

**UNIVERSITY OF MEDICINE &  
DENTISTRY OF NEW JERSEY**

**STAFF HANDBOOK**

**2005**

(Revised 12/28/06)

**A Human Resources Communication**

*Transforming the Delivery of Human Resources Services*

## **MESSAGE FROM THE VICE PRESIDENT OF HUMAN RESOURCES**

It is a pleasure to welcome you to the University of Medicine and Dentistry of New Jersey (UMDNJ), a statewide multi-campus institution and the largest health sciences university in the nation. UMDNJ is the eighth largest employer in the State of New Jersey. We employ over 13,000 employees (faculty and staff) and have eight schools – three of which are medical schools. Our projected growth over the next several years includes a Cancer Center in Newark, Research Towers in Newark and New Brunswick, a Child Health Institute, a new Ambulatory Care Center and a Student Residence with retail facilities. The completion of these major projects will add more than 500 additional staff to our increasing employee population.

These are exciting times at UMDNJ and we hope that your association with us is rewarding and an engaging experience. The position you occupy is essential to fulfilling our mission of excellence and upholding our values. We remain committed to high quality customer service, making our workplace safe and friendly; and, to maintaining a diverse workforce. For your review and future reference, the University's Mission Statement is shown on page six. Learn more about the University by logging onto the portal at <https://My.UMDNJ.edu>.

This staff handbook was prepared by the Office of Human Resources to provide you with answers to your questions about employment at UMDNJ. It provides information about the University's schools and units, employment, benefits, compliance, safety, employee rights and responsibilities and more.

Although all of your questions will not be answered in this handbook, I encourage you to familiarize yourself with the rules and procedures which are periodically updated and posted on our website at [www.umdj.edu/hrweb](http://www.umdj.edu/hrweb).

We want you to know that we value you and are concerned not only for your personal well-being, but your professional development as well. We encourage you to call upon us if we can be of any assistance.

Again, welcome!

Maryann Master  
Vice President for Human Resources

## OVERVIEW OF UMDNJ

The University of Medicine and Dentistry of New Jersey (UMDNJ) is a statewide multi-campus institution of higher education in the health professions. Originally created as the College of Medicine and Dentistry of New Jersey in 1970, UMDNJ was granted university status in 1981 and has matured steadily since its establishment. With 5,329 students in the health professions and biomedical sciences, over 1,560 housestaff and postdoctoral appointees, 10,545 staff and approximately 6,000 paid and volunteer faculty, UMDNJ today is the largest free-standing health sciences university in the country.

UMDNJ's status and dominant role as New Jersey's health sciences university are reflected in its four-part mission of education, research, the delivery of health care, and community service. Spanning the entire state of New Jersey, with a population of 8.6 million, the University operates four main campuses in Camden, New Brunswick/Piscataway, Newark and Stratford, as well as a branch campus in Scotch Plains.

The eight Schools of UMDNJ are:

[UMDNJ-Graduate School of Biomedical Sciences \(GSBS\)](#): With divisions in Newark, Piscataway and Stratford, GSBS awards the PhD, MS, and a non-thesis Master of Biomedical Sciences degree.

[UMDNJ-New Jersey Dental School \(NJDS\)](#): The Dental School, based in Newark, is the only institution in New Jersey that awards the DMD degree. It also awards an MS in Dentistry and a Master in Dental Science, and offers graduate dental education programs (certificate and residency) in six dental specialties plus two in general dentistry.

[UMDNJ-New Jersey Medical School \(NJMS\)](#): The oldest of UMDNJ's three medical schools, NJMS is located in Newark and awards the MD degree.

[UMDNJ-Robert Wood Johnson Medical School \(RWJMS\)](#): Principally based in Piscataway/New Brunswick, RWJMS also maintains a clinical campus in Camden. It awards the MD degree.

[UMDNJ-School of Health Related Professions \(SHRP\)](#): Based in Newark, SHRP also operates programs at the Scotch Plains, Stratford and Piscataway Campuses, and offers an array of certificate and degree programs from entry-level professional credentials to terminal degrees in a range of allied health professions. The School awards the PhD, DCN, DPT, MS, MPT, BS, AS and AAS degrees and sponsors certificate programs at various levels.

[UMDNJ-School of Nursing \(SN\)](#): The School is primarily based in Newark and also operates from the Stratford campus. It awards the PhD, MSN, BSN, AS, and post-master's certificates in nursing education and advanced practice nursing. Additional locations are operated on the campuses of the School's main academic partners in Edison and Mahwah, New Jersey. A program located in Mt. Laurel closed in the spring of 2004, and a new program was recently established in Glassboro.

[UMDNJ-School of Osteopathic Medicine \(SOM\)](#): Based in Stratford, the School awards the DO degree, the only such institution in the state.

[UMDNJ-School of Public Health \(SPH\)](#): The state's only resource for graduate education in public health, and the only school of public health in the nation accredited as a collaborative school, SPH offers programs in New Brunswick/Piscataway, Newark and Stratford. It awards the PhD and DrPH jointly with Rutgers University, the MPH jointly with Rutgers and the New Jersey Institute of Technology, and the MS.

The University owns and operates two major health care units, [UMDNJ-University Hospital](#), a 500-bed tertiary care facility that is the principal teaching hospital of NJMS in Newark, and [UMDNJ-University Behavioral HealthCare](#), a statewide behavioral health care system that is the largest of its kind in the nation. The University maintains 104 separate academic affiliations and almost 700 separate clinical affiliations with educational and clinical partners across the state and in other locations.



## **UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY**

### **MISSION STATEMENT**

The University of Medicine and Dentistry of New Jersey (UMDNJ), the state's university of the health sciences, is dedicated to the pursuit of excellence in:

- the undergraduate, graduate, postgraduate and continuing education of health professionals and scientists;
- the conduct of biomedical, psychosocial, clinical and public health research;
- health promotion, disease prevention and the delivery of health care; and
- service to our communities and the entire state.

Providing educational, research and service programs at campuses in Camden, New Brunswick/Piscataway, Newark, Scotch Plains and Stratford, in communities throughout the state, and nationally and internationally through advanced communication and information technologies, UMDNJ seeks to meet the needs of our diverse constituencies and improve the health and quality of life of the citizens of New Jersey and society at large.

Approved by the Board of Trustees  
March 18, 2003

## **EMPLOYEE INFORMATION & RESOURCES**

### **AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY/DIVERSITY**

The Board of Trustees of UMDNJ has committed itself, the University and its component units to a policy of affirmative action and equal employment without regard to age, ethnicity, race, disability, marital status, national origin, religion, gender, sexual orientation, or veteran status and any other area otherwise prohibited by law. All employment practices will be guided by the University's commitment to adhere to applicable laws and regulations.

UMDNJ is committed to assuring a work environment that fosters and promotes respect for and understanding of the contributions of people with diverse ethnic, economic, educational, cultural and racial backgrounds.

Contact the Office of Affirmative Action/Equal Employment Opportunity, which has the overall responsibility for monitoring our programs and progress in this area, should you need additional information at 973-972-4855 or 2-4855.

### **RIGHTS OF THE DISABLED**

UMDNJ acknowledges its responsibility as an affirmative action employer to provide reasonable accommodation for otherwise qualified disabled applicants, employees and students. UMDNJ's policy states that no program or activity administered by the University shall exclude from participation any qualified individual solely by reason of his or her disability. Qualified persons are those, who with reasonable accommodation are capable of performing the essential functions of the position in question in accordance with UMDNJ policy, applicable laws and regulations.

The University has an obligation to provide employees with disabilities, full access and participation in employment opportunities and programs. The University must provide reasonable accommodations to employees with disabilities when requested, unless the accommodation imposes an undue hardship or is precluded by business necessity. Administrators, managers, and supervisors are responsible for considering accommodation requests and providing accommodations to employees, when possible. Employees are responsible for making requests for accommodations and working with the supervisors to establish effective and reasonable accommodations.

### **DIVERSITY AND COMMUNICATIONS**

To enhance delivery of quality health medical services and facilitate interpersonal skills, it is essential for employees to increase their awareness, recognition, and understanding of cultural differences of colleagues, patients, students and support staff. Recognizing and respecting cultural differences in communication can minimize cultural collisions and misunderstandings.

### **EMPLOYMENT WITH UMDNJ**

#### **EMPLOYMENT CATEGORIES**

UMDNJ classifies its staff members as follows:

### **Regular Staff Member**

A regular staff member is hired to fill a position for an undetermined period. The assignment may be full-time or part-time. Regular full-time non-exempt staff members will work a minimum of thirty-five (35), thirty-seven and one half (37.5) or forty (40) hours each week, as determined by the position. Regular part-time staff members will work twenty (20) or more hours each week, but less than the full-time equivalent for the position. Exempt regular staff members are required to work a minimum of 37.5 or 40.0 hours per week based on their classification.

### **Temporary Staff Member**

A temporary staff member is hired to fill a position for a relatively short and well-defined period of time. The assignment may be either part-time or full-time and should not exceed twelve (12) months in duration. Assignment of hours for temporary staff members will be in accordance with the job assignment.

Also classified as a temporary staff member is someone hired to work less than twenty (20) hours per week on a regular basis for an undetermined period.

### **Per Diem Staff Member**

A per diem staff member is hired to work on an intermittent (as needed) basis.

### **Student Staff Member**

A high school, undergraduate or graduate student who is hired into a work study program or, in some cases, a temporary position.

### **Exempt/Non-Exempt Staff Members**

All staff members have been classified by UMDNJ as either “exempt” or “non-exempt” under the Fair Labor Standards Act. Non-exempt staff members are eligible for overtime for hours worked in excess of forty (40) hours per week. Exempt staff members are not eligible for overtime.

## **ORIENTATION**

As a new staff member you may have questions about the University. UMDNJ’s Department of Human Resources conducts weekly orientations for all newly hired staff members. At orientation you will learn about the UMDNJ organization; your health benefits, pension and life insurance benefits and other information necessary to acquaint you with UMDNJ. **If you are newly hired or newly promoted to a supervisory or managerial position, the Department of Human Resources offers a mandatory orientation to support your success at UMDNJ.**

## **EMPLOYMENT OF RELATIVES**

Your relatives are eligible to work at UMDNJ, provided that such employment does not interfere with the productivity of your unit, and would not entail you directly or indirectly having influence over the employment status, job security or salary of the other.

