
NJIT/SOA AGREEMENT

July 1, 2011 – June 30, 2015

**NEW JERSEY INSTITUTE OF
TECHNOLOGY**

and

**NJIT SUPERIOR OFFICERS'
ASSOCIATION, affiliated with the
Fraternal Order of Police Labor
Council Inc.**

TABLE OF CONTENTS

<u>TITLE</u>	<u>PAGE</u>
<u>ARTICLE I</u> RECOGNITION.....	2
<u>ARTICLE II</u> NEGOTIATING PROCEDURE.....	2
<u>ARTICLE III</u> MANAGEMENT RIGHTS.....	3
<u>ARTICLE IV</u> DUES/FEE DEDUCTION.....	3
A. Dues.....	4
B. Representation Fee (Agency Shop).....	4
C. Amount of Dues/Fee	6
D. Errors or Omissions.....	6
E. Legal Requirements.....	6
<u>ARTICLE V</u> RIGHTS OF THE SOA.....	6
<u>ARTICLE VI</u> LABOR/MANAGEMENT COMMITTEE.....	7
<u>ARTICLE VII</u> INVESTIGATION, DUE PROCESS, DISCIPLINE and CHALLENGE.....	7
A. Management Meetings.....	8
B. Investigation.....	8
C. Due Process.....	8
D. Discipline.....	8
E. Emergency Suspension.....	9
F. Grievance Procedure.....	10
1. Any Sergeant of the Negotiating Unit May Appeal.....	10
2. Time Limits.....	10
3. Procedure for Handling Grievances.....	10
(a.) Informal Conference.....	10
(b.) Step One.....	10
(c.) Step Two.....	11
(d.) Hearing Procedures.....	13
(e.) Step Three.....	15
<u>ARTICLE VIII</u> NON-DISCRIMINATION.....	16
<u>ARTICLE IX</u> SENIORITY.....	17
A. Recognition.....	17
1. Probationary Exclusion.....	17
2. Retroactive Recognition and Tie Breakers.....	17
B. Application.....	18

1. Layoff.....	18
2. Recall.....	20
<u>ARTICLE X</u> OUT OF TITLE WORK.....	21
<u>ARTICLE XI</u> POSTING, HIRING AND PROMOTION.....	21
<u>ARTICLE XII</u> SICK LEAVE.....	22
A. Accrual.....	22
B. Utilization.....	22
C. Authorization.....	22
1. Anticipated Leave.....	22
2. Unanticipated Leave.....	22
D. Validation.....	23
5. Confidentiality of Records.....	23
E. Unused Sick Leave – Retirement.....	23
<u>ARTICLE XIII</u> FAMILY LEAVE POLICY.....	24
<u>ARTICLE XIV</u> ADMINISTRATIVE LEAVE.....	25
<u>ARTICLE XV</u> MILITARY LEAVE.....	26
A. Military Leave, Without Pay.....	26
B. Military Leave, With Pay.....	26
<u>ARTICLE XVI</u> LEAVE FOR SOA ACTIVITY.....	28
<u>ARTICLE XVII</u> OTHER LEAVES OF ABSENCES.....	28
A. Extraordinary Leave.....	28
B. Bereavement Leave.....	30
<u>ARTICLE XVIII</u> HOLIDAYS.....	30
<u>ARTICLE XIX</u> WORKER’S COMPENSATION.....	31
<u>ARTICLE XX</u> EDUCATIONAL BENEFITS.....	32
<u>ARTICLE XXI</u> VACATION.....	32
A. Allotment.....	32
B. Utilization.....	33
C. Carryover.....	33
D. Vacation Upon Separation.....	34
<u>ARTICLE XXII</u> UNIFORMS.....	34
<u>ARTICLE XXIII</u> RETIREMENT.....	35

<u>ARTICLE XXIV</u>	OVERTIME/SHIFT DIFFERENTIAL	35
<u>ARTICLE XXV</u>	SHIFT COVERAGE.....	37
<u>ARTICLE XXVI</u>	SALARY PROGRAM AND COMPENSATION.....	37
	A. Salary Program: July 1, 2011 through June 30, 2015.....	37
	1. Salary Band for Sergeants.....	37
	2. Across-the-Board Salary Guide Adjustments.....	37
	3. Merit Compensation Program.....	38
<u>ARTICLE XXVII</u>	HEALTH BENEFITS.....	44
	A. State Health Benefits Program.....	44
	B. Eye Care Program.....	45
<u>ARTICLE XXVIII</u>	DEFERRED COMPENSATION.....	46
<u>ARTICLE XXIX</u>	DRUG SCREENING POLICY & PROCEDURE.....	47
<u>ARTICLE XXX</u>	JOB ACTION.....	47
<u>ARTICLE XXXI</u>	PARKING.....	47
<u>ARTICLE XXXII</u>	DURATION.....	48
<u>ARTICLE XXXIII</u>	SUCCESSOR AGREEMENT.....	48
<u>APPENDIX A</u>	DRUG SCREENING POLICY & PROCEDURE.....	50
<u>APPENDIX B</u>	CONFLICT OF INTEREST POLICY.....	63
<u>APPENDIX C</u>	LETTER OF AGREEMENT.....	68
<u>APPENDIX D</u>	FAMILY LEAVE POLICY.....	69
<u>APPENDIX E</u>	TUITION REMISSION.....	78

NJIT/SOA
AGREEMENT

This Agreement is entered into by New Jersey Institute of Technology, hereinafter (“NJIT” or “the University”) and NJIT Superior Officers’ Association, affiliated with the Fraternal Order of Police Labor Council, hereinafter referred to as (“SOA”).

ARTICLE I

RECOGNITION

NJIT recognizes SOA/FOP Labor Council as the sole and exclusive negotiating agent for the purpose of negotiating terms and conditions of employment for all full-time commissioned Police Sergeants, hereinafter referred to as “Sergeant(s)”; specifically excluding all other Commissioned Police Officers above and below the rank of Sergeant and all other employees of NJIT.

ARTICLE II

NEGOTIATING PROCEDURE

A. The SOA shall present its demands for a successor Agreement to NJIT, in writing, related to terms and conditions of employment on or before October 1, prior to the expiration of this Agreement. On or before November 1, NJIT shall meet with the SOA for the purpose of negotiating, in good faith, a mutually acceptable Agreement.

B. Should any provision in or portion of this Agreement be held unlawful and unenforceable by a court of competent jurisdiction or unenforceable by the Public Employment Relations Commission (PERC), such decision of the court/PERC shall only apply to the specific provision or portion thereof, directly specified in the decision. Upon the issuance of final determination, after any and all appeals, the parties agree immediately to meet and discuss a substitute for the invalidated provision or portion thereof.

C. This Agreement incorporates the entire understanding of the parties on all matters which were or could have been the subject of negotiations, and shall not be changed except by an amendment mutually agreed upon between the parties in writing.

ARTICLE III

MANAGEMENT RIGHTS

A. NJIT retains and reserves unto itself all rights, powers, duties, authority, and responsibilities conferred upon and vested in it by the law and constitutions of the State of New Jersey and the United States of America.

B. All such rights, powers, duties, authority, and responsibilities possessed by NJIT may be exercised without restrictions, subject to the limitations imposed by law and except as they are specifically abridged and modified by this Agreement.

C. NJIT retains its responsibility to promulgate and enforce the rules and regulations, subject to limitations imposed by law, governing the conduct of and activities of those Sergeants subject to this Agreement and not inconsistent with the express provisions of this Agreement, recognizing that proposed new rules, policies or modifications of existing rules/policies governing negotiable terms and conditions of employment shall be presented to the SOA and negotiated upon the request of the SOA as may be required pursuant to the New Jersey Public Employer –Employee Relations Act, as amended. Request for negotiations shall be made in writing and within thirty (30) days after receipt of notice of the proposed new or modified rule(s) and/or polic (ies).

ARTICLE IV

DUES/FEE DEDUCTION

A. Dues

1. In accordance with Chapter 310 of the Laws of New Jersey for 1967 (N.J.S.A. 52:14-15(9)(e), as amended), NJIT agrees to deduct from each paycheck, except for one (1) paycheck during each of the two (2) months in which three (3) paydays occur, the SOA dues and regular assessments of each member of the negotiating unit who furnishes a voluntary written authorization of such deduction on a form acceptable to NJIT.

2. The right of dues deductions for any Sergeant of the negotiating unit shall be limited to the SOA and each Sergeant in the negotiating unit shall be eligible to withdraw such authorization only as of July 1 of each year provided the notice of withdrawal has been timely filed.

3. The amount of the SOA dues shall be such amount as shall be certified to NJIT by the SOA at least thirty (30) days prior to the date on which deduction of dues are to begin.

4. The deduction of SOA dues made from each paycheck, except for one (1) paycheck during each of the two (2) months in which three (3) paydays occur, pursuant hereto, shall be submitted by NJIT to the SOA before the fifteenth day of the calendar month succeeding that in which such deductions are made, together with a list of names of negotiating unit members from whose pay such deductions are made.

5. The SOA agrees to save NJIT, its trustees, officers, Sergeants and representatives, harmless from any action or actions commenced by any member(s) of the negotiating unit against NJIT, for any claim arising out of such deduction and the SOA assumes full responsibility for the disposition of any such funds once they have been turned over to them as provided.

6. Errors made by NJIT in the deduction and/or remittance of monies under this Agreement shall not be considered by the SOA as a violation of this Agreement.

B. Representation Fee (Agency Shop)

1. Purpose of Fee

Subject to the conditions set forth in number 2. below, Fee Assessment, all eligible nonmember Sergeants in this unit will be required to pay to the majority representative a representation fee, in lieu of dues, of services rendered by the majority representative until June 30, 2010. Nothing herein shall be deemed to require any Sergeant to become a member of the majority representative.

2. Fee Assessment

It is understood that the implementation of the agency fee program is predicated on the demonstration by the SOA that more than fifty percent (50%) of the eligible Sergeants in the negotiating unit are dues paying members of the SOA.

If, at the signing of this Agreement, the above percentage has not been achieved, the agency fee plan will be continued through the calendar year, after which it shall be discontinued unless the minimum has been achieved prior to that occurrence. Then, if the minimum percentage is exceeded on any quarterly date, i.e., January 1, April 1, July 1, or October 1, the agency fee plan shall be reinstated, with proper notice to affected Sergeants.

On July 1, in each year of the Agreement, an assessment shall be made to determine if the minimum percentage has been exceeded. If it has, the agency fee shall continue until the following annual assessment. If it has not, the agency fee will be discontinued and eligibility for reinstatement shall be on a quarterly basis as provided above.

3. Deduction and Transmission of Fee

After verification by NJIT that Sergeants must pay the representation fee, NJIT will

deduct the fee for all eligible Sergeants in accordance with this Article.

The mechanics of the deduction of representation fees and the transmission of such fees to the SOA will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the SOA.

NJIT shall deduct the representation fee as soon as possible after the tenth day following re-entry into this unit for Sergeants who previously served in a position identified as excluded or confidential, for Sergeants re-employed in this unit from a re-employment list, for Sergeants returning from leave without pay, and for previous Sergeant members who become eligible for the representation fee because of non-member status.

NJIT shall deduct the representation fee from a new Sergeant as soon as practicable after thirty (30) days from the date of employment in a position in this unit.

4. Demand and Return System

The representation fee in lieu of dues shall be available to the SOA only if the procedures herein set out, are maintained by the SOA.

The burden of proof under this system is on the SOA.

The representation fee, subject to refund, shall not reflect, however, the costs of support lobbying activities designed to foster policy goals in collective negotiations and contract administration or to secure for the Sergeants represented, advantages, in wages, hours, and other conditions of employment in addition to those secured through collective negotiations with NJIT.

The Sergeants shall be entitled to a review of the amount of the representation fee by requesting the SOA to substantiate the amount charged for the representation fee. This review shall be provided in conformance with the internal steps and procedures established by the SOA.

The SOA shall submit a copy of the SOA review system to NJIT. The deduction of the representation fee shall be available only if the SOA establishes and maintains this review system in accordance with law.

If the Sergeant is dissatisfied with the SOA's decision, he/she may appeal to a three (3) member board established by the Governor.

5. Employer Held Harmless

The SOA hereby agrees that it will indemnify and hold NJIT from any claims, actions or proceedings brought by any Sergeant in the negotiations unit which arises from deductions made by NJIT in accordance with this provision.

C. Amount of Dues/Fees

Prior to the beginning of each contract year, the SOA will notify NJIT, in writing, of the amount of regular membership dues, initiation fees and assessments charged by the SOA to its own members for that contract year, and the amount of the representation fee for that contract year. Any changes in the dues, assessments and/or representation fee structure during the contract year shall be certified to NJIT at least thirty (30) days in advance of the requested date of such change. The change will be reflected in payroll deductions at the earliest practicable time after receipt of the request.

The representation fee, in lieu of dues, shall be in an amount equivalent to the regular membership dues, initiation fees and assessments charged by the majority representative to its own members, less the cost of benefits financed through the dues, fees and assessments and available to or benefiting only its members, but in no event shall such fee exceed eighty-five percent (85%) of the regular membership dues, fees and assessments.

D. Errors or Omissions

NJIT shall not be liable to the SOA for any retroactive or past due representation fee or dues for a Sergeant who was identified by NJIT as excluded or confidential or in good faith was mistakenly or inadvertently omitted from deduction of the representation fee or dues.

E. Legal Requirements

Provisions in this clause are further conditioned upon all other requirements set by statute.

ARTICLE V

RIGHTS OF THE SOA

A. NJIT agrees to recognize those Sergeants of the negotiating unit, not to exceed three (3), who are designated by the SOA as representatives for collective negotiations, by written notice of the names of such Sergeants in the negotiating unit given to NJIT. This section shall not preclude either party from inviting others to attend collective negotiations or providing factual knowledge or expertise with respect to a particular subject for collective negotiations. In this event, advance notice, shall be given the other party.

B. Non-Sergeant Representatives of the SOA shall be permitted to transact official business on NJIT's property at all reasonable hours provided they first have obtained permission in advance from the Director of Public Safety or his/her designee, and they do not interfere or interrupt normal NJIT operations or work of any Sergeant in the bargaining unit, or other NJIT employees or groups of employees.

C. The SOA shall have the right to post, on mutually agreed bulletin boards, bulletins and notices relevant to official SOA business which affects the Sergeants in the negotiating unit.

ARTICLE VI

LABOR/MANAGEMENT COMMITTEE

A. A committee consisting of NJIT and SOA representatives may meet for the purpose of reviewing the administration of this Agreement and to discuss problems which may arise.

B. Either party to this Agreement may request a meeting and shall submit a written agenda of topics to be discussed seven (7) days prior to such a meeting. Requests by the SOA for such a meeting will be made to the Vice President of Human Resources.

C. A maximum of two (2) Sergeants representatives of the SOA may attend such meetings. Sergeants representatives who attend such meetings, during their scheduled work shift, shall be granted time off to attend without loss of pay.

D. The committee meetings are not intended to bypass the grievance procedure, the normal chain of command, or to be considered collective negotiating meetings, but are intended as a means of fostering good labor relations through an exchange of views between the parties to this Agreement.

ARTICLE VII

INVESTIGATION, DUE PROCESS, DISCIPLINE & CHALLENGE

As members of NJIT's Department of Public Safety, Sergeants are entrusted with the safety and security of university property and its representatives, employees, students, licensees and guests. Failure to perform or negligent performance of a Sergeant's responsibilities could have serious and unacceptable consequences. Misconduct is on its face, unacceptable and often terminable. A high standard of excellence is expected and must be maintained by all Sergeants at all times, exemplifying respect, honor, dignity, commitment, integrity and requisite skills. It is against this purpose and expectation that the conduct of Sergeants will be measured.

A. Management Meetings:

The Department of Public Safety, through its supervisory structure and in accordance with the authorized chain of command, retains as a nonnegotiable prerogative, the right to meet with Sergeants, at its discretion, to discuss any matter of pertinent business,

including, but not limited to, providing information and/or direction, reviewing and/or altering individual and/or departmental responsibilities and providing performance assessment. Except as otherwise specifically provided for in this Agreement, there is no right to SOA representation for a Sergeant attending any of these meetings. Attendance and participation at these meetings are not optional with the Sergeants, but must be adhered to as directed.

B. Investigation:

A Sergeant's conduct is always subject to investigation where there is a real nexus between the conduct and the Sergeant's position at the university. Where the Sergeant is questioned directly as to his/her conduct or his/her knowledge on a matter under investigation and discipline is a foreseeable consequence of the Sergeant's response he shall be afforded SOA representation in accordance with law. This type of meeting is called an "investigatory conference" and is preliminary to any charge of disciplinable conduct. This meeting is not a part of a Sergeant's permanent record except when and unless it is found that the Sergeant engaged in misconduct in the meeting itself, (i.e., provides false evidence). There is no privilege or immunity in employment in providing false statements or refusing to respond to a direct inquiry, except and only as mandated under applicable law.

