

SETON HALL UNIVERSITY



ADMINISTRATOR & STAFF

EMPLOYEE HANDBOOK

Table of Contents

A Welcome Message from the President6

Handbook Disclaimer 7

I. ABOUT SETON HALL UNIVERSITY.....9

 1.1 INTRODUCTION9

 1.2 CATHOLIC TRADITION10

 1.3 MISSION STATEMENT.....10

 1.4 STRATEGIC PLAN -SETON HALL 2020 –“From Strength to Strength”10

 1.5 ORGANIZATIONAL STRUCTURE.....11

II. EMPLOYMENT13

 2.1 Equal Employment Opportunity/Affirmative Action Statement13

 2.2 EMPLOYMENT-AT-WILL RELATIONSHIP13

 2.3 PRE-EMPLOYMENT TESTING14

 2.4 REFERENCE CHECKS.....14

 2.5 BACKGROUND INVESTIGATIONS.....14

 2.6 DEFINITION OF NON-BARGAINING UNIT SUPPORT STAFF15

 2.7 DEFINITION OF BARGAINING UNIT SUPPORT STAFF15

 2.8 DEFINITION OF ADMINISTRATOR15

 2.9 ESSENTIAL SERVICES AND PERSONNEL.....16

 2.10 PROBATIONARY PERIOD16

 2.11 NEW EMPLOYEE ORIENTATION16

 2.12 SECONDARY EMPLOYMENT17

 2.13 CHANGE OF EMPLOYEE INFORMATION.....17

 2.14 UNIFORMS.....17

III. UNIVERSITY POLICIES AND PROCEDURES18

 3.1 AMERICANS WITH DISABILITIES ACT, SECTION 504 OF THE
 REHABILITATION ACT AND THE NEW JERSEY LAW AGAINST
 DISCRIMINATION18

 3.2 ANIMALS ON CAMPUS18

 3.3 APPROPRIATE ATTIRE.....18

 3.4 CAMPUS WIDE IDENTIFICATION18

 3.5 CARE AND USE OF UNIVERSITY FACILITIES, EQUIPMENT AND
 MATERIALS19

 3.6 CODE OF CONDUCT.....19

 3.7 COMPLAINT AND DISPUTE RESOLUTION19

 3.8 COMPUTER USE19

 3.9 CONFIDENTIALITY AND PRIVACY20

 3.10 CONFLICTS OF INTEREST AND COMMITMENT.....21

 3.11 STATEMENT ON CONSENSUAL RELATIONSHIPS.....21

 3.12 DEPENDENT ELIGIBILITY VERIFICATION.....21

3.13 DISCIPLINARY PROGRESSION FOR BARGAINING UNIT SUP STAFF22

3.14 DRUG-AND ALCOHOL FREE WORKPLACE22

3.15 EMPLOYMENT OF RELATIVES22

3.16 EMPLOYMENT RECORDS23

3.17 GRIEVANCE PROCEDURES FOR BARGAINING UNIT EMPLOYEES.....23

3.18 Health Insurance Portability and Accountability Act (HIPAA).....23

3.19 EMPLOYMENT ELIGIBILITY VERIFICATION24

3.20 KEYS.....24

3.21 ANTI-DISCRIMINATION AND NON-RETALIATION POLICY STMNT'25

3.22 RIGHT-TO-KNOW AND HAZARDOUS COMMUNICATIONS PROGRAM ...26
 (New Jersey Worker and Community Right to Know Act)26

3.23 UNIVERSITY POLICY AGAINST SEXUAL HARASSMENT26

3.24 SMOKE-FREE ENVIRONMENT POLICY26

3.25 SOLICITATION.....27

3.26 CONSCIENTIOUS EMPLOYEE PROTECTION ACT (CEPA)
 "WHISTLEBLOWER ACT"27

3.27 VISITORS IN THE WORKPLACE28

3.28 USE OF CELL PHONES AND ELECTRONIC DEVICES28

IV. ATTENDANCE AND TIME OFF30

4.1 ATTENDANCE30

4.2 HOURS OF WORK.....30

4.3 SCHEDULED SHIFTS30

4.4 SUMMER HOURS.....31

4.5 MEAL PERIODS.....31

4.6 REST PERIODS32

4.7 HOLIDAYS/HOLY DAYS.....32

4.8 VACATIONS.....32

4.9 LEAVES OF ABSENCE33

4.9.1 SICK LEAVE.....34

4.9.2 BEREAVEMENT LEAVE.....35

4.9.3 FAMILY AND MEDICAL LEAVE ACT35

4.9.4 NEW JERSEY FAMILY LEAVE INSURANCE BENEFITS36

4.9.5 MILITARY LEAVE.....36

4.9.6 JURY DUTY LEAVE36

4.9.7 VOLUNTEER LEAVE37

4.9.8 UNPAID LEAVE37

4.10 VACATION DONATION.....37

4.11 EMERGENCY UNIVERSITY CLOSURES38

4.12 TELECOMMUTING38

4.13 RECORDING ATTENDANCE38

V. COMPENSATION.....40

5.1 WAGE AND SALARY ADMINISTRATION40

5.2 PAYROLL SCHEDULE.....40

- 5.3 DIRECT DEPOSIT40
- 5.4 OVERTIME.....40
- 5.5 GARNISHMENTS40
- 5.6 CALL-IN PAY41
- 5.7 PAYCHECK DEDUCTIONS41
- 5.8 SAFE HARBOR.....41

- VI. BENEFITS42
 - 6.1 HEALTH INSURANCE.....42
 - 6.2 DENTAL INSURANCE.....42
 - 6.3 PRESCRIPTION DRUG BENEFITS43
 - 6.4 CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)..43
 - 6.5 SHORT-TERM DISABILITY43
 - 6.6 LONG-TERM DISABILITY44
 - 6.7 Basic Life/Accidental Death and Dismemberment (AD&D) Insurance44
 - 6.8 Supplemental Life/SUPPLEMENTAL Accidental Death and44
Dismemberment (AD&D) Insurance44
 - 6.9 GROUP LONG TERM CARE INSURANCE44
 - 6.10 Flexible Spending Accounts45
 - 6.11 RETIREMENT PLAN (TIAA-CREF).....45
 - 6.12 SUPPLEMENTAL RETIREMENT ACCOUNT (TIAA-CREF)45
 - 6.13 EMPLOYEE ASSISTANCE PROGRAM46
 - 6.14 AUTOMOBILE AND HOMEOWNERS INSURANCE.....46
 - 6.15 THE JOURNEY TO WELLNESS46
 - 6.16 PIRATENET46

- VII. PROFESSIONAL DEVELOPMENT/EDUCATIONAL BENEFITS47
 - 7.1 RECOGNITION AND AWARDS.....47
 - 7.2 TRAINING AND ORGANIZATIONAL DEVELOPMENT47
 - 7.3 JOB POSTINGS48
 - 7.4 PROMOTIONS AND TRANSFERS48
 - 7.5 PERFORMANCE MANAGEMENT48
 - 7.6 EDUCATIONAL BENEFITS49
 - 7.6.1 TUITION REMISSION.....49
 - 7.6.2 TUITION EXCHANGE50
 - 7.6.3 TAX REPORTING AND WITHHOLDING REQUIREMENTS FOR
TUITION REMISSION AND TUITION EXCHANGE BENEFITS50

- VIII. CAMPUS FACILITIES AND SERVICES.....52
 - 8.1 ACTIVITIES, EVENTS AND CULTURAL PROGRAMS.....52
 - 8.2 ATM.....52
 - 8.3 BOOKSTORE52
 - 8.4 CAMPUS MINISTRY52
 - 8.5 DINING FACILITIES52
 - 8.6 THE CHAPEL OF THE IMMACULATE CONCEPTION53

- 8.7 LIBRARY53
- 8.8 NOTARY PUBLIC53
- 8.9 PARKING.....53
- 8.10 RECREATION CENTER.....54
- 8.11 SHUTTLE SERVICE.....54

- IX. SAFETY AND SECURITY55
 - 9.1 WORKERS’ COMPENSATION.....55
 - 9.2 VIOLENCE PREVENTION POLICY55
 - 9.3 SAFETY.....56
 - 9.4 PIRATEALERT.....56

- X. SEPARATION AND TERMINATION.....57
 - 10.1 EXIT INTERVIEWS.....57
 - 10.2 SEVERANCE BENEFITS AND RELEASE57
 - 10.3 RESIGNATION57
 - 10.4 RETIREMENT.....57
 - 10.5 SEPARATION/REDUCTION IN FORCE57
 - 10.6 TERMINATION57
 - 10.7 FINAL PAYCHECK58
 - 10.8 UNEMPLOYMENT.....58

A Welcome Message from the President

Dear Member of the Seton Hall Community,

I am pleased to welcome you to Seton Hall University as a fellow worker in service to our students and to the Catholic educational mission of this vibrant community of teaching and learning. Here we have chosen to spend a large part of our lives, working together, often becoming good friends and certainly functioning as good neighbors.

For me, working at Seton Hall – as an administrator, a teacher (when I have been able) and now as president of the University – has opened my eyes and my heart to ever greater possibilities for this community of academic excellence.

Each of us faces challenges in our work days, as well as incalculable rewards after a day's job well done. We share a strong work ethic within a culture of empowerment and encouragement of one another.

Always we put the needs of the students first and foremost on our agenda, and always we keep in mind the mission of this great and growing Catholic institution. As was the intent of our founders, we strive to be a home for the mind, the heart and the spirit for all who work and study at this University.

Please know that the welfare of faculty, administrators and staff is a priority for the people in our Human Resources Department, as well as for me personally. I hope – indeed, I know – that our time together as co-workers in this vineyard will be a fruitful one for us all.

A. Gabriel Esteban
President

Handbook Disclaimer

This handbook applies to all full-time staff and administrative employees of Seton Hall University. Faculty members are covered by the Faculty Guide and applicable University policies, programs and benefits. Part-time workers, temporary workers and student workers are expected to abide by all University standards of conduct and policies; however, they are not entitled to all the same benefits, rights and privileges of full-time staff and administrative employees.

This handbook contains information regarding University policies, benefits and programs. The nature and scope of these policies, benefits and programs are set forth in more detail in the sections and links that follow. When appropriate, the University may choose to deviate from, or make exceptions to, some of the policies contained in this handbook. Seton Hall shall always retain the right to modify or alter these policies on a case-by-case basis. In the event a policy is modified for a particular circumstance, the University is not required to make the same modification again.

The information provided in this handbook does not cover every situation and is not intended to replace policies, actual plan documents or bargaining unit contracts. Any material presented in this handbook that is found to be contradictory to plan documents, bargaining unit contracts, and/or the law, will be superseded by the plan documents, contracts and/or law.

The University is committed to reviewing its policies, programs and benefits periodically. The policies described here are updated on a regular basis and the University reserves the right to review, change, modify, or interpret any of these policies, benefits and programs at any time with or without prior notice.

This handbook has been provided to you as an employee of Seton Hall University as a guide to University policies, programs and benefits and is not to be considered a contract of any kind, express or implied. This handbook does not guarantee employment for any specific period of time.

Seton Hall University is home to a diverse workforce and does not discriminate on the basis of race, color, gender, pregnancy, marital status, age, religion/creed, national origin, ethnicity, ancestry, handicap or disability, atypical hereditary cellular or blood trait, sexual orientation, or service in the Armed Forces of the United States or status as a veteran of the Vietnam Era. The University reserves the right to administer and apply all policies, programs and benefits in a manner consistent with its Catholic identity and the teachings of the Catholic Church.

Last Revised 03/27/12

The terms “Seton Hall University”, “Seton Hall” and “University” are used interchangeably throughout this handbook.

This handbook has been prepared by the Department of Human Resources and approved by the president, provost, executive vice president for administration and the vice presidents of Seton Hall University.

The Department of Human Resources is located at the Martin House, 366 South Orange Avenue and the corner of Ward Place, South Orange, New Jersey 07979.

I. ABOUT SETON HALL UNIVERSITY

1.1 INTRODUCTION

Seton Hall University was founded in 1856 by Bishop James Roosevelt Bayley, the first bishop of Newark, who named it after his aunt, Elizabeth Ann Seton. Mother Seton was a pioneer in Catholic education and the first American-born saint. Seton Hall University is the oldest diocesan university in the United States.

