



# New Health Insurance Marketplace Coverage Options and Your Health Coverage

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## PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

### What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

### Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

### Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.<sup>1</sup>

**Note:** If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution -as well as your employee contribution to employer-offered coverage- is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

### How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact \_\_\_\_\_

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](http://HealthCare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

<sup>1</sup> An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

## PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

3. Employer name <b>County College of Morris</b>		4. Employer Identification Number (EIN) <b>22-1817724</b>	
5. Employer address <b>214 Center Grove Road</b>		6. Employer phone number <b>973-328-5000</b>	
7. City <b>Randolph</b>	8. State <b>NJ</b>	9. ZIP code <b>07869</b>	
10. Who can we contact about employee health coverage at this job? <b>Human Resources Benefits Officer</b>			
11. Phone number (if different from above) <b>973-328-5035</b>		12. Email address <b>Humanresources@ccm.edu</b>	

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:

All employees. Eligible employees are:

Some employees. Eligible employees are:

**Employees approved to work and budgeted for 30 hours per week or more**

- With respect to dependents:

We do offer coverage. Eligible dependents are:

**As defined in the NJ School Employees Health Benefit Program (SEHBP) Summary Plan Description: Spouse, Civil Union Partner, Same-Sex Domestic Partner, Dependent Children**

We do not offer coverage.

- If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

\*\* Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, [HealthCare.gov](https://www.healthcare.gov) will guide you through the process. Here's the employer information you'll enter when you visit [HealthCare.gov](https://www.healthcare.gov) to find out if you can get a tax credit to lower your monthly premiums.



**PUBLIC SAFETY**

973-328-5550 PublicSafety@ccm.edu

214 Center Grove Road, Randolph, NJ 07869

## NOTIFICATION OF THE JEANNE CLERY ACT

The Jeanne Clery Act, (Originally titled the Student Right to Know and Campus Security Act) was established by the Department of Education in 1990. The Act requires colleges and universities to prepare, publish and distribute crime statistics to students and employees. Statements in the document include policies concerning campus law enforcement, security programs, safety practices and statistics on criminal incidents.

As a prospective student or employee we invite you to view CCM's Annual Security Report, which can be found on the CCM Public Safety website at; <https://www.ccm.edu/wp-content/uploads/pdf/safety/right-to-know.pdf>

If you would like a printed copy of the report or are having difficulty in accessing the website, please contact CCM Public Safety at; <https://www.ccm.edu/public-safety/> or 973-328-5550.

Stay safe,  
Steven D. Ackerman  
Director of Public Safety

County College of Morris

**Drug and Alcohol Abuse Prevention Program**  
(DAAPP)

October 2019

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The Drug-Free Schools and Campuses Regulations require institutions of higher education such as County College of Morris (CCM) to develop and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. In addition, the regulations require CCM to certify that it has an alcohol and other drug prevention program, and notify all students and employees in writing annually of the following:

- Standards of conduct
- Possible legal sanctions and penalties
- Statements of the health risks associated with alcohol and other drug abuse
- CCM's alcohol and other drug programs available to students, staff and faculty; and
- Disciplinary sanctions for violations of the standards of conduct.

Every two years, CCM must conduct a review of its Drug and Alcohol Abuse Prevention Program to determine effectiveness and the consistency of sanction enforcement, in order to identify and implement any necessary changes. CCM will conduct the biennial review in even-numbered years and focus the report on the two preceding academic years.

## 1. Standards of Conduct

### A. Employees

CCM's Board of Trustees has adopted the "Substance Abuse Policy" in accordance with the Drug Free Workplace Act of 1988. The policy is available here: <https://www.ccm.edu/wp-content/uploads/pdf/aboutccm/policies/section2/2.2008-Substance-Abuse-Policy.pdf>

Except as authorized by the College, the use, possession, or sale of alcoholic beverages on CCM campus is strictly forbidden. It is also strictly forbidden to be under the influence of alcoholic beverages while engaged in College-related activities or while on the College campus.

The manufacture, use, possession, sale, distribution or being under the influence of narcotics, chemicals, psychedelic drugs or other controlled substances by an employee during College-related activities or while on the campus is illegal and strictly forbidden, unless the possession of medication is prescribed by a licensed physician.

Employees are required to abide by the Substance Abuse Policy, and notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The College shall take appropriate action against the employee convicted of a criminal drug offense occurring in the workplace, ranging from dismissal from employment to participation in an approved drug abuse program. Employees who violate the Substance Abuse Policy are subject both to CCM sanctions and to criminal sanctions provided by federal, state and local law.

