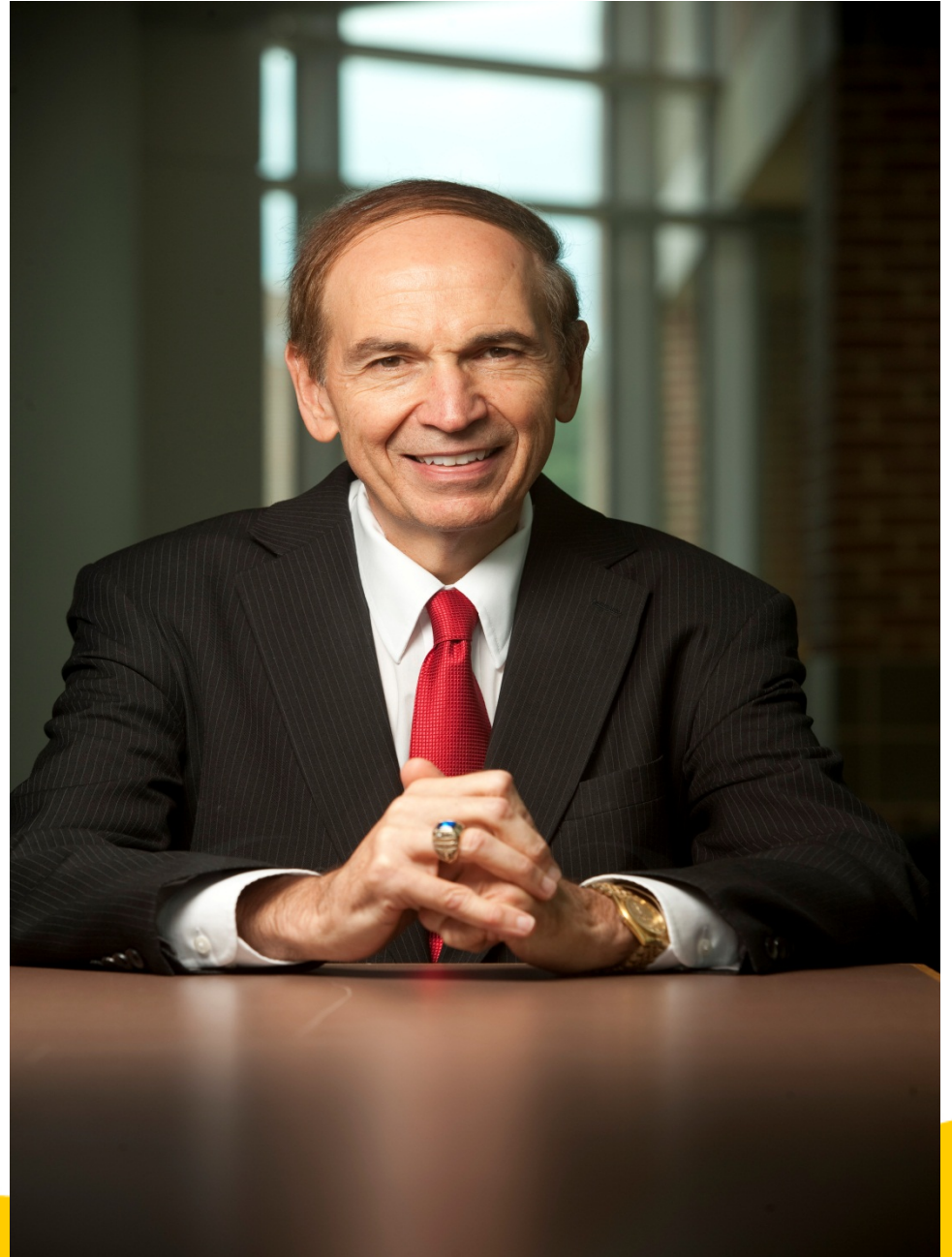


# Welcome to the Rowan School of Osteopathic Medicine!



Rowan SOM  
Dean  
Thomas  
Cavilieri, DO



Rowan  
University  
President  
Dr. Ali  
Houshmand



# Orientation Objectives

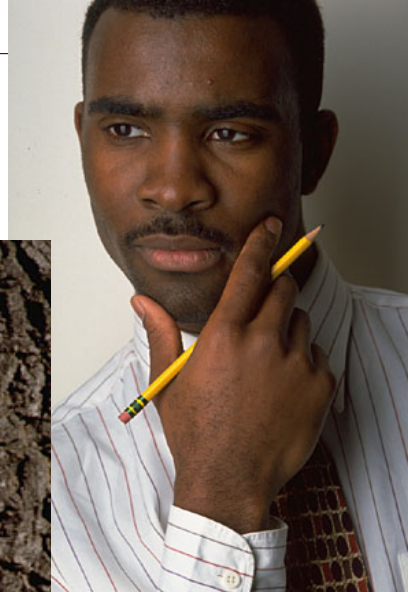
- To help you gain insight into the University and its mission.
- To acquaint you with our benefits package and assist you in the completion of required enrollment forms.
- Parking hang tags and ID's



# Agenda

- Getting to know you!
- Rowan SOM- Who We Are
- Policies
  - Office of Compliance
  - NJ Policy Harassment & Discrimination
  - Right to Know
- Benefits
  - Health, Dental
  - Pension
- Essentials
  - Parking
  - ID badge

# Who are



# You?

# Tell us...

- Your Name
- Department
- Position
- How you will help us meet our Mission

# Rowan SOM Mission:

- The Rowan School of Osteopathic Medicine is dedicated to providing excellence in medical education, research and health care for New Jersey and the nation. An emphasis on primary health care and community health services reflects the School's osteopathic philosophy, with specialty care and centers of excellence demonstrating our commitment to innovation and quality in all endeavors. The School seeks to develop clinically skillful, compassionate and culturally competent physicians from diverse backgrounds, who are prepared to become leaders in their communities.

# Vision

- To be the best osteopathic medical school in the nation by providing a premier, dynamic academic environment that attracts and nurtures outstanding faculty, staff, and students who are dedicated to our mission to promote health and treat illness.



# Rowan School of Osteopathic Medicine- History

- Established in 1976, Rowan SOM is the state's only college of osteopathic medicine.
- In 1987, the School opened the Specialty Care Center. In 1989, the adjoining Primary Care Center building was purchased. In July of 1990, UMDNJ-SOM became a unified four-year campus in Stratford. In the fall of 1993, the Academic Center was opened and completed the campus by providing students with state-of-the-art teaching facilities.
- RowanSOM's first affiliate and its current principal teaching hospital is Kennedy Health System/University Medical Center. Additional affiliates: Our Lady of Lourdes Medical Center, Lourdes Medical Center of Burlington County, Inspira Health Network

# Rowan School of Osteopathic Medicine

- Formed July 1, 2013 as directed by the NJ Medical and Health Science Education Restructuring Act
- An emphasis on primary health care and community health services reflects the School's osteopathic philosophy
- **Rowan SOM** is a leader in providing opportunities for medical education to New Jersey students, 81% are New Jersey residents, with 17% from South Jersey.
- **RowanSOM** is ranked #1 of all U.S. osteopathic medical schools in the percentage of underrepresented minority student enrollment (18%) and total minority student enrollment (56%).

# Where we are today (cont)

- 2 nationally recognized schools
  - SOM
  - Graduate school of Biomedical Sciences (GSBS)
- Nearly 650 medical students at SOM and 190 master's and doctoral students at GSBS
- More than half of SOM's 2200 graduates practice medicine in NJ

# Points of Pride

- Among the largest US Osteopathic graduate programs with more than 350 interns, residents and fellows
- Ranked by US News & World Report for 12 years as one of America's best schools for geriatric medical education
- Among the nation's top 3 Osteopathic medical schools for research, with more than \$12 million in grants annually for more than 20 years

# History of Rowan University



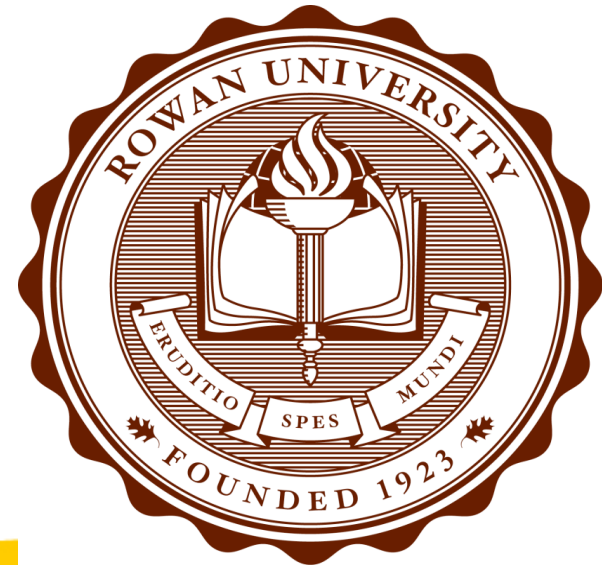
- Founded in 1923 as Glassboro Normal School
- New Jersey State Teachers College - 1937
- Glassboro State College - 1958
- Rowan College of NJ- 1992
- Rowan University since 1997





# Rowan at a Glance

- Rowan's 12,000 students can select from among 80 undergraduate majors, 55 master's degree programs and a doctoral program in educational leadership.
- The University is one of only 56 institutions in the country with accredited programs in business, education, engineering and medicine.





# Cooper Medical School of Rowan University

- CMSRU is committed to providing an academic and work environment where diversity is celebrated, and to foster access to medical education for learners from all walks of life.



