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University Employee Handbook

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University Employee Handbook

Abstract

The recruitment process for classified employees is governed by New Jersey Civil Service Commission Merit System Practices under Title 4A, as well as the laws pertaining to Equal Employment Opportunity. The Office of Human Resources and the hiring department must work very closely to ensure that the recruitment process is being completed properly. Details for this hiring process are contained in the Employee Handbook published on the Human Resources homepage.

Keywords

Standard II, Employee, Handbook

EMPLOYMENT INFORMATION

Employee Categories

There are four categories of employees:

Unclassified Personnel – This category refers to managerial and non-teaching professional staff positions that require a bachelor’s degree and/or a specified amount of experience as indicated by the appropriate State of New Jersey generic job specification. Some generic job specifications indicate that the education and experience requirements may be determined by the appointing authority. The Director of Human Resources, the Executive Vice President for Operations and the President are the appointing authorities for Kean University. All appointments must be approved by the University Board of Trustees.

Unclassified Faculty Personnel – This category refers to all full-time teaching professionals who provide 32 weeks of instruction from September 1st to June 30th. These employees are governed by the provisions of the AFT contract, N.J.S.A. Title 18A and the University Board of Trustees Policy. The degrees and certifications required for faculty positions are determined by the appointing authority. All faculty appointments must be approved by the University Board of Trustees.

Classified Personnel – This category refers to all employees who are hired in competitive and non-competitive titles according to New Jersey Civil Service Commission Merit System Practices and in accordance with N.J.S.A. Title 4A of the New Jersey Administrative Code. Classified employees generally provide support in clerical, maintenance and security functions for the University community. All education and/or experience requirements are determined by New Jersey Civil Service Commission generic job specifications. For additional information regarding the New Jersey Civil Service Commission, please refer to its website at: <http://nj.gov/csc>.

Hourly and Contract Personnel - Adjunct faculty, academic specialists and student employees are employed on a part-time, intermittent basis. Employment commitments are generally made from semester-to-semester. Recruitment for these employees is, generally, performed by the department head or his/her designee.

Recruitment

Position Authorization Form and Review Process

Recruitment for all positions must be authorized. When a position becomes vacant or a new position is created, the director or executive director/chairperson for that area must complete a Position Authorization Form (PAF). This form will include important information that will be reviewed and approved by the following: the Office of Human Resources, the dean (if applicable), the director of the budget office, the divisional vice president and the president. The request must be accompanied by a specific job description. The specific job description must be created using the state generic job specification as a guideline. Generic job specifications are available in the Office of Human Resources. Once the review process is completed by Human Resources and the position has been approved by the president, the search may begin.

Faculty, Non-Teaching Professional Staff and Managerial Employees

Recruitment for faculty and unclassified positions is a similar process. The recruiting department will initiate the process by contacting the Office of Human Resources. The recruiting department will complete a Position Authorization Form (PAF) and submit it along with the specific job description to Human Resources. The recruiting department will also draft an advertisement for the position. The Office of Human Resources will ensure that the job responsibilities and requirements are consistent with those listed in the state generic job specification for the title.

Positions are advertised internally (by request) and externally. Both internal and external advertisements are placed on the Kean University Employment Opportunities website: <http://www.kean.edu/KU/Employment-Opportunities>. External advertisements are also posted on the website <http://www.HigherEdJobs.com> and in The Star Ledger. Executive and faculty positions are also advertised in The Chronicle of Higher Education, Diverse Issues in Higher Education, The Hispanic Outlook and other publications that may be appropriate for the type of position. Recruitment for these positions is made in accordance with Affirmative Action procedures and recruiting departments should remain in contact with the Office of Affirmative Action and the Office of Human Resources during the entire recruitment process.

Search Committee

All faculty and unclassified positions must be filled utilizing a search committee. Searches for positions having the title of director 1 or higher must abide by the agreement between Kean University and the Faculty Senate. In general, search committees are a representative group of the Kean University community. The committee should be diverse and familiar with the objectives of recruitment set forth by the appointing authority and the Office of Affirmative Action. Only full-time faculty, professional, and managerial employees may serve on search committees. Exceptions to the use of a search committee as well as the members of search committee may be requested and are subject to the approval of the appropriate vice president (or designee) and the Office of Affirmative Action.

Applicant Review

Applications resulting from internal or external advertising must be reviewed within four weeks. This part of the process is organized and monitored by the Office of Affirmative Action. The search committee should communicate with the Office of Affirmative Action regarding the applicant pool. At the end of the four-week application review period, the search committee chairperson, director or executive director/chairperson should contact the Office of Affirmative Action regarding the interview schedule.

Interviews

Interviews should be scheduled during standard business hours of operation for the University. Candidates should be interviewed within a mutually agreeable time frame to ensure the availability of all committee members. The process of reviewing the candidates and their qualifications is monitored by the Office of Affirmative Action. The Office of Affirmative Action should be notified once a candidate has been selected by the search committee. The director or executive director/chairperson of the department may conduct a second interview with the selected candidate.

