New Employee Orientation
Welcome!
Orientation Introduction

• Agenda
  • Rowan’s evolution
  • Bragging Rights
  • Linking roles to Rowan’s Mission
  • Policies and Training Requirements
  • Helpful Tips
  • Additional Benefits
  • Health and Pension
Welcome to Rowan University!

Dr. Ali Houshmand – President

Dr. Houshmand became Rowan University’s seventh president in June, 2012 after serving approximately six years as provost/senior vice president, CEO and interim president.
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. 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.
Points of Pride

- As a result of its new Carnegie research classification, Rowan was categorized by *U.S. News & World Report* in its 2018 Best Colleges edition as a "national university". The magazine previously included Rowan in its "Regional Universities/North" category. The more prestigious national ranking places Rowan at #90 among public institutions and #171 overall among 311 national universities.
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
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
18,484 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.

Dean Annette Reboli, M.D.
Rowan School of Osteopathic Medicine

- Formed July 1, 2013 as directed by the NJ Medical and Health Science Education Restructuring Act
- The act designated Rowan as New Jersey’s 2nd comprehensive public research institution and transferred the University of Medicine and Dentistry of New Jersey’s School of Osteopathic Medicine to Rowan.
- 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 students, 75% are New Jersey residents
- RowanSOM is a leader among all U.S. osteopathic medical schools in diversity.
Rowan SOM

• 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

Dean Thomas A. Cavalieri, D.O., FACOI, FACP
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
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.

- Home of the Virtual Reality Center which features a 100-cubic-foot VR lab founded in 2008 and a one-of-a-kind, 10-screen collaborative environment for group design completed Spring 2015
- The new one-of-a-kind laboratory is home for high-level research for clients in engineering, science, medicine and more
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

• Introductions
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
NJ State Policy Prohibiting Discrimination in the Workplace

- Discrimination training is mandatory at Rowan University
- Online training in Banner Self-Service
- Office of Equity and Diversity (x 65830)
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.

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

• Each accommodation is determined on a case by case basis and any changes to the accommodation plan may require additional documentation and must be processed through the Office of Equity and Diversity.
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).
Reporting Hate/Offensive Graffiti

- Anyone who discovers any hate or offensive graffiti should immediately contact Public Safety.

- 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.
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
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.
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
Whistleblower Policy

- **Confidentiality**
  Rowan University has a confidential way that you can report possible improper conduct without fear of retaliation — through an independent company. You may contact the company via phone or website and the concern will be relayed 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.

- 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 dozens of hyperlinks to sources that might be more helpful to you than a general reporting mechanism.

- 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. At Rowan University it is a violation 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.

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

- Contact: Michael Young, IRT/Information Security Office, young@rowan.edu
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 consists of twelve short online videos.
- Total time for completing the training is under 30 minutes.

![Library of Training Videos]

- Mandatory Training: 12 of 12 completed
  - Introduction: Completed
  - You Are the Target: Completed
  - Social Engineering: Completed
  - Email & Messaging: Completed
  - Browsing: Completed
  - Social Networks: Completed
  - Mobile Device Security: Completed
  - Passwords: Completed
  - Data Security: Completed
  - Hacked: Completed
  - Social Security Numbers: Completed
  - Conclusion: Completed
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 (Banner ID #s) to track individuals **NOT** social security numbers.
Payroll Policies

- Getting Paid
  - Online Payroll Training

- Bole Hall
  - Glassboro Campus

- 856-256-4166
- payrollservices@rowan.edu
“Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” was named in memory of a female student slain in her dorm room at a university in Pennsylvania in 1986. 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.
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 annually distributed to Rowan employees via an email link.

Both Daily Crime and Fire 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!"
Important contact numbers for you:

Emergency dial 911
Non-emergency 856.256.4922
Administrative Office 856.256.4568

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.
- **Email Messaging**, provides an email message about the event. Current students, faculty, and staff are automatically registered via their Rowan email
- **Social Media Messaging**, notification is sent to those registered to follow the University Social Media platforms

Details available: Public Safety web page, [http://www.rowan.edu/safety](http://www.rowan.edu/safety) Rowan Alert section, or call Tech. Support Desk at 856.256.4400
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 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. 

