NJIT

New Jersey Institute of Technology



Employee Handbook

Department of Human Resources

2019

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 its 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.

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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 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

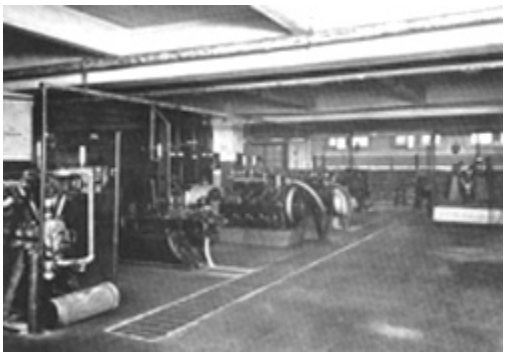


of the 20th century, which was reflective of national trends in technological education. The term “engineer” appears for the first time in the minutes of the Board of Trustees in 1916, with approval subsequently given for introducing university-level courses in chemical and electrical engineering during 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 2020 Vision – A Strategic Plan for NJIT

NJIT is New Jersey's science and technology university, serving its citizens as a critical resource for education, scholarly and applied research, and economic development in the fields of science, technology, engineering and mathematics, as well as design and the management of technology.

2020 Vision: A New Trajectory

As one of the nation's leading public science and technology university, NJIT prepares leaders to design, develop, and manage the world of tomorrow through STEM education, applied and scholarly research, technological innovation, and entrepreneurship, societal engagement, and career excellence.

NJIT will achieve its vision through five strategic priorities. The five strategic priorities are:

- Students
- Learning
- Scholarly research, creative work, and related activities
- Community, engagement by the entire university
- Investment, in human capital and university infrastructure

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 enhancing the communities in which we live.

Diversity

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

Communication

We strive to share information and understand each other's perspectives.

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.

The entire 2020 Vision- A Strategic Plan for NJIT can be found on the NJIT website by clicking here.

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.

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.

Requesting Reasonable Accommodation

Through a medical referral you should provide all the information your employer will need to begin the accommodation process, including what your disability is, how it affects you, which aspects of your job might require modification, and proposed accommodations.

Here's a checklist of facts to include in your medical referral:

- ✓ Name & position
- ✓ Date of request
- ✓ Information about your disability
- ✓ Request for reasonable accommodation
- ✓ Accommodation ideas
- ❖ You may attach additional medical information in support of your request describing your condition and limitations

NOTE: You may be asked to provide additional information as it relates to your ability to perform the essential functions of your job with or without reasonable accommodation

Reasonable Accommodation Policy

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

3140, or you may review our Reasonable Accommodation policy online by clicking here.

1-3. Sexual Harassment Prevention

It is NJIT's policy to prohibit 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 by clicking here.

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 Statement please click here.

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

For inquiries call the Department of Public Safety (973) 596-3111 (ext. 3111); for an emergency dial 911. Get out of the area and away from the immediate threat.

b. Violence Committed

For inquiries call the Department of Public Safety (973) 596-3111 (ext. 3111); dial 911 immediately if a person commits an act of violence against you or another person.

c. Intimidating Situation

For inquiries call the Department of Public Safety (973) 596-3111 (ext. 3111); dial 911 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, please contact your supervisor, the Department of Human Resources and the Department of Public Safety.

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.

For a current copy of each union's contract, please click here.

2-2. Employee Classifications and Compensation

The Department of 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 by clicking here.

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 by clicking here.

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 dependent 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's administrative offices are 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 the 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).

Non-exempt 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 by logging onto http://my.njit.edu and selecting the Faculty & Staff Services tab.

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 employees are required to use direct deposit for their paychecks. 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.

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.

All non-aligned employees may review the Performance Management Policy available on line be clicking here. Additionally, to complete and track your self-evaluation the Performance Management Program is available online by clicking here.

If you are a supervisor, more information can be found about performance review requirements on the HR website here.

2-9. Record Retention

Record retention will be done in accordance with state and federal regulations. 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, jobs.njit.edu.