# Points of Pride

- 1 of only 2 comprehensive public research universities in NJ
- US News & World Report ranks Rowan 3 in the North among public masters level universities
- Princeton Review ranks Rohrer College of business among top 300 B-schools of the nation's 1,878
- Chemical engineering ranks 3 in US News & World Report list of masters level programs

# Points of Pride

- Cooper Medical School of Rowan University more than 3000 applications for 50 seats in the first class
- Student body hails from 35 states and 23 countries
- 1 of only 2 universities in the U.S. with medical schools granting both M.D. and D.O degrees

# Other Resources in this Book

- **Mandatory Training**
- **Workplace Diversity Policies**
- **Ethics and Compliance at RowanSOM**
- **Information Security**
- **Department of Public Safety**
- **Employment with RowanSOM**



# Payroll Policies

- Direct Deposit
  - Mandatory
  - 1<sup>st</sup> check is live!
- Paydays:
  - <http://www.rowan.edu/adminfinance/controller/payroll/documents/SOM>
- Payroll Website:
  - <http://www.rowan.edu/adminfinance/controller/payroll/>



# Policies that help enforce a civil work environment

- Preventing Employment Discrimination
- E-mail use
- Confidentiality
- Ethics
- Whistleblower – reporting illegal activities
- ADA
- Hate/Graffiti
- Workplace Violence

# Mandatory Discrimination Training- Preventing Employment Discrimination

- Discrimination training is mandatory at Rowan University
- Offered Online through Banner Self Serve

# FERPA

- Family Education Rights and Privacy Act
  - Confidentiality of student records
  - FERPA Training

# CODE OF ETHICS

- In recognition that it is essential that the conduct of public officials and employees shall hold the respect and confidence of the people, public officials must, therefore, avoid conduct which is in violation of their public trust or which creates a justifiable impression among the public that such trust is being violated.
- The contact person for the Code of Ethics is Robert Zazzali, VP Employee Relations x 4110.



# CODE OF ETHICS

- Regard the employment agreement as a pledge to do our best and commit to the employment contract.
- Will adhere to the terms of a contract or appointment, unless these terms have been legally terminated, falsely represented, or substantially altered by unilateral action of the employing agency.
- Do not knowingly misrepresent facts concerning the institution or educational matters in direct or indirect public expressions.
- Do not use institutional privileges for private gain or to promote a political candidate's partisan political activities.
- Do not accept any gratuities, gifts, or favors that might impair professional judgment.

# Ethics Training

- [www.state.nj.us/ethics/training/online](http://www.state.nj.us/ethics/training/online)
- Message from Bob Zazzali

# Whistleblower Policy

- The Rowan Whistleblower Policy is partner to the NJ Code of Ethics.
- If you observe, or otherwise have knowledge of unethical behavior, or what you perceive to be illegal behavior on the part of another Rowan employee, the Whistleblower policy offers you protection so that you may report the prohibited behavior without fear of repercussion.
- Contact: Bob Zazzali, VP Employee Relations

# Whistleblower Policy

- **Confidentiality Kept**

Rowan University has a confidential way that you can report possible improper conduct without any fear of retaliation— through an independent company. You may contact the company via telephone or website and staff there will relay your concern to the appropriate integrity officer at Rowan and set up a channel through which you can (if you wish) engage in further anonymous communication or be advised how the University has responded to your report.

# Whistleblower (cont)

- The policy on reporting possible misconduct can be found at [www.rowan.edu/compliance/reporting](http://www.rowan.edu/compliance/reporting). This policy also includes more than two dozen hyperlinks to sources that might be more helpful to you than a general reporting mechanism.
- If you wish to make a confidential report of possible misconduct, you may do so via:
  - Website: <http://rowan.edu/integrityline>
  - Telephone: 1-855-431-9967

# EMAIL USE

- At Rowan University it is a violation of the RU Network & Computer Use Policy to transmit material that can be perceived to be:
  - harassing, intimidating, and/or discriminatory regardless of the intent of the sender or the sender's perception that the material is harmless, cute or humorous.

# Privacy/Confidentiality

- Rowan University is required by applicable federal and state law to maintain the privacy of financial, health, employment and academic records of the University's employees and students.
- Rowan's administrative databases use system-produced identifiers to track individuals **NOT** social security numbers.



# Americans with Disabilities Act/504

- The ADA gives civil rights protection to individuals with disabilities and guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and local government services, and telecommunications.
- Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance.

# American with Disabilities Act

- The Office of Equity and Diversity is the first contact for employees and/or potential employees requiring assistance.
- When all required documentation is received, a representative will contact the employee or candidate to review and verify the information and to develop an accommodation plan if eligible.
- Each accommodation is determined on a *case by case* basis.
- Any changes to the accommodation plan may require additional documentation and must be processed through the Office of Equity and Diversity.

# Reporting Hate/Offensive Graffiti

- Anyone who discovers any hate or offensive graffiti should immediately contact Public Safety (856-256-4922).
- Neither Housekeeping nor Maintenance personnel will remove the graffiti until Public Safety has had an opportunity to conduct whatever investigation is appropriate and directs its removal.



# Department of Public Safety

*"It's In Your Interest!"*

“**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act**” was named in memory of a female student slain in her dorm room at a university in Pennsylvania in 1986.

The **Clery Act** requires colleges and universities to collect, report and disseminate crime information to the campus community. With the goal of maintaining a safe environment for students to learn, faculty to teach and for staff and administrators to work by increasing the awareness of crimes committed on campus.

On Aug. 14, 2008, the **Higher Education Opportunity Act** or **HEOA** amended the *Clery Act*, creating additional safety and security related requirements for institutions.



# Department of Public Safety

*"It's In Your Interest!"*

## *Resources for you:*

**Annual Security Report (ASR)** contains safety and security related policy statements and crime statistics. ASR is published and distributed by October 1<sup>st</sup>. each year for the past calendar year.

**This report can be easily accessed** on the Public Safety web page at <http://www.rowan.edu/safety>

The ASR is also distributed to Rowan employees via an email link yearly.



# Department of Public Safety

*"It's In Your Interest!"*

## *Resources for you:*

**Daily Crime Log** records **criminal incidents** and **alleged criminal incidents** that are reported to the campus police or security department for the required geographic locations.

**Fire Log** records all reported fires, including arson, in **on-campus student housing facilities**.

Both logs can be easily accessed on the Public Safety website at, <http://www.rowan.edu/safety>

or via the public computer in the lobby of the Department of Public Safety office located in Bole Hall Annex.



# Department of Public Safety

***"It's In Your Interest!"***

Rowan University has implemented a multi-modal emergency notification system to inform the community about incidents and emergencies affecting campuses. **Rowan Alert System** includes:

**Text Messaging** - An opt-in notification where a text message can be received on your mobile phone. Rowan does not charge for this service; however, your carrier may have standard text messaging charges.

**Email Messaging** - This notification provides an email message about the event. Current students, faculty, and staff are automatically registered to receive notifications on their Rowan email account and cannot opt-out of this type of notification. You can opt-in to receive emails on other email accounts,

**Social Media Messaging**-This notification is sent to all community who have registered to follow the University Social Media platforms.

*Questions please visit the Public Safety web page, Rowan Alert section, <http://www.rowan.edu/safety> or call Tech. Support Desk at 856.256.4400*





# Department of Public Safety

*"It's In Your Interest!"*

## **Campus Security Authorities or CSAs:**

The function of a CSA is to report to the Department of Public Safety those allegations of *Clery Act* crimes that were made in good faith. **Generally, if someone has significant responsibility for student and campus activities, they are a campus security authority.**

**If your position identifies you as a CSA you will be advised by your supervisor and provided training and procedures by your department and Public Safety.** CSA reporting may be done via the Public Safety web page link: <http://www.rowan.edu/safety>

*Questions please contact: Ronald Massari, Assoc. Director of Clery Compliance, ext. 4562 or [massarir@rowan.edu](mailto:massarir@rowan.edu)*

# Department of Public Safety

*Integrity, Professionalism, Service  
Achieving a Higher Standard*



The Department of Public Safety encourages you again to visit our web page, <http://www.rowan.edu/safety>

browse through its sections, and if you have any questions, concerns, or complaints of our department, supervisors will be happy to speak with you.

**Important contact numbers for you:**

**Emergency dial 911**

Non-emergency 856.256.4922

Administrative Office 856.256.4568

***Remember: "It's In Your Interest!"***

# ROWAN UNIVERSITY WORKPLACE VIOLENCE POLICY

- Rowan University is committed to ensuring the safety and security of the University's workplace.
- Threats or threatening behavior that may be prohibited include:
  - Harrassment
  - Bullying
  - Verbal/non verbal threats or intimidation
  - Hitting
  - Shoving
  - Stalking
  - Attacks
  - Sexual Assault
  - Vandalism
  - Arson
  - Carrying any type of weapon or explosives

# Workplace Violence (cont)

- An employee who exhibits inappropriate or disruptive workplace behavior may be subject to disciplinary action up to and including termination of employment. The employee may be required to participate in EAS (Employee Advisory Service) as a condition of continued employment.
- All University employees have a responsibility to report any threatening or violent behavior when a member of the University community or visitors to the campus exhibits such behavior. The incidents should be reported to the Public Safety Department (856-256-4922) and to the Office of Human Resources or Office of Equity and Diversity.

