

SETON HALL UNIVERSITY



ADMINISTRATOR & STAFF EMPLOYEE HANDBOOK

September 1, 2020

IMPORTANT NOTICE - PLEASE READ CAREFULLY

STATEMENT OF EMPLOYMENT RELATIONSHIP

THIS EMPLOYEE HANDBOOK IS FOR INFORMATION PURPOSES ONLY. THE POLICIES, PRACTICES AND PROCEDURES SET FORTH IN THIS HANDBOOK ARE GUIDELINES FOR SUPERVISION. THEY ARE NOT INTENDED TO CONFER CONTRACTUAL RIGHTS OF ANY KIND UPON ANY EMPLOYEE, OR TO CREATE CONTRACTUAL OBLIGATIONS OF ANY KIND FOR SETON HALL UNIVERSITY (“SETON HALL” OR “UNIVERSITY”). SETON HALL, AT ITS DISCRETION, MAY REVISE, DELETE OR SUPPLEMENT ANY POLICY, PRACTICE OR PROCEDURE IN THIS HANDBOOK AT ANY TIME.

UNLESS OTHERWISE GOVERNED BY THE TERMS OF AN EFFECTIVE COLLECTIVE BARGAINING AGREEMENT OR INDIVIDUAL EMPLOYMENT CONTRACT, ALL NON-FACULTY EMPLOYEES OF THE UNIVERSITY ARE EMPLOYED “AT WILL”. AS SUCH, JUST AS YOU MAY TERMINATE YOUR EMPLOYMENT AT ANY TIME, THE UNIVERSITY MAY DISCHARGE ANY EMPLOYEE AT ANY TIME, WITH OR WITHOUT NOTICE, FOR ANY REASON OR NO REASON AT ALL.

THIS HANDBOOK CONTAINS NO PROMISES OF ANY KIND AND SETON HALL CAN, ON ITS OWN, CHANGE OR DISCONTINUE ANY POLICY IN THIS HANDBOOK OR OTHER WRITING, OR CHANGE ANY WORKING CONDITIONS WITHOUT HAVING TO CONSULT ANYONE AND WITHOUT ANYONE’S AGREEMENT.

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A Welcome Message from the President

As one of the country's leading Catholic universities, Seton Hall has been developing students in mind, heart and spirit since 1856. Home to nearly 10,000 undergraduate and graduate students, Seton Hall is a place that nurtures servant leaders who are prepared to make a difference in the world.

Your efforts on behalf of our Catholic mission, values, and tradition continue to make Seton Hall a very special community of learners and educators. I believe that the success of Seton Hall rests in the hands of the talented and dedicated individuals who serve our students, and I am grateful for the important work that you do.

This handbook is designed to serve as a guide to the Seton Hall workplace and support the University Policies. I hope it will answer any questions you have and help make your work at the University more engaging and effective.

Joseph E. Nyre, Ph.D.
President

Important Notices and Handbook Disclaimer

The Seton Hall University Administrator & Staff Employee Handbook (the “handbook”) has been prepared to inform you of the University’s philosophy, employment practices, programs and policies, as well as the benefits provided to you as a valued employee. The terms “Seton Hall University,” “Seton Hall” and “University” are used interchangeably throughout this handbook.

All full-time and part-time staff and administrative employees are responsible for becoming familiar with each of the provisions of this handbook. Seton Hall employees are expected to conduct themselves with integrity and comply with the University’s practices and policies. The provisions of this handbook shall apply to all non-faculty employees. Faculty members should refer to the Faculty Guide, as well as applicable University policies, programs and benefits. While temporary employees and student workers must abide by all University standards of conduct and policies, they are not entitled to all the same benefits, rights and privileges of full-time staff and administrative employees.

It is important to note the following:

- Seton Hall, at its discretion, may change, delete, suspend or discontinue any part or parts of its policies at any time and without prior notice.
- **No part of this handbook constitutes a contract, express or implied, between any employee and the University. This handbook does not override the At Will Employment policy (<https://www.shu.edu/policies/at-will-employment.cfm>) or guarantee employment for any specific period of time.**
- Any such policies shall apply to existing as well as to future employees.
- No statement or promise by a supervisor, manager or department head, past or present, may be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any policy provision be found unenforceable and invalid, such finding does not invalidate the remainder of the policy or this handbook, but only that particular provision.

The University’s policies website is the official repository for all University, divisional, school, college and departmental policies currently in effect. Additional information can be obtained from Human Resources. Under certain circumstances, the University may determine that it is appropriate to make exceptions to some of the policies referenced in this handbook on a case-by-case basis. In the event an exception to a policy is made in a particular circumstance, the University is not required to make the same exception again.

Certain employees may be subject to the terms of a collective bargaining agreement. The terms of such collective bargaining agreement supersede the University policy provisions, but only to

the extent that the matter is covered by the express terms of the written contract. Otherwise, the terms of the University's policies shall prevail.

The information provided in this handbook does not cover every situation and is not intended to replace policies, actual benefit plan documents or collective bargaining agreements. Any material presented in this handbook that is found to be inconsistent with benefit plan documents, collective bargaining agreements, the policies contained on Seton Hall University's policies website and /or the law, will be superseded by the applicable benefit plan documents, contracts, the policies contained on Seton Hall University's policies website and/or law.

The University reserves the right to administer and apply all policies, programs and benefits in a manner consistent with its Catholic educational mission and the teachings of the Catholic Church.

This handbook has been prepared by the Department of Human Resources, located at the Martin House, 366 South Orange Avenue and the corner of Ward Place, South Orange, New Jersey 07979, (973) 761-9177. For any questions concerning any provision of this handbook, contact Human Resources.

I. ABOUT SETON HALL UNIVERSITY

1.1 INTRODUCTION

One of the country's leading Catholic universities, Seton Hall University has been developing students in mind, heart and spirit since 1856. Home to nearly 10,000 undergraduate and graduate students and offering more than 90 rigorous majors, Seton Hall's academic excellence has been singled out for distinction by *The Princeton Review*, *U.S. News & World Report* and *Bloomberg Businessweek*.

Seton Hall is a Carnegie Doctoral Intensive University with ten schools and colleges: the College of Arts and Sciences, the Stillman School of Business, the School of Diplomacy and International Relations, the College of Education and Human Services, the College of Nursing, the College of Communication and the Arts, the Immaculate Conception Seminary School of Theology, the School of Health and Medical Sciences, the School of Law and the School of Medicine.

An undergraduate student-to-faculty ratio of 14:1 and an average class size of 21 provide a truly supportive educational environment; students enjoy hands-on guidance from a world-class faculty that includes Fulbright scholars, leading researchers, industry leaders and former ambassadors. Dozens of Seton Hall students have been chosen for highly selective national and international awards in recent years, including Rhodes, Fulbright, Pickering and Udall scholarships.

The University offers superior experiential opportunities for career development before and after graduation. More than 80 percent of undergraduate students participate in an internship, practicum or clinical program to gain professional experience. *International Business Times* recently named Seton Hall as one of the "Top 5 Universities for Undergraduate Internships" along with the University of Pennsylvania and Duke. The University also boasts a career-related job placement rate approximately 20 percent above the national average and an international alumni network more than 90,000 strong.

The University's beautiful main campus is located in suburban South Orange, New Jersey, and is only 14 miles from New York City – offering its students a wealth of employment, internship, cultural and entertainment opportunities. Its nationally recognized School of Law is prominently located in downtown Newark. A founding member of the new Big East Conference, the Seton Hall Pirates field 14 NCAA Division I varsity sports teams.

The University, which embraces students of all religions, has a deep commitment to the Catholic intellectual tradition and prepares its graduates to be exemplary servant leaders and caring global citizens. The 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 is the oldest diocesan university in the United States.

The University is led by Joseph E. Nyre, Ph.D., who was named President in 2019.

Seton Hall University has two governing boards: the Board of Trustees and the Board of Regents. The Board of Trustees is comprised of 16 members and stands in place of the original incorporators. The Archbishop of Newark serves as the chairman and president of the Board of Trustees and the president of the Board of Regents. The Trustees have five reserved powers, including preserving the Catholic identity of the University.

The Board of Regents consists of no less than 32 and no more than 46 members. Of this number, 11 are members ex officio, including the six Catholic diocesan bishops of New Jersey. The Board of Regents has the authority to govern the University under the law.

For additional information, please access the link below:

<https://www.shu.edu/board-affairs/>

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. Its 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.

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 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 Support Areas Including Library and Technology
- 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
- Goal 9: Increase Local and National Engagement
- Goal 10: Increase International Engagement
- Goal 11: Focus on Priorities in Resource Allocation and Reallocation
- Goal 12: Diversify and Increase Sources of Revenue

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 eight (8) major divisions, each overseen by an area Vice President who reports to the President or the Provost/ Executive Vice President.

The primary operational areas of the University include:

Divisions:

1. Academic Affairs
2. Finance
3. Administration
4. Student Services
5. Enrollment Management
6. University Advancement
7. Athletics
8. General Counsel

Schools and Colleges:

College of Arts & Sciences

College of Communication and the Arts

College of Education and Human Services

College of Nursing

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

School of Medicine

The University President and Executive Cabinet

The University President oversees the primary governance of the entire University.

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

II. EQUAL TREATMENT IN THE WORKPLACE

2.1 EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Seton Hall University is committed to programs of Equal Employment Opportunity (EEO) and the principles of affirmative action. 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 programs are consistent with our Catholic educational mission and enjoy a high priority among our institutional goals and objectives. The University reserves its right to administer and apply all policies, programs and benefits in a manner consistent with its Catholic educational mission and the teachings of the Catholic Church.

The University supports and implements all state and federal anti-discrimination laws and regulations, including Presidential Executive Order 11246, as amended; which prohibits discrimination in employment by institutions with federal contracts; Titles VI of the 1964 Civil Rights Act; which prohibits discrimination against students and individuals on the basis of race, color and/or national origin; Title VII of the 1964 Civil Rights Act as amended by the Equal Employment Opportunity Act of 1972, which prohibits discrimination in employment 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

(including sexual harassment and sexual assault/violence); 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; Lily Ledbetter Fair Pay Act of 2009, which prohibits discrimination in pay; Age Discrimination in Employment Acts of 1967 and 1975, which prohibits 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 prohibits discrimination on the basis of disability or perceived disability; Title II of the Genetic Information Non-Discrimination Act of 2008 (GINA), which protects individuals from employment discrimination based on genetic information and also restricts the acquisition and disclosure of genetic information; Pregnancy Discrimination Act, which prohibits discrimination against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth; the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1, et seq.; and, the Diane B. Allen Equal Pay Act, which prohibits pay disparities based upon characteristics protected by the New Jersey Law Against Discrimination.