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; this policy is available online by clicking here.

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 the Human Resources benefits department at extension 3140.

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 on or are celebrated on a regular work day, eligible employees will be excused from reporting to work and receive that day as a paid holiday at their regular straight-time rate.

Represented Employees

Each collective bargaining agreement contains its own negotiated rules pertaining to paid Holidays, and holidays may differ according to the collective bargaining agreement.

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 the university's business needs. However, if too many people request the same period of time off, or there is a legitimate business need for coverage, 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 should be submitted to your manager at least 2 weeks in advance of your requested vacation dates.

Non-aligned employees

Refer to the university's Non-Aligned Vacation Policy, available online by clicking here.

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). Sick leave accumulates throughout your NJIT employment, with no cap. Unused sick leave is not paid out upon separation from university employment, with the sole exception that non-faculty employees who have filed for retirement with the State of New Jersey may receive one-half the value of their accumulated but unused sick leave up to a maximum of fifteen thousand dollars ($15,000.00).

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.

All non-aligned employees may review the policy available online by clicking here.

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 on the fourth floor of

Fenster Hall, Room 427. See the Department of Human Resources for access to the Lactation Lounge.

3-6. Personal/Administrative Days

Non-aligned employees

Full time employees receive three (3) personal/administrative days per year. Request for administrative leave must be requested and approved in advance, except in the case of emergencies, and will not be arbitrarily denied. Such leave may be used for religious observance or days of celebration, personal affairs, or emergencies.

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.

All non-aligned employees may review the bereavement policy available online by clicking here.

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 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. For additional enrollment and premium information please click here. The employee must pay the full cost of health coverage. For the enrollment form please click here.

Eligible Dependents Include:

- Legal spouse;
- Same-sex domestic partner or civil union partner;
- Children (including stepchildren, foster children, adopted children or children an employee is legally required to support).
- Dependent children with disabilities

Note: Please contact Human Resources at ext. 3140 with any questions you may have regarding eligibility.

Multiple Enrollments

- Individuals may belong to SHBP medical plans or dental 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

Horizon Blue Cross Blue Shield of NJ: http://shbp.horizonblue.com

Health Maintenance Organizations (HMO):

- HMO covers a wide range of services 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.

For additional information regarding the medical plans, and a summary of benefits and coverage please click here.

State Health Benefits Member Summary Program Description Guidebook:

http://www.state.nj.us/treasury/pensions/documents/guidebooks/hb0505.pdf

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 OPTUM Rx (formerly Express Scripts). Employees may elect from retail pharmacy and mail order services.

For additional information:

OPTUM Rx website:
https://informedrx.rxportal.sxc.com/rxclaim/SONJ/StateofNewJersey.html

OPTUM Rx customer service: 844-368-8740

Prescription Drug Plan Member Handbook:
http://www.state.nj.us/treasury/pensions/documents/guidebooks/hp0506.pdf

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 cancelling 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 charges lower fees to help you save money.

There is a deductible to satisfy for some services and some services are eligible only up to a limited amount. The annual plan deductible is $50 per person/$100 per family in-network and $75 per person/$150 per family out-of-network. The deductible does not apply to diagnostic, preventive, and orthodontic services. After you satisfy the annual deductible, you are reimbursed a percentage of the reasonable and customary charges or PPO contracted allowance for services that are covered under the plan.

Dental Plan Organizations (DPOs)

DPOs work like the HMOs in the health program. You must use the provider you select in the DPO to receive coverage. When you use a DPO dentist, most dental care is covered in full. There are no claim forms to file or deductibles.

MetLife, www.metlife.com/dental
Cigna www.cigna.com/stateofnj
Healthplex www.healthplex.com
Horizon Dental Choice www.horizonblue.com

Aetna DMO www.aetna.com/statenj

If you do not enroll in a dental plan when first eligible, you must wait to enroll during the Open Enrollment. Once enrolled, you must remain in the plan one full year before changing to another dental plan.

