



KEAN

Adjunct Faculty Handbook

Office of Human Resources

2019-2020



KEAN
U.S.A.

WORLD-CLASS EDUCATION

KEAN UNIVERSITY ADJUNCT HANDBOOK

Welcome.....	1
Notice of Disclaimer	2
University Mission Statement	3
Office of Human Resources	4

GOVERNANCE AND ADMINISTRATION

Kean University Adjunct Faculty Federation (KUAFF)	5
Academic Colleges Contact Information	7
Kean University Organizational Chart	8
Academic Calendar (State & Federal Holidays)	8

UNIVERSITY POLICIES, PROCEDURES AND REGULATIONS

Attendance Policy.....	8
Grades.....	8
Evaluation.....	8
Procedures for Emergency Class Cancellation.....	9
Campus Closings	9
Payroll Distribution	10
Mandatory Direct Deposit	10
How to Enroll in Direct Deposit.....	10
Pay Cards: An Alternative to Direct Deposit	10
Payroll Portal.....	10
Salary.....	10
Pay Scale Based on Union Contract.....	11
On-the-Job Injury Reporting Procedures.....	11
Worker Compensation Procedures for Kean Employees @ OCC	12
Anti-Discrimination and Anti-Harassment Policy and Procedures	13
State of New Jersey Model Procedures for Internal Complaints	
Alleging Discrimination in the Workplace.....	14
Kean University Whistle-Blower Policy	14

HIRING POLICIES AND PROCEDURES

Required Documents.....	15
Adjunct Orientation	16
Reference Checking and Degree Verification	16
Parking Permits.....	16
Notification of Changes	16
Personnel Files	16

HEALTH BENEFITS/PENSION/RETIREMENT

Health Benefits.....	17
COBRA Coverage.....	22
Purchase of Individual Insurance Coverage.....	22
Medicare.....	23
Adjunct Faculty Retirement Benefits	23
Deferred Compensation Plan.....	24
Supplemental Retirement Annuity (SRA) Plan.....	24
Supplemental Annuity Collective Trust (SACT) of New Jersey.....	24
Building Evacuation of Occupants with Disabilities.....	24
Temporary Disability Benefits	25
Family Leave Insurance	25

CAMPUS RESOURCES

Library.....	26
Kean University Bookstore	26
Credit Union	27
Employment Opportunities	27
Cultural Resources	27
Dining Facilities	28
East Campus Shuttle Service.....	28
Employee Identification Card.....	28
Fitness Center	29
Parking.....	29
Telephone System	29
Mail Service	30
Office of Human Resources	30
Campus Police.....	30
Emergency Telephone Numbers	30
Emergency Telephone Locations	31
Map of Campus/Buildings & Code Abbreviations	33

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,

Dawood Farahi, Ph.D.
President



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 Web site. 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, which 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, 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. Sexual harassment is a form of unlawful gender discrimination and will not be tolerated.

The University follows the New Jersey State Policy Prohibiting Discrimination in the Workplace.

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.

Revised and Adopted March 2007

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

Jennifer Peters	Director	7-3269
Laura Barkley-Haelig	Associate Director	7-3303
Kathleen Garra	Director of Payroll	7-3173
Yrelys Tapanes	Managing Assistant Director Benefits	7-3313
Meaghan Lenahan	Managing Assistant Director Employee Relations	7-3295
Tejal Talati	Managing Administrative Assistant Adjunct & Compensation	7-3301
Lorice Thompson-Greer	Managing Administrative Assistant Benefits	7-3309
Tameeka Upshaw	Managing Administrative Assistant Benefits	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.

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

Eligibility for membership begins on one’s 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.