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 age, sex, gender, disability and/or handicap, race, color, religion, national origin, nationality or ancestry, affectional or sexual orientation, gender identity and expression, pregnancy, veteran status or military service, marital status, domestic partnership or civil union status, status as a domestic violence victim, arrest status, AIDS and/or HIV status, atypical hereditary cellular or blood trait, genetic information or membership in any other class protected by state or federal laws, now or in the future. . All executives, administrators, faculty and staff are responsible for supporting Seton Hall's EEO policies and programs and the principles of affirmative action. EEO 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.

Retaliation against complainants, respondents, alleged victims, or witnesses is prohibited pursuant to University policies. Acts of retaliation may result in disciplinary action regardless of the outcome of the underlying complaint.

The University provides several internal resources for filing complaints and raising issues related to potential discrimination, harassment or retaliation, including the following:

- **Office of EEO Compliance:** Lori A. Brown, Director of EEO Compliance, Title IX Coordinator (973) 313-6132
- **ADA/Section 504 Coordinator:** Lori A. Brown, Director of EEO Compliance, Title IX Coordinator (973) 313-6132
- **Human Resources:** Michael Silvestro, Associate Vice President for Human Resources (973) 761-9138
- **Department of Student Life:** Karen Van Norman, Associate Vice President & Dean of Students/Deputy Title IX Coordinator (973) 761-9076
- **Department of Athletics:** Lori Brown, Acting Deputy Title IX Coordinator (973) 313-6132

- **Immaculate Conception Seminary School of Theology and St. Andrew's College Seminary:** Delica Reduque, Manager – Employee & Labor Relations/Deputy Title IX Coordinator (973) 761-9284
- **School of Law:** Cara Foerst, Associate Dean for Academics/Deputy Title IX Coordinator (973) 642-8726
- **Interprofessional Health Sciences Campus:** Kelly Freeman, Director of Student Life/Deputy Title IX Coordinator (973) 542-6983
- **School of Medicine:** Dr. Laurie Sullivan, Associate Dean, Office of Student Affairs and Wellbeing/Deputy Title IX Coordinator (973) 542-6778
- **Office of the Provost:** Dr. Joan Guetti, Senior Associate Provost (973) 275-2480
- **Electronic and Information Accessibility Coordinator:** Michael Hyland, Executive Director, Digital Communications and Marketing (973) 761-9099

Links to Related University Policies and Procedures:

- Policy Against Discrimination, Harassment and Retaliation
- <https://www.shu.edu/policies/discrimination-harassment-retaliation.cfm>
- Policy Against Sexual Misconduct, Sexual Harassment and Retaliation
- <https://www.shu.edu/policies/policy-against-sexual-misconduct-sexual-harassment-and-retaliation.cfm>
- Guidelines for Responding to Complaints of Sexual Misconduct, Discrimination, Harassment and Retaliation
- <https://www.shu.edu/policies/guidelines-for-responding-to-complaints-of-sexual-misconduct-discrimination-harassment-and-retaliation.cfm>
- Department of Student Life Community Standards
- <https://www.shu.edu/student-life/upload/Student-Code-of-Conduct.pdf>
- Office of Disability Support Services (for students)
- <https://www.shu.edu/disability-support-services/>
- Policy on Reasonable Accommodations for Employees with Disabilities
- <https://www.shu.edu/policies/employees-with-disabilities.cfm>
- Conscientious Employee Protection Act Policy (Whistleblower Policy)
- <https://www.shu.edu/policies/whistleblower-act.cfm>
- Guidelines for Web Accessibility

<https://www.shu.edu/policies/website-accessibility.cfm>

2.2 NONDISCRIMINATION/TITLE IX STATEMENT

Nondiscrimination/Title IX Statement

Seton Hall University does not discriminate on the basis of age, sex, gender, disability and/or handicap, race, color, religion, national origin, nationality or ancestry, affectional or sexual orientation, gender identity and expression, pregnancy, veteran status or military service, marital status, domestic partnership or civil union status, status as a domestic violence victim, arrest status, AIDS and/or HIV status, atypical hereditary cellular or blood trait, genetic information or membership in any other class protected by state or federal laws, now or in the future, in any phase of its admissions, financial aid, educational, extra-curricular, athletic or other programs or activities, or in any aspect of its employment practices.

The University's policies are in accordance with federal and state laws and regulations prohibiting discrimination, harassment, sexual misconduct, including dating and domestic violence and stalking, as well as retaliation. These laws include the Americans with Disabilities Act (ADA) and the Amendments of 2008, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972, and the New Jersey Law Against Discrimination. The University reserves its right to administer and apply all policies, programs and benefits in a manner consistent with its Catholic educational mission and the teachings of the Catholic Church.

Students, members of the Board of Trustees and Board of Regents, non-Trustee and non-Regent members of all committees of the Board of Regents or the Board of Trustees, officers, priests, faculty, administrators, staff members, employees, applicants, volunteers and other members of the University community, as well as our vendors, visitors, guests, all persons residing in University housing and other third parties, may not be subjected to harassment that is prohibited by law, treated adversely based upon a protected characteristic or retaliated against for engaging in protected activity such as filing a complaint or participating in the review of a complaint.

In accordance with Title IX regulations, the University has designated Lori A. Brown, Director of the Office of EEO and Title IX Compliance, as the University's Title IX Coordinator. Ms. Brown is charged with overseeing compliance with the University's nondiscrimination policies and Title IX. If you have questions about any form of discrimination and/or Title IX or wish to report a violation, you may contact the persons or agencies listed below.

University Title IX Coordinator

Lori A. Brown, J.D.

Director of EEO Compliance, Title IX Coordinator

400 South Orange Avenue

Bayley Hall- Room 108

South Orange, NJ 07079

Phone: (973) 313-6132

e-mail: lori.brown@shu.edu

University Deputy Title IX Coordinators

Karen Van Norman

Associate Vice-President and Dean of Students
Deputy Title IX Coordinator
400 South Orange Avenue
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U.S. Department of Education

Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 800-877-8339
e-mail: OCR@ed.gov

U.S. Department of Education

New York Office
Office for Civil Rights
U.S. Department of Education
32 Old Slip, 26th Floor
New York, NY 10005-2500
Telephone: 646-428-3900
FAX: 646-428-3843; TDD: 800-877-8339
e-mail: OCR.NewYork@ed.gov

Equal Employment Opportunity Commission

Newark Area Office
Two Gateway Center
Suite 1703
283-299 Market Street
Newark, NJ 07102
Telephone: 1-800-669-4000
FAX: 973-645-4524
Public portal: <https://publicportal.eeoc.gov/portal/>
Website: www.eeoc.gov

New Jersey Division on Civil Rights

31 Clinton Street

Newark, New Jersey 07102

Telephone: 973-648-2700

FAX: 973-648-4405

The University's Policy Against Sexual Misconduct, Sexual Harassment and Retaliation and the Policy Against Discrimination, Harassment and Retaliation are available at <https://www.shu.edu/policies/policy-against-sexual-misconduct-sexual-harassment-and-retaliation.cfm> and <https://www.shu.edu/policies/discrimination-harassment-retaliation.cfm>.

Information about filing an internal University complaint alleging a violation of these policies is available at <https://www.shu.edu/policies/guidelines-for-responding-to-complaints-of-sexual-misconduct-discrimination-harassment-and-retaliation.cfm>.

This notice is disseminated annually.

- **POLICY AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION**

As a Catholic institution of higher education, Seton Hall University embraces Christian values that proclaim the dignity and rights of all people. The University prohibits all forms of discrimination and harassment based on membership in a class protected by state or federal law as well as sexual harassment, sexual assault and retaliation for filing a good faith complaint or otherwise participating in a review of an allegation of discrimination or harassment.

All members of the University community have an obligation to take appropriate action to eliminate discrimination, all forms of harassment, and retaliation.

If an employee believes that they have been discriminated against or suffered harassment, sexual assault or retaliation, they should notify the Director of EEO Compliance/Title IX Coordinator or the Associate Vice President for Human Resources.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/policy-against-discrimination-harassment-retaliation.cfm>

Once a complaint is filed under the policy, the Guidelines for Responding to Complaints of Discrimination, Harassment and Retaliation will generally apply.

For additional information, please access the link below:

<http://www.shu.edu/offices/policies-procedures/guidelines-for-responding-to-complaints-discrimination-harassment-retaliation.cfm>

For additional information on Title IX, sexual assault and violence prevention, please access the link below:

<http://www.shu.edu/offices/student-life/titleix/index.cfm>

- **POLICY ON REASONABLE ACCOMMODATIONS FOR EMPLOYEES WITH DISABILITIES**

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, with or without reasonable accommodation, unless the accommodation would impose an undue hardship on the University. 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.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/employees-with-disabilities.cfm>

In addition, the University maintains a Temporary Disability Benefits Leave Policy which provides guidance to employees who are eligible for temporary disability benefits, including those who are pregnant or have related conditions.

To view the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/temporary-disability-benefits-leave-policy.cfm>

2.3 CONSCIENTIOUS EMPLOYEE PROTECTION ACT (CEPA) OR “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 and 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.

Under The Conscientious Employee Protection Act, commonly known as “CEPA” or the whistleblower statute, no individual who, acting in good faith, reports a violation or suspected violation, or participates in the investigation of a violation, shall suffer harassment, retaliation or adverse academic or education consequences.

For additional information, contact the Director of EEO Compliance/Title IX Coordinator at (973) 313-6132.

For additional information, please access the link below:

<https://www.shu.edu/offices/policies-procedures/whistleblower-act.cfm>

In addition, the University has partnered with EthicsPoint.com to provide a confidential and anonymous mechanism for employees to report, via a web-based or toll-free telephone system, allegations of misconduct in the workplace. The telephones are manned 365 days a year, 24 hours a day by Ethics Point employees. To speak with an Ethics Point employee regarding an allegation of misconduct, employees may call 1-888-236-7522 or access Ethics Point to file a confidential report online via the above policy link.

Ethics Point is an additional reporting mechanism for the University community. It does not replace the role of the Director of EEO Compliance/Title IX Coordinator in investigating allegations of misconduct.

2.4 EQUAL PAY

The University fully supports the Federal Equal Pay Act, the New Jersey Law Against Discrimination (NJLAD) and other applicable laws which prohibit discrimination in compensation, benefits and other conditions of employment because of a person's sex. Compensation is determined based on a number of factors, such as a person's related education, skills and experience, market pay practices as well as job performance. The University will not retaliate against any employee who discloses or requests information from other employees or former employees for the purpose of investigating or taking legal action against potential pay discrimination.

2.5 PREGNANT EMPLOYEES AND EMPLOYEES WHO ARE NURSING

The University is committed to providing reasonable accommodations to employees affected by pregnancy (meaning pregnancy, childbirth, or medical conditions related to pregnancy or childbirth, including recovery from childbirth and lactation) in accordance with the Pregnancy Discrimination Act and the New Jersey Pregnant Workers Fairness Act, as well as all other applicable laws prohibiting pregnancy discrimination and/or disability discrimination. The University will make a reasonable accommodation for needs related to an employee's pregnancy based on the advice of the employee's physician as long as it does not constitute an undue hardship on the operations of the University. These accommodations may include bathroom breaks, breaks for increased water intake, periodic rest, assistance with manual labor, job restructuring or modified work schedules, and temporary transfers to less strenuous or hazardous work. Requests for reasonable accommodation must be made in accordance with the policy below.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/employees-with-disabilities.cfm>.