Human Resources is responsible for administration of this policy.

### B. Currently Enrolled Students

Currently enrolled students are required to abide by CCM's Student Code of Conduct. The current Student Code of Conduct is located at: <https://www.ccm.edu/student-life/campus-life/campus-life-publications/>. CCM's Student Code of Conduct deems use, possession, distribution or sale of, or

being under the influence of illegal narcotics, chemicals, psychedelic drugs or other dangerous substances as misconduct, unless prescribed by a doctor. Students violating the college policies on alcohol or drug use are subject to College disciplinary action, and will be subjected to all applicable federal, state and local laws.

Student Development and Enrollment Management is responsible for administration of the Student Code of Conduct.

## 2. Legal Sanctions

### A. Federal

Below is the most recent Federal Trafficking Penalties information from the Drug Enforcement Administration's *Drugs of Abuse* DEA Resource Guide 2017 Edition.

### FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500-4999 grams mixture	<b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.  <b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	<b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28-279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40-399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10-99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100-999 grams mixture		1 kg or more mixture	
LSD (Schedule I)	1-9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5-49 grams pure or 50-499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10-99 grams pure or 100-999 grams mixture	100 gm or more pure or 1 kg or more mixture		
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First Offense:</b> Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. <b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV)	1 gram			
Other Schedule III drugs	Any amount	<b>First Offense:</b> Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
All other Schedule IV drugs	Any amount			
Flunitrazepam (Schedule IV)	Other than 1 gram or more	<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
All Schedule V drugs	Any amount			
		<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

## FEDERAL TRAFFICKING PENALTIES—MARIJUANA

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture  More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)  1 to 49 marijuana plants;	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

\*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

### B. State of New Jersey

The State of New Jersey extends the right to purchase and consume alcoholic beverages to persons 21 years of age and older. (N.J.S.A. 9:17B-1).

#### Possession or Consumption of Alcoholic Beverages by persons under legal age (N.J.S.A 2C:33-15).

Any person under the legal age to purchase alcoholic beverages who knowingly possesses without legal authority or who knowingly consumes any alcoholic beverage in any school, public conveyance, public place or place of public assembly, or motor vehicle, is guilty of a disorderly person's offense, and shall be fined not less than \$500.00.

#### Possession of Alcoholic Beverage on School Property (N.J.S.A 2C:33-16)

Any person of legal age to purchase alcoholic beverages, who knowingly and without express written permission of the school board, its delegated authority or any school principal, brings any alcoholic beverage on any property used for school purposes, which is owned by any school or school board is a disorderly person offense.

#### Offering Alcoholic Beverages to Underage Person (N.J.S.A 2C:33-17)



Anyone who purposely or knowingly offers or serves or makes available alcoholic beverage to a person under the legal age for consuming alcoholic beverages or entices or encourages that person to drink an alcoholic beverage is a disorderly person.

Transfer of card (N.J.S.A. 33:1-81.7)

Any person who transfers an identification card for the purpose of aiding another person to obtain alcoholic beverages will be guilty of a misdemeanor and, faces a fine of up to \$300 or imprisonment for up to 60 days.

Driving While Intoxicated (N.J.S.A. 39:4-50)

If a person's blood alcohol concentration is 0.08% or higher but less than 0.10% when operating a motor vehicle the person will be fined not less than \$250 nor more than \$400 , detained between 12 and 48 hours, faces possible imprisonment of not more than 30 days, and forfeits their right to operate a motor vehicle for three months.

If the person's blood alcohol concentration is 0.10% or higher, the person faces a fine of not less than \$300 nor more than \$500 and a period of detainment of not less than 12 hours nor more than 48 hours, faces possible imprisonment of not more than 30 days and forfeits their right to operate a motor vehicle for a period of not less than seven months nor more than one year.

Controlled Substance Possession (N.J.S.A 2C:35-10)

It is unlawful for any person to obtain or to possess a controlled dangerous substance or controlled substance analog, unless the substance was obtained directly, or pursuant to a valid prescription or order form from a practitioner. Any person that violates the possession statute with respect to:

1. A controlled substance classified in Schedule I, II, III or IV is guilty of a crime of the third degree and faces a fine of up to \$35,000.
2. Any controlled dangerous substance classified in Schedule V is guilty of a crime of the fourth degree and faces a fine up to \$15,000.
3. Possession of more than 50 grams of marijuana or more than five grams of hashish is guilty of a crime of the fourth degree and faces a fine of up to \$25,000.
4. Possession of 50 grams or less of marijuana or five grams of hashish is a disorderly person.