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

For more details, please refer to:

1. State/Union Agreement 2015-2019
2. KUAFF Constitution
3. AFT Benefits Book

The KUAFF Officers and their emails are:

Marie Krupinski	President	kuaffpres@gmail.com
Bala Subramanian	1 st Vice President	kuaff1stvp@gmail.com
Steven Shaffer	2 nd Vice President	kuaff2ndvpVP@gmail.com
Raymond Horner	Treasurer	kuafftreasurer@gmail.com
Arlene Schor	Recording Secretary	Kazie98@AOL.com
Lillian Kartischko	President Emeritus	kuaffpresemer@gmail.com

ACADEMIC COLLEGES CONTACT INFORMATION

College of Business & Public Management

Mr. Jin Wang, Dean 7-4700
Mr. David Farrokh, Assistant Dean 7-4124

College of Education

College of Liberal Arts

Dr. Jonathan Mercantini, Acting Dean 7-0437
Ms. Deborah Skibitsky, Acting Assistant Dean 7-0434

College of Natural, Applied and Health Sciences

Dr. George Chang, Dean 7-3609
Dr. Brian Teasdale, Associate Dean 7-3654

Nathan Weiss Graduate College

Dr. Christine Thorpe, Dean 7-5902

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 Mohny, Dean 7-4772
Ms. Rose Gonnella, Associate Dean 7-4752

Kean University Ocean

Dr. Stephen Kubow, Associate Vice President
Dr. Jessica Adams, Acting Associate Dean (732) 255-0356
Ms. Maureen Byrne, Associate Director (732) 255-0400 ext. 2350

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

ORGANIZATIONAL CHART

Please visit the Leadership and Governance page (www.kean.edu/about/leadership-governance) on the Kean website for the current Organizational Chart.

ACADEMIC CALENDAR (STATE & FEDERAL HOLIDAYS)

Please visit the Registrar page (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 One Stop Service Center (Office of the Registrar; 908-737-3290) 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 REGISTRAR (908-737-3290) 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.

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), 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
WGMQ 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.

Please visit the Human Resources page (www.kean.edu/offices/human-resources/payroll) on the Kean website for pay dates.

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 (www.kean.edu/offices/human-resources/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.

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 fourteen (14) 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- 13 semesters</u>	<u>14+ semesters</u>
Sept. 2015	\$1,300.00	\$1,350.00
Sept. 2016	\$1,300.00	\$1,350.00
Sept. 2017	\$1,400.00	\$1,450.00
Sept. 2018	\$1,475.00	\$1,525.00

The agreement shall remain in full force and effect from July 1, 2015 until June 30, 2019. 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/offices/human-resources/unions) for the current Union Agreement.

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 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.
- 5a. **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 U.S. HealthWorks, 606 Dowd Avenue, Elizabeth, NJ 07201,

telephone number (908) 527-6334, fax number (908) 527-0322; Hours: Monday through Friday, 8 a.m. to 5 p.m. An Employer's Authorization for Examination or Treatment is required from the Office of Human Resources before treatment can be rendered.

- 5b. **Emergency Cases/After Hours** – In the event of a medical emergency or if medical treatment is required before or after the operating hours of U.S. HealthWorks, 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.

6. **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.
7. **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.
8. **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.
9. **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.

Revised: April 3, 2014

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 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 On-the-Job Injury Reporting Procedures available on the Human Resources webpage and will complete an Accident Report Form. Dr. Stephen Kubow, the contact person between the employee and Kean University, will be responsible for signing the Accident Report Form.
4. The Security Department member of OCC will prepare an incident report and fax/forward a copy to Dr. Kubow at 732-255-0465, 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 Dr. Kubow, Kean's workers' compensation carrier or Human Resources.
6. Kean University will be responsible for notifying all Kean employees working at OCC of the workers' compensation procedure.

Updated: November 2016

ANTI-DISCRIMINATION and ANTI-HARASSMENT POLICY and PROCEDURES

Equal Opportunity and Affirmative Action Statement

Kean University is committed to establishing and maintaining a diverse campus community. Equal opportunity and diversity represent principles which are integrally woven into the University's mission. Kean 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, 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. Sexual harassment is a form of unlawful gender discrimination and will not be tolerated.

Kean University follows the *New Jersey State Policy Prohibiting Discrimination in the Workplace*.

