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.
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.

Rowan SOM’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.
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
  - 1st check is live!

- Paydays:
  - [http://www.rowan.edu/adminfinance/controller/payroll/documents/SOM](http://www.rowan.edu/adminfinance/controller/payroll/documents/SOM)

- Payroll Website:
  - [http://www.rowan.edu/adminfinance/controller/payroll/](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/Graffitti
- 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

- 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. 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.
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.

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 1st. 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](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](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
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](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
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
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

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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

RELEASE: 8.9
Disclosure Program

- Use Global Compliance to manage our hotline 24/7
  - [http://www.rowan.edu/integrityline](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
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

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

Rowan University
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.
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 leader).
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 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 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](http://som.umdnj.edu/facilities/cafeteria.html)
Employee Discounts

Visit 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

<table>
<thead>
<tr>
<th></th>
<th>In Network</th>
<th>Out of Network</th>
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| **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 out-of-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 15th 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 15th
- Maximum election of $5,000 per household, per year.
Temporary Disability Insurance

- Coverage begins 8th 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](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
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 to change.
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
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 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!