C. Due Process:

Prior to invoking formal, final, employment discipline upon a Sergeant, that is greater in severity than a written reprimand, he/she shall be afforded both notice of any and all charges against him/her and an opportunity to be heard on those charges. A Sergeant may choose to be silent at the meeting or not attend the meeting at all. This meeting is called a due process meeting and all Sergeants shall be afforded SOA representation at due process meetings. Legal counsel representing SOA shall be permitted to attend employment due process meetings only where employment charges include or reasonably may be construed to include criminal behavior in violation of New Jersey's Penal Code, as codified in New Jersey Statutes. Where such criminal behavior is a reasonably foreseeable consequence of such charge, the Sergeant will not be charged or allowed to waive SOA and/or legal representation without first contacting the SOA, who shall have a right to then have a representative, including legal counsel, at the meeting.

D. Discipline:

1. Following any investigation deemed necessary by NJIT and requisite due process, where applicable, a Sergeant may be disciplined for just cause.
2. Discipline under this Article means: official written reprimand, suspension without pay and discharge.
3. Any disciplinary action imposed upon a Sergeant may be processed as a grievance through the regular grievance procedure.

4. A Sergeant who is suspended without pay or discharged may file a grievance at Step Two of the grievance procedure.
5. The terms of this Article shall not apply to probationary Sergeants.
6. Drug Screening – Positive Results

Sergeants who are tested and test positive for the presence of drugs under the Drug Screening Policy shall be suspended from duty immediately without pay, pending a due process hearing for dismissal from employment. Such Sergeant may be terminated from employment based upon a confirmed positive result.

The only grievable issues with regard to discipline resulting from a positive drug test are as follows:

- (i.) a challenge to the testing results or procedure;
- or
- (ii.) in the case of drug testing based upon “reasonable individualized suspicion”, a claim that reasonable grounds for testing did not exist.

E. Emergency Suspensions

Pending an investigation, a Sergeant may be subject to emergency suspension for the following:

- a. The employee is unfit for duty.
- b. The employee is a hazard to any person if permitted to remain on the job.
- c. An immediate suspension is necessary to maintain safety, health, order or effective direction of public services.
- d. The employee has been formally charged with a first, second, or third degree crime.
- e. The employee has been formally charged with a first, second, third or fourth degree crime while on duty, or a criminal act related to his or her employment.

At the time of the suspension, the individual shall be provided with a written statement of the reasons the actions has been taken. A copy of the written

statement shall be provided to the SOA representative.

F. Grievance Procedure:

1. Any Sergeant of the Negotiating Unit May Appeal:

- (a) A claimed violation or other improper application by the University of the terms of this Agreement, University rules, regulations or governing policy specifically affecting the grieving Sergeant's negotiable terms and conditions of employment.

2. Time Limits:

- (a) Failure of a grievant to meet any of the calendar limitations stipulated in the procedure below will constitute a waiver of his/her rights to claim a grievance on the basis of the same alleged factual situation. Likewise, a failure on the part of the designated representative of NJIT to meet the procedural obligations of any step in the grievance procedure, within the prescribed period of time, will give the grievant an automatic right to proceed to the next available step in the procedure. It is understood that nothing contained in this procedure should be construed as limiting the right or propriety of a Sergeant of the negotiating unit to informally discuss any problem with an appropriate member of NJIT administration.

3. Procedure for Handling Grievances:

(a) Informal Conference

A grievant may first discuss his/her grievance informally with the appropriate command Lieutenant. The grievant may at his/her option, be accompanied by a representative of SOA. All informal resolutions shall be without precedent

(b) Step One

- (i) Within ten (10) workdays of the occurrence causing the grievance or of the time the grievant should have reasonably known of the occurrence causing the grievance, the grievant

shall, if he is not satisfied through informal conference discussion, submit in writing to the Director of Public Safety, with copies to the Vice President of Human Resources, the claimed facts behind, and basis of the grievance and the desired remedy. Time limits, which begin after the written grievance is submitted, may be mutually extended by the parties only in writing.

- (ii) SOA shall be notified by the Director of Public Safety in the event the grievant is not represented by SOA, and a representative shall have the right to be present, at this time and all subsequent steps in the grievance procedure, to present the views of SOA. The Director of Public Safety, or his/her designee which may be a representative from the Department of Human Resources or other University official, within ten (10) calendar days after receipt of the written grievance, shall meet with the grievant and the representative of SOA in an effort to resolve the grievance. The Director of Public Safety, or designee shall indicate his/her disposition of the grievance, in writing, within five (5) calendar days of said meeting to the grievant and SOA and Vice President of Human Resources.

(c) **Step Two**

- (i) If the grievant and/or SOA is dissatisfied with the decision at Step One of the grievance procedure, or if the discipline grieved consists of a suspension without pay or discharge from employment, directly appealable to the second step of the grievance procedure, the grievant and/or SOA shall, within seven (7) calendar days of the date of the decision at Step One (or the date of the notice of suspension or termination, in the case of a direct appeal), file a written grievance with the Senior Vice President of Administration and Treasurer, with copies to the Vice President of Human Resources. The grievance shall contain: (1) a brief and concise factual statement of the action grieved, (2) the

section(s) of the collective bargaining agreement allegedly violated, (3) the specific policy and/or rule or regulation allegedly violated and (4) the desired remedy.

- (ii) Within thirty (30) days of receipt of the written grievance at Step Two, the Senior Vice President or his/her designee shall schedule and hold a hearing for the purpose of determining the standing and merits of the grievance. If the grievance involves a challenge to an imposed disciplinary sanction the grievant may be represented either by their local SOA representative or legal counsel, provided the SOA designates such counsel as the representative of the SOA, or there is an appropriate substitution of representation. In no case shall the grievant be entitled to dual representation of both an SOA representative released from active duty for purposes of representation and counsel at the Step Two hearing. An SOA representative, other than legal counsel may be present and represent the grievant at all non-disciplinary grievance hearings.

- (iii) At least one (1) week prior to the date of the grievance hearing concerning an imposed disciplinary sanction, the University and the grievant shall exchange the following information:
 - (1) All documents which the University relied upon in imposing the disciplinary sanction(s) and all documents relied upon by the grievant in challenging the sanction(s).
 - (2) A list of all witnesses they intend to call at the grievance hearing, and a brief summary of the substance of the anticipated testimony.
 - (3) If there is any tangible evidence which forms the basis of the disciplinary action, it shall be described and provided to the grievant's representative for

inspection and/or testing, providing that such inspection can be conducted without damaging or compromising the integrity of the evidence.

- (4) Copies of the grievant's personnel file within the Department of Human Resources.

There shall be no other pre-hearing discovery authorized, including interrogatories, document production, depositions, or similar procedures.

(d) **Hearing Procedure:**

- (i) The grievance hearing shall be held before the Senior Vice President or his/her designee. Such hearing is not intended to be judicial in nature, and therefore rules of evidence applicable in judicial or quasi-judicial hearings shall not be applied. The hearing officer controls the hearing and in so doing determines what evidence to hear and the manner of presentation of evidence, and advocacy witnesses may be subjected to a relevancy review and determination by the hearing officer. All allowed witnesses will be given paid release time from university duty to testify when called upon. Testimony may be in the form of reply to direct questioning, or may be narrative.
- (ii) A transcript of the proceeding shall be arranged for and made by the University in cases of grievances of disciplinary terminations. The grievant and/or SOA shall be entitled to a copy provided that they agree, in advance, to share the cost of transcription. No other recordings of the termination or other disciplinary grievance proceedings may be made (e.g. tape recordings) unless the parties specifically agree, in which case copies of any tapes shall be made available to the non-taping party.
- (iii) The grievant bears the burden of proving their grievance (e.g. that there was a violation of agreement, policy, rule or regulation) by a preponderance of the credible evidence. In the

case of a disciplinary sanction of a non-probationary Sergeant, alleging discipline without just cause, the University bears the burden of demonstrating just cause by a preponderance of the credible evidence. Each party shall be permitted to make an opening statement, provided that same is not testimonial in nature.

- (iv) In grievances of disciplinary sanctions, witnesses shall testify under oath, and where the proposed disciplinary penalty is termination, witnesses shall be duly sworn by the certified short hand reporter transcribing their testimony. The other party may cross-examine the witness upon completion of direct testimony; there will be an opportunity for redirect testimony and recross examination. The Step Two hearing officer may, in his/her discretion, limit testimony and rule upon admissibility of evidence based upon relevancy of the testimony, its probative value, the potential for redundancy in cumulative effect, giving due regard both for grievant's opportunity to be heard and the necessity to conduct an efficient hearing that is neither unduly time consuming to the public entity nor directed to matters of limited or no substantial relevancy. Witnesses' testimony shall be factual and not based on hearsay. Only in exceptional circumstances, may expert and/or character testimony be presented by either party, and then only upon a significant proffer that such testimony is directly relevant to a necessary finding in resolution of the underlying grievance, and the relevancy of such testimony would outweigh the administrative burden of hearing such testimony.
- (v) All procedural or evidentiary rulings of the hearing officer shall be final and binding for purposes of this hearing. Upon the close of testimony, the parties may present closing statements summarizing their positions. Upon mutual agreement of the parties, or upon the request of the hearing officer, written briefs will be provided.

- (vi) The hearing officer may render his/her decision orally at the time of hearing if there is no transcript of the hearing taken and briefs are not submitted, otherwise, he will reserve the decision until the transcript and/or briefs are submitted. At that time, the decision will be provided in writing, with copies to the Senior Vice President of Administration and Treasurer, SOA, grievant, and Vice President of Human Resources. Absent agreement by the parties this will occur within thirty (30) days of the receipt of the transcript and/or briefs.

- (vii) In the event the grievance is one that is both appealable and, in fact appealed to either an arbitrator at Step Three or another appropriate forum, the arbitrator (or other appropriate third party) shall be provided a copy of the transcript below and briefs (where such exist) and the written determination of the Senior Vice President for Administration and Treasurer or his/her designee. In the case of grievances of disciplinary sanctions, the sole issue before this Step Three forum, which shall be limited solely to a review of the record below, shall be whether the grievant by clear and convincing evidence of record carried his/her burden; the record thereby demonstrating that the hearing officer, in his/her determination, (1) committed a substantial violation of contractual procedure of significant effect or impact or (2) the decisional findings of the hearing officer were wholly arbitrary, capricious or unreasonable, based upon the evidence before him/her, giving due regard for the hearing officer's ability and authority to assess the credibility of witnesses.

(e) **Step Three**

- (i) If the SOA is dissatisfied with the decision at Step Two, and the alleged grievance involves a specific violation of this locally negotiated Agreement, as described in the definition of a

grievance in F., Grievance Procedure, 1.(a.), Any Sergeant of the Negotiating Unit May Appeal; above, and the SOA desires and is authorized by law to institute arbitration or other appeal proceedings, it must, within fourteen (14) calendar days of receipt of the Senior Vice President or his/her designee's reply, give proper notice to either the New Jersey Public Employment Relations Commission, hereinafter referred to as PERC, or to the Board of Trustees, consistent with the procedures set forth by statute, with a copy to the Vice President of Human Resources and the General Counsel. Any arbitration proceedings shall be in accordance with the rules and regulations of PERC, and for grievances of disciplinary sanctions, subject to the parameters limiting the scope of review set forth in (d.) vii., Hearing Procedures, above.

- (ii) The recommendation or decision of the reviewing individual or body shall not in any manner modify or cause anything to be added to or subtracted from this Agreement or any policy of the University.
- (iii) Fees and expenses of an arbitrator where such proceedings are authorized, shall be shared equally by the University and the SOA. Only with prior written agreement of the parties, shall any other expense or fee contained in this grievance procedure be shared.

4. NJIT will give written notification to the President of the SOA of grievance hearings or meetings beginning with Step Two for all Sergeants of the negotiating unit. The President of the SOA shall also be sent copies of all grievance answers.

5. Decisions of an arbitrator involving minor discipline, as defined by law, shall be final and binding. Arbitration of major discipline is not available under law and not authorized by this Agreement.

ARTICLE VIII

NON-DISCRIMINATION

A. The provisions of this Agreement shall be applied equally to all members of the

negotiating unit without discrimination as to age, gender, gender preference, marital status, race, color, creed, national origin, veteran's status or political affiliation.

B. All references to Sergeants in the negotiating unit or agents of NJIT in this Agreement are expressly gender neutral and wherever one gender is used it shall be construed to include both male and female Sergeants and/or NJIT agents.

C. NJIT agrees not to interfere with the right of Sergeants to become members of this unit, and there shall be no discrimination, interference, restraint, or coercion, by either NJIT or any representative of the SOA against any Sergeants because of SOA membership or lack of membership or because of any Sergeant's activity or lack of activity in any capacity pertaining to any authorized, legal activities of the SOA.

D. The SOA recognizes its responsibilities as negotiating agent and agrees to represent all Sergeants in the negotiating unit without discrimination, interference, restraint, or coercion regardless of membership or lack of membership in the SOA.

ARTICLE IX

SENIORITY

A. Recognition:

1. **Probationary Exclusion:** All Sergeants shall be considered as probationary appointments for a period of one hundred and eight (180) days from the date of appointment as commissioned police Sergeant.

2. **Retroactive Recognition and Tie Breakers:** Upon completion of such probationary period, seniority as a Sergeant will be dated as of the initial date of appointment as a Sergeant. In the event that two (2) or more Sergeants have the same initial date of appointment, continuous prior commissioned police officer service, continuous university service, and the alphabetical order of their last names, in that order, shall be used to determine their seniority with regard to each other.

3. The Office of Human Resources shall maintain a seniority list of all Sergeants, a copy of which shall be furnished to the SOA every six (6) months, normally in January and July.

4. A Sergeant's seniority shall cease and his/her employment status shall terminate for any of the following reasons:

- (a) Resignation or retirement.
- (b) Discharge for cause.

- (c) Continuous lay-off for a period of two (2) years.
- (d) Failure of a recalled Sergeant to notify NJIT in writing, within seven (7) calendar days of receipt of notification of recall that he/she intends to accept such offer of re-employment. A Sergeant accepting such an offer of re-employment must return to active service within fourteen (14) calendar days of such notice of recall unless a later date is agreed to by NJIT. Written notice of recall to work shall be sent by NJIT, by certified mail, return receipt requested, to the Sergeant's last known address as shown on NJIT records.
- (e) Failure to report for work for a period of three (3) consecutive, scheduled working days without subsequent notification to NJIT of a justifiable excuse for such absence.
- (f) Failure to report back to work immediately upon expiration of vacation, leave of absence, or any renewal thereof, unless failure to return to work is excused by NJIT. Excused failure to return shall not be unreasonably withheld by NJIT.
- (g) Failure to return to work immediately with appropriate, formal certification of the elimination of the disability (or other intervening cause for absences) following exhaustion of authorized leave afforded under and pursuant to this Agreement (Job Abandonment).

B. Application:

1. Layoff:

- (a) If a reduction in force is necessary, layoffs shall take place in the inverse order of the date of hire into the Sergeant's job classification.
- (b) NJIT shall simultaneously provide the SOA and the Sergeant(s) concerned a two (2) week notice of layoff. SOA may request and have scheduled a meeting with the Manager of Labor Relations to discuss possible alternatives; however, the final discretion rests with NJIT.

- (c) When a Sergeant is scheduled for a layoff due to reduction or reorganization in the workforce, he/she shall be permitted, to the extent permitted by law, to exercise his/her seniority rights to replace (bump) a Sergeant or other commissioned police officer with less seniority provided the Sergeant with greater seniority is qualified in all respects to perform the work of the bumped officer.
 - (i) For the purpose of this Agreement “qualifications” shall be determined by NJIT. However, the SOA may discuss any questions of “qualifications” with the Manager of Labor Relations through the labor management committee established under Article VI, Labor/Management Committee, of this Agreement.
 - (ii) A Sergeant with no previous commissioned police officer experience at NJIT, who successfully exercises his/her bumping privileges into a commissioned police officer position, shall serve a ninety (90) day performance based probationary period. During said period, if NJIT is not satisfied with the Sergeant’s performance, but not earlier than sixty (60) days into the probationary period, it will then place such Sergeant on layoff. A Sergeant thus laid off shall remain entitled to recall for the remainder of the recall period but shall not be entitled to bump again unless recalled and he/she successfully completes the associated probationary period after which he/she is again laid off. Existence of the probationary period satisfies the notice of layoff requirement. Nothing herein waives or modifies the right of NJIT to terminate a Sergeant for just cause at any time. Discharge during the probationary period is not grievable.
 - (iii) Salary Range and Step placement for a Sergeant, successfully exercising the contractually authorized bumping privilege, shall be as follows:
 - (1) The Sergeant shall be placed at the same

or nearest higher step on the commissioned police officer salary range from that step occupied prior to layoff, if available in the range. If not available within the range, then the Sergeant shall be placed at the closest step available within the appropriate range.

- (d) The parties hereto commit to work together toward minimization of departmental, university and bargaining unit disruption caused by implementation of the contractually authorized layoff and bumping scheme.