Additional Information is available at: www.kean.edu/offices/affirmative-action

CONSCIENTIOUS EMPLOYEE PROTECTION ACT (“WHISTLEBLOWER ACT”)

The Conscientious Employee Protection Act (N.J.S.A. 34:19-1 et seq.) protects an employee from retaliatory action when the employee discloses violations of law, rule or regulation.

Kean University provides a secure channel through which current University employees can make confidential disclosures. The University has retained a firm to receive and evaluate any disclosure to determine whether there is a substantial likelihood that it pertains to a violation of any law, rule or regulation.

Additional Information is available at: www.kean.edu/offices/human-resources/whistleblower-act

SAFETY

The University has established a Labor-Management Safety Committee comprised of a representative from the American Federation of Teachers (AFT), the Communications Workers of America (CWA), the International the Federation of Professional and Technical Engineers (IFPTE), the Police Benevolent Association (PBA) and a representative from each of the following departments: the Office of Environmental Health and Safety, the Office of Human Resources, Business Services/Risk Management, the Office of Facilities and Campus Planning, and Student Health Services. The committee meets periodically to review and discuss safety issues brought forth by the University community and makes recommendations on safety policies. Questions or concerns regarding safety in the workplace can be directed to the Safety Committee chairperson who is located in the Office of Environmental Health and Safety.

FIRE/ EMERGENCY EVACUATION PROCEDURES

During an evacuation, employees are required to cooperate and follow the directions of the Department of Public Safety and Police. Alarm pull stations are present at various locations in each building on 56 campuses. If a fire is observed, any one of these stations can be activated to alert the Department of Public Safety and the local fire department. In the event of an evacuation, do not use elevators. Upon hearing a fire alarm, calmly exit the building using approved stairways. For further information regarding the General Fire Safety Policy and Emergency Action Plan, please visit the Fire Safety website at: www.kean.edu/offices/fire-safety.

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 to schedule an appointment 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 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. Form W-4
 4. 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) 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 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). Once you have completed registration, the decal will be mailed to the address you have on file in the University's system.

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) permits 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.

The continuation of coverage for dependent children who age out of the plan 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: 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.).

REASONABLE ACCOMODATIONS POLICY

I. Policy Statement

Kean University is committed to providing employment opportunities to all qualified applicants and employees without regard to a person's mental or physical disability, pursuant to the Americans with Disabilities Act (ADA) of 1990, Section 503/504 of the Rehabilitation Act of 1973 and the New Jersey Law Against Discrimination (LAD). Every reasonable effort will be made to accommodate special needs, unless the accommodation would impose an undue hardship upon the University or pose a direct threat of substantial harm to the health or safety of the applicant, employee or others.

II. Definitions

- A. The term **disability** means, with respect to an individual:
1. a mental or physical impairment which substantially limits one or more of the major life activities of such individual;
 2. a record of such impairment; or
 3. being regarded as having such an impairment.

The following conditions are excluded from the definition of disability: homosexuality, bisexuality, transvestism, pedophilia, exhibitionism, voyeurism, compulsive gambling, kleptomania, pyromania, gender identity disorders, current psychoactive substance use disorders, and other sexual behavior disorders.

- B. The term **major life activities** include, but are not limited to, functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, speaking, breathing, standing, lifting, learning, and working. A major life activity may also include major bodily functions, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

- C. The term **qualified individual with a disability** means an individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position.

- D. The term **reasonable accommodation** means a modification or adjustment to a job, the work environment, the job application process, or the way things are usually done that enables a qualified individual with a disability to perform the essential functions of the job and to enjoy an equal employment opportunity.

1. Examples of Reasonable Accommodation are:
- Making facilities accessible and usable;
 - Modifying work schedules;
 - Providing assistive equipment; or
 - Modifying training materials.

III. General Information

- A. At Kean University, the ADA Coordinator in the Office of Human Resources is responsible for evaluating requests for accommodation. The ADA Coordinator will

also assist supervisors, employees, and job applicants in determining the most appropriate accommodations for various mental and physical disabilities.