Seton Hall University is located 14 miles southwest of New York City on 58 green acres in the Village of South Orange, New Jersey. It lies at the foot of South Mountain, the first elevation west of New York, and the height from which George Washington surveyed his troops during the Battle of Connecticut Farms. Seton Hall University is a Carnegie Doctoral Intensive University with nine schools and colleges: the College of Arts and Sciences, the Stillman School of Business, the Whitehead School of Diplomacy and International Relations, the College of Education and Human Services, the College of Nursing, the Immaculate Conception Seminary School of Theology, the School of Health and Medical Sciences, the School of Law, located in Newark and SetonWorldWide, the on-line campus. The College of Arts and Sciences is the largest of the schools and colleges, hosting programs in over 20 departments and several other academic divisions. Nationally accredited programs in Business, Education and Psychology, Law, Nursing and Medical Education attest to our overall academic excellence. Our academic pursuits are experienced within a community that values diversity and the growth of individuals in becoming servant leaders in their professions and vocations. The programs offered by our academic divisions can be explored through our web page at www.shu.edu

From its original enrollment of a handful of students, Seton Hall University is now a major Catholic university, growing to more than 10,000 students from 40 U.S. states and territories, and dozens of countries. For generations Seton Hall University students have come from the surrounding communities by foot, by train; now more often they come by car, by plane, by Internet. Following Mother Seton's example, the University has been a pioneer in many areas: naming the first woman dean of law in the United States; gaining world recognition for its mobile computing program; forming a unique alliance with the United Nations Association of the USA in our Whitehead School of Diplomacy and International Relations; establishing the Bayley Project, a self-initiated institutional ethics audit; founding SetonWorldWide, an on-line education initiative; and introducing service learning into the curriculum, which integrates academic and community-based learning.

Seton Hall University takes particular pride in its focus on leadership. Our mission is to prepare students to be servant leaders who will make a difference in the world, and our entire community embraces this commitment. Our students are challenged by outstanding faculty. In addition, they have the opportunity to develop leadership potential through faculty and administrators who oversee the University's student life area.

The senior administration and president serve as the University's executive management team. The University is led by A. Gabriel Esteban, Ph.D., who was named President of Seton Hall University in 2010.

The University has a dual board governance structure-- the Board of Regents and Board of Trustees. Under the University's by-laws, the Board of Regents is vested with the responsibility, power and authority to govern the University and exercise the corporate powers under law. The Board of Trustees stand in the place of the original incorporators and possess certain reserved corporate powers.

1.2 CATHOLIC TRADITION

A university is Catholic in many ways: by instruction, by the creative faith and love of its members, as well as by living the Catholicity proclaimed. The Catholicity of Seton Hall University is a call to action and a commitment to building a life that is faithful to the past and open to the future. Seton Hall University has responsibilities to the communities of which it is a part. It's caring for all people who are neighbors and fellow citizens should be made visible by the services it offers, and its concern for the well-being of the various communities of faith should be manifest by its dedication to the work of all men and women of good will.

1.3 MISSION STATEMENT

Seton Hall University is a major Catholic university. In a diverse and collaborative environment it focuses on academic and ethical development. Seton Hall University students are prepared to be leaders in their professional and community lives in a global society and are challenged by outstanding faculty, an evolving technologically advanced setting and values-centered curricula.

This mission statement was approved by the Board of Regents on 6 June 1996.

1.4 STRATEGIC PLAN -SETON HALL 2020 –“From Strength to Strength”

Seton Hall University is a community of individuals committed to the transformation and molding of our future servant leaders through Catholic ideals, principles, and values. Seton Hall University is a community of scholars representing the many branches and facets of human knowledge and exhibiting steadfast dedication to research, teaching, and various forms of service to the larger community. Seton Hall University is a community of active learners eager to be partners and collaborators in building a just society. The strategic plan builds upon twelve goals and fifty objectives and advances the University to the year 2020 and beyond. It invites and encourages members of the Seton Hall community to discover and build upon the riches and resources of the Catholic intellectual tradition.

Goal 1

Celebrate and Integrate Catholic Character, History and Intellectual Tradition into the Life of the University

Goal 2

Create a Campus Environment That Attracts, Motivates and Retains Students Who Actively Benefit From the Catholic and Academic Mission of the University

Goal 3

Enhance the Culture of Excellence in Academics

Goal 4

Enhance Key Academic Support Areas

Goal 5

Identify, Recruit, and Graduate Academically Prepared Students

Goal 6

Enhance and Expand Opportunities for Student Success

Goal 7

Strengthen Seton Hall's Catholic and Academic Identity

Goal 8

Develop a Culture of Engagement and Service

1.5 ORGANIZATIONAL STRUCTURE

As set forth in the original Act of Incorporation of Seton Hall College approved on March 8, 1861, the entire management of the affairs and concerns of Seton Hall University, and all the corporate powers granted under the Act and subsequent Acts of the Legislature and all amendments to the Certificate of Incorporation, shall be vested in the Board of Trustees and, where delegated, the Board of Regents of the University.

The University is organized functionally into four (4) major divisions, each overseen by an area Vice President. The University President oversees the primary governance of the entire University. The Provost reports to the President and has primary responsibilities for aca-

demographic functions. The Executive Vice President for Administration also reports to the President and has primary responsibilities for administrative and non-academic functions. All of the vice presidents are officers of the University and have primary responsibility for the areas entrusted to them.

The primary operational areas of the University include:

Divisions:

Academic Affairs
Finance and Information Technology
Student Affairs
University Advancement

Schools and Colleges:

College of Arts & Sciences
College of Education and Human Services
College of Nursing
John C. Whitehead School of Diplomacy and International Relations
School of Health and Medical Sciences
School of Law
Stillman School of Business
Immaculate Conception Seminary School of Theology
University College
SetonWorldWide

The University President and Executive Cabinet

As chief executive officer of the University, the President has ultimate responsibility for the University's policies.

The President has designated that all of the vice presidents make up the Executive Cabinet. This advisory body assists the President as he makes decisions about the direction of the University. The President and the Executive Cabinet meet regularly throughout the year to discuss the major issues facing the University.

II. EMPLOYMENT

2.1 Equal Employment Opportunity/Affirmative Action Statement

Seton Hall University is committed to programs of Equal Employment Opportunity and Affirmative Action (EEO/AA). The University has a responsibility to create and maintain a working and learning environment that is free of unlawful discrimination and that assures the fair and equitable treatment of all employees and students. EEO/AA programs are consistent with our Catholic educational mission and enjoy a high priority among our institutional goals and objectives. Seton Hall administers all University policies and programs in accordance with our Catholic mission and the teachings of the Catholic Church.

The University supports and implements all state and federal anti-discrimination laws, including Executive Order 11246 as amended, which prohibits discrimination in employment by institutions with federal contracts; Titles VI and VII of the 1964 Civil Rights Act, which prohibit discrimination against students and individuals on the basis of race, color, religion, national origin and/or sex; Title IX of the Education Amendments of 1972, which prohibits discrimination against students and individuals on the basis of sex; Vietnam Era Veterans' Rehabilitation Assistance Act of 1974, which requires affirmative action to employ and advance in employment qualified disabled veterans of the Vietnam Era; Equal Pay Act of 1963, which prohibits discrimination in salaries; Age Discrimination in Employment Acts of 1967 and 1975, which prohibit discrimination on the basis of age, as well as Sections 503 and 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability or perceived disability; and New Jersey Law Against Discrimination, N.J.S.A. 10:5-1, et seq.

No person may be denied employment or related benefits, or admission to the University or any of its programs or activities, either academic or nonacademic, curricular or extracurricular, because of race, color, religion, age, national origin, ancestry, gender, pregnancy, marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity and/or expression, handicap and disability, atypical hereditary cellular or blood trait, AIDS and/or HIV status, genetic information, service in the Armed Forces of the United States, or status as a disabled veteran or as a veteran of the Vietnam era. All executives, administrators, faculty and staff are responsible for supporting Seton Hall's EEO/AA policies and programs. EEO/AA policies are to be applied in all decisions regarding recruitment, hiring, promotion, transfer, retention, tenure, termination, compensation, benefits, layoffs, union membership, academic programs, and social and recreational programs.

2.2 EMPLOYMENT-AT-WILL RELATIONSHIP

The appointment letter that is sent to prospective employees from the Department of Human Resources is not an employment agreement nor does it change the at will relationship between the employee and the University unless the letter specifically states that it is an employment agreement. The policies, procedures and Employee Handbook of the University do not alter the at-will employment relationship and do not create an employment agreement.

Any employment agreement, as an exception to the at will employment relationship, must be authorized by the Board of Regents, signed by the Associate Vice President for Human Resources and specifically state that it is an employment agreement..

For additional information and the University's full policy go to:

<http://www.shu.edu/offices/policies-procedures/at-will-employment.cfm>

2.3 PRE-EMPLOYMENT TESTING

Some applicants for employment may be tested for appropriate skills. Tests are validated to help the University hire the best qualified individuals, and reduce risk of employee turnover. Candidates are evaluated consistently and fairly; assessment results determine if the candidate can proceed to the next step in the hiring process. Testing may vary depending on employment category and the various needs of the department.

Candidates for the position of Public Safety Officer (PSO) are subject to drug and alcohol testing, a physical examination and agility test. In addition, a criminal background check is required to be made after an offer of employment has been extended, but prior to the first day of work. Offers of employment to candidates who evidence positive results of the drug and alcohol test and/or criminal background check may be withdrawn.

2.4 REFERENCE CHECKS

Seton Hall University will always check references, especially from former supervisors, including Seton Hall applicants, before a final selection is made.

Reference checks are a critical part of the selection process. Reference checks provide information on how an applicant has actually performed and past performance is the best predictor of future success. Generally, references are checked prior to making an offer of employment or when hiring managers are unable to distinguish among candidates based on the application and interview(s), especially when interpersonal skills or judgment are essential for the job.

2.5 BACKGROUND INVESTIGATIONS

It is important that the Catholic educational mission of Seton Hall University is supported by qualified employees who foster a safe and secure environment for all University constituencies. It is the policy of Seton Hall to require pre-employment background investigations on each new administrator and staff hire for a Seton Hall position. Background investigations shall be conducted on candidates recommended for hire, either prior to the extension of an offer of employment, or as part of an offer of employment that is made contingent upon the satisfactory results of applicable background investigations. Initial employment and continued employment are contingent upon satisfactory background investigations. The determination of "satisfactory" is at the sole discretion of the University. Background information that is falsely reported by the candidate is cause for withdrawal of an offer of employment and/or cause for immediate termination of employment or services. The type of background investigations required is determined by the University considering the nature of the position.

For additional information and the University's full policy go to:

<http://www.shu.edu/offices/policies-procedures/human-resources-background-check.cfm>

2.6 DEFINITION OF NON-BARGAINING UNIT SUPPORT STAFF

A non-bargaining unit support staff member is a nonacademic employee of the University whose position is not included in any collective bargaining unit agreement. These positions are not exempt from federal and state overtime requirements, as defined by the Fair Labor Standards Act.

2.7 DEFINITION OF BARGAINING UNIT SUPPORT STAFF

An employee is defined as bargaining unit support staff if he or she is a member of the grounds or maintenance operation in Facilities Engineering, or a member of the secretarial/clerical staff. These individuals are covered by collective bargaining agreements. Individuals in the Department of Facilities Engineering are members of the International Union of Operating Engineers, Local 68. Secretarial support staff employees are members of the Office and Professional Employees International Union, Local 153. The unions are certified by the National Labor Relations Board to bargain on behalf of their members in the areas of wages, benefits and working conditions.

2.8 DEFINITION OF ADMINISTRATOR

An administrator is defined as a nonacademic employee of the University whose position is not included in any collective bargaining unit and who has administrative duties. An administrator is *exempt* from federal and state overtime requirements. This means that compensation is paid for performing the responsibilities of each position and not for hours worked; therefore, there is no overtime entitlement.

Administrators are categorized as follows:

- a) Executive level - leads all aspects of one or more major functional areas within division/ department/school. Typically, areas of responsibility have significant and broad impact across the University.
- b) Administrative level (directors, managers and supervisors) - responsible for the planning, directing or managing of an area, program, function or department.
- c) Professional level - responsible for performing academic support and/or institutional support, whose assignments would generally require a baccalaureate degree or higher or experience of such kind as to provide comparable background.

Administrators are at-will employees, who serve at the pleasure of the University. There is no tenure in employment for any of these administrative positions.

2.9 ESSENTIAL SERVICES AND PERSONNEL

Essential employees are employees who are required to report to work because their jobs are necessary to keep the University open and running when emergency conditions exist. The most frequent cause of such a condition is an extreme weather condition.

