


MEMORANDUM


To: Faculty Senate, Seton Hall University
From: Dr. Larry A. Robinson 
Provost and Executive Vice President, Seton Hall University
Re: Faculty Guide Changes regarding Human Resources Issues
Date: May 7, 2015

The Office of the Provost is in receipt of your resolution regarding Faculty Guide changes with regard to human resources issues.

The second sentence of §6.3.f should read:

“Such illness or injury is covered by the University’s Workers Compensation and Employers Liability Insurance Policy.”

With this clarification, we approve the changes to the Guide.



FACULTY SENATE
SETON HALL UNIVERSITY

MEMORANDUM

To: Dr. Larry Robinson, Provost and Executive Vice President, Seton Hall University

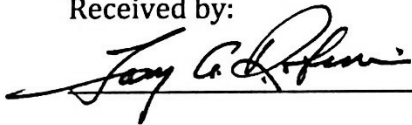
From: Faculty Senate, Seton Hall University

Re: Faculty Guide Changes re: Human Resources Issues

Date: December 8, 2014

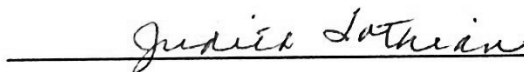
At the December 5, 2014, meeting of the Faculty Senate, the Faculty Senate approved a resolution to amend certain Faculty Guide provisions related to Human Resources issues, as specified in the attached document.

Received by:



December 8, 2014

Dr. Larry Robinson, Provost and Executive Vice President, Seton Hall University



December 8, 2014

Dr. Judith Lothian, Chair, Faculty Senate, Seton Hall University

Faculty Senate • academic.shu.edu/senate
400 South Orange Avenue • South Orange, New Jersey 07079

SETON HALL UNIVERSITY FACULTY SENATE

Meeting of December 5, 2014

1:00 p.m.

Beck Rooms

Walsh Library

9. Committee Motions

a. Faculty Guide Committee

i. *Motion:* Second reading of a motion to approve several changes to the [Faculty Guide](#) related to Human Resources issues.

*Vote: approved unanimously by voice vote.

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ACTIONABLE ITEM

Proposed Faculty Guide Revisions

Article 3

Appointments to the university faculty shall be of ~~four~~ seven kinds: term, probationary, tenured, professor emeritus, faculty associate, lecturer, and clinical.

3.4 (a) “These appointments shall be made at the ranks defined by the criteria set forth in section **3.xx**”
Revise to **4.6**

Section 6.3.a.1

Under HIPAA, employees do not need to provide information regarding the “nature” of the illness to their department chairperson. This information should only be provided to the disability carrier or if a work accommodation is needed.

Within these two (2) weeks the member is expected to notify, or cause to be notified as promptly as possible, the department chairperson (or equivalent officer) of the member's illness or disablement and to provide the department chairperson (or equivalent officer) with a physician's certificate indicating the date of the inception, **nature**, and estimated duration of the illness or disability. When a faculty member knows in advance of an expected absence due to illness or disablement, the member shall notify the department chairperson (or equivalent officer) at once.

6.3.a.3

Why does the “leave take effect two weeks after the date of the inception” – shouldn't it be as the date of inception? Employees are eligible for disability benefits on day 1, if the disability is 21 consecutive days or more. For disabilities that are less than 21 days, benefits are effective after the first week.

The leave shall be approved by the provost and shall take effect **no later than** ~~add these words~~ two (2) weeks after the date of inception of the illness or disability and shall extend for the duration of the disability as attested by the member's physician or six (6) months, whichever is shorter. Human Resources shall provide the member with a summary of medical benefits.

6.3.b.3

*“Total disability” should be changed to “long term disability”. Also, the language should be changed from the “university shall pay the tenured faculty member’s health program premiums for the duration of the disability or until retirement” to the “university shall pay the tenured faculty member’s **current share** of the health program premiums ...”*

In the event a faculty member continues to be disabled after being on medical leave for six (6) months, the member, if declared eligible by the university's insurance carrier, shall be entitled to benefits under the university's ~~total disability~~ **long term disability** plan. In addition, the university shall pay the tenured faculty member's **current share of the** ~~add these words~~ health program premiums for the duration of the disability or until retirement. For faculty members on term or probationary appointment, the university shall pay health program premiums until the expiration of the contract.

Members of the full-time tenured faculty, ineligible for **total disability** **long term disability**, shall be placed on an unpaid leave of absence for one (1) year but shall have health program premiums for which

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they are eligible paid by the university during this period. In the event such a faculty member continues to be disabled after that period the university's obligations to such faculty member shall cease.

6.3.f

We no longer have an infirmary. Employees should report their injuries to Human Resources.

The provisions of medical leave (section 6.3) shall apply in all respects to a faculty member's illness or disablement caused or contributed to while working at the university. Such illness or injury is covered by worker's compensation in accordance with the provisions of the Employer's Liability Insurance Law of New Jersey. All injuries in the performance of duties must be reported immediately to ~~the university infirmary~~ **Human Resources**. ~~The infirmary~~ **Human Resources** shall prepare the proper worker's compensation form which is required in order to qualify for benefits.