- B. **No employees, including supervisors and managers, are permitted to independently authorize work restrictions or accommodations of any kind. The Office of Human Resources will evaluate each case and make determinations, in consultation with the appropriate department head, and based on the medical certification of the physician chosen by Kean University to evaluate the employee.**
- C. This policy does not cover light duty or work restrictions that are a result of on-the-job injuries or illnesses.

IV. **Pregnancy**

- A. A woman affected by pregnancy (including pregnancy, childbirth, or related medical conditions) may request a reasonable accommodation based on the advice of her medical provider.

V. **Procedures for Requesting Reasonable Accommodations**

A. **Applicants for Employment**

1. Any applicant for employment may request reasonable accommodation. Applicants who need an accommodation for an interview or for completing the application process may request such in advance by contacting the Director of Human Resources.
2. Additionally, applicants may be required to complete a *Request for Accommodations Form* and submit it to the ADA Coordinator, in the Office of Human Resources. The applicant may also be required to provide the Office of Human Resources with sufficient medical documentation from the employee's own physician to substantiate the disability and functional limitations identified in the Request for Accommodations Form.
3. Each request will be reviewed on a case-by-case basis. The applicant, the department and the Office of Human Resources will be involved in the interactive process of determining potential reasonable accommodations.
4. Pre-employment inquiries about the existence of disabilities in the form of employment applications, interviews, tests or pre-employment medical examinations prior to making a job offer, are prohibited.
5. **Applicants may not be asked whether or not they have a disability.** If the applicant volunteers information about a disability, the interviewer shall not ask any questions relating to the nature or extent of the disability or whether treatment will be necessary.
6. **If applicants are asked questions regarding their ability to perform required job duties, all applicants will be asked the same questions.** Before such questions are asked, the applicant will be informed regarding Kean University's willingness to provide reasonable accommodations.
7. With respect to the ability to perform required job duties, an interviewer may ask each applicant whether or not he/she is **"able to perform the essential functions of the job applied for with or without reasonable accommodation."**
8. If an applicant indicates in response to such an inquiry that he/she can perform the essential functions of the job but does not volunteer comment on the need for accommodation, then no inquiry shall be made about the need for an accommodation.

9. If, however, the applicant indicates in response to such an inquiry that he/she can perform the essential functions of the job and does volunteer the need for an accommodation, the interviewer may ask the applicant how he/she will perform the essential functions of the position and what accommodation will be necessary.
10. Qualified applicants cannot be denied employment solely on the basis of a need to provide a reasonable accommodation. However, if the applicant who receives a tentative job offer cannot be reasonably accommodated, the offer must be rescinded.

B. Employees

1. Employees are entitled to request reasonable accommodations. To do so, the employee must complete a Request for Accommodations Form and submit it to the ADA Coordinator, in the Office of Human Resources. The employee must also provide the Office of Human Resources with sufficient medical documentation from the employee's own physician to substantiate the disability and functional limitations identified in the Request for Accommodations Form.
2. The Office of Human Resources will maintain the confidentiality of all medical information collected during this process.
3. If the employee initially contacts the supervisor to discuss a request for accommodation without submitting a Request for Accommodations Form to the Office of Human Resources, it is the supervisor's responsibility to notify the Office of Human Resources and refer the employee to the ADA Coordinator for a consultation. (i.e., An employee presents his/her immediate supervisor with a physician's note indicating restrictions are required, or an employee makes a verbal request for work accommodations based on a medical condition.)
4. Upon receipt of the Request for Accommodations Form and the supporting medical documentation, the ADA Coordinator will meet with the employee and contact the department to initiate the interactive process. S/He will also examine the individual's job duties, determine the purpose of the position and identify essential functions.
5. The employee who is requesting an accommodation will be required to visit a physician chosen by Kean University for evaluation purposes.
6. The Office of Human Resources will make the appointment arrangements with a physician of Kean University's choosing and will confirm all appointments in writing to the employee's home address via certified mail, including: date, time, and place of the appointment.
7. If the employee fails to appear for the evaluation, fails to reschedule the appointment with the Office of Human Resources, and/or fails to provide sufficient medical documentation from his/her own physician to substantiate the need for the accommodation, then the request for accommodation will be denied.
8. Once the medical evaluation from a physician of Kean University's choosing is available, the ADA Coordinator will once again engage the Department and the employee in an interactive process in order to identify and discuss potential accommodations.
9. The Office of Human Resources will consider, based on the merits of each case, whether the requested accommodation is reasonable, and determine if it would impose an undue hardship or change the essential functions of the job. Alternative reasonable accommodations will also be considered.