Essential employees must report to work when the University has a delayed opening and must remain at work when the University has an early dismissal because of emergency or extreme weather conditions. Essential employees are expected to work when the University announces that only employees involved with essential services must report to or remain in the workplace. Essential employees are expected to work hours outside their regular schedules when notified of the necessity by their departments.

2.10 PROBATIONARY PERIOD

For newly hired Local 153 OPEIU bargaining unit support staff, the first one hundred twenty (120) calendar days of employment are considered the probationary period. For newly hired Local 68 IUOE bargaining unit support staff, the first sixty (60) calendar days of employment are considered the probationary period. During this time, the employee is asked to seriously consider his or her satisfaction with the position. Likewise, supervisory personnel will evaluate in writing the employee's performance during this period. Under special circumstances, an employee's probationary period may be extended for a specified period or length of time. Successful completion of the probationary period is not a guarantee of future employment. Bargaining unit support staff have rights and responsibilities set forth in their particular collective bargaining agreement.

In the event of a transfer or promotion to another position in the University, an additional probationary period may apply.

2.11 NEW EMPLOYEE ORIENTATION

Each Seton Hall University employee plays an important role in preparing students to meet Seton Hall University's goals of excellence. Employees provide valuable services affecting the lives of countless students. Each employee needs to know how his/her job fits into the University's total strategic plan and vision. Since most new employees have similar questions, Seton Hall University provides new employees with a required orientation program, as well as written materials, to help them better understand Seton Hall University's expectations. As part of that orientation, individuals will become familiar with important employment policies, programs and benefits. For more information regarding the policies, programs and benefits that are available, go to the sections or links that follow, or contact the Department of Human Resources.

All new employees are required to complete the compliance tutorials within thirty (30) days of their scheduled new employee orientation.

The links for the training are <http://www.shu.edu/offices/compliance-education.cfm>.

2.12 SECONDARY EMPLOYMENT

Holding secondary employment or another job is not prohibited, but Seton Hall does consider the University to be the primary employer of all its full-time staff, administrators and faculty. Secondary employment may not conflict with the University's Mission. If secondary employment or another job conflicts or interferes with an individual's performance at Seton Hall, then appropriate disciplinary action will be taken.

2.13 CHANGE OF EMPLOYEE INFORMATION

Timely updates of personal and job status information will ensure that employment records are current and accurate. Employees are responsible for reporting changes in personal information to their immediate supervisor and the Department of Human Resources as soon as they occur.

2.14 UNIFORMS

Certain members of the Seton Hall University community are required to wear a uniform while on duty. Uniforms must be maintained in a clean and professional condition. Positions requiring uniforms include, but are not limited to, Public Safety Officers, bargaining unit support staff in the Department of Facilities Engineering, and PC Support Services.

III. UNIVERSITY POLICIES AND PROCEDURES

3.1 AMERICANS WITH DISABILITIES ACT, SECTION 504 OF THE REHABILITATION ACT AND THE NEW JERSEY LAW AGAINST DISCRIMINATION

Seton Hall University is supportive of and in compliance with applicable federal and state laws and regulations aimed at making American society more accessible to people with disabilities. The University will provide reasonable accommodations for qualified individuals with a disability, who can perform the essential functions and duties of the position. The University does not discriminate against people with disabilities and ensures equal opportunity for persons with disabilities in all aspects of employment, including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. For additional information, please refer to the full text of the University's policies on the Americans with Disabilities Act and the New Jersey Law Against Discrimination.

3.2 ANIMALS ON CAMPUS

With the exception of service animals as defined by the Office of Disability Services, animals are not permitted on campus.

For additional information and the University's full policy contact Human Resources.

3.3 APPROPRIATE ATTIRE

Seton Hall University requires all employees to be well groomed and dressed appropriately while performing their jobs. All employees should exercise a reasonable degree of moderation in their dress and grooming.

The division head, in conjunction with the supervisors in the work unit, may determine the standard for *well groomed, appropriately dressed, and a reasonable degree of moderation in their dress and grooming*. Managers are encouraged to seek guidance from the Department of Human Resources.

3.4 CAMPUS WIDE IDENTIFICATION

The Campus ID Office provides identification cards to Seton Hall University students, faculty, staff and administrators. The card is utilized for identification, access to the campus and certain buildings, meal plans, and general flex points. All members of the Seton Hall community must present a University identification card upon request to any University official, representative or campus security officer. Identification cards must be presented at residence halls, the Recreation Center, the computer center and Walsh Library.

3.5 CARE AND USE OF UNIVERSITY FACILITIES, EQUIPMENT AND MATERIALS

All office equipment, machines, computer facilities and materials (including software) are the exclusive property of Seton Hall University and must be treated with proper care and maintained in accordance with operating instructions and/or the terms of existing service agreements. Employees are expected to contact the appropriate office in the event of an equipment failure and/or to schedule routine maintenance.

Neglect, misuse or abuse of University property is strictly prohibited. Any person found in violation of this policy will be subject to appropriate discipline.

3.6 CODE OF CONDUCT

Members of the University community are expected to interact with one another in a spirit of civility, goodwill and mutual respect. Verbal and non-verbal expressions of hostility, insubordination, or disrespect are never acceptable as a means of interacting with others.

Any employee engaging in such behavior will be subject to appropriate discipline.

3.7 COMPLAINT AND DISPUTE RESOLUTION

In most cases, support staff and administrative employees should attempt to resolve a workplace disputes and/or complaints at the lowest level of management possible. Any employee with a dispute and/or complaint should contact his/her supervisor and request that the matter be addressed. Supervisors are responsible for addressing disputes and developing a resolution based on University policy and operational practice. If the dispute or complaint involves an employee's supervisor, the employee may contact the next level of management or the Department of Human Resources. Any employee with a complaint regarding sexual harassment, discrimination and/or retaliation should immediately contact the University's Compliance Officer or the Department of Human Resources. Any supervisor or manager who becomes aware of conduct or an allegation of sexual harassment, discrimination or retaliation, must contact the University's Compliance Office or the Department of Human Resources immediately.

For additional information, see the University's Policy Against Sexual Harassment at <http://www.shu.edu/offices/policies-procedures/compliance-sexual-harassment.cfm>

or the University's Policy Against Racial and Ethnic Discrimination at

<http://www.shu.edu/offices/policies-procedures/compliance-racial-ethnic-discrimination.cfm>

3.8 COMPUTER USE

Last Revised 03/27/12

All hardware, software and peripherals, and all products contained therein are the sole and exclusive property of Seton Hall University and may be used only for University business. The use of computers for personal or privately owned business purposes is expressly prohibited. The viewing of pornography of any kind will result in termination of employment.

The *Guidelines for the Appropriate Use of Computer Facilities* sets forth the University's policy regarding computer use and addresses issues of acceptable use of computers in detail. The Guidelines can be found at:

<http://www.shu.edu/offices/policies-procedures/systems-appropriate-use-policy.cfm>

3.9 CONFIDENTIALITY AND PRIVACY

During performance of assigned employment duties, employees may deal with or have access to confidential information about employees, students, the University and/or other data. It is the policy of Seton Hall University to safeguard confidential information and the privacy interests of employees and students.

Confidential information includes, but is not limited to the following:

- Any internal university financial statements and statistical and narrative reports;
- Information from university computers;
- Employee records and files, salary data, and statistical reports containing the same;
- Student records and files, demographic data, and statistical reports containing the same;
- Computer authorization/security codes; and
- Any quality improvement reviews, investigative reports and administrative minutes.

Employees are obliged to maintain the confidentiality of this information at all times, both at work and when off duty. Confidential information should be discussed and/or disclosed only on a "need to know" basis and in the appropriate work setting. Open and/or public areas are considered inappropriate for the discussion and/or disclosure of confidential information.

Unauthorized accessing of any record (whether electronic or manual), divulging confidential information to an unauthorized third party, using confidential information for personal use, and/or inappropriately removing confidential information from University property are strictly prohibited and may result in appropriate disciplinary action, up to and including termination of employment.

3.10 CONFLICTS OF INTEREST AND COMMITMENT

A responsibility of all Seton Hall University employees is to safeguard the tangible and intangible assets of the University. In this regard, adequate systems of internal control must be adopted and implemented to ensure that the University, its mission and its objectives are not compromised by the actions of any employee. As a part of a system of internal control, the University has developed and adopted a statement of policy regarding conflicts of interest and commitment. All employees are required to review the policy periodically and sign an acknowledgment agreeing to abide by the policy. The acknowledgment will be kept in the employee's personnel file maintained by the Department of Human Resources. Employees have a continuing obligation to notify their supervisors immediately in the event of an actual or perceived conflict of interest and/or commitment.

For additional information and the University's full policy go to:

<http://www.shu.edu/offices/policies-procedures/conflict-of-interest-statement.cfm>

3.11 STATEMENT ON CONSENSUAL RELATIONSHIPS

Seton Hall University is committed to the highest standard of professional conduct and integrity and expects all members of the university community to adhere to them. Members of the University community must take care to ensure that personal intimate relationships within the community do not result in conflicts of interest and situations that might impair objective judgment.

The University considers it inappropriate for any member of the community to establish an intimate relationship with a student, subordinate or colleague on whose academic or work performance he or she will be required to make professional judgments. The University requires that the individual cease such conduct and divest himself/herself of the professional responsibility for supervision or oversight, should an intimate relationship develop.

All employees should recognize the possible negative consequences of romantic, intimate or sexual liaisons in the workplace and academic programs

For additional information and the University's full policy contact the Department of Human Resources or the Compliance Office. This statement on consensual relationships is contained in Section VIII of the University Policy Against Sexual Harassment and can be located at <http://www.shu.edu/offices/policies-procedures/compliance-sexual-harassment.cfm>.

3.12 DEPENDENT ELIGIBILITY VERIFICATION

Seton Hall University practices financial controls and fraud prevention. As such, it is the fiduciary responsibility of the Department of Human Resources to ensure that our programs operate according to the terms contained in our policies and plan documents. All new employees and employees adding dependents are required to certify that the dependent infor-

mation and the supporting documentation that they have provided for the purpose of covering their dependents under any of the University paid benefit programs is true and correct. Any falsification of this information may result in disciplinary action up to and including termination of my employment.

3.13 DISCIPLINARY PROGRESSION FOR BARGAINING UNIT SUPPORT STAFF

Progressive discipline is provided for bargaining unit support staff employees by policy no. 403.5 and consists of (1) Verbal warning notice, (2) Written warning notice, (3) Suspension without pay, and (4) Termination for cause. The Shop steward for the bargaining unit or work area must be present at all formal disciplinary actions. Managers must make written minutes of the action (including verbal warning notice) and forward a copy to the Department of Human Resources. A representative from the Department of Human Resources must be present at the third and fourth step of progressive discipline.

3.14 DRUG-AND ALCOHOL FREE WORKPLACE

It is the policy of Seton Hall University to maintain, to the extent possible, a secure work environment that is free from the effects of employees under the influence of unlawful drugs or abuse of alcoholic beverages. The illegal manufacture, possession, distribution, purchase, sale or use of controlled substances or the unauthorized use of alcohol on University premises or while on University business is strictly prohibited. Reporting to work under the influence of alcohol or illegal drugs is also prohibited. Additionally, the University fully subscribes to the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. In partial compliance with these Acts, University employees are hereby notified of the serious dangers related to drug use in the workplace. .

For additional information and the University's full policy go to:

<http://www.shu.edu/offices/policies-procedures/drug-and-alcohol-free-workplace.cfm>

3.15 EMPLOYMENT OF RELATIVES

Seton Hall University permits the employment of individuals of the same family or those who have a personal relationship with an employee provided the family member or relative meets all qualifications for the position they are applying for and are not subject to a reporting relationship with another family member or relative who is responsible for making or influencing promotional, compensation, performance evaluation and/or hiring or firing decisions.

Potential conflicts of interest may exist when employees or applicants are applying for employment in positions that put them in frequent contact with a relative as part of their job re-

sponsibilities. In such cases, prior approval by the Associate Vice President of Human Resources or designee is required

For the purpose of this policy, the term relative includes: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister, partners in a civil union or any member of an extended family not otherwise stated above who lives at the same address as the employee.

For additional information and the University's full policy contact Human Resources.

