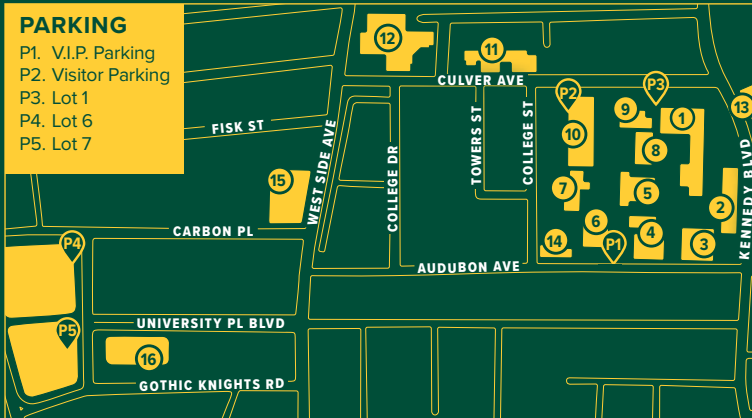


Campus Map



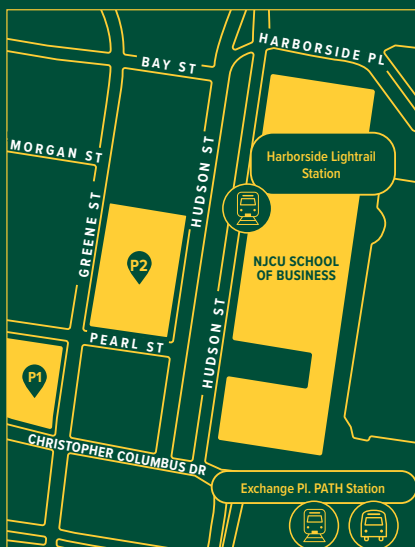
MAIN CAMPUS

2039 John F. Kennedy Blvd, Jersey City, NJ 07305



CAMPUS MAP KEY

- | | | |
|--|--|---|
| 1. Hepburn Hall | 7. Science Building | 13. A. Harry Moore Laboratory School |
| 2. Grossnickle Hall | 8. George Karnoutsos Arts and Sciences Hall | 14. Co-Op Dormitory |
| 3. Congressman Frank J. Guarini Library | 9. Fries Hall | 15. NJCU Center for Workforce and Community Development |
| 4. Vodra Hall | 10. Gilligan Student Union | 16. West Village |
| 5. Rossey Hall | 11. Visual Arts Building | |
| 6. Education and Professional Studies Building | 12. John J. Moore Athletics and Fitness Center | |



SCHOOL OF BUSINESS

Harborside 2, 200 Hudson Street, Jersey City, NJ 07311

TRANSPORTATION

- Hudson Bergen Light Rail to Harborside Stop
- PATH to Exchange Place Station
- Bus to Exchange Place

PARKING

- P1. Central Parking, 110 Plaza 5
- P2. Central Parking, 135 Greene Street

Office of Human Resources

New Jersey City University's Human Resources Business Partners

Alicia Franqui, Ext 2016
Associate Vice President — Human Resources,
Randi Miller, Ext 2068
Senior Director — Human Resources

Receptionist

Ext 2335
Human Resources Assistant

Benefits

Nita Patel, Ext 2306
Manager — Benefit, Retirement, Leave Administration
Franklin Jaime, Ext 2379
HR Business Partner — Benefits & Leave Specialist

Compensation

Christie Monroe, Ext 2154
HR Business Partner, Compensation Specialist, Temporary Appointments,
Tavares Johnson, Ext 2359
HR Business Partner — Compensation & Records,
Rowena Basalatan-Ledesma, Ext 3193
HR Business Partner, Compensation

Employee Relations

Janelle Evans, Ext 2067
Manager — Employee Relations

Talent Acquisition

Michele Scott-Crook, Ext 3347
Manager — Talent Acquisition
Jordan Clarke, Ext 3059
HR Business Partner — Talent Acquisition Specialist

Office Hours

Monday through Friday
8:30 a.m. – 5:00 p.m.
**Office Closes at 4:30pm on Fridays*

New Jersey City University
Human Resources H-105
2039 John F. Kennedy Blvd.
Jersey City, NJ 07305

