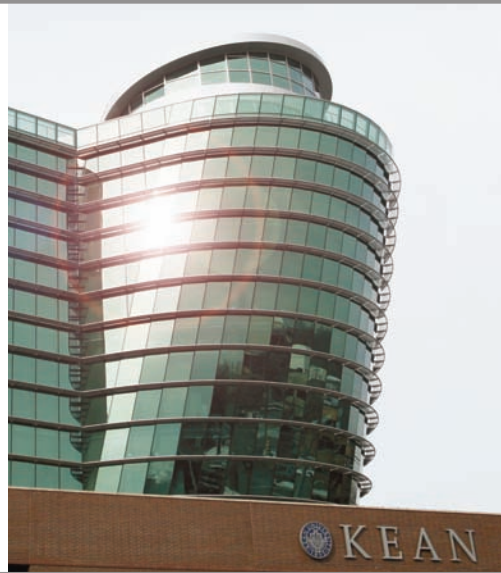




# KEAN

## Office of Human Resources



## Adjunct Faculty Handbook

## **NOTICE OF DISCLAIMER**

The policies and procedures contained in this handbook are for informational purposes only and are subject to change. Any changes made to this handbook will be included in the version appearing on Kean University's website. Since this handbook is subject to change, it is the employee's responsibility to refer to the current version and to be knowledgeable of the revised policies and procedures. This handbook is a general guide to Kean University's current employment policies, procedures and employee benefits. It is for informational purposes only and is not intended to be and should not be construed as a contract, or an implied contract, of employment.

## **EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION (EEO/AA) AT KEAN UNIVERSITY**

Kean University is committed to establishing and maintaining a diverse campus community. Equal opportunity and diversity represent principles, that are integrally woven into the University's mission. The University is committed to providing equal opportunity in employment and education, as well as equity of conditions for employment and education to all employees, students and applicants without regard to race, creed, color, national origin, ancestry, age, sex/gender (including pregnancy), marital status, familial status, religion, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary, cellular or blood trait, genetic information, disability (including perceived disability or physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States. Sexual harassment is a form of unlawful gender discrimination and, likewise, will not be tolerated.

**Kean University is an EEO/AA Institution.**

# KEAN UNIVERSITY

## ADJUNCT HANDBOOK

Welcome .....	1
University Mission Statement .....	2
Office of Human Resources .....	3

### GOVERNANCE AND ADMINISTRATION

---

Kean University Adjunct Faculty Federation (KUAFF) .....	4
Kean University Organizational Chart .....	5
Academic Colleges Contact Information .....	6
Academic Calendar (State & Federal Holidays) .....	6

### UNIVERSITY POLICIES, PROCEDURES AND REGULATIONS

---

Attendance Policy .....	7
Grades .....	7
Evaluation .....	7
Procedures for Emergency Class Cancellation .....	7
Campus Closings .....	8
Payroll Distribution .....	8
Mandatory Direct Deposit .....	8
How to Enroll in Direct Deposit .....	8
Pay Cards: An Alternative to Direct Deposit .....	8
Payroll Portal .....	9
Salary .....	9
Pay Scale Based on Union Contract .....	9
On-the-Job Injury Reporting Procedures .....	9
Worker Compensation Procedures for Kean Employees @ OCC .....	10
Anti-Discrimination and Anti-Harassment Policy and Procedures .....	11
State of New Jersey Model Procedures for Internal Complaints	
Alleging Discrimination in the Workplace .....	15
Kean University Whistle-Blower Policy .....	19
Drug-Free Workplace .....	19
Smoking Regulations .....	19
Workplace Violence Policy .....	19
Hazard Communication Program/Right to Know .....	20
Blood Borne Pathogen Program/Hepatitis B Vaccination Program .....	20

### HIRING POLICIES AND PROCEDURES

---

Required Documents .....	21
Adjunct Orientation .....	22
Reference Checking and Degree Verification .....	22
Parking Permits .....	22
Notification of Changes .....	22
Personnel Files .....	22

## HEALTH BENEFITS/PENSION/RETIREMENT

---

Health Benefits . . . . .	.23
COBRA Coverage . . . . .	.24
Purchase of Individual Insurance Coverage . . . . .	.24
Medicare . . . . .	.25
Adjunct Faculty Retirement Benefits . . . . .	.25
Deferred Compensation Plan . . . . .	.26
Supplemental Retirement Annuity (SRA) Plan . . . . .	.26
Supplemental Annuity Collective Trust (SACT) of New Jersey . . . . .	.26
Building Evacuation of Occupants with Disabilities . . . . .	.26
Temporary Disability Benefits . . . . .	.26
Family Leave Insurance . . . . .	.26

## CAMPUS RESOURCES

---

Library . . . . .	.28
Kean University Bookstore . . . . .	.28
Credit Union . . . . .	.29
Employment Opportunities . . . . .	.29
Cultural Resources . . . . .	.29
Dining Facilities . . . . .	.30
East Campus Shuttle Service . . . . .	.31
Employee Identification Card . . . . .	.31
Fitness Center . . . . .	.31
Parking . . . . .	.31
Telephone System . . . . .	.31
Mail Service . . . . .	.32
Office of Human Resources . . . . .	.32
Campus Police . . . . .	.32
Emergency Telephone Numbers . . . . .	.32
Emergency Telephone Locations . . . . .	.33
Directions . . . . .	.34
Map of Campus/Buildings & Code Abbreviations . . . . .	.35

# WELCOME

Dear Adjunct Faculty:

As a member of the faculty at Kean University, you fulfill a vital role in our instructional program. Your expertise and dedication are essential to the continued success of our students. As a very valuable member of our campus community, you provide enrichment to our teaching environment. While it is our priority to promote student success by placing a strong emphasis on faculty excellence and student service, we also strive to make your teaching experience a rewarding one. Because of your contributions, our reputation continues to improve.

This handbook is dedicated to you. We hope that it provides you with the necessary information about our resources. We are excited that you have chosen to be a part of the Kean community and wish you much success.



Best wishes,

A handwritten signature in black ink, which reads "Dawood Farahi". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Dawood Farahi, Ph.D.  
President

# UNIVERSITY MISSION STATEMENT

Kean University is a public cosmopolitan university serving undergraduate and graduate students in the liberal arts, the sciences, and the professions. The University dedicates itself to the intellectual, cultural and personal growth of all its members — students, faculty, and professional staff. In particular, the University prepares students to think critically, creatively and globally; to adapt to changing social, economic and technological environments; and to serve as active and contributing members of their communities.

Kean offers a wide range of demanding programs dedicated to excellence in instruction and academic support services necessary to assure its socially, linguistically, and culturally diverse students the means to reach their full potential, including students from academically disadvantaged backgrounds, students with special needs, and adults returning to or entering higher education.

Kean is steadfast in its dedication to maintaining a student-centered educational environment in which diversity can flourish and an atmosphere in which mutual respect characterizes relations among the members of a pluralistic community. The University seeks to combine excellence with equity in providing opportunities for all students.

Kean is a teaching university, and Kean faculty dedicate themselves to student learning as well as academic rigor. The focus on teaching excellence is supported by a commitment to research, scholarship, creative work and innovative uses of technology. The focus includes the advancement of knowledge in the traditional disciplines and the enhancement of skills in professional areas. Kean is committed to providing global educational opportunities for students and faculty.

Kean is an interactive university, and the University serves as a major resource for regional advancement. Kean collaborates with business, labor, government and the arts, as well as educational and community organizations and provides the region with cultural events and opportunities for continuous learning. Kean is also committed to providing students and faculty educational opportunities in national and international arenas.

# OFFICE OF HUMAN RESOURCES

The mission of the Office of Human Resources emanate from the spirit of the University's dedication to intellectual, cultural and personal growth of students and staff. Our goal is to provide the highest quality of services in all aspects of Human Resources Management. In our keen effort to strive to the highest level of excellence,

## We aspire to:

- Recruit, retain and train a premier workforce;
- Promote diversity;
- Foster a work environment that promotes and facilitates change;
- Adhere to and comply with federal, state and local regulations in order to provide fair and equitable treatment to all employees.

## HUMAN RESOURCES CONTACT LIST

---

Faruque Chowdhury	Director of Human Resources	7-3243
Laura Barkley-Haelig	Associate Director	7-3303
Kathleen Garra	Director of Payroll	7-3173
Yrelys Tapanes	Managing Assistant Director Benefits	7-3313
Yvonne Catino	Managing Assistant Director Employee Relations	7-3307
Tejal Talati	Managing Administrative Assistant Adjunct & Compensation Unit	7-3301
Lorice Thompson-Greer	Managing Administrative Assistant Benefits	7-3309
Tameeka Upshaw	Managing Administrative Assistant Employee Relations	7-3308

If calling from outside the University, please dial (908) 737- and the last four digits.

# GOVERNANCE AND ADMINISTRATION

## KEAN UNIVERSITY ADJUNCT FACULTY FEDERATION – AFT LOCAL 6024

---

On February 1, 1998, the National Organization of the American Federation of Teachers in Washington, D.C., granted a charter to the Kean University Adjunct Faculty Federation, hereafter referred to as the KUAFF, to form a union on the Kean University Campus representing all Adjunct Faculty teaching at Kean University (hereinafter “Local 6024”).

The state of New Jersey recognized the KUAFF as the local union for all adjunct faculty on campus, and the union continues to serve as the chief bargaining agent at Local negotiations on campus and a member of the CNJSCL (Council of New Jersey State College Locals) for all Collective Bargaining Agreements.

The KUAFF is a member of the New Jersey State Council, which represents all nine state universities, and a member of the AFL/CIO and Central Labor Council of New Jersey.

Eligibility for membership begins, for those interested, on your first date of hire, and upon receipt of Membership Application Form and Payroll Authorization Card. Paperwork can be obtained from the KUAFF Office currently located in Willis Hall, Room 102 or by telephone (908) 737-4200.

Those Adjunct Faculty members who elect not to belong to the union by state agreement will have 85% of the dues paid by “Full” members deducted from their salary as a “Representation Fee.”