Additional information:

SHBP State Employee Group Dental Program Member Handbook:

http://www.state.nj.us/treasury/pensions/documents/guidebooks/hd0379.pdf

When Coverage Begins

- 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.
- If an employee or eligible dependents are not enrolled within 60 days of the time they first become eligible for coverage, the employee must wait until the next annual Open Enrollment period to do so.

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.
- Termination due to a member's death always takes 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.

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 and their eligible dependents
- Receive up to $35 reimbursement for eye exam
- Receive up to $35 reimbursement for single vision corrective lenses and up to $40 for bi/trifocal lenses every two years.

Vision care reimbursement form can be downloaded from the HR website by clicking here.

Flexible Spending Accounts (Tax$Ave)

An Flexible Spending Account (FSA) is an account you set up to pre-fund your anticipated, eligible medical services and supplies and dependent care expenses that are normally not covered by your insurance. You can choose from Unreimbursed Medical Expense FSA, Dependent Care FSA, or have one of each. With either FSA, you benefit from having less taxable income in each of your paychecks, which means more spendable income to use toward your eligible medical and dependent care expenses.

What is an Unreimbursed Medical FSA?

An Unreimbursed Medical FSA is used to pay for eligible medical expenses which aren't covered by your insurance or other plan.

These expenses can be incurred by yourself, your spouse, or a qualifying child or relative. Your full annual contribution amount is available at the beginning of the plan year, so you don't have to wait for the money to accumulate.

The Dependent Care FSA is a great way to pay for eligible dependent care expenses such as after school care, baby-sitting fees, daycare services, and nursery and preschool. Eligible dependents include your qualifying child, spouse, and/or relative.

Annual Contribution Limits:

For Medical Expense FSA:

Minimum Annual Deposit3: $100

Maximum Annual Deposit3: $2,500

For Dependent Care FSA:

Minimum Annual Deposit3: $250

The maximum contribution depends on your tax filing status:

- If you are married and filing separately, your maximum annual deposit is $2,500.

- If you are single and head of household or married and filing jointly,

your maximum annual deposit is $5,000.

- If either you or your spouse earns less than $5,000 a year, your maximum annual deposit is equal to the lower of the two incomes.

- If your spouse is a full-time student or incapable of self-care, your maximum annual deposit is $3,000 a year for one dependent and $5,000 a year for two or more dependents.

How to Enroll:

- Complete an Enrollment form and fax it to WageWorks at 866-672-4780 (https://www.wageworks.com/) or
- Visit www.wageworks.com and select "Login/Register". You'll need to verify your employee status, confirm your contact information, and create a username and password.
- 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 medical expense and losses, and lost time due to 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, with no debiting of their sick leave bank.

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 recognizes 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, State administered compensation is 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, and their sick leave banks will be charged for absences as a result of such disability, which may also qualify as Family or Medical Leave. See the Leave of Absence sections of this handbook for more information or visit Human Resources site by clicking here.

3-12. Long-Term Disability

Full-time employees who are vested members of an Alternate Benefit Program 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) Tiers 4 & 5 are also eligible for Long Term disability.

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 visit Human Resource site by clicking here.

3-13. Employee Assistance Program

Employees and their family members may use EAPs to help manage issues in their personal lives. EAP counselors typically provide support and referrals to additional resources, such as counselors for a limited number of program-paid counseling sessions. The issues for which EAPs provide support vary, but examples include: substance abuse, occupational stress, major life events including: births, accidents and deaths, health care concerns, financial or non-work related legal concerns, family/personal relationship issues and concerns

about aging parents. Confidentiality is maintained is accordance with privacy laws and ethical standards.

For help with EAP and Work- Life Issues please reach out to Carebridge by calling 1-800-437-0911 or visiting www.myliferesource.com.

3-14. Transportation Program

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

To enroll or for addition information, contact the Payroll Office at (973) 596-3161.