10. As a general rule, Kean University will purchase equipment only if it is determined that the use of the equipment is necessary in the transaction of the official business of the agency. The equipment may not be of a personal nature (e.g., eyeglasses, hearing aids, etc.) which the employee can reasonably be expected to provide. In determining whether the purchase of a device should be authorized, consideration will be given to how well the employee could perform the job without the equipment and whether the principal benefit will be better job performance by the employee.
11. Where there is more than one effective accommodation, the final decision as to which accommodation will be provided shall be made by the Office of Human Resources after consideration of the wishes of the individual, the documentation provided, and advice from other appropriate personnel.
12. A letter will be sent to the employee by the Office of Human Resources to notify him/her of whether or not the Request for Accommodation has been granted.

VI. Monitoring of Reasonable Accommodations

The Office of Human Resources, in conjunction with the employee and the employee's supervisor will periodically review accommodations granted. Further, Human Resources will request ongoing medical documentation from the employee and appropriate health care providers. In the event the previously granted accommodations are not working, the University and the employee will further engage in the interactive process to determine if other appropriate accommodations are available. The final decision regarding any substantive modification or adjustment of previously approved accommodations will be made by the Office of Human Resources.

VII. Complaint Process

- A. A complaint of discrimination based on disability may be filed with the University's Office of Affirmative Action Programs in accordance with the University's current procedures.
- B. An individual may also pursue other remedies available to him/her under applicable New Jersey law or federal law.

Effective May 2014

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.

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.njdoib.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:

www.kean.edu/offices/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 www.state.nj.us/treasury/pensions.

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 Len Dolan at 908-737-4813 or ledolan@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 www.kean.edu/offices/human-resources.

FAMILY LEAVE INSURANCE

In accordance with P.L.2008, C.17, which was signed into law 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 (\$637.00 in 2018).

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.

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 \$ 637.00 weekly in 2018) for up to 6 weeks.

For more information, please visit the Human Resources website: www.kean.edu/offices/human-resources

CAMPUS RESOURCES

NANCY THOMPSON 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. - 2 a.m.
Saturday	9 a.m. - 8 p.m.
Sunday	1 p.m. - 12 p.m.

Summer I & II

8 a.m. –8p.m.
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 libguides.kean.edu/Library.

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 kean.bncollege.com.

BOOKSTORE HOURS

*Hours of operation are subject to change without notice

Regular Hours

Monday	8 a.m. - 5 p.m.
Tuesday	8 a.m. - 5 p.m.
Wednesday	8 a.m. - 5 p.m.
Thursday	Closed
Friday	8 a.m. - 5 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

Credit Union of New Jersey, 1301 Parkway Avenue, Ewing, NJ 08628
Phone: 800-538-4061 or 800-538-4061 • 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

*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-opportunities or the following publications:

1. The Star-Ledger
2. The Chronicle of Higher Education
3. 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: 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: 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: www.keanstage.com/enlow-hall.

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 www.keanstage.com.

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: www.keanstage.com.

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 and hours of operation, please visit the Food Services website at www.kean.edu/campus-life/campus-eateries.

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/campus-life/commuter-support/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 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 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: directory.kean.edu

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 www.kean.edu/offices/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 www.kean.edu/offices/university-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
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.

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.