## **LICENSURE AND CERTIFICATION**

Many positions at the University require staff members to be licensed, registered or certified as a condition of initial or continued employment. If this applies to your position, you are

responsible to keep your license, registration or certificate current and to provide copies for your department's records. If your license expires or becomes invalid you must immediately notify your supervisor. The University cannot allow you to work without a valid license or certificate.

### **PROBATION**

All staff members who work in titles covered by a collective bargaining agreement must satisfactorily complete a probationary period. The length of the period for new hires is one hundred and eighty (180) calendar days and may be extended in accordance with the applicable collective bargaining agreement. All staff are evaluated on their job performance, attendance and conduct during this period.

Staff members promoted or bumped into a new position during a layoff are also subject to a probationary period, which varies according to the collective bargaining unit. Therefore, if you fall into this category, you should ask your immediate supervisor or contact the Campus Human Resources office to ascertain the exact length of your probationary period.

### **AT WILL**

All staff members at UMDNJ not covered by a current union contract are considered employees "at will." This phrase refers to the fact that the University retains the right to terminate employment of "at will" staff members any time, with or without cause or notice. No written or oral statement issued by the University or by any employee or agent of the University can affect your status as an "at will" staff member.

### **LAYOFFS**

In certain circumstances it may be necessary for the University to lay off employees for economic or programmatic reasons.

### **REHIRING FORMER STAFF MEMBERS**

Individuals who separate from the University will be considered new hires for all aspects of re-employment, except for those with layoff rights who are recalled within one (1) year of layoff.

## **COMPENSATION AND HOURS OF WORK**

### **COMPENSATION PLAN**

The Compensation Plan of the University of Medicine and Dentistry is the official plan for compensating all staff members regardless of the source of funds. The Compensation Plan consists of salary policies, the schedule of salary ranges and rates to which positions are assigned, and regulations for administering the pay plan.

The Compensation Services section of the Human Resources Department determines equitable and basic compensation for regular full-time, part-time and temporary staff members and application of the Federal Fair Labor Standards Act (FLSA) statutory overtime provisions. Departments are responsible for ensuring FLSA compliance. The salary scales for compensating supervisory and management staff members contain minimum and maximum salaries. Salary scales for compensating other staff members contain minimum, intermediate and maximum salary steps. Staff members will be assigned to one of the salaries or rates in the compensation

schedule for the job classification in which they are employed. Staff members who are supervisors, managers, directors and executives are evaluated annually and may receive merit pay increases based on evaluation ratings.

### **PAYDAY AND YOUR PAYCHECK**

UMDNJ pays staff members on a bi-weekly basis. Payday is every other Friday. Regular full-time staff members are paid through the Saturday preceding payday. All regular part-time and temporary staff members are paid through the second Saturday preceding payday.

When payday falls on a holiday, paychecks will be distributed the day before the holiday.

Your paycheck will have an itemized statement detailing all deductions required by law as well as that considered voluntary. **At the bottom of each check, there will be the most recent calculation of any remaining leave balances (vacation accrual, sick leave accrual, etc).**

For your convenience, UMDNJ provides a direct deposit service. If interested, please contact the Payroll Department at 732-235-9207 or by email at [Payroll\\_help@umdnj.edu](mailto:Payroll_help@umdnj.edu) to obtain the required authorization form to enroll.

### **WORK HOURS AND SCHEDULING**

Regular full-time staff members are scheduled to work on the basis of a thirty five (35), thirty seven and one half (37.5) or forty (40) hour work week. Your job classification and the needs of your department will determine your hours of work within each week. Work schedules are designed to provide the best possible coverage for all units of the University.

### **TIMEKEEPING**

All staff members are required to complete a time sheet for each bi-weekly pay cycle. If you are an exempt staff member (not eligible for overtime pay) you use your time sheet to record the use of vacation, holiday and sick leave or other time not worked. If you are a non-exempt staff member, your time sheet is used to record the actual hours you worked.

### **MEAL PERIODS AND BREAKS**

The length of meal periods and breaks varies by department and according to the collective bargaining agreement covering your title. Meal periods are generally unpaid. Consult with your supervisor or your Campus Human Resource Office to ascertain the length of these periods.

### **OVERTIME PAY**

Non-exempt full-time staff members normally work thirty five (35), thirty seven and a half (37.5) or forty (40) hours per week, exclusive of meal periods, based on their job classification. In order to maintain services, it may be necessary for a staff member to work overtime. This overtime should be authorized by a member of the University's supervisory or managerial staff. Generally, volunteers for overtime work will be solicited. If there remains a need for overtime work, overtime can be directed on a mandatory basis. If you are a staff member who is eligible for overtime, you will be paid **at straight time for all hours beyond your normal work week up to forty (40) hours and** at a rate of time and one half (1 ½) for hours beyond **forty (40) hours** or granted compensatory time off at the same rate, at the University's option.

**Sick time and unpaid hours do not count towards overtime. Vacation time and float holidays do count towards overtime.**

Exempt staff members are not eligible for overtime pay and are expected to work the hours that are necessary to complete work assignments and may receive compensatory time in accordance with University policy.

### **SHIFT DIFFERENTIAL**

A shift differential is paid to eligible staff members for working the afternoon and night shifts. **This payment varies by collective bargaining unit and by title.** You can find out the exact amount of the hourly differential(s) for your title by contacting your Human Resource Office.

### **DAYLIGHT SAVINGS TIME**

At those times of the year when clocks are changed to standard time or to daylight savings time, non-exempt staff members working an hour more or less because of the change will be paid for the hours actually worked.

### **PAID TIME OFF BENEFITS**

#### **HOLIDAYS**

Regular full-time and regular part-time staff members (as well as full-time temporary staff members who have completed six months of continuous service) are eligible for paid holidays. The University recognizes **nine (9)** designated holidays and **six (6)** non-designated days called “float holidays”. Regular part-time staff members receive paid holidays on a pro-rated basis according to the number of hours he/she is hired to work. The nine (9) designated holidays are:

New Year’s Day	Memorial Day	Thanksgiving Day
Martin Luther King Day	Independence Day	Day After Thanksgiving (non-premium)
Good Friday (non-premium)	Labor Day	Christmas Day

On January 1st of each year, **six (6)** float holidays are granted to staff members on active payroll status as of that date. Float holidays may be used at any time during the calendar year after obtaining, at least one week in advance, prior approval from your supervisor. Float holidays must be used by December 31st or they are automatically forfeited.

In July of each year, **three (3)** float holidays will be credited to all individuals hired after January 1, but on or before July 1. Individuals who were on leave as of January 1, but returned to duty during the first half of the year are also entitled to three (3) float holidays. These float holidays must be used by the end of the calendar year (December 31) or will be forfeited.

**Float holidays must be scheduled at least one week in advance except in the case of an emergency. Float holidays (personal days) may be used for emergencies, observances of religious or other days of celebration, or other personal business. In the case of an emergency, your supervisor may require you to supply verification of the emergency to be presented upon your return to work.**

Excessive unscheduled absences, including use of float holiday or vacation under certain circumstances may be subject to the Attendance Control policy.

If you work in a department requiring seven-day coverage, you may be required to work on a holiday. Non-exempt staff members working on a holiday are given premium pay (for all Holidays except Good Friday and the Day after Thanksgiving) of time and one-half for all hours worked on the holiday. Exempt staff members working on Good Friday and the Day after Thanksgiving are paid at straight time for all hours worked. In addition, for all holidays, non-exempt staff will be given an additional day off or paid an additional day's pay at the University's option. Exempt staff members required to work on a holiday may be granted another day off.

When a designated holiday falls on either Saturday or Sunday, the following policy guidelines apply:

(1) In departments requiring seven-day coverage, the holiday is observed the actual day it falls on and premium pay is applicable that day.

(2) In departments open Monday through Friday only, holidays falling on a Sunday are observed on the following Monday and holidays falling on a Saturday are observed the preceding Friday.

If you wish to observe a religious holiday other than those previously mentioned, you must obtain prior approval and charge your absence to a float holiday **or** a vacation day.

Absences immediately before or after a holiday, or absences on a holiday the staff member is scheduled to work, may result in forfeiture of the holiday and appropriate discipline issued. In the case of nurses, this applies to absences two days before and two days after a holiday.

For staff working twelve-hour shifts, each day of accrual equals 8 hours.

## VACATION

Regular full-time and regular part-time staff members (as well as full-time temporary staff members who have completed **ninety (90) days** of continuous service) are eligible for vacation benefits. Although you have accrued and may be eligible for benefits, any scheduled time off (including vacation) must be approved by your immediate supervisor. Regular part-time staff members accrue vacation on a pro-rated basis according to the number of hours he/she is hired to work. Full-time staff members accrue vacation benefits in accordance with the following schedules:

<u>Employee Service</u>	<u>Accrual Rate</u>
From date of employment to completion of 10 years	1 1/4 days/month (15 days annually)
From start of 11th year to completion of 20 years	1 2/3 days/month (20 days annually)
From start of 21st year or more	2 1/12 days/month (25 days annually)

(The above schedule also applies to V Scale Directors)

### **Nursing Title-Staff Nurse and above:**

<u>Employee Service</u>	<u>Accrual Rate</u>
From date of employment to completion of 3 years	1 1/4 days/month (15 days annually)

From start of 4th year to completion of 18 years	1 2/3 days/month (20 days annually)
From the start of the 19th year	2 1/12 days/month (25 days annually)

**Executive Directors and Administrators on the E & M Scales:**

<u>Employee Service</u>	<u>Accrual Rate</u>
From date of employment in the Executive and Director Levels to completion of 20 years	1 2/3 days/month (20 days annually)
From start of 21st year or more	2 1/12 days/month (25 days annually)

Staff members are credited with accrued vacation benefits upon completion of ninety (90) days of employment.