2. **Recall:**

- (a) The recall period shall be for twenty-four (24) calendar months from the date of original layoff.
- (b) For the period of recall, Sergeants laid off from their positions shall be entitled to recall, by seniority, to the job classification of Sergeant. Additionally, for the period of recall, Sergeants laid off from their positions shall be eligible for probationary recall into the commissioned police officer job classification. However, for recall to such classification the Sergeant must first be considered qualified to perform in the position to which recall is desired and second must serve a ninety (90) day performance based probationary period, during which time the Sergeant may be discharged without resort to the grievance procedure. During said period, if NJIT is not satisfied with the probationary Sergeant's performance but no earlier than sixty (60) days into the probationary period, it will then place such Sergeant on layoff. A Sergeant thus laid off shall remain entitled to recall for the remainder of the recall period but shall not be entitled to bump again unless recalled and he/she successfully completes the associated probationary period after which he/she is again laid off.
- (c) Sergeants laid off, pursuant to this Agreement, shall retain, in addition to the twenty-four (24) month recall potential, only those contractual benefits required by law.

- (d) All Sergeants on recall roster must be recalled to their former jobs, if the job is reinstated, prior to the hiring of new Sergeants into such positions.

ARTICLE X

OUT OF TITLE WORK

A. When a Sergeant is temporarily assigned to work in another job title within the negotiating unit, such assignment may be made for periods up to sixty (60) calendar days unless mutually extended by NJIT and the SOA. NJIT is not restricted to filling the assignment from only those who apply and in filling such opening shall first consider the qualifications of the applicant and providing such qualifications are equal shall then consider the length of continuous service of the applicant.

1. If NJIT assigns a Sergeant to temporary work in another job title having a higher salary range, he shall, after ten (10) continuous working days in that position, be considered to be working in an “acting capacity” and shall then receive the rate of pay for that position, retroactive to the first day of the temporary assignment. For purposes of this provision only, rate of pay shall be defined as the Salary Step in the reassigned position which value is at least one (1) step higher than the salary step occupied by the Sergeant in his/her permanent position. In the case of an assignment to a position without salary steps, the adjustment shall be equivalent to the value of one (1) salary step higher than that occupied by the Sergeant in his/her permanent position. Upon being assigned to his/her permanent position, the Sergeant shall immediately receive the rate of pay for his/her permanent position.

ARTICLE XI

POSTING, HIRING AND PROMOTION

In keeping with NJIT’s commitment to affirmative action and equal employment opportunities, all recruitment efforts will conform with the application sections of NJIT’s Equal Employment Opportunity/Affirmative Action policies. Accordingly, a permanent job opening which represents a promotional opportunity shall be posted in accord with applicable University policies. Copies of such postings shall be available to SOA on line at the NJIT Human Resources Career Site webpage.

ARTICLE XII

SICK LEAVE

A. Accrual:

<u>Eligibility</u>	<u>Hours Earned</u>	<u>Which Equates to</u>
Sergeants hired prior to March 5, 2003	Ten (10) hours per month for a 40 hour work week	One and one-quarter (1¼) day per month to the end of that fiscal year
Sergeants hired on or after March 5, 2003	Eight (8) hours per month for a 40 hour work week	One (1) day per month to the end of that fiscal year

B. Utilization:

1. Sick leave may be utilized by Sergeants when they are unable to perform their work by reason of personal illness, injury or exposure to contagious disease or for the attendance of the Sergeant upon a member of the immediate family who is seriously ill, or whose spouse, domestic partner or civil union partner (as defined and recognized by State law, respectively) is hospitalized due to pregnancy.

2. Accumulated sick leave may be used to grieve the death and/or attend the funeral of the Sergeant's immediate family: father, mother, spouse, domestic partner or civil union partner (as defined and recognized by State law, respectively), child, foster child, sister or brother of Sergeant and relatives of Sergeant residing in the same household as Sergeant. Leave utilized for bereavement shall be limited to three (3) days per occurrence unless exception for extraordinary reason is made by and at the discretion of the Vice President of Human Resources or his/her designee.

C. Authorization:

1. **Anticipated Leave:** Any proper utilization of sick leave anticipated in advance must be requested as far in advance as practicable and approved by the Sergeant's immediate supervisor prior to utilization. Approval will not be unreasonably denied. Examples of anticipated leave, by way of illustration but not limitation, include physician appointments, dentist appointments, scheduled surgery and short-term care for an ill member of the immediate family. Within a reasonable period of time following utilization of sick leave for this purpose the Sergeant, upon request by NJIT, must validate the reason for scheduled leave by means of written proof that the scheduled purpose for the sick leave did occur.

2. **Unanticipated Leave:** Utilization of sick leave that cannot be anticipated in advance, such as sudden illness, must be validated by contacting, as soon as possible and,

to the extent possible, within one-half (½) hour after the beginning of the Sergeant's scheduled workday, the Sergeant's supervisor or by utilizing such method specifically directed by the Sergeant's supervisor to notify NJIT of unanticipated sick leave.

D. Validation:

1. If absent for five (5) or more consecutive working days, the Sergeant must present a physician's statement specifically validating the duration and nature of illness or injury enabling sick leave usage. A Sergeant absent for unanticipated sick leave for any and all periods totaling more than ten (10) days in one (1) fiscal year may be required to submit a physician's statement validating the duration and nature of illness enabling sick leave usage. Upon receipt of a specific diagnostic statement from a physician describing a chronic, debilitating illness of a Sergeant, the five (5) and ten (10) day validation requirement shall be waived as a matter of regular course.

2. Sick leave taken for purposes of bereavement, pursuant to provision B.2., Utilization, above, shall not be counted for purposes of either the five (5) or ten (10) day validation requirement, however, bereavement utilization of sick leave must, upon request, be validated through independent written documentation whether anticipated or unanticipated.

3. Upon reasonable suspicion of abuse or patterned absenteeism and/or following fifteen (15) days usage of sick leave during a fiscal year, NJIT, SOA and the Sergeant shall meet for the purpose of either investigating potential abuse and/or to discuss the absenteeism in attempt to avoid disciplinary action. As a result of that meeting, the Employer may require the Sergeant to provide medical certification for future single day or multiple day absences.

4. A Sergeant suffering from a certified chronic illness must, at least once every six (6) months, provide NJIT with medical re-certification and following fifteen (15) days usage in a fiscal year on account of said illness, provide additional re-certification of the chronic illness.

5. **Confidentiality of Records:** All medical reports and diagnosis, provided pursuant to this Article, shall remain confidential within the Department of Human Resources only subject to disclosure to such officers or agents of the university with a direct business need to know.

E. Unused Sick Leave – Retirement:

Subject to the provision of N.J.S.A. 11A:6-17 and rules and regulations promulgated thereunder, a full-time Sergeant who enters retirement, pursuant to the provisions of a State administered or approved retirement system, and has to his/her credit any earned and unused accumulated sick leave shall be entitled to receive supplemental compensation for such earned and unused accumulated sick leave only to the extent such is funded by the State.

The supplemental compensation to be paid shall be computed at the rate of one-half (½) of the eligible Sergeant's daily rate of pay for each day of earned and unused accumulated sick leave based upon the average annual compensation received during the last year of his/her employment prior to the effective date of his/her retirement, provided, however, that no such supplemental compensation payment shall exceed the statutory limit. This supplemental compensation shall be paid in a lump sum after the effective date of retirement. It may be deferred by the Sergeant for payment within one (1) year of the effective date of retirement.

ARTICLE XIII

FAMILY LEAVE

NJIT has long recognized the importance of family issues as an integral component of a responsive human resource environment in which its Sergeants will prosper. It has heretofore provided a number of benefits including leaves of absence for personal and family reasons. Both State and Federal government have determined to specifically legislate in this regard by affording unpaid leave to Sergeants under certain specific circumstances. The result demands that NJIT policies, state law and federal law be properly recognized and promulgated in a lawful, equitable and contemporary policy. NJIT, therefore, hereby certifies the attached Family Leave Policy (Appendix D) which incorporates as appropriate (and shall be interpreted consistent with) NJIT's other standing leave policies.

Additionally it is agreed that the University may preliminarily designate an employee's absence as Family Leave when:

1. An employee (or a spokesperson on behalf of an employee) notifies the Department of Human Resources or the immediate supervisor of a personal serious health condition or the serious health condition of an eligible family member as set forth in Appendix D.
2. Upon the employee or the supervisor's notification to the Department of Human Resources after 3 consecutive days of paid or unpaid absence.

Family Leave runs consecutively after accumulated sick leave banks are exhausted for an Officer's own serious health condition and Family Leave shall run concurrently with accumulated sick leave for an Officer's eligible family member. Accumulated sick leave balances that exceed the 60 days of Family Leave may continue to be utilized thereafter upon submission of medical certification updates to be provided in intervals of not less than every 30 days.

Family Leave shall be administered in accordance with the Family Leave Policy set out in Appendix D. It is understood that the Family Leave Policy shall be revised and updated to include mandatory provisions required by State and Federal Law.

ARTICLE XIV

ADMINISTRATIVE LEAVE

A. Administrative Leave

1. Three (3) administrative leave days per calendar year are granted to all full-time Sergeants entering their first full fiscal year of employment and annually thereafter. Priorities for granting of leaves are:

- (a) Emergencies;
- (b) Observation of religious or other days of celebration but not public holidays;
- (c) Personal business;
- (d) Attendance at the funeral of an individual other than a member of the immediate family. Absences related to funerals of immediate family members are considered under other provisions of this Agreement; and
- (e) Other personal affairs.

2. Newly hired, full-time Sergeants shall be granted one-half (½) day of administrative leave after each full calendar month of employment to a maximum of three (3) days during the remainder of the first fiscal year of employment. Sergeants promoted from the ranks of commissioned police officer shall not be treated as new hires for purposes of this provision.

3. Administrative leave shall not be cumulative, and any such leave credit remaining unused by an officer at the end of the fiscal year and/or upon separation of employment shall be cancelled.

4. Requests for administrative leave must be approved by the Director of Public Safety in advance, except in emergency situations. Emergency situations shall be reasonably verified by the Sergeant on leave as soon as practicable following utilization of the leave, upon the request of NJIT. Unapproved emergencies are limited to health and safety related matters.

5. Administrative leave days cannot be used during a Sergeant's probationary period.

ARTICLE XV

MILITARY LEAVE

A. Military Leave, Without Pay

1. In accordance with State and/or Federal regulations, NJIT shall grant a qualifying employee, who is a member of the U.S. military reserves or the New Jersey State militia or the organized militia of another State, a leave of absence, without pay, for Inactive Duty Service. (An example of Inactive Duty Service is weekend drills.)

2. A qualifying employee granted Military Leave of Absence, without pay, that is less than two (2) consecutive weeks, shall continue to accrue vacation, personal, and sick leave. A qualifying employee granted a Military Leave of Absence, without pay, that is more than two (2) consecutive weeks, shall not accrue vacation, personal, and/or sick leave during such leave of absence

3. A qualifying employee granted a Military Leave of Absence, without pay, may, with advance notice, use accrued vacation, personal leave, or floating holidays. Sick Leave shall not be used for Military Leave of Absence.

B. Military Leave, With Pay

1. In accordance with State and/or Federal regulations, NJIT shall grant a qualifying employee, who is a member of the U.S. military reserves or a member of the organized militia of another State, a leave of absence for up to 30 working days in any calendar year without loss of pay or benefits for Federal Active Duty Service. NJIT shall grant a qualifying employee who is a member of the New Jersey State organized militia a leave of absence for up to 90 working days in any calendar year without loss of pay or benefits for Federal Active Duty Service.

2. Should the employee be called to active duty service for a national or state emergency or foreign conflict which exceeds the 30 or 90 working days described in A above, NJIT shall grant a leave of absence through the end of that calendar year without loss of benefits and shall pay the employee the difference between their applicable NJIT base salary and their military “base pay” provided the employee provides proof of military service and “base pay”. This is often referred to as Differential Pay and is not currently mandated by Federal or State regulations.

3. If a qualifying employee is eligible for a Military Leave with pay or a Military Leave with differential pay as described above, he/she continue to accrue vacation, personal, and sick leave. Qualifying employees eligible for Military Leave

with pay or Military Leave with differential pay shall be entitled to all health and welfare benefits.

C. A qualifying employee who is called to New Jersey State Active Duty Service, for example during a natural disaster or New Jersey State emergency, shall be eligible for a Military Leave of Absence as required by New Jersey State or Federal regulations.

D. A qualifying employee for purposes of this Article shall be defined as any employee who has achieved non-probationary status at least once during his/her current employment with NJIT or a temporary employee who has been employed more than one (1) year. A non-qualifying employee is eligible for Military Leave of Absence, without pay, only.

E. A qualifying employee eligible for Military Leave of Absence, with or without pay, shall not suffer any loss of seniority.

F. Extensions of Military Leave

1. Should a qualifying employee be called to Federal Active Duty Service beyond the first calendar year or subsequent consecutive years, he/she shall be eligible for the paid leave as described in B. 1. above effective each January 1st.

2. Should a qualifying employee be called to Federal Active Duty Service beyond the 30 or 90 working days described above in the second calendar year or subsequent consecutive years, NJIT, at its sole discretion, may extend the Military Leave of Absence with differential pay, as described in B. 2. above, for the remainder of that second calendar year or subsequent consecutive years. If NJIT decides not to grant a Military Leave of Absence with differential pay, NJIT shall grant a Military Leave of Absence, without pay, for the remainder of that calendar year.

G. Failure to provide advance notice of call to duty, except in emergency situations, could result in loss of protections under Federal and/or State regulations and shall be just cause for disciplinary action up to termination of employment. Failure to provide verification of attendance or military pay records may result in delay in pay or benefits until such verification is provided.

H. In the event that Federal and/or State law may be amended to provide a greater benefit to the employee than set forth herein, such law shall supersede the terms of this contract.

ARTICLE XVI

LEAVE FOR SOA ACTIVITY

NJIT agrees to provide time off without loss of pay for delegates of the SOA to attend formal union activities provided that the total amount of time without loss of pay during the period of this Agreement shall not exceed a total of twelve (12) days during each year of this Agreement and provided such activities are not, by their nature and content, adversarial to NJIT.

The total number of days of such leave which may be used in each year shall be exclusive of leave provided under the provision of New Jersey law and ordinarily granted under that statute. Leaves for such activities of more than five (5) days duration in each year of the Agreement shall be at the sole discretion of NJIT. Such approval will not be unreasonably withheld.

The SOA shall request, in writing, approval from the Vice President of Human Resources or his/her designee, with copies to the Director of Public Safety to use such leave. Such requests shall be made, in writing, no less than two (2) weeks in advance by the SOA specifying the type of SOA activity for which time off is sought, the individual(s) to be granted the time off and the maximum amount of time to be utilized.

ARTICLE XVII

OTHER LEAVES OF ABSENCE

A. Extraordinary Leave:

1. Eligibility:

- (a) Any Sergeant, not entitled to or after having exhausted the other leave benefits provided by this Agreement but desiring to remain employed by NJIT may apply for an unpaid leave of absence. This leave is considered an extraordinary leave and will not be routinely granted. A minimum prerequisite to consideration of leave is a significant period of consistently outstanding service to NJIT.
- (b) In reviewing requests for unpaid leave of absence NJIT will ensure that Article XIII, Family Leave Policy, is fully complied with as prerequisite to its discretionary determination as to whether to grant a request and the parameters on such grant when given. Unless and except as expressly provided for in writing, there shall be no benefits bank accrual during any

unpaid leave, nor shall there be any monetary contribution by NJIT on behalf of such Sergeant except as may be mandated by law, or as otherwise expressly provided for by this Agreement.

2. Procedure:

- (a) Any and all requests for leave of absence under this provision must be made in writing, with specific statement of need for leave, as far in advance of the desired leave as possible. Application for leave must be submitted to the Sergeant's immediate supervisor, except in such cases where the specific statement of need recites a personal, medical or other extraordinary confidential basis, in which case the full application shall be submitted to the Office of Human Resources, with notice to the immediate supervisor that a request has been made for the duration stated on the application. Following review of the request, a recommendation to either grant or deny the leave will be made and forwarded to the Vice President of Human Resources or his/her designee who will issue the determination.
- (b) Approval, denial or modified approval of the requested leave shall, except in the case of emergency, be provided within two (2) weeks by NJIT. Reason for denial of unpaid leave shall be provided with a denial of leave by NJIT.
- (c) Accepting a position with another employer, while on a leave of absence, except as may be expressly understood as part of the reason for leave and approved by NJIT in advance, will result in forfeiture of the leave of absence and all benefits derived therefrom or maintained during said leave and immediate termination of NJIT employment.
- (d) Administration of this Article is grievable only on the limited basis that NJIT held no rational basis to deny the requested leave. Problems arising out of the administration of this Article may be referred to the Labor/Management forum for discussion and attempted resolution.

B. Bereavement Leave:

In addition to leave available pursuant to Article XII B.2., Sick Leave Utilization, above, all Sergeants hired after ratification of this agreement, shall be entitled to up to three (3) paid days and up to three (3) additional unpaid days of leave each year of this Agreement, to mourn and/or attend to familial responsibilities caused by the death of a member of the Sergeant's immediate family. "Immediate Family" shall be as defined in Article XII B.2., above.