3.16 EMPLOYMENT RECORDS

The Department of Human Resources is charged with the custody and maintenance of employment files for all employees. Seton Hall University collects and retains information about employees, as necessary, to comply with business, regulatory, and legal requirements. Seton Hall University will not release information about an employee without written authorization from the employee or as required by law.

Active employees may make an appointment to review the contents of their employment file during their employment with the Department of Human Resources.

3.17 GRIEVANCE PROCEDURES FOR BARGAINING UNIT EMPLOYEES

Support staff employees who are covered under the terms and conditions of a collective bargaining agreement (CBA) may request the union to file a grievance on their behalf. If the complaint alleges sexual harassment, discrimination or retaliation, the matter will be referred to the University Compliance Officer who will proceed in accordance with applicable University policy.

3.18 Health Insurance Portability and Accountability Act (HIPAA)

Seton Hall University, pursuant to the Health Insurance Portability and Accountability Act (HIPAA) and regulations, is required to take reasonable action to ensure the privacy of employees' Protected Health Information (PHI). All Seton Hall University employees and persons associated with Seton Hall University are responsible for protecting the security of all Protected Health Information (PHI), whether in oral or in recorded form, that is obtained, handled, learned, heard or viewed in the course of their employment or association with Seton Hall University. PHI is individually identifiable health information related to the past, present, or future physical or mental health or condition of an individual, or provision of healthcare to an individual, or past, present, or future payment for the provision of healthcare to an individual. PHI includes, but is not limited to information such as name, address, zip code, social security number, driver's license number, date of birth, and medical records. Protected Health Information does not include employment records maintained by the em-

ployer or medical information required for an employer to carry out its obligations under the Family and Medical Leave Act, the Americans with Disabilities Act, Occupational injury/Workers' Compensation, Disability insurance eligibility, sick leave requests and justifications, drug screening results, and/or fitness-for-duty tests.

PHI shall be protected during its collection, use, storage and destruction by Seton Hall University.

Use or disclosure of PHI is acceptable only in the discharge of one's responsibilities or duties (including reporting duties imposed by legislation) and based on the need to know. Any discussion regarding an employee's Protected Health Information should not take place in the presence of persons not entitled to such information or in public places (elevators, lobbies, cafeterias, off premises, etc.).

Unauthorized use or disclosure of PHI will result in appropriate disciplinary action up to and including termination.

If an employee believes his/her rights have been violated, he/she may file a complaint with the University's Compliance Office. For additional information, contact the University's HIPAA compliance officer, (Benefits Manager) Department of Human Resources.

3.19 EMPLOYMENT ELIGIBILITY VERIFICATION

Seton Hall University complies with all applicable immigration laws regarding the employment of University personnel. In accordance with the Immigration Reform and Control Act of 1986, Seton Hall may hire only persons who are legally permitted to work in the United States, i.e., citizens and nationals of the United States and aliens authorized to work in the United States. Seton Hall University must verify the identity and employment eligibility of any candidate for employment, which includes completing the Employment Eligibility Verification Form (I-9). I-9 Forms are retained on file for at least three years, or one year after employment ends, whichever is longer. All employees must provide proof of identity and eligibility within 72 hours of their first workday. Failure to do so shall result in termination <http://www.shu.edu/offices/policies-procedures/human-resources-employment-eligibility-verification.cfm> of employment.

For additional information and the University's full policy go to:

<http://www.shu.edu/offices/policies-procedures/human-resources-employment-eligibility-verification.cfm>

3.20 KEYS

Some employees may be issued University keys and/or access cards in the course of their employment. It is the employee's responsibility to safeguard keys in order to maintain adequate security at the University. The duplication of keys is strictly prohibited. If keys are stolen, lost or misplaced, the employee must report it to their direct supervisor immediately.

Upon separation of employment or upon transfer to another department, each employee must return the keys issued by the University to his/her direct supervisor or to the Department of Human Resources.

3.21 ANTI-DISCRIMINATION AND NON-RETALIATION POLICY STATEMENT

As a Catholic institution of higher education, Seton Hall University abides by values that proclaim the dignity and rights of all people. In keeping with this fundamental principle, we affirm the value of diversity and welcome persons of all groups, cultures and religious traditions to the University. Discrimination is conduct that serves to limit the social, political, economic, employment or education opportunities of particular groups or individuals solely on the basis of their membership in a particular protected class. It is unlawful and prohibited by Title IX of the Education Amendments of 1972, Title VII of the 1964 Civil Rights Act and the New Jersey Law Against Discrimination. Discrimination in any form will not be tolerated. Under the Federal Law, Title VII, protected classes include: race, sex, age, pregnancy, color, religion, national origin, veteran's status and disability. Under the New Jersey Law Against Discrimination, protected classes include: race, creed, color, national origin, ancestry, nationality, sex, age, marital status, disability, familial status, affectional or sexual orientation, atypical cellular or blood trait, and gender identity or expression. Under Title II of the Genetic Information Non-Discrimination Act of 2008 (GINA) protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic test of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members. Seton Hall is committed to fostering an environment that protects the members of the community from all forms of discrimination and retaliation. The University requests and expects the cooperation of every member of the community in realizing this goal. Retaliation occurs when an employer harasses or punishes an employee because that employee: (1) Files a charge of discrimination; (2) Opposed a practice believed to be discriminatory under federal or state law; (3) Testified in an investigation or proceeding; (4) Participated as a witness in an investigation or proceeding. Retaliation is prohibited by federal and state law and university policy. Any individual who engages in retaliatory conduct will be subject to disciplinary action. If an employee or student believes that he/she has been retaliated against, the individual should notify the Director of Compliance & Risk Management Officer immediately.

For additional information on these policies, see the University's policy and procedure at the Compliance website at: <http://www.shu.edu/offices/policies-procedures/compliance-racial-ethnic-discrimination.cfm>

3.22 RIGHT-TO-KNOW AND HAZARDOUS COMMUNICATIONS PROGRAM (New Jersey Worker and Community Right to Know Act)

In compliance with the New Jersey Worker and Community Right to Know Act, Seton Hall requires that employees be provided with information about chemicals used in the workplace. The information is provided through chemical inventories, labels, site-specific training, Material Safety Data Sheets (MSDS) and Hazardous Substance Fact Sheets. A central file of the University's chemical inventory is maintained in the Office of the Laboratory Services Administrator and available for inspection.

It is the policy of Seton Hall to provide a safe work environment for all employees. Every employee has the right to express concerns they may have. If an employee observes a condition that might appear to be potentially unsafe, the individual is strongly encouraged to report it. A complaint or concern should be reported to the University Compliance Office, the department of Public Safety or the Department of Human Resources.

For additional information, see University policies 600 the Right to Know Program and 601 Hazard Communication Program or contact the University's Lab Services Administrator.

3.23 UNIVERSITY POLICY AGAINST SEXUAL HARASSMENT

As a Catholic institution of higher education, Seton Hall University embraces Christian values that proclaim the dignity and rights of all people. The University is committed to fostering an environment that protects the members of the community from all forms of sexual harassment. Sexual harassment is defined as sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature toward any individual, student, faculty member, administrator, staff employee, vendors and guests on and off campus. Sexual Harassment is a form of unlawful sexual discrimination prohibited by Title IX of the Education Amendments of 1972, Title VII of the 1964 Civil Rights Act and the New Jersey Law Against Discrimination.

The University expects everyone's cooperation in realizing this goal. All members of the University community have an obligation to take appropriate action to eliminate sexual harassment. For additional information, see the University's policy and procedures at the compliance website at <http://www.shu.edu/offices/policies-procedures/compliance-sexual-harassment.cfm>

3.24 SMOKE-FREE ENVIRONMENT POLICY

Seton Hall University is committed to providing a healthy, smoke-free workplace and living environment. In order to protect the health and safety for all staff, faculty, students, and visitors and in accordance with NJ regulation, the "New Jersey Smoke-Free Air Act," the University has established specific rules regarding smoking on campus, both indoors and outdoors, for all staff, faculty, students, and visitors

Smoking is prohibited in all indoor workplaces and places of public access, including but not limited to all academic, residential, and administrative buildings and elevators; individual of-

ices and rooms; athletic sporting facilities; spectator areas at outdoor University events; University-owned vehicles, shuttle buses, and vans; dining facilities, theaters and concert halls.

For additional information and the University's full policy contact Human Resources.

3.25 SOLICITATION

No University employee is permitted to solicit, conduct business or raise funds in any location within the University without the express prior written permission of the University Compliance Officer. Solicitation is defined as any effort to sell goods or services or to raise money on behalf of any company, club, society, political party, or organization other than Seton Hall University or for the University's sponsored events. The distribution of any printed or electronic materials such as leaflets, flyers or e-mails, including chain e-mails must be approved by the compliance officer. In addition, this policy is intended to protect employees from solicitors of literature, services, products, sales people, and others. No outside visitors or solicitors are permitted to solicit for any purpose or by any means without express written approval of the Compliance Officer.

Violations should be reported to the Compliance Officer. Violations will result in appropriate disciplinary action.

3.26 CONSCIENTIOUS EMPLOYEE PROTECTION ACT (CEPA) "WHISTLEBLOWER ACT"

Seton Hall University has a responsibility for the stewardship of University resources that enable it to pursue its mission. It is the responsibility of all University employees, faculty, staff to report: violations or suspected violations of the law, conduct that is fraudulent or criminal, or that is incompatible with a clear mandate of public policy. No individual who, acting in good faith, reports a violation or suspected violation shall suffer harassment, retaliation or adverse academic or education consequences.

The Conscientious Employee Protection Act, commonly known as "CEPA," is New Jersey's whistleblower statute. CEPA applies to all New Jersey employers with more than 10 employees. In accordance with CEPA, Seton Hall prohibits any retaliatory action against an employee for reporting allegations of misconduct or participating in the investigation process of the complaint. For additional information, contact the Compliance Officer.

Effective September 2007 the University partnered with EthicsPoint.com to provide a confidential and anonymous mechanism for employees to report via web-based and toll-free telephone system for reporting allegations of misconduct in the workplace. The telephones are manned 365 days a year, 24 hours a day by EthicsPoint employees. To speak with an EthicsPoint employee regarding an allegation of misconduct please call the toll free telephone number 1-888-236-7522 or employees may access the EthicsPoint link to file a confidential report on line at <http://www.shu.edu/offices/compliance-index.cfm>

Please note that this reporting system does not replace the role of the Compliance Officer in investigating allegations of misconduct, it is an additional reporting mechanism for the university community.

3.27 VISITORS IN THE WORKPLACE

Employees are not permitted to have non employee visitors in the workplace during business hours.

Work areas are to be used for employees while performing their jobs. For safety and security reasons, visitors may not be in these areas.

An employee may have a visitor stop in to the office for a brief period of time. i.e. to meet the employee in order to go to lunch. In such cases, the visitor should wait for the employee in an area that is open to the public such as a waiting room.

Under no circumstances may a visitor spend the day or a significant amount of time in an employee's work area.

Employees are not permitted to bring children into the workplace except briefly to meet the employee. Children may be brought to the workplace for special events or occasions with prior approval of the supervisor

In instances where the employee may have a child care issue, they should contact their supervisor to let the supervisor know about the problem. It is not acceptable to bring the child to work for the day.

For additional information and the University's full policy contact Human Resources.

3.28 USE OF CELL PHONES AND ELECTRONIC DEVICES

The University strives to present a professional environment dedicated to serving the Seton Hall community. Any activities that detract from that goal of service should be avoided.

The rapid expansion of cell phones and electronic devices has increased dramatically over the past few years. Many people today have several personal electronic devices with them at all times. While these devices are desirable and beneficial, their use in the workplace should be limited.

The use of cell phones and electronic devices (defined below) is **not** permitted in the workplace except:

- In emergency situations – many employees have child care and other family commitments that might necessitate a call to them during the work day. Employees should set their phones to a low ring tone or “vibrate”. In the event that a situation arises that requires their immediate attention, they may take a brief phone call while working.

- Lunch hours and breaks – employees are free to use cell phones while on breaks or at lunch. Use during these periods should be out of the workplace so as not to disturb other employees who are working
- Certain employees are issued University cell phones and use them during the work day as part of their job. This type of cell phone use is an essential part of some jobs

Electronic devices other than cell phones are not to be used during working times. Employees may not play radios or wear headphones connected to radios or CD player or similar equipment.

Ear piece phones such as Bluetooth phones should not be worn while working. Wearing such devices creates the appearance that the employee is distracted even if they are not talking on the phone. For additional information and the University's full policy contact Human Resources.

