

Adjunct Faculty Orientation

New Jersey City University Identification Card

- Identification cards are required for all NJCU employees. They are needed to check out materials from the Guarini Library and to access the Athletic & Fitness Center. They can be obtained at the:

University Service Center

Office Hours

Quick Info

September through May Monday - Thursday 8:30 AM - 10:00 PM
Friday 8:30 AM - 5:00 PM
June through August Monday - Thursday 8:00 AM - 7:00 PM

University Service Center Gilligan Student Union 2039
Kennedy Boulevard Jersey City, New Jersey 07305
Tel: 201-200-2552 Fax: 201-200-2551 Email: USC@njcu.edu

<http://www.njcu.edu/dept/usc>

Athletic & Fitness Center

- Faculty & Staff of New Jersey City University are entitled to membership at the Athletic & Fitness Center (AFC) for a low membership fee.
- For membership rates, information, and tours please contact:

George Deaver, AFC Manager: 201-200-2155

Parking Information

- The Faculty/Staff parking lot #2 is located on Westside Avenue and Stegman Parkway. There is no charge in this lot for Faculty & Staff.
- Other parking lots are available on a various fee basis. Pre tax parking deductions can be made. Applications are available in Human Resources or the Service Center.
- The following link provides detailed information regarding the various aspects of the parking program at New Jersey City University:

http://www.njcu.edu/dept/usc/parking_info.html

Employee Banking Benefits

- New Jersey City University is pleased to offer the option for all our employees to have your payroll check electronically deposited to a bank account of your choosing which is our preferred method of pay.
- To activate direct deposit to your current account, simply complete the Authorization Agreement for Automatic Payroll Deposits card available in the Human Resources Department, Hepburn-105, and return it to the Payroll Department in Hepburn-102. If you have any questions please contact Payroll at 201-200-3043

Pension Benefits

- Adjunct faculty are required to complete a Pension Application form, found in the Adjunct Employment Hiring Package, upon hiring.
- Enrollment will be in the ABP pension.
- The following link provides information regarding pension and the NJ Division of Pensions and Benefits.

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

Part Time Employees Benefits

- Chapter 172, P.L. 2003 provides certain part-time employees of the State of New Jersey and part-time faculty members at a NJ State college, State university, or certain County or Community colleges eligibility for enrollment coverage in the State Health Benefits Program (SHBP), provided that the part-time employee is a member of a State-administered retirement system.
- The following links provide detailed information regarding eligibility, enrollment, coverage, and rates.

Fact Sheet #66: http://www.njcu.edu/dept/hr/documents/Fact_Sheet66.pdf

Chpt.172 Rates: http://www.njcu.edu/dept/hr/documents/Chap172_Rates.pdf

FAQ's: http://www.njcu.edu/dept/hr/documents/Chap172_FAQs.pdf

- This information is also available in the Human Resources Department, Hepburn-105

Pay Scale

- The minimum employee compensation per credit hour shall be determined based on the schedule below:

Date Rate

September 2008	1-15 semesters	\$1100 per credit
	16 + semesters	\$1150 per credit
September 2009	1-15 semesters	\$1150 per credit
	16+ semesters	\$1200 per credit
September 2010	1-15 semesters	\$1200 per credit
	16 + semesters	\$1250 per credit

- Employees teaching during inter-sessions, pre-sessions, and summer sessions shall be compensated at the rate applicable during the immediately preceding semester.
- Compensation will be paid biweekly consistent with the payroll policies of New Jersey City University. Summer session payment will be made in one payment.

Credit Union

- Faculty & Staff of New Jersey City University have the benefit of joining the Liberty Savings Federal Credit Union.
- Information & Member Service Card applications are available in the Human Resources Department, Hepburn-105.

School Closings:

- School closings are announced on the NJCU Web Page and on 1010 WINS on the radio.

Health and Wellness Center:

- Located on the first floor in Vodra Hall you can find our nursing staff and valuable information pertaining to your health and safety. All work related accidents should be reported to this area or to the Public Safety Office.