

Rutgers HR Policy Matrix

Human Resources Policy Library	Prior to 7/1/13	As of 7/1/13	Any Changes	Notes
60.1- All employees universitywide				
Employment of Relatives	60.1.1	60.1.1	Yes	
Employment of Foreign Nationals	60.1.2	60.1.2	Yes	Added locations for RBHS and provided language for extension of status
Notification Procedure Upon the Death of an Active or Retired University Employee	60.1.3	60.1.3	No	
Flags at Half Staff	60.1.4	60.1.4	No	
Class 3 and Class Employment	60.1.5	60.3.21	No	Changed section because it applies to Rutgers positions ONLY- does not include legacy UMDNJ positions at Rutgers
Employee Relocation	60.1.6	60.1.6		Not published for July 1; reimbursement procedures for legacy UMDNJ units is missing; when this added it will be applicable to all employees
Personal Use of University Telephones	60.1.7	60.1.7	No	
Equal Employment Opportunity and Affirmative Actions	60.1.8	60.1.8	No	
Commercial and Charitable Solicitations	60.1.9	60.1.9	No	
Smoking Policy	60.1.10	60.1.10	No	
Alcohol and Other Drugs	60.1.11	60.1.11	No	
Policy Prohibiting Discrimination and Harassment	60.1.12	60.1.12	Yes	
Workplace Violence	60.1.13	60.1.13	No	
Employment of Current and Former Public Officials	60.1.14	60.1.14	No	
Policy on Approval of Certain Employment Contracts and the Setting of Certain Salaries	60.1.15	60.3.21	No	
Conscientious Employee Protection Policy	60.1.16	60.1.16	No	
Primary Employment and Additional Assignments	New Policy	60.1.24		New Policy

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60.1- All employees universitywide (continued)				
Credited Leave Carryover for Staff Employees Transferring between Rutgrs Schools/Units and Transtions from State, County and Local Agencies to Rutgers University	New Policy	60.1.20		New Policy
Title IX	New Policy	60.1.18		New Policy

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60.2- Benefits- Rutgers Positions ONLY				
Educational Benefits	60.2.1	60.2.1	No	
Athletic Privileges	60.2.2	60.1.25	No	Extended to Universitywide
Recreation Privileges	60.2.3	60.1.26	Yes	Extended to universitywide; legacy UMDNJ will need pay membership fees
Library Facilities	60.2.4	60.1.22	No	Extended to Universitywide
Retirement, Pension, Insurance and Health Benefits	60.2.5	60.1.17		Extended to Universitywide
Day Care Facilities	60.2.6	60.1.27	No	Extended to Universitywide

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60.3- Non-Academic Employees- Rutgers Positions ONLY				
Special Grievance Procedure for Specific University Staff Employees	60.3.1	60.3.1	No	
Outside Work for Non-Academic Employees	60.3.2	60.3.2	No	
Administrative Leave	60.3.3	60.3.3	No	
Bereavement Leave	60.3.4	60.3.4	No	
Sick Time and Sick Leave	60.3.5	60.3.5	No	
Leave of Absence for Personal Reasons	60.3.6	60.3.6	No	
Medical Leave and Absence without Salary	60.3.7	60.3.7	No	Updates and new forms will be announced on or about August 1, 2013
Family Leave	60.3.8	60.3.8	No	Updates and new forms will be announced on or about August 1, 2013
Pregnancy Policy for Staff Employees	60.3.9	60.3.9	No	Updates and new forms will be announced on or about August 1, 2013
Vacation for Staff Members (excludes FOP Units and IAFF)	60.3.10	60.3.10	No	
Holidays	60.3.11	60.3.11	No	
Jury Duty	60.3.12	60.1.23	Yes	universitywide
Military Leave- Staff	60.3.13	60.1.21		Extended to universitywide
Overtime and Alternative Work Arrangements for Regular Appointed Staff	60.3.14	60.3.14	Yes	Has been changed to bring overtime and Compensatory Time in line with FLSA; Alternative work arrangements has been consolidates with Telecommuting Policy
Additional Compensation for Full-time Staff Members with "No Limit" (NL) Titles	60.3.15	60.3.15	No	
Attendance During Adverse Weather Conditions	60.3.16	60.3.16	No	
Unused Sick Time for Retirees	60.3.17	60.3.17		
University Closings	60.3.19	60.3.19	No	
Vacation for Staff in FOP Units and IAFF	60.3.20	60.3.20	No	

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60.3- Non-Academic Employees- Rutgers Positions ONLY (continued)				
Policy on Approval of Certain Employment Contracts and the Setting of Certain Salaries	60.1.15	60.3.21	No	