You receive vacation credit for the month you are hired prior to the 16th of the month. If you are hired on the 16th of the month or after, you will accrue vacation from the 1st of the following month.

You may carry over vacation time earned in one calendar year into the next calendar year. The maximum carryover as of any December 31st is equal to 1 year of vacation entitlement. Any vacation balances in excess of the maximum carryover allowance will be forfeited, unless there is an exception granted by the Department of Human Resources.

Each department is responsible for scheduling vacation for its staff members for the year. Responses to requests for vacation usage will be based on the operational requirements of the department, the preference of co-workers and may be based on University seniority.

If you are separating from employment at the University, you will be paid for any unused vacation time less any sick time debits or monies owed to the University. You will not be paid for unused vacation time if you fail your new hire probation. Vacation balances will be paid at the current base rate of pay.

For staff working twelve-hour shifts, each day of accrual equals 8 hours.

**SICK LEAVE**

Regular full-time and regular part-time staff members (as well as full-time temporary staff members who have completed six months of continuous service) are eligible for sick leave benefits. If you are a regular part-time staff member, you accrue sick leave on a pro-rated basis according to the number of hours you are hired to work. Staff accrue one sick day per month.

You receive sick leave credited for the month in which you are hired provided your employment date was prior to the 16th of the month. If you were hired on the 16th of the month or after, you will accrue sick leave credited from the 1st of the following month. **Credit is given for any month in which you work up to the 16th of the month.**

Sick leave is available for usage upon accrual. Sick leave may be accumulated from year to year without limit. However, upon retirement, you will be paid for 1/2 of your unused sick leave credit at your then current base rate of pay up to the then prevailing legislative limit. Upon termination or resignation other than retirement, sick leave is forfeited.

Staff are not entitled to use sick leave just because it has been accrued. The use is for legitimate illness, which renders the staff member unable to work and in limited cases, for serious family illness. Sick leave can be scheduled in advance for use for non-routine documented medical or dental appointment (i.e. stress tests, mammogram, not annual physicals or dental checkups or cleanings). Sick leave must be used judiciously. Excessive unscheduled absence may be subject to the University Attendance Control policy.

For staff working twelve-hour shifts, each day of accrual equals 8 hours.

## **STAFF MEMBER BENEFITS**

### **GROUP BENEFIT PLANS**

UMDNJ offers eligible staff members a comprehensive package of employee health plans, retirement, life insurance, disability and optional tax-sheltered programs. The following is a summary of the plans. If there are any discrepancies between these descriptions and the official plan documents, the language of the official plan documents will govern. Please contact your campus Human Resources Office if you have any questions about your benefit plan coverage.

#### **The New Jersey State Employees' Tax Savings Program**

This program allows you to pay the following with pre-tax dollars. Every October, you will have the opportunity to decide exactly how much money to set aside for the following year.

A. Under the **Unreimbursed Medical Spending Account**, you can have before tax dollars withheld from your salary, up to \$2,000 annually, and put into an account which will reimburse you for eligible health care services not paid by insurance (i.e., unreimbursed medical, dental, optical and chiropractic expenses).

B. Under the **Dependent Care Spending Account**, you can use before tax dollars, up to \$5,000 annually, to put into an account which will reimburse you for the care of your children or other eligible dependents while you and your spouse work. (This is also available to parents from single parent households.)

C. Under the **Premium Option Plan (POP)** provision your applicable medical and dental premiums will automatically be withheld before Federal income and FICA (Social Security and Medicare) are withheld. You do have the option of signing a declination form requesting that premiums be withheld on an after-tax basis.

#### **Group Health Plans**

Group health plans include Medical, Dental and Prescription Drug Programs. These plans are available to eligible staff members who are scheduled to work 20 or more hours per week and who are scheduled to work 12 months or more. Coverage for all health insurance plans is effective following two months of continuous employment.

Coverage is not automatic. New staff members are required to complete the necessary enrollment application upon employment. Spouses and eligible dependent children can also be enrolled in the health plans. If you are a new staff member, you should maintain your personal coverage until group coverage can be confirmed.

There is an annual open enrollment period each year (October for January coverage) that permits all eligible staff to enroll, change plans and/or add eligible dependents. Any type of coverage change due to marriage, birth of a child, etc., must be made within 60 days of the event. If the day limitation is not met, you must wait for the next annual open enrollment period.

A. **New Jersey State Health Benefits Program (SHBP).** The SHBP offers three types of medical plans; the Traditional Medical Plan, NJ PLUS and a number of Health Maintenance Organizations (HMO's).

The cost of coverage for University employees is subject to labor agreements between union bargaining units and the University. The State Health Benefits Commission establishes rules concerning cost sharing for employees not represented by a union. **Currently, the State will pay the full cost of coverage for employees and their eligible family members enrolled in NJ PLUS.** The cost to those employees covered by any Commission rule or labor contract that requires premium sharing will be determined by that rule or contract. Please contact the campus Human Resources Office for detailed information.

1. **Traditional Medical Plan** The Traditional Medical Plan is administered for the SHBP by Horizon Blue Cross and Blue Shield of New Jersey. This plan allows participants to use any properly licensed provider, as defined by the plan, for covered medical services. The plan pays only for the diagnosis and treatment of illness or injury. It does not pay for preventive treatment such as immunization, physical exams, and well-care visits to doctors.

**All staff members are required to make a contribution to the premium for this coverage. Premiums will automatically be deducted on a pre-tax basis (under the Premium Option Plan). Please contact the campus Human Resources Office for the premium cost based on your particular type of coverage.**

The plan has three parts: basic benefits, extended basic benefits and major medical benefits. Basic benefits cover certain hospital (or facility) charges and eligible inpatient and outpatient-covered services. Extended basic benefits cover certain medical-surgical or professional charges. Basic benefits are either paid in full or according to a fixed fee schedule. Extended basic benefits are paid according to a fixed fee schedule. In most cases, whatever is not paid by basic or extended basic benefits is rolled over automatically to the major medical portion of the plan.

Major medical benefits provide coverage for eligible services such as physician charges, medical services, and supplies not completely paid under the Traditional Plan. There is an annual deductible of \$100 per employee and \$200 (\$100 per employee and \$100 for one other covered family member) per family. Once the deductible has been met, the plan will pay 80 percent of either the remaining eligible charge or 80 percent of the reasonable and customary fee. After an individual has \$2,000 in eligible major medical charges during a calendar year, the plan will pay 100 percent of eligible charges for the remainder of the calendar year. The participant is responsible for a 20 percent coinsurance (or \$400 out-of-pocket per individual).

The lifetime benefit maximum, under the major medical portion of the Traditional Plan only, is \$1,000,000 per individual. However, there is a limited automatic restoration feature whereby, at the start of each calendar year, any previously used amount of the lifetime maximum will be restored up to the lesser of \$2,000 or the amount needed to completely restore the maximum.

2. **NJ PLUS** NJ PLUS is administered for the SHBP by Horizon Blue Cross and Blue Shield of New Jersey. NJ PLUS is a point-of-service plan, which is a blend of the Traditional

Medical Plan and an HMO. The plan has a network of doctors, hospitals, and other health care providers who offer quality medical care in cost-efficient ways. Participants are required to choose a physician within the NJ PLUS network. Preventive care, physician services, and other eligible charges are covered in full or with a nominal co-payment if incurred in the network. Participants may also choose to visit a physician outside of the NJ PLUS network. If so, the reimbursement arrangement is based on deductibles and co-insurance provisions. **There is currently no premium cost.**

3. **Health Maintenance Organizations (HMO's).** HMO's are available to eligible staff members who reside in most areas of New Jersey and certain parts of New York and Pennsylvania. Health Maintenance Organizations (HMOs) are designed as a prepaid health care system, which stresses preventive medical services. Selected physicians care for participants. If hospitalization is required, individuals are referred to the hospital selected by the particular HMO. The medical and hospital costs are borne by the HMO. In evaluating potential HMO membership, you should consider whether physician(s) known by you or your family are participants in any given HMO. **All staff members are required to make a contribution to the premium for this coverage. Premiums will automatically be deducted on a pre-tax basis (under the Premium Option Plan). Please contact your campus Human Resources Office for the premium cost based on your particular type of coverage.**

B. **New Jersey State Dental Expense Benefits Program.** The program provides choice between two types of dental plans: the State Dental Expense Plan or a Dental Plan Organization (DPO).

1. **The State Dental Expense Plan** is administered by the Aetna U.S. Healthcare. The plan allows the participant to choose any licensed dentist for dental care. **Preventive** procedures are covered at 100% of reasonable and customary charges. **Basic restorative and major restorative** procedures are covered at 80% and 65% of reasonable and customary charges respectively after a deductible. An annual dollar maximum of \$3,000 per member exists.

The plan covers 50% up to a \$1,000 lifetime maximum for orthodontia services, but only for children under the age of 19. Prosthodontic and periodontic services are covered at 50% of reasonable and customary charges after the deductible. Once any three (you or your eligible dependents) meet their deductible, each other eligible dependent will be considered to have met the deductible for the remainder of the year.

2. **The Dental Plan Organizations (DPOs)** are similar to the HMOs in the health program. As a participant, you would be required to use a provider belonging to the DPO. When you use a DPO dentist, most dental care is covered in full. Some major services such as prosthodontics (denture), periodontics (treatment of gum disease), braces, bridges, and orthodontic care are eligible expenses, but require the participant to share in the cost through a co-payment.

