leave Us

Should you decide to leave the university, we ask that you provide your supervisor with at least two weeks advance notice of your departure.

All university property including, but not limited to, keys, ID cards, parking passes, laptop computers, cell phones, uniforms, etc. must be returned at separation. Employees also must return all of the university's confidential information upon separation. To the extent permitted by law, employees will be required to repay the university (through payroll deduction, if lawful) for any lost or damaged university property.

5-17. A Few Closing Words

This handbook is intended to give you a broad summary of things you should know about NJIT. The information in this handbook is general in nature and, should questions arise, any member of management should be consulted for complete details. While we intend to continue the policies, rules and benefits described in this handbook, NJIT, in its sole discretion, may always amend, add to, delete from or modify the provisions of this handbook and/or change its interpretation of any provision set forth in this handbook. Please do not hesitate to speak to management if you have any questions about the university or its personnel policies and practices.
Appendix - Other Useful Information

NJIT Photo ID Cards, University Computing ID (UCID) & NJIT ID#

Shortly after the completion of all necessary paper work all new hires must obtain NJIT Photo ID Card, University Computing ID (UCID) as well as an NJIT ID # (used as a unique identifier in place of social security # to the extent possible).

NJIT Photo ID Cards

- ID cards are issued by Security Systems, Photo Identification & Parking Services Department located at Laurel Hall (131 Summit Street).
- Your new hire paperwork needs to be completed and your data should be recorded in the HR system before you are issued a photo ID.
- You may register for parking at the same time you receive your ID card. A fee for parking is levied each semester.
  For information on ID/Parking/Ticketing call 973-642-7190

University Computing ID (UCID)

- The UCID is a single university-wide identifier that serves as a credential for most computing services on and off-campus including the university portal – the Highlander Pipeline.
- You can create your UCID online at: http://ist.njit.edu/accounts/ucid.php
- When you create a UCID, you will also be given a default NJIT e-mail account. Your e-mail address will be in the form: yourUCID@njit.edu.
- Your new hire paperwork needs to be completed and your data should be recorded in the HR system in order to create a UCID.

NJIT ID #

- NJIT ID# is an 8-digit number that is used as a unique identifier in all administrative systems. It is automatically assigned when your record is created in the HR system.
• The main purpose of NJIT ID# is to minimize the use of social security numbers (SSNs).

All new employees are required to attend a new employee orientation workshop within their first three months of employment. For more information contact the Department of Human Resources at 973-596-3140.

**About The Campus**

Located in the university Heights section of Newark, NJIT’s campus is adjacent to the campuses of Rutgers, The State University of New Jersey, and Essex County College. The campus is easily reached via interstate highways and public transportation (see transportation and directions to the campus contained in this handbook). Newark International Airport and Penn Station (Newark) are close by.
Campus Map

Map Legend

1. Student Mall / Parking Deck
2. York Center for Environmental Engineering & Science
3. Laurel Residence Hall
4. Oak Residence Hall
5. College of Architecture & Design
6. Specht Building
7. Colton Hall
8. Campbell Hall / Student Services
9. ECE Building
10. Microelectronics Center
11. Faculty Memorial Hall
12. Tiernan Hall
13. Lubetkin Field at J. Malcolm Simon Stadium
14. CHEN Building
15. EDC 2
16. EDC 3
17. Estelle & Zoom Fleisher Athletic Center
18. The Green
19. Kupfrian Hall
20. Central King Building
21. Fenster Hall / Admissions
22. Cullimore Hall
23. Eberhardt Hall / Alumni Center
24. Campus Center
25. Cypress Residence Hall
26. Redwood Residence Hall
27. Naimoli Family Athletic & Recreational Facility
28. Guttenberg Information Technologies Center
29. Mechanical Engineering Center
30. Central Ave Building
31. Van Houten Library

**Important Locations**

- Fenster Hall
- Campus Center
- The Libraries
- Murray Center for Women
- Media Services
- University Bookstore

**Fenster Hall:**

Fenster Hall houses a majority of the university’s administrative offices. It is here, in Fenster Hall that you will find the Department of Human Resources located on the 5th floor as well as the Payroll Office. Admissions, accounting and budget are just a few of the other administrative offices located in this building.
• **Campus Center:**

The Campus Center is the hub of cultural, educational and social activities for the NJIT community. The Campus Center staff provides students, faculty and staff with a relaxing environment where they can enjoy a meal, attend a meeting, study, watch a film, play a variety of games, participate in the many cultural, social and educational activities offered, or just socialize with friends.