Applicant Selection and Notification Process

Once the candidate has been selected by the Search Committee, the hiring recommendation must be made through the chain-of-command. The director or executive director/chairperson is responsible for collecting the candidate's required hiring documents, including the resume, application for employment, official transcripts for all degrees and three current letters of recommendation (written within the past nine months). The candidate can be informed that they are being recommended for the position, but there should be no discussion of salary or starting date as this will be determined by the Office of Human Resources. The director or dean must send a letter along with the candidate's hiring documents to their divisional vice president to recommend the candidate. This hiring package must be approved by the divisional vice president and forwarded to the Office of Human Resources. Required Affirmative Action forms including the Applicant Summary and Minimum Qualifications Form (AA-1) and the Search Clearance Form (AA-2) must be completed for the review and approval of the Director of Affirmative Action.

At this time, an offer letter is drafted by the vice president's office and emailed to the Office of Human Resources. The offer letter will indicate the length and type of appointment, title, salary, starting date and any requirements that must be fulfilled by the candidate. The offer letter and hiring package will be reviewed by the Office of Human Resources in order to ensure that the recruitment process has been completed in accordance with University guidelines, Affirmative Action guidelines, federal and state laws and contractual obligations with the American Federation of Teachers (AFT) union (if applicable). Verbal job offers will be made by the Director of Human Resources prior to a written job offer. The job offer is not official until it is made in writing from the President. No one is permitted to work in any position without receiving an official offer of employment.

Once a candidate has been selected and the position is filled, all applicants must be notified by the hiring department that the search has ended and another candidate has been selected. Standard letters regarding the status of searches are available in the Office of Human Resources and the Office of Affirmative Action.

Classified Employees

The recruitment process for classified employees is governed by New Jersey Civil Service Commission Merit System Practices under Title 4A, as well as the laws pertaining to Equal Employment Opportunity. The Office of Human Resources and the hiring department must work very closely to ensure that the recruitment process is being completed properly.

Recruitment for classified positions may not begin until Position Authorization Form (PAF) procedures have been completed (please refer to the beginning of the Recruitment section). Upon receipt of a completed PAF, the Office of Human Resources will contact the hiring department to begin recruitment. All Classified positions are first posted internally in order to provide opportunities for reassignment or promotion for University employees. All classified job announcements are posted in accordance with the specific negotiations unit agreement.

Competitive Titles

Promotional Procedures

If a promotional list of eligible candidates exists for the title, that list must be used to fill the vacancy first. A promotional eligibility list is established by inviting employees who meet the requirements for the title to take a promotional examination. The examination is administered by the New Jersey Civil Service Commission. Candidates are ranked on the list according to their test scores. Copies of promotional eligibility lists are kept by the Office of Human Resources. Promotional lists are generally valid for a three-year period.

The Office of Human Resources certifies the promotional list whenever the University is recruiting for a vacant position in that title. Candidates must respond to the Office of Human Resources in writing within five days of the certification and indicate whether or not they are interested in the position. The Office of Human Resources will schedule interested candidates for an interview with the hiring department. When a promotional 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. The only exception is when veteran's preference rules apply. In that case, the veteran must be appointed. Employees selected from a promotional list will be appointed permanently 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. Campus Police Officers have a working test period of 12 months.

Permanent employees who are already serving in the title and are interested in a reassignment may apply for the position during the posting period. In that case, they may be considered along with the interested candidates on the promotional list, and if hired, they would not undergo a working test period.

If a promotional list produces less than three interested candidates, it is considered to be incomplete. Since the New Jersey Civil Service Commission generally requires several months to administer a promotional examination and produce an eligibility list, the appointing authority may make a provisional appointment while an examination is requested in order to produce a complete list from which to make a permanent appointment. The Office of Human Resources may invite employees who meet the requirements for the title to apply for a provisional appointment pending the completion of promotional procedures. Most of the vacancy announcements at Kean University are posted to generate both interested candidates from the promotional list and any interested internal candidates who may be eligible for a provisional appointment.

There are, however, risks involved with provisional appointments. First, any interested candidate on an incomplete promotional list must be notified if another employee whose name is not on the promotional eligibility list has been appointed to the title provisionally. The interested candidate from the list has the right to bump the provisional employee. Under Title 4A, employees whose names appear on the promotional list have more rights to a title than employees whose names do not appear on the list. They may bump for a provisional appointment, not a permanent appointment.

Second, any provisional employee must pass the state examination for the title and be among the first three interested candidates on the promotional list in order to be appointed permanently. If the provisional employee does not pass the examination or if there are three interested candidates above the provisional employee on the list, the provisional employee may be bumped. If bumped, the provisional employee will return to his/her former permanent title and be reassigned to another location. Generally,

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