# Drug Free Workplace Act

- **The State of New Jersey is committed to maintaining a drug-free workplace for all State employees in order to protect the health and safety of State employees and the public.**
- **The unlawful manufacture, distribution, dispensation, possession or use of a drug in the workplace is prohibited.**
- **An employee who is convicted of a drug offense committed in the workplace must, within five days, report the conviction to his or her supervisor.**

# Gender Equity Notification

- NJ and federal laws prohibit employers from discriminating against an individual's sex with respect to:
  - Pay
  - Compensation
  - Benefits
  - Conditions of employment
- Any questions about this notice should be directed to Human Resources

# Office of Compliance & Corporate Integrity OCCI

---

Ray Braeunig, CHC, CHPC, CHRC

Chief Compliance & Privacy  
Officer-RowanSOM



# Agenda Topics

- Mission
- Compliance @ RowanSOM
- Key Elements of a Compliance Plan and how we address each element
- Compliance Functional Organization
- Website – Policy & Procedures
- Internal Audit & Compliance Functions
- OCCI Clinical Coding initiatives
- Q&A

# Mission

RowanSOM is **committed to the highest levels of ethics** in all of its academic and other functions and to an effective Ethics & Compliance Program that helps **maintain a culture promoting the prevention, detection and resolution of potential violations** of law or University policies.

The University's Compliance Program is tailored to its academic, research, clinical and community service goals, which are delivered within an ethical business environment.

# Compliance @ RowanSOM

- Board approved
- Compliance Officer
- Compliance Committee
- Board level committee charged with compliance oversight
- Follow “Focus Arrangements” Procedures
- Monitor/Manage Disclosure Program
- Screen for ineligible persons

## Seven “Plus” Elements of a Compliance Program (see Compliance Expert)

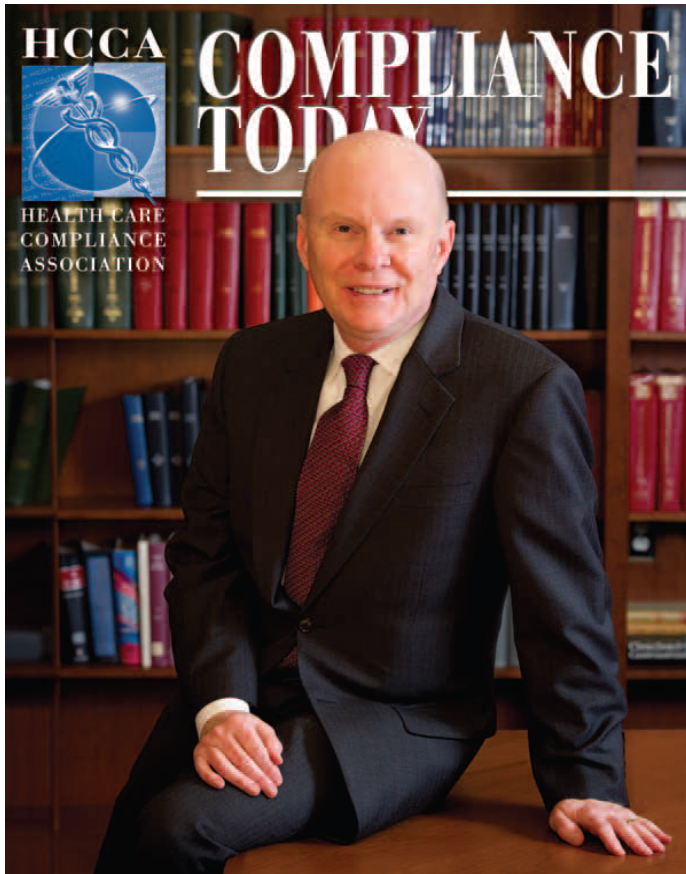
1. **Implement written policies, procedures, and standards of conduct**
2. Designating a compliance officer and a compliance committee
3. Conducting effective training and education
4. Developing effective lines of communications, including ways to report suspected problems anonymously
5. Conducting internal audits and monitoring
6. Responding promptly to detected offenses and developing corrective action.
7. Enforcing standards through well publicized disciplinary guidelines
8. (An additional requirement added by the Federal Sentencing Guidelines) On-going Risk Assessment

# Code of Conduct



- Developed by University-wide Committee and approved by Trustees
- Distributed to faculty and staff
- Attestations received from “covered persons.”

# Compliance Expert



Charged with evaluating the effectiveness of the RowanSOM's compliance program and reporting to the Audit Committee

# Arrangements with Referring Partners

- \* Track all contracts for compliance with Stark and Anti-Kickback;
- \* Track all remuneration to and from all parties to each arrangement;
- \* Track time and effort logs associated with each arrangement;
- \* Implement a written review and approval process for all new and renewed arrangements.



## FOCUSED ARRANGEMENTS

# Medi-Tract



Contract management system that we have  
“customized” to allow us to create and  
manage our Focus Arrangements Database

*Developed methodology to help identify  
arrangements that implicate Stark and/or Anti-  
Kickback*



# Non-Monetary Arrangements

Non-monetary compensation arrangements:

- \* events such as picnics or golf outings
- \* tickets to sporting events
- \* movie tickets
- \* food items such as holiday turkeys
- \* pagers or internet access that can be used off provider's premises

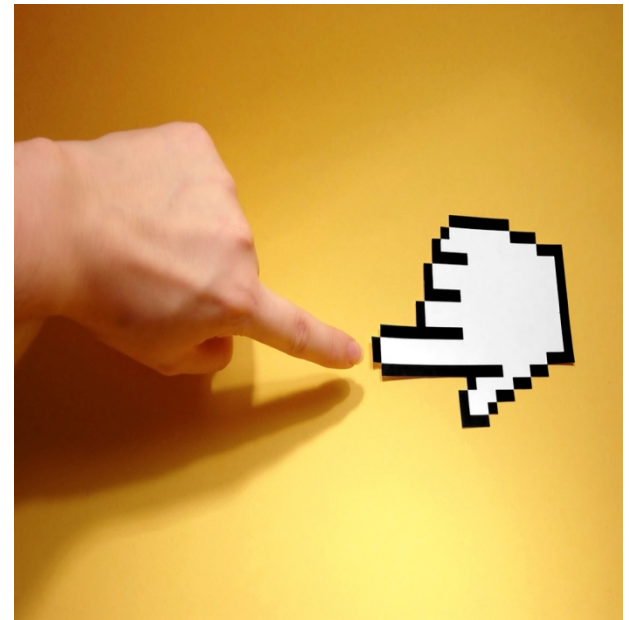
- **Note State of NJ Ethics Rules**

# Compliance Training Requirements

- One hour of General Training on Code of Conduct
- Two hours of Arrangements Training

# Training

- Our Learning Management System is compatible with our payroll system for monitoring and managing the training process
- HCCS (HealthStream) is the vendor

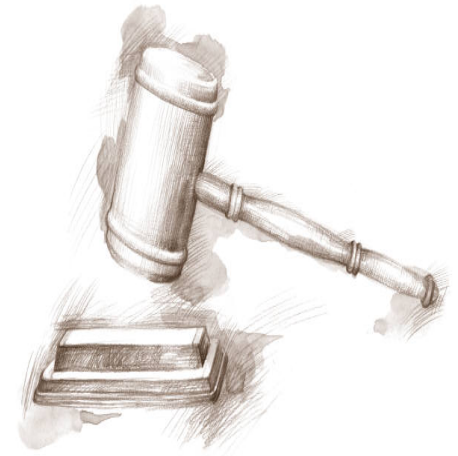


# Mandatory Training

University employees are required to take the following web-based courses:

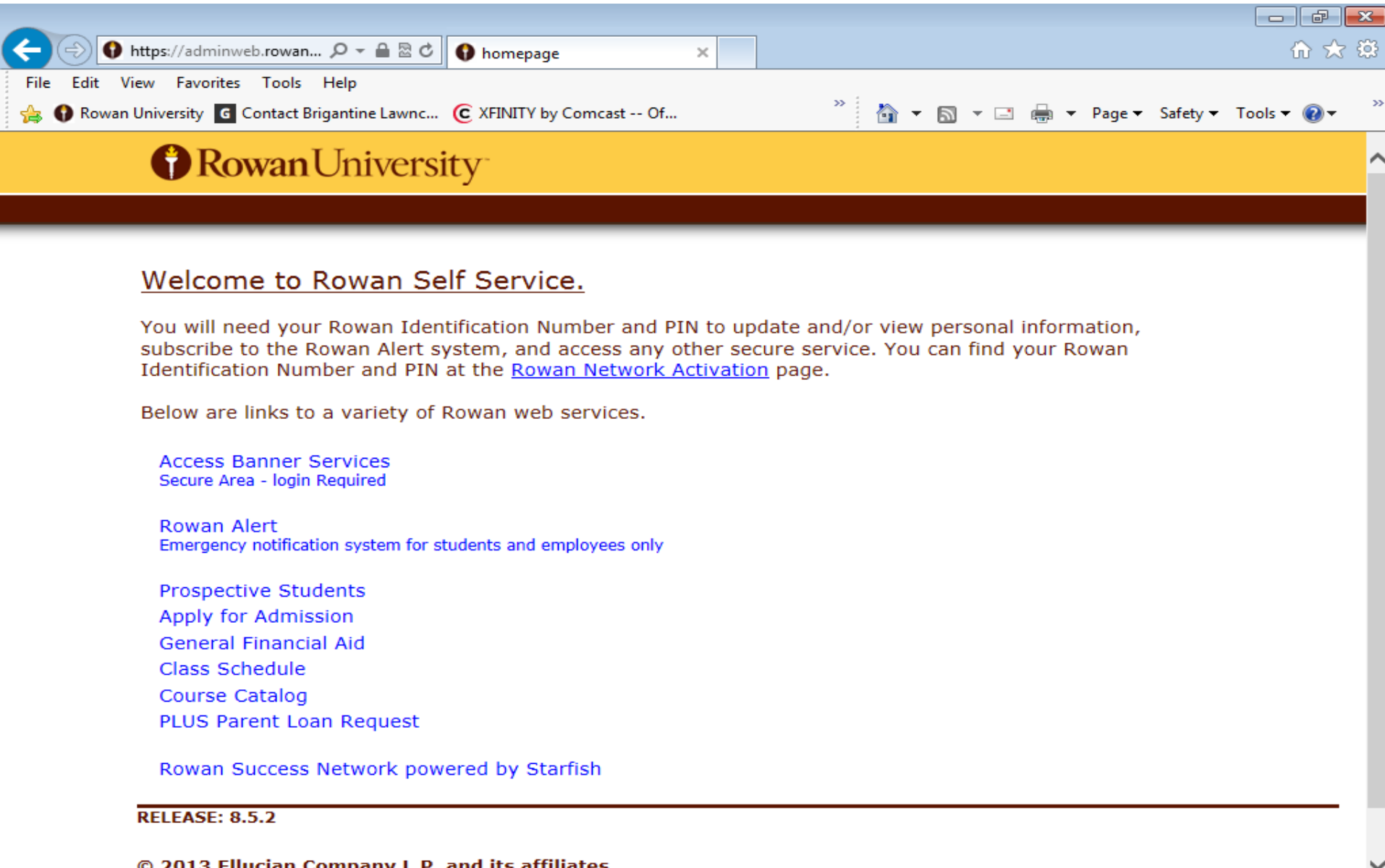
## Compliance Education\*

- Code of Conduct
- HIPAA Privacy/Security
- State of New Jersey Ethics Training



\*Complete within first 30 days of employment

# Rowan Access for Training



https://adminweb.rowan... homepage

File Edit View Favorites Tools Help

Rowan University Contact Brigantine Lawnc... XFINITY by Comcast -- Of...

Page Safety Tools

## Rowan University

### Welcome to Rowan Self Service.

You will need your Rowan Identification Number and PIN to update and/or view personal information, subscribe to the Rowan Alert system, and access any other secure service. You can find your Rowan Identification Number and PIN at the [Rowan Network Activation](#) page.

Below are links to a variety of Rowan web services.

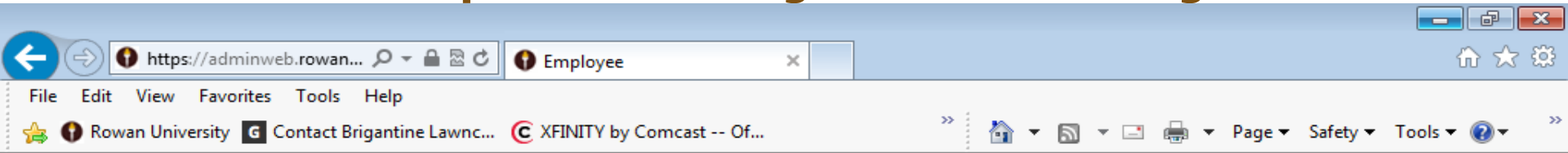
- [Access Banner Services](#)  
Secure Area - login Required
- [Rowan Alert](#)  
Emergency notification system for students and employees only
- [Prospective Students](#)
  - [Apply for Admission](#)
  - [General Financial Aid](#)
  - [Class Schedule](#)
  - [Course Catalog](#)
  - [PLUS Parent Loan Request](#)
- [Rowan Success Network powered by Starfish](#)

---

RELEASE: 8.5.2

© 2013 Ellucian Company L.P. and its affiliates.

# Rowan Access (after sign in) Compliance Training & HIPAA Training



**Personal Information** **Employee** Finance

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Employee

### Benefits and Deductions

Retirement, health, flexible spending, miscellaneous, Benefit Statement.

### Pay Information

Direct deposit allocation, earnings and deductions history, or pay stubs.

### Tax Forms

W4 information, W2 Form or T4 Form.

### Leave Balances

### Professional Development

Learning Connections Inventory

### Search Rowan Announcer Submissions

Search through Rowan Announcer archives.

### Rowan Announcer Submission

Submit a Rowan Announcer message: Employees only

### Recommendation Form for CGCE Applicants

The College of Graduate & Continuing Education (CGCE)

### Office of Sponsored Programs Proposal Submission Form

Office of Sponsored Programs

### Banner Properties & Standards

Request form for changes and enhancements to the Banner system and code tables.

### IERP Banner Request Approvals (IERP Admin Only)

Displays a listing of Banner Change Requests for approvals.

### IERP Unauthorized Validation Report (IERP Admin Only)

Displays a listing of Unauthorized Banner Validations Requests.

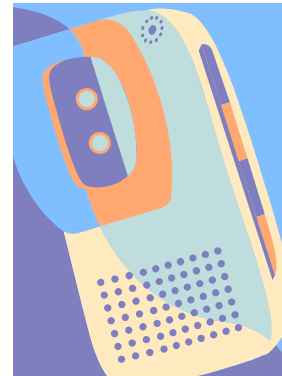
### Financial Aid Scholarship Recommendation

Financial Aid Recommendation Form

### RowanSOM Compliance Training Courses

# Disclosure Program

- Use Global Compliance to manage our hotline 24/7
  - <http://www.rowan.edu/integrityline>
- A hotline that can be anonymous with no retaliation



# Screening for Ineligible Persons

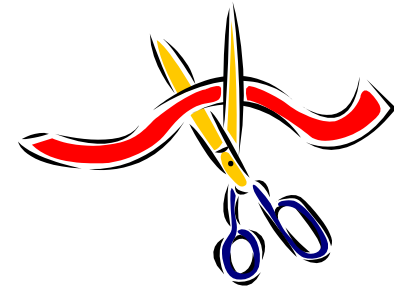
RowanSOM does this  
screening Quarterly





# Reportable Events

- “Significant” overpayments
- Non-compliant focus arrangements
- Ineligible person in a position to provide service to a Medicare or Medicaid beneficiary and bill for that service
- Ineligible person refers a patient to us for a service to be paid by a government payor



# Office of Compliance & Corporate Integrity



## Chief Compliance & Privacy Officer

Reports to BOT , RowanSOM President & Executive VP for Administration & Strategic Advancement

### Compliance Operations

Responsible for coordinating departmental & school-wide compliance initiatives, internal monitoring & reporting support, and acting as additional resources for raising compliance concerns

### Privacy & Security

Responsible for assessing the effectiveness of privacy policies, ensuring compliance with those policies and assessing our privacy and security needs

### Risk Assessment & Case Management

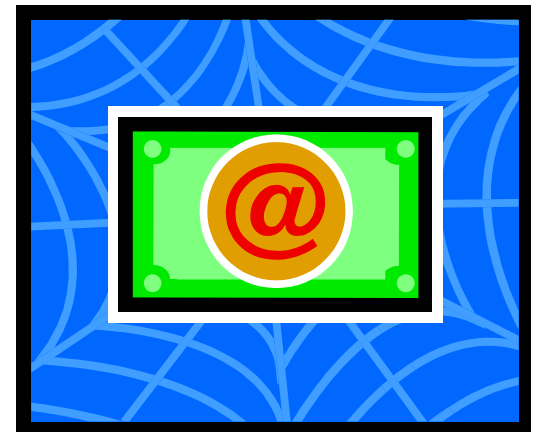
Responsible for conducting periodic self-assessments of the effectiveness of the Ethics & Compliance program/Triage investigation cases to respective investigative groups

### Compliance Program Activities

Responsible for all aspects of Compliance with Federal/State Government Rules & Regulations

# OCCI Website – Policy & Procedures

- <https://www.rowan.edu/compliance>
- The site provides details of:
  - Ethics
  - HIPAA
  - Reporting Forms
  - Code of Conduct
  - Compliance Program Manual
  - Training
  - Policies
  - Records Management
  - Research
  - Resources
  - Newsletters
  - FAQ's



# RowanSOM IA & OCCI

Internal Audit & the Office of Compliance & Corporate Integrity are complementary but have distinct governance functions:

- ✓ **Internal Audit** - To provide the audit committee assurance on the effectiveness of risk management, control and governance processes
- ✓ **Compliance** - To help maintain a culture promoting the prevention, detection and resolution of potential violations of law or University policy.

