New Employee Orientation
Welcome!
Agenda

- Rowan’s evolution
- Linking roles to Rowan’s Mission
- Policies and Training Requirements
- Additional Benefits
- Health and Pension
Welcome to Rowan University!

Dr. Ali Houshmand
President
Points of Pride

• US News & World Report ranks Rowan 20th among all regional universities – North

• Princeton Review ranks Rohrer College of Business in the nation’s best 294 B-schools in 2017 Rankings
Points of Pride

- Student body hails from 33 states and 19 countries
- 1 of only 2 universities in the U.S. with medical schools granting both M.D. and D.O. degrees
- American Cities Business Journal ranked Rowan #97 in the nation among public universities
Growth Driving Economic Impact

- $1.23 billion statewide economic impact
- $19 million State tax revenue
- 9,200 jobs
- $210 million capital construction over past 5 years
- $500 million planned construction in next 5 years

Students alone inject more than $100 million into the State economy each year
1 of only 2 comprehensive public research universities in NJ

- Goal: to quadruple current sponsored research funding during the next decade to $100 million
- South Jersey Tech Park hosts 16 sponsored research labs

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
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<tbody>
<tr>
<td>2011</td>
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<tr>
<td>2014</td>
<td>$29M</td>
</tr>
<tr>
<td>2023</td>
<td>$100M</td>
</tr>
</tbody>
</table>

Before restructuring $11M
Rowan today $29M
Rowan future $100M
ON THE RISE

69% increase in total enrollment headcount

9,578 | Fall 2006
16,155 | Fall 2015

4238% increase in research award funding from FY2007 to FY2016

Rowan University
History of the University

• Founded in 1923 as Glassboro Normal School
• New Jersey State Teachers College - 1937
• Glassboro State College - 1958
• Rowan College of NJ - 1992
• Rowan University - 1997
• CMSRU – 2012
• Comprehensive Public Research Institution and integration with SOM – 2013
• Fossil Park - 2016
17,000+ students attend...

- Rohrer College of Business
- Communication & Creative Arts
- Education
- Health Sciences
- Henry M. Rowan College of Engineering
- Graduate & Continuing Education
- Humanities & Social Sciences
- Performing Arts
- Science & Mathematics
- Earth & Environment
- Health Professions
- Global Learning and Partnerships
- Graduate School of Biomedical Sciences
- Cooper Medical School
- School of Osteopathic Medicine
Academics

• Academic Degree Programs include:
  – 80+ bachelor’s
  – 60 master’s
  – 2 professional
  – 5 doctoral

• Actively developing programs for professional and graduate work in medicine, health sciences and allied health
Partnership between Rowan University and Cooper University Hospital

Located on Cooper’s Health Sciences Campus in Camden, NJ

First new medical school in NJ in 35 years

Only four-year MD-granting medical school in South Jersey

First class began September 2012

CMSRU earned Full Accreditation from the Liaison Committee on Medical Education in June 2016
CMSRU Mission

Cooper Medical School of Rowan University is committed to providing humanistic education in the art and science of medicine within a scientific and scholarly community in which inclusivity, excellence in patient care, innovative teaching, research, and service to our community are valued.
Rowan School of Osteopathic Medicine

- Formed July 1, 2013 as directed by the NJ Medical and Health Science Education Restructuring Act
- An emphasis on primary health care and community health services reflects the School’s osteopathic philosophy
- RowanSOM is a leader in providing opportunities for medical education to New Jersey students, 75% are New Jersey residents
- RowanSOM is a leader among all U.S. osteopathic medical schools in diversity.
RowanSOM

• 2 nationally recognized schools
  – SOM
  – Graduate School of Biomedical Sciences (GSBS)

• Nearly 650 medical students at SOM and 190 master’s and doctoral students at GSBS

• About half of SOM’s 2600 graduates practice medicine in NJ
Rowan Medicine

- Faculty Practice Plan at RowanSOM
- Has been delivering essential health care services in NJ since 1984
- Plan includes more than 160 physicians and health care professionals who provide more than 250,000 patient visits each year at 64 offices located in 27 different South Jersey communities
Rowan’s Four Pillars

1. ACCESS
2. AFFORDABILITY
3. QUALITY
4. ECONOMIC ENGINE
Rowan’s mission

A leading public institution, Rowan University combines liberal education with professional preparation from the baccalaureate through the doctorate.
Mission (cont.)

Rowan provides a collaborative, learning-centered environment in which highly qualified and diverse faculty, staff, and students integrate teaching, research, scholarship, creative activity, and community service. Through intellectual, social and cultural contributions, the University enriches the lives of those in the campus community and surrounding region.
How do I fit into the University?