The University will provide a room other than a bathroom where nursing mothers can privately express milk. The University shall permit non-exempt employees to use reasonable unpaid break/meal time during the work day to express breast milk for use in nursing the employee's child. The break time shall run concurrently with any break time already provided to the employee. Exempt employees shall also be permitted to express breast milk during the work day. The University does not and will not discriminate against employees who express breast milk in the workplace.

III. EMPLOYMENT

3.1 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.

To review the full policy, please access the link below:

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

3.2 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 faculty, administrator and staff hire for a Seton Hall position. A criminal background check is required to be conducted after an offer of employment has been extended, but prior to the first day of work. All job offers, initial employment, promotion and transfer, are contingent upon a satisfactory background investigations. The determination of "satisfactory" is at the sole discretion of the University. An existing employee is required to notify the University if s/he is convicted of a crime, enters a plea of responsibility or is the subject of pending criminal charges. The type of background investigations required is determined by the University considering the nature of the position.

To review the full policy, please access the link below:

<https://www.shu.edu/offices/policies-procedures/background-check-policy.cfm>

3.3 PRE-EMPLOYMENT TESTING

Some candidates for employment may be tested for appropriate skills. Tests are validated to help the University hire the best qualified individuals and reduce 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 exam and agility test. Offers of employment to candidates who evidence positive results of the drug and alcohol test and/or criminal background check may be withdrawn in the sole discretion of the University.

3.4 REFERENCE CHECKS

Reference checks are a part of the selection process. Reference checks provide information on how an applicant has actually performed as past performance is an important predictor of future success. References are checked by the manager prior to making an offer of employment, including transfer and promotional opportunities.

3.5 DEFINITION OF NON-BARGAINING UNIT SUPPORT STAFF

A non-bargaining unit support staff employee is an 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. Non-bargaining unit staff are at-will employees who serve at the pleasure of the University.

3.6 DEFINITION OF BARGAINING UNIT STAFF

Two unions represent Seton Hall University employees. The International Union of Operating Engineers, Local 68, represents Facilities Engineering employees. The Office and Professional Employees International Union, Local 153, represents secretarial/clerical staff. These employees are covered by collective bargaining agreements and are bargaining unit staff. The unions are certified by the National Labor Relations Board to bargain on behalf of their members in the areas of wages, benefits and other terms and conditions of employment.

3.7 DEFINITION OF ADMINISTRATOR

An administrator is an employee of the University whose position is not included in any collective bargaining unit and who has administrative duties. An administrator may be *exempt* or *non-exempt* from federal and state overtime requirements, in compliance with applicable laws and regulations. Exempt administrators are paid for performing the responsibilities of each position and not for hours worked; therefore, there is no overtime entitlement. Non-exempt administrators are entitled to overtime payments when authorized to work overtime hours and assigned work is performed.

Administrators are categorized by law as follows:

- a) Executive level: Leads all aspects of one or more major functional areas within his or her division/department/school. Typically, areas of responsibility have significant and broad impact across the University. Customarily and regularly directs the work of other full-time employees. Possesses authority or strong influence on decisions to hire, fire, advance, promote or make other changes in the status of other employees.
- b) Administrative level: Performs office or non-manual work directly related to the management or general business operations of the University. Is responsible for the planning, directing or managing of an area, program, function or department and exercises discretion and independent judgment with respect to matters of significance.
- c) Professional level: Performs academic support and/or institutional support. Assignments generally require a baccalaureate degree or higher or experience of such kind as to provide comparable background. Duties are predominantly intellectual in character and require consistent exercise of discretion and judgment.

Administrators are at-will employees who serve at the pleasure of the University.

3.8 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, at the assigned starting time, 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 required to work when the University announces that only employees involved with essential services must report to or remain in the workplace. Essential employees are required to work hours outside their regular schedules when notified of the necessity by their departments.

3.9 NEW EMPLOYEE ORIENTATION

Each Seton Hall University employee plays an important role in preparing students to meet Seton Hall University's goals of excellence. 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 and on-line materials, to help them better understand Seton Hall University's expectations and requirements. As part of that orientation, employees 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 in this handbook or contact the Department of Human Resources.

All new employees are required to complete compliance tutorials within thirty (30) days of their employment.

3.10 SECONDARY EMPLOYMENT

Holding secondary employment or another job is not prohibited, but Seton Hall is 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 action will be taken.

3.11 CHANGE OF PERSONAL INFORMATION

Timely updates of personal information, such as address, name change or phone number, will ensure that records are current and accurate. Employees are responsible for reporting changes in personal information to the Department of Human Resources as soon as they occur.

3.12 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, PC Support Services technicians, bargaining unit support staff in the Department of Facilities Engineering.

3.13 JOB POSTINGS

Notice of all job vacancies for regular full and part-time positions will be posted electronically on the Seton Hall University Applicant Tracking System (ATS). The posting will remain for a minimum of five (5) working days and will include job title, labor grade and a brief description of the job duties, qualifications and necessary skills. It is the intention of the University to promote qualified employees in good-standing from within the University. Job advertisements may be placed in external publications and/or websites to expand the applicant pool.

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 following the posting. After the first five (5) business days, applications will be accepted from all candidates.

For additional information, please access the link below:

<http://jobs.shu.edu>

3.14 PROMOTIONS AND TRANSFERS

In filling positions at Seton Hall, efforts are made to give preference, whenever appropriate, to qualified persons currently employed at the University, considering factors such as ability, experience and potential for growth. Employees are encouraged to apply for 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 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.

3.15 PERFORMANCE EVALUATIONS

The University is committed to attracting, developing, managing and retaining a high performing, diverse and productive workforce. Effective performance management is essential. Employee performance standards and accountability linked to University mission, strategic plan and priorities are vital components of performance management. Performance management encompasses accurate, well-written job descriptions, clearly communicated performance expectations, and consistent two-way performance feedback discussions.

Performance appraisals provide consistent and equitable performance reviews of Seton Hall University staff and administrative employees. The performance appraisal system, e-Appraisal, provides an opportunity for an objective dialogue between the employee and the supervisor about the individual's work performance.

An employee performance appraisal form should be prepared every twelve (12) months. An interim review may be prepared at the discretion of the supervisor. 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 appraisal. The supervisor's appraisal is the final appraisal in the annual e-Appraisal performance management system.

To view the full policy for Administrative Employees, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/human-resources-performance-evaluation-for-administrative-employees.cfm>

To view the full policy for Staff, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/human-resources-performance-evaluation-for-staff-and-non-bargaining-employees.cfm>

3.16 DISCIPLINARY PROGRESSION FOR BARGAINING UNIT SUPPORT STAFF

Progressive discipline is generally provided for bargaining unit support staff employees, depending on the severity of the infraction or violation, and consists of (1) Verbal warning notice, (2) Written warning notice, (3) Suspension without pay, and (4) Termination for cause. Upon request by an employee who is a member of a bargaining unit, a union shop steward is permitted to be present during any investigatory interview or meeting regarding a disciplinary action. Managers must consult with the Department of Human Resources before any third or fourth step of progressive discipline under a collective bargaining agreement is taken.

3.17 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 only hire persons who are legally permitted to work in the United States, i.e., citizens and nationals of the United States and foreign nationals 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). All employees must provide proof of identity and eligibility within three working days of their first workday. Failure to do so shall result in termination of employment.

To review the full policy, please access the following link:

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

3.18 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 such individuals meet all qualifications for the position for which they are applying and the family member or employee with whom there is a personal relationship will not be 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 responsibilities. In such cases, prior written approval by the Associate Vice President of Human Resources or his/her designee is required before employment of the relative.

Family member is a spouse, parent, sibling, child, or any other relative, including an uncle, aunt, cousin, nephew, niece, 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, whether related by blood, marriage or adoption, partner in a civil union, any member

of a household or an extended family not otherwise stated above who lives at the same address as the officer or employee.

To review the full policy, please access the following link:

<https://www13.shu.edu/offices/policies-procedures/conflict-of-interest-statement.cfm>

3.19 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. The 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 their employment file during their employment by contacting the Department of Human Resources.

3.20 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 grievant 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 and the CBA.

3.21 RECRUITING FOR MISSION, NON-FACULTY EMPLOYEES

Seton Hall University is a Catholic institution of higher education that was founded and continues to be sponsored by the Roman Catholic Archdiocese of Newark. As heir to the living and developing Catholic faith tradition that gave birth to universities, Seton Hall advances the search for truth and its dissemination in the service of the well-being of individuals, society, and humankind. To these shared tasks, Seton Hall brings the Catholic intellectual tradition and its vital connection to the Catholic Church, which distinguishing qualities enable it to make distinctive contributions to the academy and to society.

Those who are part of Seton Hall - those who work for Seton Hall and those who benefit by its services - constitute a diverse population: people of religious faith or none at all, Christians and non-Christians, Catholics and non-Catholics. This diversity is an invaluable asset. Equally priceless is the necessity that all stakeholders in Seton Hall coordinate their goals and efforts consistent with its mission.

To help fulfill and promote our mission, Seton Hall recruits and develops its employees for mission. The program of recruiting employees for mission aims to inform prospective employees

of the University's Catholic identity and mission and to help them and hiring personnel determine how they will support and contribute to the University's goals.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/recruiting-for-mission.cfm>

IV. ATTENDANCE AND TIME OFF

4.1 ATTENDANCE

Punctuality and regular attendance are essential and required of all employees. Frequent tardiness and absence from work burdens the ability of the business area to perform optimally. Some absences or delays are inevitable and unavoidable, in which event employees are required to provide reasonable notice.

Local 153 and Local 68 employees should refer to their respective collective bargaining unit agreement regarding reporting requirements.

Any unscheduled absence requires the employee to notify the department no later than the employee's start time or as provided in the employee's collective bargaining agreement.

Unreported absences for two (2) or more 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) consecutive days, or if there is a reasonable basis for believing the policy is being abused. 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.

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

4.2 HOURS OF WORK

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, including adjustments to the usual and customary work schedule, workweek and hours of work.

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 (7) day period. Paid holidays and 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

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 (7) calendar day using alternating, overlapping schedules in order to accommodate 24hour/365 day coverage. 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. Adjustments may be made by the University to the scheduled shifts and hours of work to meet operational needs.

4.4 SUMMER HOURS

Summer hours are offered in the discretion of the University. They 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 ³/₄ 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 ³/₄ hour day worked

Friday: 8:45 a.m. – 12:45 p.m.; no lunch break

Administrators and office 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 ³/₄ hours daily Monday through Thursday.