All other Sergeants shall be entitled to up to two (2) unpaid days of leave each year of this agreement, in addition to such leave as set out in Article XII B.2. above, to mourn and/or attend to familial responsibilities caused by the death of a member of the Sergeant's immediate family, as defined herein.

Unused Bereavement Leave is not cumulative year to year and NJIT reserves its right to require validation of the need for Bereavement Leave. Finally, Bereavement Leave must be taken within ten (10) days of the death of the immediate family member unless exception is authorized for extraordinary circumstances by and at the discretion of the Vice President for Human Resources or his/her designee.

ARTICLE XVIII

HOLIDAYS

A. Program Benefit

1. Each Sergeant shall be entitled to the following named, paid holidays:

- (a) New Year's Day
- (b) Independence Day
- (c) Labor Day
- (d) Thanksgiving Day
- (e) Christmas Day

2. Each Sergeant shall receive four (4) paid holidays as designated by NJIT.

3. Each Sergeant shall receive two (2) floating holidays, providing such "floating" holidays shall be taken at a time agreeable to the supervisor.

4. Each Sergeant shall receive two (2) additional, restricted floating holidays that must be scheduled and taken between December 26th and January 2nd inclusive, of the Christmas holiday season.

- (a) Any Sergeant whose service and attendance is necessary, as determined by NJIT, resulting in an inability to mutually schedule either one (1) or both of such restricted floating holidays, shall receive one (1) floating holiday for each day of service.

(b) There shall be no holiday premium pay for restricted, floating holidays worked during this period. Other contractual provisions and those relevant mandates of the Fair Labor Standards Act, pertaining to overtime, are unaffected and continue.

B. In the event any of the regular paid holidays fall on a Sergeant's scheduled day off, they shall be observed on the following scheduled day of work.

C. Sergeants on an unpaid leave of absence or layoff are not entitled to pay for a holiday falling during leave or layoff.

D. NJIT shall continue its requirements for eligibility for holiday pay, however, a Sergeant who is not on the payroll shall not be eligible for holiday pay.

E. A holiday which occurs during a vacation period is considered a holiday and will not be charged as a vacation day.

F. Any Sergeant who is required to work any of the days designated by NJIT as a paid holiday, pursuant to provision A.1., or A.2., shall be afforded the following premium pay in addition to the holiday pay:

1. For the first eight (8) hours, time-and-one half for all hours worked.
2. For all hours in excess of eight, double-time for all hours worked.

G. For the purposes of computing overtime, all holiday hours, whether worked or unworked, for which a Sergeant is compensated, shall be regarded as hours worked.

H. The thirteen (13) holidays, annually provided pursuant to this Agreement, constitute the entire paid holiday schedule provided by NJIT.

I. It is expressly intended and understood that there are no additional paid days available to SOA represented Sergeants, except as expressly provided by other provisions of the controlling Collective Bargaining Agreement.

ARTICLE XIX

WORKERS' COMPENSATION

A Sergeant on Workers' Compensation shall receive that payment to which he/she is entitled by law, in accordance with benefit regulation and accompanying procedure in effect at the time of eligibility for Workers' Compensation. Should a Sergeant wish to supplement that compensation received under New Jersey Workers' Compensation law and regulation to receive the same total salary compensation received when not on Workers' Compensation, he/she may elect to utilize, on an hour for hour basis, his/her

sick leave accrual for a period not to exceed six (6) calendar months. The election to supplement Workers' Compensation must be made in a signed writing to the Department of Human Resources, with a copy to the Director, Benefits Administration and supplementation will be progressive only from the time the request is received by the Department of Human Resources.

ARTICLE XX

EDUCATIONAL BENEFITS

All Officers, and where applicable their dependents, are eligible to participate in the University's Tuition Remission Plan as set forth in the Tuition Remission Policy set forth in Appendix E, and subject to the applicable rules and regulations governing the Plan. (Tuition Remission Policy attached.)

ARTICLE XXI

VACATION

A. Allotment

A Sergeant is entitled to a vacation with pay. Such vacation is scheduled as requested by the Sergeant, provided departmental staffing and workload permit. Vacation entitlements are as follows:

	Allotment	Which Equates to
Date of University Hire through the end of the Fiscal Year*	10 hours per month (40 hour work week) available as accrued	1¼ day per month, available as accrued
One through five years of University service	120 hours per year (40 hour work week) available on July 1 st	15 days per year available on July 1 st
After 8 years of University service	160 hours per year (40 hour work week) available on July 1 st	20 days per year available on July 1 st

*A Sergeant who was promoted and was eligible for the full annual allotment of vacation as an officer shall be eligible for the full annual allotment as outlined above. A Sergeant who is hired without prior eligibility for the full annual allotment shall accrue vacation at 1¼ days per month through the end of the first Fiscal Year.

B. Utilization

1. While utilization of vacation is based upon mutual agreement of NJIT and Sergeants, full utilization is both expected and encouraged in a properly scheduled manner, giving appropriate consideration for workload issues. NJIT supervisors and Sergeants will maintain a fully updated vacation record, showing unused allotment and usage. Supervisors will take a pro active role in scheduling vacation usage in a manner that is mutually beneficial to NJIT and its Sergeants.

2. Vacation may be used in hourly increments, partial days, full days or consecutive days.

3. Vacation may not be unilaterally scheduled or taken and neither may it be used to provide payment for an unauthorized absence.

4. If the nature of the workload makes it necessary to limit the number of Sergeants on vacations at the same time, the Sergeant with the greatest seniority shall be given his/her choice of vacation, provided that another qualified Sergeant is available to assume the work.

5. If because of an emergency situation, pre-approved time cannot be allowed, either a salary payment will be made equal to the compensation that would have been earned during the vacation period, and the vacation bank will be accordingly reduced or vacation will be rescheduled to a later, mutual time. Arrangements for such payment must be authorized by the Director of Public Safety and approved by the Department of Human Resources.

6. Under normal conditions, vacation periods must not exceed three (3) consecutive weeks.

7. A Sergeant on any unpaid leave of absence does not accrue vacation time.

8. If a regular paid holiday occurs during a Sergeant's vacation period, an additional vacation day may be scheduled at a time mutually agreeable to the Sergeant and the Director of Public Safety.

C. Carryover

1. Up to ten (10) days of unused vacation allotment, remaining on June 30th of each fiscal year may be carried over for use in the ensuing year.

2. Unused vacation, in excess of that allowed to be carried over will be forfeited.

D. Vacation Upon Separation

Upon Separation from employment, unused vacation allotment, computed at the daily rate of the salary of the separating Sergeant at the time of separation will be handled as follows:

<u>Reason</u>	<u>Pay Out</u>
Termination for Cause, including job abandonment,	None
Voluntary Separation	None
Death which is not employment related	None
Employment related Death	Up to a maximum of 25 unused vacation days
Layoff	Up to a maximum of 15 unused vacation days

Upon retirement or resignation an employee shall be permitted to utilize up to ten (10) days (80 hours for 40 hour work week) of accumulated but unused vacation time if the employee gives at least ten (10) days, (two (2) weeks) written notice of resignation or retirement prior to the utilization of any such unused time. For example, if employee X has 10 vacation days (2 weeks), employee X must give at least 20 days (4 weeks) notice of resignation or retirement in order to utilize unused vacation.

ARTICLE XXII

UNIFORMS

A. Newly hired Sergeants shall be required to purchase their own University, standard issue uniform. After six (6) months of continuous employment in good standing, as a New Jersey Institute of Technology commissioned police Sergeant, the entire cost of the initial issue shall be reimbursed to said Sergeants.

B. Each Sergeant shall be entirely responsible for repair and/or replacement of damaged and/or worn out uniform articles. This responsibility includes the cost of such necessary repair and/or replacement. The Department of Public Safety uniform standards must be maintained and will be enforced.

C. Maintenance of the New Jersey Institute of Technology Sergeant's uniform shall be the entire responsibility of each Sergeant, including the cost of cleaning and pressing as necessary.

D. NJIT shall provide the following scheduled annual uniform allowance in the amount of \$1,450, for the maintenance, repair, and replacement, to all eligible Sergeants as follows:

Payment of the scheduled uniform allowance shall be semi-annually as follows:

1. A Sergeant, with less than six (6) months full-time service prior to July 1st of each fiscal year of the program, shall receive one-half (½) of the allowance, further prorated as appropriate, to the nearest month of service, payable the last payroll of the calendar year and one-half (½) of the allowance further prorated as appropriate, and payable the last payroll of that fiscal year.

2. A Sergeant, with at least six (6) months full-time service prior to July 1st of each fiscal year of the program shall receive one-half (½) of the allowance in the first payroll of that fiscal year and the remainder in the last payroll of that calendar year.

E. The allowance is interchangeable and usable for maintenance and repair and replacement, as needed, on an individual basis.

F. **Payment Conditions:**

1. All uniform allowance payments, accrued in accordance with provision D. above, and due and owing at the time of ratification of this Agreement, shall be paid in one (1) lump sum to each eligible Sergeant within one (1) full pay period following mutual written ratification of this Agreement.

2. A condition precedent to eligibility for uniform allowance shall be active or approved inactive employment status at the time of scheduled payment.

ARTICLE XXIII

RETIREMENT*

Sergeants shall be eligible to participate in available State authorized retirement system(s), consistent with applicable rules and regulations. Should there be changes made in such Plan(s), by legislation, during the terms of this Agreement, all such changes, appropriate to members of the negotiating unit, shall be made in accordance with the provision of such legislation.

ARTICLE XXIV

OVERTIME /SHIFT DIFFERENTIAL

A. Overtime requested and authorized by the Department of Public Safety shall be compensated at time and one-half for hours worked in excess of forty (40) hours in the workweek.

*For information only.

B. NJIT will, insofar as possible, provide equal opportunity for overtime work and shall maintain an overtime log for this purpose which shall be available to the SOA for review.

1. In the event that there are an insufficient number of Sergeants willing to cover a given overtime assignment, NJIT will assign the necessary number of Sergeants to cover the assignment.

2. Any Sergeant called back to work after he/she has completed his/her regular work shift and has left his/her place of work shall be guaranteed a minimum of four (4) hours pay at the overtime rate. Such Sergeants shall be required to work all hours which are required. If the Sergeant elects to leave before the end of the four (4) hours, and the supervisor approves, the Sergeant will be paid only for the time actually worked.

Effective upon execution of this Agreement by all parties, such Sergeant shall also be reimbursed one (1) meal allowance amount not to exceed \$9.50 for the balance of fiscal years 2012 and 2013 and \$10.00 in fiscal years 2014, and 2015 where the Sergeant is called back to work if the Officer works at least three (3) hours beyond his/her normal work hours without the opportunity to go to his/her residence. Meals eligible for reimbursement shall be ordered from NJIT dining facilities, and eaten on campus when NJIT dining facilities are available. .

C. Only during the term of this Agreement, as restricted by the following parameters, a Shift Premium shall be affected for eligible Officers in the bargaining unit:

1. Any bargaining unit member who is assigned to work a first shift, for a minimum of one hundred and sixty (160) full shifts in a fiscal year under this Agreement, shall be entitled to a one-time cash payment in the amount of Eight Hundred Dollars (\$800.00) for each Fiscal Year during which he or she works the requisite number of shifts.

2. First shift shall be defined for purposes of this provision only, as any shift beginning after 10:00 p.m. on a given day and before 5:00 a.m. on a given day.

3. Shift Premium eligibility is conditioned upon actually working the designated number of shifts, as set out above, in the prescribed time period. Further, an extended workday into a first shift, from any other shift, and for which overtime compensation is paid pursuant to Agreement, does not count toward Shift Premium qualification.

4. Payment for Shift Premium will be made in the second full pay period in August of the fiscal year following the year of shift premium qualification.

ARTICLE XXV

SHIFT COVERAGE

At NJIT's discretion any and/or all Sergeants may be scheduled for presence at NJIT up to eight and one-half (8½) hours per day with up to one-half (½) hour as noncompensable break time as set by NJIT, in order that proper coverage of the workforce may be provided NJIT. There will not be a change in scheduled shift span unless preceded by seventy-two (72) hours notice to the affected Sergeant(s).

ARTICLE XXVI

SALARY PROGRAM AND COMPENSATION

A. Salary Program: July 1, 2011 through June 30, 2015:

It is agreed that during the term of this Agreement, for the period July 1, 2011 through June 30, 2015, the following salary and fringe benefit improvements shall be provided to eligible Sergeants in the unit, within the applicable policies and practices of NJIT and in keeping with the conditions set forth herein. In order to receive the benefits, as set out hereunder, the Sergeants must be employed by NJIT at the time of ratification of this Agreement or thereafter.

Subject to the State Legislature enacting appropriation of funds for these specific purposes, NJIT agrees to provide the following benefits, effective at the time stated herein.

1. Salary Band for Sergeants

Effective the first full pay period in Fiscal Year 2012 and throughout the term of this Agreement, the annual salary band for sergeants shall be \$82,100 to \$101,100

2. Across-the-Board Salary Guide Adjustments:

The following across the board salary increases shall be incorporated:

Fiscal Year 2012 (First full pay period in July 2011) – 1% to base
Fiscal Year 2013 (First full pay period in July 2012) – 1% to base
Fiscal Year 2014 (First full pay period in July 2013) - 1% to base
Fiscal Year 2015(First full pay period in July 2014) – 1% to base

3. Merit Compensation Program:

A merit compensation program shall be available to all Sergeants with at least six full months of service prior to July 1st of the year of awarding each year during the salary program and compensation term beginning with July 1, 2011. The program shall be administered as follows:

- (a) Performance Standards: All merit compensation shall be based upon total adherence to quality service during the past fiscal year's performance as it relates to the following specific performance standards:
 - (i) Attendance: It is vital to both the integrity and the efficacy of the NJIT Department of Public Safety that Sergeants are punctual in arriving at work, at dedicated posts, in responding to regular duties and in responding to unexpected circumstances, as well as accountable for their whereabouts at all times while on shift. This reliability, in full uniform and authorized armament is an essential, elementary component of performance as an NJIT Sergeant.
 - (ii) Appearance: Each Sergeant represents NJIT's image and that of a New Jersey Police Officer, demonstrating in their appearance, the same respect for NJIT and their chosen profession as they appropriately demand and expect relative to adherence to the law and NJIT's promulgated code of conduct. Uniforms must be maintained in excellent condition. All uniform attire must be worn in the manner and time designated. Sergeants shall present themselves, without deviation, in a ready, alert, neat, properly groomed and fully uniformed manner at all times when formally representing NJIT.
 - (iii) Attention to Duty: Each Sergeant must demonstrate a maturity and acuity in gaining and maintaining appropriate, continually enhanced knowledge of his/her duties, responsibilities and the surrounding environment, as well as an uncompromised

focus on assigned tasks and departmental and university policy and procedures. Unauthorized breaks, ignoring of general and/or specified duties, absence from assigned posts or less than fully responsive protocol in carrying out the duties of NJIT Supervisory Police Officers are, by way of illustration disqualifying of meritorious attention to duty.

- (iv) Absence of Discipline: No Sergeant who within a given year is suspended and/or who receives more than one written reprimand will be eligible for a merit increase. A formal investigation into the propriety of a Sergeant's conduct by the State of New Jersey or a State sponsored authority that could lead to suspension or loss of commissioned officer status will disqualify the Sergeant from consideration for merit until such time as the investigation fully exonerates said Sergeant. Less than full exoneration disqualifies the Sergeant from consideration for merit during the time period that is both the focus of and that which is covered by the investigation. In this regard, less than full exoneration equates to disqualifying discipline. Neither NJIT's imposed disciplinary charges nor NJIT's implemented disciplinary action are of, themselves, "of record", disqualifying a Sergeant from merit consideration, as long as formal, authorized appeal/grievance procedures are actively and properly utilized and a decision is not yet final and binding.

- (v) Record Keeping and Reporting: A Sergeant's verbal and written recordings and reporting, both in the ordinary course of law enforcement and in accordance with specific police operation direction must be timely and properly served and/or filed, accurately depicted, thorough in all respects and where written, proofed. Deviation from the standard, in any respect, and to any degree derogates the law enforcement process, the credibility of the Department of Public

Safety and is not worthy of merit pay consideration.

- (vi) Professional Conduct & Demeanor: Respect for and resolute honesty in dealing with those served, fellow Officers, supervisors, subordinates, property, weaponry and self is benchmark to the integrity bestowed by the commissioning of NJIT Police Officers. Only the utmost of dignity, humility with honor, concern for the position, post, commission and department and demonstrated aptitude in dealing with an atypical population demographic will be considered meritorious. Any instance of breach of this standard will be cause for disqualification for merit pay consideration. By way of illustration only, vulgar language, violation of any university or departmental regulation or protocol, theft of service or time, unauthorized action, arguing with a superior Officer, condoning poor conduct or misconduct from subordinates, excessive force (as defined and regulated by the law enforcement community and/or the law itself) and personal mingling (defined as engaging in conduct relegating the Sergeant's professional law enforcement responsibilities to a subordinate position as compared to non-job related personal activity[ies]) with students or other university constituents will disqualify merit pay consideration.