The premium cost for both these plans is shared between the State and the employee. The amount of payroll deduction and NJ State Dental Benefits Applications are available at the campus Human Resource Office. **Premiums will automatically be deducted on a pretax basis (under the Premium Option Plan) for the plan you choose.**

C. **Prescription Drug Program (PDP)** Participants and eligible dependents pay a copayment of \$1.00 for generic drugs or \$5.00 for brand name drugs per prescription or refill. The State pays the remainder of the cost. The program includes a Mail Order feature for persons requiring maintenance drugs over an extended period of time, (usually a period of more than 30

days). Under the Mail Order Program, the participant's doctor may prescribe up to a 90-day supply of a generic or brand name drug. **There is currently no premium cost.**

**D. Health Insurance Premium Reimbursement Program for Same Sex Sole Domestic Partners**

Eligible employees who are enrolled in the New Jersey State Health Benefits Program (SHBP) may be partially reimbursed for the payment of outside health insurance coverage for their same sex sole domestic partners. Premiums for the purchase of medical, prescription and dental insurance for qualifying same sex sole domestic partners and their eligible dependent children will be reimbursed on a limited basis. This program will be discontinued on October 1, 2004.

**E. Domestic Partners Health and Pension Plan Program** Eligibility for participation in the Domestic Partners Health and Pension Plan Program is based on participation in the University's State Health Benefits Program's (SHBP) health plans. This program, enacted under the Domestic Partners Act (DPA), extends certain health and pension plan benefits to same-sex domestic partners of employees with coverage in the University's State administered health plans.

**F. Temporary Disability** The New Jersey State Temporary Disability Insurance Program is mandatory for most staff members. Participation is automatic and enrollment forms are not required. After 20 weeks of employment, disability benefits are available. The payments equal 2/3 of the average weekly wage up to the state maximum. Benefits are payable only after all sick leave pay has been utilized.

**G. Workers Compensation** The University provides medical treatment for staff members sustaining a work-related illness or injury. Staff members suffering such illnesses or injuries may be entitled to receive a portion of their salary for up to a maximum of 52 weeks. The level of salary replacement for which you are eligible depends upon your classification, the nature of the illness/injury that you incur and the circumstances surrounding it. Please contact the Risk and Claims Department for further details. If you are injured during the performance of your normal work function, you must report such occurrences to your supervisor immediately. Failure to do so may result in a loss of Workers' Compensation benefits. The incident report form (UMDNJ-Form 70) is available through your department.

**RETIREMENT PLANS (including life and disability insurance)**

The **Alternate Benefit Program (ABP)**, the **Public Employees' Retirement System (PERS)** and the **Police and Firemen's Retirement System (PFRS)** each contain pension plans, life insurance and disability provisions. Most new employees are eligible to participate in one of the three programs. The coverage effective date is the first of the month or the first day of the following month depending on the member's hire date.

**A. The Alternate Benefit Program (ABP)** is a defined contribution plan. Eligibility is based on being regularly scheduled to work 50% or more in a qualified job classification. Individuals who are returning to work in an ABP eligible position and have made a withdrawal from their ABP pension plan, will not be eligible to re-enroll in ABP or any other State sponsored pension plan.

Employees who are employed by the University at less than 50% of a full-time equivalent and earning \$1,500 or more per year are required to enroll in the State's Public Employees' Retirement System (PERS). Please refer to Section B for detailed information. The ABP

consists of three main features: retirement plan, group life insurance and Long Term Disability (LTD).

1. Each participant is required to contribute 5% of base annual salary (on a pretax basis) to the program. The University currently contributes an amount equal to 8% of base annual salary. (Under the Revenue Reconciliation Act, employees hired July 1, 1996 or later will have their pensionable earnings capped at a federally established maximum pensionable amount, which changes from time to time.)

You will have the opportunity to invest the entire 13% amount in retirement annuity options that are provided by six investment providers: ING-Aetna Life Insurance and Annuity Company, Teachers Insurance and Annuity Association and the College Retirement Equities Fund (TIAA-CREF), AXA Financial (Equitable), The Hartford, the Travelers Insurance Company (represented by Citistreet) and Variable Annuities Life Insurance Company (AIG-VALIC).

For the first year of enrollment, member and University contributions are designated as delayed vesting contributions. This provision is waived if the new hire was previously in a qualified pension plan or has transferred from a State Administered plan (e.g., Public Employees' Retirement System, etc.) After one year, you are considered to be vested and entitled to the member and University contributions at the time of separation.

During the first year of delayed vesting, you are only allowed to contribute (including the University contributions) to one carrier. In the second year and beyond, both your contributions and that of the University's can be allocated to one or more of the investment carriers.

Should you, as a vested member, leave the University, this benefit may be transferred to another institution with a qualified retirement plan or the member can continue to make contributions on an after-tax basis. Retirement income is based on the amount of equity in the individual member's account at separation.

2. The group **life insurance** plan provides coverage of 3 ½ times the base annual salary on which pension contributions were based during the last 12 months of service. (Under the Revenue Reconciliation Act, employees hired July 1, 1996 or later will have their pensionable earnings capped at a federally established maximum pensionable amount, which changes from time to time.) **This coverage is at no cost.**

An individual, who is age sixty (60) or older at the time of enrollment in the pension plan, is required to pass a physical examination to determine eligibility for group life insurance coverage. If the member dies during the first year of participation in the ABP, the death benefit includes the base annual salary earned until the date of death.

3. Once you become vested, as a member of the Alternate Benefit Program (after one full year of pension contributions), you are eligible for **long-term disability insurance**. After six months of medically certified continuous disability, you would be paid a monthly income equal to 60% of base monthly salary (integrated with Social Security Disability) up to age 70 or retirement whichever comes first. Base monthly salary is based on the average of the prior 12 months from which pension contributions were withheld. (LTD is limited to 60% of the base monthly salary based on the annual limits established by the Revenue Reconciliation ACT for members hired July 1, 1996 or later) **This coverage requires no contributions.**

B. **The Public Employees' Retirement System (PERS)** is a defined benefit plan governed by the laws of the State of New Jersey. You are eligible to enroll in this plan if you are a full time or part time regular staff member who earns more than \$1,500 per year and are not eligible

to join the Alternate Benefit Program (ABP) or the Police and Firemen's Retirement System (PFRS). **There is a mandatory employee contribution of 5.0% of compensation, which is not subject to federal taxes.**

1. Retirement benefits are calculated using a formula based on years of service, divided by 55, times final average salary. If you are in PERS, you can retire at age 60 or after 25 years of credited pension service.

There is a 10 year of pension service credit "vesting" provision which permits a deferment of your pension to age 60 in the event that you should leave UMDNJ before your 60th birthday. If you terminate employment with less than 10 years of credited service, you will be eligible to receive your PERS contributions plus a nominal interest.

After three years of credited service you can apply for a loan at a 4% interest rate from the Annuity Savings Fund (ASF). The maximum amount that may be borrowed is 50 percent of the total contributions in the ASF account. You cannot obtain more than two loans per year.

2. **Group life insurance**, which is underwritten by Prudential, is provided upon enrollment in PERS. There are two coverage provisions:

a. A non-contributory plan (the member does not pay) which provides 1 & 1/2 times your annual base salary (on which PERS contributions were applied in the last year of credited service) at no cost. The benefit is prorated in the first year.

b. A contributory plan (the member pays) which provides an additional 1 & 1/2 times the annual base salary (on which PERS contributions were applied in the last year of credited service). The full benefit is paid in the first year.

An individual, who is age sixty (60) or older at time of enrollment in the pension plan, is required to pass a physical examination to determine eligibility for group life insurance coverage.

Both of these plans are compulsory from the first year of employment. At the end of the first year, you may make an irrevocable election to discontinue the contributory plan.

3. **The disability retirement benefit** provides a percentage of your calculated retirement benefit at the time of the disability. There are two types of disability coverage. The first is Ordinary Disability where the member is disabled due to illness or an accident, which did not occur on the job. You must have 10 years of credited service to be eligible for an Ordinary Disability retirement. The second type of disability is Accidental Disability, which is attributed to a work related injury. There is no service requirement for Accidental Disability retirement.

C. **Police and Firemen's Retirement System (PFRS)** is a defined benefit plan governed by the State of New Jersey. All public safety staff members with police powers are required to enroll. **There is a mandatory member contribution of 8.5% of base annual salary that is not subject to federal taxes.**

1. The following retirement benefits, with a mandatory retirement age of 65, provides:

a. The eligibility requirements for a Service Retirement fall into two categories. If you are age 55 or older you may retire without any minimum years of service requirement. If you have at least 20 years of service at retirement you may retire at any age provided you were enrolled in the PFRS as of January 18, 2000.

The annual benefit calculations for a service retirement are:

- If you have less than 20 years of service credit, you will receive 2 percent of your Final Compensation for each year of service.
- If you have at least 20 years but less than 25 years of service credit, you will receive 50 percent of your Final Compensation.
- If you are age 65 (mandatory retirement age) and have 20 or more years of service credit, you will receive 50 percent of your Final Compensation, plus three percent of your Final Compensation for each year of service over 20, up to 25 years, if enrolled in the PFRS as of January 18, 2000.
- If you have 40 years of service credit, you will receive 70 percent of your Final Compensation, plus an additional one percent of your Final Compensation for each year of service credit over 40 years.

b. Special Retirement is available to those members who have twenty-five (25) years or more of service credit. The amount of your annual pension will be equal to 65% of your final compensation, plus 1% for each year of creditable service over twenty-five (25) years, but not to exceed thirty (30) years. The maximum allowance is 70% of your Final Compensation.

c. Deferred Retirement is available to those members who have at least ten (10) years of service credit and are not yet fifty-five (55) years of age when they terminate employment and file an *Application for Retirement Allowance*. The benefit calculation for a Deferred Retirement is equal to 2% of Final Compensation for each year of service. The retirement will be in effect on the first of the month after attaining age 55.

2. After three years of credited service, members can apply for a loan at a 4% interest rate from their Annuity Savings Fund (ASF). The maximum amount that may be borrowed is 50 percent of the total contributions in the ASF account. You cannot obtain more than two loans per year.

3. Life insurance, underwritten by Prudential, is provided at no cost to the member upon enrollment in PFRS. If the members' death occurs in active service before retirement, their named beneficiary will receive a death benefit equal to 3 & ½ times the members' final compensation. Final compensation is the total base salary upon which pension contributions were based during the past 12 months. If you die during the first year of creditable service, the benefits will be 3 & ½ times your creditable base salary upon which contributions were paid.