We all play a role in the University’s continued success

• Student service focus
• Customer service focus
• Excellence in everything we do
Performance Management

• Effective tool to help manage your career
• Ongoing process that links you to Rowan’s Mission
• Performance process is driven by your classification
Policies that help enforce a civil work environment

- Preventing Employment Discrimination
- Title IX & VAWA
- Right to Know – Hazard Communication Standard
- E-mail use
- Information Security
- Confidentiality
- Ethics
- ADA
- Whistleblower – reporting illegal activities
- Hate/Graffiti
- Department of Public Safety
- Workplace Violence
- Drug Free Workplace
- Gender Equity
Payroll Policies

• Getting Paid
  – Online Payroll Training

• Bole Hall
  – Glassboro Campus

• 856-256-4166
• payrollservices@rowan.edu
NJ State Policy Prohibiting Discrimination in the Workplace

- Discrimination training is mandatory at Rowan University
- Online training in Banner Self-Serve
- Office of Equity and Diversity (x5830)
Title IX and VAWA Training

- Title IX is a federal law passed in 1992 that says “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

- It applies to issues like campus rape, domestic violence, respect for our LGBTQ community, and discrimination or harassment based on anything having to do with sex or gender.

- Every member of the staff and faculty will be required to complete training in Title IX and VAWA (the Violence Against Women Act).
Right to Know – Hazard Communication Standard Training

- Required training by the State of NJ
- Important information regarding potential environmental hazards on campus and appropriate safety procedures
- To be completed in Banner over the next 30 days

- Office of Environmental Health & Safety x 5105
FERPA

• Family Education Rights and Privacy Act
  – Confidentiality of student records
  – FERPA Training
CODE OF ETHICS

• In recognition that it is essential that the conduct of public officials and employees shall hold the respect and confidence of the people, public officials must, therefore, avoid conduct which is in violation of their public trust or which creates a justifiable impression among the public that such trust is being violated.

• The contact person for the Code of Ethics is Robert Zazzali, Senior Vice President for Community and Economic Development x 4110.
CODE OF ETHICS

- Regard the employment agreement as a pledge to do our best and commit to the employment contract.
- Will adhere to the terms of a contract or appointment, unless these terms have been legally terminated, falsely represented, or substantially altered by unilateral action of the employing agency.
- Do not knowingly misrepresent facts concerning the institution or educational matters in direct or indirect public expressions.
- Do not use institutional privileges for private gain or to promote a political candidate’s partisan political activities.
- Do not accept any gratuities, gifts, or favors that might impair professional judgment.
Ethics Training

- [www.state.nj.us/ethics/training/online](http://www.state.nj.us/ethics/training/online)
Whistleblower Policy

• Confidentiality Kept
Rowan University has a confidential way that you can report possible improper conduct without any fear of retaliation—through an independent company. You may contact the company via telephone or website and staff there will relay your concern to the appropriate integrity officer at Rowan and set up a channel through which you can (if you wish) engage in further anonymous communication or be advised how the University has responded to your report.
Whistleblower (cont.)

- The policy on reporting possible misconduct can be found at [www.rowan.edu/compliance/reporting](http://www.rowan.edu/compliance/reporting). This policy also includes more than two dozen hyperlinks to sources that might be more helpful to you than a general reporting mechanism.

- If you wish to make a confidential report of possible misconduct, you may do so via:
  - Website: [http://rowan.edu/integrityline](http://rowan.edu/integrityline)
  - Telephone: 1-855-431-9967
Information Security Acceptable Use Policy

• Users are given access to Rowan's electronic information and information systems specifically to assist them in the performance of their jobs and education. They are not provided for personal use. They are responsible for all activity conducted using their computer accounts. Access and use of the University's electronic information and information systems is a revocable privilege. The University expects users will access and use the University's electronic information and information systems in a manner that:
  – Does not compromise the confidentiality, integrity, or availability of those assets; and
  – Reflects the University's standards as defined in the Code of Conduct and its body of policies, and in accordance with all applicable federal, state, and local laws governing the use of computers and the Internet.

• At Rowan University it is a violation to transmit material that can be perceived to be:
  – harassing, intimidating, and/or discriminatory regardless of the intent of the sender or the sender’s perception that the material is harmless, cute, or humorous.
Information Technology
Security Awareness

Contact:
Michael Young
IRT/Information Security Office
Overview

- As part of Rowan’s commitment to protect information resources that are critical to our academic and research mission, the **Information Security Office** (ISO) has implemented a security awareness training program.

- This **mandatory** program provides faculty, staff, students as well as third party users with information they need to engage in effective information security practices.
Starting your training

- As a new employee, you will be receiving an email from ISO notifying you that your Security Awareness training account has been created.

- This training will consist of twelve short online videos.

- Total time for completing the training is under 30 minutes.
What the training covers ....

<table>
<thead>
<tr>
<th>Library of Training Videos</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Mandatory Training: 12 of 12 completed</strong></td>
<td></td>
</tr>
<tr>
<td>Introduction</td>
<td>Completed</td>
</tr>
<tr>
<td>You Are the Target</td>
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</tr>
<tr>
<td>Social Engineering</td>
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<td>Email &amp; Messaging</td>
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<td>Completed</td>
</tr>
<tr>
<td>Social Security Numbers</td>
<td>Completed</td>
</tr>
<tr>
<td>Conclusion</td>
<td>Completed</td>
</tr>
</tbody>
</table>
Information Security Policies

- For safeguarding the Confidentiality, Availability and Integrity of Rowan University’s information resources, policies were implemented to reduce the risk of an information security incident.