# Roles of Internal Audit and OCCI

Internal Audit	Compliance
Independent with no operational responsibilities	Independent, but with operational responsibility to administer the corporate compliance program
Does not own policies	Owns policies (hotline)
Driven by audit planning, based on an organization-wide risk assessment	Driven by Federal, State, fraud and abuse regulations and ethics laws
Audit/project based, periodic assurance based on concurrent or retrospective reviews	On-going monitoring, evaluation and training. Conduct audits to assess compliance in targeted areas
Audit the compliance program for effectiveness	Implement and manage the compliance program

# OCCI Clinical Coding Initiative MD-Audit

## Project Goals....

- To increase Provider coding knowledge
- To ensure compliance with coding guidelines
- To reduce risk/exposure
- To identify additional coding requirements

# What Questions Do You Have?



# **NJ State Policy Prohibiting Discrimination in the Workplace**

**The State of New Jersey provides every state employee with a work environment free from prohibited discrimination or harassment.**

**The State of New Jersey strictly prohibits the conduct described in this policy.**

**This is a zero tolerance policy.**



# 19 Protected Classes

- Sex/Gender
- Color
- Marital Status
- Mental or Physical Disability
- Sexual or Affectional Orientation
- Civil Union Status
- Creed
- Nationality
- Genetic Information
- Age
- Race
- Religion
- National Origin
- Familial status
- Gender Identity or Expression
- Domestic Partnership status
- Atypical hereditary Cellular or Blood Trait
- Ancestry
- Veteran Status

# Harassment and Discrimination Under the State Discrimination Policy

- Includes any **unwelcome or unwanted attention**, and other verbal, visual or physical conduct directed toward a person **because of or on account of** his or her protected class.
- Also includes conduct that may be offensive based on these protected classes and including direct or indirect exposure to:
  - Submission to or rejection of such conduct used as a basis or factor in decisions or a term or condition of an individual's employment standing
  - such conduct has the purpose or effect of ***unreasonably interfering*** with an individual's work performance; or
  - such conduct creates an ***intimidating, hostile or offensive work environment***.

# Sexual Harassment

## Quid Pro Quo

- **Quid pro Quo occurs when an employee's advancement, job assignment, continued employment, and/or academic standing are conditional upon sexual favors.**

# Sexual Harassment- Hostile Work Environment

- **Hostile work environment in general consists of conduct that is sufficiently pervasive to alter the conditions of employment and creates an abusive working environment.**
- **It occurs when workplace conduct of a sexual nature interferes with an employee's work performance.**
- **Conditions for a hostile work environment are:**
  - **The discrimination is intentional because of an individual's sex,**
  - **The discrimination is severe and/or pervasive and regular,**
  - **The discrimination detrimentally affects the complainant,**
  - **The discrimination would detrimentally affect a reasonable person of the same sex in that position**
  - **THE EMPLOYER KNEW OR SHOULD HAVE KNOWN OF THE HARASSMENT AND FAILED TO TAKE PROMPT AND EFFECTIVE REMEDIAL ACTION.**

# THIRD PARTY REPORTING

**An employee who is not the target of the harassment, but works in an atmosphere that is made offensive by the pervasive sexual conduct in the workplace, may also be the victim of hostile work environment.**

# PROHIBITION AGAINST RETALIATION

Retaliation against any employee who alleges that she or he was the victim of discrimination/harassment, provides information in the course of an investigation into claims of discrimination/harassment in the workplace, or opposes a discriminatory practice, is prohibited by this policy.

# Examples of prohibited action include but are not limited to

- Termination of an employee;
- Failing to promote an employee;
- Altering an employee's work assignment for reasons other than legitimate business reasons;
- Imposing or threatening to impose disciplinary action on an employee for reasons other than legitimate business reasons; or
- Ostracizing an employee (for example, excluding an employee from an activity, information, or privilege offered or provided to all other employees).

# EMPLOYEE RESPONSIBILITIES

- **Employees are encouraged to report any discrimination directed toward them or if they witness others being subjected to discrimination.**
- **Employees are expected to cooperate with investigations done on allegations of discrimination.**
- **Failure to cooperate may result in administrative and/or disciplinary action.**



# SUPERVISOR RESPONSIBILITIES

- Supervisors shall make every effort to maintain a work environment that is free from any form of prohibited discrimination/harassment.
- Supervisors shall immediately refer allegations of prohibited discrimination/harassment to the Office of Equity and Diversity in Linden Hall.
- A supervisor's failure to comply with these requirements may result in administrative and/or disciplinary action, up to and including termination of employment.
- A supervisor is defined broadly to include any manager or other individual who **has authority to control the work environment** of any other staff member (for example, a project

# **FALSE ACCUSATIONS AND INFORMATION**

- **An employee who knowingly makes a false accusation of prohibited discrimination/harassment or knowingly provides false information in the course of an investigation of a complaint, may be subjected to administrative and/or disciplinary action, up to and including termination of employment.**
- **Complaints made in good faith, however, even if found to be unsubstantiated, shall not be considered a false accusation.**

# CONFIDENTIALITY

- All complaints and investigations shall be handled, to the extent possible, in a manner that will protect the privacy interests of those involved.
- In the course of an investigation, it may be necessary to discuss the claims with the person(s) against whom the complaint was filed and other persons who may have relevant knowledge or who have a legitimate need to know about the matter.

# Confidentiality (cont)

- All persons interviewed, including witnesses, shall be directed not to discuss any aspect of the investigation with others in light of the important privacy interests of all concerned.
- Failure to comply with this confidentiality directive may result in administrative and/or disciplinary action, up to and including termination of employment.

# Title IX

# Title IX

- Sex and gender discrimination and harassment can appear in the most unexpected places and scenarios.
- Rowan University complies with the federal requirements of Title IX by providing an educational environment free from discrimination and harassment that does not deny the ability to participate or benefit from any University program on the basis of sex/gender.

# Title IX

- The new Sexual Misconduct Policy for students can be found on the Title IX webpage: [www.rowan.edu/equity/titleix](http://www.rowan.edu/equity/titleix)
- The policy can also be found in the Student Handbook:  
[www.rowan.edu/studentaffairs/communitystandards/handbook.html](http://www.rowan.edu/studentaffairs/communitystandards/handbook.html)

# Title IX

- Please refer students to these sites if an incident involving sex/gender is brought to your attention. Once referred, contact a member of the Core Title IX Team to report the issue.
- Dr. Johanna Velez-Yelin: (856-256-5440)
- Dr. Penny McPherson-Barnes: (856-256-4086)
- Joe Mulligan: (856-256-4242)
- Travis Douglas: (856-256-4266)



# Title IX

- For sex/gender concerns involving employees please refer to the NJ Policy Prohibiting Discrimination in the Workplace at [www.rowan.edu/equity](http://www.rowan.edu/equity) or contact the Office of Equity and Diversity at ext. 5440.
- For situations dealing with underage children in abusive situations our Title II policy can be found in: [www.rowan.edu/equity](http://www.rowan.edu/equity) in the Employee information link on the left side of the page.

# Benefits Orientation (Part 1)

- Employee Advisory Service
- Tuition Benefit
- Information Resources
- Where to grab a bite to eat!
- Next Steps

# Parking

- Contact 856-566-6033

# Employee Advisory Program (EAS)

- A confidential service offered at to staff and their family members
- Services include a hotline, individual or group counseling, crisis intervention and referral assistance
- Contact # 609-292-8543
- For more information contact your local HR office

# Employee Relations

- Ken Kuerzi- Employee and Labor Relations
  - This office works with the unions and the university
  - Glassboro campus 256-4138

# Tuition Benefits

- Please reference your collective bargaining agreement or employment contract concerning your Tuition Assistance benefits



# Information Resources (IR) Online Training Center

## Training Opportunities include:

- Lynda.com
- ROWAN ALERT
- Banner
- Blackboard Campus Edition (Bb-CE)
- Guest Instructor sessions
- Special topics such as working with Blogs, Podcasts, and iMovie
- [www.rowan.edu/irtraining](http://www.rowan.edu/irtraining)

# SOM Wellness Center

- Health Club
  - Cardiovascular Equipment
  - Strength Training Equipment
  - Indoor Walking/Jogging Track
  - Women's and Men's Locker Rooms
- **Services**
- Personal Training
- Group Exercise Classes





# Top Doc's Café



- The Top Doc's Cafe is the cafeteria located on the first floor of the Academic Center.
- They offer a full range of healthy breakfast and luncheon meals at a reasonable price Monday through Friday from 7:30 AM to 2:30 PM.
- <http://som.umdnj.edu/facilities/cafeteria.html>

# Employee Discounts

Visit [www.state.nj.us/personnel/discounts/](http://www.state.nj.us/personnel/discounts/)

- Verizon Wireless
- NJ manufacturers car insurance
- And more!



# Home Incentive Program

- Eligible from your hire date forward
- Upon purchase of residential home in the cities of Glassboro, Camden or borough of Stratford NJ, Rowan University provides \$1,500 annually for 10 years for real estate tax purposes.
- Subject to change at the discretion of the University.