For more details, please refer to:

1. State/Union Agreement 2011-2015
2. KUAFF Constitution
3. AFT Benefits Book

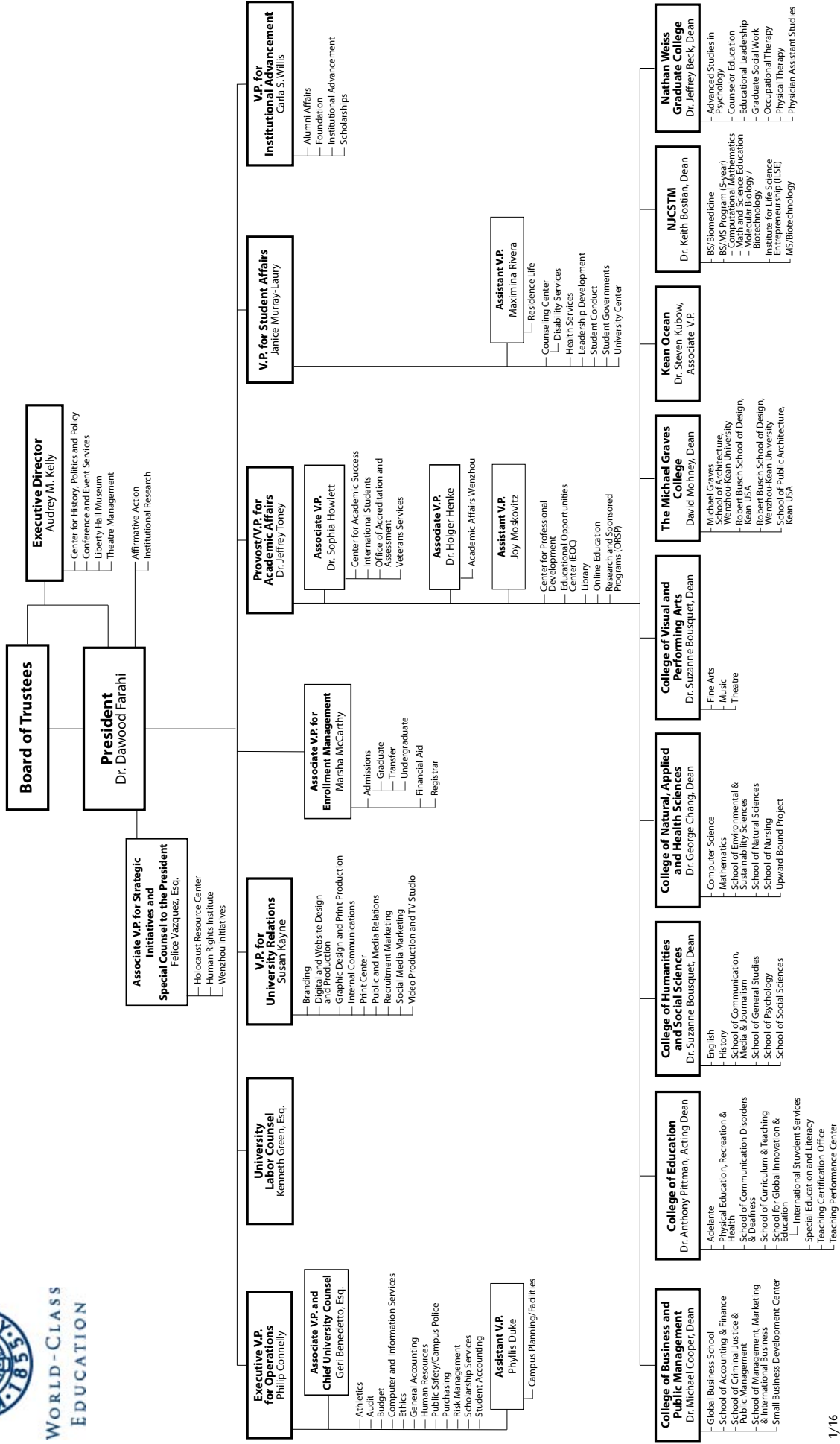




# KEAN UNIVERSITY

## ORGANIZATIONAL CHART

WORLD-CLASS  
EDUCATION



# ACADEMIC COLLEGES CONTACT INFORMATION

## **College of Business & Public Management**

Dr. Michael Cooper, Dean	7-4120
Dr. Geoffrey Mills, Associate Dean	7-4704
Mr. David Farrokh, Assistant Dean	7-4124

## **College of Education**

Dr. Anthony Pittman, Acting Dean	7-3758
----------------------------------	--------

## **College of Humanities and Social Sciences**

Dr. Suzanne Bousquet, Dean	7-0437
Ms. Deborah Skibitsky, Assistant to the Dean	7-0434

## **College of Natural, Applied and Health Sciences**

Dr. George Chang, Dean	7-3609
Dr. Brian Teasdale, Associate Dean	7-3654
Ms. Mayda Martinez, Assistant to the Dean	7-3610

## **College of Visual and Performing Arts**

Dr. Suzanne Bousquet, Dean	7-0437
Mr. Alfred Brown, Assistant to the Dean	7-4384

## **Nathan Weiss Graduate College**

Dr. Jeffrey Beck, Dean	7-5900
Ms. Angela Ortiz, Assistant to the Dean	7-5901

## **New Jersey Center for Science, Technology & Mathematics**

Dr. Keith Bostian, Dean	7-7207
Dr. Michael Tocci, Associate Dean	7-7223

## **The Michael Graves College**

Mr. David Mohney, Dean	7-4772
------------------------	--------

## **Kean University Ocean**

Dr. Stephen Kubow, Associate Vice President	
Ms. Maureen Byrne, Associate Director	(732) 255-0400 ext. 2350

Outside line: (908) 737- and the last 4 digits from above.

## **ACADEMIC CALENDAR (STATE & FEDERAL HOLIDAYS)**

---

Please visit the Registrar page (<http://www.kean.edu/offices/registrar/academic-calendar>) on the Kean website for the current Academic Calendar.

# UNIVERSITY POLICIES, PROCEDURES AND REGULATIONS

A brief summary of Kean University's policies, procedures and regulations is listed below. For further details regarding the University's Academic policy, please refer to "A Summary of Selected Academic Policies and Administrative Procedures."

## ATTENDANCE POLICY

---

The operation of the University requires employees to be reliable and punctual in reporting to work. Unforeseeable sick absences must be reported to the department supervisor prior to the start of the workday. It is the responsibility of each employee to know who should be contacted in the event of delay or absence from work.

## GRADES

---

Grades for all students must be submitted within 72 hours of your last class meeting. All teaching faculty members are required to submit grades via KeanWISE.

## EVALUATION

---

General Evaluation of adjunct faculty will be coordinated by the Executive Director/Department Chairperson or by someone whom he or she designates, such as a coordinator of adjunct instruction.

Adjunct faculty should be advised in writing that they will be evaluated and furnished with an outline of the procedures to be followed. Adjunct faculty should have the opportunity to review the contents of their evaluation file with the Department Chairperson or designee, and should initial each page of the evaluation.

Assembly of Evaluation Folder. The following papers will constitute the evaluation file:

- A set of student evaluations for one course taught during each of the first two semesters.
- One faculty observation of one course taught during the first semester of teaching.
- After completion of the first two student evaluations, subsequent peer and student evaluations will be conducted at a minimum every sixth semester.
- The department Chairperson or his/her designee may conduct additional evaluations as warranted.
- Any other materials the department elects to include. The adjunct faculty member may also include a statement regarding the evaluation.

This recommendation may be prepared by the Department chairperson or his/her designee depending upon the procedure.

## PROCEDURES FOR EMERGENCY CLASS CANCELLATION

---

Since most Kean students work and commute to classes, it is important to notify the University in case an emergency necessitates cancellation of your class. Your chairperson at the department office should be informed if you cannot meet with a scheduled class. If an emergency occurs late in the day (and you teach an evening class), the Center for Academic Success (CAS; 908-737-3100) should be called instead of your department office.

Most students attending Kean University in the evening take only one class on a given night, and many travel long distances to get to the University. It is recommended that you establish a telephone chain within your class to notify your students in advance if a class is to be canceled. This chain should be established at the first session of class and should include students' home telephone number, email address and work telephone numbers.  
**WHEN AN EMERGENCY DEVELOPS, CALL YOUR DEPARTMENT OR THE ONE-STOP CENTER (908-737-3100) AND THEN INITIATE THE TELEPHONE CHAIN AND/OR EMAIL.**

## **CAMPUS CLOSINGS**

---

### **CLOSING DUE TO SNOW OR OTHER EMERGENCY CONDITIONS**

When a decision is made to close the University, non-essential employees will be notified through the University Campus Alert System. Information will be available on the Kean University website, [www.kean.edu](http://www.kean.edu).

The University president may determine that classes shall be canceled. The University will continue to use the public media to announce the cancellation of classes. Adjunct faculty should not be guided by announcements for school closings. All employees are expected to report to work, unless notified otherwise, through the Campus Alert System or information posted on the Kean University website specifically for employees.

For information concerning emergency closing of the University or cancellation of classes due to weather or other circumstances, check the website ([www.kean.edu](http://www.kean.edu)), call the main University number (908-737-5326), or listen to the radio or television stations listed below for current information. Do not call the police headquarters, as the department telephone lines must be kept open for emergency calls.

#### **AM**

WOR 710

WMTR 1250

WJLK 1310

WCTC 1450

WJDM 1530

#### **FM**

WKNJ 90.3

WJLK 94.3

WVGQ 98.3

WKMW 101.5

WDHA 105.5

## **PAYROLL DISTRIBUTION**

---

Adjunct faculty members are paid bi-weekly and in accordance with their current union contract. Adjunct faculty members are paid based on the proper and timely submission of a pre-approved adjunct contract. The due dates for the adjunct contracts are issued each semester and are on file in the dean's offices of each respective college. The per-credit rate is determined each semester in accordance with the prevailing union contract. An adjunct member may be paid for several installments of multiple contracts, but will receive only one payment per pay cycle.

## **MANDATORY DIRECT DEPOSIT**

---

Direct Deposit is mandatory for all New Jersey state employee compensation after July 1, 2014. The University requires all faculty, staff, adjuncts, temporary employees and students who receive pay through Payroll to receive their wages electronically.

## **HOW TO ENROLL IN DIRECT DEPOSIT**

---

Direct deposit forms are available from the Payroll Department or on the Payroll website. Complete the Direct Deposit form (<http://www.kean.edu/KU/Payroll>) and return it to the Payroll Office. Please submit a voided check or a copy of a voided check for a checking account or a direct deposit form from your financial institution for a savings account. The Payroll Department is located in the Administration Building, 2nd floor, for processing.

## **PAY CARDS: AN ALTERNATIVE TO DIRECT DEPOSIT**

---

Pay Cards are available as an alternative to a traditional bank direct deposit account. A Pay Card is comparable to a debit card and can be used to withdraw cash at ATMs or make purchases. Please stop by the Payroll Office to fill out a Pay Card enrollment form or email your request for an enrollment form to [payroll@kean.edu](mailto:payroll@kean.edu).

## PAYROLL PORTAL

All employees may access their pay information using Payroll Portal, a Web-based application that allows employees to view and print their paycheck information from a Web browser while on or off campus. Send your request for login information to payroll@kean.edu.

## SALARY

The minimum employee compensation per credit hour shall be determined based on the schedule below. Adjunct Faculty who have taught sixteen (16) or more semesters at Kean University will receive an additional \$50 per credit.

### PAY SCALE BASED ON UNION CONTRACT (compensation is per credit hour):

<u>Date</u>	<u>1-16 semesters</u>	<u>16+ semesters</u>
Jan 2015	\$1,300.00	\$1,350.00

\*\*\*The agreement shall remain in full force and effect from July 1, 2011 until June 30, 2015. The Agreement shall automatically be renewed from year to year thereafter, unless either party shall give to the other party written notice of its desire to terminate, modify and amend this Agreement.\*\*\*

Please visit the Human Resources page ([www.kean.edu/KU/Payroll](http://www.kean.edu/KU/Payroll)) on the Kean website for pay dates.

## ON-THE-JOB INJURY REPORTING PROCEDURES

All Kean University employees shall comply with the following procedures in reporting work-related injuries:

- 1. General Notification Requirement** - Upon the occurrence of a work-related injury, the injured employee shall immediately notify his/her supervisor.
- 2. HR Notification Requirement** - Upon the occurrence of a work-related injury, the injured employee shall notify the Office of Human Resources, Benefits Section at 7-3300 no later than the end of the workday on which the injury occurred.
- 3. Accident Report Form** - For all cases, an accident report form (Form RM-2) must be completed by the employee, signed by the employee and the supervisor, and submitted to the Office of Human Resources (Benefits Section) by the employee **within 48 hours from the time of the injury/illness**, pursuant to New Jersey State regulations governing Worker's Compensation and Sick Leave Injury benefits. An original, signed Accident Report Form is required.

Copies of the form can be obtained at the Office of Human Resources or at the HR webpage under the section titled *Workers' Compensation*.