- These policies apply to **anyone** who accesses the University’s Information Resources, including students, faculty, staff, alumni, contractors, consultants, third parties, guests and volunteers of the University!

Rowan University’s Information Security Policies can be found at ...

https://confluence.rowan.edu/display/IRT/Policies+and+Procedures
Privacy/Confidentiality

- Rowan University is required by applicable federal and state law to maintain the privacy of financial, health, employment and academic records of the University’s employees and students.

- Rowan’s administrative databases use system-produced identifiers to track individuals **NOT** social security numbers.
Americans with Disabilities Act/504

- The ADA gives civil rights protection to individuals with disabilities and guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and local government services, and telecommunications.

- Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance.
American with Disabilities Act

- The Office of Equity and Diversity is the first contact for employees and/or potential employees requiring assistance.

- When all required documentation is received, a representative will contact the employee or candidate to review and verify the information and to develop an accommodation plan if eligible.

- Each accommodation is determined on a *case by case* basis.

- Any changes to the accommodation plan may require additional documentation and must be processed through the Office of Equity and Diversity.
Reporting Hate/Offensive Graffiti

- Anyone who discovers any hate or offensive graffiti should immediately contact Public Safety (ext. 4922).

- Neither Housekeeping nor Maintenance personnel will remove the graffiti until Public Safety has had an opportunity to conduct whatever investigation is appropriate and directs its removal.

The Clery Act requires colleges and universities to collect, report and disseminate crime information to the campus community. With the goal of maintaining a safe environment for students to learn, faculty to teach and for staff and administrators to work by increasing the awareness of crimes committed on campus.

On Aug. 14, 2008, the Higher Education Opportunity Act or HEOA amended the Clery Act, creating additional safety and security related requirements for institutions.
Department of Public Safety
"It's In Your Interest!"

Resources for you:
Annual Security Report (ASR) contains safety and security related policy statements and crime statistics. ASR is published and distributed by October 1st. each year for the past calendar year.

This report can be easily accessed on the Public Safety web page at http://www.rowan.edu/safety

The ASR is also distributed to Rowan employees via an email link yearly.
Department of Public Safety  
"It's In Your Interest!"

Resources for you:

Daily Crime Log records criminal incidents and alleged criminal incidents that are reported to the campus police or security department for the required geographic locations.

Fire Log records all reported fires, including arson, in on-campus student housing facilities.

Both logs can be easily accessed on the Public Safety website at, http://www.rowan.edu/safety  
or via the public computer in the lobby of the Department of Public Safety office located in Bole Hall Annex.
Department of Public Safety
"It's In Your Interest!"

Rowan University has implemented a multi-modal emergency notification system to inform the community about incidents and emergencies affecting campuses. **Rowan Alert System** includes:

**Text Messaging** - An opt-in notification where a text message can be received on your mobile phone. Rowan does not charge for this service; however, your carrier may have standard text messaging charges.

**Email Messaging** - This notification provides an email message about the event. Current students, faculty, and staff are automatically registered to receive notifications on their Rowan email account and cannot opt-out of this type of notification. You can opt-in to receive emails on other email accounts,

**Social Media Messaging** - This notification is sent to all community who have registered to follow the University Social Media platforms.

*Questions please visit the Public Safety web page, Rowan Alert section, [http://www.rowan.edu/safety](http://www.rowan.edu/safety) or call Tech. Support Desk at 856.256.4400*
Department of Public Safety
"It's In Your Interest!"

Campus Security Authorities or CSAs:
The function of a CSA is to report to the Department of Public Safety those allegations of *Clery Act* crimes that were made in good faith. **Generally, if someone has significant responsibility for student and campus activities, they are a campus security authority.**

If your position identifies you as a CSA you will be advised by your supervisor and provided training and procedures by your department and Public Safety. CSA reporting may be done via the Public Safety web page link: [http://www.rowan.edu/safety](http://www.rowan.edu/safety)

*Questions please contact: Ronald Massari, Assoc. Director of Clery Compliance, ext. 4562 or massarir@rowan.edu*
The Department of Public Safety encourages you again to visit our web page, http://www.rowan.edu/safety browse through its sections, and if you have any questions, concerns, or complaints of our department, supervisors will be happy to speak with you.

**Important contact numbers for you:**

- **Emergency dial 911**
- Non-emergency 856.256.4922
- Administrative Office 856.256.4568

*Remember: "It's In Your Interest!"*
ROWAN UNIVERSITY WORKPLACE VIOLENCE and BULLYING POLICY

• Rowan University is committed to providing a respectful workplace that allows its employees to use their best efforts to advance the University’s mission, without fear or intimidation, and therefore to protecting its employees from bullying, harassment, and the unwarranted disruption of their work.