3-15. Retirement Plans

Public Employees' Retirement System (PERS)

Plan Overview

- Public Employees' Retirement System (PERS) is a defined benefit plan where retirement benefits are based on age, salary & years of service credit. Employees contribute a percentage of their base salary to the plan. Any employee with an "F" or "J: visa is not eligible to participate in PERS. Legislation enacted between 2007 and 2011 calls for eligibility for PERS enrollment to be based in part on the PERS "Membership Tiers" outlined below:

- Tier 1 Membership, for members who were enrolled prior to July 1, 2007 annual salary of $1,500 or more

- Tier 2 Membership, for embers who were eligible to enroll on or after July 1, 2007 and prior to November 2, 2008, annual salary of $1,500 or more.

- Tier 3 Membership, for members eligible to enroll on or after November 2, 2008 and on or before May 21, 2010. Minimum salary set for the current calendar year, subject to future adjustments.
- Tier 4 Membership, for members eligible to enroll after May 21, 2010 but before June 28, 2011. Minimum 35 hours per week required for enrollment.
- Tier 5 Membership, for members eligible to enroll on or after June 28, 2011. Minimum 35 hours per week required for enrollment.

In addition, an employee must be enrolled in the PERS if:

1. The employee's wages are subject to Social Security taxes;
2. The employee is not required to be a member of any other State or local government retirement system on the basis of the same position;
3. The employee is receiving a monthly retirement allowance from the PERS and is also working more than the minimum number of hours per week required for PERS Tier 4 enrollment and earning more than $15,000 annually, in aggregate, from all PERS-covered employment (see “Exceptions” and "Special Rules for Disability Retirees Restored to Active Service”).
4. The employee is in a permanent position or has had 12 months of continuous temporary or provisional service.

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

PERS Ineligibility

1. Persons who are retired from a NJ State-administered retirement system other than the PERS (e.g., TPAF), or from a local New Jersey retirement system, are not eligible for PERS enrollment, but may assume a PERS-

covered position and receive the full salary without consequence to any existing retirement allowance.

2. Employees who are eligible for Tier 1 or Tier 2 membership based on date of enrollment but do not earn at least $1,500 annually.

3. Employees who are eligible for Tier 3 membership based on date of enrollment but whose salary does not meet or exceed the minimum salary set for Tier 3 enrollment for the current calendar year.

4. Employees who qualify for Tier 4 or Tier 5 enrollment in all respects but do not work the minimum number of hours required for PERS Tier 4 or Tier 5 membership.

5. Retired PERS members who return to public employment and earn $15,000 or less per year from all PERS-covered employment are ineligible for PERS enrollment.

6. PERS disability retirees who have been approved to return to PERS-covered employment but do not earn the minimum annual salary for enrollment under their original PERS membership tier.

7. Employees whose positions are not covered by Social Security.

8. Certain students employed at the school, college or university in which they are enrolled and regularly attend classes may be ineligible for PERS membership, effective June 30, 2000. Federal and State legislation excludes many of these students from FICA and Medicare taxes. Since PERS membership is dependent on wages being subject to Social Security withholding, these student employees are not eligible.

9. Provisional or temporary employees covered by Civil Service with less than 12 months of continuous service.

Types of Retirement

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

Please refer to the PERS Membership Tier Chart for eligibility criteria

Request a Retirement Estimate

- You may request a Retirement Estimate up to 24 months prior to retirement by registering here.

How to Apply for Retirement

- Complete an Application for Retirement Allowance here.
- 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

Police and Fireman's Retirement System (PFRS) is a defined benefit plan required for permanent, full-time employees appointed to positions in law enforcement or firefighting in the State of New Jersey.

Eligibility

Eligibility is based on job title, age, health and successful completion of an approved training course.

- 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 of service.

How to Enroll

- Complete a PFRS application on line, Report of Examining Physician, and Proof of Age Documentation

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

Note: Retirement is mandatory at age 65.

Types of Retirement

- Service
- Special
- Deferred
- Ordinary Disability
- Special Disability
- Involuntary Ordinary Disability
- Accidental Disability

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**
  If you qualify for an Ordinary Disability retirement, the annual benefit is equal to 40 percent of your Final Compensation or 1.5 percent of your Final Compensation for each year of service credit, whichever is higher.