4. Disability Retirement provides members with a calculated retirement benefit at the time of their disability. There are two types of disability coverage. The first is Ordinary Disability, which covers disability due to illness or an accident, which did not occur on the job. To be eligible members must have at least five (5) years of credited service and be totally and permanently disabled. The second is Accidental Disability, which is attributed to a work related injury. To be eligible, members must be considered totally and permanently disabled as a result of a traumatic event that occurred as a direct result of carrying out regular or assigned duties.

### **BENEFITS ASSISTANCE PROGRAM**

The University's Benefits Assistance Program consisting of an after-tax annuity option plan and life insurance plan is for affected individuals who were hired July 1, 1996 or later and whose earnings exceed the federally established maximum pensionable amount, which changes from time to time.

This program's purpose is to supplement, within the program's eligibility requirements, the existing Alternate Benefit Program (ABP) benefits in excess of the limit. The affected individual is required to enroll in these plans to participate. There is no cost.

### OPTIONAL CONTRIBUTORY PLANS

Optional Contributory plans include the Additional Contributions Tax Sheltered (ACTS) Program, the New Jersey State Deferred Compensation plan and Supplemental Annuity Collective Trust of New Jersey.

A. **Additional Contributions Tax Sheltered (ACTS) Program** participants may make voluntary pretax contributions, within the limits of the Internal Revenue Code. Federal income tax will be deferred on the applicable member's contributions, State income tax and FICA taxes are not affected.

You will have the opportunity to choose to invest your contributions in retirement annuity options that are provided by six investment carriers: AIG VALIC, AXA Financial (Equitable), The Hartford, ING Life Insurance and Annuity Company, Teachers Insurance and Annuity Association and the College Retirement Equities Fund (TIAA CREF), and Travelers Insurance Company (represented by Citistreet). These are the same carriers who provide the investment options for the Alternate Benefit Program (ABP) participants. You may direct your contributions to one or more of the carriers or you may transfer existing account accumulations from one to the other. Other features include loans, and at retirement or separation from service, a variety of distribution options.

B. **New Jersey Deferred Compensation Plan** allows you to contribute a minimum of 1% of compensation up to the annual limits of the Internal Revenue Code. The funds are invested in any of four funds: Money Market Fund, Bond Fund, Small Capitalization Equity Fund and the Equity Fund.

If an account is less than \$5,000 when you retire or terminate, it will be paid in a lump sum. Any amount over \$5,000 can be paid in a lump sum, a monthly annuity or a combination of both.

C. **The Supplemental Annuity Collective Trust of New Jersey** The minimum contribution amount is 1% of annual base salary up to 10% and is not to exceed the annual limits of the Internal Revenue Code. Contributions are invested in common stock. Payout is your choice of a lump sum and/or monthly annuity.

D. The University also makes available an **Individual Retirement Account (IRA)** which is offered by Citistreet. You should review the current tax laws to determine your eligibility. Contributions may be made up to the federally established maximum annual limit. The minimum required contribution is \$25 per paycheck. Investments are in fixed dollar interest-bearing accounts, variable stocks, bonds, etc.

### COBRA

Under the provisions of the Consolidated Omnibus Reconciliation Act (COBRA), the University offers staff members and their eligible dependents the ability to purchase continuation of health plan coverage under the following circumstances:

- Upon the member's death, eligible dependents may purchase up to 36 months of health coverage.

- Upon termination (except for gross misconduct), the member may purchase his/her current health plans up to 18 months.
- Upon divorce, the member's spouse is entitled to health coverage for up to 36 months.
- Upon the member's child attaining age 23, the child may purchase health coverage up to 36 months.

## LEAVES OF ABSENCE

The University recognizes that it may be necessary for you to be absent from work for an extended period of time depending on the factors outlined below. The University reserves the right to approve or disapprove requests for leaves of absence and replace positions on a case by case basis according to operational requirements, except as may be restricted by Federal and/or State Law or Statute or collective bargaining agreement. **If you are on an approved leave of absence and found to be engaged in any employment during the leave period except as allowed by Federal and/or State Law or Statute, you will be subject to immediate dismissal.**

A. Leave of Absence is defined as an absence from work for a specific period of time, which may be paid or unpaid depending upon the type of leave, The leave requires approval of your department head and the Human Resources Department, with the understanding that you will return to work at the conclusion of the leave. Intermittent leave under the FMLA is a special circumstance and should be discussed with your Campus Human Resources Office.

## TYPES OF LEAVE

### **Medical (Personal Illness / Maternity)**

*Eligible staff hired after January 1, 1983* must utilize all sick time accruals **up to a maximum of thirty-four (34) weeks** before applying for a Medical Leave of Absence of up **to a maximum of eighteen (18) weeks**. This maximum of eighteen (18) weeks is within the twelve (12) months following the date of the first application for medical leave. If the staff member still has available sick time when the medical leave commences, he/she will continue utilizing the sick accruals during the medical leave up to the maximum of eighteen (18) weeks. This maximum of eighteen (18) weeks is within the twelve (12) months following the date of the first application for medical leave. The maximum length of paid sick time is fifty-two (52) weeks (34 weeks prior to going on a medical leave plus 18 weeks during the medical leave).

*Eligible staff hired prior to January 1, 1983* must utilize all sick time accruals before applying for an unpaid Medical Leave of Absence. Once sick time has been exhausted, if the staff member is still unable to return to work, he/she must apply for a medical leave of absence of up **to eighteen (18) weeks** to remain out of work. This maximum of eighteen (18) weeks is within the twelve (12) months following the date of the first application for medical leave.

For medical leave due to pregnancy, the medical leave must be utilized until the staff member is able to work. Once the staff member can work and wishes to continue on a leave, an application must be made for Family Leave of Absence.

**Information regarding your rights under FMLA is readily available in the Human Resources Department. You may elect to discuss your situation with your department head. Information may also be obtained at the Library and/or by accessing the UMD Web computerized data base from any computer.**

### **Family Leave**

Most staff members are entitled to family leaves of up to 12 weeks in each 12 month period following 12 months of employment. The purpose of such leaves would be to provide care by reason of birth or adoption of a child or serious illness of a family member, or personal illness under limited circumstances. Your health plan coverage would be continued while you are on leave. You will not receive service credit towards your pension plan while on leave.

### **Military Leave**

You are eligible for paid leave for military training whenever you are required to perform active duty field training. Normally, military leave is for a two week period. However, in some cases longer or multiple leaves do occur and can be authorized. Weekend military obligations are inactive duty training and do not qualify for military leave pay. Leave for attending military school also does not qualify for military leave pay.

### **Academic Leave**

The maximum length of a leave is six (6) months within a twelve (12) month period. The field of study must be related to your present occupation and must be an organized course of study at a recognized college, university or other educational institution. No more than one (1) academic leave may be granted each year. Approval is at the discretion of your department head and the Human Resources Department.

### **Personal**

Maximum length of leave is one (1) month. The approval of a personal leave is discretionary on the part of your department head and based on the specific merits of your request and the needs of the department. No more than one (1) personal leave may be granted each twelve (12) month period. Your department head has the right to request documentation supporting a request.

### **Death in the Immediate Family**

You may use sick leave to cover periods of absence due to death in the immediate family. You are eligible for this leave if you are eligible for sick pay benefits. Immediate family is defined as a spouse, child, parent, brother or sister, parent-in-law, or other relative living in your household unit. You are granted up to three (3) consecutive calendar days off with pay provided you are scheduled to work those three (3) days and you have sufficient accumulated sick time.

For the death of a grandchild, grandparent, brother-in-law or sister-in-law, aunt or uncle, niece or nephew, up to one (1) calendar day off with pay will be granted to attend the funeral services provided sufficient sick time is accumulated. Your department head may request evidence (e.g., obituary) supporting the payment for death in the family benefit.

### **Jury Duty**

You may be summoned to serve on jury duty. It is important that you notify your supervisor immediately. To be eligible for jury duty pay you must be a regular full-time or part-time staff member or full-time temporary staff member employed in the same position for six (6) months or longer. Staff members excused during working hours for this duty will receive their regular straight time pay from the University. Jury fees are retained by the staff members. Proof of serving each day is required. If you are excused from serving on any day you would have been at work, then you are required to report for work that day.

## **OTHER UNIVERSITY BENEFITS**

### **Tuition Assistance Programs**

Please reference your collective bargaining agreement (if applicable) concerning your Tuition Assistance Benefits. All collective bargaining agreements and the University Tuition

Reimbursement Policy may be accessed for up to date information on the UMDNJ Web Site [www.umdnj.edu](http://www.umdnj.edu).

## **CHILD CARE**

The University, through the Kinder Care Corporation, offers comprehensive day care facilities at both the Newark and Piscataway Campuses. This service is available to all University employees on a first come first served basis. The Centers welcome children from three months of age through Kindergarten on a full-time or part-time basis. During the summer and school holidays, arrangements can be made to care for older children.

The University is proud of these facilities and its association with Kinder Care. The programs offered not only take care of our children, but provide a warm and supportive environment, which fosters education. If you need any further information contact your Campus Human Resource Office or the Kinder Care Center on your campus.

## **EMPLOYEE ASSISTANCE PROGRAM**

An Employee Assistance Program (EAP) has been instituted to assist and refer employees experiencing personal or family problems adversely impacting their employment or personal life. Therefore, if you or a dependent has a problem such as substance abuse, neurosis, stress or anxiety, this program can help. The EAP on your campus can be called directly for a confidential appointment.

On the Newark Campus, the EAP can be reached at (973) 972-5429, on the Piscataway and New Brunswick campuses at (732) 235-5930, and on the Stratford and Camden campuses at (856) 770-5750.

## **PARKING PROGRAM**

Parking for staff members is available throughout each campus. A parking “hang tag” can be obtained from your Campus Public Safety Office. You have the option of paying the University parking fee by check/money order or bi-weekly payroll deduction. Payroll deductions for the parking program are made on a pre-tax basis unless you opt to have deductions made on a post-tax basis. **Once you elect the deduction, you can choose in subsequent years to continue payroll deductions or to pay by check. If you want to discontinue parking payment deductions, you can stop the deductions at any time and return your parking hang tag. For an additional fee, you can obtain either a guaranteed or reserved parking space on your campus.**

## **SUPPLEMENTAL SAVINGS PROGRAMS**

1. Credit Union where loans, checking and credit cards are available.
2. UMDNJ also makes available, through payroll deductions, US Savings Bonds.