• Rowan University does not tolerate violence or bullying in the workplace. In accordance with State policy, this is a “zero tolerance” policy, which means all complaints will be evaluated and investigated. Persons who are found to have engaged in such conduct can be subject to sanctions up to and including immediate removal from University premises, suspension without pay, and termination of employment for cause.
Workplace Violence and Bullying Definitions

**Bullying** includes harassment and intimidation. It includes any conduct that a reasonable person would find hostile, offensive, unnecessarily aggressive, and detrimental to the University’s legitimate business interest or educational mission, and/or a professional work environment. Other examples include but are not limited to, repeated contact using accusing, belittling, derogatory terms and tone that contribute to a hostile work environment. Comments implying or threatening dismissal, demotion or termination, or constant disregard for University procedures can also create a hostile work environment.

**Hostile Work Environment** is a workplace in which there is persistent, pervasive, and or severe conduct or events of violence or bullying.

**Violence** can include, but is not limited to a verbal or non-verbal threat of physical, employment or reputational damage, hitting, yelling, physical or psychological intimidation, shoving, stalking, unauthorized touching, sexual assault, vandalism, arson and carrying any type of weapon or explosive.
Workplace Violence and Bullying

• Threats and/or threatening behavior or acts of violence by University employees against themselves, other staff members, faculty, students, visitors or other individuals while on University property or using University facilities will not be tolerated and are causes for removal from the workplace and may result in discipline including possible termination of employment.

• University employees have a responsibility to report any threatening or violent behavior when a member of the University community or visitor to the campus exhibits such behavior, and to participate fully in the investigation of any such reports. The incidents should be reported to the Public Safety Department and to the Office of Equity and Diversity.
Drug Free Workplace Act

• The State of New Jersey is committed to maintaining a drug-free workplace for all State employees in order to protect the health and safety of State employees and the public.

• The unlawful manufacture, distribution, dispensation, possession or use of a drug in the workplace is prohibited.

• An employee who is convicted of a drug offense committed in the workplace must, within five days, report the conviction to his or her supervisor.
Gender Equity Notification

• NJ and federal laws prohibit employers from discriminating against an individual’s sex with respect to:
  – Pay
  – Compensation
  – Benefits
  – Conditions of employment

• Any questions about this notice should be directed to Human Resources
Benefits Orientation - Part 1

• Employee Perks and Resources
• Next Steps
Employee Advisory Service (EAS)

• A confidential service offered at no cost to staff and their family members
• Services include a hotline, individual or group counseling, crisis intervention and referral assistance
• Contact # 609-292-8543
• Contact HR for more information
Employee and Labor Relations

- Employee and Labor Relations: Ken Kuerzi
- IFPTE President:  Len Savidge
- CWA President:  Denise Williams
- AFT President:  Joe Basso
**Tuition Benefits**

- Full-time faculty and staff may qualify for tuition waiver or reimbursement programs depending on classification.
- Rowan offers a Tuition Scholarship for Dependents, Spouses, Domestic or Civil Union Partners Eligibility.
- Full time employee for at least one year in a permanent position.
- Applies to RU undergraduate program.
- Subject to change at the discretion of the University.
Home Incentive Program

- Eligible from your hire date forward

- Upon purchase of residential home in the cities of Glassboro, Camden or borough of Stratford NJ, Rowan University provides $1,500 annually for 10 years for real estate tax purposes.

- Subject to change at the discretion of the University.
Need technology help?

Contact The Support Desk

- Phone: (856) 256-4400
- Email: support@rowan.edu

- For computer repair, visit the IRT (Information Resources & Technology) Workshop
- Located in Memorial Hall on the south side of the Glassboro campus
Information Resources & Technology (IRT) Training Services

Training Opportunities include:

- Lynda.com
- Banner
- Blackboard Campus Edition (Bb-CE)
- Microsoft Office
- Special topics such as working with Cognos, Qualtrics, and Banner Finance
- [www.rowan.edu/irtraining](http://www.rowan.edu/irtraining)
Rowan University Libraries

Keith & Shirley Campbell Library
Campbell Library is one of four libraries at Rowan University. Campbell Library serves all undergraduate and graduate students.
- Open 7 days/week during the fall and spring academic semesters
- Nearly 400,000 books and 30,000 e-books
- More than 55,000 electronic journals
- Employees may borrow books, DVDs, other materials

Course Reserves
Books and other materials may be set aside at a professor's request for class use. Visit the Circulation Desk for more information.

Ordering Materials
Order books and journals through your department's library liaison; items are forwarded to subject librarians for processing.

Orientations & Class Reservations
The Library computer lab is available for Library orientations and class reservations.

Other Locations
CMSRU Library (Camden) • Health Sciences Library (Stratford)
Child Care Center

- On-site child care center in Glassboro for children ages 2 ½ to 6 years old
- Curriculum is designed to provide learning experiences for physical, social, emotional, and cognitive abilities
- All full/part-time employees and students are eligible to participate
- Contact: Leah Walker
  - walkerl@rowan.edu
  - 856-256-4018
Student Rec Center

State-of-the-art health club open seven days a week. Memberships are available for employees and alumni.