IV. ATTENDANCE AND TIME OFF

4.1 ATTENDANCE

Punctuality and regular attendance is essential and is expected of all employees. Frequent tardiness and absence from work causes a burden and limits the ability of the business area to perform optimally. Recognizing that some absences are inevitable and unavoidable, reasonable allowances have been made for the occasional absence as stated in the University attendance policies. Employees are expected to provide proper notice when they will be late or absent.

Any unscheduled absence requires the employee to notify the department no later than the end of the first hour of the employee's start time.

Unreported absences for two (2) days will result in termination of employment unless the employee is prevented from doing so by reason of extreme emergency. The University may require a physician's statement for any absence due to illness in excess of three (3) days or more. If requested by the supervisor or the Department of Human Resources, an employee must produce a doctor's note within forty-eight (48) hours of the request.

4.2 HOURS OF WORK

Employees are expected to report to the workplace at the scheduled time, ready to work; take the rest periods and meal breaks as applicable and depart from the workplace at the appointed time for leaving. No "grace period" for reporting in or departing work exists. The usual and customary hours of operation during the workweek are 8:45 a.m. to 4:45 p.m., Mondays through Fridays at the main campus and 9:00 a.m. to 5:00 p.m. at the Law School. Certain offices, units and departments because of the nature of their operations may require different work schedules.

Non-bargaining unit support staff, bargaining unit support staff and administrative employees generally work five (5) consecutive workdays of seven (7) hours each day in a seven-day period. Paid holidays and/or holy days are considered days worked for the purpose of computing overtime payments. Employees are required to report arrival to and departure from the workplace consistent with current University practice.

4.3 SCHEDULED SHIFTS

Core hours of operation for the South Orange campus are 8:45 a.m. to 4:45 p.m.; core hours of operation for the Law School are 9:00 a.m. to 5:00 p.m.

The basic work shift is seven (7) hours, for a weekly total of thirty-five (35) hours, and the basic workweek is five (5) consecutive workdays in a seven-day calendar period.

For Public Safety personnel, the basic work shift is eight (8) hours for a weekly total of forty (40) hours. The basic workweek is five (5) consecutive workdays in a seven-day calendar pe-

riod. Work shifts for Public Safety Officers are: 7:00 a.m. to 4:00 p.m.; 3:00 p.m. to 12:00 a.m.; and 11:00 p.m. to 8:00 a.m.

PC Support Technicians are staggered on a rotational basis from 8:00 a.m. to 8:00 p.m. and for the summer, 8:00 a.m. to 6:00 p.m.

4.4 SUMMER HOURS

Summer hours are generally announced in early April and are based upon the business and operational needs of the University. Some departments may be required to provide services throughout the day, each day of the work week, throughout the entire summer and other departments may be able to adopt the schedule noted below.

For participating departments on the South Orange Campus, summer hours for the time period announced are:

Monday through Thursday: 8:30 a.m. – 5:00 p.m.
Lunch: forty-five (45) minutes for each 7 ¾ hour day worked
Friday: 8:30 a.m. – 12:30 p.m.; no lunch break

The Law School will observe summer hours for the time period announced according to the following schedule:

Monday through Thursday: 8:45 a.m. – 5:15 p.m.
Lunch: forty-five (45) minutes for each 7 ¾ hour day worked
Friday: 8:45 a.m. – 12:45 p.m.; no lunch break

Office and secretarial staff are required to work 35 hours per week. Some individuals, based on their job assignments, may not be able to work these adjusted hours. Staff members who work summer hours are not paid overtime for the extra 45 minutes worked daily Monday through Thursday. Overtime is only paid when employees' work exceeds 7 ¾ hours daily Monday through Thursday.

Note: employees should confirm with their supervisor that their department will be observing summer hours prior to making commitments based on summer hours.

4.5 MEAL PERIODS

Employees are permitted one (1) hour for meals for any work shift of six (6) continuous hours or more. Meal periods are neither time worked nor time paid. Whenever an employee is required to perform work or is not substantially relieved of work-related duties during a meal period, the meal period will be considered time worked. The University may reschedule an employee's meal period during the work day when operational needs preclude relieving the employee of work-related duties during the originally scheduled meal period.

4.6 REST PERIODS

Non-exempt employees are entitled to two (2) rest periods of fifteen (15) minutes during a seven (7) or eight (8) hour shift. Each rest period is normally taken in the first and second half of the shift. Operational requirements may restrict granting rest periods in some cases. Rest periods cannot be taken at the beginning or end of a shift or accumulated for use at a later time. Combining rest periods with meal periods or using either to reduce the workday is prohibited.

4.7 HOLIDAYS/HOLY DAYS

Employees are permitted to have the following holidays/holy days off with pay:

- | | |
|---------------------------------|------------------------|
| New Year’s Day | Labor Day |
| Dr. Martin Luther King Birthday | Thanksgiving Day |
| Presidents’ Day | Day after Thanksgiving |
| Holy Thursday | Christmas Eve |
| Good Friday | Christmas Day |
| Memorial Day | New Year’s Eve |
| Independence Day | |

In addition, full-time regular employees will receive the day off with pay on Presidential Election Day.

The needs of the University and conditions of an emergent nature may require shifting of holidays/holy days. As the needs of business permit, holiday/holy day time off is granted on the actual day. In all other circumstances, another day may be given in lieu of the holiday/holy day. Such substitution shall be within one week before or one week after the actual day whenever feasible.

For the current year’s scheduled holidays go to:

<http://www.shu.edu/calendars/university-holidays.cfm>

4.8 VACATIONS

Annual periods of time away from the workplace contribute to the health and well being of all employees. Seton Hall University provides annual vacation leave with pay to eligible full- and part-time administrators and non bargaining unit staff employees. The University is committed to providing all employees with the opportunity to get away from the demands of the workplace and to rest and relax. For this reason, employees are strongly encouraged to use their full allotment of vacation leave each year.

Vacations are taken at the mutual convenience of the department and the employee. Employees are expected to submit written requests for vacation time as far in advance as possible

All regular, benefits-eligible, full- and part-time (20 hours or more) administrators and non Bargaining unit Staff employees are eligible to accrue paid vacation time beginning on the date of hire. Temporary workers, consultants, leased and/or contracted workers are not eligible for paid vacation time. Employees are eligible to take vacation leave after completing three (3) months of continuous service. Supervisors in consultation with Human Resources may waive the waiting period; however, vacation time may not be taken in advance of being earned

Full time Administrators earn one and two-thirds (1-2/3) days or 11.67 hours each full month of service for a total of 20 days or 140 hours annually.

Regular part-time administrative employees scheduled to work 20 hours or more per week shall earn vacation on a prorated basis equivalent to the full-time equivalent (FTE) work schedule

Non bargaining unit staff employees earn vacation as follows:

- Up to 5 years – 1 day per month
- More than 5 years but less than 10 years – 1.25 days per month
- More than 10 years but less than 15 years 1.5 days per month
- More than 15 years but less than 20 years 1.75 days per month
- More than 20 years but less than 25 years 2.0 days per month
- More than 25 years 2.25 days per month

Additionally, non-bargaining unit support staff employees are provided with three (3) floating holidays in each fiscal year that may not be carried over from one year to the next. Floating holidays may be taken at the employee's discretion with reasonable advance notice and prior supervisory approval.

Accruals are automatically capped at 30 days or 210 hours for all administrators and non bargaining unit staff employees. Additional vacation hours will not be earned until vacation accruals have been reduced below 30 days or 210 hours.

Full-time regular bargaining unit staff employees should consult the collective bargaining agreements between the University and the Office & Professional Employees International Union, Local 153, AFL-CIO, and International Union of Operating Engineers, Local Union 68-68A for vacation entitlements and conditions.

For additional information and the University's full policy go to:

<http://www.shu.edu/offices/policies-procedures/human-resources-vacation-leave.cfm>

4.9 LEAVES OF ABSENCE

Leaves of any duration (i.e., whether short or long term, paid or unpaid), must be requested through and approved by the Department of Human Resources. All appropriate forms and paperwork for leave requests are available in the Department of Human Resources.

All University benefits and leaves that operate on an accrual basis (i.e., vacation, holiday, and paid sick time) stop accruing during an unpaid leave of absence.

4.9.1 SICK LEAVE

The University recognizes that employees may need time off from work due to illness. The University provides paid sick leave to staff and administrative employees to guard against loss of earnings due to illness, injury or disability. Sick leave may only be used for the employee's own illness or injury. Newly hired employees are not entitled to take sick leave during the first three- (3) months of employment.

Regular full-time administrators and non bargaining unit staff shall earn 12 days of sick leave each year, accrued at the rate of one (1) day for each full month of service.

Regular part-time administrative employees scheduled to work 20 hours or more per week shall earn sick leave on a prorated basis equivalent to the full-time equivalent (FTE) work schedule. *For example, an employee scheduled to work 21 hours per week (60% full-time equivalent) will earn 4.2 hours (60% times 7 hours) of sick leave each month worked.*

Administrative Employees

Sick leave may be accumulated up to a maximum of 24 days (168 hours).

Administrative employees will not be paid for any unused sick leave upon resignation, retirement, termination of employment.

Staff Employees

Regular full-time non bargaining unit staff employees may accumulate sick leave up to a maximum of eighty (80) days (560 hours). Non Bargaining unit staff employees will be paid for unused sick leave not to exceed thirty (30) days (210 hours) upon retirement as defined in the policy.

Employees covered by collective bargaining agreements between the University and Office & Professional Employees International Union, Local 153 AFL-CIO and International Union of Operating Engineers, Local Union 68-68A should consult their respective contracts regarding Sick time entitlements and procedures.

For additional information and the University's full policy go to:

<http://www.shu.edu/offices/policies-procedures/human-resources-sick-leave-policy.cfm>

4.9.2 BEREAVEMENT LEAVE

Full time employees are eligible for bereavement leave. In the event of the death of a member of the employee's immediate family, defined as an employee's spouse, parent(s), parent(s)-in-law, child, grandchild, brother, sister or any relative residing in the same household, an administrative employee shall be granted leave with pay for a period of up to three (3) consecutive days at the time of death. Under extenuating circumstances, such leave may be extended for an additional two (2) days with prior approval of the Department of Human Resources.

In the case of a grandparent, aunt, uncle, brother-in-law, or sister-in-law, niece or nephew, an administrative and/or support staff employee shall be granted a leave of absence of two (2) days with pay.

4.9.3 FAMILY AND MEDICAL LEAVE ACT

The University understands the importance of family issues to today's workforce and recognizes that its employees often face conflicting demands of family obligations and work requirements. Because employees may find it necessary to take leave from their jobs for a temporary period to address certain family responsibilities or their own serious health conditions, and in order to comply with the Family and Medical Leave Act of 1993 (FMLA) and the New Jersey Family Leave Act (NJ FLA), the university has established a Family & Medical leave policy.

Under the federal Family and Medical Leave Act of 1993 (FMLA) and the New Jersey Family Leave Act (NJFLA), Seton Hall University will provide up to 12 weeks of unpaid leave in a 12 month period to eligible employees for the birth or adoption of a child or for the serious illness of the employee or a spouse, child or parent. Employees are eligible if they have worked for Seton Hall for a total of at least 12 months and have worked at Seton Hall at least 1,000 hours over the previous 12 months.

For additional information and the University's full policy go to:

<http://www.shu.edu/offices/policies-procedures/family-medical-leaves.cfm>

4.9.4 NEW JERSEY FAMILY LEAVE INSURANCE BENEFITS

Beginning July 1, 2009, New Jersey law will provide up to six (6) weeks of Family Leave Insurance benefits. Benefits are payable to covered employees from either the New Jersey State Plan or an approved employer-provided private plan 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.

Family member means a child, spouse, domestic partner, civil union partner or parent of a covered individual.

Child means a biological, adopted, or foster child, stepchild or legal ward of a covered individual, child of a domestic partner of the covered individual, or child of a civil union partner of the covered individual, who is less than 19 years of age or is 19 years of age or older but incapable of self-care because of mental or physical impairment.

For additional information and the University's full policy contact Human Resources.