(b) Award Procedure.

- (i) Review of Performance: No earlier than forty-five (45) days before the end of the fiscal year of performance review and no later than fifteen (15) days following the end of the fiscal year of performance review, each eligible Sergeant's performance shall be reviewed against those "Performance Standards" set out above.

- (1) The standards set out herein, mark

categorized attributes of the prototype Sergeant's professional and personal characteristics that should lead to excellent performance as an NJIT Sergeant. Those standards will be qualitatively assessed, given the record of performance of each eligible Sergeant over the preceding year of eligibility and cumulatively over the Sergeant's term of commissioned police employment. Verbal and written, evaluative correspondence between departmental supervision, and each Sergeant is pertinent contextual material in qualitative performance assessment against those pronounced standards and will be weighed in ultimate merit determination.

- (2) The evaluation of performance against the published standards will be in writing and provided to each eligible Sergeant within the annual evaluation period. Specific descriptions, commendations, and examples of meritorious performance must be set out and verified for merit step awards to be provided to eligible Sergeants as well as formal certification of the evaluating supervisor(s) (e.g. Shift Lieutenant, Deputy Chief, Chief) that there are no instances of conduct that would either lead to or cause disqualification from meritorious performance as measured against the published standard.
- (3) There is no minimum conferral of merit awarding mandated, and all merit shall be applied to base salary. For Fiscal Year 2012 the maximum number of awards available, following careful scrutiny of the performance standards, shall not exceed the

value of one percent (1%) of the base salary of the Sergeants employed by NJIT as of June 30 of the year of the evaluation.

For Fiscal Year 2013 the merit pool shall be one percent (1%) of the base salary of the Sergeants employed by NJIT as of June 30th of the year of evaluation of performance standards.

For Fiscal Year 2014 the merit pool shall be one percent (1%) of the base salary of the Sergeants employed by NJIT as of June 30th of the year of evaluation of performance standards.

For Fiscal Year 2015 the merit pool shall be one percent (1%) of the base salary of the Sergeants employed by NJIT as of June 30th of the year of evaluation of performance standards.

This percentage limitation means that no award must be given that would cause the limit on awarding to be exceeded and, there are no partial awards available under this program. However, upon contest by the SOA on behalf of a Sergeant, as set out below, no more than one (1) supervisory evaluation of non-meritorious performance may be overturned per year of the program. Awards granted on appeal will be charged against the maximum expenditure of monies in the year of award. If sufficient monies are not available, the expenditure due to appeals will be charged against the subsequent merit pool, including the compounded value of the merit award as it affects salary creating the subsequent pool.

- (4) A merit award will be based upon a Sergeant strictly meeting all performance standards set out herein.

- (c) Appeal Procedure: There will be a limited appeal procedure available to the SOA on behalf of one (1) Sergeant annually, to seek reconsideration of non-awarding of merit to an eligible Sergeant as follows:
- (i) The SOA may, within thirty (30) days of the published conferral of awards to Sergeants, file a written appeal on behalf of a Sergeant's denial of merit pay, based upon the past year's performance, as it relates to the published performance standards and the comparative performance of other Sergeant's receiving merit pay. The appeal must state, with particularity, the factual basis for a finding of substantial error or misjudgment in the evaluation that lead directly to a denial of the award. The appeal shall be filed with the Department of Public Safety and copied to the Department of Human Resources.
 - (ii) The burden of proof in the appeal rests with the SOA; it must demonstrate, based upon the record of credible evidence, that it is more likely than not that all performance standards were met or exceeded, including a reasonable finding that there are no instances of conduct that would allow a reasonable person to find such conduct disqualifying of meeting or exceeding the full breadth and depth of performance as set out by the published performance standards. In addition to this finding, where all merit funds have been spent, it must also be established that the Sergeant whose performance is being appealed, compared favorably, in meeting or exceeding performance standards, to one or more Sergeants who received merit.
 - (iii) A Merit Appeals Board, consisting of the Sr.

Vice President for Administration and Treasurer, the Vice President of Human Resources, or their respective designees and a supervisory, superior Officer, including the Director of Public Safety, above the level of Police Sergeant, that has not taken part in the evaluation appealed (as selected by the SOA) will review the written submission and, at its sole discretion, either review and respond to the record as it stands or call a hearing, within thirty (30) days of submission of the written appeal, to hear oral argument, question the advocates, direct the gathering and submission of evidence not in the record, recess the hearing until all materials it deems necessary are before it or disallow any further gathering or submission of evidence, as it deems most appropriate to efficacious resolution to the controversy and allow for closing statements as it deems relevant to a proper finding.

- (iv) The Merit Appeals Board will issue its decision in writing, to the SOA, within sixty (60) days of the close of hearing or within ninety (90) days of the SOA's written submission, if no hearing is called. The decision of the Merit Appeals Board will be final, binding and the exclusive avenue for redress of the administration of the merit pay program.

ARTICLE XXVII

HEALTH BENEFITS

A. State Health Benefits Program

It is agreed that the State Health Benefits Program, and any rules and regulations governing its application, including amendments or revisions thereto shall be applicable to employees covered by this Agreement. The University agrees to continue to participate in the State Health Benefits Program for the duration of this agreement.

It is agreed that changes in benefits or open enrollment periods adopted by the State Division of Pensions and Benefits for State employees are a requirement for

continued participation in the State Health Benefits Program and the parties recognize that such changes shall apply to employees represented by the Union. It is agreed that changes, corrections or reinterpretations of the Program promulgated by the State including changes in plan operators, in co-payments and contributions, or other changes or modifications, are applicable to employees covered by this Agreement and shall be incorporated into the Agreement and thereafter be applicable to all employees. It is specifically understood that the provisions of the Pension and Health Benefits Reform 2011 legislation under Chapter 78, P.L. shall be applicable to all employees covered by this agreement.

Where an employee utilizes any type of leave, whether paid or unpaid, he or she shall continue payment of health plan premiums at the same level as those that he paid prior to the leave as applicable under the State Health Benefits Program. . If the premiums are raised or lowered, the employee will be required to pay the then-applicable premium rates.

If the employee charges his accrued vacation, sick, and/or administrative leave accruals for any leave, his share of premiums will be paid by payroll deductions continued in the same method as utilized during active employment status,

If the leave is unpaid, NJIT will advance payment of the employee's health plan premiums for the period of leave (up to three full months) and will bill the employee for those premiums. Prior to the employee's return from leave to active employment status, the Department of Human Resources will advise the employee in writing of the full amount of health plan premiums advanced on his or her behalf by NJIT. Within seven (7) business days of his return to active employment status, the employee must indicate, in writing, his or her selected method of repayment of the health plan premiums: (1) full repayment through the Bursar's Office within ten (10) business days, (2) additional payroll deduction at the same amount and rate as that of the employee's biweekly payroll deduction for health plan premium payment, or (3) a repayment plan approved, in writing, by the Vice President of Human Resources. If the employee fails to select a repayment option or does not make timely payments, NJIT, upon written notice, may charge additional payroll deductions until the full amount of health plan premiums paid on the employee's behalf during his unpaid leave has been repaid in full.

B. Eye Care Program

1. It is agreed that Eye Care Program shall include all employees and their eligible dependents (spouse, domestic partner, civil union partner and unmarried children under 26 years of age who live with the employee in the regular parent-child relationship). The coverage shall be \$35 for regular glasses and \$40 for bifocal the current plan.
2. The extension of benefits to dependents shall be effective only after the employee has been continuously employed for a minimum of sixty (60) days.

3. Full-time employees and eligible dependants as defined above shall be eligible for a maximum payment of \$35 on the cost, whichever is less, of an eye examination by an Ophthalmologist or an Optometrist.
4. Each eligible employee and dependent may receive only one (1) payment for glasses and one payment for examinations during the period of July 1, 2011 to June 30, 2013, and one (1) payment for the period July 1, 2013 to June 30, 2015. This program ends on June 30, 2015. Proper affidavit and submission of receipts are required of the employee in order to receive payment.

ARTICLE XXVIII

DEFERRED COMPENSATION

A. It is understood that the State shall continue the program which will permit eligible employees in this negotiating unit to voluntarily authorize deferment of a portion of their earned base salary so that the funds deferred can be placed in an Internal Revenue Service approved Federal Income Tax exempt investment plan. The deferred income so invested and the interest or other income return on the investments are intended to be exempt from current Federal Income Taxation until the individual Sergeant withdraws or otherwise receives such funds as provided in the Plan.

B. It is understood that the State shall be solely responsible for the administration of the Plan and the determination of policies, conditions and regulations governing its implementation and use.

C. The State shall provide literature describing the Plan as well as a required enrollment or other forms to all employees when the Plan has been established.

D. It is further understood that the maximum amount of deferrable income under this Plan shall be as follows:

1. January 1, 2007 through December 31, 2007: Fifteen Thousand Five Hundred dollars (\$15,500) for all employees less than 50 years of age and Twenty Thousand Five Hundred dollars (\$20,500) for those employees 50 years of age or older.
2. Tax deferred annuity amounts through calendar year 2010 are subject to revision and determination by the Federal Internal Revenue Service (IRS). Presently, the IRS has determined that the maximum deferral limit will be adjusted for inflation on a calendar year basis in \$500 increments.

ARTICLE XXIX

DRUG SCREENING POLICY AND PROCEDURE

NJIT and SOA agree to the NJIT/SOA Drug Screening Policy and Procedure as set out in Appendix A, SOPP of the Department of Public Safety, herein. This Policy shall be deemed to include all **mandatory** provisions of the State of New Jersey Law Enforcement Drug Testing Manual as promulgated and updated from time to time.

ARTICLE XXX

JOB ACTION

It is recognized by both NJIT and SOA that the continued and uninterrupted operation of the University is of paramount importance. Therefore the SOA agrees that it will refrain from any act contrary to law such as strike, work stoppage, slow down, or other job action during the life of this Agreement and will eschew any threat, encouragement, support or condoning of any such job action.

ARTICLE XXXI

PARKING

A. Program and Fees

The following parking fees shall be charged and collected through payroll deduction for all members of the bargaining unit desiring to park and duly registering his/her motor vehicle with the University according to published University regulations, enabling and entitling him/her to daily parking privileges on University premises:

1. All parking at all available locations, including NJIT's parking deck, shall be on a first come, first served basis following registration or a bargaining unit member's motor vehicle, entitling him/her to parking privileges at the fee schedule rate set out below as follows:

- a. Base Salary of \$0 - \$63,600.00.....pays \$165 per semester
- b. Base Salary of \$63,600.01-\$74,200.00.....pays \$190 per semester

- c. Base Salary of \$74,200.01-\$84,800.00.....pays \$215 per semester.
- d. Base Salary of \$84,800.01-\$95,400.00.....pays \$240 per semester.
- e. Base Salary of \$95,400.01-\$106,000.00...pays \$265 per semester.

- 2. Fees shall be collected through payroll deduction and spread over the first five (5) consecutive pay periods following registration of a motor vehicle by an officer. There will be no rebates or discounts for partial use during any semester in which a vehicle is registered and therefore entitled to park on NJIT's premises.
- 3. The Parking Fee Table is illustrative of the program schedule and outlines the fee methodology. The tables are not exhaustive and the program accommodates higher salaried employees according to the incremental methodology outlined above.

ARTICLE XXXII

DURATION

This Agreement shall be effective as of July 1, 2011, and shall terminate as of June 30, 2015.

ARTICLE XXXIII

SUCCESSOR AGREEMENT

The parties agree to enter into collective negotiations concerning a successor Agreement to become effective on or after July 1, 2015, subject to the provisions set forth in Article II, Negotiating Procedures.

The parties hereby acknowledge and agree to the terms and conditions of the aforementioned Agreement between New Jersey Institute of Technology and the NJIT Superior Officer Association, entered into, as of July 1, 2011 and which will terminate June 30, 2015.

Signed this 2nd day of May, 2012.

FOR SOA:

FOR NJIT:

Danny D. Schick, Sr, Staff Rep.
FOP Labor Council

Dr. Theodore T. Johnson, Chief Negotiator
Vice President for Human Resources

Mark Cyr, FOP 93 SOA Trustee
Negotiating Team Member

Henry Mauermeyer
Senior Vice President for Adm. & Fin.
Negotiating Team Member

Kevin Kesselman,
FOP 93 SOA Vice President
Negotiating Team Member

Holly C. Stern, Esq., General Counsel
Negotiating Team Member

Joseph Tartaglia, Associate Vice President
Negotiating Team Member

Robert Sabattis, Director of Public Safety
Negotiation Team Member

Denise P. Coleman, Director of
Labor/Employee Relations
Negotiating Team Member

Appendix A

NEW JERSEY INSTITUTE OF TECHNOLOGY PUBLIC SAFETY DEPARTMENT DRUG SCREENING POLICY AND PROCEDURE FOR POLICE SERGEANTS



Standard Operating Policy & Procedure

NJ Institute of Technology Department of Public Safety		Title: Law Enforcement Officer Drug Testing		
Issuing Authority:	Director Robert Sabattis	Volume:	Chapter	Pages:
		2	16	13
References:	N.J. Attorney General's Policies	Distribution/ Special Instruction: All		
Effective Date:		Review Date:	Revised Date:	
	*			

I. Purpose

The purpose of this policy is to deter illegal drug use by law enforcement officers and provides the New Jersey Institute of Department of Public Safety (hereinafter "NJIT DPS") with a mechanism to identify and remove those law enforcement officers engaged in the illegal use of drugs. Because illegal drug use is inconsistent with the duties, obligations and responsibilities of sworn law enforcement officers, this policy mandates that officers who test positive must be terminated from employment. This policy sets forth uniform methods and procedures for implementing and administering drug testing as well as outlining the duties and responsibilities of the NJIT DPS with respect to the drug testing process. This policy further ensures that

procedures for the drug testing of NJIT police personnel are in compliance with the NJ Attorney General's Law Enforcement Drug Testing Policy.

II. **Policy**

It is the policy of the NJIT DPS to conduct drug testing of sworn law enforcement officers, law enforcement officer trainees, and applicants for law enforcement officer employment in order to maintain professional standards of performance and to help ensure the trust of the community in those who enforce the laws

III. **Definitions**

- A. **Law Enforcement Officer**: Sworn law enforcement personnel who are responsible for the enforcement of the criminal laws of this State, come under the jurisdiction of the Police Training Act, and are authorized to carry a firearm under NJSA 2C:39-6.
- B. **Law Enforcement Trainee**: Personnel subject to the Police Training Act while attending a mandatory basic training course.
- C. **Applicants For Law Enforcement Employment**: Persons who, if appointed, will be responsible for the enforcement of the criminal laws of this State and will be authorized to carry a firearm under NJSA 2C:39-6
- D. **Random Selection Process**: Random selection shall be defined as a method of selection in which each and every sworn member of the law enforcement agency, regardless of rank or assignment, has an equal chance to be selected for drug testing each and every time a selection is conducted.

IV. **Procedure**

This policy sets forth uniform methods and procedures for implementing and administering drug testing. This policy also outlines the duties and responsibilities of the State's law enforcement agencies with respect to the drug testing process.

V. **Types of Drug Testing**

Law enforcement drug testing may be categorized according to the employment status of the individual being tested and the method by which the individual was selected for testing. These methods include applicant testing, trainee testing, reasonable suspicion testing and random testing.

A. Applicant Testing

- 1. This policy recognizes that drug testing is an essential component of a pre-employment background investigation. All being considered for

employment by NJIT as a police officer must submit to drug testing as part of a pre-employment background investigation. Candidates for employment may be tested as many times as deemed necessary to ensure that the candidates are not engaged in the illegal use of drugs. For example, applicants who have been drug tested as part of the application process may be tested again if a significant amount of time has elapsed since the previous step in the employment process.

2. During the pre-employment process, NJIT DPS must ensure that it complies with the provisions of the Americans with Disabilities Act (ADA) by refraining from making any medical inquiries. Therefore, the medication information form should not be used at the applicant stage, unless a positive test result requires an explanation by the prospective employee.

B. Trainee Testing

1. Individuals hired as law enforcement officers by NJIT who are required to attend and successfully complete a mandatory basic training course approved by the Police Training Commission are subject to drug testing during their attendance at a police academy. The drug testing of law enforcement trainees will be conducted by the police academy staff under rules and regulations adopted by the Police Training Commission.

C. Sworn Law Enforcement Officers: Reasonable Suspicion Testing

1. NJIT DPS will undertake reasonable suspicion testing when there is reasonable suspicion to believe that a law enforcement officer, prospective law enforcement officer, or law enforcement officer trainee is engaged in the illegal use of controlled substances.
2. Unlike applicant and trainee testing, reasonable suspicion testing requires a decision as to whether the appropriate basis for conducting a test exists (i.e. reasonable suspicion). Reasonable suspicion "requires objective facts which, with inferences, would lead a reasonable person to conclude that drug-related activity is taking, or has taken place and that a particular individual is involved in that drug activity". The reasonable suspicion standard is "less demanding" than the probable cause standard in two ways. First, the amount of evidence needed to satisfy the reasonable suspicion standard is less than that needed to satisfy the probable cause standard. Second, the type of information used to satisfy the reasonable suspicion standard may be "less reliable than that required to show probable cause". The following factors should be evaluated to determine the quality and relevance of the information acquired by NJIT DPS.