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 (except during summer hours). Meal periods are neither time worked nor time paid. Whenever a staff employee, with supervisory permission, performs 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 HOLIDAYS/HOLY DAYS

The following holidays/holy days are observed, with pay:

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

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

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 additional information, please access the link below:

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

4.7 VACATIONS

Annual periods of time away from the workplace contribute to the health and well-being of all employees. For this reason, employees are strongly encouraged to use their full allotment of vacation leave each year.

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.

To review the full policy, please access the link below:

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

4.8 LEAVES OF ABSENCE

Supervisors are required to notify the Department of Human Resources regarding all requests for leave. Leaves of any duration (i.e., whether short or long term, paid or unpaid), must be requested through and approved, in writing, by the Department of Human Resources, in consultation with the supervisor. All applicable forms for leave requests are available in the Department of Human Resources.

The supervisor must complete the proper Department of Human Resources process to place the employee out on leave and to return them to active status upon return.

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 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 be used for purposes authorized by University policy and/or applicable law.

Information regarding the earning and accrual of sick leave, the procedures for utilizing sick leave, the requirement for a doctor's note and related matters are set forth in the Sick Leave 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 collective bargaining agreements regarding sick time entitlements and procedures.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/human-resources-sick-leave-policy.cfm>

4.10 BEREAVEMENT LEAVE

Full time employees are eligible for bereavement leave. In the event of the death of a member of an 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 written 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.

4.11 DOMESTIC VIOLENCE AND SEXUAL VIOLENT OFFENSE LEAVE (NEW JERSEY SAFE ACT)

A New Jersey employee who is a victim of domestic violence or any sexually violent offense, or whose child, parent, spouse, domestic partner, or civil union partner was a victim of domestic violence or any sexually violent offense, may take unpaid time off from work to: (1) seek medical attention for physical or psychological injuries caused by domestic or sexual violence; (2) recover from physical or psychological injuries caused by domestic or sexual violence; (3) obtain services from a victim services organization; (4) obtain psychological or other counseling; (5) participate in safety planning, temporarily or permanently relocating, or taking other actions to increase safety or ensure economic security; and/or (6) seek legal assistance or remedies, including preparing for or participating in any civil or criminal proceeding.

To be eligible, an employee must be employed with the University for each working day during each of 20 or more calendar workweeks in the then-current or immediately preceding calendar year, and have worked at least 1,000 hours during the immediately preceding 12-month period. Eligible employees can receive up to 20 days unpaid leave of absence in a 12-month period.

The employee must provide advance notice to the Department of Human Resources, or if an unscheduled absence occurs, the employee must provide certification to Human Resources within a reasonable time after the absence. This leave is unpaid, but employees are required to substitute any accrued vacation for all or part of the leave period.

4.12 FAMILY MEDICAL LEAVES

The University understands the importance of family issues in 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, such as caring for a child or an ill family member or their own serious health condition, the University has established a Family Medical Leaves Policy in

accordance with the federal Family and Medical Leave Act and the New Jersey Family Leave Act, recognizing New Jersey Family Leave insurance benefits.

The policy sets forth eligibility requirements, the various reasons for which such leaves may be taken, benefits available during leave, the process to apply for leave and other important information. Military family leave is also available under the policy.

To review the full policy, please access the link below:

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

4.13 NEW JERSEY FAMILY LEAVE INSURANCE BENEFITS

The New Jersey Family Leave Act (NJFLA) provides 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.

Employees are eligible if they have worked for Seton Hall for a total of at least twelve (12) months and have worked at Seton Hall at least 1,000 hours over the previous twelve (12) months, and have not previously used FMLA time during the previous twelve (12) months.

To review the full policy, please access the link below:

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

4.14 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.

These laws apply to employees who volunteer or are ordered to serve in the Armed Forces, the Army National Guard or the Air National Guard, when engaged in active duty, active duty for training or inactive duty training. They also apply 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. These laws further 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 his/her supervisor and 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 University provides specific employee protections related to compensation, health benefits, retirement benefits and reinstatement.

For additional information, contact the Department of Human Resources.

4.15 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, prior to the actual jury duty, 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 performing jury duty.

4.16 TESTIMONY IN COURT

Any employee subpoenaed as a witness shall be paid only for the time required to provide testimony.

4.17 VOLUNTEER LEAVE

Volunteering 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 the community through our employees.

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.

To review the full policy, please access the link below:

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

4.18 UNPAID LEAVE

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

4.19 VACATION DONATION

In keeping with the Catholic mission of the University and the desire to help others in need, employees may donate vacation time to another employee who has exhausted all of his/her available sick time, vacation time and personal time due to an emergency that is covered by New Jersey state and federal family and medical leave laws.

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 donation.

To review the full policy, please access the link below:

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

4.20 EMERGENCY UNIVERSITY CLOSURES

When a weather emergency (e.g. snow, flooding or ice storms) creates hazardous travel conditions, the University may delay its opening, close early or close entirely, 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, the Inter-professional Health Sciences campus, 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, Inter-professional Health Sciences campus and all other off-campus sites.

4.21 RECORDING ATTENDANCE

All University employees must report all absences (vacation, sick leave, bereavement, military leave, jury duty and witness testimony) to their supervisor, except for traditional holidays and emergency closings, on their timesheet. Every employee must complete an electronic timesheet for each pay period. Supervisors are required to review and approve timesheets.

Failure on the part of the employee to report absences or accurately report hours taken are violations of University policy and will be treated as theft of services. Employees violating these policies may be subject to disciplinary action, up to and including termination.

For additional information, please access the link below:

<http://www.shu.edu/human-resources/time-and-attendance-systems.cfm>

V. COMPENSATION AND PAYROLL

5.1 WAGE AND SALARY ADMINISTRATION

The University provides compensation for each position in accordance with prescribed pay rates that are evaluated against 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.

To take advantage of direct deposit, authorization forms are available in the Payroll Office and the Department of Human Resources.

For additional information, please access the link below:

<http://www.shu.edu/finance-division/payroll-department.cfm>

5.4 OVERTIME

The University's pay practices and procedures are governed by the Fair Labor Standards Act (FLSA), its amendments and regulations, and New Jersey Law. Under the FLSA, positions are classified as either "exempt" or "non-exempt." Non-exempt staff and non-exempt administrator positions are subject to the overtime provisions of the FLSA; exempt positions are not.

Non-exempt staff and non-exempt administrators are required to enter their time into the timekeeping system, each day. The time will then be calculated to determine pay for any extra time worked. Overtime hours do not count toward accumulation of sick leave, vacation, holiday, pension contribution or retirement service credit, unless otherwise provided by law.

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

5.5 GARNISHMENTS

A wage garnishment is a legal procedure in which a portion of an employee's earnings are required by court order to be withheld by an employer for the payment of a debt, such as child support. The federal Consumer Credit Protection Act (CCPA) prohibits an employer from terminating an employee because his/her earnings have been subject to garnishment, regardless of the number of garnishments or proceedings brought to collect a debt or debts. In accordance with the law, Seton Hall University will withhold a portion of an employee's earnings for the payment of a debt in accordance with the terms of a court order.

For additional information, please access the link below:

<http://www.dol.gov/dol/topic/wages/garnishments.htm>

5.6 CALL-IN PAY

Depending on the 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 employee (if non-exempt) 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 (if non-exempt) 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 employee 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, supplemental retirement contribution, additional life insurance coverage and parking.

The University may deduct amounts for legally imposed levies and garnishments made against the employee's salary.

5.8 PAYCHECK CORRECTIONS

In accordance with the Fair Labor Standards Act, it is the policy of Seton Hall University to promptly investigate and correct any mistaken payroll deductions or other payroll errors in order to comply with the Act. If an employee believes that a payroll error has occurred, such as an improper deduction from an exempt salary, he or she may submit 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 designed to help 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 regular full-time administrators and staff. Regular part-time employees may also qualify for benefits if scheduled to work a minimum of 25 hours per week.

Documents detailing the fringe benefits are given to each new benefits eligible employee at the time of hire. These documents provide a brief description of each benefit 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 University reserves the right to change the structure of the benefit plan, including eligibility, to amend and/or terminate such plans, at any time.

For additional information, please access the link below:

<https://www.shu.edu/human-resources/benefits.cfm>

6.1 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 benefit plan documents. All new employees and employees adding dependents are required to certify that the dependent information and the supporting documentation that they have provided for the purpose of securing coverage for their dependents under any of the University benefit programs is true and correct. Any falsification of this information may result in disciplinary action, up to and including termination of employment. For additional information, contact the Department of Human Resources.

6.2 HEALTH INSURANCE: MEDICAL AND DENTAL

Medical and dental insurance are offered on the first day of the month following thirty (30) days of continuous employment with the University. Enrollment in these plans is voluntary. The employee may enroll with or without dependents. While the premium for medical and/or dental insurance is shared between the University and the employee, the University pays the majority of the cost.

During the annual Open Enrollment period, all benefits eligible employees will be provided with the option to enroll, terminate, add/remove dependents or change plans of coverage. The employee will have the opportunity to make changes during the year upon a qualifying life event, such as marriage, birth, adoption, divorce, death, involuntary loss of coverage or change in employment. The employee only has 31 days from the qualifying life event date to notify the Benefits Department and request changes to his or her health coverage.

Dependent coverage is subject to dependent eligibility verification. See the guidelines for “Dependent Eligibility for Medical and Dental Plans” under Section 6.1.

For additional information, please access the link below:

<https://www.shu.edu/human-resources/benefits-listing.cfm>

6.3 PRESCRIPTION DRUG BENEFITS

Prescription drug benefits are provided to all employees and dependents enrolled in the University’s medical plans. 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.

Dependent coverage under this plan is subject to dependent eligibility verification. See the guidelines for “Dependent Eligibility for Medical and Dental Plans” under Section 6.1.

For additional information, please access the link below:

<https://www.shu.edu/human-resources/prescription-benefits.cfm>

6.4 CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

The University offers qualifying employees and eligible dependents continuation of health insurance if loss of insurance is a result of a “qualifying event,” such as employment termination, divorce, dependent’s loss of eligibility, survivorship of deceased employee, reduction in hours or retirement. Consistent with the Consolidated Omnibus Budget Reconciliation Act (COBRA), continuation of health insurance will be available at or below the same level of coverage. The covered individual, not the University, is responsible for the full cost of the insurance premium. Coverage may extend from eighteen (18) months up to thirty-six (36) months, depending on the circumstances.

It is the employee’s responsibility to notify the Benefits Department of a change in circumstance of the employee and/or dependent(s) that would affect coverage. For additional information, contact the Benefits Department at benefits@shu.edu.

6.5 TEMPORARY DISABILITY

Temporary disability benefits are coordinated with the New Jersey State Disability Plan and are administered through a private plan arrangement. The University fully funds this benefit program. Disability benefits may be paid for up to twenty-six (26) weeks and weekly benefit payments may be up to 66 2/3% of weekly earnings up to a maximum benefit determined by the State of NJ. Salary continuation during periods of short-term disability may be available based on length of service and/or sick pay accruals.