4.9.5 MILITARY LEAVE

Seton Hall University supports the rights and obligations of its employees to serve in the armed forces of the United States in accordance with the Uniformed Services and Employment and Reemployment Act of 1994 (USERRA) and New Jersey law. This policy applies to employees who volunteer or are ordered to serve in the Armed Forces, the Army National Guard and the Air National Guard when engaged in active duty, active duty for training or inactive duty training. It also applies to full-time National Guard duty, the commissioned corps of the Public Health Service and absence from work for an examination to determine fitness for any of these types of duty. This policy shall also apply to eligible employees who participate in assemblies or annual training or attend service schools conducted by the Armed Forces for cumulative service of five (5) years or less

An employee who will be absent from work because of military service shall give advance written notice of such service to the Department of Human Resources unless military necessity prevents it. An employee should submit a copy of his/her military orders to the Department of Human Resources and his/her supervisor at least 30 days prior to the time the leave is to begin.

The Military Leave policy provides specific employee protections related to compensation, health benefits, retirement benefits and reinstatement.

For additional information, contact Human Resources.

4.9.6 JURY DUTY LEAVE

The University will provide employees leave with pay to fulfill legal obligations of jury duty. Employees must provide the Department of Human Resources and their direct supervisor with a copy of the jury notice, as well as written confirmation that jury duty was fulfilled in order to be compensated for time off for jury duty. Employees may collect and keep any payment received from the court system for per-

forming jury duty. Any employee subpoenaed as a witness shall be paid only for the time required to give testimony.

4.9.7 VOLUNTEER LEAVE

Volunteerism is the willingness of people to work on behalf of others without the expectation of pay or other tangible gain. As a key part of our Catholic mission, Seton Hall University is committed to giving back to surrounding community agencies, through our employees.

Employee can participate in volunteer leave; in order to give back to the community by volunteering at **agencies that are licensed or accredited to serve citizens with special needs including children, youth, and the elderly.**

The University will grant seven (7) hours each fiscal year for the purpose of participating in volunteer activities. The leave cannot be taken incrementally. Employees must apply **in advance** for volunteer leave. The leave must be approved by the supervisor. Supervisors have the discretion to deny approval depending on the business needs of the department.

For additional information and the University's full policy go to:

<http://www.shu.edu/offices/policies-procedures/human-resources-volunteer-leave.cfm>

4.9.8 UNPAID LEAVE

The University, at its sole discretion, may grant leaves of absence without pay to eligible employees. The leave may be granted for up to 6 months. Employees may be able to continue health insurance coverage provided they make employee contribution payments in a timely manner. The terms and conditions of the leave must be approved by the employee's supervisor and the Associate Vice President for Human Resources.

4.10 VACATION DONATION

In keeping with the Catholic mission of the University and the desire to help others in need, the vacation donation program has been created. The program allows employees to donate vacation time to help keep another employee in a paid status during emergencies that are consistent with the provisions of unpaid federal and state family medical leave laws such as the illness of employee, illness of an immediate family member or death of an immediate family member. Any employee may voluntarily donate vacation time to another employee who has exhausted all of their available sick time, vacation time and personal time due to an emergency situation.

The donor employee must provide written authorization for vacation hour donation up to a maximum of 35 hours. The total of regular hours worked and donated hours

credited during any pay period cannot exceed the recipient employee's normal hours worked. Sick leave is not eligible for vacation donation.

For additional information and the University's full policy go to:

<http://www.shu.edu/offices/policies-procedures/human-resources-vacation-donation-policy.cfm>

4.11 EMERGENCY UNIVERSITY CLOSURES

When a weather emergency (e.g. snow, flooding and ice storms) creates hazardous travel conditions, the University may announce a delayed opening, an early closing or may close the University, except for essential services. During weather emergencies, students, faculty, administrators and staff must use their best judgment to determine whether conditions are safe for their travel to and from the campus.

The Provost is responsible for making the decision regarding partial or complete suspension of classes on the Main Campus, the Law School, and at other off-campus sites, as well as any delayed opening of University operations. When classes are cancelled due to weather conditions, the University is closed, except for essential services. Unless otherwise stated the cancellation of classes includes the Main Campus, the Law School and all other off-campus sites.

4.12 TELECOMMUTING

There are situations where it may be mutually beneficial to the University and an employee for the employee to work from home or at an agreed upon remote location for a portion of the work week. Telecommuting is a voluntary work arrangement in which an employee works from home or from an agreed upon remote worksite for some portion of the work-week. The employee maintains contact with the office through the use of a computer, fax machine and/or telephone.

Full- and part-time benefits eligible administrators in good standing who have been employed by the University for at least one (1) year of continuous service may be eligible to telecommute. It is a cooperative arrangement between supervisor and employee, not an entitlement, and is based on the needs of the University.

For additional information and the University's full policy contact Human Resources.

4.13 RECORDING ATTENDANCE

All University employees must report all absences (vacation, sick leave, bereavement, military leave), except on the traditional holidays and during emergency closings, on their timesheet. Every employee must complete an electronic timesheet for each pay period. Supervisory personnel are required to review and approve timesheets which are then forwarded electronically to Payroll for processing.

Failure on the part of the employee to report absences is a violation of University policy and will be treated as theft of service. As such, failure to accurately report hours taken may subject the employee to disciplinary action up to and including termination.

Timesheets may be accessed by logging into the Piratenet portal, clicking on the Offices and Services tab and clicking on “Timesheets” in the Human Resources channel.

V. COMPENSATION

5.1 WAGE AND SALARY ADMINISTRATION

The University provides compensation for each position in accordance with prescribed pay rates that are compared to appropriate markets. Across-the-board pay increases (which are not based on merit or performance) usually occur in July; however, they are not guaranteed each year and are dependent upon the financial resources of the University. An employee who has any questions concerning rates of pay should contact his or her supervisor or the Department of Human Resources.

5.2 PAYROLL SCHEDULE

Employees are paid either monthly or bi-weekly depending on their employment category.

5.3 DIRECT DEPOSIT

Direct deposit is available and encouraged for all employees. Payroll checks can be electronically deposited to any financial institution that is a member of the Automated Clearing House (ACH) System.

If you wish to take advantage of direct deposit, authorization forms are available in the Payroll Office and the Department of Human Resources. For checking account direct deposit, employees will have to furnish a blank, voided check from the checking account into which the paycheck is to be deposited. For savings account deposits, a statement from the bank showing the account number and bank transit number is needed.

5.4 OVERTIME

The University's pay practices and procedures are governed by the Fair Labor Standards Act (FLSA), its amendments, and its regulations. The University is committed to paying its employees in accordance with the requirements of the FLSA, relevant state laws, and University policy.

Under the FLSA, positions are classified as either "exempt" or "non-exempt." Non-exempt staff positions are subject to the overtime provisions of the FLSA. Exempt positions are not.

Pay status includes time worked, as well as paid leave such as sick leave, vacation leave, and holidays. Overtime hours are compensated at one and one-half times the regular hourly wage rate.

Overtime hours do not count toward accumulation of sick leave, vacation, holiday, pension contribution or retirement service credit.

The department manager will decide when overtime is required. Overtime must be approved in advance. Employees are expected to work overtime when such work is assigned.

5.5 GARNISHMENTS

Last Revised 03/27/12

A wage garnishment is a legal procedure in which a person's earnings are required by court order to be withheld by an employer for the payment of a debt such as child support. Title III of the Consumer Credit Protection Act prohibits an employer from terminating an employee whose earnings have been subject to garnishment for any one debt, regardless of the number of levies made or proceedings brought to collect it. In accordance with the law, Seton Hall University will withhold the earnings of an individual for the payment of a debt as the result of a court order or other equitable procedure. Additional information may be found at the CCPA website located at: <http://www.dol.gov/compliance/laws/comp-ccpa.htm>

5.6 CALL-IN PAY

Depending on employment category, some employees may be entitled to call-in pay in the event the individual is called in to work on a day other than their regular workday. The individual shall be paid a minimum of four (4) hours at time and one-half their regular hourly rate of pay. If called in on a Sunday or a holiday, the employee shall be paid a minimum of four (4) hours at double time the regular hourly rate of pay. If the time required to take care of the emergency is less than four (4) hours, the University reserves the right to utilize the individual for the full four (4) hours.

5.7 PAYCHECK DEDUCTIONS

Employees may elect to have paycheck deductions for many University purposes including, but not limited to pension contribution and insurance contribution, parking, and the like.

The University may deduct amounts for obligations owed to the University such as unpaid fines, personal checks returned for insufficient funds, cash advances and legally imposed levies and garnishments made against the employee's salary.

5.8 SAFE HARBOR

In accordance with the Fair Labor Standards Act (FLSA), it is the policy of Seton Hall University to promptly investigate and correct any improper payroll deductions or other payroll practices that do not comply with the Act. If an employee believes that an improper payroll practice – such as an improper deduction from an exempt salary – has occurred, he or she may make a complaint to the Department of Human Resources. Human Resources will see that the matter is appropriately reviewed. The employee will be reimbursed for the amount of any improper deduction taken.

VI. BENEFITS

The University has established a comprehensive benefits package that helps protect the present and future needs of our employees, while taking into account the economic means of the University. This benefits overview provides a high-level summary of the benefits an employee may be entitled to receive.

Benefits eligible employees include full-time administrators, staff and faculty members. Part-time employees may also qualify for benefits if scheduled working hours are at least 25 hours per week.

This handbook includes only a general outline of the benefits available. A detailed fringe benefit package is given to each new full-time employee at the time of hire. This package provides a further description of each insurance plan. Information concerning each plan may be found in the appropriate Summary Plan Description available through the Department of Human Resources. All conditions of coverage are governed by a plan document. The plan document for each benefit plan is maintained in the Department of Human Resources. The University reserves the right to change the structure of the benefit plan, including eligibility, to amend and/or terminate such plans, at any time.

6.1 HEALTH INSURANCE

Health insurance is offered on the first of the month following thirty (30) days of continuous employment with the University. The employee may enroll his or her spouse, and dependent children who are less than 26 years old. A majority percentage of the total premium is paid by the University. The employee shares the cost of health insurance coverage.

During the annual Open Enrollment period, an employee will be provided with the option of changing plans and adding dependent coverage. An employee may add or delete dependents mid-year due to qualified family events, such as marriage, birth, adoption, divorce or death.

Health insurance is offered through CIGNA Health Care with a choice of plan designs. The plans feature in-network care with co-pays, as well as out-of-network care with deductibles applied. Employees may visit the CIGNA website at: www.mycigna.com.

Dependent coverage under this plan is subject to dependent eligibility verification. See section 3.12.

6.2 DENTAL INSURANCE

The University offers dental insurance through CIGNA Health Care with a choice of two plans. The dental plans provide dental care with a choice of in-network or out-of-network dentists. The employee shares the cost of dental coverage with the University. Additional information may be obtained by visiting the website at: www.cigna.com or www.mycigna.com.

Dependent coverage under this plan is subject to dependent eligibility verification. See section 3.12

6.3 PRESCRIPTION DRUG BENEFITS

The University has chosen Medco Health, the nation's leading pharmacy benefit manager, to administer our prescription drug benefit program. Prescription drug benefits are provided to all employees and dependents enrolled in our health plans. The prescription benefit includes a formulary, which is a list of generic and brand-name drugs that are preferred by the plan. The employee is responsible for the co-pay on prescription drugs, which varies depending upon the drug classification. Greater savings on co-pays may be obtained by utilizing mail order for maintenance medications. For more information, visit the Medco website at: www.medcohealth.com.

Dependent coverage under this plan is subject to dependent eligibility verification. See section 3.12

6.4 CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

The University offers employees and their qualified beneficiaries, continuation of health insurance if loss of insurance is a result of "qualifying event," such as employment termination, divorce, dependent no longer eligible, survivor of deceased employee, reduction in hours, or retirement. Consistent with the Consolidated Omnibus Budget Reconciliation Act (COBRA), continuation will be available for all health insurance plans at or below the same level of membership. The covered individual, not the University, is responsible for the full cost of the coverage. Coverage extends from eighteen (18) months to thirty-six (36) months, depending on circumstances.

It is the employee's responsibility to notify the University Benefits Manager of a change in circumstance of the employee and/or dependent(s). The University will provide a written notice of these rights under the law at such point that eligibility for coverage occurs. Employees should read and retain this important information. For additional information, contact the Department of Human Resources.

6.5 SHORT-TERM DISABILITY

Short-term disability benefits are coordinated with the New Jersey State Disability Plan and are administered through a private plan arrangement with The Hartford. The University fully funds this benefit program. Weekly benefit payments are 66% of weekly earnings up to annual maximums. Disability benefits may be paid for up to twenty-six (26) weeks. Salary continuation during periods of short-term disability is available based on length of service and/or sick pay accruals.