- a. The nature and source of the information;

- b. Whether the information constitutes direct evidence or is hearsay in nature;
 - c. The reliability of the informant or source;
 - d. Whether corroborating information exists and the degree to which it corroborates the accusation; and
 - e. Whether and to what extent the information may be stale.
3. Before a law enforcement officer is ordered to undergo reasonable suspicion testing, the agency shall prepare a written report documenting the basis for the test.

D. Sworn Law Enforcement Officers: Random Drug Testing

1. All sworn members of the NJIT Police Department are eligible for random drug testing regardless of rank or assignment.
2. An officer who has been selected on one or more previous occasions for a random drug test is not excused from future tests.
3. No more than 15 percent (15%) of sworn officers will be selected each time random selection takes place. Random selection will take place on dates chosen by the Director of Public Safety. There will be no prior notice given of the dates of the selection process or the collection of the samples.
4. Officers will be selected for drug testing through the use of random selection process. A representative of the collective bargaining unit shall be permitted to witness the selection process.
5. The selection process and the names of the officers selected will be documented in a written report. The report will be stored in the Internal Affairs File.
6. Officers selected for random drug testing will be notified by a supervisor appointed by the Director of Public Safety and required to submit a urine specimen. The specimen acquisition process will be kept confidential.
7. Any member of this department who discloses the identity of an officer selected for random testing or the fact that a random selection is scheduled to take place prior to the collection of urine specimens shall be subject to discipline up to and including termination.

8. Officers who refuse to submit to a drug test when randomly selected are subject to the same penalties as those officers who test positive for the illegal use of drugs. A sworn law enforcement officer who resigns or retires after receiving a lawful order to submit a urine specimen for drug testing and who does not provide the specimen shall be deemed to have refused to submit to the drug test.

VI. Specimen Collection Procedures

A. Preliminary Collection of Specimens

1. The NJIT DPS will designate staff members to serve as monitors of the specimen acquisition process. The monitors should always be of the same sex as the individual being tested. However, in the event there is no member of the same sex available from the NJIT PD to collect the specimens, this agency may request that a member of the same sex from another law enforcement agency serve as monitor of the process.
2. The monitor of the specimen acquisition process shall be responsible for:
 - a. Ensuring that all documentation is fully and accurately completed by the individual submitting the specimen.
 - b. Ensuring that the collection of specimens is done in a manner that provides for individual privacy while ensuring the integrity of the specimen.
 - c. Complying with chain of custody procedures established for the collection of urine specimens and their subsequent submission to the New Jersey State Toxicology Laboratory within the Division of Criminal Justice for analysis.
 - d. Ensuring that prior to the submission of a urine specimen, sworn law enforcement officers and law enforcement trainees shall complete a medication information form (Attachment A) by listing all prescription medication, non-prescription (over-the-counter) medication, dietary supplements and nutritional supplements that were ingested by the officer during the past 14 days. Candidates for law enforcement employment are not required to complete a medication information form at this time.

B. Collection of Specimens

1. Throughout the testing process, the identity of individual law enforcement officers shall remain confidential. Individual specimens and forms shall be identified throughout the process by the use of social security numbers.

At no time shall a name appear on any form or specimen container sent to the State Toxicology Laboratory.

2. Specimens will be collected utilizing equipment and supplies approved by the State Toxicology Laboratory. Under no circumstances shall a specimen be collected and submitted for analysis in a specimen container that has not been approved by the State Toxicology Laboratory.
3. The procedures for labeling, collecting and sealing urine specimen containers are set forth in Attachment B.
4. Every effort shall be made to ensure the privacy of individual officers who have been directed to provide a specimen. Therefore, individual officers will void without the direct observation of monitors. This means that while the monitor may be present in the area where individuals void, there can be no direct observation of the officer's production of a specimen. However, it is the responsibility of the monitors to ensure the accuracy and integrity of the test. Therefore, monitors can, among other things, direct an individual officer who has been selected for drug testing to remove outer clothing (jackets, sweaters etc.), empty their pockets, and wash their hands under running water, before they produce a specimen. In addition, monitors may wish to add tinting agents to toilet water and secure the area where the specimens are to be collected prior to conducting individual drug tests.
5. If the monitor has reason to believe that an individual officer will attempt to adulterate or contaminate a specimen, substitute another substance or liquid for their specimen, or compromise the integrity of the test process, the monitor may conduct a direct observation of the individual officer. If a monitor concludes that direct observation is necessary, he or she must document the facts supporting the belief that the officer will attempt to compromise the integrity of the test process before there can be direct observation.
6. After a specimen has been produced, the officer shall seal the specimen container and deliver it to the monitor. The monitor shall take possession of the specimen and ensure that it has been properly labeled and sealed. The monitor must check the temperature tape on the specimen container within five minutes of collection. A reading between 90° and 100° F is acceptable. If the temperature tape does not indicate the acceptable temperature, the monitor must examine the possibility that the officer attempted to tamper with the collection.
7. At the conclusion of the test process, the monitor shall ensure that all chain of custody documentation has been properly completed and make arrangements for the specimen to be delivered to the State Toxicology Laboratory.

8. Individuals who are unable to produce a urine specimen may remain under the supervision of the test monitor until the monitor is satisfied that the individual cannot produce a specimen. While the individual is under supervision, the monitor may direct the individual to drink fluids in an attempt to induce the production of a specimen. If the individual remains unable to provide a specimen after a reasonable period of time, the monitor may have the individual examined by a doctor to determine whether the inability to produce a specimen is the result of a medical or physical infirmity. If there is no valid reason why an individual officer cannot produce a specimen, the inability to produce a specimen shall be deemed a refusal to cooperate with the test process and the appropriate action taken against the officer.

C. Second Specimen

1. NJIT Police Officers and trainees have the option to provide the monitor with a second urine specimen. This second specimen must be collected at the same time and the same place as the first specimen. The second specimen must be given contemporaneous with the first specimen, in other words, during the same void. The second specimen shall be collected in the same fashion as the first specimen. The monitor shall take possession of the second specimen and place it in a secured refrigerated storage area.
2. The NJIT Police Department shall maintain possession of the second specimen for a period of 60 days or until the agency receives notification from the State Toxicology Laboratory that the first specimen tested negative for the presence of controlled substances.
3. The second specimen shall be released for analysis by the law enforcement agency under the following circumstances:
 - a. The agency is notified by the State Toxicology Laboratory that the first specimen tested positive for a controlled substance; and
 - b. The agency is informed by the officer whose specimen tested positive that the officer wishes to have the specimen independently tested; and
 - c. The officer designates a laboratory that is licensed as a clinical laboratory by the New Jersey Department of Health under the New Jersey Clinical Laboratory Improvement Act to conduct the independent test; and
 - d. A representative of the licensed clinical laboratory takes possession of the second specimen in accordance with accepted chain of

custody procedures within 60 days of the date the specimen was produced.

VII. **Submission of Specimens for Analysis**

- A. The State Toxicology Laboratory within the Division of Criminal Justice is the only facility approved for the analysis of law enforcement drug tests conducted under the Law Enforcement Drug Testing Policy.
- B. Urine specimens shall be submitted to the State Toxicology Laboratory as soon as possible after collection. In the event a specimen cannot be submitted to the laboratory within one working day of collection, the law enforcement agency shall store the specimen in a controlled access refrigerated storage area until submission to the State Toxicology Laboratory.
 - 1. The submission of specimens to the State Toxicology Laboratory will be accomplished by NJIT DPS personnel.
 - 2. All specimens must be accompanied by a medical information form and a specimen submission record (Attachment C). The State Toxicology Laboratory will inspect all documentation to ensure that it has been properly completed.
 - 3. In addition to ensuring that the appropriate documentation has been completed and submitted for each specimen, the State Toxicology Laboratory shall inspect each specimen for damage and evidence of tampering. The Laboratory may reject any specimen it has reason to believe has been tampered with or damaged.

VIII. **Analysis of Specimens**

- A. The analysis of each specimen shall be done in accordance with procedures adopted by the State Toxicology Laboratory. These procedures shall include but not be limited to security of the test specimens, chain of custody, metabolite cut-off levels and the issuance of test reports.
- B. Candidates for law enforcement employment are not required to submit a medication information form with their specimen. Therefore, if a candidate's specimen tests positive, the NJIT PD, following notification from the State Toxicology Laboratory, must have the candidate complete the medication information form. Once the form has been completed, the agency is responsible for transmitting the form to the Laboratory. A review of the form will be conducted by the medical review officer as outlined above in addition to the testing outlined.

IX. **Reporting Drug Test Results**

- A. The State Toxicology Laboratory will provide written test results for every specimen submitted for analysis. All efforts will be made to deliver these reports within 15 working days of the submission. Reports will be addressed to the contact person listed on the specimen submission record. Positive test results will be sent to the Director of Public Safety by overnight express mail.
- B. In some cases, the State Toxicology Laboratory will report that a specimen tested positive for a particular substance and that the information on the medication information form explains the test result. For example, the Laboratory may report that a specimen tested positive for barbiturates and that a prescription medication listed on the form by the officer explains the test result. At this point, it is the responsibility of NJIT to determine whether the officer had a valid prescription. Officers who do not have a valid prescription are subject to disciplinary action including termination by the agency.
- C. Under no circumstances, will the State Toxicology Laboratory provide law enforcement agencies with verbal reports of drug test results. In addition, no individual or agency may ask the Laboratory to conduct a second analysis of a specimen that has already been analyzed by the Laboratory.

X. **Consequences of a Positive Test Result**

A. **Applicants**

- 1. When an applicant tests positive for illegal drug use, the applicant shall be immediately removed from consideration for employment by NJIT PD. In addition, the applicant shall be reported to the Central Drug Registry maintained by the Division of State Police. Any applicant who tests positive will be precluded from consideration for future law enforcement employment by any law enforcement agency in New Jersey for a period of two years from the date of the test.
- 2. Where an applicant is currently employed by another agency as a sworn law enforcement officer, the officer's current employer shall be notified of the positive test result. Under these circumstances, the officer's current employer is required to dismiss the officer from employment and also report his or her name to the Central Drug Registry maintained by the Division of State Police.

B. **Trainees**

- 1. When a trainee tests positive for illegal drug use, the trainee shall be immediately dismissed from basic training subject to rules adopted by the Police Training Commission. In addition, the trainee shall be suspended from employment by his or her appointing authority. Upon final

disciplinary action by the appointing authority, the trainee shall be terminated from employment as a law enforcement officer, and be reported to the Central Drug Registry. The trainee shall be permanently barred from future law enforcement employment in New Jersey.

C. Sworn Law Enforcement Officers

1. In the event of a positive test result, the submitting agency shall notify the officer of the results as soon as practical after receipt of the report from the State Toxicology Laboratory. Upon request, the officer may receive a copy of the laboratory report.
2. The officer shall be immediately suspended from all duties. The officer shall be administratively charged and, upon final disciplinary action, terminated from employment as a law enforcement officer.
3. The officer shall be reported to Central Drug Registry maintained by the Division of State Police by his or her employer. In addition, the officer shall be permanently barred from future law enforcement employment in New Jersey.

XI. Consequences of Refusal to Submit to a Drug Test

- A. Applicants for NJIT law enforcement officer employment who refuse to submit to a drug test during the pre-employment process shall be immediately removed from consideration for law enforcement officer employment and barred from consideration for future NJIT law enforcement officer employment. In addition, NJIT shall forward the applicant's name to the Central Drug Registry and note that the individual refused to submit to a drug test.
- B. NJIT law enforcement officer trainees who refuse to submit to a drug test during basic training shall be immediately removed from the academy and immediately suspended from employment. Upon a finding that the trainee did in fact refuse to submit a sample, the trainee shall be terminated from NJIT law enforcement employment and permanently barred from future law enforcement employment with the NJIT PD. In addition, NJIT PD shall forward the trainee's name to the Central Drug Registry and note that the individual refused to submit to a drug test.
- C. NJIT PD sworn law enforcement officers who refuse to submit to a drug test ordered in response to reasonable suspicion or random selection shall be immediately suspended from employment. Upon a finding that the officer did in fact refuse to submit a sample, the officer shall be terminated from NJIT PD law enforcement employment and permanently barred from future law enforcement employment in New Jersey. In addition, NJIT PD shall forward the officer's name

to the Central Drug Registry and note that the individual refused to submit to a drug test.

- D. If there is no valid reason why an officer cannot produce a specimen, the officer's actions will be treated as a refusal. In addition, a sworn law enforcement officer who resigns or retires after receiving a lawful order to submit a urine specimen for drug testing and who does not provide the specimen shall be deemed to have refused to submit to the drug test.

XII. Central Drug Registry

- A. NJIT PD shall notify the Central Drug Registry maintained by the Division of State Police of the identity of applicants, trainees, and sworn law enforcement officers who test positive for the illegal use of drugs or who refuse an order to submit to a drug test.
- B. A sworn law enforcement officer who tests positive for illegal drug use or refuses to submit to a drug test, and who resigns or retires in lieu of disciplinary action or prior to the completion of final disciplinary action, shall be reported by his or her employer to the Central Drug Registry and shall be permanently barred from future law enforcement employment in New Jersey.
- C. Notifications to the Central Drug Registry shall be made on the form in Attachment E, and shall be signed by the Director of Public Safety and notarized with a raised seal. The following information shall be included:
 - 1. name and address of the submitting agency;
 - 2. name of the individual who tested positive;
 - 3. last known address of the individual;
 - 4. date of birth;
 - 5. social security number;
 - 6. SBI number (if applicable);
 - 7. gender;
 - 8. race;
 - 9. eye color;
 - 10. substance the individual tested positive for, or circumstances of the refusal to submit a urine sample;
 - 11. date of the drug test or refusal;
 - 12. date of final dismissal or separation from the agency; and
 - 13. whether the individual was an applicant, trainee or sworn law enforcement officer.

Notifications to the Central Drug Registry shall be sent to:

Division of State Police

Records and Identification Section
P.O. Box 7068
West Trenton, New Jersey 08628-0068

XIII. **Record Keeping**

- A. The NJIT DPS Internal Affairs Unit shall maintain all records relating to the drug testing of applicants, trainees and law enforcement officers.
- B. For all drug testing, the records shall include but not be limited to:
1. the identity of those ordered to submit urine samples;
 2. the reason for that order;
 3. the date the urine was collected;
 4. the monitor of the collection process;
 5. the chain of custody of the urine sample from the time it was collected until the time it was received by the State Toxicology Laboratory;
 6. the results of the drug testing;
 7. copies of notifications to the subject officer; and
 8. for any positive result or refusal, appropriate documentation of disciplinary action.

For random drug testing, the records will also include the following information:

9. a description of the process used to randomly select officers for drug testing;
10. the date selection was made;
11. a copy of the document listing the identities of those selected for drug testing;
12. a list of those who were actually tested; and
13. the date(s) those officers were tested

References:

- | | | |
|------------|---|---|
| Attachment | A | “Drug Testing Medication Information” |
| Attachment | B | “Instructions For Using the DOX Container” |
| Attachment | C | “NJ State Specimen Submission Record” |
| Attachment | D | “Directions to State Toxicology Laboratory” |
| Attachment | E | “Notification to the Central Drug Registry” |

APPENDIX B

Conflict of Interest Policy

(updated February 1998)

Definition

A “conflict of interest” exists whenever a person misuses, or gives the appearance of misusing, a position of public trust for private benefit or personal advantage. A conflict may occur anywhere along a broad spectrum of actions ranging from overtly criminal conduct to behavior that could potentially lead to a *perception* of ethical impropriety.

Preface

New Jersey Institute of Technology (“the university”) has a long-standing policy of forbidding any activity that creates a conflict between an employee’s obligations to the university (including its approved affiliates) and the employee’s private interests, be they personal, financial, proprietary, familial, or political. This policy statement is issued periodically for the guidance of all university employees: faculty, staff, and students. Both the policy and its implementation procedures will be administered fairly and equitably.

Statement of Policy

Consistent with the law and executive mandates governing public entities in the State of New Jersey, and consistent with its good faith covenants and contractual obligations, the university reaffirms and restates its conflict of interest policy as follows:

As a public, research institution of higher education, serving the State of New Jersey, the higher education community, and the general public, the university is cognizant that it occupies a position of trust. The university therefore accepts an unequivocal obligation to preclude the occurrence of legal and ethical impropriety, including the appearance of impropriety, on the part of its employees.

The university forbids any conduct that places, or appears to place, an employee’s personal, financial, proprietary, familial, or political interests in conflict with the university’s best interests or the university’s contractual obligations. Supervisory personnel shall not knowingly condone a clear conflict of interest and will be held accountable for enforcing this policy.

To facilitate compliance, the university requires self-disclosure of an existing conflict or potential conflict. A potential conflict is defined as any circumstance that creates a reasonable doubt as to legal or ethical propriety under this policy or the law.