## **OCCUPATIONAL MEDICINE, SAFETY AND SECURITY**

### **OCCUPATIONAL MEDICINE**

The University complies with all applicable laws, rules, regulations and standards regarding pre-placement and annual medical evaluations for staff members. In addition, the University is committed to developing programs to protect and improve the health of its staff members.

Staff members serving in positions which require physical and/or screening medical examinations shall undergo such physicals and screenings as a condition of employment and continued employment. For example, staff members who may be exposed to tuberculosis shall undergo baseline and periodic tuberculosis surveillance. All staff members who have potential exposure to potentially infectious body fluids or laboratory materials must be immunized against hepatitis B or be able to demonstrate immunity. In accordance with the standard, all employees who have occupational exposure can obtain hepatitis B vaccinations at no cost to them.

Each campus has access to clinical services to provide mandatory employee health-related services. On the Newark campus, the NJMS Occupational Medicine Service (OMS) is in SSB Suite GA 167, telephone (973) 972-2900 and fax (973) 972-2904. On the New Brunswick campus, the RWJMS OMS is on the CRC, 3<sup>rd</sup> floor and on the Piscataway campus in the EOHSI Clinical Center, telephone (732)445-0123 extension 600 and fax (732) 445-1027. On the Stratford and Camden campuses, employee health services may be obtained at the SOM Department of Family Medicine located in the SOM Primary Care Center Suite 219, telephone (856) 566-7020 and fax (856) 566-6188.

In addition, the University Environmental and Occupational Health and Safety Services Department (EOHSS) has offices on all campuses. EOHSS can be reached on the Newark campus at (973) 972-4812 and fax (973) 972-3694, on the Piscataway and New Brunswick campuses at (732) 235-4058 and fax (732) 235-5270, on the Stratford and Camden campuses at (856) 566-6189 and fax (856) 566-6352 and on the Scotch Plains campus at (908) 889-2486 and fax (908) 889-24787.

On each campus, appointments with faculty members serving as practicing physicians and dentists in many specialties are available for non-work-related conditions. The University's clinical facilities include the Doctors Office Center on the Newark campus, the Clinical Academic Building in New Brunswick, the Primary Care Center and the Specialty Care Center in Stratford, and many other locations in the State. Except for emergencies, visits must be scheduled during the staff member's non-working hours. If you must leave your work area during working hours, then prior authorization from your supervisor must be obtained.

### **INFECTION CONTROL**

The health of all of our staff members is of major concern to us. Any disease or infection that you may have could potentially be transmitted to patients or to your fellow employees and may also affect your work performance. It is important that all department rules and regulations regarding infection control are understood and followed. Report any infection or infectious disease immediately to your supervisor or your campus Health Service.

### **FIRE AND SAFETY**

The University is committed to providing a fire-safe and healthful work environment for its staff members. To safeguard life and property from the hazards of fire and explosion you are expected to comply with all applicable fire prevention and response procedure outlines in the University's Fire and Life Safety Policy. Your cooperation is essential for the University's regulatory compliance and for the smooth operation of day-to-day activities.

Familiarize yourself with the fire emergency procedure for your area. Review and practice the procedure regularly. In case of fire, regardless of the size of the fire, ALWAYS activate the fire alarm by pulling the nearest wall mounted red pull box. Never attempt to fight the fire before

activating the fire alarm. By doing so, you may risk a major fire or injury. Use portable fire extinguishers only if you are trained and confident about using it. Always protect yourself from fire and smoke. Remember, your safety always comes first. Your participation in fire exit drills is essential. They provide you with an opportunity to practice your emergency procedures.

Take appropriate safety precautions regarding the storage and handling of flammable and toxic materials, obstructions in the EXIT corridors, holiday decorations and use of electricity. Consult your supervisor and/or area fire warden for more specific safety procedures.

Most accidents are predictable and preventable. You can help prevent accidents and eliminate their causes by reporting all fire and safety related unsafe conditions and injuries to your supervisor. Consult your campus EOHSS office for any fire and safety related assistance.

### **INCIDENTS/ACCIDENTS**

All incidents resulting in actual or potential injury to individuals and/or damage to University property must be reported to your department supervisor **and to Department of Public Safety**. For all such incidents, an incident Report must be completed and filed with the University Risks and Claims Management Department. It is also your responsibility to report any hazardous conditions to your supervisor, the Department of Public Safety and/or the Department of Environmental and Occupational Health and Safety Service, as appropriate. All thefts, broken locks and other suspicious incidents must be reported to your campus Public Safety Department. Remember, security is everyone's business. In addition, for all such incidents, an Incident Report must be completed and filed with the University Risk and Claims Management Department.

### **RIGHT TO KNOW**

Under University policy and the New Jersey Worker and Community Right to Know Act, staff members who may be exposed to hazardous substances are required to receive information and training. The University's programs provide both initial and annual education and training to increase your knowledge of any hazardous substances with which you may come in contact during the course of your work. Notices are posted throughout the University reminding all staff members of their rights under New Jersey Law. In areas where hazardous substances are present warning signs are posted.

As a staff member, you are responsible for following the University's Right to Know policy and for informing your immediate supervisor of a hazardous situation or potentially hazardous situation. If you have any further questions regarding hazardous substances in the work environment, you can contact your School/Unit Right to Know Coordinator or the Department of Environmental and Occupational Health and Safety Services.

### **EMPLOYEE RIGHTS AND RESPONSIBILITIES**

#### **COMMITMENT TO SERVE**

The UMDNJ provides health services to patients throughout the State of New Jersey. We also perform research at the highest standards and educate tomorrow's health care professionals. Each staff member plays a special role in performing the missions of the University. Each one of us has rights as an employee and also significant responsibilities. If you are aware of your responsibilities and meet the challenges presented, then you will contribute to the success of UMDNJ.

## **COURTESY**

As staff members of UMDNJ, it is essential that high standards of personal conduct and courtesy be maintained at all times. Courtesy and respect is a language that everyone understands and should be extended to fellow employees, students, patients and visitors. Good manners, cooperation and consideration for others are fundamental and enhance the UMDNJ image.

## **CUSTOMER SERVICE**

UMDNJ places a high degree of importance on establishing and maintaining an atmosphere of friendliness, courtesy and concern for each patient visitor, physician, co-worker, insurer, etc., so that each person we interact with has a favorable experience with and perception of our University. Each staff member is expected to demonstrate excellent customer service behavior by showing respect, empathy and cooperation on a consistent basis.

## **PATIENT RIGHTS**

The “PATIENTS’ BILL OF RIGHTS” is posted in conspicuous locations throughout our hospital facilities. Whether you work directly in a patient care setting or not, you must be aware that communication, respect and trust between patients and hospital personnel are essential to good patient care. Therefore, the inherent rights of each patient must be vigilantly observed by all staff members. Each patient should receive equitable and human treatment at all times and under all circumstances, regardless of race, color, creed, age, sex, national origin, sexual orientation or the source of payment for care.

The patients’ right of privacy should also be safeguarded. This involves prevention from interrogation by individuals from outside agencies not directly connected with the hospital, protecting the individual’s right to privacy of his/her body, and preserving the confidentiality of the patient’s history, present condition, or course of treatment.

## **CONFIDENTIALITY**

During the course of your employment you may learn of confidential information about patients, co-workers or the University. Continued employment at UMDNJ is conditional, based on your taking every possible precaution to ensure complete confidentiality of information. You must be on guard against potential violations of confidentiality whether you are inside the University or standing at a bus stop talking to a co-worker.

## **PERSONAL APPEARANCE**

It is important that staff members representing the University present a professional impression to the public, patients and co-workers. Your personal appearance is the basis of such an impression and therefore appropriate clothing, good grooming, neatness and cleanliness are essential. Your Department Head will indicate the appropriate attire/uniform for your particular assignment.

If you work in an area where uniforms are required, you must wear your full uniform at all times and it must be neat and clean. Also, be sure that your accessories, such as scarves, belts and jewelry do not present a safety hazard around equipment and University office machinery.

Your employee I.D. badge is considered a part of your attire/uniform and must be worn at all times conspicuously with your name in full view when on duty or when present on UMDNJ property.

### **SOLICITATIONS AND DISTRIBUTION**

In the interest of maintaining the best possible environment for the furtherance of our mission, solicitation for contributions by staff members and non-staff members is prohibited unless it is related to University sponsored or approved activity. Distribution of literature by University staff members, outside vendors or members of the public is prohibited. Unauthorized solicitation and distribution must be reported to the Vice President for Human Resources, or his/her designee on each of our campuses. If you have any questions about this policy contact your supervisor or your Campus Human Resources Office.

### **PERSONAL PHONE CALLS AND MAIL**

University telephones are provided to conduct University business and are not to be used for personal calls. Public telephones located throughout the University are available for personal calls. Incoming personal calls while you are at work are permitted only when an emergency exists.

You may not use the University's internal mail service or facsimile machines for sending or receiving personal mail. Personal mail must be sent to and received at your home address. You are not permitted to use the University's address or letterhead for bills or **any** personal or non-University business correspondence.

### **PERSONAL COMPUTERS, E-MAIL and the INTERNET**

Many staff have been provided with personal computers (PC's). Sufficient cautionary measures should be taken in conjunction with IST and Public Safety to secure these pieces of University equipment.

Many University PCs have been provided access to the Internet and to various E-Mail networks. The purpose is to enhance each user's ability to perform his/her job. Accessing the Internet for personal reasons in lieu of performing work during business hours is prohibited. In addition, staff with Internet and e-mail access must be mindful of what messages are communicated to fellow staff through this particular medium, as well as through conventional media.