- 4. Supplemental Report of Accidental Injury** - The employee is also required to complete a Supplemental Report of Accidental Injury Form and submit this to the Office of Human Resources along with the Accident Report Form, within 48 hours from the time of the injury/illness.
- 5. Non-Emergent Cases** - In the event that an employee sustains a work-related injury during normal business hours (Monday through Friday, 9:00 a.m. to 5:00 p.m.), the Office of Human Resources will make arrangements for a medical evaluation of all non-emergent cases. All University employees who are injured on the job shall receive an initial medical evaluation and treatment from Multi-Care, 100 Commerce Place, Clark, NJ 07066, telephone number (732) 499-0606, fax number (732) 499-7490; hours: Monday through Friday, 9 a.m. to 6 p.m. An Employer's Authorization for Examination or Treatment is required from the Office of Human Resources before treatment can be rendered.

6. **Emergency Cases/After Hours** - In the event of a medical emergency or if medical treatment is required before or after the operating hours of Multi-Care, Campus Police must be contacted at 7-4800. Campus Police will arrange for all emergency care cases or matters occurring after hours to be sent to a hospital. Emergency care is defined as a life-threatening condition so severe that medical attention is required or reasonably necessary to safeguard the injured employee's well-being.  
Please note that these employees are still required to notify an immediate supervisor and the Office of Human Resources, and file an accident report form (Form RM-2) within 48 hours from the time of injury. **A police report may not be used** as a substitute for an accident report form.
7. **Post-Injury Notification** - After the injured employee has been treated, the Office of Human Resources shall again be contacted by the employee and advised as to: 1) The nature of the injury; 2) The extent of such injury; 3) The general nature of the treatment received for the injury; and, 4) The estimated time that the employee will remain out of work.
8. **Unauthorized Medical Treatment** - Employees should not seek treatment from their primary-care physician. Such treatment can be deemed unauthorized, and the employee will be responsible for paying his/her medical bills.
9. **Failure to Comply with Reporting Procedures** - Employees who do not comply with these procedures will be responsible for paying their medical bills and may prejudice the work-related injury claim.
10. **Questions Regarding Notification Procedures** - If there are any questions regarding the reporting of work-related injuries, please contact the Office of Human Resources, Benefits Section at 7-3300.

#### **WORKER COMPENSATION PROCEDURES FOR KEAN EMPLOYEES @ OCC**

---

Any Kean employee who is injured while working at OCC will be medically treated/evaluated as any other OCC employee, visitor or student. Ocean County College's first responder will be the Director of Health Services, a college nurse or a Security Department member. All first responders are trained to provide first aid, evaluate medical conditions and call for additional medical assistance.

1. The first responder will provide first aid and assess the need for any additional medical services.
2. If the situation is urgent, an ambulance will be called.
3. Kean employees will follow the Kean Workers' Compensation instructions by accessing the Human Resources page on the Kean website and completing the RM2 report. (go to <http://www.kean.edu/admin/uploads/pdf/hr/Accident-Report-Form.pdf> and click on the "Accident Report Form" under the heading "Work Related Accidents and Injuries"). Ms. Maureen Byrne, the contact person between the employee and Kean University, will be responsible for signing the RM2 report.
4. The OCC Director of Health Services will prepare an incident report and fax/forward a copy to Ms. Byrne at 806-313-5058, the Kean Office of Human Resources and the appropriate personnel at OCC. The completion of the report is required for all incidents at OCC, which maintains a record for the College's liability insurance and safety reports.
5. The injured employee will communicate all treatment/follow up/problems with Ms. Byrne, Kean's worker-compensation carrier or Human Resources.
6. Kean University will be responsible for notifying all Kean employees working at OCC of the workers' compensation procedure.

Any Kean employee working on the OCC campus, who would like to see a member of the Health Services Department for minor health issues, such as headaches, blood pressure, etc., is more than welcome to utilize the OCC health-services facility, located in the Instructional Building, at no charge.

# ANTI-DISCRIMINATION AND ANTI-HARASSMENT POLICY AND PROCEDURES

## NEW JERSEY STATE POLICY PROHIBITING DISCRIMINATION IN THE WORKPLACE

### I. POLICY

#### a. Protected Categories

The State of New Jersey is committed to providing every State employee and prospective State employee with a work environment free from prohibited discrimination or harassment. Under this policy, forms of employment discrimination or harassment based upon the following protected categories are prohibited and will not be tolerated: race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability.

To achieve the goal of maintaining a work environment free from discrimination and harassment, the State of New Jersey strictly prohibits the conduct that is described in this policy. This is a zero tolerance policy. This means that the state and its agencies reserve the right to take either disciplinary action, if appropriate, or other corrective action, to address any unacceptable conduct that violates this policy, regardless of whether the conduct satisfies the legal definition of discrimination or harassment.

#### b. Applicability

Prohibited discrimination/harassment undermines the integrity of the employment relationship, compromises equal employment opportunity, debilitates morale and interferes with work productivity. Thus, this policy applies to all employees and applicants for employment in State departments, commissions, State colleges or universities, agencies, and authorities (hereafter referred to in this section as “State agencies” or “State agency”). The State of New Jersey will not tolerate harassment or discrimination by anyone in the workplace including supervisors, co-workers, or persons doing business with the State. This policy also applies to both conduct that occurs in the workplace and conduct that occurs at any location which can be reasonably regarded as an extension of the workplace (any field location, any off-site business-related social function, or any facility where State business is being conducted and discussed).

This policy also applies to third party harassment. Third party harassment is unwelcome behavior involving any of the protected categories referred to in (a) above that is not directed at an individual but exists in the workplace and interferes with an individual’s ability to do his or her job. Third party harassment based upon any of the aforementioned protected categories is prohibited by this policy.

### II. PROHIBITED CONDUCT

#### a. Defined

It is a violation of this policy to engage in any employment practice or procedure that treats an individual less favorably based upon any of the protected categories referred to in I4(a) above. This policy pertains to all employment practices such as recruitment, selection, hiring, training, promotion, transfer, assignment, layoff, return from layoff, termination, demotion, discipline, compensation, fringe benefits, working conditions and career development.

It is also a violation of this policy to use derogatory or demeaning references regarding a person’s race, gender, age, religion, disability, affectional or sexual orientation, ethnic background, or any other protected category set forth in I(a) above. A violation of this policy can occur even if there was no intent on the part of an individual to harass or demean another.

**Examples of behaviors that may constitute a violation of this policy include, but are not limited to:**

- Discriminating against an individual with regard to terms and conditions of employment because of being in one or more of the protected categories referred to in I(a) above;
- Treating an individual differently because of the individual's race, color, national origin or other protected category, or because an individual has the physical, cultural or linguistic characteristics of a racial, religious, or other protected category;
- Treating an individual differently because of marriage to, civil union to, domestic partnership with, or association with persons of a racial, religious or other protected category; or due to the individual's membership in or association with an organization identified with the interests of a certain racial, religious or other protected category; or because an individual's name, domestic partner's name, or spouse's name is associated with a certain racial, religious or other protected category;
- Calling an individual by an unwanted nickname that refers to one or more of the above protected categories, or telling jokes pertaining to one or more protected categories;
- Using derogatory references with regard to any of the protected categories in any communication;
- Engaging in threatening, intimidating, or hostile acts toward another individual in the workplace because that individual belongs to, or is associated with, any of the protected categories; or
- Displaying or distributing material (including electronic communications) in the workplace that contains derogatory or demeaning language or images pertaining to any of the protected categories.

**b. Sexual Harassment**

It is a violation of this policy to engage in sexual (or gender-based) harassment of any kind, including hostile work environment harassment, quid pro quo harassment, or same-sex harassment. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, for example:

- Submission 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 individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

**Examples of prohibited behaviors that may constitute sexual harassment and are therefore a violation of this policy include, but are not limited to:**

- Generalized gender-based remarks and comments;
- Unwanted physical contact such as intentional touching, grabbing, pinching, brushing against another's body or impeding or blocking movement;
- Verbal, written or electronic sexually suggestive or obscene comments, jokes or propositions including letters, notes, email, text messages, invitations, gestures or inappropriate comments about a person's clothing;
- Visual contact, such as leering or staring at another's body; gesturing; displaying sexually suggestive objects, cartoons, posters, magazines or pictures of scantily clad individuals; or displaying sexually suggestive material on a bulletin board, on a locker room wall or on a screen saver;
- Explicit or implicit suggestions of sex by a supervisor or manager in return for a favorable employment action such as hiring, compensation, promotion, or retention;
- Suggesting or implying that failure to accept a request for a date or sex would result in an adverse employment consequence with respect to any employment practice such as performance evaluation or promotional opportunity; or
- Continuing to engage in certain behaviors of a sexual nature after an objection has been raised by the target of such inappropriate behavior.



### **III. EMPLOYEE RESPONSIBILITIES**

Any employee who believes that she or he has been subjected to any form of prohibited discrimination/harassment, or who witnesses others being subjected to such discrimination/harassment is encouraged to promptly report the incident(s) to a supervisor or directly to the State agency's Equal Employment Opportunity/Affirmative Action Officer or to any other persons designated by the State agency to receive workplace discrimination complaints.

All employees are expected to cooperate with investigations undertaken pursuant to VI below. Failure to cooperate in an investigation may result in administrative and/or disciplinary action, up to and including termination of employment.

### **IV. SUPERVISOR RESPONSIBILITIES**

Supervisors shall make every effort to maintain a work environment that is free from any form of prohibited discrimination/harassment. Supervisors shall immediately refer allegations of prohibited discrimination/harassment to the State agency's Equal Employment Opportunity/Affirmative Action Officer, or any other individual designated by the State agency to receive complaints of workplace discrimination/harassment. A supervisor's failure to comply with these requirements may result in administrative and/or disciplinary action, up to and including termination of employment. For purposes of this section and in the State of New Jersey Model Procedures for Processing Internal Complaints Alleging Discrimination in the Workplace (Model Procedures), a supervisor is defined broadly to include any manager or other individual who has authority to control the work environment of any other staff member (for example, a project leader).

### **V. DISSEMINATION**

Each State agency shall annually distribute the policy described in this section, or a summarized notice of it, to all of its employees, including part-time and seasonal employees. The policy, or summarized notice of it, shall also be posted in conspicuous locations throughout the buildings and grounds of each State agency (that is, on bulletin boards or on the State agency's intranet site). The Department of the Treasury shall distribute the policy to State-wide vendors/contractors, whereas each State agency shall distribute the policy to vendors/contractors with whom the State agency has a direct relationship.

### **VI. COMPLAINT PROCESS**

Each State agency shall follow the Model Procedures with regard to reporting, investigating, and, where appropriate, remediating claims of discrimination/harassment. See N.J.A.C. 4A:7-3.2. Each State agency is responsible for designating an individual or individuals to receive complaints of discrimination/harassment, investigating such complaints, and recommending appropriate remediation of such complaints. In addition to the Equal Employment Opportunity/Affirmative Action Officer, each State agency shall designate an alternate person to receive claims of discrimination/harassment.

All investigations of discrimination/harassment claims shall be conducted in a way that respects, to the extent possible, the privacy of all the persons involved. The investigations shall be conducted in a prompt, thorough and impartial manner. The results of the investigation shall be forwarded to the respective State agency head to make a final decision as to whether a violation of the policy has been substantiated.

Where a violation of this policy is found to have occurred, the State agency shall take prompt and appropriate remedial action to stop the behavior and deter its reoccurrence. The State agency shall also have the authority to take prompt and appropriate remedial action, such as moving two employees apart, before a final determination has been made regarding whether a violation of this policy has occurred.

The remedial action taken may include counseling, training, intervention, mediation, and/or the initiation of disciplinary action up to and including termination of employment.

Each State agency shall maintain a written record of the discrimination/harassment complaints received. Written records shall be maintained as confidential records to the extent practicable and appropriate.