Any person committing a possession offense while on school property or within 1,000 feet of school property or school bus, not sentenced to a prison term shall be required to perform at least 100 hours of community service.

Any person that uses or is under the influence of any controlled substance other than for the purpose of treatment of sickness or injury is a disorderly person.

Drug Paraphernalia (N.J.S.A. 2C:36-2)

It is unlawful for any person to use, or possess with intent to use, drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, ingest, inhale, or otherwise introduce a controlled dangerous substance into the body. Violations are considered disorderly persons offenses.

Drug Paraphernalia (N.J.S.A. 2C:36-3)

It is unlawful for any person to distribute or dispense, or possess with intent to distribute or dispense, or manufacture with intent to distribute or dispense, drug paraphernalia, knowing that it will be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, ingest, inhale, or otherwise introduce a controlled dangerous substance into the body. Violations are considered a fourth degree crime.

C. Township of Randolph

Randolph Township does not have an ordinance for consumption of alcoholic beverages in a Public Place and is covered by N.J.S.A. 2C:33-15.

D. Morristown

Ordinance No. 0-2-12 Section 6-10.3 through 6-10.8

No underaged person shall purchase or attempt to purchase or have another purchase for them any alcoholic beverage on any premises licensed for the sale or consumption of alcoholic beverages. No person shall purchase or attempt to purchase alcoholic beverages for an underaged person(s). It shall be unlawful for any person to induce or attempt to induce any licensee or employee of any licensee to sell, serve or deliver alcoholic beverages to an underaged person(s).

No person shall misrepresent his age or the age of another person for the purpose of inducing any licensee or their employee to sell, serve or deliver any alcoholic beverage to a person under the legal age for purchasing alcoholic beverages or to permit a person under the legal age for purchasing alcoholic beverages to remain on any premises in violation of this section. Any parent or guardian of an underaged person(s) who accompanies such underaged person(s) into a premises where alcoholic beverages are served and who permits the underaged person(s) to possess or consume alcoholic beverages shall be presumed to have misrepresented the age of the underaged person(s).

No person under the legal age shall possess, serve, sell or consume any alcoholic beverage in any public place within the Town (Morristown).

It shall be unlawful for:

A person under the legal age for purchasing alcoholic beverages to enter any premises licensed for the retail sale of alcoholic beverages for the purpose of purchasing, or having served or delivered to him or her, any alcoholic beverage; or

A person under the legal age for purchasing alcoholic beverages to consume any alcoholic beverage on premises licensed for the retail sale of alcoholic beverages, or to purchase, attempt to purchase or have another purchase for him or her any alcoholic beverage; or

Any person to enter any premises licensed for the retail sale of alcoholic beverages for the purposes of purchasing, or to purchase alcoholic beverages, for another person who does not because of his/her age have the right to purchase and consume alcoholic beverages.

Any person who violates the ordinance will be deemed a disorderly person, and punished by a fine of not less than \$500. In addition, the person's license to operate a motor vehicle will be suspended for six months. The person may also be required to participate in an alcohol education or treatment program.

### 3. Health Risks

#### A. Drug Abuse

Below is a chart outlining the health risks associated with illicit drug use, focusing on substances covered by the *Controlled Substances Act*.