For additional information, please access the link below:

<https://www.shu.edu/human-resources/disability-care-fmla-workers-compensation.cfm>

6.6 LONG-TERM DISABILITY

Income protection during periods of extended illness is provided at no cost to employees. This valuable benefit is fully funded by the University. After satisfying the eligibility requirements, long-term disability benefits will be payable to the employee. Staff and administrative employees may be eligible for a benefit of 60% of base earnings up to a maximum monthly amount depending on employment category.

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 66.67% of monthly base salary up to a maximum of \$5,000 for staff employees and \$10,000 for administrators.

For additional information, please access the link below:

<https://www.shu.edu/human-resources/disability-care-fmla-workers-compensation.cfm>

6.7 BASIC LIFE & ACCIDENTAL DEATH AND DISMEMBERMENT (AD&D)

Seton Hall University provides, at no cost to the employee, basic life and AD&D insurance in an amount equal to one (1) times your annual earnings, up to a maximum of \$100,000 for staff and up to a maximum of \$255,000 for administrators.

Supplemental Life:

Supplemental coverage is voluntary and paid by the employee through payroll deductions. An employee may also purchase supplemental life insurance for a spouse and/or children, up to a certain age.

For additional information, please access the link below:

<https://www.shu.edu/human-resources/life-insurance.cfm>

Supplemental Accidental Death and Dismemberment (AD&D):

Supplemental coverage is voluntary and paid by the employee through payroll deductions. An employee may also purchase supplemental AD&D insurance for a spouse and/or children

For additional information, please access the link below:

<https://www.shu.edu/human-resources/life-insurance.cfm>

6.8 GROUP LONG-TERM CARE INSURANCE

The University has partnered with a third-party carrier to offer a group long-term care insurance program (LTC). LTC coverage is voluntary and paid by the employee directly to the carrier. LTC insurance provides benefits when an insured member needs assistance with performing certain daily living activities as defined by the policy. LTC coverage is also available for a spouse, parents, siblings, grandparents and adult children of the employee. The monthly benefit is determined by the employee.

For additional information, please access the link below:

<https://www.shu.edu/human-resources/voluntary-benefits-employee-discounts.cfm>

6.9 FLEXIBLE SPENDING ACCOUNTS

A flexible spending account (FSA) allows employees to set aside pre-tax dollars for eligible health care and dependent care expenses. Participation in this program is voluntary.

Health Care FSA:

A Health Care FSA allows you to set aside funds on a pre-tax basis to pay for eligible medical services provided to you, your spouse and your dependents. Some eligible expenses may include:

- Co-payments, co-insurance and deductible expenses
- Dental care (e.g. exams, fillings, crowns)
- Vision care, eyeglasses, contact lenses
- Chiropractic care
- Prescription drugs and certain over-the-counter medical items

Dependent Care FSA:

A Dependent Care FSA allows an employee to set aside funds on a pre-tax basis to pay for certain dependent care expenses. These expenses must be for a dependent child under the age of 13 or a spouse or other dependent adult who is incapable of self-care.

For additional information, please access the link below:

<https://www.shu.edu/human-resources/flexible-spending-accounts.cfm>

6.10 COMMUTER BENEFIT

A commuter benefit plan (CBP), also known as a qualified transportation account, allows employees to set aside pre-tax dollars for eligible mass transit and parking expenses.

For additional information, please access the link below:

<https://www.shu.edu/human-resources/commuter-benefits.cfm>

6.11 RETIREMENT PLAN

Seton Hall University offers two separate retirement plans through the Teachers Insurance and Annuity Association (TIAA, formerly TIAA-CREF).

The Matching Retirement Plan:

Participation in the matching plan is mandatory and a condition of employment. Eligible employees are required to contribute into the retirement plan upon satisfying the two-year waiting period and attaining age 21. The waiting period may be reduced or eliminated if the employee was employed by another non-profit university or college in a regular position within six (6) months prior to employment with Seton Hall. The employee contributes 4% of base annual salary and the University matches with an amount equal to 8% of the employee's base annual salary. All enrolled employees are immediately vested.

The Supplemental Retirement Plan:

All employees are eligible to enroll in the Supplemental Retirement Plan. Participation is voluntary. The plan is tax-deferred and allows employees to increase their savings for retirement up to the annual maximum established by the IRS. Employees may enroll in the Supplemental Plan at any time during the year. All contributions are payroll deducted on a pre-tax basis and can be invested in a variety of accounts with TIAA. The University does not match contributions made to Supplemental Retirement Accounts.

For additional information, please access the link below:

<https://www.shu.edu/human-resources/pension-benefits.cfm>

6.12 EMPLOYEE ASSISTANCE PROGRAM

An Employee Assistance Program (EAP) is a benefit that is fully funded by the University for employees and their household members. The Program helps identify 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 (5) 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.

For additional information, please access the link below:

<https://www.shu.edu/human-resources/employee-assistance-program.cfm>.

To access the EAP, please call 877-622-4327 or online at <https://apps.cignabehavioral.com/web/>.

Employee ID: setonhall

6.13 VOLUNTARY BENEFITS AND EMPLOYEE DISCOUNT PROGRAMS

The University offers voluntary benefits, including employee discount programs.

For additional information, please access the link below:

<https://www.shu.edu/human-resources/voluntary-benefits-employee-discounts.cfm>

6.14 WELLNESS PROGRAMS

The University is committed to providing organized assistance and resources for employees and their families.

For additional information, please access the link below:

<https://www.shu.edu/human-resources/wellness-information.cfm>

6.15 EDUCATIONAL BENEFITS AND PROFESSIONAL DEVELOPMENT

6.15.1 TUITION REMISSION

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

As set forth in the policy, the benefit is available to an employee, his/her spouse and eligible dependents of the employee. Eligibility criteria for employees, spouses and dependents are set forth in the policy.

The tuition remission benefit includes the cost of tuition only for courses taken at the South Orange campus and does not include any fee-based or all-inclusive types of programs. Employees and spouses are eligible to receive tuition remission at Seton Hall University School of Law at the rate in the policy. Study abroad trips are not covered under the Tuition Remission policy. 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 benefit for which they were not eligible. Employees may also be subject to discipline.

To view the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/tuition-remission-benefit.cfm>

6.15.2 TUITION EXCHANGE

Seton Hall University participates in Tuition Exchange, Inc., a national non-profit organization that administers competitive tuition exchange scholarships for the dependents of employees of member colleges and universities. The number of scholarships available each year depends upon the number of dependent children of Seton Hall employees who attend other member institutions and the number of dependent children of employees of other member institutions who attend Seton Hall. Seton Hall uses seniority to determine how the scholarships will be awarded, as do most other schools. 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 Tuition Exchange Scholarship Program policy or contact the Department of Human Resources.

To view the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/human-resources-tuition-exchange.cfm>

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

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

Under the Internal Revenue Code, there are tax implications for tuition remission and tuition exchange benefits.

To view the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/human-resources-taxation-of-tuition-exchange.cfm>

6.16 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 within the Department of Human Resources is committed to providing training programs and professional development opportunities for all employees. Employees are presented with opportunities to enhance their own personal and professional growth through various methods of training: workshops, informational sessions and online courses.

Staff and non-supervisory employees are encouraged to participate in programs which aim to enhance 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.

VII. CAMPUS FACILITIES AND SERVICES

7.1 BICYCLES

Seton Hall University promotes the use of bicycles as an alternative means of transportation supporting the University's goals for a more sustainable campus. Accordingly, the University has adopted a policy addressing proper use and parking of bicycles on campus.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/bicycle-policy.cfm>

7.2 BOOKSTORE

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

7.3 CAMPUS MINISTRY

Campus Ministry provides a pastoral presence on campus and seeks to empower all to become dedicated members of God's family. Campus Ministry strives to bring to higher education the Church's 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 Campus Ministry office is located in South Boland Hall.

For the additional information, please access the link below:

<http://www.shu.edu/catholic-mission/campus-ministry-index.cfm>

7.4 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. A Dunkin' Donuts is on the 2nd floor of Walsh Library. Hours of operation may vary by semester and during inclement weather.

For additional information, please access the link below:

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

7.5 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.

To inquire about reserving the Chapel, contact the Office of Campus Ministry at 973-761-9589.

7.6 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.

To view the full policy, please access the link below:

<http://library.shu.edu/library/policies>

7.7 SEMINARY LIBRARY

All Seton Hall University faculty, administrators, staff and students who have a valid SHU ID card have access and borrowing privileges. All others are considered visitors. While visitors are welcome to read and research, there are no borrowing privileges for visitors.

To review the full policies, please access the links below:

<https://www13.shu.edu/offices/policies-procedures/seminary-library-access.cfm>

<https://www13.shu.edu/offices/policies-procedures/seminary-library-lending-policy.cfm>

<https://www13.shu.edu/offices/policies-procedures/seminary-library-overdue-policy.cfm>

<https://www13.shu.edu/offices/policies-procedures/seminary-donations.cfm>

7.8 LANGUAGE RESOURCE CENTER

The Language Resource Center (LRC) in Fahy Hall has hundreds of CDs, audio and video cassettes and DVDs in French, German, Italian, Chinese, Japanese, Spanish and English. Administrators and staff may check out media (CDs, DVDs, VHS tapes and books) from the LRC for two (2) weeks. The loan may be renewed. Faculty may also place media on reserve for use by students.

Use of the materials in the LRC is subject to all U.S. Copyright laws. By using the materials in the LRC, the user agrees to abide by U.S. Copyright law and "Fair Use" practices.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/lrc-media-use-and-copyright.cfm>

7.9 PARKING

The University encourages employees to take advantage of public transportation, carpooling and SHUFLY. Parking on Seton Hall property is by permit only. Any vehicle parked on University property must, at all times, display a hangtag or other permit and be in a marked parking space.

A parking permit fee is charged to all employees who park on Seton Hall premises. A parking fee is also 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.

Employees with unpaid tickets will not be permitted to purchase a permit until all outstanding tickets are paid.

Parking Services is located on the second floor of Duffy Hall.

For additional information, please access the link below:

<https://www13.shu.edu/offices/parking-services/index.cfm>

To review rules and regulations, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/parking-services-rules-and-regulations.cfm>

7.10 SHUTTLE SERVICE

SHUFLY is the campus shuttle system that provides transportation to various off-campus buildings as well as local attractions.

For additional information, please access the link below:

<http://www.shu.edu/offices/services/parking-services-shufly.cfm>

7.11 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 may be obtained for family members at a fee.

For additional information, please access the link below:

<http://www.shupirates.com/sports/2016/7/10/recreation-seha-regan-rec-center-html.aspx>

To review the full policy, please access the link below:

<http://shupirates.com/sports/2016/7/10/recreation-seha-regan-rec-center-policies-html.aspx>

VIII. SAFETY AND SECURITY

8.1 CONTRACTOR/VENDOR ID CARDS

To enhance overall campus security, the University has adopted a Contractor/Vendor ID Card Policy to provide a means of immediately identifying contractors and vendors retained by the Department of Facilities Engineering (DFE) while they are working on campus.