## **VII. PROHIBITION AGAINST RETALIATION**

Retaliation against any employee who alleges that she or he was the victim of discrimination/harassment, provides information in the course of an investigation into claims of discrimination/harassment in the workplace, or opposes a discriminatory practice, is prohibited by this policy. No employee bringing a complaint, providing information for an investigation, or testifying in any proceeding under this policy shall be subjected to adverse employment consequences based upon such involvement or be the subject of other retaliation.

**Following are examples of prohibited actions taken against an employee because the employee has engaged in activity protected by this subsection:**

- Termination of an employee;
- Failing to promote an employee;
- Altering an employee's work assignment for reasons other than legitimate business reasons;
- Imposing or threatening to impose disciplinary action on an employee for reasons other than legitimate business reasons; or
- Ostracizing an employee (for example, excluding an employee from an activity or privilege offered or provided to all other employees).

## **VIII. FALSE ACCUSATIONS AND INFORMATION**

An employee, who knowingly makes a false accusation of prohibited discrimination/ harassment or knowingly provides false information in the course of an investigation of a complaint, may be subjected to administrative and/or disciplinary action, up to and including termination of employment. Complaints made in good faith, however, even if found to be unsubstantiated, shall not be considered a false accusation.

## **IX. CONFIDENTIALITY**

All complaints and investigations shall be handled, to the extent possible, in a manner that will protect the privacy interests of those involved. To the extent practical and appropriate under the circumstances, confidentiality shall be maintained throughout the investigatory process. In the course of an investigation, it may be necessary to discuss the claims with the person(s) against whom the complaint was filed and other persons who may have relevant knowledge or who have a legitimate need to know about the matter. All persons interviewed, including witnesses, shall be directed not to discuss any aspect of the investigation with others in light of the important privacy interests of all concerned. Failure to comply with this confidentiality directive may result in administrative and/or disciplinary action, up to and including termination of employment.

## **X. ADMINISTRATIVE AND/OR DISCIPLINARY ACTION**

Any employee found to have violated any portion or portions of this policy may be subject to appropriate administrative and/or disciplinary action, which may include, but which shall not be limited to: referral for training, referral for counseling, written or verbal reprimand, suspension, reassignment, demotion or termination of employment. Referral to another appropriate authority for review for possible violation of State and Federal statutes may also be appropriate.

## **XI. TRAINING**

All State agencies shall provide all new employees with training on the policy and procedures set forth in this section within a reasonable period of time after each new employee's appointment date. Refresher training shall be provided to all employees, including supervisors, within a reasonable period of time. All State agencies shall also provide supervisors with training on a regular basis regarding their obligations and duties under the policy and regarding procedures set forth in this section.

Issued: December 16, 1999

Revised: June 3, 2005

Revised: August 20, 2007

See N.J.A.C. 4A:7-3.1

## STATE OF NEW JERSEY MODEL PROCEDURES FOR INTERNAL COMPLAINTS ALLEGING DISCRIMINATION IN THE WORKPLACE

---

Each State department, commission, State college or university, agency, and authority (hereafter referred to in this section as “State agency”) is responsible for implementing this model procedure, completing it to reflect the structure of the organization, and filing a copy of the completed procedure with the Department of the Treasury, Division of EEO/AA.

1. All employees and applicants for employment have the right and are encouraged to immediately report suspected violations of the State Policy Prohibiting Discrimination in the Workplace, N.J.A.C. 4A:7-3.1.
2. Complaints of prohibited discrimination/harassment can be reported to either Charlie Williams, the EEO/AA Officer, or to any supervisory employee of the State agency. Complaints may also be reported to the Office of Human Resources.
3. Every effort should be made to report complaints promptly. Delays in reporting may not only hinder a proper investigation, but may also unnecessarily subject the victim to continued prohibited conduct.
4. Supervisory employees shall immediately report all alleged violations of the State Policy Prohibiting Discrimination in the Workplace to Charlie Williams, EEO/AA Officer. Such a report shall include both alleged violations reported to a supervisor, and those alleged violations directly observed by the supervisor.
5. If reporting a complaint to any of the persons set forth in paragraphs 2 through 4 above presents a conflict of interest, the complaint may be filed directly with the Division of EEO/AA, P.O. Box 315, Trenton, NJ 08625. An example of such a conflict would be where the individual against whom the complaint is made is involved in the intake, investigative or decision-making process.
6. In order to facilitate a prompt, thorough and impartial investigation, all complainants are encouraged to submit a Division of EEO/AA Discrimination Complaint Processing Form. An investigation may be conducted whether or not the form is completed.
7. Each State agency shall maintain a written record of the discrimination/harassment complaints received. Written records shall be maintained as confidential records to the extent practicable and appropriate. A copy of all complaints (regardless of the format in which submitted) must be submitted to the Department of the Treasury, Division of EEO/AA, by the State agency’s EEO/AA Officer, along with a copy of the acknowledgement letter(s) sent to the person(s) who filed the complaint and, if applicable, the complaint notification letter sent to the person(s) against whom the complaint has been filed. If a written complaint has not been filed, the EEO/AA Officer must submit to the Division of EEO/AA a brief summary of the allegations that have been made. Copies of complaints filed with the New Jersey Division on Civil Rights, the U.S. Equal Employment Opportunity Commission, or in court also must be submitted to the Division of EEO/AA.
8. During the initial intake of a complaint, the EEO/AA Officer or authorized designee will obtain information regarding the complaint, and determine if interim corrective measures are necessary to prevent continued violations of the State Policy Prohibiting Discrimination in the Workplace.
9. At the EEO/AA Officer’s discretion, a prompt, thorough, and impartial investigation into the alleged harassment or discrimination will take place.

10. An investigatory report will be prepared by the EEO/AA Officer or his or her designee when the investigation is completed. The report will include, at a minimum:
  - a. A summary of the complaint;
  - b. A summary of the parties' positions;
  - c. A summary of the facts developed through the investigation; and
  - d. An analysis of the allegations and the facts.

The investigatory report will be submitted to the President who will issue a final letter of determination to the parties.

11. The President will review the investigatory report issued by the EEO/AA Officer or authorized designee, and make a determination as to whether the allegation of a violation of the State Policy Prohibiting Discrimination in the Workplace has been substantiated. If a violation has occurred, the President or authorized designee will determine the appropriate corrective measures necessary to immediately remedy the violation.

12. The President will issue a final letter of determination to both the complainant(s) and the person against whom the complaint was filed, setting forth the results of the investigation and the right of appeal to the Civil Service Commission, as set forth in Paragraphs 13 and 14, below. To the extent possible, the privacy of all parties involved in the process shall be maintained in the final letter of determination. The Department of the Treasury's Division of EEO/AA shall be furnished with a copy of the final letter of determination.

- a. The letter shall include, at a minimum:

1. A brief summary of the parties' positions;
2. A brief summary of the facts developed during the investigation; and
3. An explanation of the determination, which shall include whether:
  - i. The allegations were either substantiated or not substantiated; and
  - ii. A violation of the State Policy Prohibiting Discrimination in the Workplace did or did not occur.

- b. The investigation of a complaint shall be completed and a final letter of determination shall be issued no later than 120 days after the initial intake of the complaint referred to in Paragraph 8, above, is completed.

- c. The time for completion of the investigation and issuance of the final letter of determination may be extended by the State agency head for up to 60 additional days in cases involving exceptional circumstances. The State agency head shall provide the Division of EEO/AA and all parties with written notice of any extension and shall include in the notice an explanation of the exceptional circumstances supporting the extension.

13. A complainant who is in the career, unclassified or senior executive service, or who is an applicant for employment, who disagrees with the determination of the President may submit a written appeal to the New Jersey Civil Service Commission ("NJCSC"), Division of Merit System Practices and Labor Relations, Written Record Appeals Unit, P.O. Box 312, Trenton, NJ 08625-0312, postmarked or delivered within 20 days of the receipt of the determination from the President. The appeal shall be in writing and include all materials presented by the complainant at the State agency level, the final letter of determination, the reason for the appeal and the specific relief requested. Please be advised that there is a \$20 fee for appeals. Please include a check or money order along with the appeal, payable to NJCSC. Persons receiving public assistance and those qualifying for NJCSC Veterans Preference are exempt from this fee.

- a. Employees filing appeals that raise issues for which there is another specific appeal procedure must utilize those procedures. The Civil Service Commission Chair may require any appeal, that raises issues of alleged discrimination and other issues, such as examination appeals, to be processed using the procedures set forth in this section or a combination of procedures as the Chair deems appropriate. See N.J.A.C. 4A:2-1.7.
  - b. The Civil Service Commission shall decide the appeal on a review of the written record or such other proceeding as it deems appropriate. See N.J.A.C. 4A:2-1.1(d).
  - c. The appellant shall have the burden of proof in all discrimination appeals brought before the Civil Service Commission.
14. In a case where a violation has been substantiated, and no disciplinary action recommended, the party/parties against whom the complaint was filed may appeal the determination to the Civil Service Commission at the address indicated in Paragraph 13 above, within 20 days of receipt of the final letter of determination by the State agency head or designee.
- a. The burden of proof shall be on the appellant.
  - b. The appeal shall be in writing and include the final letter of determination, the reason for the appeal and the specific relief requested.
  - c. If disciplinary action has been recommended in the final letter of determination, the party/parties charged may appeal using the procedures set forth in N.J.A.C. 4A:2-2 and 3.
15. The Division of EEO/AA shall be placed on notice of, and given the opportunity to submit comments on, appeals filed with the Civil Service Commission of decisions on discrimination complaints, regardless of whether or not the complaint was initially filed directly with the Division of EEO/AA.
16. Any employee or applicant for employment can file a complaint directly with external agencies that investigate discrimination/harassment charges in addition to utilizing this internal procedure. The time frames for filing complaints with external agencies indicated below are provided for informational purposes only. An individual should contact the specific agency to obtain exact time frames for filing a complaint. The deadlines run from the date of the last incident of alleged discrimination/harassment, not from the date that the final letter of determination is issued by the State agency head or designee.

Complaints may be filed with the following external agencies:

**Division on Civil Rights**  
**N.J. Department of Law & Public Safety**  
**(within 180 days of the discriminatory act)**

Trenton Regional Office  
140 East Front Street  
6th Floor, P.O. Box 090  
Trenton, NJ 08625-0090  
(609) 292-4605

Newark Regional Office  
31 Clinton Street, 3rd floor  
P.O. Box 46001  
Newark, NJ 07102  
(973) 648-2700

Atlantic City Office  
1325 Boardwalk  
1st Floor  
Atlantic City, NJ 08401  
(609) 441-3100

Camden Regional Office  
One Port Center, 4th Floor  
2 Riverside Drive, Suite 402  
Camden, NJ 08103  
(856) 614-2550

**United States Equal Employment Opportunity  
Commission (EEOC)  
(within 300 days of the discriminatory act)  
National Call Center - 1 800-669-4000**

\*Newark Area Office  
One Newark Center, 21st Floor  
Raymond Blvd. at McCarter Highway (Rt. 21)  
Newark, NJ 07102-5233  
(973) 645-4684

\*\*Philadelphia District Office  
801 Market Street, Suite 1300  
Philadelphia, PA 19107-3127  
(215) 440-2600

\*Newark Area Office has jurisdiction over the State of New Jersey Counties of Bergen, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Passaic, Somerset, Sussex, Union and Warren.

\*\*The Philadelphia District Office has jurisdiction over the State of New Jersey, Counties of Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Ocean and Salem.

Issued: December 16, 1999  
Revised: June 3, 2005  
Revised: August 20, 2007  
Revised: March 24, 2010  
Revised: February 8, 2011  
Revised: November 15, 2011  
See N.J.A.C. 4A:7-3.