If you have any questions regarding the Campus Center, contact the Director, Donna Minnich Spuhler in the Campus Center administrative office located adjacent to the Campus Center information desk on the first floor.

• **The Libraries:**

Robert W. Van Houten Library: This library is located in the Central Avenue Building and supports the published information and document needs of the NJIT community in pursuit of their educational and research programs. The librarians provide individualized reference services, literature searches and instruction in the use of information resources. For more information about the Library, please click or visit: [http://library.njit.edu/](http://library.njit.edu/) for a guide to the library’s services.

**The Barbara and Leonard Littman Library:** This library, also known as the Architecture Library, is located in the School of Architecture. For more information about the Architecture library’s hours, catalogues and events, contact the Library at (973) 596-3083 or visit the Library’s website at [http://archlib.njit.edu/](http://archlib.njit.edu/).

• **Murray Center for Women:**

The Constance A. Murray Women’s Center works to maintain a hospitable environment for all women at NJIT. Located on the second floor of the Campus Center, the Women’s Center offers a wide range of resources, including a multi-media library, computer workstations and access to a World Wide Web database about women in technology. The center contains space for small group meetings, study, tutoring and research. It provides a forum for women to discuss matters of mutual concern, including issues related to the academic and social environment at NJIT. It sponsors programs and events especially designed to facilitate mentoring and career networking among women. The lounge/study area is open to all members of the NJIT community daily.
• **Media Services:**

Instructional Technology & Media Services (ITMS) provides audio-visual support of conferences and meetings, video production, duplication and distribution of videotape, teleconferencing, production of printed materials in support of proposals, reports, papers, and presentations. Requests for delivery of ITMS equipment must be made 24 hours in advance. ITMS is located in the Guttenberg Information Technologies Center and can be contacted at extension 3005 or on-line at [www.njit.edu/itms](http://www.njit.edu/itms).

• **University Bookstore:**

The bookstore is located inside the Campus Center. Course materials and a variety of office supplies can be found here. Employees can enjoy a 10% discount on gift items such as sweat-shirts, throw blankets, etc. Textbooks, non-taxable merchandise and snacks are excluded from this discount. You can view the Bookstore’s merchandise and make purchases on-line through [http://www.bkstr.com](http://www.bkstr.com). For hours of operation and more information, contact the bookstore at 973-596-3200.

**Security**

**Public Safety and Security at NJIT**

• NJIT has a 66 member Department of Public Safety located at 154 Summit Street on the first level of the parking deck. The department provides safety and security services 24 hours a day, seven days a week.
• University police officers are armed and have full arrest power.

The department provides the following additional services:

**University Escorting Service:**

• Escorts to parking lots or across campus available during the evening/after normal business hours.

**Lock-Outs and Jump-Starts:** Public Safety assists persons who inadvertently lock themselves out of their cars, or motorists whose vehicle battery dies. There is no charge for these services.
Call 973-596-3116 or 973-596-3120 for assistance and all non emergencies to find out various services provided by NJIT’s Department of Public Safety.

If you have any questions or concerns about parking or ticketing information please call 973-643-7190.

If it is an emergency and you need immediate assistance please dial 973-596-3111, an officer is always available to assist you. You may want to program this phone number into your cellular phone for easy access.

Please click or visit: http://www.njit.edu/publicsafety/pdf/safe-and-sound-2010.pdf to check out the Public Safety’s “Safe & Sound” Newsletter.