- **"Final Compensation"** — for a PFRS **Tier 1** member enrolled on or before May 21, 2010, Final Compensation means the salary upon which pension contributions were based in the last 12 months of creditable service preceding retirement.

  For a PFRS **Tier 2** member (enrolled after May 21, 2010 and before June 28, 2011) or **Tier 3** member (enrolled on or after June 28, 2011), Final Compensation means the average salary upon which pension contributions were based for any **three** fiscal years of membership preceding retirement that provides the largest possible benefit.

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 long term disability coverage.

Eligibility

- **Employees enrolled in the Public Employees' Retirement System (PERS)** on or after July 1, 2007, who earn salary in excess of established "maximum compensation" limits.

- Employees enrolled in the Police and Fireman's Retirement System (PFRS) after May 21, 2010, who earn salary in excess of established "maximum Compensation" limits.
- Employees otherwise eligible to enroll in the PERS on or after November 2, 2008, who do not earn the minimum annual salary for PERS Tier 3 enrollment ($8,300 in 2015, subject to adjustment in future years*) but who earn salary of at least $5,000 annually.
- Employees otherwise eligible to enroll in the PERS after May 21, 2010, who do not work the minimum number of hours per week required for PERS Tier 4 or Tier 5 enrollment (35 hours per week for State employees 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 tax-sheltered, defined contribution retirement program for higher education faculty and certain administrators. The ABP provides retirement benefits, life insurance, and disability coverage.

Eligibility

- Full-time and adjunct faculty and officers
- Visiting professors
- Part-time instructors
- Professional Administrative Staff required to possess a college degree
- 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 $175,000 ($14,000) based on the State of NJ regulation.

For Supplemental Benefits Programs, please review Tax Deferred Annuity Plans

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 enrollment application click here.
- Carrier Election and Allocation Form click here.

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

- TIAA/CREF: www.tiaa-cref.org/njabp (800 842-8412)
- VOYA (ING Financial): https://njabp.beready2retire.com/ (800 262-3862)
- AXA Equitable: www.axa.com/nj (800 628-6673)
- Mass Mutual (Hartford): https://www.gittermanwealth.com/new-jersey-abp/

  (800 528-9009)
- MetLife: www.njabp.metlife.com (800 543-2520)
- Valic www.valic.com/njabp (800 448-2542)
- Prudential: www.prudential.com/njabp (855 652-2711)

How to Retire

- Complete an ABP retirement application here.
- Return application to the Department of Human Resources-Benefits
- Contact investment carrier to set up retirement distribution(s).
- Enrollment in health benefits is automatic based on coverage you had as an active member. If you want to make changes then you must complete an

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
- Two loans permitted in a calendar year.
- The maximum loan amount is 50% of the balance in the account, but cannot exceed $50,000.

How to Apply

- Submit your loan request online by visiting: www.state.nj.us/treasury/pensions/mbosregister.htm
- 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.
- The total outstanding loan(s) and the newly requested loan amount cannot be in excess of $50,000 or 50% of total assets.

- Must be active contributing member to ABP.

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 403(b)

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: $18,000 in calendar year 2017
- Age 50 and over $24,000 in calendar year 2017

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 and return to Department of Human Resources

Additional Contributions Tax-Sheltered Programs (ACTS) 403(b)

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)

The Supplemental Annuity Collective Trust of New Jersey (SACT) is a voluntary investment program that provides retirement income separate from, and in addition to, your basic pension plan. Your contributions are invested conservatively in the stock market. The program consists of two separate plans, the SACT-Regular Plan and the SACT-Tax-Sheltered Plan (IRC Section 403(b)). **Under the Regular Plan, your contributions are taken from salary that has been subject to federal income tax. When funds are withdrawn at retirement or separation of service, the contributions are not subject to federal income tax, but the earnings on those contributions are taxable.**

Under the Tax-Sheltered Plan you enter into a salary reduction agreement with your employer, so that the salary your employer reports to the Internal Revenue Service is reduced by the amount of your contributions. When the funds are withdrawn at retirement or separation, the contributions and earnings are subject to federal taxation as ordinary income. New Jersey Gross Income Tax and Social Security do not afford similar tax-sheltered benefits and those taxes must be paid on gross salary during participation in SACT.