Moreover, downloading or even accessing web sites, which may be considered sexual in nature is clearly an unauthorized use of the electronic tools, which have been provided by the University.

Any misuse of the electronic media may subject the individual to disciplinary action, up to and including termination. Please note the University reserves its right to monitor PC usage (see Policy 00-01-10-40:00).

### **ATTENDANCE**

Every staff member of the University has been assigned specific tasks and specified hours during which these tasks are to be performed. Therefore, regular attendance and punctuality are essential to provide high quality patient care and efficient dependable service to outside agencies and the public.

If you are going to be unavoidably detained or if you will not be able to report for work, notify your supervisor as early as you can, in accordance with departmental and University policy. If you will be out ill for an extended period of time, you must keep your supervisor informed of your approximate date of return to work. If you fail to call your supervisor and notify him/her of an unscheduled absence, you will be absent without leave and automatically subject to disciplinary action under the University's Attendance Control Policy.

If you are serving a probationary period, failure to maintain satisfactory attendance can result in failure of probation and termination of your employment. Every staff member has an obligation to keep absences, especially unscheduled ones, and lateness to an absolute minimum.

Unscheduled absences and lateness place a burden on your Department, especially your supervisor and co-workers. You are encouraged, throughout your employment with the University, to comply with University attendance standards. Failure to comply will result in disciplinary action under the University's Attendance Control Policy.

### **EMERGENCY CURTAILMENT OF OPERATIONS**

Severe weather condition(s) such as a snowstorm, ice storm, flooding, hurricane, or other catastrophic events may threaten the continuation of programs and services provided by the University and necessitate the declaration of an "Emergency Curtailment of Operations". Because of the multi-sites of the University, the inclement weather situation or catastrophic event(s) on each campus is evaluated individually. The declaration of an "Emergency Curtailment of Operations" at one campus will not necessarily include another campus.

Announcements of closing by any Federal, State and/or local governmental agency does not pertain to the University. The University makes its own determination as to whether to declare an "Emergency Curtailment of Operations".

Operations such as inpatient patient care services and some research projects require the continuation of such services no matter what weather conditions occur. If you are designated as an essential staff member, you will be required to report to work or remain at work to continue essential operations. If you are designated as a non-essential staff member you may or may not be required to report and/or remain at work. If you are a non-exempt staff member required to report to work and/or remain at work, you will be granted additional compensation.

Additional information concerning inclement weather is contained in the University Manual entitled Emergency Curtailment of Operations 00-01-10-17:00. This policy can be viewed on the Policy University's web site: <http://www.umdnj.edu> under the "Office of Policy and Project Management" section.

### **EMPLOYEE CONDUCT AND PERFORMANCE**

Any large organization must have rules and regulations to ensure a safe and efficient operation. As a staff member of UMDNJ you are expected to follow rules and regulations governing employee conduct. You are also expected to perform your work assignment in a satisfactory manner. The rules and regulations are part of the University Human Resources Policies and general University policy and are summarized briefly in this handbook. Your supervisor will inform you of rules and regulations unique to your work area. It is expected that all staff members will follow the instructions of their supervisors and other University officials. In addition, it is expected that staff members will use common sense and good judgment in carrying out their assigned duties.

Listed below are certain activities, which are strictly prohibited. Staff members who engage in these or other prohibited activities will be disciplined and may be subject to termination even for the first offense. This list is not intended to cover every possible situation that may arise, but is designed to give you a basic understanding of common types of unacceptable conduct or performance:

- Falsification of employment application, related documents or other UMDNJ records.
- Any unauthorized employment while on leave of absence.
- Signing in or reporting time of arrival or time of departure for another employee, “punching” another staff member’s time card, or requesting another staff member to record time on a card or time sheet other than his/her own.
- Frequent tardiness or absenteeism or unauthorized absence from work station during work hours.
- Loafing or sleeping on the job during working hours.
- Failure to follow the instructions of supervisors.
- Insubordination (refusal to carry out orders, instructions or an assignment).
- Using racial, religious or sexual epithets.
- Gambling on UMDNJ premises.
- Reporting to work under the influence of intoxicants, drugs or narcotics; use or unauthorized possession of intoxicating beverages, drugs or narcotics on UMDNJ premises.
- Failure to demonstrate fitness for duty where safety requires the same.
- Inappropriate or unprofessional behavior.
- Threatening, intimidating, coercing or fighting with another employee, patient, or visitor by word or deed.
- Unauthorized possession of firearms or other types of weapons while on UMDNJ property.
- Immoral action which would discredit UMDNJ.
- Creating or contributing to unsafe or unsanitary conditions by act or omission.
- Smoking in University facilities.
- Felony conviction.
- Conduct unbecoming a UMDNJ employee.
- Theft, fraud or misappropriation of property belonging to UMDNJ, to another UMDNJ employee, or to a patient or visitor at any UMDNJ facility.
- Soliciting tips or gratuities from patients or visitors or unauthorized soliciting of employees.
- Unauthorized possession, use, copying or reading of UMDNJ records and/or Patient’s Health information or disclosures of information contained in such records to unauthorized persons.
- Violation of any published rule, regulation, or practice of UMDNJ or of any division or department of UMDNJ.
- Patient abuse or neglect.
- Unsatisfactory work performance.
- Inattention to duty.

The conduct of UMDNJ staff members is governed by the University Code of Ethics as defined in the University Policy manual.

## **COMPLIANCE**

The University of Medicine and Dentistry of New Jersey strives to conduct its operations in an ethical, lawful and responsible manner. Each employee of UMDNJ is expected to adhere to this standard whenever he or she acts on behalf of UMDNJ. To that end, a Compliance Program has been established to define and govern the conduct expected of employees, to provide guidance on resolving questions related to business conduct and ethical issues, and to establish a mechanism by which employees can report possible violations.

Listed below are certain activities which are strictly prohibited. Staff members who engage in these or other prohibited activities may be disciplined and may be subject to termination even for the first offense, depending on the seriousness and intensity of the violation. This list is not intended to cover every possible situation that may arise, but is designed to give you a basic understanding of common types of unacceptable conduct or performance.

- Failure to adhere to the UMDNJ Code of Conduct.
- Failure to adhere to UMDNJ university-wide or unit policies and procedures.
- Failure to satisfy mandatory compliance training requirements.
- Failure to cooperate with internal attorneys, auditors and compliance officer during investigations and audits.
- Using and disclosing patient information in violation of the privacy rights of patients as provided by state and/or federal laws and regulations (i.e., HIPAA), and/or UMDNJ university-wide or unit policies and procedures.
- Engaging in unauthorized access to patient information or using authorized access to such information in an unauthorized manner or in violation of UMDNJ university-wide or unit policies and procedures.
- Failure to report possible violations of law or ethical standards.
- Failure to abide by the UMDNJ Conflict of Interest Policy.
- Failure to comply with Antitrust laws.
- Failure to comply with Anti-kickback/anti-referral laws.
- Failure to conform to EMTALA regulations.
- Failure to properly handle and dispose of hazardous materials and wastes; i.e. chemical, biological and radioactive.
- Failure to comply with the proper distribution and handling of pharmaceutical products; including, but not limited to, prescription drugs, controlled substances, hypodermic needles and drug samples.
- Failure to follow policies and procedures that ensure that research grants and their implementation are consistent with federal, state, local and UMDNJ rules and regulations.
- Participating in concealing improper discharge of disposal of hazardous materials or pollutants.
- Failure to comply with all safety instructions and procedures which are established to prevent safety and health hazards.
- Retaliating in any form against an individual who in good faith reports a suspected violation of policy and/or law.
- Engaging in any type of scientific misconduct.
- Failure to adhere to all Medicare and Medicaid laws and regulations.
- Failure to abide by all applicable laws and regulations.

The University of Medicine and Dentistry (UMDNJ) is committed to the prevention and detection of any fraud, waste, and abuse within the University related to all health care programs, including Federal and State programs. To this end, UMDNJ maintains a vigorous compliance program geared in part to educating our community on the range of fraud and abuse laws, including the importance of submitting accurate claims and reports to the Federal and State governments. Our policies prohibit the knowing submission of a false claim for payment in relation to a Federal or State funded health care program. Such a submission is a violation of Federal and State law and can result in significant administrative and civil penalties under the Federal and State False Claims Acts.

To assist UMDNJ in meeting its legal and ethical obligations, any employee who is aware of the preparation or submission of a false claim or report or reasonably suspects any other potential fraud, waste, or abuse in relation to a Federal or State funded health care program is required to report such information to his or her supervisor and UMDNJ's Office of Ethics and Compliance. Any employee of UMDNJ who in good faith reports such information will be protected against retaliation for coming forward with such information both under UMDNJ's internal compliance policies and procedures and United States and New Jersey law.

As an organization, UMDNJ obligates itself to investigate any such information swiftly and thoroughly through its internal compliance programs and mechanisms. Nonetheless, if an employee believes that the organization's response is deficient and unresponsive, the employee shall bring these concerns to UMDNJ's Office of Ethics and Compliance. If such follow-up still does not trigger an investigation, after a reasonable period of time, the employee has the ability to bring his/her concerns to the appropriate government agency under the relevant Federal and/or State laws.

This information shall be provided to all UMDNJ employees and all contractors and agents of UMDNJ.

### **FITNESS FOR DUTY**

All UMDNJ staff members are expected to report to work ready and able to perform their job responsibilities. You must be free of the influence of any intoxicant, including but not limited to alcohol or any controlled substance. During work hours you can neither possess nor consume any intoxicant or illegal substance. Failure to adhere to any of the above will result in disciplinary action or termination of employment. A staff member who has a physical and/or mental impairment, which could adversely affect the ability to perform job duties, shall report this to the immediate supervisor. The impairment may be the result of an illness, injury, emotional disorder, medication use or use of a chemical substance, including alcohol and controlled substances.

### **SMOKING**

The University of Medicine & Dentistry of New Jersey is a smoke-free institution. Smoking by staff members, faculty, students and visitors is prohibited in all University facilities. In some entrance areas, receptacles are provided to dispose of cigarettes. The University encourages **staff** to stop smoking at all times. However, if you are found to be smoking inside a UMDNJ facility, you will be subject to disciplinary action.