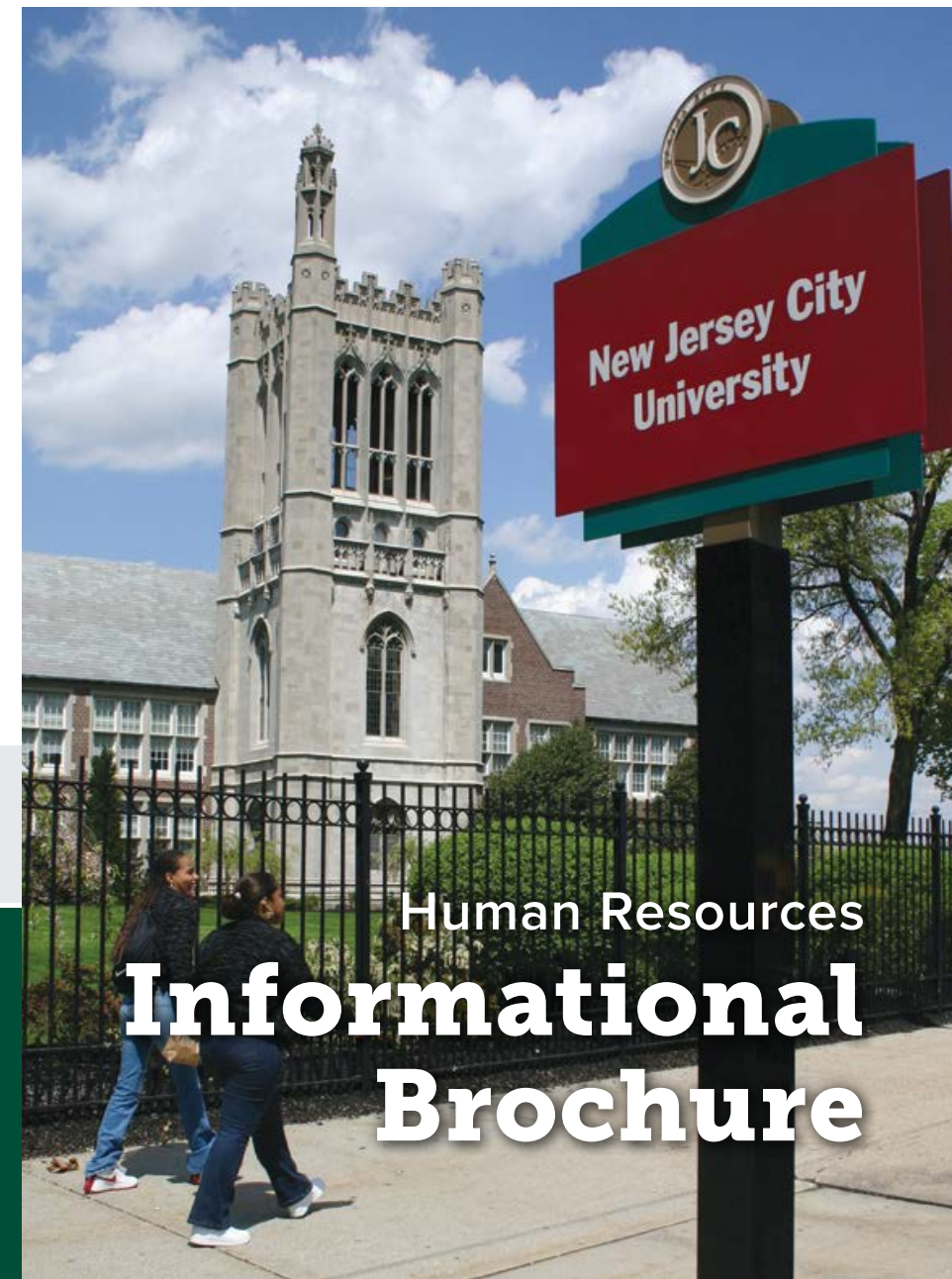
Phone: 201-200-2335
Fax: 201-200-2219
Email: HR@njcu.edu

njcu.edu/jobs-njcu

NJCU

Visit us online at njcu.edu

NJCU | OFFICE OF HUMAN RESOURCES



Human Resources
Informational Brochure

TALENT MANAGEMENT

NJCU's dedication to excellence requires that employees' work effort and outcomes are aligned with University-wide values and objectives and that individual goals support the overall mission of the University. In order to ensure the highest quality performance of all employees at the University, there are formal systems of performance assessment in place which are designed to provide regular and constructive feedback and two-way communication between managers and supervised staff. Formal performance assessment additionally provides constructive career feedback and helps identify training needs for future opportunities. Managers/supervisors are also encouraged to actively engage employees on an informal and on-going basis providing support and feedback to enhance performance and to address any performance issues that may arise on a timely basis.

1. Classified Collective Negotiations Unit Staff: ePAR (Electronic Performance Assessment Review) is an electronic tool to evaluate performance for employees and/or their supervisors who are currently represented by AFSME, CWA and IFPTE Unions.

ePAR due dates: Job expectations 11/30/22, **Interim evaluation** 04/30/22, **Final evaluation** 11/30/22

ePAR Link: The link for https://nj-dotnet.state.nj.us/NJ_ePar_Reg/SelfRegistration.aspx.

