INTERVIEWS

When interviewing candidates for positions, questions must relate directly to the duties and responsibilities of the position and be relevant to the candidate’s experience and training. An interviewer may not ask questions about matters unrelated to the performance of the job, such as, but not limited to, an applicant’s age, race, family status, nationality, or disability.

EMPLOYMENT OF RELATIVES

It is Rutgers’ goal to hire the best-qualified people for its faculty and staff positions. The hiring of relatives in the same or different departments is permitted in appropriate circumstances, so long as each employee meets the job’s requirements. Relatives are considered to be members of the same family (fathers, mothers, husbands, wives, brothers, sisters, children). Employees are expected to remove themselves from participation in personnel decisions in which a relative is involved.

Working at Rutgers holds many benefits, both tangible and intangible. Excellent compensation packages, job satisfaction, and professional development opportunities are just a few of the advantages of university employment. Year-round, employees have many opportunities to attend cultural and athletic events at the university, including lectures, art exhibits, and artistic events such as theater, dance, and musical performances. These benefits, along with the dedication and hard work of employees like you, continue to make Rutgers an exceptional workplace.

Rutgers is committed to maintaining high standards of professional conduct in the workplace. All members of the Rutgers community are required to behave in an ethical fashion, and to adhere to all university policies and local, state, and federal laws. Rutgers employees have a responsibility to promote respect and dignity for others so that all employees and students are free to pursue their goals in an open environment, are able to participate in the free exchange of ideas, and have equal access to the benefits of the university’s employment and educational opportunities.

Employees also are expected to work diligently, to perform assigned duties, and to strive to meet the university’s objectives and goals. Supervisors are responsible for evaluating employees fairly when making personnel decisions such as, but not limited to, work or project assignments, performance appraisals, salary increases, bonus awards, and promotions.

Under the University Policy on Equal Opportunity and Affirmative Action, all employees and applicants for employment should be provided with equal opportunity without discrimination on the basis of race, religion, color, national origin, ancestry, age, sex, sexual orientation, physical or mental disability, or marital, military, or veteran status. Rutgers also has implemented the Policy Prohibiting Harassment, designed to eliminate harassment based on these same protected categories. Measures for resolving complaints and allegations of discrimination and harassment are available to employees under both of these policies.
In appropriate circumstances, reasonable accommodations will be made to the known limitations of otherwise qualified employees and applicants.

Rutgers prohibits violence in the workplace and has instituted the University Policy Prohibiting Workplace Violence to address violence and threats of violence, should they occur. This policy defines workplace violence and informs employees of their reporting responsibilities regarding workplace violence. The policy also alerts employees about whom to contact if they witness actual or imminent violence.

Rutgers employees also are afforded certain rights under the New Jersey Conscientious Employee Protection Act.

An outside organization has requested employment verification for an employee in my department. How do I handle such requests?

Refer all employment verification requests for faculty and staff to University Human Resources. Employment verification requests for student employees should be referred to the Student Employment Office.

For more information on human resources, consult the following policies in the University Regulations and Procedures Manual: Policy on Equal Employment Opportunity and Affirmative Action (6.4.8); Policy Prohibiting Harassment (6.4.14); University Policy Prohibiting Workplace Violence (6.4.16); and Policy on Employment of Relatives (3.1.2). Other policies related to faculty and staff are available in the University Regulations and Procedures Manual at www.rutgers.edu/regulations/.

You also can contact University Human Resources directly or access its web site at uhr.rutgers.edu/. On the Newark campus, information is available from the Newark Personnel Office.

The Office of Employee Relations can answer questions regarding the following:

- University Policy on Equal Opportunity and Affirmative Action
- Policy Prohibiting Harassment
- University Policy Prohibiting Workplace Violence
- Conscientious Employee Protection Act

For faculty-related policy information, you may contact the Office of Faculty Affairs. The Student Employment Office can address questions related to student employees.