## **KEAN UNIVERSITY WHISTLE-BLOWER POLICY**

---

Kean University is dedicated to providing a professional environment for its employees and has an extensive CEPA Policy located on its website at <http://www.kean.edu/offices/human-resources/whistleblower-act>. Employees may file written complaints with their supervisor or anonymously through KTIPS. Questions may also be directed to the Office of University Counsel.

The contact information for KTIPS is:

Name: Elizabeth Gousse

Address: O'Connor Davies, LLP

20 Commerce Drive, Suite 301, Cranford, NJ 07016

Telephone number: (844) 488-1447

Email: [KTIPS@KEAN.EDU](mailto:KTIPS@KEAN.EDU)

Fax Number: (908) 272-2416

## **LA LEY DE PROTECCIÓN AL EMPLEADO CONSCIENTE**

La Universidad de Kean está dedicada a proporcionar un ambiente profesional para sus empleados y tiene una extensa Política CEPA situada en su sitio web en <http://www.kean.edu/offices/human-resources/whistleblower-act>. Los empleados pueden presentar quejas por escrito a su supervisor o de forma anónima a través de KTIPS. Las preguntas también se pueden dirigir a la Oficina de Abogado de la Universidad.

### **Información del Contacto**

La siguiente persona ha sido designada para contestar sus preguntas o, proporcionar información adicional relacionada con sus derechos y responsabilidades según lo indica esta ley (N.J.S.A. 34:19-4):

La información de contacto de KTIPS es:

Nombre: Elizabeth Gousse

Dirección: O'Connor Davies, LLP

20 Commerce Drive, Suite 301, Cranford, NJ 07016

Número de teléfono: (844) 488-1447

Email: [KTIPS@KEAN.EDU](mailto:KTIPS@KEAN.EDU)

Facsímil: (908) 272-2416

*Este aviso se debe exponer a la vista de todos.*

## **DRUG-FREE WORKPLACE**

---

In accordance with the requirements of the Drug-Free Workplace Act of 1988, Kean University requires that employees maintain an environment free of illegal drugs and the abuse of alcohol. In an effort to maintain the safety and well-being of our employees, Kean University strictly prohibits on-the-job use, or impairment from, illegal drugs and/or alcohol while employed at the University.

## **SMOKING REGULATIONS**

---

The University is a smoke-free workplace. Smoking is prohibited indoors and is only permitted outside in designated areas. Members of the University are expected to cooperate with the No-Smoking Policy.

## **WORKPLACE VIOLENCE POLICY**

---

Workplace violence will not be tolerated at Kean University in accordance with the State of New Jersey's Policy Against Violence related to disruptive behavior exhibited by any faculty or staff or contract employees or any violence in the workplace. The goal is to create a safe, respectful work environment free from intimidation,

threats and acts of violence. Workplace violence includes the threat or actual infliction of physical violence as well as the threat or actual occurrence of psychological violence, which sometimes leads to subsequent physical violence. Moreover, violence or threats of violence against state or University property shall not be tolerated. Violators are subject to criminal prosecution, suspension, and/or termination of employment.

## **HAZARD COMMUNICATION/RIGHT TO KNOW**

---

Kean University complies with the Public Employees Occupational Safety and Health Program Hazard Communication Standard (PEOSH HCS), N.J.A.C. 12:100-7, which New Jersey adopted with amendments, on May 3, 2004. We provide information about the hazardous chemicals in our workplace, their associated hazards, and the methods for controlling these hazards. We have put in place the following required elements of the Standard:

- (1) A list of hazardous chemicals (via our RTK Report);
- (2) Material Safety Data Sheets (MSDSs) and Hazardous Substance Fact Sheets (HSFSs) for hazardous chemicals;
- (3) Labeled containers; and
- (4) A training program for employees who work with or have a potential for exposure to hazardous chemicals.

As required under the PEOSH HCS, employees will be informed of the contents of this program, the location and availability of health and safety information about hazardous chemicals, the hazardous properties of chemicals with which they work, safe handling procedures for the hazardous chemicals, and measures they should take to protect themselves from the hazardous chemicals. This information will be provided during employee training sessions and/or safety meetings as well as information provided on these subjects on the University Environmental Health & Safety website at [www.kean.edu/fehs](http://www.kean.edu/fehs). All Employees will also be informed of the hazards of non-routine tasks such as transportation of hazardous waste and hazardous chemicals from satellite storage to long-term, 90-day storage facility. For all employees who qualify, this is a mandatory training.

For further information, please contact the Environmental Health and Safety Officer at 908-737-5109.

## **BLOOD BORNE PATHOGEN PROGRAM/HEPATITIS B VACCINATION PROGRAM**

---

Kean University is committed to providing a safe and healthful work environment for our entire staff. In pursuit of this endeavor, Human Resources (HR) in coordination with Kean's Environmental Health & Safety (EHS) Officer have developed the following Exposure Control Plan (ECP). This plan is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with the PEOSH Blood Borne Pathogens Standard, Title 29 Code of Federal Regulations 1910.1030. The ECP is a key document to assist Kean University in implementing and ensuring compliance with the standard, thereby protecting our employees.

Human Resources and the Environmental Health & Safety Officer are responsible for the implementation of the ECP, and will also maintain and update the written ECP at least annually and whenever necessary to include new or modified tasks and procedures.

Those employees, as determined by occupational analysis, who are reasonably anticipated to have contact with or exposure to blood or other potentially infectious materials are required to comply with the procedures and work practices outlined in this ECP.

The EHS Officer with support from the Office of Human Resources will coordinate and be responsible for all notifications, training, documentation of training, and making the written ECP available to employees, PEOSH and NIOSH representatives.

All employees who qualify for the training based on occupational exposure or risk are also encouraged to enroll in the Hepatitis B Vaccination Program. Although the training is mandatory, the Vaccination Program is not.

For further information, please contact the Environmental Health and Safety Officer at 908-737-5109.



# HIRING POLICIES AND PROCEDURES

Guidelines for Adjunct Faculty teaching assignments will be established by the Deans' Offices. The required degrees, certifications and other pertinent qualifications are determined by the respective college deans and the provost. Employment commitments are made by contract between the University and the adjunct faculty member on a semester-to-semester basis. The decision to hire/rehire an individual is based on the hiring department's needs and/or requirements. Continued employment should not be expected beyond the current semester by the adjunct.

The department/program may not hire any prospective employee without submitting a "Recommendation to Hire" form to its dean for his/her signature. The dean's office then creates an "Offer" letter, signed by the dean, of which copies are sent to the candidate, KUAFF (the adjunct union), Human Resources and the department.

Newly hired adjunct faculty are to call the Office of Human Resources upon receipt of their "Offer" letter from the dean's office within three (3) business days to schedule an appointment to come in and complete their paperwork and submit their documentation. Please refer to the "Required Documents" section below. A valid Social Security card is required in order for any new employee to be placed into the payroll system. No prospective employee will be processed without a Social Security card. Departments/dean's offices should not collect any documentation.

Upon receipt of the required documents, the Office of Human Resources will notify the dean's office via email within five (5) business days to issue a contract to the faculty member. Once authorized, the contract will be distributed to the Payroll office, the Office of Human Resources and the adjunct. No prospective employee may be given permission to begin working until receipt of a teaching contract, which may only be issued by the Dean's office with authorization from Human Resources.

Upon receipt of the contract, the adjunct faculty member may request their Kean ID card and parking decal. Information will be provided by the Office of Human Resources. Each adjunct will be given a mailbox in his/her respective department. Adjuncts do not earn vacation, sick, personal or compensatory time. Adjuncts cannot simultaneously serve in another title (such as an Academic Specialist, Student employee, etc.).

## REQUIRED DOCUMENTS

---

In order to begin employment at Kean University, you must complete/submit the following documentation with the Office of Human Resources:

1. Adjunct Application for employment
2. New Hire Orientation Data Collection form
3. Current Form W-4
4. Current Form I-9, Employment Eligibility Verification (identification required to fulfill the requirements for this form)
5. Identification (forms of ID must comply with the "List of Acceptable Documents" noted on the form I-9 so that a Human Resources Representative may witness the original identification and obtain a record of the identification(s))
6. Original Social Security card (for payroll purposes)
7. Email/Web Account Request form
8. Inquiry of Pension Membership form (additional forms to follow if applicable)
9. Official Transcripts of all degrees earned (provided in a sealed envelope)  
If Applicable: The International Credential Evaluation from World Education Services ([www.wes.org](http://www.wes.org)) for all your degrees earned from foreign institutions. This evaluation must confirm that your degree is equivalent to a U.S. degree.
10. Three current Letters of Recommendation (please email to respective Dean's Office)
11. Ethics Forms

## **ADJUNCT ORIENTATION**

---

Newly hired Adjunct faculty members are provided the following information by the Office of Human Resources:

- Bargaining unit contract or confidential status information
- Health benefits and pension plans
- Procedures on requesting a parking permit
- Information on where to obtain a Kean ID card
- Procedures for reporting work-related injuries

Salary and appointment information is provided in the Offer letter issued by the Dean. Attendance reporting procedures are provided by the Vice President's Office of Academic Affairs.

## **REFERENCE CHECKING AND DEGREE VERIFICATION**

---

References will be checked for all employees. Highest degree status will be verified in each case when a degree is a requirement of the job.

## **PARKING PERMITS**

---

Upon receipt of your formal contract, parking permits may be processed without charge by logging onto <http://www.kean.edu/parking/>. Be prepared to enter your Kean ID number (located on the right hand side of your teaching contract); the year, make and color of your vehicle; as well as your VIN (Vehicle Identification Number). Print the receipt at the end of this application. You will need to provide this printout and present your Kean ID card to the Student Accounting Office to obtain your parking decal, which will be available for pickup after 72 hours.

For all questions, please contact Kean University Campus Police at 908-737-4840. Please refer to the Parking Regulations for full guidelines.

## **NOTIFICATION OF CHANGES**

---

Employees must update their personnel records in terms of name, address, telephone number, beneficiary or benefit-related changes through the Office of Human Resources. The new information will be recorded in the appropriate personnel files.

## **PERSONNEL FILES**

---

Personnel files are maintained in the Office of Human Resources, including information regarding compensation, benefits and bargaining unit agreements, etc.

Adjunct Faculty members are encouraged to contact the Office of Human Resources when they need assistance or have any questions pertaining to the terms and conditions of their employment. The Office of Human Resources is located on the second floor of the Administration Building.

# HEALTH BENEFITS/PENSION/RETIREMENT

## HEALTH BENEFITS

---

### **Part-time Active Employee Eligibility**

Eligibility for coverage usually starts after 60 days of continuous employment and upon enrollment in a state-administered retirement system.

Eligibility for coverage is determined by the State Health Benefits Program (SHBP). Enrollments, terminations, changes to contracts, etc. must be processed through Kean University first, then the SHBP. If you have any questions concerning eligibility provisions or plan descriptions, you should contact the Office of Human Resources at Kean University (908-737-3300), or call the Division of Pensions and Benefits' Office of Client Services at (609) 292-7524.

### **Enrollment**

When you become eligible for enrollment in a State-Administered retirement plan, such as the Alternate Benefit Program, the Office of Human Resources will provide you with the Part-Time Employees State Health Benefits Program Application. You must complete the application, providing all of the information requested, and submit it to the Office of Human Resources within 30 days of your start date.