<b>DRUGS OF ABUSE/Uses and Effects</b>										
U.S. Department of Justice, Drug Enforcement Administration										
Drugs/ CSA Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Method	Possible Effects	Effects of Overdose	Withdrawal Syndrome
<b>Narcotics</b>										
Heroin Substance I	Diamorphine, Horse, Smack, Black tar, <i>Chiva</i> , <i>Negra</i> ( <i>black tar</i> )	None in U.S., Analgesic, Antitussive	High	High	Yes	3-4	Injected, snorted, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
Morphine Substance II	MS-Contin, Roxanol, Oramorph SR, MSIR	Analgesic	High	High	Yes	3-12	Oral, injected			
Hydrocodone Substance II, Product III, V	Hydrocodone w/ Acetaminophen, Vicodin, Vicoprofen, Tussionex, Lortab	Analgesic, Antitussive	High	High	Yes	3-6	Oral			
Hydro-morphine Substance II	Dilaudid	Analgesic	High	High	Yes	3-4	Oral, injected			
Oxycodone Substance II	Roxicet, Oxycodone w/ Acetaminophen, OxyContin, Endocet, Percocet, Percodan	Analgesic	High	High	Yes	3-12	Oral			
Codeine Substance II, Products III, V	Acetaminophen, Guaifenesin or Promethazine w/Codeine, Fiorinal, Fioricet or Tylenol w/Codeine	Analgesic, Antitussive	Moderate	Moderate	Yes	3-4	Oral, injected			
Other Narcotics Substance II, III, IV	Fentanyl, Demerol, Methadone, Darvon, Stadol, Talwin, Paregoric, Buprenex	Analgesic, Antidiarrheal, Antitussive	High-Low	High-Low	Yes	Variable	Oral, injected, snorted, smoked			
<b>Depressants</b>										
<i>gamma</i> Hydroxybutyric Acid Substance I, Product III	GHB, Liquid Ecstasy, Liquid X, Sodium Oxybate, Xyrem®	None in U.S., Anesthetic	Moderate	Moderate	Yes	3-6	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol, impaired memory of events, interacts with alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Benzodiazepines Substance IV	Valium, Xanax, Halcion, Ativan, Restoril, Rohypnol (Roofies, R- 2), Klonopin	Antianxiety, Sedative, Anti- convulsant, Hypnotic, Muscle Relaxant	Moderate	Moderate	Yes	1-8	Oral, injected			
Other Depressants Substance I, II, III, IV	Ambien, Sonata, Meprobamate, Chloral Hydrate, Barbiturates, Methaqualone (Quaalude)	Antianxiety, Sedative, Hypnotic	Moderate	Moderate	Yes	2-6	Oral			
<b>Stimulants</b>										
Cocaine Substance II	Coke, Flake, Snow, Crack, <i>Coca</i> , <i>Blanca</i> , <i>Perico</i> , <i>Nieve</i> , Soda	Local anesthetic	Possible	High	Yes	1-2	Snorted, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increased body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamine/ Meth-amphetamine Substance II	Crank, Ice, Cristal, Krystal Meth, Speed, Adderall, Dexedrine, Desoxyn	Attention deficit/ hyperactivity disorder, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected, smoked			
Methylphenidate Substance II	Ritalin (Illy's), Concerta, Focalin, Metadate	Attention deficit/ hyperactivity disorder	Possible	High	Yes	2-4	Oral, injected, snorted, smoked			
Other Stimulants Substance III, IV	Adipex P, Ionamin, Prelu-2, Didrex, Provigil	Vaso-constriction	Possible	Moderate	Yes	2-4	Oral			

Drugs/ CSA Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Method	Possible Effects	Effects of Overdose	Withdrawal Syndrome
<b>Hallucinogens</b>										
MDMA and Analogs Substance I	(Ecstasy, XTC, Adam), MDA (Love Drug), MDEA (Eve), MBDB	None	None	Moderate	Yes	4-6	Oral, snorted, smoked	Heightened senses, teeth grinding and dehydration	Increased body temperature, electrolyte imbalance, cardiac arrest	Muscle aches, drowsiness, depression, acne
LSD Substance I	Acid, Microdot, Sunshine, Boomers	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, altered perception of time and distance	(LSD) Longer, more intense "trip" episodes	None
Phencyclidine and Analogues Substance I, II, III	PCP, Angel Dust, Hog, Loveboat, Ketamine (Special K), PCE, PCPy, TCP	Anesthetic (Ketamine)	Possible	High	Yes	1-12	Smoked, oral, injected, snorted		Unable to direct movement, feel pain, or remember	Drug seeking behavior *Not regulated
Other Hallucinogens Substance I	Psilocybe mushrooms, Mescaline, Peyote Cactus, Ayahuasca, DMT, Dextro-methorphan* (DXM)	None	None	None	Possible	4-8	Oral			
<b>Cannabis</b>										
Marijuana Substance I	Pot, Grass, Sinsemilla, Blunts, <i>Mota, Yerba, Grifa</i>	None	Unknown	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disorientation	Fatigue, paranoia, possible psychosis	Occasional reports of insomnia, hyperactivity, decreased appetite
Tetrahydro-cannabinol Substance I, Product III	THC, Marinol	Antinauseant, Appetite stimulant	Yes	Moderate	Yes	2-4	Smoked, oral			
Hashish and Hashish Oil/Substance I	Hash, Hash oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral			
<b>Anabolic Steroids</b>										
Testosterone Substance III	Depo Testosterone, Sustanon, Sten, Cypot	Hypogonadism	Unknown	Unknown	Unknown	14-28 days	Injected	Virilization, edema, testicular atrophy, gynec- mastia, acne, aggressive behavior	Unknown	Possible depression
Other Anabolic Steroids Substance III	Parabolan, Winstrol, Equipoise, Anadrol, Dianabol, Primabolin- Depo, D-Ball	Anemia, Breast cancer	Unknown	Yes	Unknown	Variable	Oral, injected			
<b>Inhalants</b>										
Amyl and Butyl Nitrite	Pearls, Poppers, Rush, Locker Room	Angina (Amyl)	Unknown	Unknown	No	1	Inhaled	Flushing, hypotension, headache	Methemo- globinemia	Agitation
Nitrous Oxide	Laughing gas, balloons, Whippets	Anesthetic	Unknown	Low	No	0.5	Inhaled	Impaired memory, slurred speech, drunken behavior, slow onset vitamin deficiency, organ damage	Vomiting, respiratory depression, loss of consciousness, possible death	Trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, convulsions
Other Inhalants	Adhesives, spray paint, hair spray, dry cleaning fluid, spot remover, lighter fluid	None	Unknown	High	No	0.5-2	Inhaled			
<b>Alcohol</b>	Beer, wine, liquor	None	High	High	Yes	1-3	Oral			