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60.4- Managerial, Professional, Supervisory Confidential & Administrative Staff- Rutgers ONLY				
Administrative Assembly	60.4.1		Yes	Policy has been eliminated
Code of Ethics for Administrative and Professional Staff Members	60.4.2	60.4.2	No	
Employment Protection and Job Security for Managerial, Professional, Supervisory Confidential (MPSC) and Other Nonaligned Employees	60.4.3	60.4.3	No	
Problem Solving Procedure for Managerial, Professional, Supervisory Confidential (MPSC) and Other Nonaligned Employees	60.4.4	60.4.4	No	
Evaluation and Classification of Managerial, Professional, Supervisory Confidential (MPSC) and Other Nonaligned Employees	60.4.5	60.4.5	No	
Administrative and Managerial, Professional, Supervisory, and Confidential (MPSC) Vacancies	60.4.6	60.4.6	No	
Acting Appointmen- Managerial, Professional, Supervisory Confidential (MPSC) and Other Nonaligned Employees	60.4.7	60.4.7	No	
Probationary Period- Managerial, Professional, Supervisory Confidential (MPSC) and Other Nonaligned Employees	60.4.8	60.4.8	No	
Performance Appraisal- Managerial, Professional, Supervisory Confidential (MPSC) and Other Nonaligned Employees	60.4.9	60.4.9	No	
Salary Adjustments- Managerial, Professional, Supervisory Confidential (MPSC) and Other Nonaligned Employees	60.4.10	60.4.10	No	

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60.4- Managerial, Professional, Supervisory Confidential & Administrative Staff- Rutgers ONLY (continued)				
Telecommuting	60.4.11	60.3.22	Yes	Policy now includes the langes alternative work arrangements from policy 60.3.14 into a NEW POLICY that covers Non-Academic Employees

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60.9- legacy UMDNJ HR*				
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Clean Air / Smoke Free Environment	00-01-10-15:00	60.1.10	Yes	Policy has been eliminated
Identification Cards	00-01-10-150:00	60.9.51	No	Currently covers legacy UMDNJ units; Will be expanded in October 2013 to include all ID univeristywide
Inclement Weather and Emergency Curtailment of Operations	00-01-10-17:10	60.9.XX	No	Not posted until after July 1, 2013
Employment of Foreign Nationals and Exchange Visitors	00-01-20-93:00	60.1.2	No	updates section on extension of status
Outside Employment	00-01-30-10:00	60.9.21	No	
Compliance with Health Care Professional Responsibility & Reporting Enhancement Act (HCPREAA)	00-01-30-15:05	60.9.50	No	
Labor Relations	00-01-30-20:00		Yes	Policy has been eliminated
Employees With Impairments	00-01-30-45:00	60.9.55		send along on 6.26.13
Individuals with Handicaps/Disabilities	00-01-30-45:00		Yes	Policy was eliminated and consolidated into ADA guidelines and accommodations; Employee should contact the Office of Employment Equity
Employee Assistance Program	00-01-30-45:05	60.9.1	No	
Employment of Relatives	00-01-30-55:00	60.1.1	Yes	Expanded to universitywide
Voluntary Furloughs	00-01-30-65:00	60.9.2	No	
Governance of University Volunteer Use/Volunteer Processing	00-01-30-75:00	60.9.3	No	
Use of Personally-Owned Mobile Communication Devices/Recording Devices on University Premises	00-01-30-80:00	60.9.6	Yes	Updated to include legacy UMDNJ employees ONLY; student portion of the policy should be incorporated into student policies

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60.9- legacy UMDNJ HR* (continued)				
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Affirmative Action	00-01-35-05:00	60.1.8	Yes	Expanded into Rutgers existing policy; universitywide
Equal Employment Opportunity	00-01-35-10:00	60.1.8	Yes	Expanded into Rutgers existing policy; universitywide
Religion and National Origin	00-01-35-30:00		Yes	Policy was eliminated and consolidated into Religious guidelines and accommodations; Employee should contact the Office of Employment Equity
Equal Access In Public Service	00-01-35-35:00		Yes	RBHS Chancellor and Clinical areas will have responsibility for the this policy
Disabled Vietnam-Era Veterans	00-01-35-45:00	need to eliminate policy	Yes	universitywide policy was created by Integrating with New Policy on posting of positions
Discrimination, Harassment and Other Inappropriate Workplace Conduct	00-01-35-60:00	60.1.12	Yes	universitywide policy; legacy UMDNJ positions should follow legacy UMDN process with hotline
Limited English Proficient and Hearing / Speech Impaired Communications	00-01-35-60:00		Yes	RBHS Chancellor and Clinical areas will have responsibility for the this policy
Employment Status	30-01-20-05:00	60.9.23	No	
Recruitment and Selection Process	30-01-20-10:00	60.9.40	No	
Recruitment Advertising	30-01-20-15:00	60.9.8	No	
Employment Processing	30-01-20-20:00		Yes	Policy has been eliminated
Licensures, Registrations and Certifications	30-01-20-20:01	60.9.37	No	
Background Checks for Candidates for Staff Positions	30-01-20-20:02	60.9.32	No	
Job Bidding and Promotion	30-01-20-25:00	60.9.15	No	
Probation Period	30-01-20-30:00	60.9.54	No	sent on 6.26.13
Introductory Period for Confidential Staff	30-01-20-30:10	60.9.34	No	