Rec Center features

- three-court gymnasium
- indoor track
- 25-yard pool
- four racquetball courts
- a cycling room

- a group exercise studio
- fitness and free weight room areas
- full locker/shower facilities
- juice/smoothie bar
Fitness & Wellness Center Membership

Kennedy Health & Wellness Center: Sewell, NJ

Offers Discounted Membership Rates to Employees & Families of Rowan University

- Aquatic Center & Aqua Classes
- Personal & Group Training
- Group Fitness, Cycling, & Yoga Studios
- Kids Programs & Babysitting
Rowan Card

- Identification for Rowan University and Access card for some campus buildings
- Visit the Information Desk located in Chamberlain Student Center to have your picture taken and to process your ID card
- Deposit money onto card- won’t need cash or credit for any participating Rowan Bucks vendors ([https://myrowancard.rowan.edu](https://myrowancard.rowan.edu))
- Vendors & Info:  [http://rowan.edu/rowancard](http://rowan.edu/rowancard)

- Faculty/Staff meal plan
Food for Thought

- The Marketplace
  - Featuring a Euro-style kitchen, deli/bakery, Pizza/Pasta station
- Food Court
- Market Basket
- Owl’s Nest
- Robinson Café & James Café
- Prof’s Place
- Gourmet Dining Food Truck
- Rowan Card
- Off-Campus- Friendly’s, CVS, Salad Works, 7-Eleven, Shoprite, Taco Bell, Dunkin Donuts, Jimmy John’s, Smash Burger and many more…
South Jersey Tech Park

SJTP combines the expertise of renowned RU faculty with a broad range of University facilities’ and resources to create a technology center that addresses the needs of growing technology businesses.
Virtual Reality Lab (CAVE)

• The Virtual Reality Center features a 100-cubic-foot VR lab founded in 2008 and a one-of-a-kind, 10-screen collaborative environment for group design and discussion completed Spring 2015
• The new one-of-a-kind laboratory is home for high-level research for clients in engineering, science, medicine and more
• Up to 25 people can work in 3D, using space for real-time planning, designing and visualization
Rowan Boulevard
Connecting Rowan University to Glassboro’s Historic Downtown District

- Featuring
  - Rowan Blvd. Apartment Complex
  - Honors Housing
  - Barnes and Noble Bookstore
  - Starbucks
  - 60 Retail Shops and Restaurants
  - 1.5 acre town square
    - Arts and Entertainment District
  - Marriott Hotel & Conference Center
Employee Discounts
For classified and civil service employees only

Visit http://www.state.nj.us/csc/employees/programs/discount/

• Verizon Wireless
• Anheuser-Busch amusement parks
• Barnes and Noble
• NJ Manufacturers car insurance
• And more!
Tours of the Glassboro campus

Tours & Open Houses

Join Us

On our beautiful campus you can have a first hand look at what Rowan offers. We offer a number of guided campus tours, virtual tours, and open houses throughout the course of the year including select Sundays in the fall and spring. A visit is the best way to learn about our academic programs, meet our professors, explore our state-of-the-art facilities, and observe campus life.

While registration is not required, we recommend registering to make your visit as convenient as possible. Registration will also provide you with links to important information such as directions, campus maps, and more. For information regarding group tours please see the information below.

Please Note: All campus tours leave from Savitz Hall

Register to Attend

Special Needs?

Campus Map

Directions

Tours

- January
  - Jan. 24, 2015 11:00am (Saturday)
  - Jan. 24, 2015 12:00pm (Saturday)
  - Jan. 26, 2015 11:00am (Monday)
  - Jan. 27, 2015 11:00am (Tuesday)
  - Jan. 28, 2015 11:00am (Wednesday)
  - Jan. 29, 2015 11:00am (Thursday)
  - Jan. 30, 2015 11:00am (Friday)

- February

- March
  - Mar. 1, 2015 10:30am (Sunday)

- April
  - Apr. 12, 2015 10:30am (Sunday)
Next steps…

- Benefit paperwork
- Rowan ID
- Meet with supervisor to discuss performance expectations:
  - CWA & IFPTE: Initial Performance Assessment (PAR)
  - AFT: re-contracting process
  - Managerial: managerial evaluation process
Benefits Orientation – Part 2

• NJ State Health Benefits Program
  – Prescription drug
  – Vision care reimbursement

• NJ Well Program

• NJ State Dental Benefits Program

• Flexible Spending Accounts
Contact Information

Rowan University Human Resources

http://www.rowan.edu/hr

State Division of Pension and Benefits

http://www.state.nj.us/treasury/pensions

Please note: Benefit programs are subject to change
Health and Dental Eligibility

- Full-time faculty or staff
- Your legal spouse
- Your same sex domestic partner
- Dependent children under age 26
When Coverage Begins

• All others: after 2 months of continuous employment

• Benefit deductions start a month before coverage begins

• Paperwork should be submitted ASAP
When Coverage Ends

• Typically ends 30 days after termination date

• Ten-month employees appointed until June 30th, coverage continues through August 31st
Benefit Processing Procedures