Chart from *Drugs of Abuse*, 2005 ed., US Department of Justice, Drug Enforcement Administration

## B. Alcohol Abuse

Excessive alcohol use led to approximately 88,000 deaths and 2.5 million years of potential life lost each year in the United States from 2006-2019, shortening the lives of those who died by an average of 30 years. Further, excessive drinking was responsible for 1 in 10 deaths among working-age adults aged 20-64 years.

In the U.S. a standard drink contains 0.6 ounces (oz.) of pure alcohol. Generally, this amount of pure alcohol is found in 12-oz of beer, 8-oz of malt liquor, 5-oz of wine and 1.5 oz. of 80-proof distilled spirits or liquor.

Excessive drinking includes binge drinking, heavy drinking and any drinking by pregnant women or people younger than age 21. Most people who drink excessively are not alcoholics or alcohol dependent.

Binge drinking, the most common form of excessive drinking, is defined as consuming:

- For women, 4 or more drinks during a single occasion
- For men, 5 or more drinks during a single occasion

Heavy drinking is defined as consuming:

- For women, 8 or more drinks per week
- For men, 15 or more drinks per week

#### Short-Term Health Risks

Excessive alcohol use has immediate effects that increase the risk of many harmful health conditions. These are most often the result of binge drinking and include the following:

- Injuries, such as motor vehicle crashes, falls, drownings, and burns
- Violence, including homicide, suicide, sexual assault, and intimate partner violence.
- Alcohol poisoning, a medical emergency that results from high blood alcohol levels.
- Risky sexual behaviors, including unprotected sex or sex with multiple partners. These behaviors can result in unintended pregnancy or sexually transmitted diseases, including HIV.
- Miscarriage and stillbirth or fetal alcohol spectrum disorders among pregnant women.

#### Long-Term Health Risks

Over time, excessive alcohol use can lead to the development of chronic diseases and other serious problems including:

- High blood pressure, heart disease, stroke, liver disease, and digestive problems.
- Cancer of the breast, mouth, throat, esophagus, liver and colon.
- Learning and memory problems, including dementia and poor school performance.
- Mental health problems, including depression and anxiety.
- Social problems, including lost productivity, family problems and unemployment.
- Alcohol dependence or alcoholism.

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Center for Disease Control and Prevention website at

<https://www.cdc.gov/aclcohol/fact-sheets/alcohol-use.htm>: last visited on 10/3/2019.

## 4. Drug and Alcohol Programs

### A. Programming by CCM Student Development and Enrollment Management

#### CCM Health Services

##### **Drug and Alcohol Programs**

The County College of Morris Health Services office is located in Cohen Hall 266 and is part of the Student Development and Enrollment Management division. The objective of the college's Health Services office is to maintain and improve the health and wellness of the college community, especially as it relates to student success. Health Services is dedicated to a pro-active approach to the education and prevention of alcohol and other drug use. Lack of awareness about the use and abuse of alcohol and other drugs can be a severe impediment to the overall success of students and employees. Thus, CCM has implemented an ever-growing program that strives to communicate the dangers and consequences of such use.