This policy statement applies to all university employees (faculty, staff, and student employees).

The specific examples offered below illustrate some of the types of conflict that require both self-disclosure by the employee and corrective action. The following items are to be understood as illustrative guidelines, and not as a comprehensive or exhaustive list of prohibitions:

- **Unauthorized** utilization of university research findings, facilities, or derivative tangible or intangible products for private financial advantage, direct or indirect;
- **Unauthorized** utilization of privileged, proprietary university information, gained through a position with the university, including any affiliated enterprise, for utilization in private business or in private, non-university-affiliated research or consulting endeavors;
- Exerting intentional, direct or indirect influence in contractual matters or other operational matters between the university (including its affiliates) and any private enterprise in which a personal, financial, proprietary, familial, and/or political interest is involved;
- Pursuing and/or maintaining any non-university business interest and/or professional endeavor that significantly interferes with the employee's commitment of time and professional energy to the university;
- **Unauthorized** acceptance or extension of monetary, personal, or other reasonably discernible favors from or to a private enterprise with which the university conducts business or persons with whom the university conducts business;
- Engaging a university student or another university employee **without authorization** as an employee, consultant, or third party contractor of a business, research, or consulting venture in which the employee holds a significant ownership or financial interest;
- **Undisclosed** familial relationships with students or employees where one party to the relationship holds either decisional authority, recommending authority, or significant influence over the academic, economic, and/or employment standing of the other party;
- Solicitation or acceptance of personal favors (including sexual favors) from students or other employees in return for positive academic evaluation, financial consideration, improvement in employment status, or other significant consideration related to university operations;
- **Undisclosed** and **unauthorized** maintenance of an interest in both a private intellectual, professional, scientific, or technical endeavor and a university or affiliated endeavor in the same or a similar intellectual, professional, scientific, and/or technical field.

Some conflicts of interest may arise unintentionally. Other situations, though not constituting an actual conflict of interest, may carry an appearance of impropriety. This policy applies to both unintentional conflicts and the appearance of conflict.

Full disclosure is required in all cases. Some conflict situations may be amenable to modification leading to university and/or affiliate authorization. Certain potential conflict situations may be managed in an acceptable manner through close scrutiny and strict adherence to prescribed conditions.

It is not the intent of this policy to authorize or encourage needless intrusion upon any individual's personal behavior or endeavors. It requires self-disclosure. While vigilant enforcement is expected, reckless or malicious disclosure of alleged conflict or rumor-mongering by third parties is discouraged and may be subject to sanctions.

Procedures

Disclosure

Self-disclosure is not only the least invasive means of ensuring compliance with this policy but also affords the opportunity for mutually compatible resolution of actual or potential conflicts of interest. The responsibility for full self-disclosure rests with each employee.

Disclosure necessitated by a developing or potential conflict should be directed to the attention of either the employee's immediate supervisor or, at the employee's option, the vice president under whose stewardship the employee works.

Annual Disclosure Requirement

Annual disclosure is required of each employee, whether or not a conflict situation has arisen and has been disclosed in accordance with this policy and procedure within the past year. Annual disclosure shall be made either through completion of the attached "conflict-of-interest disclosure form" or through certification to the university in a signed letter which addresses all issues specified in the university-provided form.

Annual disclosure shall be forwarded directly to the appropriate academic dean or vice president. All members of the senior staff shall forward annual disclosure to the President.

Consultation and Review

The Office of General Counsel is available for consultation by any employee who is uncertain as to whether a specific set of circumstances constitutes a conflict or potential conflict in violation of this policy.

Such consultation will be treated as confidential to the greatest degree practicable in conformity with university regulations and applicable law. Following consultation, responsibility for formal self-disclosure remains with each individual employee.

All disclosure is subject to review by the Office of General Counsel for conformity with policy and procedure.

Consequences of Conflicts of Interest

Disclosed conflicts will be managed in a manner acceptable to the university and the employee wherever feasible and warranted.

Undisclosed conflicts may result in sanctions ranging from notice to discontinue a specific activity to termination of employment.

**NEW JERSEY INSTITUTE OF TECHNOLOGY
Confidential Conflict of Interest Disclosure Form**

Employee's Name: _____ **Dated:** _____

Position: _____ **Dept. /Office** _____

1. Please list all employment (including self employment) other than NJIT, you are (or expect to be) engaged in from the latter of commencement of hire at NJIT, or July 1, 2007 through June 30, 2010. Describe the position(s), time expended and financial remuneration. If none, write "None".

2. Please list all formal relationships (blood, business, legal, honorary) you hold with another employee/agent of NJIT or any person doing business with NJIT. Describe the relationship and the nature of the third party's involvement with NJIT (e.g., brother – employee in Financial Aid Dept., or landlord – brother of PSA officer). You need not list friends. However, you have an ongoing professional responsibility to treat any friends affiliated with NJIT no better or no worse, in the employment setting, than you would anyone else. If none, write "None".

3. Please sign the following declaration if it applies:

Having read NJIT's policy on Conflicts of Interests, I certify that except as set out above, I am not engaged in any form of employment, activity, or personal relationship that constitutes, or based upon an objective review of the facts could reasonably be interpreted to constitute, an actual or potential conflict with my position and responsibilities at NJIT.

Signature of Employee

If you cannot sign the above declaration, or if you are uncertain about any aspect of the policy and how it applies to you, please consult the Office of General Counsel.

APPENDIX C

LETTER OF AGREEMENT

New Jersey Institute of Technology (“NJIT”) and NJIT Superior Officers’ Association, hereinafter referred to as (“SOA”) in consideration of the mutual exchange of covenants made and enforceable in the parties’ successor collective negotiations agreement with the term July 1, 2011 through June 30, 2015 hereby agree to discuss and/or negotiate as applicable the adoption of a parking policy which incorporates a provision to provide for reserved and/or guaranteed parking at a premium parking rate above the existing contractual scale set forth in the July 1, 2011 through June 30, 2015 Agreement.

Executed this _____ day of _____, 2012

FOR NJIT:

Theodore T. Johnson, Vice President of Human Resources

FOR SOA:

Mark Cyr, FOP 93 SOA Trustee

APPENDIX D

FAMILY LEAVE POLICY

PREAMBLE

The university has long recognized the importance of family issues as an integral component of a responsive human resource environment. It has provided a number of benefits including leaves of absence for personal and family reasons. As the state and federal government has specifically legislated in this area affording unpaid and paid leave to employees under certain specific circumstances, the university adopts the following Family Leave Policy. This Policy shall be interpreted consistent with applicable state and federal law, and shall be interpreted consistent with the university's other standing leave policies, including applicable collective bargaining agreements.

I. Available Leave

Under prescribed parameters as set out hereafter, an eligible employee may take a leave of absence from employment for up to twelve (12) weeks during a defined twelve (12) month period, with the exception of military Caregiver Leave as described in I.F, below, for anyone of the following reasons:

- A. Birth and child care of an employee's biological child during the child's first year of life.
- B. Adoption or foster care placement and care for the infant/child in his/her first year following adoption or foster care placement.
- C. Serious illness or health related, disabling condition of a spouse, child(ren), or parent.
- D. Serious illness or health related, work disabling condition of the employee.
- E. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation.
- F. To care for a covered servicemember with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the servicemember (Military Caregiver Leave).

Under prescribed parameters as set out hereafter, and in the Family and Medical Leave Act of 1993 (FMLA), as amended, an eligible employee

may take a leave of absence from employment for up to 26 weeks of leave in a single 12-month period to care for a covered servicemember recovering from a serious injury or illness incurred in the line of duty while on active duty. Eligible employees may be entitled to a combined total of up to 26 weeks of all types of FMLA leave during the single 12-month period.

II. Twelve Week Period (Parameters)

A. While the university may, under other provisions of employment or of its own discretion, authorize leaves of absence greater than twelve weeks and for other purposes, under this policy a maximum of twelve week leave for any and all enabling reasons, (with the exception of Military Caregiver Leave as described in I.F., above, which allows a total of 26 weeks of leave in a single 12-month period,) may be taken during the same twelve month period for leaves pursuant to I. A., B. or C., Available Leave, above. One twelve week leave pursuant to I. D. or I. E. above may also be taken in each defined twelve month period. The twelve month period is defined in provision V., Leave Year, below.

B. For leaves taken pursuant to I. A. or B., Available Leave, above, the maximum twelve week period must commence prior to the child's first year following birth (I. A., Available Leave) or prior to the first anniversary date of an adoption or foster care placement (A. 2., Available Leave).

C. The twelve week period amounts to sixty (60) work days that may be taken as set out below.

D. The leave may be taken on a **consecutive week, intermittent weeks or reduced time** basis as follows:

1. Intermittent leave consists of leave taken in separate blocks of time, and may include leave of periods from one hour or more to at least one (1) week intervals that are not necessarily consecutive, and within the twelve (12) month period. Intermittent leave may only be scheduled and taken with the consent of the university, when invoking leave under provisions I. A. or B., Available Leave, above. If intermittent leave is to be taken for purposes of invoking New Jersey paid family leave benefits, such leave may only be scheduled and taken with the consent of NJIT and disclosure to the state Department of Labor.

2. Reduced time leave consists of a work reporting schedule that allows a shortened work day or shortened work week. Reduced time leave may only be scheduled and taken with the consent of university when invoking provisions I. A. or B., Available Leave, above. An employee on reduced time leave may,

at the discretion of the university, be transferred for the term of leave, to another position of equivalent pay and benefits that better accommodates the university. Leave under this provision shall be accounted for and charged on an hour for hour basis.

3. Requests for reduced time leave or intermittent leave under provisions I. A. and B., Available Leave, above, shall be forwarded to the Department of Human Resources for a case by case review and determination following consultation with the department head or other appropriate supervisor of the applicant.

4. All leaves, for all reasons, are predicated upon the employee providing the university as much notice as possible. Absent extraordinary circumstances, at least thirty (30) days advance notice of leave is required, except where an employee is seeking leave under I.C. for purposes of New Jersey paid family leave benefits, in which event fifteen (15) days advance notice of leave is required. Failure to provide such notice except where appropriately waived, shall result in a delay in commencement of leave, if otherwise entitled, for the requisite fifteen (15) day period.

III. Leave Validation

Each leave, as set out in provision I., Available Leave, above, is subject to the prerequisite validation as follows:

A. Both I. A. & B., Available Leave, leaves must be validated, at the university's request, as to the enabling facts of the leave. For example, it must be established by the applicant for leave hereunder that he/she is the parent, within the express meaning of that term as hereinafter defined.

B. Leave, under I. C., & I. F, Available Leave,. above, must be validated by a written certification from a qualified, licensed, health care provider, that the employee is needed and able to provide care directly related to and on account of an acutely or chronically debilitating health condition requiring hospitalization and/or continuing licensed health provider intervention and treatment. The certification must also specify the debilitating condition and the prognosis for abatement or recovery with medical opinion as to time anticipated for abatement or recovery. Finally, upon request by the university, the employee must validate, through reasonable means, the enabling family relationship.

C. Leave, under I. D., Available Leave, above, must be validated by a written certification of expert opinion by a qualified, licensed health care provider, describing the work debilitating illness or other work debilitating health related condition and its disabling onset, affect and anticipated duration. When an employee seeks to take leave under I.D and may be eligible for leave rights under the federal Family and Medical Leave Act (FMLA), NJIT may include a statement of the essential functions of the

employee's job with its request for medical certification. The medical certification may be deemed insufficient if the health care provider does not identify which essential functions the employee is unable to perform.

D. Under leave enabling provisions I. C., D, and F., Available Leave, above, when the university reasonably believes a submitted certification is suspect, in significant degree, it may require a second opinion from a licensed health care provider who is qualified in the field of the contended disability/illness. An opinion concurring with the employee's submitted validation shall result in leave validation. An opinion dissenting from a suspect/faulty validation shall result in referral, as set out hereunder, to a third, independent health care provider, qualified in the field of the contended disability/illness, for final, binding opinion either validating or invalidating the leave.

1. Referral for a third, binding health care professional's opinion shall be by agreement of the employee selected health care provider and the university selected health care provider. Failing agreement, referral shall be by agreement of the employee and the university. Failing secondary agreement, referral shall be made by the university.
2. Both second and third health care provider's opinions shall be arranged and paid for by the university.
3. Failure by an employee to provide a certification which, on its face, purports to meet the primary validation requirements set out above, shall result in denial of leave and its benefits, and not a second or third opinion, as the original certification is the sole responsibility of the employee as prerequisite to either any leave entitlement or a second or third opinion by a licensed health care provider.

E. Whenever an employee seeks to take a leave and may be eligible for FMLA leave rights, NJIT may designate a representative (such as a Department of Human Resources employee, Office of the General Counsel employee, or a health care provider), who is not the employee's direct supervisor, to contact the health care provider who provided any submitted medical certification supporting the employee's application for leave, for the purposes of authenticating and/or clarifying the medical certification. The employee must provide a HIPAA-compliant release to NJIT allowing such communication with the health care provider. NJIT may deny FMLA leave if the employee fails to provide such a release or if a medical certification is not otherwise authenticated and/or clarified.

F. While an employee is on Family Leave, pursuant to provisions I. C., D, or F., Available Leave, above, the university may request and is then entitled to periodic formal updates or re-certifications as appropriate to the original certification parameters. The university imposed requirement for update or re-certification hereunder shall not be unreasonably applied, and the university will consider, in good faith, the necessity and

frequency of update or revalidation unique to each individual leave based upon the nature and parameters of the original certification and any factual change in individual circumstance.

G. Prior to an employee's return to the university from leave provided pursuant to provision I. D., Available Leave, above, the university may request and receive health care provided certification that the employee on leave is no longer work disabled from the originally certified health condition and can return to the workplace as sufficiently recovered to perform the regular, necessary functions of the job. NJIT may include a statement of the essential functions of the employee's job with its request for medical certification. The university will cooperate fully with the health care provider in making this assessment by providing, if necessary, a position description and/or thorough discussion of the dimensions of the position not easily gleaned from such position description.

Where an employee is on intermittent FMLA leave, NJIT may, where reasonable job safety concerns exist, request and receive health care provided certification, that the employee is able to perform the essential functions of his job. NJIT may only request such health care provided certification up to once every thirty (30) days.

H. All medical records provided in accordance with policy and consistent with law shall remain confidential with the university and within the university, shall remain disclosable only to the Department of Human Resources or those officers and/or employees of the university with a need to know the certified rationale, including by way of illustration, the President, the Vice President for Human Resources and the General Counsel. The employee may choose to disclose the health condition diagnosis to his/her immediate supervisor or others in which case the legal confidentiality of the information is waived with respect to such agents to which such information is disclosed or to which disclosure is reasonably to be anticipated by the employee's disclosure.

IV. Leave Prerequisites

A. Within the leave parameters set forth in A. Available Leave, above, the prerequisites to family leave are as follows:

1. An employee must have been employed by NJIT for 12 months and worked a minimum of 1,000 hours in the year (12 consecutive months) immediately preceding the leave for leaves under provision I. A. B. & C., Available Leave, above.
2. An employee must have been employed by NJIT for 12 months and worked a minimum of 1,250 hours in the year (12 consecutive months) immediately preceding the leave for leave pursuant to I. D., E., and F., Available Leave, above. The time of the employment need not be consecutive nor need it be full-time.

3. To qualify for leave rights under the New Jersey Paid Family Leave Act (New Jersey Temporary Disability Benefits Law), an employee must be eligible as defined by the state Temporary Disability Benefits Law, which states that an employee must have worked for NJIT for at least 20 weeks and earned no less than 20 times the minimum wage (currently \$143/week) or earned at least 1,000 times the minimum wage (currently \$7200) in the year immediately preceding the leave taken pursuant to I.A., B., and C., above.

B. The hours prerequisites set out above refer to actual hours worked at the university and do not refer to excused or unexcused absences.

C. FLSA exempt employees (professional/administrative staff and faculty) will be presumed to have worked the requisite number of hours if they have met the twelve (12) months of prior employment requirement. The presumption is rebuttable. The burden of rebuttal is with the university.

V. Leave Year

The university will calculate available leave by the "rolling" method. This means that when requesting otherwise available leave under this policy, the university will calculate the amount of leave used within the immediately preceding twelve (12) months of employment and subtract that number from the total number of days equal to twelve (12) work weeks (60 days). Each leave year is then unique to each employee of the university.

VI. Leave Entitlements

A. Compensation: Family Leave is, of itself, an unpaid leave.

1. For leave under provisions I. A., B. & E., Available Leave, above, an employee will be afforded an option to charge accrued vacation and/or administrative day leave for the absence. In the event an employee seeks leave under I A. & B., Available Leave, above, and elects to utilize New Jersey paid family leave benefits, NJIT will not require the employee to charge any accrued leave (vacation and personal) during any New Jersey paid family leave time.