**Campus Telephone Numbers**

Below is a list of telephone numbers to assist you with important campus contacts. To view any other telephone numbers that may not be listed, please click or visit: https://directory.njit.edu/search.aspx to search the directory. NJIT’s main number is (973) 596-3000; this will bring you directly to the university Operator.

<table>
<thead>
<tr>
<th><strong>Internal Extensions</strong></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambulance</td>
<td>3111</td>
<td>Food Services</td>
</tr>
<tr>
<td>Fire – Public Safety</td>
<td>3111</td>
<td>Fund Raising</td>
</tr>
<tr>
<td>Police</td>
<td>3111</td>
<td>General Accounting</td>
</tr>
<tr>
<td>Emergency</td>
<td>3111</td>
<td>General Counsel</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>3153</td>
<td>Graduate Office</td>
</tr>
<tr>
<td>Admissions – Graduate</td>
<td>3460</td>
<td>Grants &amp; Contracts</td>
</tr>
<tr>
<td>Admissions – Undergraduate</td>
<td>3300</td>
<td>Health &amp; Environmental Safety</td>
</tr>
<tr>
<td>Alumni Center – Room Reserv.</td>
<td>3441</td>
<td>Heating / Cooling</td>
</tr>
<tr>
<td>Audio Visual Request</td>
<td>3005</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Benefits</td>
<td>3144</td>
<td>Labor/Employee Relations</td>
</tr>
<tr>
<td>Bookstore</td>
<td>3200</td>
<td>Library / Van Houten</td>
</tr>
<tr>
<td>Brochures</td>
<td>3433</td>
<td>Library / Architecture</td>
</tr>
<tr>
<td>Budget</td>
<td>3125</td>
<td>Locksmith</td>
</tr>
<tr>
<td>Building Access</td>
<td>3120</td>
<td>Mail Room</td>
</tr>
<tr>
<td>Building Repairs</td>
<td>3123</td>
<td>Media Services</td>
</tr>
<tr>
<td>Service</td>
<td>Phone</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>--------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>Bursar</td>
<td>3148</td>
<td>Meeting Rooms</td>
</tr>
<tr>
<td>Campus Center</td>
<td>3600</td>
<td>Moving</td>
</tr>
<tr>
<td>Career Development Services</td>
<td>3100</td>
<td>Murray Center for Women</td>
</tr>
<tr>
<td>Catering- Food Services</td>
<td>3053</td>
<td>Networking</td>
</tr>
<tr>
<td>Check Cashing – Finance</td>
<td>3152</td>
<td>Office of Communications</td>
</tr>
<tr>
<td>Check Deposits</td>
<td>3152</td>
<td>Parking</td>
</tr>
<tr>
<td>Computing Services –Help Desk</td>
<td>2900</td>
<td>Payroll</td>
</tr>
<tr>
<td>Cannon Copier Service</td>
<td>3192</td>
<td>PC Maintenance</td>
</tr>
<tr>
<td>Credit Unions</td>
<td>4937</td>
<td>Petty Cash</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>3123</td>
<td>Physical Education</td>
</tr>
<tr>
<td>Direct Deposit</td>
<td>3159</td>
<td>Physical Plant</td>
</tr>
<tr>
<td>Employee Assistance</td>
<td>3293</td>
<td>Publications &amp; Advertising</td>
</tr>
<tr>
<td>Ethics</td>
<td>642-4285</td>
<td>Public Safety</td>
</tr>
<tr>
<td>External Advertising</td>
<td>5525</td>
<td>Purchasing</td>
</tr>
<tr>
<td>Finance</td>
<td>5320</td>
<td>Purchase Orders</td>
</tr>
<tr>
<td>Recreation Facilities</td>
<td>3636</td>
<td>Telephones</td>
</tr>
<tr>
<td>Registrar</td>
<td>3236</td>
<td>Training (Computer)</td>
</tr>
<tr>
<td>Research &amp; Development</td>
<td>5275</td>
<td>Training(Policy&amp;Workplace Reg.)</td>
</tr>
<tr>
<td>Right to Know</td>
<td>3059</td>
<td>Transportations</td>
</tr>
<tr>
<td>Room Reservations</td>
<td>3600</td>
<td>Travel Advances</td>
</tr>
<tr>
<td>Software Maintenance</td>
<td>2922</td>
<td>University Advancement</td>
</tr>
<tr>
<td>Special Events</td>
<td>5625</td>
<td>Vendor Payments</td>
</tr>
<tr>
<td>Supplies (Office)</td>
<td>3190</td>
<td>Videos</td>
</tr>
</tbody>
</table>
Frequently Asked Questions