- Qualifying life event changes (marriage/divorce/birth of child) must be made within 30 days of event.
- Other changes can be made only during open enrollment period 10/1-10/31.
- Coordination of benefits.
- COBRA – information is given to you today.
Medical Plan Choices – HMO or PPO or HDHP)
(Health Maintenance Organization Plan) or (Preferred Provider Organization Plan) or (High Deductible Health Plans)

HMO PLANS

- Must select a primary care physician
- Specialist services require referrals
- No deductibles or claim forms
Health Maintenance Organizations Plans (HMOs)

- Aetna HMO
- Horizon HMO

- $15/ co-pay primary physician
- $15/ co-pay specialist
Medical Plan Choices

• Aetna Liberty
• Horizon Omnia

The Aetna Liberty Plan and Horizon’s OMNIA Health Plan will give members the flexibility to visit practitioners in the carrier’s managed care network, significant premium share reductions and no referrals are required.

• Co-pays as low as $5.00 for an office visit, $15.00 specialist, when utilizing Tier 1 providers. Tier 1 refers to specific doctors, hospitals and other health care professionals who offer cost-effective care.

• Liberty and OMNIA plan members also have the flexibility to see any Tier 2 provider included in the managed care network, but with slightly higher cost sharing. $20.00 office visit, $30.00 specialist.

• There is no out-of-network coverage with either plan.
Preferred Provider Organizations Plans (PPOs)

- Aetna Freedom 15
- Aetna Freedom 1525
- Aetna Freedom 2030
- Aetna Freedom 2035

- NJ DIRECT 15
- NJ DIRECT 1525
- NJ DIRECT 2030
- NJ DIRECT 2035
High Deductible Health Plans (HDHPs)

- Aetna Value HD 1500
- Aetna Value HD 4000
- NJ DIRECT HD 1500
- NJ DIRECT HD 4000
Prescription Drug Coverage

• Express Scripts: 1-866-220-6512
• [https://www.express-scripts.com/](https://www.express-scripts.com/)
• Various options depending on the plan selection
• Mail Order program
Health Benefits Summary of Plans & Rate Calculator

- **SHBP Summary Program Description** - Plan Year 2017
- **Rate calculator for health benefits premiums** - Plan Year 2017
Enrollment Forms

NJ SHBP health enrollment application:


• Health benefits waiver

Required Attachments:

• Copy of marriage certificate & children’s birth certificates (if applicable)

• Certificate of Domestic Partnership/Civil Union (if applicable)

• 1st page of most recently filed tax return that includes spouse (black out all financial information and all but the last 4 digits of any Social Security numbers)
Vision care reimbursement plan

• Administered by Rowan University at no cost to you
• Benefit covers employees, eligible dependents and registered same sex domestic partners
• Reimbursement for exam and prescription lenses only (no allowance for frames)
• Once every two-year contract period
• Complete the vision care form in HR and submit an itemized receipt.
• Maximum reimbursement for:
  • Exam - $35
  • Single vision corrective lenses - $40
  • Bifocal or trifocal lenses - $45
The mission of NJWELL is to cultivate healthy lifestyle choices for active State Health Benefits Program (SHBP) members to lower health risk factors, improve well being, and ensure that NJ’s public employees are healthy and productive for years to come.

Typically healthy members require less costly health care so NJWELL will help the SHBP contain future cost.
By participating in healthy activities, you can earn enough points to receive a gift card worth up to $250.00 (taxable).

Both you and your spouse/partner are eligible to receive a gift card. That’s a potential of $500.00 per couple.

For additional information visit the following web site:

www.nj.gov/njwell
Dental Plan Choices

• Dental Plan Organizations (DPOs) (multiple plan choices)

• Dental Expense Plan (administered by Aetna Dental)
Dental Plan Organizations (DPOs)

- No claim forms
- Must use network dentists
- Diagnostic, preventative and certain restorative and certain surgical procedures are covered 100%
- Other services require co-payments
DPOs

- CIGNA Dental Health
- Healthplex (International Health Care Services)
- Horizon Dental Choice
- MetLife
- Aetna DMO
## Aetna Dental Expense Plan

<table>
<thead>
<tr>
<th></th>
<th>In Network</th>
<th>Out of Network</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deductible/Calendar Year</strong></td>
<td>$50 / Individual</td>
<td>$75 / Individual</td>
</tr>
<tr>
<td></td>
<td>$100 / Family</td>
<td>$150 / Family</td>
</tr>
<tr>
<td></td>
<td>Waived for Preventive</td>
<td>Waived for Preventive</td>
</tr>
<tr>
<td></td>
<td>Deductible applies to in-network services</td>
<td></td>
</tr>
<tr>
<td><strong>Coinsurance (as % of R&amp;C)</strong></td>
<td>100% Preventive</td>
<td>90% Preventive</td>
</tr>
<tr>
<td></td>
<td>80% Basic Restorative</td>
<td>70% Basic Restorative</td>
</tr>
<tr>
<td></td>
<td>65% Major Restorative</td>
<td>55% Major Restorative</td>
</tr>
<tr>
<td></td>
<td>50% Periodontics &amp; Prosthodontics</td>
<td>40% Periodontics &amp; Prosthodontics</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Maximum Annual Benefit/Individual</strong></td>
<td>$3,000</td>
<td>$2,000 (Maximum of $3,000 combined in and out-of-network)</td>
</tr>
<tr>
<td><strong>Orthodontia under age 19</strong></td>
<td>50% to $1,000 lifetime maximum (not subject to deductible) (Maximum not combined with Annual Maximum)</td>
<td>40% to $750 lifetime (maximum of $1,000 combined in and out-of-network) (not subject to deductible) (Maximum not combined with Annual Maximum)</td>
</tr>
</tbody>
</table>
Dental Summary, Rates and application