If you have not already registered please contact **Jordan Clarke: jclarke2@njcu.edu** for your Employee ID.

2. Unclassified Collective Negotiations Unit Staff: The performance of professional staff in the AFT collective negotiations unit is assessed at the time of reappointment to determine if such reappointment is warranted based upon a judgment concerning his/her performance in the responsibilities of the position. Annual and multi-year reappointments require both a self-assessment and supervisory review. Additional documentation may include peer review. Standardized forms are distributed to candidates with a copy to supervisors in September, November or February in accordance with the reappointment schedule and length of service. Approved reappointments are submitted by the President to the Board of Trustees in accordance with timetables set forth in the appropriate collective negotiations agreement.

3. Non Unit Managers: AMPE (Annual Managerial Performance Evaluation) is a streamlined, confidential, secure, electronic process offered through the GothicNet Manager's Portal. This new evaluation allows managers an opportunity for self-review and reflection, a supervisory review and a composite summary for NJCU Senior Leadership. Performance management is an ongoing process of communication, feedback, evaluation and review, and is not a one-time effort. The new Annual Managerial Performance Evaluation is used to facilitate communication between you and your supervisor(s). The overall goal is to evaluate your competencies as a Manger in the following areas: Strategic Leadership, Results Leadership, People Leadership, and Organizational Culture. This performance evaluation provides a framework to foster communication between you and your supervisor(s), identify areas of improvement and enhance the development of your personal and professional goals.

Tentative AMPE due dates:

Self Evaluations 4/24/2022, **Managers complete evaluation of direct reports** 5/22/2022,

Final completed appraisal 6/26/2022

BENEFITS & COMPENSATION

Important Information regarding benefits:

Health Benefits

Medical Plans: (Horizon Blue Cross Blue Shield of New Jersey: PPO/HMO's)

OMNIA Health Plan, Horizon HMO, CWA Unity Direct, NJ Direct Plans & High Deductible Plans 1-800-414-7427

Dental Plan:

Aetna DPO 1-800-843-3661

Cigna Dental Health, Inc. 1-800-564-7642

Healthplex (International Health Care Services) 1-800-468-0600

Horizon Dental Choice 1-800-433-6825

MetLife 1-866-880-2984

Dental Expense PPO (Administered by Aetna) 1-877-238-6200

Prescription Plan:

OptumRx 1-844-368-8740

• **Open Enrollment:** Once a year (Month of October). All changes will take effect first day of the upcoming New Year.

• **Over Age 26 Dependents:** Coverage ends the same year the dependent turns 26 years old.

• **Change of Status:** Applies within 60 days from date of event for the following reasons: Marriage, Birth of a child /Adoption or Legal guardianship. Health benefit applications and proof will be required.

• **Waiving of Medical & Prescription Coverage:** Medical and prescription coverage can only be waived effective first day of any given month. Health benefits applications and waiver form are required to waive coverage.

• **Waiving of Dental coverage:** Dental cannot be waived during the year. It can only be waived during open enrollment.

• **Change of name:** Health benefit applications and updated social security card are required.

• **Flexible Spending Accounts:** Unreimbursed medical and dependent care enrollment starts during open enrollment month (October). Deductions and coverage are effective first day of the New Year.

• **Tax\$ave program:** Bus passes & Light Rail.

• **Time & Attendance:** All new employees earn time on a monthly basis. Leave time is then credited in advance at the beginning of the calendar year or fiscal year (managers only) in anticipation of continued employment for the full year. Although days are given in advance, time is accrued on a monthly basis and will be adjusted accordingly for leaves of absences, resignations and retirements. Employees are allowed to carry over one year's worth of vacation time. Sick time and Compensatory time are carried over year to year.

• **Leave of Absences:** Notify HR 30 days in advance before taking a leave. Proper consultation with HR representative is required to explain rules and regulations.

• **Resignation:** Two (2) weeks' notice is recommended. Please submit letter of resignation to your immediate supervisor and Human Resources. Exit Interview will be scheduled to meet with a HR representative.

• **Retirement:** Please contact the office of Human Resources to speak with Pension / Retirement Officer three (3) months in advance. Retirements can only be effective the first day of a month.

PENSION

• **PERS** (Public Employee Retirement System). CWA/IFPTE.

• **PERS / TPAF** plans current contribution rate is 7.50% / 2% employer.

• **ABP** (Alternate Benefit Program). MGR/ AFT.

• **ABP** current contribution rate: 5% employee / 8% employer.