# Benefits Orientation – Part 2

- NJ State Health Benefits Program
- Benefits Processing Procedures
- Plan Choices
- Flexible Spending Accounts
- Leave Information

# Contact Information

## Rowan University Human Resources

<http://www.rowan.edu/hr>

## State Division of Pension and Benefits

<http://www.state.nj.us/treasury/pensions>

Please note: Benefit programs are subject to change

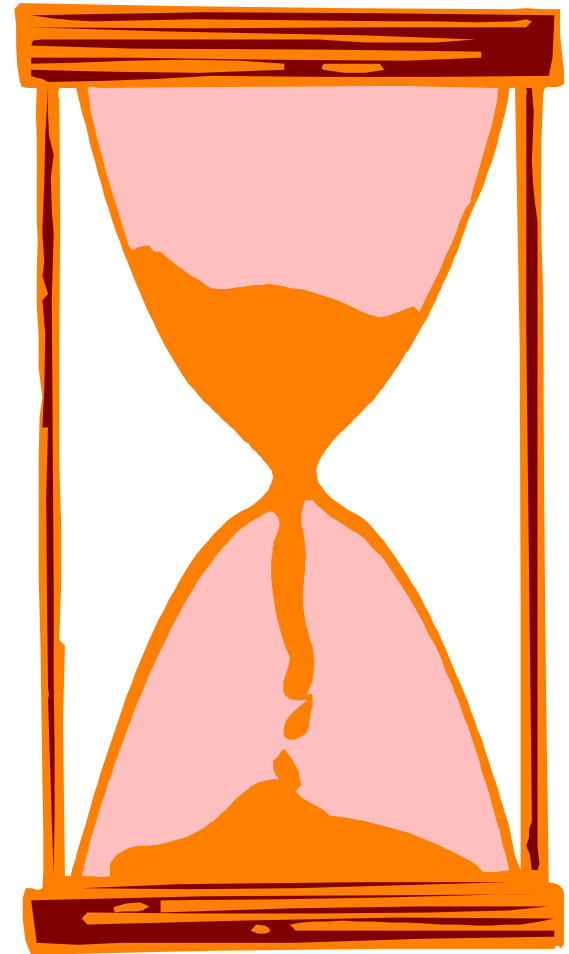
# Eligibility

- Full-time faculty or staff
- Your legal spouse
- Your same sex domestic partner
- Dependent children under age 26

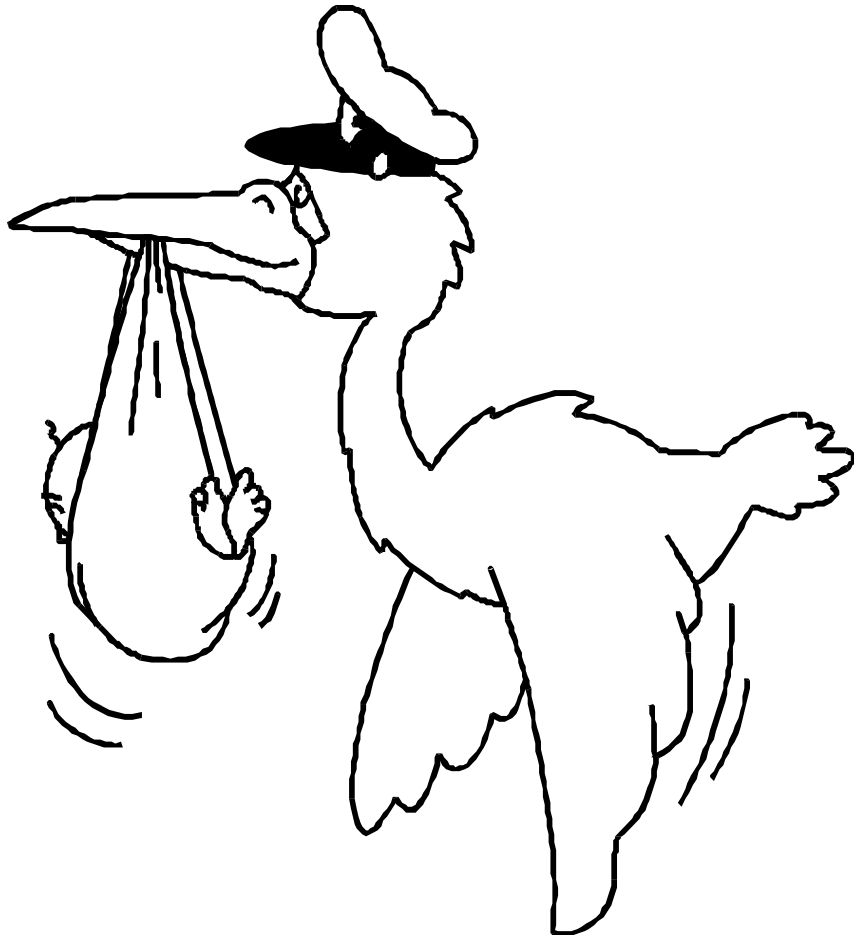


# When Coverage Begins

- After 2 months of continuous employment



# Benefit Processing Procedures



- Qualifying life event changes (marriage/divorce/birth of child) must be made within 60 days of event
- Other changes can be made only during open enrollment period
- Coordination of benefits
- COBRA



# Enrollment Forms

NJ State Health Benefits Program:

Health and Dental Applications

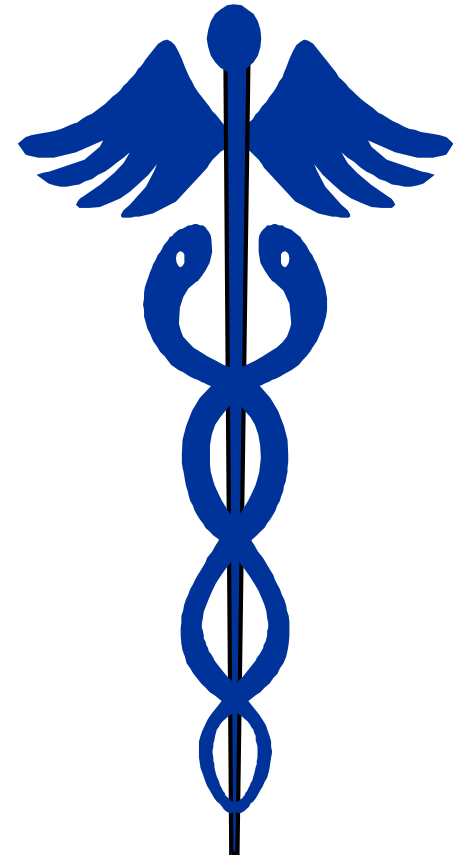
Required Attachments:

- Copy of marriage certificate & children's birth certificates (if applicable)
- Certificate of Domestic Partnership/Civil Union (if applicable)
- 1st page of most recently filed tax return that includes spouse (black out all financial information and all but the last 4 digits of any Social Security numbers)

# Medical Plan Choices

## Health Maintenance Organizations Plans (HMOs)

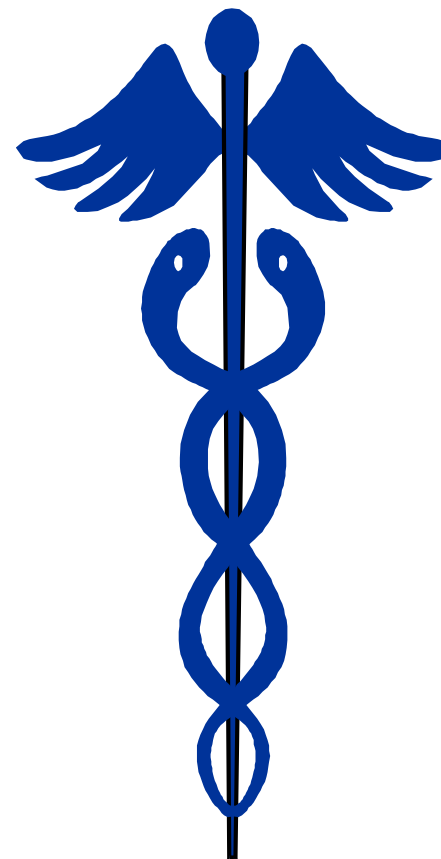
- Aetna HMO
- Aetna HMO 1525
- Aetna HMO 2030
- Aetna HMO 2035
  
- Horizon HMO
- Horizon HMO 1525
- Horizon HMO 2030
- Horizon HMO 2035



# Medical Plan Choices

## Preferred Provider Organizations Plans (PPOs)

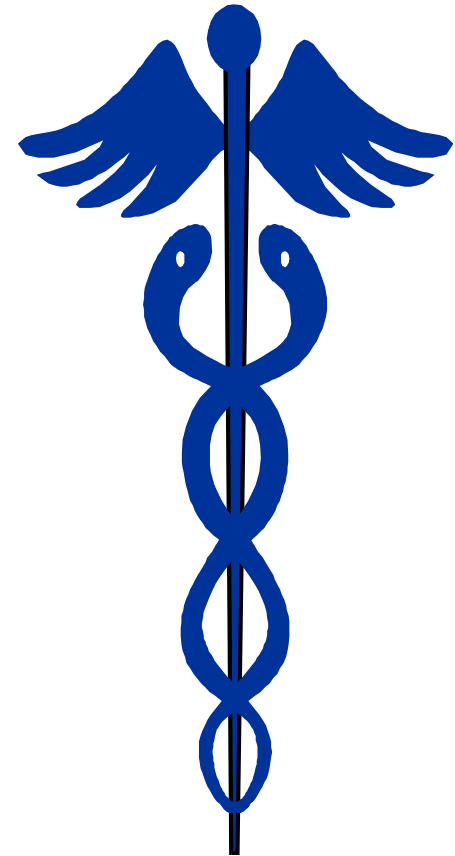
- Aetna Freedom 15
- Aetna Freedom 1525
- Aetna Freedom 2030
- Aetna Freedom 2035
  
- NJ DIRECT 15
- NJ DIRECT 1525
- NJ DIRECT 2030
- NJ DIRECT 2035



# Medical Plan Choices

## High Deductible Health Plans (HDHPs)

- Aetna Value HD 1500
- Aetna Value HD 4000
  
- NJ DIRECT HD 1500
- NJ DIRECT HD 4000



# HMO – AETNA or HORIZON

- Must select a primary care physician
- Specialist services require referrals
- No deductibles or claim forms

# Prescription Drug Coverage

- Medco- Express Scripts: 1-866-220-6512
- [www.medco.com](http://www.medco.com)
- Various options depending on the plan selection
- Mail Order program



# Dental Plan Choices

- Dental Plan Organizations (DPOs)
- Dental Expense Plan (administered by Aetna Dental)