- Employee Dental Plans Member Handbook
- Dental Rates 2017
- SHBP Dental Benefits Application – please make sure you carefully chose your plan.
Flexible Spending Accounts

- Premium Option Plan
- Unreimbursed Medical Spending Account
- Dependent Care
The Premium Option Plan

• Health and dental insurance premiums are deducted from your paycheck pre-tax

• This option is automatic unless you sign a waiver form within 15 days of your hire date
The Unreimbursed Medical Spending Account - wage works

- Voluntary program - Set aside pre-tax dollars to pay for eligible medical and dental expenses.
- Annual enrollment required (runs calendar year)
- Must use contributions by March 15th of the following plan year – “use it or lose it”
- Maximum election is $2,500 per year (can change).
Eligible Expenses

Use Your Healthcare FSA to pay for:

• Prescriptions for almost any medical condition
• Prescribed over-the-counter medicines, e.g. aspirin, cough syrup
• Co-payments, co-insurance, and deductibles
• Dental care, both preventive and restorative
• Orthodontia, child and adult
• Vision care, eyeglasses, contact lenses, solutions
• Eye surgery, including laser vision correction
• Counseling and therapy
• Psychology and psychiatry
• Chiropractic care and acupuncture
How to Use it

Use your WageWorks Card to pay instantly
• Works like a debit card, just swipe and go
• Funds come directly from your Healthcare FSA
• No PIN required

No Card, No Problem
• Pay My Provider
  – Pay bills instantly, directly, online
  – Doctor bills, orthodontia and more

• Pay Me Back
  – Traditional claims
  – Fast reimbursement
Dependent Care Spending Account

• Voluntary program – Set aside pre-tax dollars
• Annual enrollment required
• “Use it or lose it” by March 15th
• Maximum election of $5,000 per household, per year
Who Qualifies?

Qualifying dependents include:

• Dependent child* under the age of 13 who lives with you for more than half of the year; or

• A spouse or other tax dependent who resides in the house a minimum of eight hours a day and requires assistance with day-to-day living.

* In the case of divorce, IRS guidelines state that a child is a qualified dependent of the "custodial parent."
Eligible Expenses

Use your Dependent Care FSA to pay for:

• Before/after school care
• Au pair services
• Extended day programs
• Preschool/nursery school
• Summer day camp
• Elder day care

Ineligible expenses include:

• Overnight camps
• Kindergarten or higher-grade tuition
• Non-work-related day care
• Long-term elder care services

See www.wageworks.com/mydcfsa for more information on eligible expenses
Benefits Orientation – Part 3

• Mandatory enrollment pension programs
  – Public Employees’ Retirement Program (PERS)
  – Alternate Benefit Program (ABP)

• Optional investment plans
  – 403(b), ACTS
  – SACT
  – 457(b)
  – Roth 457(b)

(Please note pension plans are subject to change).
Public Employees Retirement System (PERS)

- Defined Benefit Retirement Plan
- Contribution rate = 7.2%(pre-tax). This rate will increase at the rate of 0.14% each year until the rate reaches 7.5% in 2018
- Vested after 10 years of continuous participation
- Ability to purchase service credits
- Will have double deductions to start
PERS - GROUP LIFE INSURANCE

- Group Life Insurance underwritten by Prudential Insurance Company
- Non Contributory benefit 1 ½ times base salary (subject to pension contributions)
- Contributory benefit 1 ½ times base salary (contribution is .0050% of base salary)
  - Required for one year
- If age 60 or older may be requested for more information.
PERS enrollment forms

• PERS enrollment application
• MBOS (members benefit online system)

After enrollment into the PERS program, you should create an account on the MBOS system and update your beneficiary information.
Alternate Benefit Program (ABP)

- Defined contribution plan
- Employee’s contribution—five percent of base salary (pre-tax)
- Rowan’s contribution—eight percent of base salary to a maximum salary of $141,000 yearly
- All pension contributions stop at the maximum salary of $270,000 for 2017 tax year
- Noncontributory life insurance 3-1/2 times the prior 12 or 10 months base salary not to exceed $270,000 for 2017 (if age 60 or more, additional eligibility requirements may apply)
- Vested after one year of continuous contributions
Long Term Disability (ABP continued)

• Effective after one year of participation in ABP
• Enrollment is automatic for ABP members
• Noncontributory
• Underwritten by Prudential
• Benefits paid are 60% of base monthly salary (reduced by any social security benefit)
• Benefits start after six months of disability
Investment Companies