Eligibility for SACT-Regular Plan you must be an actively contributing member:

PERS - Public Employees' Retirement System

PFRS - Police and Firemen's Retirement System

Eligibility for the SACT-Tax-Sheltered Plan also requires membership in a State-administered retirement system. In addition, you must be employed by a public educational institution.

NJ State Employees' Deferred Compensation Plan

The New Jersey State Employees Deferred Compensation Plan (NJSEDCP) provides you, as an eligible state employee, an opportunity to voluntarily shelter a portion of your wages from federal income taxes while saving for retirement to supplement your Social Security and pension benefits.

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

Human Resources 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 University Family and Medical Leave Policy which incorporates both State and Federal Family Leave provisions. NJIT's Family Leave Policy is available on the NJIT policy page. To view or download the policy please click here.

The Family Medical Leave Policy provides the following job protected leave benefits to eligible employees:

- Up to 12 work weeks of unpaid leave for an enabling event
- 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

Tuition Remission
Bookstore Discounts
Shuttle Bus Service
Employee Fitness Center access
Notary Service
Enterprise Rental car discount
New Jersey Manufacturers discounted Auto and Homeowners Insurance
BJ's Wholesale Club Discount
Atlantic Federal Credit Union
WellsFargo Bank discounts
Verizon and other wireless phone plan discounts

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 call the Department of Human Resources at extension 3140.

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 NJIT students, visitors and co-workers.

5-2. Punctuality and Attendance

You were hired to perform an important function at NJT. 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 university business purposes. This includes the voice mail, e-mail and Internet systems. Users have no legitimate expectation of privacy in regard to their use of university systems. Additionally, university records, including electronic mails, may be subject to the Open Public Records Law.

For more details, please visit the Acceptable Use Policy page for Cyber Resources by clicking here.

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, the policy is available here.

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 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

As a general rule, recording devices and camera-equipped devices (including mobile communication devices) and their uses are restricted in accordance with state and federal regulatory guidelines concerning unauthorized surveillance.

5-8. Smoking

Smoking is prohibited in university buildings and in all university vehicles. Please refer to the Smoke-Free Workplace Policy for further information by clicking here.

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 regarding conflict of interest, applicable to State entities. 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. All

NJIT employees are subject to State laws and regulations regarding Conflicts of Interest. This will include mandatory training and disclosures required by law, which will be provided as part of your employment.

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.

For more information about ethics at NJIT please contact the ethics liaison officer in the Office of General Counsel by calling 973-642-7485.

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 by clicking here.

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 click here.

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 in accordance with university policy. 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 by clicking here.

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 or Human Resources 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.

For a full Map of the Campus, please click here.

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 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/ 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/.

- **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, and 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 https://itms-request.njit.edu/

- **University Bookstore:**

The bookstore address is 120 Summit Street Newark, NJ 07103. 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 here. For hours of operation and more information, contact the bookstore at 973-596-3200.

Security

Public Safety and Security at NJIT

- NJIT has a dedicated Department of Public Safety which is 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 commissioned police officers of the State of New Jersey with all attendant police powers.

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 973-596-3111 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 973-642-7190.

If it is an emergency and you need immediate assistance please dial 911.

Please click here 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 here to search the directory. NJIT's main number is (973) 596-3000; this will bring you directly to the university Operator.