*University employees have a responsibility to report any threatening or violent behavior 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.
Orientation – Part 2

• Helpful Tips
• Employee Perks and Resources
• Next Steps
Helpful Tips – Parking – Glassboro Campus

• Parking Permits are required. They must be ordered online and mailed to your home address (3 – 4 days)
• Place your order at Rowan.thepermitstore.com
• Login using your PC username and password
• Click on the Buy Permits icon →
• Scroll down and be sure to select the Employee version
• Enter your make, model year and license plate
• Once you receive one, you must login to the permit store to activate it
Rowan Card

- Identification for Rowan University and Access card for some campus buildings

- You can elect to deposit money onto card- won’t need cash or credit for any participating Rowan Bucks vendors (https://myrowancard.rowan.edu)

- Vendors & Info: http://rowan.edu/rowancard

- Faculty/Staff meal plan
Helpful Tips – Rowan Card – Glassboro Campus

• ID Cards available in Chamberlain Student Center
  – Located on the main floor, the Information Desk will take your photo and print your Employee ID
  – Be sure to have your Banner ID number
  – Approximately a 6 minute walk:
    • Exit using the doors at the far end of the building; Turn left outside of the training room and make a Left once outside the building.
    • Head toward the Security Booth. You will pass Memorial Hall on your Right.
    • Cross Rt. 322 and turn Right. Walk past Savitz Hall (there is a statue in front of the building).
    • Continue to next building. Use steps or ramp and the Information desk is immediately inside the doors
Tours of the Glassboro campus

Tours & Open Houses

Join Us

On our beautiful campus to see first hand all that Rowan has to offer. We offer a number of guided campus tours, a virtual tour, 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 arrival on-campus 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

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<tr>
<th>Register to Attend</th>
<th>Special Needs?</th>
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<tr>
<td>Campus Map</td>
<td>Directions</td>
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Tours

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<th>January</th>
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<tr>
<td>Jan. 24, 2015 11:00am (Saturday)</td>
<td>Mar. 1, 2015 10:30am (Sunday)</td>
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<tr>
<td>Jan. 24, 2015 12:00pm (Saturday)</td>
<td>Apr. 12, 2015 10:30am (Sunday)</td>
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<td>Jan. 26, 2015 11:00am (Monday)</td>
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<td>Jan. 27, 2015 11:00am (Tuesday)</td>
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<td>Jan. 28, 2015 11:00am (Wednesday)</td>
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<td>Jan. 29, 2015 11:00am (Thursday)</td>
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<td>Jan. 30, 2015 11:00am (Friday)</td>
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Helpful Tips – Parking and Rowan Card CMSRU

• Take ticket at garage on your first visit. Be sure to tell security at the booth you need a wafer.

  – Wafers (fobs) are available and assigned to employees upon request for the parking garage
  – Wafers and Rowan Card IDs are available at the Operations office and prepared by Lorsley Boogaard, CMSRU Administration, boogaard@rowan.edu
  – Located on the third floor
  – Be sure to have your Banner ID number
Resources - 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...
Resources - 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
Resources - 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)
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)
Resources - 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. Information varies by union affiliation. Details: https://sites.rowan.edu/hr/benefits/tuition.html

• Rowan offers a Tuition Scholarship for Dependents, Spouses, Domestic or Civil Union Partners Eligibility. Scholarship applications should be filled out via: www.rowan.awardspring.com

• Criteria
  ✓ 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.
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
Employee Discounts
For classified and civil service employees only

Visit [http://www.state.nj.us/csc/employees/programs/discount](http://www.state.nj.us/csc/employees/programs/discount)

- Verizon Wireless
- Anheuser-Busch amusement parks
- Barnes and Noble
- NJ Manufacturers car insurance
- And more!

Rowan University
Next steps...

- Benefit paperwork
- Rowan ID (close by in Chamberlain Student Center)
- Meet with supervisor to discuss performance expectations:
  - CWA & IFPTE: Initial Performance Assessment (PAR)
  - AFT: re-contracting process
  - Managerial: managerial evaluation process
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
Benefits Orientation – Part 3

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

• NJ Well Program

• NJ State Dental Benefits Program

• Flexible Spending Accounts
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
Benefits information

• 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

- Optumrx 1-844-368-8740
- Website optumrx.com
- Various options depending on the plan selection

- OptumRx home delivery is a convenient, cost-effective and safe option for medications you take regularly.
Health Benefits Summary of Plans & Rate Calculator

- **SHBP Summary Program Description** - Plan Year 2018
- **Rate calculator for health benefits premiums** - Plan Year 2018
Enrollment Forms

NJ SHBP health enrollment application:

https://sites.rowan.edu/hr/_docs/benefits/ha0891.pdf

• 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)
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](http://www.nj.gov/njwell)
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
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 HMO
- Aetna DMO
# Aetna Dental Expense Plan

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<th>Out of Network</th>
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<tr>
<td><strong>Deductible/Calendar Year</strong></td>
<td>$50 / Individual</td>
<td>$75 / Individual</td>
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<td>$100 / Family</td>
<td>$150 / Family</td>
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<td></td>
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<td>Waived for Preventive</td>
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<td></td>
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<td>Deductible applies to in-network services</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><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 2018
- 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](http://www.wageworks.com/mydcfsa) for more information on eligible expenses
Benefits Orientation – Part 4

• 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 = 7.34% (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
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 THREE and FOUR
Benefits Orientation - Part 5

- 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 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
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](http://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
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.
• 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!