# DPOs

- Atlantic Southern Dental (BeneCare)
- Community Dental Associates
  - \* **Effective 01/01/2015 Atlantic Southern and Community Dental will no longer be available**
- CIGNA Dental Health
- Healthplex (International Health Care Services)
- Horizon Dental Choice
- Aetna DMO
- Metlife





# Dental Plan Organizations (DPOs)

- No claim forms
- Must use network dentists
- Diagnostic, preventative and certain restorative and certain surgical procedures are covered 100%
- Other services require co-payments



# Dental Expense Plan

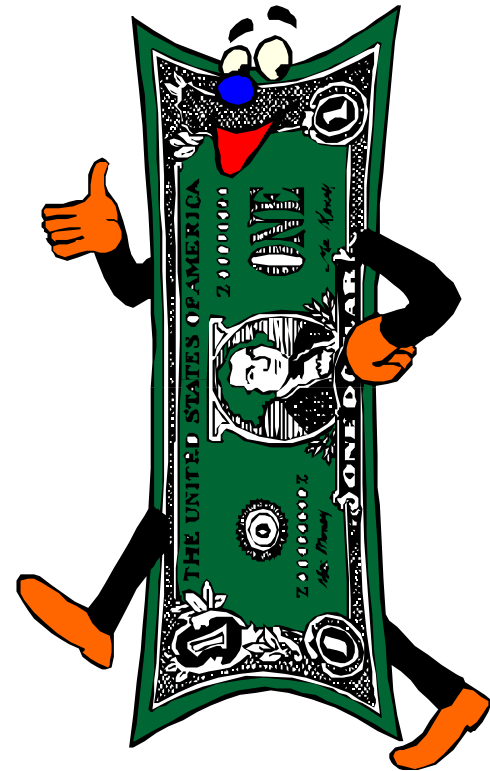
	<b>In Network</b>	<b>Out of Network</b>
Deductible/Calendar Year	\$50 / Individual \$100 / Family Waived for Preventive	\$75 / Individual \$150 / Family Waived for Preventive Deductible applies to in-network services
Coinsurance (as % of R&C)	100% Preventive 80% Basic Restorative 65% Major Restorative 50% Periodontics & Prosthodontics	90% Preventive 70% Basic Restorative 55% Major Restorative 40% Periodontics & Prosthodontics
Maximum Annual Benefit/ Individual	\$3,000	\$2,000 (Maximum of \$3,000 combined in and out-of-network)
Orthodontia under age 19	50% to \$1,000 lifetime maximum (not subject to deductible) (Maximum not combined with Annual Maximum)	40% to \$750 lifetime (maximum of \$1,000 combined in and outof-network) (not subject to deductible) (Maximum not combined with Annual Maximum)

# Flexible Spending Accounts

- Premium Option Plan
- Unreimbursed Medical Spending Account
- Dependent Care

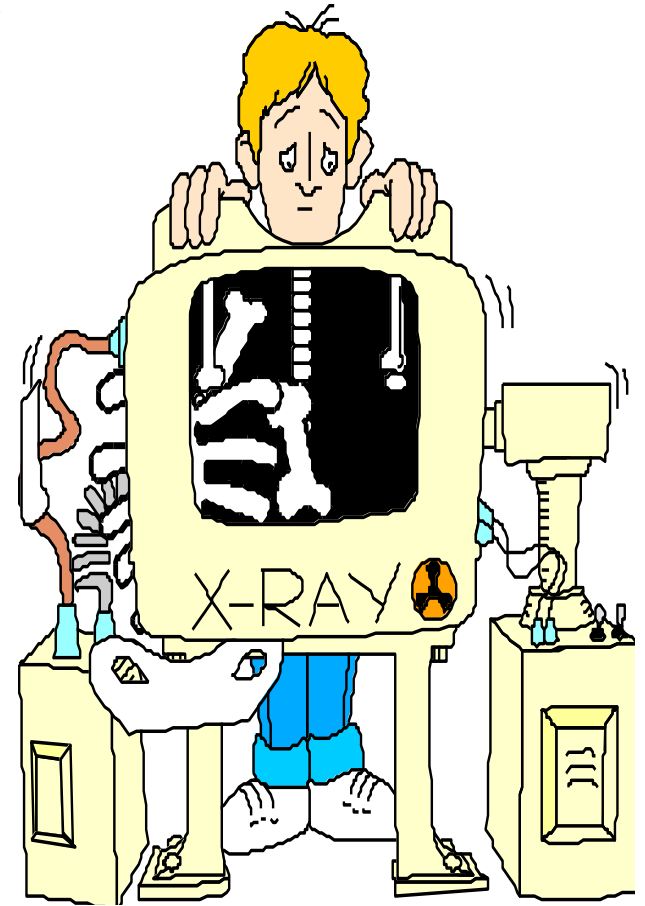
# The Premium Option Plan

- Health and dental insurance premiums are deducted from your paycheck pre-tax
- This option is automatic unless you sign a waiver form within 15 days of your hire date



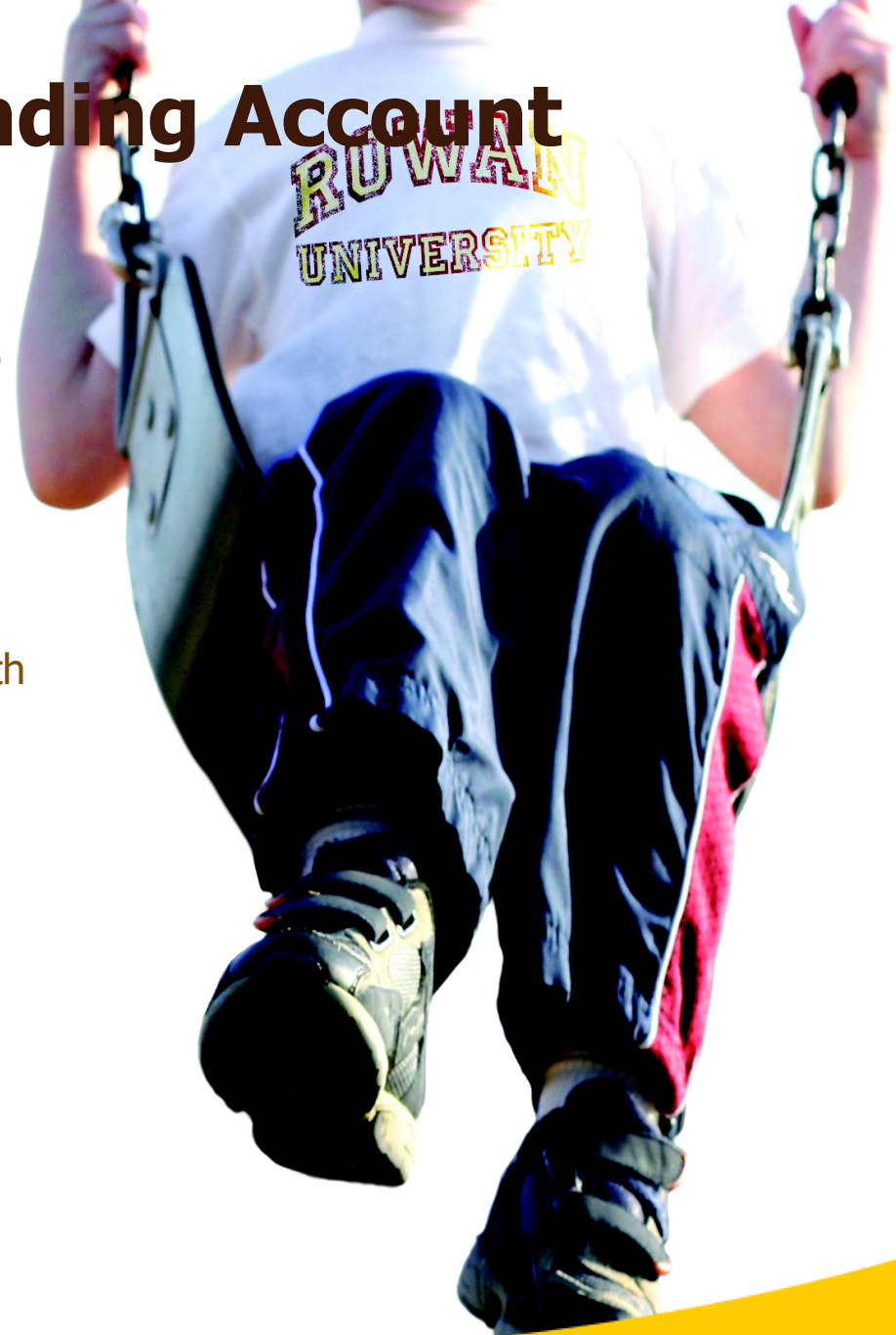
# The Unreimbursed Medical Spending Account

- Voluntary program - Set aside pre-tax dollars to pay for eligible medical and dental expenses.
- Annual enrollment required.
- Must use contributions by March 15<sup>th</sup> of the following plan year – “use it or lose it”
- Maximum election is \$2,500 per year for plan year 2014/15.



# Dependent Care Spending Account

- Voluntary program – Set aside pre-tax dollars
- Annual enrollment required
- “Use it or lose it” by March 15<sup>th</sup>
- Maximum election of \$5,000 per household, per year.