Below, please find answers to frequently asked questions by employees at NJIT:

*Where can I go to find out general information about NJIT, the campus, the schools, the departments, etc.?*
Check out our website at [www.njit.edu](http://www.njit.edu). The website provides invaluable information on the campus, the departments, the faculty and staff and events during the month.

*Can I take classes at NJIT?*
Yes. You may enroll as an undergraduate or graduate student at NJIT subject to you bargaining unit’s agreement and NJIT’s Tuition Remission Policy. Contact Angel Swai in the Department of Human Resources for details at 973-596-5553. For a copy of our most current Tuition Remission Policy, please click or visit the NJIT website. [http://www.njit.edu/humanresources/](http://www.njit.edu/humanresources/)

*I am having difficulty with my e-mail. Who do I contact?*
Contact the Computing Help Desk of Computing Services Division at 973-596-2900. You can also find information regarding the Help Desk by clicking or visiting [http://help.njit.edu](http://help.njit.edu).

*What about telephone problems?*
Contact the Telecommunications & Networks Department at 973-596-5890.

*Where is the nearest bank?*
There are multiple banks located in the downtown area of Newark. NJIT however has two “fee free” ATM machines available for use. One ATM machine is located outside the Public Safety Office on Summit Street and the other is located inside the Campus Center. If both of those happen to be out of order the nearest ATM is located on the Rutgers-Newark Campus in the lower level of the Robeson Center off of Martin Luther King Jr. Blvd.

*Where can I get a bus schedule?*
Bus and train schedules are available at the Campus Center Information Desk. You can contact the Campus Center Information Desk at 973-596-3605.
**What should I do if I need an ambulance?**

Call the Department of Public Safety’s emergency number: 973-596-3111.

**Where is the nearest hospital?**

The nearest hospital is St. Michael’s Hospital located at the corner of Martin Luther King, Jr. Boulevard and Central Avenue. The hospital phone number is (973) 877-5000. The emergency entrance is on Central Avenue.

**How can I reserve a parking space for an NJIT visitor?**

Visitor parking must be reserved through NJIT’s On-Line Visitor Parking Reservation System. Please click or visit: [http://www.njit.edu/parking/visitor-guide.php](http://www.njit.edu/parking/visitor-guide.php) for complete instructions on how to reserve parking.

**Where would lost and found items be turned in?**

Lost and found items can be turned into the Department of Public Safety, where they maintain a log of lost and found articles. The Department of Public Safety is located in the Parking Deck. Entrance is on Summit Street.

**How do I reserve a room for a meeting or event?**

The Campus Center has several different types of meeting spaces for you to use for your next campus event. From ballrooms to multipurpose rooms, plus campus green space, you can find a program space to fit your needs.

For NJIT faculty and staff, you can use your UCID to create an [online reservation](http://www.njit.edu/parking/visitor-guide.php).

For additional information, contact Reservation Manager, LaTosha Wilson at (973) 596-3600 or reservations@njit.edu.

**If I am unable to come to work due to sickness, who do I call?**

You should follow the directions for reporting provided by your supervisor.

**Am I required to bring a doctor’s note after having been out sick?**

Yes, you may be required. Generally, if you are absent five or more consecutive working days, you should present a physician’s statement that validates the nature of your illness or injury. If you suffer from a serious illness, you may be eligible for Family Leave. You may also be required to present a physician’s statement after being absent if your
supervisor reasonably suspects abuse of the Sick Leave Policy. Copies of any medical validations should be forwarded to the Department of Human Resources. Consult your collective bargaining agreement for specific guidelines regarding the medical validation of Sick Leave.