### **OUTSIDE EMPLOYMENT**

When you accept a position as a full-time staff member at UMDNJ, you agree that your primary work obligation is to the University, or the University sub-division which is your employer. If you desire to work outside of working hours for another employer, you must notify the University of such employment. Such outside employment must not present a conflict of interest, conflict in hours and must not diminish your capacity to fulfill your obligations to your primary employer-UMDNJ. Failure to observe University policy with respect to outside employment will subject you to disciplinary action.

## NOTICE OF RESIGNATION

If you decide to resign from your position with UMDNJ, you should give a minimum of three (3) weeks notice. **Individuals in management and executive positions are expected to give a minimum of four (4) weeks notice.** Upon resignation or separation from the University, it is required that all University property be returned to either your immediate Supervisor or Campus Human Resource Office (i.e. - Keys, parking hang tag, identification cards).

## PERSONAL DATA

All UMDNJ staff members are required to provide up-to-date personal data to your Campus Human Resources Office. Therefore, if you change your address, change marital status or have any additional dependent, you should let your Campus Human Resources Office know as soon as possible. This will insure correct insurance coverage and receipt of official communications sent to your home (including W-2 forms).

## UNION REPRESENTATION

Many UMDNJ **staff members** are covered by collective bargaining agreements. Listed below for your information are the unions, which represent different groups of staff and faculty. Each union is the exclusive legal agent for the **staff or faculty** in each group and engages in collective bargaining with the UMDNJ on behalf of its members.

- International Brotherhood of Teamsters, Local 97 for service, technical maintenance and clerical staff.
- Hospital Professional and Allied Employees (HPAE) for nurses
- Hospital Professional and Allied Employees (HPAE) for professional staff
- Fraternal Order of Police, Lodge 74 for University Police Officers
- Office and Professional Employees International Union, Local 153 for Security Officers
- Fraternal Order of Police, Lodge 155 for University Police Sergeants
- Operating Engineers, Local 68 for skilled trades
- International Association of EMTs & Paramedics for EMS Supervisors
- Committee of Interns and Residents for Interns, Residents and Fellows
- American Association of University Professors for Faculty in the Medical, Dental and Nursing Schools and Librarians
- New Jersey Education Association for Faculty in School of Health Related Professions
- New Jersey Education Association for Program Directors in the School of Health Related Professions
- Communications Workers of America, Local 1031 for non-nursing, non-EMS, non-law enforcement supervisory staff

Union staff members are charged dues by their unions and must pay either a representation fee (up to 85% of the full fee) or a full membership fee to maintain their employment with the University.

## NON-HARASSMENT

The University is committed to creating and maintaining a working environment where all University employees can fulfill their responsibilities and perform their work to their fullest potential. Therefore, all employees shall have the right to work in an environment free from objectionable and disrespectful conduct, discriminatory harassment, intimidation, ridicule, and insult whether based on sex, race, religion or national origin, sexual orientation or any other impermissible factor.

The University will not tolerate any form of harassment on the basis of race, religion or national origin, age, sexual orientation, disability, and sex including sexual harassment, and will take affirmative action to eliminate it from the workplace. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct that constitutes harassment under the following circumstances:

- Submissions to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- Submission to or rejection of such conduct by an employee is used as the basis for decisions affecting an employee's employment.
- Conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidation, hostile or offensive working environment.
- Sexual harassment may include sexual innuendoes or jokes, unnecessary touching, brushing against a person's body, etc., or direct propositions of a sexual nature.

The University prohibits any consensual relationship among faculty members and students, supervisors, staff members or residents when one individual has authority, influence, or responsibility with regard to the other. Persons engaging in such conduct may be subject to disciplinary action, if the conduct results in an offensive or hostile environment or interferes with the proper functioning of the University or any of its components or constituents. Such relationships can lead to circumstances that can be interpreted as sexual harassment.

An individual with supervisory or educational responsibility for an employee, faculty member or student must inform his or her superior of the consensual relationship, so that the University can consider taking action to change the reporting relationship between the two people. Failure to give proper notice to the supervisor's immediate superior may result in denial of legal representation and indemnification by the State in the event that a lawsuit is filed in connection with the relationship.

If you have a complaint about sexual harassment or any other form of harassment you are encouraged to report the complaint to your supervisor, or the next level of management within your area, or directly to the Affirmative Action/Equal Employment Opportunity Office. A confidential investigation of the allegation will be conducted.

## **SEXUAL ASSAULT**

The University is committed to maintaining an environment free from sexual assault and all other forms of violence. The University prohibits sexual assault and all other forms of violence. The University prohibits sexual assault as well as other forms of sexual harassment, and advises that such conduct may result in criminal prosecution by the State, as well as disciplinary action by the University.

Sexual assault is the legal term used to refer to nonconsensual sexual contact. It may involve sexual contact with a person who is unable to consent due to incapacity or impairment. If you have been sexually assaulted contact the Department of Public Safety. For additional

information refer to New Jersey's Campus Sexual Assault Victim's Bill of Rights or contact the AA/EEO office.

## **YOUR FUTURE AT UMDNJ**

### **JOB POSTINGS**

Regular vacant positions, (full-time and/or part-time) with at least twenty (20) hours per week, will be posted on the University's Employment Opportunities website and may be accessed from the public library, home or office computer, student computer center or other locations. If you are a regular employee interested in applying for a posted position, you may do so by applying on line at [www.umdnj.edu/hrweb](http://www.umdnj.edu/hrweb) from any computer with web access. The Newark, New Brunswick and Stratford employment offices have installed computers for your use during business hours and assistance will be provided to applicants with limited computer skills.

University employees eligible to bid no longer need to complete a bid form. Employees just need to apply online for positions on any campus. Once online, indicate that you are a *current* employee in the *where did you first learn about this opportunity* section. Applicants may apply for more than one open position using the *Job Cart* feature.

### **PROMOTIONS & TRANSFERS**

The University encourages you to grow in knowledge, skill and responsibility and thus increase your potential for increased opportunities while employed at the University. It is the policy of the University to fill each position with the most highly qualified applicant. The University allows qualified applicants to bid on positions within the University. Staff members are encouraged to apply for promotions or transfers by bidding on any posted position he/she is qualified to perform.

While we prefer to promote from within, the University reserves the right to select the applicant, whether internal or external, determined to be the best qualified for the position.

### **PERFORMANCE EVALUATION**

Everyone likes to know just how he/she is performing on the job. In order to enhance performance and promote personal development, your supervisor will complete a formal performance evaluation on at least an annual basis. All supervisors have also been advised to give some form of notice in advance of the annual performance review if you or any staff member is performing below a satisfactory level.

After reviewing your performance with the department head, your supervisor will discuss your evaluation with you. The focus will be your progress on the job, the strengths and weaknesses of past performance and to set goals and objectives for the upcoming years. You will have the opportunity to discuss, review and add written comments to the evaluation. You do have an obligation to sign the evaluation to indicate that you have seen it and reviewed it with your supervisor. Upon completion, the performance evaluation will be sent to your Campus Human Resources Office and will be filed as part of your permanent Personnel record.

If you are a new hire into a unionized position, your supervisor should complete a probation assessment form before the end of a 180 day probation period. New hire probation may be extended in accordance with the applicable collective bargaining agreement.

If you are promoted or transferred to another position in the University and are a non-supervisory/non-managerial employee, a probation assessment form will be completed during your probation period. If you fail to successfully complete the probation period in your new position, you may be transferred back to your former position if it is vacant. You may bid on other jobs or your employment may be terminated. Please reference your collective bargaining agreement (if applicable) concerning the terms of your promotional probationary period.

## **STAFF DEVELOPMENT**

Staff development is fundamental to the University's continued success. It is an investment for the mutual benefit of you and the University. Our emphasis on training, education and staff development is purposefully intense; and, our desire to nurture an environment of continuous learning is no less. Enhancing your current skills and remaining current in the knowledge, developments and trends in your field prepares you for a dynamic and challenging environment as well as promotional opportunities.

We believe that an individual's capacity for self-development is an essential part of the personal growth process. As you make decisions about your career progression, you are also encouraged to read our Tuition Assistance Program (TAP) designed to enhance your professional skills for upward mobility and improve your overall job performance. Once you meet the eligibility requirements stated in the policy, you may pursue a degree; participate in distance learning or special interest non-college courses at a variety of academic institutions. The TAP policy can be found at [www.umdnj.edu/hrweb/pol405000.htm](http://www.umdnj.edu/hrweb/pol405000.htm).

Additionally, the Department of Human Resources Office of Training and Organizational Development offers a plethora of in-house courses, which are continually expanded and updated, to address the emerging needs of an organization. For more information about courses offered, class schedules and locations; contact the Office of Training and Organizational Development by calling (732) 235-9500 or visit [www.umdnj.edu/hrweb](http://www.umdnj.edu/hrweb). Course Catalogs are also available.

We believe that you can help make significant contributions to the many services the University provides in the areas of health care, research and higher education. As you decide on your career destination, your responsibility is three fold: First, take advantage of the training and educational opportunities offered. Second, know what is expected of you, perform to the best of your abilities and be accountable for your performance. Third, have regular and periodic discussions of performance expectations and achievements with your manager. In return, the University will continue to provide staff development opportunities in a variety of venues and will ensure that you have equal access to upward mobility.

**ACKNOWLEDGMENT OF RECEIPT**

I hereby acknowledge receipt of the University of Medicine and Dentistry of New Jersey's Staff Handbook, and it is my responsibility to read and understand its contents. I understand this handbook is intended as a general source of information and nothing contained in this handbook constitutes a contractual agreement between me and the University. I further understand that the University reserves the right to change, rescind or add to its policies, benefits and/or practices at any time without prior notice.

Name (Please Print Name)\_\_\_\_\_

Social Security Number\_\_\_\_\_

Staff Member Signature\_\_\_\_\_

Supervisor or Human  
Resources Representative\_\_\_\_\_

Date\_\_\_\_\_