For additional information and the University's full policy go to:

<http://www.shu.edu/offices/policies-procedures/short-term-disability.cfm>

6.6 LONG-TERM DISABILITY

Income protection during periods of extended illness is provided at no cost to the employee. This valuable benefit is fully funded by the University. After satisfying the twenty-six (26) week elimination period, long term disability benefits may be payable to the employee. Coverage is provided by The Hartford. Staff and administrative employees may be eligible for a benefit of 60% of earnings up to a maximum monthly amount depending on employment category. For additional information, contact the Department of Human Resources.

Long Term Disability Buy up

Eligible employees may purchase voluntary Long Term Disability benefits to increase income protection during periods of extended illness. The coverage available is 66 ^{2/3} % of monthly salary up to a maximum of \$5000 on Staff employees and \$10,000 on Faculty and Administrators. For additional information, contact the department of Human Resources

6.7 Basic Life/Accidental Death and Dismemberment (AD&D) Insurance

In case of death, the basic life plan provides a benefit payment equivalent to the employee's annual base salary. The AD&D plan provides an additional benefit equal to the employee's annual base salary in the event of death due to an accidental injury. Coverage is provided at no cost to the employee. For additional information, contact the Department of Human Resources.

6.8 Supplemental Life/SUPPLEMENTAL Accidental Death and Dismemberment (AD&D) Insurance

The Supplemental Life / AD&D plans provide voluntary coverage that is paid by employee contributions through convenient payroll deductions. Supplemental life coverage is elected in increments of base salary (1X, 2X or 3X) up to a maximum of \$200,000. The AD&D plan provides additional protection in increments of \$25,000. The employee costs vary depending upon age, salary and coverage election. The employee may also obtain coverage for his or her spouse and dependent children. Coverage may be converted to individual coverage upon leaving the employ of the University.

6.9 GROUP LONG TERM CARE INSURANCE

The University has partnered with John Hancock Life Insurance Company to offer a Group Long Term Care Insurance program (LTC). Long term care insurance provides benefits when a covered member needs assistance performing at least two activities of

daily living such as bathing and eating. The program provides coverage for home health services, adult care services and even informal care rendered by a friend or family member. Coverage in the LTC Insurance program is voluntary and paid by the employee.

LTC Insurance coverage is available for the employee, spouse, parents, siblings, grandparents and adult children of the employee. Additional information on the program is available online at <http://setonhall.jhancock.com> (username: setonhall; password: mybenefit). Enrollment kits are available in the Department of Human Resources or by contacting John Hancock at 888-723-1400.

6.10 Flexible Spending Accounts

Flexible spending accounts allow eligible full-time employees to set aside pre-tax dollars to pay for un-reimbursed medical and dependent care expenses. Maximum annual contributions are established for un-reimbursed medical and dependent care expenses. Participation in this program is voluntary and is available to newly hired employees and during the Annual Open Enrollment period. Additional information on the benefits of pre-tax savings may be found at website: www.benefitconcepts.com/html/library_fsainformation.asp

6.11 RETIREMENT PLAN (TIAA-CREF)

Seton Hall University participates in the Teachers Insurance and Annuity Association and College Retirement Equity Fund Pension Program (TIAA-CREF). Participation in the plan is mandatory. Enrollment is a condition of employment which requires eligible, full-time employees to contribute into the retirement plan upon satisfying the two-year waiting period and attaining age 21. The waiting period may be offset by qualified prior employment with a college or university. The employee contributes 4% of base annual salary and the University contributes an amount equal to 8% of the employee's base annual salary. All enrolled employees are immediately vested in the retirement plan.

The retirement plan vendor, TIAA-CREF, provides a variety of investment options as well as opportunities to speak with a counselor on-campus throughout the year. For more information, visit the TIAA-CREF website at: www.tiaacref.org/shu

6.12 SUPPLEMENTAL RETIREMENT ACCOUNT (TIAA-CREF)

Eligible employees may enroll in a Supplemental Retirement Account (SRA) with TIAA-CREF. The plan is tax-deferred and allows employees to put away more for retirement over and above the basic retirement plan offered by the University. Employees may establish an SRA at any time during their employment with the University. All contributions are payroll deducted on a pre-tax basis and can be invested in a variety of accounts with TIAA-CREF. The University does not match contributions made to Supplemental Retirement Accounts. The IRS determines the annual maximum available for deposit. Additional information is available at: www.tiaacref.org/shu

6.13 EMPLOYEE ASSISTANCE PROGRAM

An Employee Assistance Program (EAP) is a benefit that is fully funded by the University, for employees and their household members, to help identify and find resources to solve personal problems which, if not resolved, could adversely affect the employee's job performance. The University has contracted with CIGNA Behavioral Services to provide access to up to five professional counseling sessions at no cost to the employee. The EAP can also assist with legal questions or concerns, marital or family conflicts, childcare or senior care concerns, financial problems and drug or alcohol abuse. To access the EAP, please call 877-622-4327 or online at www.cignabehavioral.com. Employee ID: setonhall

6.14 AUTOMOBILE AND HOMEOWNERS INSURANCE

The University has partnered with Liberty Mutual Insurance Company to offer personal automobile and homeowners insurance to employees. Liberty Mutual Insurance Company has been a leader in the insurance industry for more than 90 years. The Group Savings Plus program offers exclusive group discounts and accident/loss forgiveness. This program can save employees money on automobile and homeowners insurance with their competitive rates. For a no-obligation rate quote, please call 800-524-9400 or visit www.libertymutual.com/lm/shubenefits.

6.15 THE JOURNEY TO WELLNESS

The University is committed to providing organized assistance and resources for employees and their families to make voluntary behavior changes which reduce their health and injury risks, improve their health consumer skills, and enhance their individual productivity and well-being. The initiative includes ongoing communications on timely subjects, online coaching programs and decision tools, as well as on-campus and online seminars.

Please visit the Journey to Wellness site on the Human Resources web page for news, timely topics and other promotions.

6.16 PIRATENET

Employees can view and/or update personal, benefit and payroll information on the Seton Hall University website at: www.shu.edu

Click on My Account Sign in enter your username and password (this is the same username and password you use to log on to your computer and access your email.

VII. PROFESSIONAL DEVELOPMENT/EDUCATIONAL BENEFITS

7.1 RECOGNITION AND AWARDS

Seton Hall University values the contributions of its employees. In addition to offering employees competitive pay and benefits, the University sponsors a number of events and supports several initiatives to recognize its employees. This takes the form of community-wide events in which employee participation is encouraged.

McQuaid Honorees – The University recognizes a select number of employees for their work at the University. This recognition is conducted by committee and is open to all who meet specific qualifications. The award is made during Charter Day activities.

Perfect Attendance – A \$200.00 cash award is presented to any eligible staff employee who maintains “perfect attendance” during any fiscal year (July 1 to June 30 period).

7.2 TRAINING AND ORGANIZATIONAL DEVELOPMENT

Whether an individual is new to Seton Hall University, needs to learn more about administrative systems or policies, seeks to take advantage of career opportunities here or wants to be more effective at their job, Training and Organizational Development is committed to providing training programs and professional development opportunities for all employees.

Seton Hall University is committed to providing training and professional development opportunities for all employees. Through skill-based programs, supervisory workshops and information sessions, all employees are presented with opportunities to enhance their own personal and professional growth.



Our E.D.G.E. series provides Administrative Supervisors with core and elective programming that Educates, Develops, Grows and Empowers them to be successful in supervising people, managing projects and leading work teams.

Staff and non-supervisory employees are encouraged to participate in programming that enhances current skills and develop new ones; leading to personal and professional growth.

For additional information, contact Training and Organizational Development in the Department of Human Resources.

<http://www.shu.edu/offices/human-resources/training.cfm>

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7.3 JOB POSTINGS

Notice of all job vacancies for regular full and part-time positions will be posted electronically on the Seton Hall University Employment website by the Department of Human Resources. This posting will remain for five (5) working days and will include job title, labor grade and a brief description of the job duties including qualifications and necessary skills. It is the intention of the University to promote qualified employees in good-standing from within the University, provided that employees are available with the required qualifications to fill the vacant position. After an administrative or non-union staff position has been posted on the Seton Hall website, the job advertisements may be placed in external publications and/or websites, if warranted. Applications for open union staff positions, covered by Local 153, will only be accepted from Local 153 members during the first five (5) business days. After the first five business days, applications will be accepted from all candidates.

To view open positions go to: <https://jobs.shu.edu>

7.4 PROMOTIONS AND TRANSFERS

In filling positions at Seton Hall, efforts are made to give preference whenever possible to qualified persons currently employed at the University, considering factors such as ability, experience, and potential for growth taken into consideration. Employees are encouraged to express interest in positions for which they believe they are qualified.

A **promotion** is a change from one position to another (either in the same office or in another office) that is classified at a higher grade level. A promotion normally, but not necessarily, is accompanied by an increase in salary.

A **transfer** is a change from one position to another within the same classification level and salary range and normally does not include an increase in salary.

Employees (including newly hired), promoted and/or transferred, may not apply for a new position within the University, for a period of at least six (6) months from the effective date of hire, promotion and/or transfer.

If an employee moves to a position classified at a lower level of responsibility, it may be accompanied by a reduction in salary.

7.5 PERFORMANCE MANAGEMENT

Performance Management encompasses accurate, well-written job descriptions, clearly communicated performance expectations, consistent, ongoing coaching feedback sessions designed to improve performance and well planned, two-way performance feedback sessions.

Performance evaluations provide consistent and equitable performance of all Seton Hall University employees. The performance evaluation system provides an opportunity for an objective dialogue between the employee and the supervisor about the individual's work per-

formance. An employee performance review form should be prepared every twelve (12) months. An interim review may be prepared whenever there is a change in the employee's performance sufficient to affect the overall rating of the previous review or whenever departmental procedures require an interim review for special purposes.

Probationary reviews are to be conducted in accordance with an individual's respective employment category. Each employee is provided an opportunity to respond to the evaluation in writing. The supervisor's evaluation and the employee's response both become a permanent part of the employee's personnel file in the Department of Human Resources

7.6 EDUCATIONAL BENEFITS

7.6.1 TUITION REMISSION

Seton Hall University provides a generous tuition remission benefit to eligible employees.

The benefit is available to the employee, his/her spouse and eligible children of the employee. Upon completion of six (6) months of continuous service for full time employees and 940 hours for part-time employees, the employee may apply for the benefit by completing a Tuition Remission Application Form.

The tuition remission benefit includes the cost of tuition only and does not include any fee-based or all-inclusive types of programs. In addition, study abroad trips are not covered under the Tuition Remission policy.

Employees must abide by the same rules and regulations imposed upon other students including minimum grade point averages, add/drop and withdrawal deadlines, qualifying coursework, etc. Tuition remission benefits may be considered taxable income in accordance with Internal Revenue Service (IRS) regulations.

<http://www.shu.edu/offices/policies-procedures/human-resources-taxation-of-tuition-exchange.cfm>

The Associate Vice President for Human Resources and the Associate Vice President for Enrollment Services, or their designee, will review University records for compliance with the policy. Employees and students found to be in violation will have tuition remission benefits suspended for a twelve (12) month period and will be responsible for reimbursing the University for any tuition remission benefits for which they were not eligible. Employees may also be subject to discipline.

For additional information, contact the Department of Human Resources.

Dependent coverage under this plan is subject to dependent eligibility verification. See section 3.12

With the prior written approval of their supervisor and upon receipt of a signed acknowledgement that the meal period(s) have been waived, employees participating in the tuition remission benefit may use up to a maximum of five (5) hours of release

time in lieu of a lunch hour each week during the semester to attend classes (one hour meal period). The five (5) hours may be used for time in the classroom only. It cannot be used for studying, doing homework or any other course related activity. This policy extends only to the fall and spring semesters.

Based on the supervisor's prior approval, time in excess of the five (5) hours may be made up by the use of vacation leave. Flex hours are not permitted nor may an employee use or combine meal or break times to make up time. Any leave used for attending classes must be accounted for on the bi-weekly time sheet in the pay period it is taken.

7.6.2 TUITION EXCHANGE

Seton Hall University participates in Tuition Exchange, Inc., a national non-profit organization that administers competitive tuition exchange scholarships for the children of employees of member colleges and universities. Seton Hall University employees may apply for a Tuition Exchange scholarship consistent with University policy and the procedure on Tuition Remission. For additional information, see the University's policy at:

<http://www.shu.edu/offices/policies-procedures/human-resources-taxation-of-tuition-exchange.cfm> or contact the Department of Human Resources.