**What is NJIT’s position on drugs in the work place?**

NJIT is committed to maintaining a drug-free work environment in compliance with the Drug-Free Work Place Act of 1988. Any employee or student who illegally possesses, uses, manufactures, prepares, sells or dispenses any controlled dangerous substance as defined in N.J.S.A. 2C:35-2 will be subject to discipline up to and including dismissal.

**If I move subsequent to commencing my employment at NJIT, who should I notify?**

You must contact the Department of Human Resources at extension 3140 and complete a “Change of Address” form.

**How can I find out about daily events that are occurring at NJIT?**

You can view the Campus Events Calendar, which is posted on-line at [www.njit.edu/Calendar](http://www.njit.edu/Calendar).

**Where can I obtain a telephone directory of NJIT staff and faculty?**

You can access and print out an on-line directory at [www.njit.edu/Phone](http://www.njit.edu/Phone).

**Campus Wide Notification System**

- The Campus-Wide Notification System (CWNS) provides updates on critical university information, closings or other emergencies on an expedited basis via text message, phone and email.

- You can opt to participate in the system by providing phone numbers and email addresses to which the CWNS can send text messages, voicemail and email.

- You can register up to 2 telephone numbers and an additional email address. To register log into the university portal (the Highlander Pipeline) at http://my.njit.edu or through the “My NJIT” link on the home page (you’ll be required to supply your UCID and password).
  - Go to “My Pipeline” tab
  - Click on “Register Devices” under the Campus Wide Notification System section and follow the instructions.
Computing Resources

- NJIT is a computing-intensive university and there are various computing accounts and services available. These services are provided by the Information Services and Technology (IST) Department. For more information please visit:
  - Register for the Computing Orientation Workshop. Contact Jolanta Soltis in Academic Computing Services at 973-596-2925, soltis@njit.edu for registration.

- To get your computer configured for use with the NJIT computing network, contact the IST Helpdesk at 973-596-2900. Request a visit from a technician to your on-campus location to:
  - Connect you to the campus-wide Microsoft Windows domain
  - Configure your computer for NJIT internet access
  - Configure Microsoft Outlook (e-mail service)
  - Other needs that you may have

Communication around the campus

Internal Communications

For faculty and staff, NJIT produces various newsletters and publications which offer information about campus events, university headlines and current events.

Highlander Pipeline is a main source for information about what’s happening on and around campus. You can find top news, research news, events, podcast, and much more. Click or visit http://www.njit.edu. NJIT is a computing-intensive campus and computer technology pervades all aspects of university operations. From on-line registration to “wired” residence halls, NJIT treats computing as an integral aspect of everyday life.

The NJIT News Room: The News Room is a valuable source of news at NJIT, including articles and press releases about student successes, faculty expertise, showcased research, awards and much more. To access the News Room, visit or click on News on the NJIT homepage. Items for publication should be sent via email to gotnews@njit.edu

Safe and Sound: newsletter is issued to all NJIT employees and students by the Department of Public Safety. The newsletter addresses all safety concerns around the campus.
**The Vector**: is NJIT’s student newspaper, written and produced by the students. It contains useful information on campus events and student activities. The Vector can be picked up at various locations all around the Campus.

**The Department of Human Resources**: is an excellent source for information on employment policies and procedures, job postings and other employment records. To search for job postings please click or visit: [http://njit.jobs](http://njit.jobs).

**External Communications**

When faculty and staff would like to make public announcements about upcoming events, research, or noteworthy achievements, you should contact the Associate Vice President, Office of Strategic Communications.

**Publicizing Achievements**

For news about research, journal publications, news programs, awards or other items of interest, contact the Office of Strategic Communications.

**Advertising Upcoming Events**

To advertise an upcoming event, contact Babette Hoyle, Advertising Coordinator, at 973-596-3439 or via e-mail at babette.m.hoyle@njit.edu.

