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University Employee Handbook

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University Employee Handbook

Abstract

All employees affiliated with one of the collective negotiations units recognized at Kean University may file a grievance pursuant to the grievance procedures specified in their respective collective negotiations unit agreement. All complaints should first be made to the immediate supervisor. If the issue is not resolved after consultation with the immediate supervisor, a formal grievance may be filed pursuant to the procedures specified in the employee's collective negotiations unit agreement. Employees should consult with their designated union representative and refer to their collective negotiations unit agreement for the specific procedures to file a grievance.

Keywords

Standard II, Student, Handbook

the provisional employee will return to his/her former permanent title and switch places with the employee who is doing the bumping.

Promotional salary is determined by the Office of Human Resources. Under Title 4A, promotional salary calculations require a specific formula. Questions about salary calculation may be directed to the Office of Human Resources.

The Office of Human Resources establishes the effective date of promotion. Two weeks' notice to the former department is customary. In addition to the two weeks' notice, the hiring department and the former department may work out "sharing" arrangements where the employee's work day is split between the two departments in order to assist with the transition. The sharing arrangements are made between the two departments and may not exceed two weeks. The Office of Human Resources is not involved in making any sharing arrangements.

Open Competitive Procedures

If the vacancy is not filled by Promotional Procedures, the Office of Human Resources will recruit using Open Competitive procedures and request an Open Competitive Certification List from the New Jersey Civil Service Commission. The Open Competitive Certification List is a list of external candidates who have passed the state examination for the title. Candidates are ranked on the list according to their test scores.

The New Jersey Civil Service Commission notifies candidates on the open competitive list that Kean University is recruiting for a vacant position in that title. The candidates must respond to the Office of Human Resources in writing within five days and indicate whether or not they are interested in the position. The Office of Human Resources will schedule interested employees for an interview with the hiring department. When an open competitive list produces three interested candidates, it is considered to be a complete list. The appointing authority is required to make a selection from the first three interested candidates on a complete list. There are some exceptions. Candidates who have status as disabled veterans are given first preference, veterans are given second preference, candidates from special reemployment lists are given third preference and candidates from regular re-employment lists are given fourth preference. These types of candidates will appear at the top of the list and the appointing authority must appoint the candidate in the order of preference.

Disabled veterans and veterans must apply to the New Jersey Civil Service Commission to obtain veterans preference status. New Jersey state employees with permanent status who have been laid off will be placed on special re-employment open competitive lists. New Jersey state employees who have resigned from state service in good standing may apply to have their names placed on a regular re-employment open competitive list.

Employees selected from an open competitive list will be appointed permanently to the title pending a four month working test period. The working test period may be extended to six months if additional time is needed to evaluate job performance.

The Office of Human Resources may remove candidates from open competitive lists for sufficient cause. Examples include: falsification of an application and failure to meet the minimum requirements of the title.

If the open competitive list is incomplete (less than three interested candidates), the hiring department may still make a selection. The selected candidate will be appointed provisionally. If the hiring department

does not wish to make a selection from an incomplete list or if there are no interested candidates on the list, the Office of Human Resources will return the open competitive list and request authorization to hire someone provisionally. Such authorization will be provided only if the New Jersey Civil Service Commission does not have any additional names to refer to Kean University on a subsequent open competitive list.

Upon receipt of the provisional authorization, the Office of Human Resources will contact the hiring department and make referrals from the University's applicant pool of external candidates or make arrangements for advertising the position in The Star Ledger. Anyone selected utilizing this process will be required to take an open competitive examination for the title in order to be eligible for a permanent appointment. Provisional employees pending the open competitive process must check the New Jersey Civil Service Commission website at <http://nj.gov/csc> for information regarding the examination for their title.

A provisional employee pending open competitive procedures may be bumped (or laid off) if he/she does not take the exam, fails the exam or does not rank among the first three interested candidates on a subsequent open competitive list. Provisional employees who rank among the first three interested candidates on a subsequent open competitive exam may be appointed permanently to the title. They will begin a four-month working test period upon being appointed permanently, which may be extended to six months if additional time is needed to evaluate job performance.

Non-Competitive Titles

Some New Jersey state titles are designated as non-competitive. Employees who are hired into non-competitive titles are not required to pass a state examination in order to be eligible for a permanent appointment. These employees are appointed permanently upon hire and undergo a four-month working test period, which may be extended to six months if additional time is needed to evaluate job performance. These titles are usually entry-level positions.