• **ABP** to change beneficiary employee must complete ABP designation of beneficiary form.

• **401a** — Defined Contribution Plan

• **MBOS** (Member Benefits Online System) for PERS only. Link will assist you with updating beneficiary information, revising benefits coverage and/or applying for loans. www.state.nj.us/treasury/pensions/.

• **Seven (7) carriers:** Equitable, Empower Retirement, Prudential, TIAA, AIG Retirement Services, VOYA, Metlife/ Brighthouse.

• **403b** — Voluntary Plan

• **457** — Voluntary Plan, Administrated by Prudential.

PAY

How to view your paycheck?

Log onto your gothicnet with you ID and password and follow the instructions below:

Main Menu >> Staff Self Service >> View Paycheck

RECORDS

Name change within the University, the following are required:

Personnel Data Form, copy of marriage certificate & copy of updated social security card.

How to request to view Personnel File?

Step 1: Visit the Human Resources Department – Hepburn Hall 105

Step 2: Please read policy and complete the **“University Personnel File Request Form”**.

Step 3: Submit form to front desk or fax form to HR ext. **201-200-2219** or e-mail to **HR@njcu.edu**

Step 4: A Human Resources representative will contact you to set up time to view your file.

UNIVERSITY POLICIES & REGULATIONS

Please visit the link below for NJCU's policies and regulations:

<https://www.njcu.edu/directories/offices-centers/human-resources/hr-info-policies>

Payroll Calendar 2022 (Professional Staff & Faculty)

Pay #	Pay Period Begin Date	Pay Period End Date	Pay Check Date
22-NJC-01	12/18/2021	12/31/2021	01/07/2022
22-NJC-02	01/01/2022	01/14/2022	01/21/2022
22-NJC-03	01/15/2022	01/28/2022	02/04/2022
22-NJC-04	01/29/2022	02/11/2022	02/18/2022
22-NJC-05	02/12/2022	02/25/2022	03/04/2022
22-NJC-06	02/26/2022	03/11/2022	03/18/2022
22-NJC-07	03/12/2022	03/25/2022	04/01/2022
22-NJC-08	03/26/2022	04/08/2022	04/15/2022
22-NJC-09	04/09/2022	04/22/2022	04/29/2022
22-NJC-10	04/23/2022	05/06/2022	05/13/2022
22-NJC-11	05/07/2022	05/20/2022	05/27/2022
22-NJC-12	05/21/2022	06/03/2022	06/10/2022
22-NJC-13	06/04/2022	06/17/2022	06/24/2022
22-NJC-14	06/18/2022	07/01/2022	07/08/2022
22-NJC-15	07/02/2022	07/15/2022	07/22/2022
22-NJC-16	07/16/2022	07/29/2022	08/05/2022
22-NJC-17	07/30/2022	08/12/2022	08/19/2022
22-NJC-18	08/13/2022	08/26/2022	09/02/2022
22-NJC-19	08/27/2022	09/09/2022	09/16/2022
22-NJC-20	09/10/2022	09/23/2022	09/30/2022
22-NJC-21	09/24/2022	10/07/2022	10/14/2022
22-NJC-22	10/08/2022	10/21/2022	10/28/2022
22-NJC-23	10/22/2022	11/04/2022	11/10/2022
22-NJC-24	11/05/2022	11/18/2022	11/25/2022
22-NJC-25	11/29/2022	12/02/2022	12/09/2022
22-NJC-26	12/03/2022	12/16/2022	12/23/2022

• Faculty's first paycheck for Fall 2022 is 9/16/2022.

• 04/29/2022 & 09/30/2022—Third paychecks of the month: No deductions for medical, dental and prescription coverage.

Overload payments for Faculty & Professional Staff

Spring 2022	1.	03/18/2022	2.	04/15/2022	3.	05/27/2022
Fall 2022	1.	10/14/2022	2.	11/25/2022	3.	12/23/2022

Payroll Calendar 2022 – Adjuncts*

Adjunct Payroll Calendar 2022**

Spring 2022	Fall 2022
02/04/2022	09/16/2022
02/18/2022	09/30/2022
03/04/2022	10/14/2022
03/18/2022	10/28/2022
04/01/2022	11/10/2022
04/15/2022	11/25/2022
04/29/2022	12/09/2022

Semester Compensation Amounts*

1 – 12 semesters \$ 1,705
13 – + semesters \$ 1,755

**Rates are based on current contract. Contract may be ratified. If ratified rates may increase.

*Adjunct compensations are divided into seven biweekly payments pending FAS (faculty assignment sheet) approval. Once the faculty assignment sheet is approved, an adjunct contract will be generated and mailed to the adjunct faculty member.