### **Cost of Coverage**

The adjunct faculty member will pay the full cost of their coverage including administration fees. Once you are enrolled in the SHBP, you will be billed monthly for the cost of your selected coverage. If you do not enroll all eligible members of your family within 60 days of the time you or they first become eligible for coverage, you must wait until the next Open Enrollment period. Open Enrollment periods generally occur once a year. Information concerning the duration of the Open Enrollment period and effective dates of coverage are announced by the Division of Pensions and Benefits. For more details, please contact the Office of Human Resources at (908) 737-3300.

### **Dependent Coverage**

Coverage for your eligible dependents is effective the same date as yours. Coverage changes involving the addition of dependents are effective retroactive to the date of the event (marriage, birth, adoption, etc.) providing the application is filed within 60 days of the event. Currently the State Health Benefits Program (SHBP) and School Employees' Health Benefit Program (SEHBP) permit the coverage of dependent children until age 26.

### **ELIGIBILITY**

Under the PPACA:

- A "child" is defined as an enrollee's child until age 26, regardless of the child's marital, student, or financial dependency status – even if the young adult no longer lives with his or her parents.
- Coverage will be extended to eligible children through December 31 of the year they turn age 26.
- However, until 2014, the extension of coverage is only available if the adult child is not eligible to enroll in employer-based coverage (aside from coverage through the parent).

The continuation of coverage for dependent children may be purchased through COBRA (usually 36 months) or, if eligible, under the provisions of Chapter 375, P.L. 2005 until the age of 31.

## **Health Benefits Coverage for Same-Sex Married Couples**

The U.S. Department of the Treasury and the Internal Revenue Service (IRS) recently ruled that same-sex couples, legally married in jurisdictions that recognize their marriages, will be treated as married for federal tax purposes. The ruling applies regardless of whether the couple lives in a jurisdiction that recognizes same-sex marriage or a jurisdiction that does not recognize same-sex marriage. Any same-sex marriage legally entered into in one of the 50 states, the District of Columbia, a U.S. territory, or a foreign country will be covered by the ruling. (Please note that this ruling does not apply to registered domestic partnerships, civil unions, or similar formal relationships recognized under state law.)

This ruling extends health benefits eligibility to same-sex spouses of employees enrolled in the State Health Benefits Program (SHBP) in the same manner as opposite-sex spouses.

The marriage of a same-sex couple also qualifies as a change in marital status allowing an employee to change his or her FSA election.

## **Enrollment of a Civil Union Partner or a Same-Sex Domestic Partner**

The Civil Union Law, Chapter 103, P.L. 2006, establishes civil unions for same-sex couples in the State of New Jersey. The law also extends public pension and State Health Benefits Program (SHBP) benefits to same-sex civil union partners of state employees, and retirees of these employers, in the same manner as those benefits are available to an employee's or retiree's spouse. This law became effective on February 19, 2007.

The Civil Union Law changed certain provisions of Domestic Partnership Act (Chapter 246 P.L. 2003). Same-sex domestic partners who enter into a New Jersey domestic partnership after February 19, 2007, **will not be** entitled to pension or SHBP benefits.

To add a civil union partner or same-sex domestic partner to coverage, an SHBP eligible employee must submit the appropriate SHBP enrollment application and include a photocopy of the *New Jersey Civil Union Certificate* or *Certificate of Domestic Partnership* dated prior to February 19, 2007 (or other official document from a political jurisdiction in another state).

The children of your civil union partner can be added as dependent under your SHBP coverage only if they are under the age of 26. You will have to file an Affidavit of Dependency when you add them to your coverage.

For further details, visit the State of New Jersey Pensions and Benefits website at: <http://www.state.nj.us/treasury/pensions/civil-unions.htm>.

## **Workers' Compensation**

If you have a Workers' Compensation award pending or have received an award of periodic benefits under Workers' Compensation or the Second Injury Fund, you and your dependents are entitled to have continued coverage at the same level as when you were an active employee. You must continue to pay your billed monthly premiums.

## **Change of Benefits Status**

Employees must advise the Office of Human Resources immediately of any change in personal status which might affect the employee's benefits coverage (e.g., marital status, addition of a newborn or adopted child, attainment of age 65, death, etc.).

## **COBRA COVERAGE**

---

Upon termination of SHBP coverage provided under Chapter 172 P.L. 2003, continued coverage in the State Health Benefit Program is available under federal COBRA legislation. For more information on COBRA, please visit the website for the Division of Pensions and Benefits at [www.state.nj.us/treasury/pensions](http://www.state.nj.us/treasury/pensions).

## **PURCHASE OF INDIVIDUAL INSURANCE COVERAGE**

---

Part-time State employees and part-time faculty members, who are eligible to enroll in the SHBP under provisions of Chapter 172 P.L. 2003, are not eligible for other health coverage plans available under the provisions of the New Jersey Individual Health Coverage Program (IHCP). If you are covered under the IHCP and eligible for coverage under Chapter 172 P.L. 2003, you must contact the carrier regarding cancellation of

your IHCP benefits. You may re-enroll in the IHCP during the IHCP's October open enrollment period (for a January effective date). If your SHBP benefits terminate you are immediately eligible for coverage in the individual market. To avoid the possibility of the application of a preexisting condition waiting period, you must obtain individual coverage within 31 days of the loss of your SHBP coverage.

Additional information about the IHCP can be obtained from the New Jersey Individual Health Coverage Board at the Department of Banking and Insurance by calling 1-800-838-0935 or at: [www.njdobi.org](http://www.njdobi.org).

## **MEDICARE**

---

Employees reaching the age of 65 are usually eligible for Medicare. Current federal law prohibits employers from requiring Medicare enrollment for active employees. The law does allow employees who are still working to drop their employer's insurance plan and replace it with Medicare. If you do enroll in the Medicare Program while you are still employed or if you were already enrolled when you were hired (and are a participant in the State Health Benefits Program), the State Health Benefits Program will become your primary insurance plan, which means that the state program will always pay first. We strongly urge you to contact the Social Security Administration when you or your spouse reaches age 65 so that you understand how to secure Medicare coverage.

## **ADJUNCT FACULTY RETIREMENT BENEFITS**

---

### **Alternate Benefit Program (ABP)**

As a result of recent pension reform legislation, any adjunct faculty member whose employment contract begins on or after November 1, 2008, is eligible to participate in the Alternate Benefit Program (ABP), a state-administered retirement plan. Enrollment in this pension system is mandatory. You must choose one of the seven approved ABP investment carriers and complete the required documentation that will be provided to you by the Office of Human Resources. If you do not select an investment carrier or notify us of your retirement from another state-administered retirement plan, you will be automatically enrolled into this year's default ABP investment carrier.

Adjunct faculty members and part-time instructors currently enrolled in the Public Employees' Retirement System (PERS) who enter into a new employment agreement after November 1, 2008, must choose to either:

A) *Irrevocably waive their benefits under the ABP and continue their participation in the PERS, or*

B) *Irrevocably waive their benefits under the PERS and transfer their accumulated pension service, contributions and any available employer contributions under PERS to the ABP.*

Additionally, an individual accepting an adjunct faculty or part-time instructor position who currently holds employment with another public employer that requires membership in either the Teachers' Pension Annuity Fund (TPAF) or PERS may leave that existing TPAF or PERS membership intact and enroll into a separate ABP account as a result of the new adjunct faculty or part-time instructor position.

**Each adjunct faculty member participating in the PERS/TPAF must make this election by completing an Election of Retirement Coverage form within 30 days following commencement of employment in the ABP-eligible position.**

If an adjunct faculty member was previously enrolled in PERS or TPAF and had withdrawn the pension contributions, then he or she must enroll in the ABP as a new member at the beginning of the first semester.

For more information, please visit the Human Resources website: <http://www.kean.edu/KU/Human-Resources>.

## DEFERRED COMPENSATION PLAN

The New Jersey State Employees Deferred Compensation Plan (NJSEDCP) provides you, as an eligible state employee, an opportunity to voluntarily shelter a portion of your wages from federal income taxes while saving for retirement to supplement your Social Security and pension benefits. Under the plan, federal income tax is not due on deferred amounts or accumulated earnings until you receive a distribution (payment) from your account. Presumably, distribution is at retirement when your tax rate is expected to be lower.

## SUPPLEMENTAL RETIREMENT ANNUITY (SRA) PLAN

The Supplemental Retirement Annuity (SRA) Plan allows for eligible employees to obtain supplemental tax-deferred annuities with a variety of carriers through a salary reduction agreement. Participants can direct voluntary contributions among six authorized investment carriers. Each carrier provides a selection of investment choices to meet the needs and goals of retirement planning.

To be considered eligible for an SRA, you must be actively enrolled in the ABP retirement plan.

## SUPPLEMENTAL ANNUITY COLLECTIVE TRUST (SACT) OF NEW JERSEY

The Supplemental Annuity Collective Trust (SACT) of New Jersey is a voluntary investment program that provides retirement income separate from, and in addition to, your basic pension plan. Your contributions are invested conservatively in the stock market. The program consists of two separate plans, the SACT-Regular Plan and the SACT-Tax-Sheltered Plan (IRC Section 403(b)). To be eligible to participate in the SACT, you must be an actively contributing member of the Public Employees' Retirement System (PERS). For further details, visit the state of New Jersey Pensions and Benefits website at <http://www.state.nj.us/treasury/pensions/fact35.html>.

## BUILDING EVACUATION OF OCCUPANTS WITH DISABILITIES

The University maintains an emergency evacuation list of building occupants with disabilities and/or conditions that could prevent them from evacuating a building. This list, updated each semester, will be accessible to campus police in case of an emergency and will help to ensure that all faculty and staff are evacuated to safety. If you feel that you may have difficulty evacuating your building in case of an emergency (i.e., without the use of an elevator), we encourage you to contact Louis Magliaro at 908-737-5010 or [magliarl@kean.edu](mailto:magliarl@kean.edu).

## TEMPORARY DISABILITY BENEFITS

Under the New Jersey Temporary Disability Benefits Law, cash benefits may be payable when an employee cannot work because of a sickness or injury that is not job-related. The employee must file a claim for Disability Benefits within (30) days of the start of the disability. The weekly maximum benefit is payable for no more than (26) weeks, and a claim cannot be filed until the employee has exhausted all accumulated sick leave. The disability form can also be found on the Human Resources website at <http://www.kean.edu/KU/Human-Resources>.

## FAMILY LEAVE INSURANCE

In accordance with P.L.2008, C.17, which was signed into law by Governor Jon S. Corzine on May 2, 2008, Kean University employees are eligible for Family Leave Insurance (FLI) benefits as of 2009. Some important facts regarding FLI:

**Beginning July 1, 2009**, eligible Kean University employees may apply for up to six weeks of FLI benefits during leave taken to:

- **Bond with a child** during the first 12 months after the child's birth, if the covered individual or the domestic partner or civil union partner of the covered individual, is a biological parent of the child, or the first 12 months after the placement of the child for adoption with the covered individual.

- **Care for a family member with a serious health condition** supported by a certification provided by a health care provider. Claims may be filed for six consecutive weeks, for intermittent weeks or for 42 intermittent days during a 12-month period beginning with the first date of the claim.

Eligible applicants who are covered by the state FLI plan will receive weekly benefits amounting to no more than two-thirds of their weekly pay, subject to the same maximum as temporary disability insurance (TDI) for an individual's own disability (the maximum weekly benefit rate for TDI is \$595.00 in 2014).

**Beginning January 1, 2009**, 0.09% (0.0009) of your taxable wages, as defined in the Unemployment Compensation Law, will be withheld from your pay. This is the same wage upon which the withholding for unemployment compensation is based (\$28,900 in 2009), and changes every year.

### **Wage Requirements**

To have a valid claim, a claimant must have had employment in at least 20 calendar weeks (base weeks) in New Jersey covered employment with earnings of \$143 or more, or have earned \$7,200 or more in such employment during the 52 weeks (base year) immediately prior to the week in which the family leave claim begins.