The Health Services Coordinator attends yearly seminars to obtain updated information on addiction and measures for helping students and staff through the recovery process, with a focus on education and non-punitive treatment. In addition, the Coordinator's license renewal in the State of New Jersey requires completion of CEUs every two years that relate to current drug addiction trends. The Coordinator is trained in the use of Narcan as well as CPR/AED and the Health Services office houses two sets of Narcan nasal spray.

The following drug and alcohol programs and resources are available to currently enrolled students through Health Services:

- An ongoing collection of the latest brochures, which are available at all times to the entire college community. These materials describe the health risks and dangers of alcohol and other drugs, as well as binge drinking, underage drinking, and driving while intoxicated.
- Bulletin boards in the Health Services office sharing latest information on "designer drugs" such as *Pills and Potions* and *Escaping the Vaping*.
- Planned tabling events with organizations like *Prevention is Key of Morris County* and *Atlantic Health Outreach* assist in disseminating information in high traffic areas around campus.
- Monthly visits by the Hope One van for drug education and STD testing.
- Monthly visits from Navigation Hope van to assist with students getting needed social services including drug and alcohol rehabilitation.
- Student and staff referrals from Health Services to a medical advisor for assistance with chemical dependency issues.
- One-on-one confidential support for anyone struggling with alcohol or drug abuse. Health Services provides a safe space for individuals confiding their issues and seeking support.
- Tobacco cessation counseling by the Health Services Coordinator, who is certified as a Tobacco Cessation Specialist to assist staff and students in stopping smoking/vaping, etc.

#### [CCM Office of Counseling and Student Success](#)

The office of Counseling and Student Success (C&SS) at CCM is dedicated to providing all students and employees continuous education and support pertaining to alcohol and drug use. By providing preventive programming and increasing the awareness of the possible repercussions and dangers associated with alcohol and drug use, the campus community will gain a better understanding of how such use can impede one's educational, professional, and personal growth. C&SS will continue to conduct outreach and provide various resources in order to assist each person in making healthier decisions. C&SS offers a variety of support, including short-term personal counseling, depression screening tools, and information about community treatment facilities and resources. Additionally, resource and educational pamphlets are available to the CCM community.

C&SS (or Student Development and Enrollment Management) collaborates with on-campus and in-community resources in order to provide comprehensive education and support to students and employees. Some examples of on-campus supports are Health Services and the New Social Engine student club, which promotes having fun without the use of alcohol or drugs.

Counselors from the office of Counseling and Student Success are required to take professional development courses per the American Counseling Association mandate.

## B. Benefits through RWJ Barnabas Health

Full time employees can access the Employee Assistance Program (EAP) through RWJ Barnabas Health at 1-800-300-0628 24 hours a day, seven days a week. The EAP provides confidential counseling and referral services for Drug and Alcohol Abuse. The EPA provides six counseling sessions with no co-pay for employees and each family member.

## 5. Disciplinary Sanctions

### A. Employees

If a diagnostician confirms an employee is engaged in substance abuse impairing the discharge of employment responsibilities and functions, the employee will be placed on sick leave, with return to active employment being conditioned upon evidence of successful completion of an approved rehabilitation and treatment program.

CCM employees who violate CCM's Substance Abuse Policy may be encouraged to seek confidential counseling from the Employee Assistance Program through RWJ Barnabas Health.

Within 30 days after receiving notice of an employee's criminal drug statute conviction occurring in the workplace, CCM shall institute sanctions ranging from dismissal from employment to a requirement to participate in an approved drug abuse program.

Recidivism, refusal to participate in a recommended treatment program, or refusal to submit to substance abuse evaluation shall be grounds for discipline up to and including dismissal from employment.

### B. Currently Enrolled Students

Students for whom there is reasonable suspicion of substance abuse may be suspended from classroom attendance, clinical or work program, athletic program or other College functions until the final determination is made.

Students who are confirmed to have violated CCM's Student Code of Conduct and/or Substance Abuse Policy may be subject to long-term suspension and condition to return to school, clinical or work program, athletic program or other College function upon submission of evidence of successful completion of an approved rehabilitation and treatment program.

Recidivism, refusal to participate in a recommended treatment program, or refusal to submit to substance abuse evaluation shall be grounds for dismissal from the College.

## 6. Annual Notification of the DAAPP

### A. Employee Notification

Notification of the information contained in CCM's DAAPP will be distributed to all current employees of the college via email at the start of each academic year. Human Resources will provide new employees hired after the start of a semester a copy of the DAAPP as part of the New Employee onboarding process to satisfy the annual notification requirement.