**Special Events Coordination**

All requests for special events, consulting and planning should be directed to Julie Moy at julie.m.moy@njit.edu / 973-596-5625 or Eladio Ruiz at Eladio.ruiz@njit.edu / 973-596-3435.

**Communications Resources**

- The NJIT identity is the exclusive property of NJIT with all rights reserved. No NJIT identity materials may be copied, reproduced, republished, or distributed in any way or otherwise used for any purpose, without the prior written permission of NJIT’s Office of Strategic Communications.

- Advertising: The Office of Strategic Communications coordinates and manages all paid advertising emanating from NJIT.
General Handbook Acknowledgement

This Employee Handbook is an important document intended to help you become acquainted with New Jersey Institute of Technology. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the university's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

I have received and read a copy of New Jersey Institute of Technology's Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the university at any time.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the university's Employee Handbook.

Employee's Printed Name: ______________________ Position: ______________________

Employee's Signature: ______________________ Date: ______________________

The signed original copy of this acknowledgment should be given to your supervisor - it will be filed in your personnel file.
Receipt of Sexual Harassment Policy

- POLICY -

Sexual Harassment is a form of gender-based discrimination which violates federal and State law as well as the university policy prohibiting discrimination on the basis of gender. It is forbidden by the university and it is inexcusable regardless of circumstances. Transgressions and supervisory condonation of such transgressions will result in disciplinary action, up to and including termination. This Policy applies to students, faculty, staff and university officers equally as described below. Further, its mandate shall, to the extent contractually feasible, be applied fully to contractually affiliated entities at the university.

Proscribed Conduct:

There are currently two (2) distinctly recognizable and forbidden forms of sexual harassment, both of which constitute conduct, that may result in termination.

1. Quid Pro Quo Harassment: This harassment is an intentional, intolerable exploitation of a position of power and authority such as unwelcome sexual advances, requests or demands for sexually based favors or other gender based verbal or physical conduct where submission to or rejection of such conduct by an individual is used, by the person(s) in a position of power or authority, as a basis for employment, academic or institutional environment decisions affecting such individual.

2. Hostile Environment Harassment: This harassment arises where one or more members of the university community engage in gender based conduct that unreasonably creates an intimidating, hostile or offensive working and/or study environment that has the effect of altering one's work or academic performance and the conditions of employment or study at the university. It may arise independent of the supervisor/subordinate or teacher/student relationship and the conduct need not be overtly sexual in nature but merely gender differentiating. As a general guiding principal established herein, no gender based actions that are not specifically and officially endorsed by the university (e.g.; separate rest room facilities) are authorized or condoned. Currently, as established under controlling case law interpretation of both state and federal
laws, hostile environment sexual harassment consists of conduct that; (1) would not have occurred but for the victim's gender and (2) is sufficiently severe or pervasive as (3) adjudged by a reasonable person (of the same gender as the victim under New Jersey law) to (4) create a hostile, intimidating, abusive or offensive working or studying environment, adversely affecting a victim's work or other conditions of employment or academic performance or study environment. The university will continue to provide education and training to students, faculty, and staff on identifying illegal and intolerable conduct rising to the level of sexual harassment.

**Enforcement:**

The university, will fully investigate all charges of sexual harassment filed in writing with the intake office designated in this Policy and render a deliberative finding, taking immediate corrective action in cases where the record warrants university action. Individuals found to have engaged in such misconduct shall be accordingly disciplined. This misconduct is grave on its face and may result in termination. Supervisory personnel who witness what they believe is harassing conduct of subordinates or colleagues or are in receipt of formal or informal allegations of such conduct are obligated to report such conduct to the university through the procedures detailed below. All employees or students who witness or have tangible evidence of potentially harassing conduct are responsible to cooperate fully and honestly with the university in its investigation of such alleged conduct. Failure to do so impedes the university's search for facts necessary for appropriate determination and, in itself, may lead to discipline. Employees and students who fully, honestly and forthrightly cooperate with the university in its investigation and the enforcement of this Policy shall be deemed to be operating within the scope of employment as set out in the university's indemnification policy.