*The Family Leave Insurance benefits program provides covered individuals with a monetary benefit – not a leave entitlement. All New Jersey workers who contribute to the program and meet the eligibility criteria will have the opportunity to receive 2/3 of their normal paycheck (capped at \$595.00 weekly in 2014) for up to 6 weeks.*

For more information, please visit the Human Resources website: <http://www.kean.edu/KU/Human-Resources>.

# CAMPUS RESOURCES

## LIBRARY

---

Library hours change between sessions. The Library is closed when the University is closed. Food, beverages, usage of cell phones, and smoking are prohibited in the Library.

### NANCY THOMPSON LIBRARY HOURS

\*Hours of operation are subject to change without notice

#### Fall & Spring

Monday - Thursday	8 a.m. - 2 a.m.
Friday	8 a.m. - 5 p.m.
Saturday	9 a.m. - 5 p.m.
Sunday	1 p.m. - 10 p.m.

#### Summer I & II

8 a.m. - midnight
Closed
Closed
Closed

A Kean University photo ID is required in order to use any resources at the Nancy Thompson Library. For more information, please visit the Kean University Library website at <http://library.kean.edu>.

## KEAN UNIVERSITY BOOKSTORE

---

### Green Lane Academic Building

The Bookstore carries both new and used textbooks and study aids. In addition, it sells general supplies, campus wear, discounted best sellers, children's books, dorm sundries, gifts, greeting cards and much more. MasterCard, Visa, Discover, and American Express are accepted.

For more information, please visit the Kean University Bookstore website at <http://kean.bncollege.com>.

### BOOKSTORE HOURS

\*Hours of operation are subject to change without notice

#### Regular Hours

Monday	9 a.m. - 6 p.m.
Tuesday	9 a.m. - 6 p.m.
Wednesday	9 a.m. - 7 p.m.
Thursday	9 a.m. - 6 p.m.
Friday	9 a.m. - 4 p.m.
Saturday	Closed
Sunday	Closed

#### Summer Hours

9 a.m. - 5 p.m.
9 a.m. - 5 p.m.
9 a.m. - 5 p.m.
9 a.m. - 5 p.m.
10 a.m.-2 p.m.
Closed
Closed



## CREDIT UNION

---

As employees of the University, Adjunct Faculty members are eligible to enroll in any one of three credit unions, listed below:

**County Educators Federal Credit Union\***, 16 East Lincoln Avenue, Roselle Park, NJ 07204  
Phone: 908-245-0173 or 908-245-0173 • Fax: 908-245-5953 • [www.CountyEdfcu.org](http://www.CountyEdfcu.org)

**Credit Union of New Jersey**, 1301 Parkway Avenue, Ewing, NJ 08628  
Phone: 800-538-4061 or 800-538-4061 • [www.cunj.org](http://www.cunj.org)

**North Jersey Federal Credit Union**, 711 Union Boulevard, Totowa, NJ 07512  
Phone: 973-785-9200 or 973-785-9200 • [www.njfcu.org](http://www.njfcu.org)

\*Payroll Deductions available. In order to opt for payroll deductions, the employee must first set up an account with the credit union. The credit union will then notify the Payroll Department of the bi-weekly deduction amount. Once initiated, employees can only cancel their deduction through the credit union.

All the credit unions have a Direct Deposit option as well. An employee may elect to have their net pay directly deposited to any one of these three credit unions, or to any other credit union that meets the American Banking Association's standard for direct deposit.

## EMPLOYMENT OPPORTUNITIES

---

For employment opportunities, please visit the Kean University website at: [www.kean.edu/KU/Employment](http://www.kean.edu/KU/Employment) or the following publications:

1. The Star-Ledger
2. The Chronicle of Higher Education
3. Hispanic Outlook
4. Diverse Issues

## CULTURAL RESOURCES

---

### WKNJ Radio

WKNJ is a non-commercial radio station operating on the station 90.3 FM. Currently, it serves the surrounding communities of Union, Elizabeth, Linden, Hillside, and Roselle. Located in the Maxine and Jack Lane Center for Academic Success building, WKNJ is completely managed and operated by Kean students throughout the school year broadcasting rock, disco, jazz, multicultural music, and a variety of other programming. For more information and a schedule of programs, please visit: <http://www.wknj903.com/>.

### Kean Galleries

Kean University has five on-campus art galleries that regularly feature the work of students, faculty, and visiting artists. Exhibitions in these galleries often integrate the visual arts with various academic programs offered by the University. Other exhibitions housed in these galleries bring attention to ongoing cultural or human rights issues. For more information and the current schedule of exhibitions, please visit: <http://www.kean.edu/~gallery/Welcome.html>.

### Kean Stage

The University offers a variety of musical, dance and theatre performances for the benefit of the entire campus community. These performances take place in venues across Kean's campus throughout the year.

## Musical Ensembles

Kean hosts various musical acts each year in the Enlow Recital Hall, located on the University's East Campus. For information regarding performances and to purchase tickets, please visit: <http://enlowhall.kean.edu/>.

## Dance

Kean produces a wide array of dance performances in the Wilkins Theatre on the University's Main Campus, which are open to all those who are interested enough to audition and committed enough to attend all rehearsals. The opportunity to be a part of the audience is also available to Kean employees, and can be coordinated by visiting <http://www.keanstage.com/seasontickets/dance.asp>.

## Theatre

The University's various theatre programs and partnerships, including the Department of Theatre and Premiere Stages, provide an exciting array of performances for the University community to enjoy. These performances take place in various venues across campus, including The Little Theatre located in the University Center, and Zella Frye Theatre located in the Vaughn-Eames building. For the schedule of performances and to purchase tickets, please visit: <http://www.keanstage.com/seasontickets/theatre.asp>.

## DINING FACILITIES

---

Kean University offers options for breakfast, lunch and dinner at its numerous eateries across campus. For more information, as well as daily menus, please visit the Food Services website at <http://www.kean.edu/KU/Campus-Eateries>.

\*Hours of operation are subject to change without notice

### Miron Student Center Food Court

Monday - Thursday 7 a.m. - 7 p.m.  
Friday 7 a.m. - 3 p.m.  
Saturday 8 a.m. - 3 p.m.  
Sunday Closed

### Starbucks/Library

Monday - Thursday 8 a.m. - 10 p.m.  
Friday 8 a.m. - 4 p.m.  
Saturday 9 a.m. - 4 p.m.  
Sunday 1 p.m. - 10 p.m.

### Convenience Store (University Center)

Monday - Thursday 9 a.m. - 11 p.m.  
Friday 9 a.m. - 9 p.m.  
Saturday 12 p.m. - 6 p.m.  
Sunday 5 p.m. - 10 p.m.

### Cougar's Den

Monday - Thursday 11 a.m. - 11 p.m.  
Friday 11 a.m. - 5 p.m.  
Saturday & Sunday Closed

### Starbucks/Café (CAS)

Monday - Thursday 11 a.m. - 8 p.m.  
Friday Closed  
Saturday & Sunday Closed

### Residence Hall Dining

Monday - Thursday 7 a.m. - 10 p.m.  
Friday 7 a.m. - 9 p.m.  
Saturday 10 a.m. - 9 p.m.  
Sunday 10 a.m. - 10 p.m.

### Café Yumba

Monday - Thursday 7 a.m. - 7 p.m.  
Friday 7 a.m. - 3 p.m.

## **EAST CAMPUS SHUTTLE SERVICE**

---

There is daily shuttle service between the Main Campus and East Campus. For a list of the departure times and locations, please visit the Kean University website at [www.kean.edu/KU/Shuttle-Bus-Schedule](http://www.kean.edu/KU/Shuttle-Bus-Schedule).

## **EMPLOYEE IDENTIFICATION CARD**

---

### **Office of Student Accounting**

**Administration Building, 3rd Floor | (908) 737-3240**

The Kean University ID card is called the “Cougar Card.” All new full-time employees of Kean University are required to obtain a card as a means of identification of the Kean Community. This card is multifunctional and will make you eligible for entrance into Kean University-sponsored events and campus facilities.

## **FITNESS CENTER**

---

Kean University offers various health and fitness options for the well-being of all employees. Locations include:

- Harwood Arena
- D’Angola Gymnasium
- Pool
- East Campus Fitness Center
- Field House Weight Room

For more information and hours, please visit <http://intramurals.keanathletics.com/facilities/index>.

## **PARKING**

---

### **Office of Student Accounting**

**Administration Building, 3rd Floor | (908) 737-3240**

Parking is provided for visitors within the Visitor’s Parking lot located between Kean Hall and the Administration building. All faculty/staff/students are required to obtain parking permits. White-lined areas are designated for students while yellow-lined spaces are restricted to faculty/staff.

New Jersey Motor Vehicle laws, Title 39, require all persons operating motor vehicles on the campus to adhere to all state and local regulations. Violations may result in issuance of municipal or campus parking tickets. Vehicle traffic in the interior of the campus is restricted to police, maintenance, delivery and emergency vehicles. Please drive only on designated asphalt roadways. For additional information or if you have questions regarding parking on campus, contact the Campus Police at (908) 737-4800, Monday to Friday, 9 a.m. to 4 p.m.

Faculty/Staff parking decals are available without cost from the Office of Student Accounting. New employees can only obtain a parking decal after providing proof of employment and a valid driver’s license. To apply for a parking decal, please visit <http://www.kean.edu/parking>.

## **TELEPHONE SYSTEM**

---

The Kean University telephone service is to be used for business purposes only. Personal use must be kept to a minimum, and only used when it is absolutely necessary. The University may charge employees for personal use of the telephone system. Collect calls, third party calls and the use of personal cell phones during working hours are prohibited. The following information is provided to assist the employee in using Kean University’s telephone system:

- Kean University main number: 908-737-KEAN (5326)
- On-campus calls may be placed by dialing (7) before a four digit extension (e.g., 7-5326)
- You must dial (91) to place off-campus calls
- Kean University telephone directory: <http://web4.kean.edu/keandir/>

## **MAIL SERVICE**

---

### **Maintenance Building, Room 135**

Only officially recognized University organizations, faculty, staff and currently enrolled students are authorized to use the Kean University Mail Services, centrally located mailboxes and office mail bins. The Mailroom reserves the right to open and inspect any mail for which the University is paying.

Mail pickup occurs at least once a day, depending on the location. The last pickup is at 2 p.m. Please note all mail leaves the Mailroom for the U.S. Post Office at 3 p.m.

### **Operating Hours**

Monday - Friday 10:15 a.m. - 4 p.m.

Saturday & Sunday Closed

## **OFFICE OF HUMAN RESOURCES**

---

### **Administration Building, 2nd Floor**

Personnel files are maintained in the Office of Human Resources, including information regarding compensation and benefits, time and attendance, service awards eligibility, bargaining unit agreements, etc.

Employees are encouraged to contact the Office of Human Resources when they need assistance or have any questions pertaining to the terms and conditions of their employment. For more information, please visit <http://www.kean.edu/KU/Human-Resources>.

## **CAMPUS POLICE**

---

### **Downs Hall | (908) 737-4800**

24 Hours a Day | 7 Days a Week | 365 Days a Year

The Office of Public Safety and Police provides law enforcement and public safety services to the campus community. For more information, please visit <http://www.kean.edu/KU/Campus-Police>.