• Valic Retirement
• AXA Equitable
• The Hartford/ Mass Mutual
• ING/ VOYA
• TIAA-CREF
• Met Life
• Prudential
ABP Enrollment Forms

• ABP Enrollment Application (provided)
• Vendor Allocation Form (provided)
• Vendor’s unique enrollment application (not provided, contact vendor representative directly using vendor election form)
Optional investment plans

• Voluntary additional contributions—403(B), ACTS (Additional Contributions Tax Shelter), SACT (Supplemental Annuity Collective Trust)

• NJ State Deferred Compensation Plan (457B)

• Roth 457B
403(B) Program for ABP Members and ACTS for PERS Members
Provides additional Tax shelter retirement savings

• These programs are designed to give employees the option to contribute additional tax sheltered funds for retirement savings.
• Your choice of investment vendor from the approved list of state vendors (6 different choices).
• May not exceed IRS limits ($18,000 or $24,000 for age 50 and over)
Investment Companies

• Valic Retirement
• AXA Equitable
• The Hartford/ Mass Mutual
• ING/ VOYA
• TIAA-CREF
• Met Life
How to enroll

• Complete voluntary (TSA 403-b) part of vendor’s unique enrollment form. Contact vendor directly.

• Salary Reduction Agreement form- submit to HR to get deduction started
NJ State Employees Deferred Compensation Plan (457B)

- Employees in PERS, PFRS and ABP may participate
- Administered by Prudential Retirement (866-657-3327)
- Additional retirement savings and tax shelter
- Contribute a percentage of salary up to a maximum limit
- Broad array of investment options
- Visit www.retirement.prudential.com/njsedcp for more information
SACT Program
Supplemental Annuity Collective Trust

- Employees in PERS or PFRS may participate
- Additional retirement savings and tax shelter
- Common stock portfolios
- Pre-tax or post-tax contribution programs available
- Enrollments processed quarterly
Any Questions?
END OF PART TWO and THREE
Benefits Orientation - Part 4

- Paid time off
- Leave of absence
- Workers compensation
Paid Time Off
Vacation, Sick Time, Jury Duty

• Vacation- based on classification
  – Can only carry over one year worth

• Jury Duty- time off for jury duty with pay; must provide documentation
  • If jury duty does not require attendance for the full day, it is expected that the employee will return to work

• Sick Time- based on classification
  1 day per month first year, then 15 days thereafter (12 month faculty and non faculty); 12.5 days/yr – (10 month faculty)
  • can be used for self or dependent
  • Unused days days carried over
Temporary Disability Insurance

- Coverage begins 8th day after sick time is exhausted
- Employees must use all accrued sick time before receiving this benefit
- Provides income replacement up to 66% of average weekly wage up to an annual maximum limit
- Maximum benefit of 26 weeks
- File claims within 30 days of the start of the disability
- [http://www.lwd.dol.state.nj.us/labor/tdi/tdiindex.html](http://www.lwd.dol.state.nj.us/labor/tdi/tdiindex.html)
Federal and State Family Leave

- The New Jersey Family Leave Act (NJFLA) and the Federal Family and Medical Leave Act (FMLA) entitles eligible employees to paid or unpaid family leave in certain circumstances.
- May take up to 12 weeks in a 12-month period (FMLA) or a 24-month period (NJFLA).
- Health coverage continues as long as employee contributions are paid in advance to Human Resources.
NJ Family Leave Insurance

• Provides up to six (6) weeks of Family Leave Insurance benefits for eligible employees.
• Employee eligible to receive same as that for which eligible under state temporary disability.
• More information; www.nj.gov/labor
Donated Leave Program

- Donated leave is available for eligible employees who experience a catastrophic health condition and have exhausted their earned paid leave.

- Forms are available on the University’s Human Resources website:
  - [http://www.rowan.edu/hr/Pension/index.htm](http://www.rowan.edu/hr/Pension/index.htm)
WORKER’S COMPENSATION INFO

• Injuries, accidents or exposures that occur during the course of your duties with Rowan University are to be reported within 24 hours.
  • Main campus employees should report to Wellness Center in Winans Hall.
  • All other campus locations should contact their supervisor or public safety immediately and complete the required paperwork.
• You have the right to refuse medical treatment. If you refuse, you will waive your right to state benefits regarding this injury, illness or exposure. If medical attention is needed you will be required to use state approved doctors authorized by the NJ State Division of Risk Management.
WORKER’S COMPENSATION (Cont.)

• If the accident, injury or exposure is severe, you will be taken to the emergency room at the nearest facility. All ER documents must be submitted upon your ability to return to campus and you must complete the required forms ASAP.

• Non-emergency treatment is done by American Workcare located at 1125 N. Delsea Drive in Glassboro. For other campus locations, treatment is provided by WorkNet.
Worker’s Compensation (Cont.)

Required Forms:

• RM-2 to report the accident (completed at the wellness center).

• Incident/Occurrence Form (available online)
Any Questions?
Thank You!