All contractors and vendors hired by DFE are required to maintain and wear proper identification and ensure that the appropriate University personnel are aware of their presence, location, and activities. These requirements do not apply to firms that are just making deliveries to campus.

The review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/facilities-engineering-vendor-id.cfm>

8.2 COLLECTION OF PERSONAL CONTACT DATA FOR EMERGENCY NOTIFICATION SYSTEM (PIRATEALERT)

The University has contracted with an outside vendor to provide the University community with emergency notification services in times of emergency.

The PirateAlert Emergency Notification System can transmit emergency information to the Seton Hall University community through multiple electronic means, including cell phone, 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 so that the SHU community is able to take protective action. The system may also be used to send less urgent messages such as snow closures.

For additional information, please access the link below:

<http://www.shu.edu/offices/services/student-affairs-piratealert.cfm>

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/student-affairs-piratealert-data-collection-policy.cfm>

8.3 EMERGENCY PREPAREDNESS

The SHU campus can be impacted by a range of emergencies that require individuals to take action to protect themselves. These include natural hazards such as weather and illness related hazards; technological hazards; fires, hazardous materials releases, utility failures and intentional hazards such as crime and terrorism.

Evacuation and sheltering-in-place are the two primary means by which exposure to most hazards can be reduced. Employees should be prepared to do either, depending on the type and location of the hazard. Warnings and/or instructions may be received via PirateAlert, through the activation of the University Emergency Siren, through an activated fire alarm or directly from emergency personnel.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/emergency-preparedness.cfm>

8.4 FIRE SAFETY

Seton Hall University will conform to all applicable requirements of the New Jersey Uniform Fire Code. The University requires that all members of its community strictly adhere to the fire safety procedures developed for the safety of its students, staff, faculty and guests.

The University Fire Safety Program is coordinated by the Department of Public Safety & Security (PSS). PSS oversees Fire Safety Program functions and reviews and updates SHU fire safety policy and procedures, as needed. PSS is also responsible for inspecting and maintaining fire suppression and detection/alarm systems, providing fire safety education to the University community, managing the Fire Awareness and Safety Team (FAST) and conducting fire drills.

The Department of Facilities Engineering is responsible for fire prevention inspections and New Jersey fire code compliance within all University buildings.

Each division and department within the University is responsible for adhering to the guidelines contained in the University's Fire Safety Program Policy as they apply to their area of work within the University.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/public-safety-fire-emergencies.cfm>

8.5 GOOD SAMARITANS

Student and employee health and safety are fundamental to our community. Whenever there is concern for a student or employee, or a belief that assistance is needed, students and employees are expected to contact Public Safety. In the case of a medical emergency, students and employees should immediately call 911.

In the event that a student is seeking medical assistance for themselves or for an individual who is intoxicated or experiencing an alcohol-related emergency, that student will not be subject to University disciplinary action related to the alcohol policy. Furthermore, the intoxicated student who receives medical assistance will not be subject to University disciplinary action.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/good-samaritan.cfm>

8.6 WORKERS' COMPENSATION

Workers' Compensation benefits provide for medical treatment due to work-related injuries or illnesses. All care is provided by doctors selected by our carrier at no expense to the employee. Income replacement benefits may be provided where applicable.

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, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/workers-compensation-policy.cfm>

8.7 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, 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 generates a concern in others that the employee may become violent, may 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. Employees are also prohibited from carrying a firearm or weapon while performing services on behalf of the University 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 may 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. Anyone 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 Department of Human Resources or the Department of Public Safety & Security at 973-761-9300.

To review the full policy, please access the link below:

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

8.8 SAFETY

Seton Hall University is committed to operate in a manner that promotes safety and health while providing a quality educational experience. It is the responsibility of all supervisory persons to set examples for safe conduct and to require that all persons under their supervision adhere to University safety requirements.

8.9 USE OF UNIVERSITY VEHICLES

The use of University – owned, leased or rented vehicles is permitted for University-sponsored events and functions only. At no time is a University vehicle to be used for personal use, including but not limited to, the transportation of family members.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/business-affairs-vehicle-safety.cfm>

8.10 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, Safety Data Sheets (SDS) and Hazardous Substance Fact Sheets. In addition, the Laboratory Services Administrator maintains a reference library of volumes relating to chemical safety. Supervisors are required to have on file the most current SDS for the chemicals used in their workspace. The SDS will print out in the security dispatch office.

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

For additional information, please access the link below:

<https://www.shu.edu/public-safety/emergency-preparedness.cfm>

IX. SEPARATION AND TERMINATION

9.1 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. Once a resignation is accepted, it cannot be rescinded, except with the written consent of the immediate supervisor and the Associate Vice President of Human Resources.

9.2 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.

9.3 LAYOFFS

Seton Hall University accomplishes its mission of academic excellence through effective utilization of a knowledgeable, responsible and stable workforce. There are occasions when circumstances require a "reduction in staff," "position elimination" or "reorganization/restructure of the workforce," collectively referred to as "layoffs." These circumstances may arise due to business reasons, such as restructuring or reorganization of a work unit or position, discontinuation or modification of a program, function, or job(s), a material change in duties and/or financial reasons.

In order to provide uniform criteria and procedures in the event it becomes necessary to reduce the number of positions and/or University employees or to restructure the workforce, the University has adopted a Layoff Policy that applies to all regular full-time and part-time at-will University administrators and staff, including union employees, but excluding faculty, professional librarians and individuals whose positions are grant funded or who are employed pursuant to an employment agreement. The policy does not apply to employees terminated for performance or disciplinary reasons. Importantly, union employees are also covered by their respective collective bargaining agreements.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/human-resources-layoff.cfm>

9.4 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 laid off pursuant to University policy. Employees who resign, retire 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.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/human-resources-severance-and-release.cfm>

9.5 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 and enhance University operations.

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.

9.6 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, if practicable. If unused vacation leave cannot be included in the final paycheck, it will be paid within 30 days of the last day of employment.

9.7 UNEMPLOYMENT

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

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.

For additional information, please access the link below:

<http://www.state.nj.us/nj/employ/unemp/>

X. ADDITIONAL UNIVERSITY POLICIES

10.1 ANIMALS ON CAMPUS

Animals are not permitted on campus with the exception of service animals as defined by law. Employees may request an accommodation in accordance with the University Policy on Reasonable Accommodations for Employees with Disabilities.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/employees-with-disabilities.cfm>

10.2 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 standards for appropriate dress and grooming.

10.3 CAMPUS WIDE IDENTIFICATION CARDS

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.

10.4 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 required 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 and may result in disciplinary action, up to and including dismissal.

10.5 CODE OF CONDUCT

Consistent with our Catholic character, and fundamental to the respect for human dignity, members of the University community are required 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 may be subject to appropriate discipline.

10.6 COMPLAINT AND DISPUTE RESOLUTION

In most cases, support staff and administrative employees should attempt to resolve workplace disputes and/or complaints with the direct supervisor. 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 procedures. 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 alleging discrimination, harassment based upon membership in a protected class, sexual harassment, sexual misconduct or retaliation, should immediately contact the Director of EEO Compliance/Title IX Coordinator at (973)-313-6132. Any supervisor or manager who becomes aware of an allegation of discrimination, harassment based upon membership in a protected class, sexual harassment, sexual misconduct or retaliation, must immediately contact the Director of EEO Compliance/Title IX Coordinator or the Department of Human Resources.

To review the full policy, please access the link below:

<http://www.shu.edu/offices/policies-procedures/policy-against-discrimination-harassment-retaliation.cfm>

10.7 CONFIDENTIALITY AND PRIVACY

During performance of assigned employment duties, employees may have access to sensitive data and confidential information about other employees, students and/or, the University. 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:

- Employee records and files, salary data, health and personally identifying information and related reports;
- Student records and files, financial and demographic data, health and personally identifying information and related reports; any internal University financial statements and statistical and narrative reports;
- Computer authorization/security codes; and
- Any quality improvement reviews, investigative reports and administrative minutes.

Employees are obligated to maintain the confidentiality of all such sensitive and private information at all times, both at work and when off duty. Confidential information should not be discussed and/or disclosed except on a "need to know" basis and in the appropriate work setting. Open and/or public areas are inappropriate for the discussion and/or disclosure of confidential information.

Unauthorized accessing of any record (whether electronically or manually), divulging confidential information to an unauthorized third party, using confidential information for personal or any other non-University use and/or inappropriately removing confidential information from the University

are strictly prohibited and may result in appropriate disciplinary action, up to and including termination of employment.

To protect confidential information, employees may be required to sign a University confidentiality agreement.

<https://www.shu.edu/technology/policy-confidential-information.cfm>

Nothing in this Confidentiality and Privacy Policy is intended to restrict any activity or communication of University employees that is protected under Section 7 of the National Labor Relations Act. Specifically, the provisions of this policy do not apply to employees who speak, write or communicate with fellow employees or others about their wages, benefits or other terms and conditions of employment.

10.8 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 adopted a policy regarding conflicts of interest and commitment.

Officers and employees have an affirmative duty to disclose in writing to HR the existence and nature of their financial, personal, familial, or business interest when considering a proposed transaction or arrangement. Moreover, all officers and those employees with hiring or purchasing authority of \$10,000 and above are annually required to complete a disclosure form.

The disclosure form is signed upon the commencement of employment and annually thereafter for officers and those employees with supervisory or purchasing responsibilities. Any changes in the status or activities of officers or employees must be immediately reported to the supervisor and the Department of Human Resources.

To review the full policy, please access the following link:

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

10.9 COPYRIGHTS

The use of intellectual property, such as materials protected by copyright, is controlled by the ownership rights in those materials. In our educational environment and as members of the Seton Hall University community, we recognize the value of those rights as expressed in the copyright laws of the United States. Because of advances in technology and the ease with which one may copy, transmit, distribute, adapt, display or perform copyrighted works, employees must increasingly be aware of various copyright implications when using a wide range of materials. Copyright violations create potential legal liability for the University and the employees involved. Therefore, all members of the Seton Hall University community are required to respect the rights of copyright owners.

The University has adopted a Copyright Policy to help facilitate its mission to create, discover, and disseminate knowledge and to further the primary purpose of teaching and research, while ensuring compliance with applicable law.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/copyright.cfm>

10.10 DEVELOPING, ADOPTING AND PROMULGATING UNIVERSITY POLICIES

The University utilizes a standardized process for the development, approval, promulgation and management of University, divisional, school/college and departmental policies. The University requires that all policies be promulgated in accordance with the applicable procedure, standards and format set forth in this policy.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/policy-on-policies.cfm>

The University's policies website is the official repository for all University, divisional, school, college and departmental policies currently in effect. Any policy found elsewhere, on-line or in print (including University handbooks and manuals), that is inconsistent with the official version of a policy found on this policies website, should be disregarded. The most current version of a policy will be found on this website.