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Layoff Staff	30-01-20-30:15	60.9.29	No	
Transfer between units	30-01-20-35:00	60.1.20	Yes	Universitywide; Updated to incorporate Rutgers positions and legacy UMDNJ positions at Rutgers
Use of Temporary Personnel - Contracted Agency and University Payroll	30-01-20-40:00	60.9.18	No	
Use of Occupational Medicine Services	30-01-20-50:00	60.9.XX	No	Sent of Occupational Health
Performance Evaluations	30-01-20-55:00	60.9.28	No	
Sanctions for Late Appraisals	30-01-20-60:00	60.9.45	No	
Employment Agencies/Search Firms	30-01-20-65:00	60.9.24	No	
Staff Personnel Records	30-01-20-70:00	60.9.53	No	
Separation from Employment	30-01-20-75:00	60.9.49	No	
Unpaid Interns and Non-affiliated Internship Programs at UMDNJ	30-01-20-80:00	60.9.31	Yes	Title changed to include RBHS and policy was expanded to all of RBHS including Rutgers Schools/units that were incorporated on July 1, 2013
Compensation Administration Guidelines	30-01-30-00:00		Yes	Policy eliminated
Acting Appointments and Interim Appointments	30-01-30-05:00	60.9.35	No	
Exempt and Non-Exempt Position Classification	30-01-30-10:00	60.9.33	No	
Merit and General Increases	30-01-30-15:00	60.9.44		
Non-Duplication of Paid Time Off Benefits	30-01-30-20:00		Yes	Policy eliminated
Non-Standard Work Schedule	30-01-30-30:00	60.9.4	No	
Overtime and Holiday Pay for Non-Exempt and Temporary Staff Employee	30-01-30-35:00	60.9.48	No	
Overtime Hours and Hours Worked on UMDNJ's Designated Holidays – Non-Exempt Staff Employees	30-01-30-40:00	60.9.36	No	
Mandatory Overtime	30-01-30-45:00	60.9.13	No	
Payment of Retroactivity	30-01-30-55:00	60.9.14	No	
Position Classification System	30-01-30-65:00	60.9.39	No	

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Promotions/Reclassifications/Demotions and Salary Adjustment Guidelines	30-01-30-70:00	60.9.55	No	
Rate of Compensation	30-01-30-75:00		Yes	Policy eliminated; outlined in the negotiated agreements
Shift Differential	30-01-30-80:00	60.9.16	Yes	
Payroll Work Week Hours	30-01-30-90:00	60.9.27	No	
Vacation	30-01-40-05:00	60.9.43	No	
Holidays	30-01-40-10:00	60.9.12	No	
Sick Time	30-01-40-15:00	60.9.38	No	
Death in the Immediate Family	30-01-40-20:00	60.9.22	No	
Jury Leave	30-01-40-35:00	60.1.23	Yes	universitywide
Medical/FMLA Leave of Absence/NJ Paid Family Leave	30-01-40-40:00	60.9.20	No	
Leave of absence for personal, academic and military	30-01-40-40:15	60.9.30	Yes	Removed military from this policy and made military leave a universitywide policy; military 60.1.21
Staff Leave Donation	30-01-40-40:20	60.9.41	No	
Administrative Leave	30-01-40-40:25	60.9.7	No	
Employee Health Insurance Pension Plans, Life Insurance and Disability	30-01-40-45:00	60.1.17		New Benefits policy covers the eligible part-time employee population
Tuition Assistance Program	30-01-40-50:00	60.9.46	No	
Unused Sick Leave at Retirement	30-01-40-70:00	60.9.42	No	
Individual Retirement Account (IRA)	30-01-40-80:00	60.9.25	No	
Official Court Stenographers & Arbitrators	30-01-50-25:00		Yes	Policy was eliminated
Job Actions	30-01-50-30:00	60.9.26	No	
Meal Periods & Breaks (formerly Meal Time)	30-01-50-35:00	60.9.9	No	
Attendance Control	30-01-50-40:00	60.9.10	No	
Vacating Premises	30-01-50-45:00	60.9.19	No	
Visitation	30-01-50-50:00	60.9.17	No	
At Will Employment (formerly Terms of Employment)	30-01-50-75:00	60.9.52	No	

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60.9- legacy UMDNJ HR* (continued)				
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Staff Development and Training	30-01-60-10:00		Yes	Policy was eliminated; new policy related to universitywide learning and professional development to be posted at a later date
Out of Title Work (non-faculty staff only)	30-01-30-50:00	60.9.56	No	