## **EMERGENCY TELEPHONE NUMBERS**

---

Police/Fire/Ambulance (24 hrs.)	911	Administration Division	737-4840
Police (other than emergency)	737-4800	Crime Prevention	737-4840
Fire and Safety	737-5010	Records Section (Lost & Found)	737-4806
Env. Health & Safety	737-5000		

## EMERGENCY TELEPHONE LOCATIONS

---

1. D'Angola Gymnasium	Wall mounted	Rear of building facing playing fields
2. D'Angola Gymnasium	Wall mounted	Side building facing Woodland Ave.
3. Campus School West	Wall mounted	Side facing service road
4. Burch Hall/Whitman Halls		Walkway between these two buildings
5. Hutchinson & Henning's Hall	Free standing	Sidewalk next to parking lot
6. Kean Hall Parking Lot		Middle of Kean Parking Lot
7. Vaughn-Eames Lot	Free standing	Sidewalk (middle of parking lot)
8. Downs Hall	Free standing	Walkway path to residence halls
9. Wilkins Theatre	Wall mounted	Side of building facing Vaughn-Eames
10. Miron Student Center Path	Wall mounted	Side of building facing library walkway
11. Library	Wall mounted	Side of building facing brook/Wilkins
12. Industrial Technology bldg.	Wall mounted	Front Entrance facing brook/CAS
13. East Campus	Wall mounted	Side entrance facing Upper parking lot
14. East Campus		Back of building facing lower parking lot
15. Science Building	Wall mounted	Room 155
16. Science Building	Wall mounted	Room 249
17. Science Building	Wall mounted	Room 309
18. Bruce Hall	Wall mounted	Room 115
19. Bruce Hall	Wall mounted	Room 215
20. Vaughn-Eames Lot	Free standing	Sidewalk by Guardhouse
21. Vaughn-Eames Lot	Free standing	Rear of Vaughn-Eames parking lot
22. Freshman/Upper Class Hall		Walkway between Freshman Hall and Bartlett Hall

NOTE: Blue light telephones have been strategically placed throughout the campus. Use these phones for non-emergency and emergency situations. For non-emergencies, use keypad to dial five-digit on-campus telephone numbers. For emergencies push, the red button. The police non-emergency telephone number is 7-4800. Free on-campus telephones are located in the lobbies and corridors of most campus buildings.

# DIRECTIONS

## MAIN CAMPUS:

---

### From U.S. Route 22:

**Eastbound:** Drive under Parkway overpass, bear right onto Route 82 East - Morris Avenue - Kean University, and continue to merge onto Morris Avenue. Campus is within 2 miles.

**Westbound:** Drive under Parkway overpass, keep to your very right and follow signs to Elizabeth - Route 82 East - Kean University. Following after the jug handle, turn right onto Morris Avenue. Campus is within 2 miles.

### From Garden State Parkway:

**Northbound:** Leave Parkway at Exit 140 onto Route 22 West, keep right and follow signs for Route 82 East towards Elizabeth - Kean University. Continue through jug handle and turn right onto Morris Avenue. Campus is within 2 miles.

**Southbound:** Leave Parkway at Exit 140-A onto Route 22 West. Bear right and follow signs to Route 82 East - Kean University - Morris Avenue. Continue to merge onto Morris Avenue. Campus is within 2 miles.

### From U.S. Routes 1-9:

**Northbound:** Enter Elizabeth and turn left at Bayway intersection onto Route 439 West (Elmora Avenue). Continue to Morris Avenue (Route 82). Campus is on the left.

**Southbound:** Entering Elizabeth follow signs for local traffic (extreme right). Follow signs to North Avenue West (Route 439), turn right and continue to Route 82 (Morris Avenue). Turn right. Campus is on left.

### From New Jersey Turnpike:

Leave Turnpike at Exit 13A (Elizabeth). Follow North Avenue West sign onto Route 439, which intersects with Route 82 (Morris Avenue) at the University. Make a right onto Morris Avenue. University is on the left.

Leave Turnpike at Exit 13 (Elizabeth). Follow signs for Route 439. Continue across Route 1-9 at Bayway intersection onto Elmora Avenue (Route 439).

## EAST CAMPUS:

---

### From Main Campus:

Turn right from main campus onto Route 82 (Morris Avenue) to intersection with North Avenue. Turn left onto North Avenue. Continue to first light. Turn left into East Campus.

Continue to Route 82 (Morris Avenue). Campus is on the left.

Leave Turnpike at Exit 14 for Route 1-9 South entering Elizabeth. Follow signs for local traffic (extreme right). Follow signs to North Avenue. Turn right. Continue to Route 82 (Morris Avenue) and turn right. Campus is on the left.

### By Train:

**Union Station** - Located at 900 Green Lane in Union, N.J., directly across the street from Kean's main campus, Union Station is on NJ Transit's Raritan Valley line, which runs northeast to Newark Penn Station, and southwest to High Bridge in Hunterdon County.

For a Raritan Valley line train schedule, visit: <http://www.njtransit.com/pdf/rail/r0060/pdf>.

**Elizabeth Station** - Elizabeth station is located on West Grand Avenue, one block west of Broad Street in Elizabeth, N.J., which is just two miles from campus by bus or taxi. The NJ Transit Northeast Corridor and North Jersey Coast line trains stop there. The Northeast Corridor line runs northeast to Newark Penn Station and New York Penn Station, and southwest to Trenton. The North Jersey Coast line runs northeast to Newark's Penn Station and New York City and southeast to Bay Head in Ocean County.

For a Northeast Corridor line train schedule, visit: <http://www.njtransit.com/pdf/rail/r0070.pdf>.

For a North Jersey Coast line train schedule, visit: <http://www.njtransit.com/pdf/rail/r0080/pdf>.

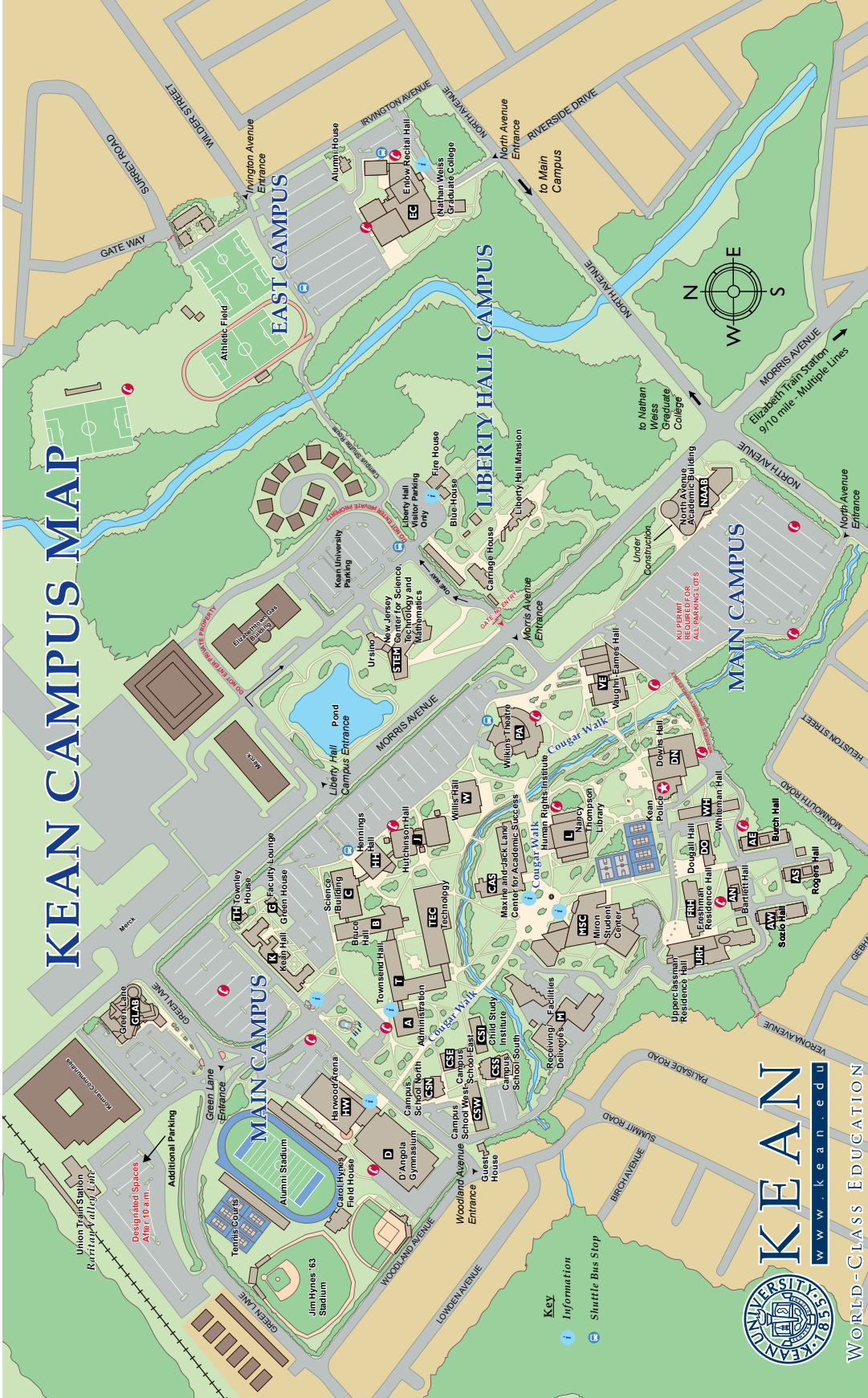
### By Bus:

NJ Transit #52 and #26 between Elizabeth and Springfield passes the Campus on Morris Avenue.

NJ Transit #113 between Plainfield and Port Authority Bus Terminal, New York, stops at Salem Road and Morris Avenue. For further information about fares and schedules for buses and trains, visit [www.njtransit.com](http://www.njtransit.com).

### From Turnpike-Route 1:

Use Exit 13A from Turnpike. Follow North Avenue West (Route 439). Kean East Campus is two blocks beyond light at Westminster Avenue. Turn right into East Campus.

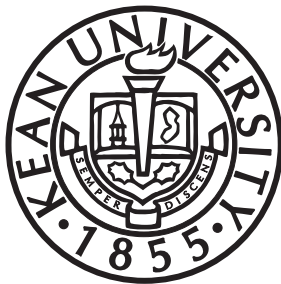


# KEAN CAMPUS MAP



**KEAN**  
www.kean.edu  
WORLD-CLASS EDUCATION

- Administration Building (A)
- Bartlett Hall (AN)
- Bruce Hall (B)
- Burch Hall (AE)
- Campus School East (CSE)
- Campus School North (CSN)
- Campus School South (CSS)
- Campus School West (CSW)
- Child Study Institute (CSI)
- D'Angola Gymnasium (D)
- Department of Public Safety and Police (P)
- Douglass Hall (DO)
- Downs Hall (DN)
- Facilities (M)
- Freshman Residence Hall (FRH)
- Greenhouse (G)
- Green Lane Academic Building (GLAB)
- Harwood Arena (HW)
- Hennings Hall (HH)
- Hutchinson Hall (J)
- Kean Hall (K)
- Maxine and Jack Lane Center for Academic Success (CAS)
- Miron Student Center (MSC)
- Nancy Thompson Library (L)
- New Jersey Center for Science, Technology and Mathematics (STEM)
- North Avenue Academic Building (NAAB)
- Rogers Hall (AS)
- Science Building (C)
- Sozio Hall (AW)
- Technology Building (TEC)
- Townley House (TH)
- Townsend Hall (T)
- Upperclassman Residence Hall (URH)
- Vaughn Eames Hall (VE)
- Whiteman Hall (WH)
- Wilkins Theatre (PA)
- Willis Hall (W)
- East Campus Building (EC)
- Alumni House
- Athletic Field
- Soccer Field
- Softball Field
- Varsity Tennis Courts



Kean University  
Office of Human Resources  
1000 Morris Avenue  
Union, NJ 07083  
908-737-3300