# Temporary Disability Insurance

- Coverage begins 8<sup>th</sup> day after sick time is exhausted
- Employees must use all accrued sick time before receiving this benefit
- Provides income replacement up to 66% of average weekly wage up to an annual maximum limit
- Maximum benefit of 26 weeks
- File claims within 30 days of the start of the disability
- <http://www.lwd.dol.state.nj.us/labor/tdi/tdiindex.html>



# Family Leave

- The New Jersey Family Leave Act (NJFLA) and the Federal Family and Medical Leave Act (FMLA) entitles eligible employees to paid or unpaid family leave in certain circumstances
- May take up to 12 weeks in a 12-month period (FMLA) or a 24-month period (NJFLA)
- Health coverage continues as long as employee contributions are paid in advance to Human Resources



# NJ Family Temporary Disability Leave (Family Leave Insurance)

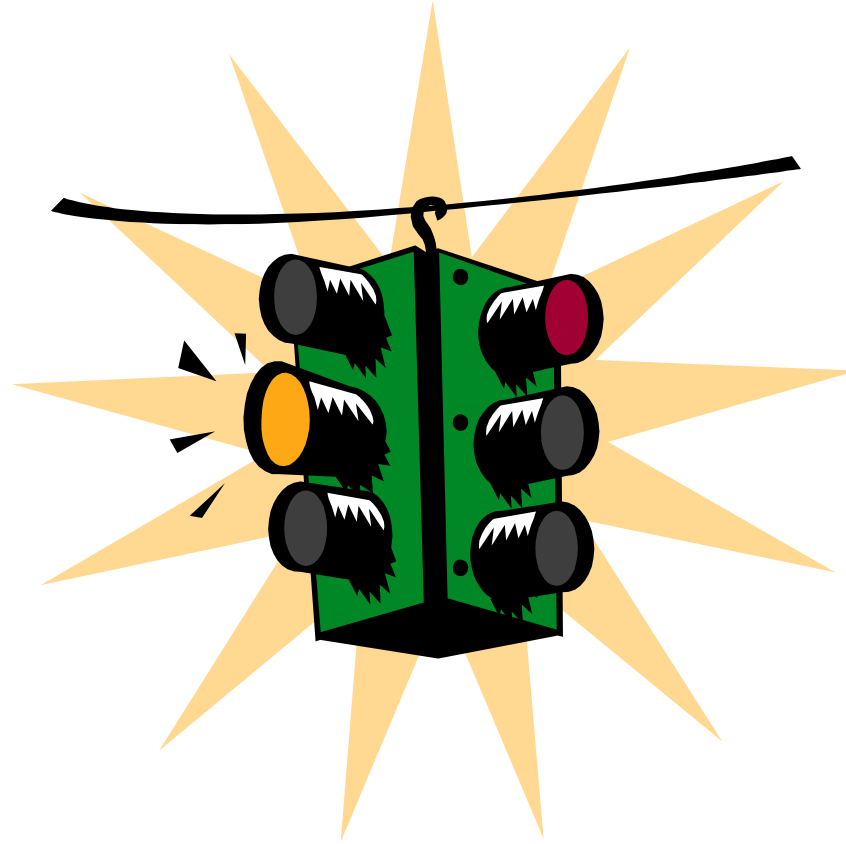
- Payroll deductions begin January 1, 2009
- Benefits available July 1, 2009
- Provides up to six (6) weeks of Family Leave Insurance benefits for eligible employees.
- Employee eligible to receive same as that for which eligible under state temporary disability.
- More information; [www.nj.gov/labor](http://www.nj.gov/labor)

# Paid Time Off

## Vacation, Sick Time, Jury Duty

- Vacation- based on classification
  - Carryover up to one year of time
- Jury Duty- time off for jury duty with pay; must provide documentation
  - If jury duty does not require attendance for the full day, it is expected that the employee will return to work
- Sick Time- based on classification
  - Unused days carried over

# END OF PART TWO



# Benefits Orientation-Part 3

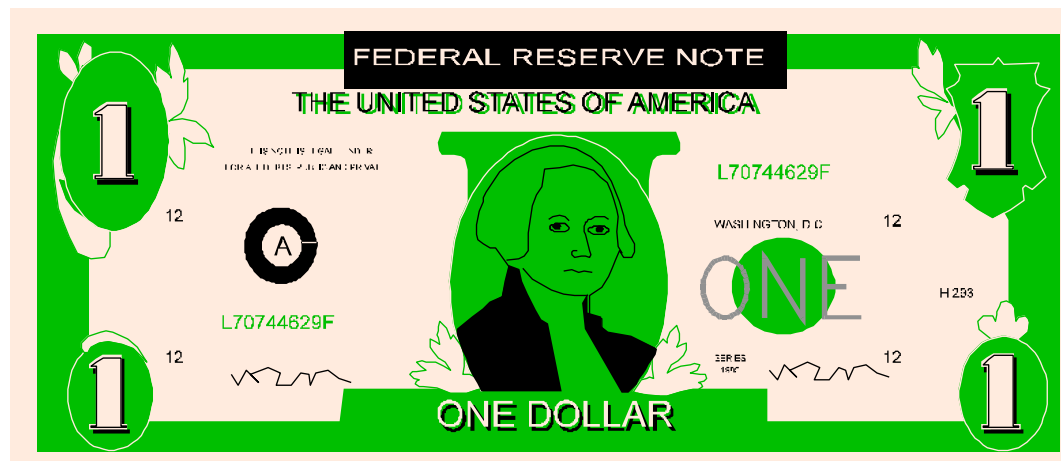
- Pension

# Pension

- Optional investment plans
- PERS Pension Plan
- ABP Pension Plan
- PFRS Pension Plan
- DCRP Pension Plan
- Please note: Pension plans are subject

# Optional investment plans

- Voluntary additional contributions—403(B), ACTS (Additional Contributions Tax Shelter), SACT (Supplemental Annuity Collective Trust)
- NJ State Deferred Compensation Plan (457B)
- Roth 457B



# **403(B) Program for ABP Members and ACTS for PERS Members**

## **Provides additional Tax shelter retirement savings**

### Optional

#### Salary Reduction Agreement

- Complete voluntary (TSA 403-b) part of carrier's unique enrollment form
- If enrolling in 403B plan, complete separate SRA enrollment form
- May not exceed 2013 IRS limits (\$17,500 or \$23,000 for age 50 and over)

# Investment Companies

- Valic Retirement
- AXA Equitable
- The Hartford
- ING Financial
- TIAA-CREF
- Met Life



ING



MetLife®





# SACT Program-403 (b)

## Supplemental Annuity Collective Trust

- Employees in PERS or PFRS may participate
- Additional retirement savings and tax shelter
- Common stock portfolios
- Pre-tax or post-tax contribution programs available
- Enrollments processed quarterly



# NJ State Employees Deferred Compensation Plan (457B)

- Employees in PERS, PFRS and ABP may participate
- Administered by Prudential Retirement (866-657-3327)
- Additional retirement savings and tax shelter
- Contribute a percentage of salary up to a maximum limit
- Broad array of investment options
- Visit [www.retirement.prudential.com/njsedcp](http://www.retirement.prudential.com/njsedcp) for more information

# Public Employees Retirement System (PERS)

- Defined Benefit Retirement Plan
- Contribution rate = 6.92%(pre-tax). This rate will increase at the rate of 0.14% each year until the rate reaches 7.5% in 2018
- Vested after 10 years of continuous participation
- Ability to purchase service credits



# PERS - GROUP LIFE INSURANCE

- Group Life Insurance underwritten by Prudential Insurance Company
- Non Contributory benefit 1 ½ times base salary (subject to pension contributions)
- Contributory benefit 1 ½ times base salary (contribution is .0050% of base salary)
- Required for one year



# Alternate Benefit Program (ABP)

- Defined contribution plan
- Employee's contribution—5% (pre-tax)
- Rowan's contribution—8% of base salary to a maximum salary of \$141,000 yearly
- All pension contributions stop at the maximum salary of \$255,000 yearly
- Noncontributory life insurance 3-1/2 times the prior 12 or 10 months base salary (if age 60 or more, additional eligibility requirements may apply)
- Vested after one year of continuous contributions



# Investment Companies

- Valic Retirement
- AXA Equitable
- The Hartford
- ING Financial
- TIAA-CREF
- Met Life
- Prudential



# ABP Enrollment Forms

## Mandatory

- ABP Enrollment Application (provided)
- Vendor Allocation Form (provided)
- Vendor's unique enrollment application (not provided, contact carrier directly)

# Long Term Disability (ABP continued)

- Effective after one year of participation in ABP
- Enrollment is automatic for ABP members
- Noncontributory
- Underwritten by Prudential
- Benefits paid are 60% of base monthly salary (reduced by any social security benefit)
- Benefits start after six months of disability



# Defined Contribution Retirement Program (DCRP)

- Disability Insurance Benefits
  - Pension Plan
  - Life Insurance
  - Disability Insurance

# Defined Contribution Retirement Program (DCRP)

- Vesting
  - After one year unless enrolled in PERS

# Defined Contribution Retirement Program (DCRP)

- Members
  - Begin membership for the first of the month
  - Contribute 5.5% employer matches 3%
  - Contributions commences upon receipt of the certification
  - Retroactive contribution

# Defined Contribution Retirement Program (DCRP)

- Investment Provider
  - Prudential Retirement

# Defined Contribution Retirement Program (DCRP)

- Cash distribution and annuity options upon separation of employment
- Transferable

# Defined Contribution Retirement Program (DCRP)

- Life Insurance
  - Cost free
  - 1.5 times base annual salary
  - Pro-rated in the first year
  - Imputed income

# Defined Contribution Retirement Program (DCRP)

- Disability Insurance
  - Cost free
  - 60% base monthly salary
  - 1 year membership requirement
  - 6 month waiting period

# Any Questions?



**Thank You!**