For more information on the rights of individuals with disabilities, you can contact the following offices:

- Assistant Vice President for Faculty Affairs (faculty hiring and accommodations)
- Office of Employee Relations (staff hiring and accommodations)
- Director of Compliance and Student Policy Concerns (student accommodations and physical access barriers)
Many staff and faculty members handle a variety of proprietary and private information concerning colleagues, students, clients, alumni, donors, and others associated with the university, as well as confidential information regarding university business. This material includes personal data, such as employee home addresses, Social Security numbers, donor files, human subjects, contracts and agreements, performance reviews, tenure packets, and student records. It is the responsibility of all Rutgers employees to respect the privacy of their colleagues and other members of the Rutgers community. Disclosure and discussion of confidential information obtained from university, school, or department records, during employment with Rutgers, is allowed only when such disclosure is a normal requirement of an employee’s position. After employment with Rutgers, such disclosure and discussion of confidential information is not allowed.

INFORMATION DISCLOSURE

The following information can be disclosed to the public without the affected student’s or employee’s consent:

**Students** – Information that the university defines to be "directory information" may be disclosed without a student’s consent, unless the student has requested that such information not be publicly available. The University Registrar maintains records on those students who have requested that directory information not be publicly available. The Office of Compliance and Student Policy Concerns annually publishes a notice that identifies what Rutgers has designated as directory information.

Before sharing any student information, confirm that the information in question is designated as directory information by consulting the annual notice archived on the Office of Compliance and Student Policy Concerns web site at www.rci.rutgers.edu/~polcomp/. In addition, contact the Office of the University Registrar to confirm that the student has not requested that his or her directory information be protected from public disclosure.

**Faculty** – Title or rank, department, campus address, campus telephone number, highest degree earned, and institution granting that degree.
How do I respond to a subpoena for records, wage garnishment, or other legal document?

Any legal summons, subpoena, or court order should be forwarded immediately to the Office of University Counsel, which will handle all responses to such requests.

Staff – Title or position, department, campus address, and campus telephone number.

An employee who is unsure about the appropriateness of disclosing certain information should consult with a supervisor, chairperson, or dean, or University Human Resources.

GRADES

Grades are considered confidential information, so care should be taken to make certain that a student’s grade information is released only to him or her. Most departments require students to show identification when requesting their grades; confirm your department’s specific policy with your supervisor or chairperson. Grades should not be posted in a manner that would allow a particular student’s grade to be identified or reasonably inferred.

For assistance with concerns about confidentiality, contact University Human Resources or access its web site at uhr.rutgers.edu. You also may find the following web sites helpful:

• Office of the University Registrar: registrar.rutgers.edu
• Office of Compliance and Student Policy Concerns: www.rci.rutgers.edu/~polcomp
• Student Employment Office: studentwork.Rutgers.edu
Many Rutgers employees take part in professional, business, and service activities outside their work at the university. These activities include public service, participation in professional organizations, consulting, and teaching. Such participation is encouraged, as it often can benefit both the employee and the university. However, it is important for Rutgers’ reputation, as well as for reasons of sound business practice, that employees not make decisions for the university if their personal economic interests would be directly affected.

A conflict of interest occurs when an outside activity competes with or diminishes the interest of the university or interferes with an employee’s performance of university duties. Conflicts of interest are defined and regulated not only by university regulations but also by sources outside the university, such as the New Jersey Conflicts of Interest Law, and federal regulations addressing conflicts of interest in federal grants and contracts.

Employees involved in the purchase of goods or services should abstain from any transactions with suppliers that may be considered a conflict of interest. These include using affiliation with the university as a means of promoting a personal or financial interest. For example, making a purchase from a supplier owned or partially owned by university personnel or family of university personnel is a violation of university procedures.

Faculty and the university are increasingly encouraged to commercialize discoveries and inventions. This is usually achieved through licensing to an existing company. When this avenue is not reasonably available, then consideration may be given to the creation of start-up companies. Conflicts arise when a faculty member holds equity in a start-up company and that company wishes to contract with the university to license an invention or to do further development or research on the invention, usually involving the faculty member’s laboratory. Such conflicts are allowable only when they are properly disclosed and approved after a thorough conflict review.
Any approval will require adoption of an acceptable plan that manages various conflict issues. These arrangements must preserve academic integrity of faculty research and not have an adverse impact on students.