2. For leave under provisions I. C., D., or F., Available Leave, above, an employee will be required to charge any and all accrued sick leave, until exhausted, as prerequisite to taking unpaid leave under this policy. Additionally, an employee may elect to charge accrued vacation and/or administrative day leave for leave invoked under these provisions once sick time has been exhausted. However, in the event an employee seeks leave to care for a seriously ill spouse, civil union partner, domestic partner, parent or child and receives New Jersey Paid Family Leave

Benefits, NJIT will not require the employee to charge more than two weeks of any accrued leave (sick) during any New Jersey paid family leave time.

3. Charged vacation, administrative day or sick leave banked accruals will be taken in hour for hour increments of time taken to time charged for FLSA non-exempt employees. For FLSA exempt employees the charge will be to the nearest half day. (For example, a professional staff employee who takes four full days and one five hour day leave in one week will be charged five full days as accrued 35 hours of banked time).

4. Elected or required utilization of paid vacation, administrative day, or sick leave accruals does not extend family leave or otherwise modify those other leaves available to employees of the university.

B. Health Benefits: The health benefits coverage in effect and covering the employee immediately prior to leave shall be maintained throughout the period of family leave subject only to program participation and parameters alteration as appropriately negotiated and/or implemented, consistent with law. Required health benefit contributions and/or copayments shall be continued during the family leave period.

C. Other Benefits: Other benefits available to employees on leave shall be governed by the provision applicable to the leave. If for example, the employee is drawing paid sick leave while depleting Family Leave, the provisions of sick leave policy not inconsistent with this policy shall govern, while the provisions of unpaid leave policy that are not inconsistent with this policy shall govern an unpaid Family Leave or any portion thereof.

D. Worker's Compensation: Time away from regular employment reporting appropriately governed by Worker's Compensation Law and program regulation is, if and when all enabling prerequisites are met, chargeable as Family Leave pursuant to enabling provision I. D. above.

E. Reinstatement: An employee ready and able to return to his/her position of employment immediately following exhaustion of family leave will be returned to his/her position or, at the university's discretion, to an equivalent position with equivalent pay and benefits unless the employee would have been terminated in the absence of any leave (e.g., layoff, contractual non-reappointment, or natural term expiration of a terminal or temporary position of employment).

1. Key Employee Exception:

a. Employees of the university who, during a period of family leave taken pursuant to I. A., B., or C., Available Leave, above, are within the top 5% of the university's employees with respect to gross income paid by the university, are "Key Employees" and may be denied leave as set out above if such leave will, as can be established by the university, cause substantial

and grievous economic or other organizational harm to the university.

b. Employees of the university who, during a period of family leave taken under any enabling provision, are within the top 10% of the university's employees with respect to gross income paid by the university are also "Key Employees" and may be denied reinstatement as set out above, if such reinstatement will, as can be established by the university, cause substantial and grievous economic or other organizational harm to the university.

c. Key Employees must be individually noticed by the university, prior to taking leave, that they are Key Employees and that leave and/or position restoration may be denied them depending upon their Key Employee status and type of leave desired.

d. An employee on leave who, during the leave, becomes a Key Employee or a Key Employee who failed to receive such notice prior to commencement of leave and who would not otherwise be entitled to leave or would not otherwise be reinstated pursuant to this provision, will be notified by the university immediately and given an opportunity to immediately return from leave with full restoration to his/her position prior to denial of further leave or denial of reinstatement.

VII. Definitions

1. **Child**: A child is the biological, adopted or formally placed, foster care child, step child or legal ward of the employee requesting leave and under eighteen years of age or eighteen years and over but certifiably incapable of self-care because of mental or physical impairment.

2. **Parent**: A parent is the biological or legally recognized parent of a child. For leave pursuant to provision I. C. above, a parent shall include parents-in-law.

3. **Spouse**: A spouse is the legally recognized, married partner of the employee requesting leave or the registered domestic partner or civil union partner, as recognized and defined by applicable New Jersey law.

4. **Next of Kin**: Next of kin of a covered servicemember for the purposes of I.F (Military Caregiver Leave) shall be defined as determined under federal rules and regulations governing family leave and shall include the nearest blood relative other than the covered servicemember's spouse, parent, son or daughter, in the following order of priority: Blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of Military Caregiver Leave under the FMLA.

4. Serious Illness or Health Related Condition: This is defined as an illness, injury or physical or mental impairment that involves a period of incapacity or treatment following in-patient care in a hospital, hospice, or residential medical care facility; a period of incapacity requiring more than three (3) days' absence from work and continuing treatment by a health care provider; or continuing treatment by a health care provider for a chronic or long-term health condition that is so serious that, if not treated would likely result in incapacity of more than three days; or continuing treatment by or under the supervision of a health care provider of a chronic or long-term condition or disability that is incurable.

5. Health Care Provider: A "health care provider" is defined as determined under state and federal rules and regulations and shall include any doctor of medicine or osteopathy, podiatry, optometry, or psychiatry or any nurse practitioner or psychologist performing within the scope of their licensed practice as defined under law.

VIII. Jurisdiction

This policy applies to all employees of the university and shall be administered consistent with other university policies, including collectively negotiate

APPENDIX E

Tuition Remission Policy

All Tuition Remission Plans described in this Policy are subject to the availability of funds as determined by the President of the University. While NJIT expects to continue the Tuition Remission Program as a benefit for employees, it reserves the right, subject to contractual obligations or other limitations, to modify or discontinue the Plan should it become necessary or advisable. To the extent that collective bargaining agreements contain different provisions, such provisions shall be controlling.

Overview

New Jersey Institute of Technology (hereinafter “NJIT”) recognizes the importance of investing in Tuition Remission for its employees. To this end, NJIT’s Tuition Remission Policy provides eligible employees and their dependent child(ren) with the opportunity to advance their education, and provides employees with a means to achieve, maintain or enhance existing professional skills. The Policy summarizes who may participate in the Plan, what programs qualify for reimbursement, and how to apply for Tuition Remission assistance. The Human Resources Department is responsible for Plan administration.

The Program

A. General Eligibility for Employees:

1. Tuition assistance is available to full-time employees and part-time employees who work a minimum of 20 hours per week, and members of the Air Force Reserve Officers’ Training Corps (AFROTC). Adjunct faculty, temporary workers, consultants, leased or contracted individuals and other employees who work fewer than 20 hours per week, are not eligible for tuition remission benefits.
2. Eligibility begins after one year of continuous employment at NJIT and continues while the employee is actively employed when course(s) are completed. The employee must be admitted in an undergraduate or graduate degree program as a matriculated student, or be admitted to a university credit-bearing certificate program.

B. General Conditions of Program for Employees:

1. **Costs and Associated Expenses:** An eligible employee must meet the administrative and academic requirements and follow all admissions and registration procedures. The cost of fees, textbooks, laboratory breakage, travel (where applicable) and other incidental expenditures are the responsibility of the employee. Any penalties associated with late submission of forms and any other documents are the responsibility of the employee.

2. **Coverage:**

(a). **General:**

(i.) Approved programs, which include both degree programs and credit bearing certificate programs, must provide an employee with the skills and competencies that can be applied to a specific career development program. Approved programs must be related to an employee's career at NJIT and support the goals and objectives of the university. This determination shall be made by the area Vice President with the consultation and approval of the Vice President for Human Resources.

(ii.) The Plan does not reimburse for professional seminars, continuing education, conferences, workshops, licenses, licensed examinations, entrance exams, non-credit-bearing certificate programs and non-academic courses. Funds may be available from the employee's department to cover non-credit bearing courses and certifications that are not eligible for tuition remission benefits.

(iii.) When departmental funds are used to cover tuition costs, employees may take non-matriculating college credit courses to enhance their on-the job skills, provided they receive advance written approval from the appropriate Department Head/ Dean and area Vice-President.

(b.) **Programs at NJIT:**

A maximum of two (2) credit bearing courses, per Fall or Spring semester, or Summer, may be taken by full-time employees at NJIT for a maximum of (6) courses during the year. This includes thesis supervision/dissertation. Thesis courses are paid only for the minimum required for the program. Eligible part-time employees may enroll in one (1) course per Fall, Spring, or Summer semester, up to a maximum of three (3) courses during the year.

(c.) **Programs Taken at Other Colleges/Universities:**

(i.) **Course Limits:**

A maximum of two (2) credit-bearing graduate or undergraduate courses, per Fall or Spring semester, or Summer, for tuition only, up to a maximum of the NJIT in-state per credit tuition rate, may be taken by the employee at another accredited college or university, for a maximum of six (6) courses during the year. This includes thesis supervision/dissertation. Thesis courses will be paid up to a maximum of the tuition rate at NJIT. Tuition balances that exceed the NJIT in-state per credit tuition rate at another accredited college or university, and all fees, are the responsibility of the employee.

(ii.) **Cross Registration:**

Tuition costs for courses taken at Rutgers-Newark or Essex County College during the Fall or Spring semesters are eligible for tuition remission if the employee cross-registers for a mandatory course that is not offered at NJIT.

(iii) **On-Line Courses:**

Many on-line accredited colleges and universities operate on a lesson or unit basis rather than by semesters. The employee must provide a statement from the college or university showing the total number of lessons or units in the course, the total cost for the course (less fees and cost for books and other equipment), and the amount of tuition paid, if applicable, and submit the final grade upon completion of the course. Tuition for on-line courses will be paid up to the maximum in-state per credit tuition rate paid for courses taken at NJIT.

3. Other Requirements and Conditions for Employees:

(a.) **Primary Employment Obligation:**

Tuition assistance approval does not excuse the employee from work. Employees are expected to schedule classes that do not conflict with regular working hours. If a course is only available during work hours, the employee's supervisor will decide whether or not to release him or her from work to attend the class based on the work requirements of the department, charging leave banks where appropriate. Employees are expected to make up lost work time.

(b.) **Spouses:**

Neither the employee's spouse, domestic partner nor civil union partner is eligible to receive tuition benefits.

(c.) **Separating from NJIT:**

If an employee terminates employment with NJIT, whether voluntarily or involuntarily, reimbursement will be paid for courses successfully completed before the last day worked. Employees who leave the employ of NJIT before completing the course must reimburse the university.

C. Eligibility for Dependent Children:

1. Employment Status of Parent:

(a.) Eligibility for tuition remission as an NJIT student (including NJIT cross-registration programs) begins immediately upon employment of the parent at NJIT. Tuition remission benefits for dependents are not available for programs at other universities that are not part of an NJIT-affiliated program.

(b.) The parent of the child must be regularly employed on a full-time basis as of the first day of the course. To remain eligible, the dependent's parent must maintain full-time employment with the university. If the parent separates from NJIT after the child begins a semester, whether voluntary or involuntarily, or due to death or disability, eligibility will continue during the semester, but end upon completion of the semester.

2. Definition of Dependency:

(a.) A dependent child shall be defined as a child who is dependent upon the employee for support as defined by the Internal Revenue Service, and claimed as a dependent on the employee's federal income tax return. The university reserves the right to request a copy of the parent or legal guardian's federal income tax return.

(b.) The dependent child must be the biological child, adopted child, stepchild, or ward of the employee and must be the employee's dependent (documentation is required).

(c.) The dependent child must be less than 23 years old at the time of enrollment. Married children are not classified as dependents, and are not eligible for tuition remission benefits.

3. Requirements and Conditions for Dependents:

(a.) Dependent children must register for a full-time, matriculating, undergraduate program at NJIT for the child's first baccalaureate degree. Dependent children must be registered for no fewer than 12 credits and not more than 19 credits per semester. The Plan does not cover graduate courses for dependent children. The dependent child may register as part-time only during the last semester of his or her senior year.

(b.) Dependent children must meet the university's academic admissions requirements and follow registration procedures. The cost of textbooks, fees, travel, laboratory breakage and other incidental expenditures are the responsibility of the employee.

(c.) Dependent children will receive tuition assistance for only one summer course. Eligibility for tuition remission during the summer will require written approval of the student's academic advisor and will count as one semester of tuition assistance.

D. Other Program Requirements Applicable to All Eligible Participants:

1. Satisfactory Academic Progress:

The employee or dependent must maintain satisfactory academic progress in order to maintain eligibility.

2. Scholarships, Grants, G.I. Bill Benefits:

(a.) The plan will not pay for any course more than once, and it will not duplicate other educational assistance the dependent may be receiving, such as scholarships, veteran's educational benefits or other financial aid. In no case will tuition be granted beyond 10 terms for a 4 year program or beyond 12 terms for a 5 year program.

(b.) After scholarships, grants, G.I. Bill benefits, and other third party grant sources of payment, if any, have been applied to tuition and fees, the remaining balance of tuition and fees (if applicable) shall be eligible for waiver in accordance with the terms of this policy.

3. Courses Taken During Previous Semesters:

Tuition cannot be approved retroactively for courses taken during previous semesters.

4. Auditing or Repeating a Course:

Tuition Remission will not be granted if the employee or dependent chooses to audit a course and therefore does not receive a grade. Tuition Remission does not cover the cost of tuition for courses that the employee or dependent elects or is required to repeat.

5. Reimbursement:

(a.) Prior to the grant of Tuition Remission benefits the employee must complete the required Tuition Remission Form making his or her request and authorizing NJIT to deduct from his or her salary any amount that may become due under the Tuition Remission Program because of the receipt by the employee and/or his or her eligible dependent of a grade of less than "C", Fail or Incomplete.

(b.) Reimbursement for employees and/or their eligible dependents can be paid

through the Bursar's Office, or through payroll deductions set up through the Payroll Office.

6. IRS Taxable Income:

The Tuition Remission benefit may be considered taxable income in accordance with the Internal Revenue Service (IRS) regulations. NJIT will determine whether or not the benefits received from the Tuition Remission Plan are subject to withholding as compensation, based on the provisions of the Internal Revenue Code. The sections of the tax code that govern whether or not NJIT must withhold tax on a reimbursement are subject to change.

7. Grades:

(a.) Submission Deadline:

Employees and their dependents taking courses at NJIT are not required to submit grades. Final grades will be obtained by the Human Resources Office through the SIS system. Upon the completion of a course, employees taking courses outside of NJIT are required to submit a transcript of their final grades to the Human Resources Office within 30 days of completion of the course(s). If grades are not submitted, tuition reimbursement will not be processed for the following semester.

(b.) Grades of "C" or Better; Pass:

The employee or dependent must maintain satisfactory academic progress in order to maintain eligibility. If a course is not completed, or the employee and/or dependent receives a grade below a "C", or in a Pass/Fail course the course is failed, the cost of tuition for the course(s) must be repaid by the employee to the university at the per credit rate.

(c.) Grades Less than "C", Fail or Incomplete – NJIT Reimbursement:

As noted, the employee shall be responsible for the costs of taking the course and must reimburse NJIT for the cost of tuition and fees, if applicable, for courses taken by the employee or his/her dependent for grades of, "D" (deficient), "F" (failed), or failing to convert a grade of "I" (incomplete) to a grade of "C" or better within one (1) semester. Reimbursements for dependents will be calculated on the per credit rate charged. The employee will be required to make arrangements with the Payroll Office to reimburse the university tuition remission benefits paid on behalf of the employee and/or their dependent.

If the employee does not agree to make arrangements to reimburse the university, further tuition remission benefits will be denied, and the university reserves the right to commence automatic payroll deductions from the employee's salary not

to exceed ten percent (10%) of the employee's bi-weekly salary until the full amount due is paid. As noted above, by signing the Tuition Remission Form, the employee authorizes NJIT to deduct the reimbursement from their salary.

(d.) Withdrawing from a Course:

If an employee or his or her dependent withdraws from an NJIT course after the Registrar's Office withdrawal deadline date, (the add/drop period) the employee must reimburse the university. If an employee withdraws from a non-NJIT course, the employee must reimburse the university if NJIT paid for the course.

E. Procedures for Applying for Tuition Remission:

1. Initial submission of the applicable forms for tuition remission approval must be filed thirty (30) business days prior to the start of the semester. Thereafter, the employee must complete and submit a Tuition Remission Form before the beginning of each semester. The appropriate documentation must be attached to the tuition form, and the form must be signed by the employee and approved by the employee's Department Head/ Dean and area Vice President. Incomplete forms will be returned.

2. When all approval levels have been met, the Tuition Remission Form must be submitted to the Human Resources Office for processing.

3. Employees who are requesting tuition remission benefits for their eligible dependents must complete a Tuition Remission Form at the beginning of each semester. The form must be signed by the employee, and approved by the employee's Department Head/ Dean and area Vice President. Adequate supporting documentation must be submitted to support the amount of the benefits requested. Supporting documentation can include Bursar's Office statements, financial aid information and course statements from the registrar, or other documentation, as requested.

4. Tuition Remission Forms are available in the Human Resources Office or can be downloaded from the HR website at www.njit.edu/humanresources

5. If courses are taken at another accredited college or university, the enrollment form, invoice or proof of payment must be attached to the Tuition Remission form.

Review:

Henry C. Allen 1/18/08
General Counsel Date

Approval:

Shudore Johnson 1/15/08
Vice President for
Human Resources Date

[Signature] 1/17/08
Vice President for Academic
and Student Services Date

[Signature] 1/15/08
Senior Vice President for
Administration and Treasurer Date

[Signature] 1/16/08
Provost and Senior Vice Presidents
for Academic Affairs Date

[Signature] 1/15/08
President Date