## B. Student Notification

CCM will notify all students annually of the standards of conduct, possible legal sanctions and penalties, health risks associated with alcohol and other drugs abuse, programs available to students and disciplinary sanctions for violations of the standards of conduct. The notification to students will be distributed to students via email by Student Development and Enrollment Management at the start of each academic semester.

## 7. Biennial Review

CCM will perform a Biennial Review of the DAAPP and complete a report by December 31 of every even-numbered calendar year to:

- determine current prevention program effectiveness
- determine consistency of enforcing disciplinary sanctions for violating standards of conduct
- identify and implement changes to the program

The following CCM Departments will have a representative participate in the bi-ennial review:

- Human Resources
- Public Safety
- Health Services
- Counseling and Student Success

CCM will prepare a Biennial Review Report including the following elements:

- a. Descriptions of the DAAPP program elements
- b. Statement of the DAAPP program goals and discussion of achievement
- c. Summaries of the DAAPP program strengths and weaknesses
- d. Procedures for distributing annual notification to students and employees
- e. Copies of the policies distributed to student and employees
- f. Recommendations for revising the DAAPP



# Your employer is subject to the **Family Leave Insurance** provisions of the New Jersey Temporary Disability Benefits Law

New Jersey law provides up to 6 weeks of family leave insurance benefits. Beginning July 1, 2020, the law will allow up to 12 weeks of continuous family leave or 56 days of intermittent leave. Employees who are covered by family leave insurance can apply for benefits to:

- bond with a child within 12 months of the child's birth or placement by adoption or foster care. The applicant, or the applicant's spouse or domestic or civil union partner, must be the child's biological, adoptive or foster parent, unless a surrogate carried the child.
- care for a family member with a serious health condition. Supporting documentation from a health care provider is mandatory.
- care for a victim of domestic violence or a sexually violent offence or for a victim's family member.

"Family member" means a child, parent, parent-in-law, sibling, grandparent, grandchild, spouse, domestic partner, civil union partner, and any other person related by blood to the employee or with whom the employee has a close association that is the equivalent of a family relationship.

"Child" means a biological, adopted, or foster child, stepchild or legal ward of a parent. A child gained by way of a valid written contract between the parent and a surrogate (gestational carrier) is included in this definition.

## **State Family Leave Insurance Plan** ("state plan")

You can get program information and an application for family leave benefits (form FL-1) online at [myleavebenefits.nj.gov](http://myleavebenefits.nj.gov), by phone at 609-292-7060, or by mail: Division of Family Leave Insurance, P.O. Box 387, Trenton, NJ 08625-0387.

New mothers who receive temporary disability benefits through the state plan for their pregnancy will get instructions on how to file for family leave benefits after the child is born.

## **Private Family Leave Insurance Plan** ("private plan")

An employer may provide family leave insurance through a private insurance carrier, if this Division approves the plan. If your employer has an approved private plan, your employer must provide information about coverage and provide the forms to apply for benefits.

## **Who pays for Family Leave Insurance?**

Payroll contributions from employees finance this program. Family leave insurance coverage under the state plan will require contributions to be deducted from employee wages. The deductions must be noted on the employee's pay envelope, paycheck, or on some other form of notice. In 2018, the taxable wage base for family leave insurance benefits is the same as the taxable wage base for unemployment and temporary disability insurance.

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Enforced by: NJ Department of Labor and Workforce Development  
Division of Temporary Disability Insurance, PO Box 387, Trenton, NJ 08625-0387

This and other required employer posters are available free online at [nj.gov/labor](http://nj.gov/labor), or from the Office of Constituent Relations, PO Box 110, Trenton, NJ 08625-0110 • 609-777-3200.

The New Jersey Department of Labor and Workforce Development is an equal opportunity employer with equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities.