**Education and Training:**

As a necessary, proactive measure of policy integrity and enforcement, the university provides mandatory education and training for members of the university community to ensure understanding and appreciation of the policy, the laws as amended and re-interpreted from time-to-time, which serve as a basis for this Policy and its proscriptive measures, and the Procedures. This education and training will be coordinated through the university's Department of Human Resources and provided by or through formally designated members of the university community with knowledge of the laws and this Policy's parameters. Information regarding
provision of university education and training on sexual harassment as well as information and guidance as to this Policy and its procedures may be obtained from the Department of Human Resources. Specific questions relative to the law of sexual harassment, should be directed to the university's Office of General Counsel. Additionally, guidelines as to policy application may be found on the Department of Human Resources webpage (www.njit.edu/hr).

Confidentiality:

While all reasonable efforts will be made to respect the confidentiality of all parties associated with evidence of sexual harassment charge(s), the university is obligated to address fully all charges of such conduct and cannot guarantee total confidentiality. A thorough investigation, including discussing witnesses' accounts and confronting the accused will often transpire. A charge of sexual harassment is most serious, cannot and will not be taken lightly, and cannot and will not be "off the record".

Retaliation:

Retaliatory action under any and all circumstances taken against an individual who files a complaint of sexual harassment honestly and in good faith, or who is cooperating with the university's investigation into such allegation, is prohibited and may result in termination.

Malicious Allegations/Actions:

False charges of sexual harassment made knowingly or with wanton reckless disregard for the truth and veracity of the charge, shall be considered malicious charges and are not within the scope of anyone's employment. The university reserves the right to impose sanctions against the accuser. Repeated filing of frivolous charges will be considered reckless disregard for the truth and veracity of such charges. Neither failure to substantiate a sexual harassment charge nor a university finding that sexual harassment did not occur, in and of itself, constitutes malicious charge(s).

Election of Remedies:

Neither this Policy nor its associated Procedures preclude the accuser from filing charges with any external agency or otherwise seeking redress pursuant to law. At such time, or at any stage of the process, the procedure will be handled directly by the university's Office of General Counsel, but shall otherwise continue to operate through to resolution as set out under "PROCEDURES" below.
- PROCEDURES -

The university's sexual harassment policy must be adhered to by all members of the university community. Any student or employee who honestly feels subjected to or has witnessed sexual harassment, as outlined in the policy and elaborated upon in educational sessions provided by the university, should immediately report the conduct to the university designated intake agent(s) as follows:

1. Students report the conduct to the Office of the Dean of Students.

2. Employees report the conduct to the Department of Human Resources.

3. Alternatively, at either the election of the reporting/charging party or the referral of either of the two offices listed above, the Office of the General Counsel shall serve as intake agent.

4. Should the allegations involve personnel in either of the offices set out in 1. and 2. above, the matter shall be reported to Office of General Counsel. If the allegations involve personnel in the offices set out in 3, the matter shall be reported to the Department of Human Resources.

Immediately upon receiving notification of conduct alleged to be gender based harassment, the Office identified above, as the initial intake agent of the university, shall notify the Office of General Counsel and commence investigation of the alleged conduct, maintaining confidences to the extent practicable. The investigation and all subsequent steps in the procedure will be conducted in accordance with direction from the Office of General Counsel.

**Step 1 - Intervention:**

This process is prerequisite to formal hearing and the recording of the university's official investigative findings of whether or not sexual harassment has occurred and/or whether a malicious claim has been filed. It provides no specific sanctions but addresses each matter individually, as confidentially as practicable, and seeks formal resolution by written agreement of all parties to the conduct alleged by the accuser, to be gender based, harassing, unwelcome and intolerable.

The intervention process shall include the following:
Interview, by an intake agent, of the accuser and creation of a separate formal record to be maintained in the intake office with final copy, following failed or successful resolution of the intervention, to the Office of General Counsel.

The intervention may include the following:

1. Interview, by an intake agent, of the accused, setting forth the allegations and making a record of the response, complete with specific information as to rebuttal witnesses and other information offered that is conducive to resolution.