To review the all University policies, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/>

10.11 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 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 accordance with these Acts, University employees are hereby notified of the serious dangers related to drug use in the workplace.

To review the full policy, please access the link below:

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

10.12 ELECTRONIC DISCOVERY

Parties to a lawsuit have always been required to preserve and produce “evidence” that was relevant to the claims in that lawsuit. In the past, such requirements meant that paper documents were to be maintained. Now, courts recognize that evidence also includes “electronically stored information” (ESI). As a result, when a legal claim is filed against Seton Hall University, either in court or with an administrative enforcement agency, or when such a claim is reasonably anticipated, the University and its employees are obligated to preserve electronically stored information, such as email, as well as all other traditionally preserved information that may be relevant to that claim (“Information”). Failure to preserve such evidence may result in sanctions and liability imposed on both the University and those employees who fail to take appropriate steps to preserve evidence.

Although ESI and other Information must be preserved, it will not be disclosed without first being reviewed by University counsel to determine relevance and to remove legally privileged information.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/general-counsel-e-discovery.cfm>

10.13 ENTERPRISE RISK MANAGEMENT AND REGULATORY COMPLIANCE

Risk management and regulatory compliance are fundamental responsibilities of University leadership and management. Seton Hall is committed to developing a culture that utilizes the enterprise risk management and regulatory compliance model (ERM and Regulatory Compliance Program) as a means of managing risk and enhancing compliance in all University operations and activities.

University leadership strives to create an environment where managing risk and ensuring regulatory compliance is the responsibility of each member of the Seton Hall community. The roles of administrators, faculty and staff may range from identifying and reporting risks associated with their job functions and responsibilities to creating plans to mitigate or manage risks to taking action to comply with applicable law.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/enterprise-risk-management.cfm>

10.14 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA (Family Educational Rights and Privacy Act), also known as the Buckley Amendment, was passed by Congress in 1974. All educational institutions that receive federal financial aid are required to comply with FERPA and its implementing regulations. FERPA grants all enrolled college students certain enumerated rights, including the right to withhold the disclosure of his/her own educational records except for legitimate educational interests as specified by law.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/registrar-ferpa.cfm>

10.15 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 PHI, whether in oral or 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 a physical or mental health condition, provision of healthcare to an individual or 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.

PHI does not include employment records maintained by the employer 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.

PHI may not be used or disclosed except in the discharge of one's responsibilities or duties (including reporting duties imposed by legislation). Any discussion regarding an employee's PHI 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 may result in disciplinary action, up to and including termination.

For additional information or if an employee believes his/her HIPAA rights have been violated, he/she may contact the University's HIPAA Compliance officer in the Department of Human Resources.

10.16 HIV/AIDS

As a Catholic university, Seton Hall strives to enhance the well-being of all members of its community. The University is committed to providing an open forum for ongoing education on a broad range of topics, as well as appropriate counseling and pastoral support for those with special needs. Recognizing the diverse nature of the campus body, the University encourages input from all sources and seeks to enhance knowing and compassionate responses to social issues.

The most significant contribution that Seton Hall University can make to limit the spread of HIV infection is through education. When members of the University community are fully informed

about the nature of this disease, its modes of transmission and those behavioral changes that can limit the spread of AIDS, a significant step will have been made in protecting the lives and health of our students, faculty, administrators, staff and employees.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/hiv-aids-policy.cfm>

10.17 IDENTITY THEFT PREVENTION

The University has adopted a policy and program intended to prevent, detect and minimize the risk of identity theft. The policy applies to all University employees, faculty, students and University vendors and other service providers that have, or are granted access to, certain accounts and/or identifying information of an individual.

“Identifying information” is “any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including credit card information, social security numbers, payroll information, personal and student identification numbers, financial aid information, date of birth, driver’s license number, alien registration number, as well as a computer’s Internet Protocol address or routing code.”

Anyone who maintains or accesses identifying information on behalf of the University is responsible for using that information in compliance with all applicable federal and state laws and regulations and University policies.

To view the policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/compliance-identity-theft-prevention.cfm>

10.18 INTER-DEPARTMENTAL TRANSFERS

Departments that transfer items or services to another department are responsible for timely submitting an approved “inter-departmental transfer requisition and invoice,” or “IDT” form to the University’s Accounting Department. The policy explains how to properly use the “IDT” form and includes important related information.

Please visit the following web address to view the Policy:

<https://www13.shu.edu/offices/policies-procedures/procurement-inter-departmental-transfers.cfm>

10.19 KEYS

As determined by their direct supervisor, 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 immediately return the keys issued by the University to his/her direct supervisor or to the Department of Human Resources.

10.20 LEGAL DEFENSE AND INDEMNIFICATION OF UNIVERSITY EMPLOYEES AND REPRESENTATIVES

The University is committed to defending and protecting its employees from liability in the fulfillment of their duties and responsibilities to the University. The University has adopted a policy setting forth the conditions and procedures for an employee to qualify for indemnification and defense.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/legal-defense-and-indemnification.cfm>

10.21 MINORS ON CAMPUS

The Minors on Campus Policy provides for the appropriate supervision of minors (any person under the age of eighteen) involved in programs held at Seton Hall University, whether offered by Seton Hall or a non-University entity, where the programs have responsibility for the participating minors.

The policy does not apply to general public events where parents/guardians are invited/expected/required to provide the supervision. Nor does it apply to minors enrolled in or accepted for enrollment in credit-granting courses. The policy also does not apply to prospective students staying with University students or guests of University students that may be under the age of 18.

All adults who will interact with or oversee minors are required to undergo a current background check and complete mandatory training, as well as Virtus training (Protecting God's Children), before beginning work with minors. All adults are mandated to abide by the conduct requirements contained in the policy and the accompanying Code of Conduct for Authorized Adults Supervising Minors.

To review the full policy, please access the link below:

<http://www.shu.edu/offices/policies-procedures/minors-on-campus.cfm>

10.22 SPORTS CAMPS

Division I colleges and universities generally permit their athletic coaches and appropriate employees within the athletics department to use their campus facilities for the operation of athletic camps for minor children. This opportunity serves the public interest and benefits both the University and its athletic staff.

The University has adopted a Policy on Sports Camps which sets forth the requirements and procedures for the operation of sports camps on Seton Hall University property by University coaches, employees and others.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/seton-hall-university-policy-on-sports-camps.cfm>

10.23 MISSING RESIDENT STUDENT NOTIFICATION

The University has adopted a Missing Resident Student Notification Policy which sets forth the procedures for reporting, investigating and making emergency notifications regarding any resident student of Seton Hall University who is believed to be missing. A resident student is presumed to be missing when his/her absence is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained.

Any member of the University community, including employees and students, who is concerned that a resident student is missing, should contact the Office of Public Safety & Security, (973) 761-9300, or the Office of the Dean of Students, (973) 761-9076.

In an emergency, the South Orange Police Department should be contacted immediately by dialing 911 or (973) 763-3000.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/public-safety-missing-student.cfm>

10.24 NAMING OPPORTUNITIES

In the naming of University facilities and other opportunities, such as scholarships, endowed chairs and speaker series, Seton Hall seeks to recognize individuals who have made a noteworthy contribution to the good of our world. As with all University honors, candidates for such naming opportunities must respect the ideals, goals and Catholic educational mission of Seton Hall. All naming opportunities should conform to the guidelines contained in the University's Policy on Naming Opportunities.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/naming-opportunities.cfm>

10.25 NON-HAZING

Hazing is contrary to the principles upon which the University community is built and is a violation of law. Seton Hall, therefore, prohibits hazing as a requirement for admission or acceptance into any club, organization or athletic activity.

To prevent hazing, all employees are to be aware of, and comply with, the Non-Hazing Policy.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/non-hazing-policy.cfm>

10.26 PERSONAL VEHICLE USE FOR UNIVERSITY BUSINESS

Any person using their personal vehicle for University business must satisfy and abide by the requirements in the University Policy on Personal Vehicle Use for Company Business.

To review the policies, please access the links below:

<https://www13.shu.edu/offices/policies-procedures/business-affairs-personal-vehicle-use.cfm>

<https://www13.shu.edu/offices/policies-procedures/procurement-travel-receipt.cfm>

10.27 BUSINESS CONTRACTS AND PROCUREMENT PROCESSES

10.27.1 PURCHASING

The mission of the Procurement Department of the Controller's Office is to assist the University community in obtaining maximum value at minimum cost for the purchase of goods or services and to then pay for those goods and services in a timely and accurate way. In order to achieve those goals, the procedures contained in the University's Purchasing Policy and Procedure, are to be followed.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/procurement-purchasing-policy-overview.cfm>

Importantly, as a nonprofit institution of higher education, Seton Hall University has been granted sales and use tax exempt status by the State of New Jersey as well as certain other states. The University conveys this information to vendors by means of a tax exempt certificate letter.

For additional information, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/procurement-tax-exempt-certificates.cfm>

10.27.2 NEGOTIATING AND ENTERING INTO CONTRACTS AND LEASES

Seton Hall University's Policy on Negotiating and Entering into Contracts and Leases applies where the University enters into a binding agreement for the supply of goods or services or for the conveyance of equipment, facilities or real estate.

To ensure that the University maintains appropriate business practices, all employees are required to follow the policy, which details the process for timely and appropriate formulation and internal review of contracts and leases entered into by the University. Only those officers of the University designated by the Board of Regents may execute contracts and leases on behalf of the University.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/business-affairs-entering-contracts-leases.cfm>

10.27.3 PROCUREMENT ORDER PROCESSES

Seton Hall University utilizes the following processes in connection with the procurement of goods and services:

- The University Credit Card process.
- The Purchase Order (PO) process.
- The Check Requisition or Direct Pay Invoice Process.
- The Travel & Expense Reimbursement Process.

The University's Order Process Policy sets forth the appropriate use of these various processes.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/procurement-order-process-policy.cfm>

Use of a department credit card and the PO process are recommended, as both allow the University to process orders for goods/services more efficiently.

The University's Travel & Receipt Policy governs ordinary, necessary and reasonable business travel and related expenses. It applies to all University employees who incur, authorize and/or approve such expenses and provides instructions for the reporting and substantiation of such expenses incurred.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/procurement-travel-receipt.cfm>

10.28 RECORDS RETENTION AND DISPOSITION

University employees are required to comply with the University's Records Retention and Disposition Policy, which provides for the consistent and systematic review, retention and disposition of records received or created in the transaction of Seton Hall University business. The policy is designed to ensure compliance with federal and state laws and regulations, eliminate accidental or innocent destruction of records and facilitate University operations by promoting efficiency and reducing unnecessary storage of records, some of which may contain confidential or sensitive data.