Internal Extensions

Ambulance	3111	Food Services	3053
Fire - Public Safety	3111	Fund Raising	3400
Police	3111	General Accounting	3156
Emergency	911	General Counsel	3107
Accounts Payable	3153	Graduate Office	3462
Admissions - Graduate	3460	Grants & Contracts	2941
Admissions - Undergraduate	3300	Health & Environmental Safet	3059
Alumni Center - Room Reserv	3441	Heating / Cooling	3123
Audio Visual Request	3005	Human Resources	3140
Benefits	3144	Labor/Employee Relations	3142
Bookstore	3200	Library / Van Houten	3208
Brochures	3433	Library / Architecture	3083
Budget	3125	Locksmith	3123
Building Access	3120	Mail Room	3191

Building Repairs	3123	Media Services	3005
Bursar	3148	Meeting Rooms	3600
Campus Center	3600	Moving	5720
Career Development Services	3100	Murray Center for Women	4671
Catering- Food Services	3053	Networking	5890
Check Cashing – Finance	3152	Office of Communications	3439
Check Deposits	3152	Parking	7190
Computing Services –Help De	2900	Payroll	3167
Cannon Copier Service	3192	PC Maintenance	2913
Credit Unions	4937	Petty Cash	3153
Custodial Services	3123	Physical Education	3636
Direct Deposit	3159	Physical Plant	3123
Employee Assistance	3293	Publications & Advertising	3433
Ethics	642-4285	Public Safety	3111
External Advertising	5525	Purchasing	3070
Finance	5320	Purchase Orders	3070
Recreation Facilities	3636	Telephones	5890
Registrar	3236	Training (Computer)	6343
Research & Development	5275	Training (Policy Workplace Reg.)	3140
Right to Know	3059	Transportations	
Room Reservations	3600	Travel Advances	3153
Software Maintenance	2922	University Advancement	3400

Special Events	5625	Vendor Payments	3153
Supplies (Office)	3190	Videos	3005

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. 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

the Department of Human Resources for details at extension 3140. For a copy of our most current Tuition Remission Policy, please click here visit the NJIT website.

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 here.

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 by dialing 911.

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 here 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. To create an online reservation, please click here.

For additional information, please contact the Reservation Manager 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 by clicking here.

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

You can access and print out an on-line directory here .

Campus Wide Notification System

- The Campus-Wide Notification System (CWNS) "Send Word Now" 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.

- To register or log into the university portal (Highlander Pipeline) go to my.njit.edu (you will be required to sign in with your UCID and password).
  - Go to "My Pipeline" tab
  - Under NJIT Resources click on "Campus-Wide Notification System – Register Devices" and follow all directions.

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:
  - https://servicedesk.njit.edu/CherwellPortal/IST#0 **AND**
  - Register for the Computing Orientation Workshop. Contact 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 my.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 jobs.njit.edu.

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 the NJIT Office of Strategic Communications' Advertising Coordinator, at 973-596-3439.

Special Events Coordination

For requests for special events consulting and planning please call 973-596-5625 or 973-596-3435.

Communications Resources

- The NJIT trademark and logo is the exclusive property of NJIT with all rights reserved, which may not 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 read the 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.**

Employee's Printed Name: _____ Position: _____

Employee's Signature: _____ Date: _____

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

HUMAN RESOURCES ANTI-DISCRIMINATION AND ANTI-DISCRIMINATORY HARASSMENT POLICY

POLICY STATEMENT:

The University prohibits unlawful discrimination or discriminatory harassment (including sexual harassment) by or against any NJIT employee on the basis of race, color, national origin, nationality, ancestry, religion, sex, pregnancy, age, sexual orientation, disability, marital status, gender identity and expression, disability, affectional or sexual orientation, military service, veteran status, atypical cellular or blood trait, an individual's genetic information or any other category protected by federal, state or local laws (collectively "protected categories" or "protected status").

The prohibition on discrimination and discriminatory harassment as outlined above applies to all terms and conditions of employment, including, but not limited to, hiring, training, assignments, promotions, demotions, transfers, discipline, compensation, benefits, and termination of employment.

Discriminatory harassment and discrimination is prohibited both at the workplace and at university-sponsored events. Social interactions between employees that occur off campus, but have a nexus to the workplace are also covered by this policy.

Please refer to the Anti-Discrimination and Anti-Discrimination Harassment Policy for further information by clicking here.

ADDITIONAL UNIVERSITY POLICIES

For a complete list of university wide policies, which, as a whole, touch all faculty, staff, and administration, please click here.