2. Discussion with both accuser and accused of formal resolution to which each would agree in writing before involving testimony and evidentiary practices that may erode the confidentiality of the complaint and the parties.

3. If both parties are amenable to formal resolution at the intervention step as proposed by the university through its intake agent(s), a formal agreement will be prepared by the Office of General Counsel after consultation and debriefing with the intake agent, provided to accuser and accused for signing and then implemented according to its terms.

**Time Limits:**

From receipt of accusation to intervention resolution, a period of thirty (30) calendar days is the time limit for Step 1 intervention upon all parties to the allegation. The time limit may be extended by formal agreement of the accuser and the university. Where the accused has been properly joined at the intervention step, extension of time limits need also require the accuser’s agreement. Absent resolution or mutual agreement to extend the time limit, the allegation will be forwarded to Step 2 of the procedure.
Step 2 - Fact Finding:

Unless the accuser expressly wishes to withdraw the allegations, Step 2 shall be convened and shall proceed, either (1) thirty (30) days failing formal resolution at Step 1 or (2) immediately, if the accuser does not wish to proceed at Step 1, but wishes to commence a formal investigation.

1. The record established at Step 1 shall be forwarded to the designee (Factfinder) of the President who shall be from among the members of the Office of General Counsel and the Office of Human Resources.

2. From inception of Step 2 through formal finding by the Factfinder, not more than sixty (60) calendar days shall elapse absent special circumstances and in no event shall more than ninety (90) days elapse, except by consent of the parties.

3. The Factfinder shall review the record established at Step 1 and investigate the allegation(s) further as warranted. This investigation, as illustrative of the search for credible facts, would include:

   a. re-examination of the accuser and/or accused as warranted;

   b. discussion with and testimony by witnesses; and

   c. gathering of credible non-testimonial evidence corroborating or rebutting the allegation(s), response and testimonial evidence.

While good faith effort at maintaining circumspect publication and disclosure of allegations, corroboration, rebuttal and the personnel involved will be the order of this Policy and Procedure, confidentiality cannot be promised to the extent it impedes credible resolution of the allegations.

4. At the conclusion of the fact finding process, the designee shall determine either:

   a. There is no cause for a finding of sexual harassment.
OR

b. There is cause, based on the facts found, and without further deliberation to find sexual harassment.

AND / OR

c. There has been a malicious filing of a sexual harassment complaint.

The Factfinder's determination, with the substantiating basis, shall be set out in writing and forwarded to the President of the university with official, sealed copy to the accuser, the accused, the university's General Counsel, Vice President for Human Resources and the Vice President(s) of the accused and the accuser. If the allegation involves a student as accuser, accused or both, an official, sealed copy will also be forwarded to the Dean of Students.

Step 3 - Sanctions:

Should there be a finding of sexual harassment or malicious filing of such charge(s) following Step 2 or Step 2A herein, the matter will be referred to the Office General Counsel who, following consultation with the appropriate university officers, will provide counsel and professional services as to appropriate sanction(s) and the implementation thereof. Sanctions may include, by way of illustration but not limitation, termination or expulsion, suspension, probation, reprimand, warning, directed counseling and/or mandatory education and training.

Step 4 - Grievance:

Appeal of a finding accompanied by disciplinary sanctions (as set out in Step 3 above), shall be referred to the university's standing policies for handling employee grievances and/or student appeals of disciplinary sanctions.

Withdrawal of Allegation(s):

If the accuser determines to withdraw the allegation(s) of sexual harassment at any time during any step in the procedure, the withdrawal must be in writing and specify voluntary retraction of the complaint. This action will not necessarily preclude further investigation, findings or sanctions as imposed by the university.
I have read and I understand New Jersey Institute of Technology's Sexual Harassment Policy.

Employee's Printed Name: __________________________ Position: ______________________

Employee's Signature: __________________________ Date: ______________________

The signed original copy of this receipt should be given to your supervisor - it will be filed in your personnel file.