Dependent coverage under this plan is subject to dependent eligibility verification. See section 3.12

7.6.3 TAX REPORTING AND WITHHOLDING REQUIREMENTS FOR TUITION REMISSION AND TUITION EXCHANGE BENEFITS

Under section 117(d) of the Internal Revenue Code, educational institutions offering a full reduction of tuition charges to employees, their spouses and dependent children for undergraduate coursework may exclude the value of this education from their employees' taxable wages. However, the exclusion under this section does not extend to graduate coursework.

Section 127 of the Code allows all employers to provide their employees with educational assistance for both undergraduate and graduate work. Employers may provide each employee with up to \$5,250 of graduate educational assistance per year on a tax-free basis. The Internal Revenue Code requires that educational assistance in excess of the \$5,250 exclusion must be added to employees' taxable wages and employment taxes must be withheld. The \$5,250 exclusion does not pertain to any graduate level tuition remission received by the employee's spouse or dependant(s) and will also be added to the employees' taxable wages which is also subject to employment taxation.

Section 132 of the Internal Revenue Code contains the only exception to graduate-level education taxability, and this exception applies to courses taken by SHU em-

employees *when the course is job-related and meets all of the requirements set out in paragraph 1.162-5 of the federal tax regulations.*

For additional information and the University's full policy go to:

<http://www.shu.edu/offices/policies-procedures/human-resources-taxation-of-tuition-exchange.cfm>

VIII. CAMPUS FACILITIES AND SERVICES

8.1 ACTIVITIES, EVENTS AND CULTURAL PROGRAMS

Seton Hall University hosts many activities, events and cultural programs that are open to the University community and the general public.

Annual Service Award Recognition Luncheon – The University annually recognizes employees for their service after ten (10) years and in five (5) year increments thereafter. The Luncheon is generally held in the fall to acknowledge and celebrate the contributions of the employees to the success and growth of Seton Hall.

Employee Picnic and Christmas Party – Each May, the University sponsors an employee picnic and in December, a University-wide Christmas party is held for employees to attend.

The Community Announcements database together with the University Calendar (Calendar of Events Database), serve as the main sources for information on events or subjects concerning the University community. Special announcements from the Office of the President, Office of the Provost, Department of Human Resources, Community Alert or Compliance Office will be so marked.

8.2 ATM

For employee use, there is a PNC Bank ATM located on the lower level of the University Center in the entranceway to the cafeteria.

8.3 BOOKSTORE

The bookstore is located on the lower level of Duffy Hall. Employees receive a 10% discount on merchandise (except for textbooks). To receive the discount, a Seton Hall University ID card must be presented.

8.4 CAMPUS MINISTRY

Campus Ministry provides a pastoral presence on campus and seeks to evangelize and empower all by the prompting of the Holy Spirit, to become dedicated members of God's family. Campus Ministry seeks to bring to higher education the Church's general mission; namely, to preach the Gospel of Jesus Christ, by creating an environment that allows for spiritual, moral, liturgical, and sacramental development, as well as intellectual, social and physical development. The Office is located in South Boland Hall. For the Mass schedule, visit <http://www.shu.edu/catholic-mission/campus-ministry-index.cfm>

8.5 DINING FACILITIES

There are a number of places to enjoy a meal on campus. The Galleon Room and the Pirate Dining Room are located on the 1st floor of the University Center. Pirates' Cove is located on the 2nd floor of the University Center and the University Club is located on the 3rd floor

of the University Center. Hours of operation may vary by semester. Look for announcements from Gourmet Dining Services for details.

<http://www.gourmetdiningllc.com/campus/shu/de.php>

8.6 THE CHAPEL OF THE IMMACULATE CONCEPTION

The Chapel of the Immaculate Conception has been serving the spiritual needs of Seton Hall University students, faculty, staff, administrators and community for more than 140 years. The cornerstone of this beautiful brownstone chapel was laid by the University's founder, Bishop James Roosevelt Bayley, in 1863.

Since then, the Chapel has stood like a sentinel on the University's green, a witness to the tremendous expansion of Seton Hall University as a center of education for the mind, the heart and the spirit. It is a place of fond memories for those who have celebrated Mass, baptisms, ordinations and marriages within its walls.

8.7 LIBRARY

The University Libraries are intended primarily for the use of currently enrolled Seton Hall University students and currently employed faculty, administrators, and staff. Persons wishing access to University Library collections, or to borrow resources, must present their Seton Hall University Identification (ID) cards.

8.8 NOTARY PUBLIC

Notary Public services for business or personal use are free of charge and available in the Department of Human Resources.

8.9 PARKING

The University encourages employees to take advantage of public transportation, car pooling and SHUFLY. Parking on Seton Hall property is by permit only. "Parking permit" is the general term used for hangtag, window decal, dashboard placard, guest pass, temporary pass, or other form authorized by Parking Services for parking on University property. Any vehicle parked on University property must, at all times, display a permit and be in a marked parking space.

An annual parking permit fee is charged to all employees who park on the main South Orange campus. An annual parking fee is charged to all employees who work and park at the Law School in Newark. Employees working at the Law School and parking in Newark may be eligible for a parking subsidy.

Parking regulations help to ensure that there is an orderly system in place for all who use vehicles on campus. The regulations also ensure that emergency vehicles and equipment have immediate access to all campus locations. Voluntary compliance is encouraged. Violators are subject to appropriate sanctions, including but not limited to ticketing, towing and suspension of parking privileges.

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Parking Services is located on the second floor of Duffy Hall. Parking decals are required to park on campus. For parking rules and regulations, and additional information, visit the Parking Services website at:

www.shu.edu/offices/parking-services-index.cfm

8.10 RECREATION CENTER

The cost of preventable health problems to employees and employers in both human terms and financial terms is staggering.

Seton Hall University is committed to help employees improve their health and to inspire them to pursue a new level of wellness by adopting healthier behaviors.

Use of the University Recreation Center is a free benefit that each Seton Hall University employee can enjoy. Additional memberships can be obtained for family members at a fee. For more information, visit the Recreation Center website at:

http://www.shupirates.com/ViewArticle.dbml?DB_OEM_ID=12600&ATCLID=921369

8.11 SHUTTLE SERVICE

SHUFLY is the campus shuttle system that provides transportation to various off-campus buildings as well as local attractions. For schedule times, participation or fare information, visit SHUFLY at <http://www.shu.edu/offices/services/parking-services-shufly.cfm>

IX. SAFETY AND SECURITY

9.1 WORKERS' COMPENSATION

The Workers' Compensation benefits provide for medical treatment due to work-related injuries or illnesses. All care is provided by doctors selected by our carrier, Travelers Indemnity Company, at no expense to the employee. Income replacement benefits are also provided where appropriate.

The employee must notify the Department of Human Resources immediately in the event of a work related injury or illness. Timely reporting preserves the rights of an injured employee to workers compensation insurance benefits. For additional information contact the Department of Human Resources at 973-761-9177, or link to the procedures on our website at <http://www.shu.edu/offices/upload/Workers-Compensation.pdf>

9.2 VIOLENCE PREVENTION POLICY

Seton Hall University, in order to provide an appropriate level of safety for employees, students, visitors, and property, has established a policy of Zero Tolerance for any form of threats and/or threatening behavior, or acts of violence. Employees who engage in any type of violence in the workplace; threaten violence in the workplace or; exhibit behavior that creates a concern about violence in others will be subject to immediate removal from the workplace and disciplinary action up to and including termination of employment for cause. In addition, law enforcement authorities will be notified and the employee may be liable for criminal prosecution

Ban on Firearms and Deadly Weapons

The University specifically prohibits the possession of any firearm or other deadly weapon by an employee while in the workplace. This ban includes keeping or transporting a firearm or weapon in a vehicle in a parking area, whether public or private. Employees are also prohibited from carrying a firearm or weapon while performing services off the University's premises.

Deadly weapons include any kind of firearm, knife, explosive, or other item with the potential to inflict harm. A violation of this policy will result in confiscation of the weapon by appropriate law enforcement personnel and immediate removal of the employee from the workplace. The employee will be subject to disciplinary action up to and including termination of employment for cause.

Every member of the University Community is responsible for helping to prevent violence in the workplace and **any member may report an incident and/or any suspicious activity in the workplace that could indicate that someone may be in a position to commit an act of violence to the Violence Prevention Coordinator in the Human Resources Department, the Department of Public Safety & Security** at 973-761-9300.

For additional information and the University's full policy go to:

<http://www.shu.edu/offices/policies-procedures/violence-prevention-policy.cfm>

9.3 SAFETY

Seton Hall University is committed to operate in a manner that promotes safety and health while providing a quality educational experience. Our intention is to protect all individuals from unnecessary harm or injury because of a preventable accident and to provide a workplace free of recognized hazards.

It is the responsibility of all supervisory persons to set examples for safe conduct and to ensure that all persons under their direction are informed and adhere to University safety requirements.

9.4 PIRATEALERT

The PirateAlert Emergency Notification System can transmit emergency information to the Seton Hall University community through multiple electronic means including cellular telephone, text messaging, landline, and broadcast e-mail. PirateAlert is used when an impending or occurring hazard may impact safety and security and timely notification is necessary for the SHU community to take protective action. The system may also be used to send less urgent messages such as snow closures.

For additional information on the PirateAlert System including how to choose contact methods and manage your contact information you can visit

<http://www.shu.edu/offices/services/student-affairs-piratealert.cfm> If you wish to obtain your password to access your PirateAlert account, please direct your inquiry to piratealert@shu.edu .

X. SEPARATION AND TERMINATION

10.1 EXIT INTERVIEWS

Exiting employees' views on working conditions and comments about their jobs, departments, supervisors, and co-workers may provide insight into ways to improve retention.

Upon separation of employment, employees will be contacted by the Department of Human Resources to schedule an exit interview. Employees will be afforded the opportunity to complete an Exit Questionnaire and ask any questions regarding final pay and benefits. The exit interview will be conducted in a confidential manner and will in no way affect references or future employment at Seton Hall University.

10.2 SEVERANCE BENEFITS AND RELEASE

The University may provide severance benefits as stated in University policy to full-time University administrative and staff employees, other than teaching faculty and professional librarians, who are involuntarily separated from employment. Employees who resign or who are terminated are not entitled to severance benefits under the policy. In order to receive any severance benefits, the separated employee must sign a release form. For additional information, contact the Department of Human Resources.

10.3 RESIGNATION

A resignation is the voluntary cessation of an individual's employment effected by the individual. An administrative employee who intends to resign must give a minimum of thirty (30) days notice to his/her immediate supervisor and the Associate Vice President of Human Resources. A non-union staff employee who intends to resign must give a minimum of fourteen (14) days notice to his/her immediate supervisor and the Associate Vice President of Human Resources. A resignation must be in writing.

10.4 RETIREMENT

To be eligible for University retirement, the employee must have completed at least five (5) years of employment with the University, and have attained the retirement age prescribed by the Social Security Administration, and be employed by the University immediately prior to the retirement date.

10.5 SEPARATION/REDUCTION IN FORCE

A separation is the involuntary cessation of an individual's employment effected by the University due to the elimination of that individual's position or duties, for reasons such as, but not limited to, lack of work, organizational change or a reduction in force.

10.6 TERMINATION

A termination is the involuntary cessation of an individual's employment effected by the University for cause, as defined by the University, or without cause, at the discretion of the University. Cause may be defined as, but is not limited to, unsatisfactory performance, conduct detrimental to the University or its employees or otherwise inconsistent with the University's mission. Individuals terminated for cause may not be reemployed by the University.

10.7 FINAL PAYCHECK

An employee's final paycheck resulting from a voluntary or involuntary separation will include payment for all hours worked less applicable deductions and, if appropriate, any accrued but unused vacation leave, with any monies due to Seton Hall deducted in accordance with University policy.

10.8 UNEMPLOYMENT

Both the employee and Seton Hall University contribute equally to State Unemployment Insurance Tax.

An individual must be available for and actively seeking work in order to be eligible for State benefits. An individual may be completely or partially disqualified for unemployment benefits if they resign, are unable or unavailable for work, or are terminated for misconduct.

In order to collect unemployment insurance benefits, individuals must fulfill the minimum requirements for the State of New Jersey. If all the requirements are met, individuals will be able to apply online for NJ unemployment insurance benefits by visiting the New Jersey Unemployment website at <http://www.state.nj.us/nj/employ/unemp/>.