When recruiting for a position in a non-competitive title, the Office of Human Resources is required to contact the New Jersey Civil Service Commission to determine if there is a special re-employment list in existence. Special re-employment lists are lists of state employees with permanent status who have been laid off. If a special re-employment list exists, the University will be required to use that list to fill the vacancy. If not, the Office of Human Resources will draft an advertisement that is reviewed by the hiring department and the president. The advertisement will be posted on the website <http://www.HigherEdJobs.com> and in The Star Ledger. The Office of Human Resources will screen applicants, make referrals and coordinate interviews with the hiring department.

Offer of Employment

The Office of Human Resources provides each department with disposition forms. A disposition form must be completed by the hiring department for each candidate that is interviewed and must indicate if the candidate has been selected or not selected. It should also include the reason for selection or non-selection. The Office of Human Resources must receive the disposition forms as soon as possible to begin the job offer process and conduct a reference check. If a negative reference is received, the hiring department will be notified and the Office of Human Resources will advise the hiring department as to the next step in the recruitment process. If the reference check is positive, the Office of Human Resources proceeds with the offer of employment. In addition to the reference check, positions in the Department of Facilities require the candidate to pass a physical examination and positions in the Department of

Campus Police and Public Safety require the candidate to pass a physical and psychological examination. The offer of employment is not official until an offer letter is signed by the Director of Human Resources and sent to the employee.

Employee Orientation

All newly hired employees must schedule an appointment to visit the Office of Human Resources prior to the effective date of their employment. During this appointment, the new employee will complete required documentation, including the Form I-9, Employment Eligibility Verification Form. In addition to the document(s) that the new employee must provide for the Form I-9, they must also provide an original social security card as proof of a valid social security number for payroll purposes. The Office of Human Resources will provide the new employee with information related to policies and procedures, health benefits and pension plans, time and attendance and performance evaluations (if applicable).

New Jersey Residency Requirement

Kean University complies with the “New Jersey First Act” (Senate Bill No. 1730, P.L. 2011, Chapter 70). Any individual newly hired by Kean University after September 1, 2011 will be required to abide by this law and establish a principal residence in New Jersey. New employees will have a full 365 days to establish such residence, from the effective date of hire.

Union Membership

New employees appointed to a job title affiliated with a collective negotiations unit will be given a copy of the appropriate collective negotiations unit agreement by the Office of Human Resources or their designated union representative. Employees have the option of joining the designated negotiations unit and paying the required membership dues. Employees not wishing to join are required to pay a representation fee in lieu of dues for services rendered. New employees may be contacted by their union representative. Following is a list of the recognized collective negotiations units at Kean University:

Council of New Jersey State College Locals, American Federation of Teachers (AFT)

Representing Faculty Members (Kean Federation of Teachers “KFT”), Non-Teaching Professional Staff, and Adjunct Faculty Members (Kean University Adjunct Faculty Federation “KUAFF”)

Communications Workers of America (CWA), Local 1031

Representing Administrative and Clerical, Higher Level Supervisory, Primary Level Supervisory, and Professional personnel

Local 195 International Federation of Professional and Technical Engineers (IFPTE)

Representing Operations, Crafts, Inspections and Security personnel

New Jersey State Policemen’s Benevolent Association State Law Enforcement Unit (NJ State PBA-SLEU)

Representing Campus Police Officers

New Jersey Law Enforcement Supervisor’s Association (NJLESA)

Representing Sergeants

Reclassification

Employees may request an audit of their position to determine if upward reclassification is warranted. Position classification is based on the level of responsibility that is assigned to a specific position. A request is submitted to the Office of Human Resources, which includes a Position Reclassification Request Form, the job description, resume and a current organizational chart. Forms may be obtained from the Office of Human Resources. Note: there is a specific reclassification form to be used for the review of classified positions and another for the review of unclassified positions. Contact the Office of Human Resources for more information.

Notification of Changes

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

Resignations

Employees wishing to resign in good standing must provide written notice to the Office of Human Resources at least two weeks prior to the effective date of separation. Failure to do so may result in a resignation not in good standing. Supervisors must notify the Office of Human Resources when subordinate employees resign.

Upon receipt of the notice, the employee will be contacted by the Office of Human Resources for an exit interview. During the interview, the employee is apprised of leave balances and post-employment benefits. Any unused vacation time that has been earned will be paid to the employee. Any overdrawn vacation and/or sick time will be deducted from the employee's last paycheck. Separating employees are entitled to post-employment benefits under COBRA (please refer to the Benefits section.)

Employer Obligation to Maintain and Report Records

On November 4, 2011, the New Jersey Department of Labor and Workforce Development issued a notice requirement related to the upkeep and visibility of employee records. A product of a law passed in 2009, the notice combines record-keeping requirements of several laws dealing with a range of wage/hour and employee benefits laws. As a result of this notice, the six-page "Employer Obligation to Maintain and Report Records" is now provided to all new hires. The notice can also be found on the bulletin board outside of the Office of Human Resources.