To review the full policy, please access the link below:

[HTTPS://WWW13.SHU.EDU/OFFICES/POLICIES-PROCEDURES/RECORDS-RETENTION-POLICY.CFM](https://www13.shu.edu/offices/policies-procedures/records-retention-policy.cfm)

10.29 RECYCLING

Recycling is mandatory in New Jersey and at Seton Hall University. As part of South Orange, the University must comply with all local ordinances and policies on recycling. The following items are currently recycled:

Glass

Aluminum

Plastic

Computer paper, white paper, shredded paper

Cardboard

Leaves, branches

Waste oil

Recycling starts with every individual on campus. Each person should separate trash and recycling at the source.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/facilities-engineering-recycling.cfm>

10.30 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 of all staff, faculty, students and visitors, and in accordance with the “New Jersey Smoke-Free Air Act,” the University has established specific rules regarding smoking on campus, both indoors and outdoors.

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

To review the full policy, please access the link below:

<https://www.shu.edu/offices/policies-procedures/smoke-free-environment.cfm>

10.31 SOLICITATION

No University employee is permitted to solicit, conduct business or raise funds in any location within the University. Solicitation is defined as any effort to sell goods or services or to raise money on behalf of any individual, company, club, society, political party, or organization other than Seton Hall University or a University sponsored event.

Violations should be reported to the Department of Human Resources. Violations may result in disciplinary action.

Nothing in this Solicitation statement is intended to restrict any activity or communication by University employees that is protected under Section 7 of the National Labor Relations Act. Specifically, the provisions of this statement do not apply to employees who speak, write or communicate with fellow employees or others about their wages, benefits or other terms and conditions of employment, except as permitted by law.

10.32 TECHNOLOGY

10.32.1 TECHNOLOGY USE

All University technology equipment, software and peripherals, and all products contained therein, including computers, laptops, internet access, voicemail, email and cell phones, are provided and maintained by the University to facilitate the University’s business. All information and messages stored, sent and/or received on these systems are the sole and exclusive property to the University. In the ordinary course of maintaining and monitoring the functionality and safety of the University’s systems, any communication or file stored, sent or received on the University’s equipment or network may be viewed by Information Technology personnel, in accordance with University policy. Accordingly, employees should have no expectation of privacy in such communications or files.

The University’s technology should only be used for University business. The use of University technology for personal use is discouraged. The use of University technology for privately-owned business purposes is expressly prohibited. The viewing of pornography of any kind will result in

termination of employment. Employees may not use Seton Hall technology equipment for social networking (Facebook, Twitter, etc.).

The access granted to University technology has broad impact and imposes certain responsibilities and obligations. Users have the responsibility to use these resources in an efficient, ethical and responsible manner, consistent with the law and the mission of the University. To that end, the University has adopted a policy to ensure the appropriate use of the University's information technology (IT) systems.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/systems-appropriate-use-policy.cfm>

This policy does not prohibit employees who have been provided access to the University email system or cell phones to use such media to engage in statutorily protected communications regarding the terms and conditions of their employment while on nonworking time, absent a determination by the University that special circumstances exist to justify specific restrictions.

10.32.2 PUBLIC COMPUTERS

Those who work for the University or are currently enrolled in classes at the University are permitted to use the public computer labs upon presentation of a SHU ID card.

SHU alumni and University sponsored visitors may have guest accounts created to allow for temporary use of the computers in the labs.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/pcss-computer-lab-guidelines.cfm>

Should you wish to use a public computer lab as a teaching or meeting space, please consult the University's Public Lab Reservation Policy.

For additional information, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/pcss-public-lab-reservation.cfm>

10.32.3 COMPUTER VIRUSES AND MALWARE

As outlined in Seton Hall University's Appropriate Use Policy, the University actively monitors the traffic on the campus network and devices connected to the campus network, including activity and traffic originating from off campus, in order to maintain the integrity, reliability and performance of University IT systems. This includes (but is not limited to) monitoring for computer viruses and other malware, attempts to access University systems without appropriate authorization, systems performance and compliance with Seton Hall University policies.

Seton Hall University reserves the right to intercept and/or quarantine any networking traffic or computing resources that may pose a threat to Seton Hall University infrastructure, systems or data. This includes but is not limited to files, messages, network traffic and devices.

All Seton Hall University faculty and employees are responsible for taking appropriate actions to minimize the risks of their computing device infecting other systems or shared files on University servers. In addition to maintaining up to date antivirus software, never open any files or run macros attached to an e-mail from an unknown, suspicious or untrustworthy source. Forward these suspicious emails immediately and ONLY to phishing@shu.edu or use the “Report Phish” feature in your email.

To view the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/computer-viruses-malware.cfm>

10.32.4 DATA CLASSIFICATION SECURITY

Seton Hall University IT Services maintains systems that store data essential to the performance of University business. All members of the community are responsible for protecting University data from unauthorized access, use, storage, transmission, disclosure or destruction.

The data classification policy governs the privacy, security and integrity of University data stored on University IT systems and outlines the responsibilities of the individuals and organizational units that manage, use, access, store or transmit that data. This policy supplements but does not supersede the University’s Policy on Confidentiality.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/data-classificaiton-security.cfm>

10.32.5 LAPTOP REPAIRS, THEFTS AND LOANS

Employees who possess a University-issued laptop that is in need of repair or has been stolen should consult the University Laptop Repair Policy for instructions on how to proceed.

As the policy sets forth, laptop repairs are done on-site by PC Support Services (PCSS) in the Technical Support Area. If circumstances make it difficult to have the laptop repaired at Seton Hall, prior authorization must be obtained from PCSS to use another certified repair shop prior to any repairs. The circumstances under which charges will be assessed in connection with a repair are discussed in the policy. The policy also governs the use of any loaner laptops provided to an employee by the University.

To review the policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/laptop-repair.cfm>

All incidents of loss or theft must be reported to the University Public Safety and Security Office as soon as possible, but no later than 48 hours after the incident. If the laptop is stolen off-campus, the theft must also be reported to the police department in the municipality in which it was stolen. The employee is further responsible for notifying the Asset Management Office and for providing a copy of the incident report to the Asset Management Office.

10.32.6 LAPTOP IMAGE SOFTWARE INSTALLATION POLICY

University staff members who seek to enhance their administrative performance by installing new software applications on the faculty/student laptop image are required to follow the University's Laptop Image Software Installation Policy. The policy outlines the process for evaluating, certifying, procuring and installing such applications when requested by faculty or staff as well as the timetable needed to evaluate whether or not the technology will work properly within the current infrastructure and with the current equipment and systems.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/doiit-laptop-image-software-installation-policy.cfm>

10.32.7 MOBILE DEVICES ACCESSING CAMPUS NETWORK SERVICES

Many University services are accessible by employees through their mobile devices. Such services include, but are not limited to, University email, Blackboard Learn, Banner Self-Service and the campus directory. Users who possess a mobile device, such as a cell phone or iPad, whether University owned or personally owned, that is connected to University network services may be able to access University confidential information and/or their own personal information.

The University has a regulatory and business need to maintain the security and confidentiality of University information. University employees who connect their personal or University-issued mobile device to the campus network agree to allow the University to manage the security of their mobile device, including wiping all data from the device in the event the device is lost or stolen or the employee separates from the University.

By accessing these University services through a mobile device, the employee agrees to abide by all University policies governing his or her access to information systems, including, but not limited to, the University's Appropriate Use Policy and the University's Policy on Confidentiality. In particular, the employee agrees to secure any University confidential information on his or her mobile device. The employee must set a secure password on the device's lock screen in accordance with the University's Password Policy (See § 3.8.7). The employee should, if possible, set the device to wipe all data from the device after fifteen (15) invalid attempts to unlock the device to ensure that University confidential information remains secure in the event the device is lost or stolen.

Employees who have University confidential information on their mobile device should contact IT Services as soon as possible if the device is lost or stolen so that IT Services can wipe all user data from the device.

In the event of a separation from the University, IT Services will attempt to work with the employee to enable them to retain any personal data on the device, such as their personal pictures, but depending on the device and other circumstances, this may not be possible. By connecting his or her device to campus mobile services, the employee assumes the risk that their personal data may be irretrievably lost from the device in the event the employee separates from the University. IT Services recommends that employees who connect their mobile devices to campus network services regularly back up their personal data (pictures, videos, apps, directories, and the like) to their personal computer, external drive, or online service.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/mobile-device-network-access.cfm>

10.32.8 PASSWORDS

Employees are granted access to Seton Hall University's Information Technology systems. In the course of employment, the access granted may enable one to view, input and edit confidential University information as well as personally identifiable information relating to University applicants, students, parents/guardians of applicants/students, alumni, donors, employees, vendors, contractors, affiliated entities and governmental units.

In order to better protect the information contained on the University's systems, Seton Hall has adopted a Password Policy, with accompanying Standards and Guidelines, for the creation, expiration, and use of passwords.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/doi-passwords.cfm>

10.32.9 REMOTE ACCESS VPN

As a security measure, many of the University's network resources are not made publicly available to the Internet and access to those resources is restricted to users physically located on campus. The University's Virtual Private Network (VPN) allows members of the University community with a VPN account to securely access University network resources while off campus as if they were on the campus. Consequently, it is extremely important to safeguard VPN access to protect the University's confidential data from unauthorized outside access.

SHU VPN accounts may be requested by individuals who have a business need to access restricted SHU network resources from off campus. The form to request a VPN account can be found on the University IT Services website. The application for a VPN account must be approved by the requestor's immediate supervisor and University IT security. Once approved, the VPN account will be set up by University IT Services.

All SHU faculty, employees, contractors, consultants, temporary employees and third party service providers who use the SHU VPN to access the SHU network are required to comply with the University's Remote Access VPN Policy.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/vpn.cfm>

10.32.10 TECHNOLOGY PURCHASE PROCEDURES

University IT Services supports University owned technology equipment, software and peripherals in ways that promote efficient, cost effective, reliable and secure computing for the campus community. All departments are responsible for making technology purchases that are sustainable, secure and compatible with existing technology systems and services. To facilitate the continued efficiency, reliability and security of University technology systems, University IT Services has established certain guidelines and procedures for all technology purchases.

To review the full policy, please access the link below:

<https://www13.shu.edu/offices/policies-procedures/technology-purchase-procedures.cfm>

10.32.11 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 excessive use of cell phones during work time for non-work related purposes 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.
- During 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.
- When use of University-issued cell phones is an essential part of one's job responsibilities.

Other electronic devices, such as Bluetooth headpieces, radios or headphones connected to radios, iPods or similar equipment, are also not to be used during working times. Wearing such devices creates the appearance that the employee is distracted.

Employees may not record or audiotape others in the workplace at any time without the express consent of those being recorded, except in connection with a reasonable accommodation as determined by the University.

10.33 VISITORS IN THE WORKPLACE

Employees are not permitted to have non-employee visitors in the workplace during business hours, except under exigent circumstances or with prior supervisory approval, and then only for a very brief period of time. In such cases, the employee should arrange for the visitor to wait for the employee in an area that is open to the public, such as a waiting room.

Should a child care issue arise that would require immediate attention, the employee should notify their supervisor. It is not acceptable to bring a child to work.

For additional information, contact the Department of Human Resources.