NEW JERSEY DEPARTMENT OF



LABOR AND WORKFORCE DEVELOPMENT  
[nj.gov/labor](http://nj.gov/labor)

**Display this poster in a conspicuous place**

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

## BENEFITS & PROTECTIONS

## ELIGIBILITY REQUIREMENTS

## REQUESTING LEAVE

## EMPLOYER RESPONSIBILITIES

## ENFORCEMENT

For additional information or to file a complaint:

**1-866-4-USWAGE**

(1-866-487-9243) TTY: 1-877-889-5627

**[www.dol.gov/whd](http://www.dol.gov/whd)**

U.S. Department of Labor | Wage and Hour Division





# Right to be Free of Gender Inequity or Bias in Pay, Compensation, Benefits or Other Terms and Conditions of Employment

*New Jersey and federal laws prohibit employers from discriminating against an individual with respect to his/her pay, compensation, benefits, or terms, conditions or privileges of employment because of the individual's sex.*

## FEDERAL LAW

Title VII of the Civil Rights Act of 1964 prohibits employment discrimination based on, among other things, an individual's sex. Title VII claims must be filed with the United States Equal Employment Opportunity Commission (EEOC) before they can be brought in court. Remedies under Title VII may include an order restraining unlawful discrimination, back pay, and compensatory and punitive damages.

The Equal Pay Act of 1963 (EPA) prohibits discrimination in compensation based on sex. EPA claims can be filed either with the EEOC or directly with the court. Remedies under the EPA may include the amount of the salary or wages due from the employer, plus an additional equal amount as liquidated damages.

Please be mindful that in order for a disparity in compensation based on sex to be actionable under the EPA, it must be for equal work on jobs the performance of which requires equal skill, effort, and responsibility, and which are performed under similar working conditions.

There are strict time limits for filing charges of employment discrimination. For further information, contact the EEOC at 800-669-4000 or at [www.eeoc.gov](http://www.eeoc.gov).

## NEW JERSEY LAW

The New Jersey Law Against Discrimination (LAD) prohibits employment discrimination based on, among other things, an individual's sex. LAD claims can be filed with the New Jersey Division on Civil Rights (NJDCR) or directly in court. Remedies under the LAD may include an order restraining unlawful discrimination, back pay, and compensatory and punitive damages.

Another State law, N.J.S.A. 34:11-56.1 et seq., prohibits discrimination in the rate or method of payment of wages to an employee because of his or her sex. Claims under this wage discrimination law may be filed with the New Jersey Department of Labor and Workforce Development (NJDLWD) or directly in court. Remedies under this law may include the full amount of the salary or wages owed, plus an additional equal amount as liquidated damages.

Please be mindful that under the State wage discrimination law a differential in pay between employees based on a reasonable factor or factors other than sex shall not constitute discrimination.

There are strict time limits for filing charges of employment discrimination. For more information regarding LAD claims, contact the NJDCR at 609-292-4605 or at [www.njcivilrights.gov](http://www.njcivilrights.gov). For information concerning N.J.S.A. 34:11-56.1 et seq., contact the Division of Wage and Hour Compliance within the NJDLWD at 609-292-2305 or at <http://lwd.state.nj.us>.

***This notice must be conspicuously displayed.***



## Acknowledgment of Receipt of Gender Equity Notification

I received a copy of the gender equity notification on the date listed below.  
I have read it and I understand it.

\_\_\_\_\_  
Name (signature)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Date



NEW JERSEY DEPARTMENT OF  
**LWD**  
LABOR AND WORKFORCE DEVELOPMENT  
nj.gov/labor

New Jersey Department of Labor and Workforce Development

Chapter 194, Laws of New Jersey, 2009, Relating to

## **Employer Obligation to Maintain and Report Records**

Regarding Wages, Benefits, Taxes and Other Contributions and Assessments Pursuant to State Wage, Benefit and Tax Laws

**Wage Payment Law** (N.J.S.A. 34:11-4.1 et seq.) and

**Wage and Hour Law** (N.J.S.A. 34:11-56a et seq.)

Each employer must keep a record of each employee which contains the following information:

1. The name of the employee;
2. The address of the employee;
3. The birth date of the employee if the employee is under the age of 18;
4. The total hours worked by the employee each day and each workweek;
5. The earnings of each employee, including the regular hourly wage, gross to net amounts with itemized deductions, and the basis on which wages are paid;
6. Regarding each employee who receives gratuities, the total gratuities received by the employee during the payroll week;
7. Regarding each employee who receives gratuities, daily or weekly reports completed by the employee containing the following information: (a) the employee's name, (b) the employee's address, (c) the employee's social security number, (d) the name and address of the employer, (e) the calendar day or week covered by the report, and (f) the total amount of gratuities received; and
8. Regarding each employee for whom the employer claims credit for food or lodging as a cash substitute for the employee who receives food or lodging supplied by the employer, information substantiating the cost of furnishing such food or lodgings, including but not limited to the nature and amount of any expenditures entering into the computation of the fair value of the food or lodging and the date required to compute the amount of the depreciated investment in any assets allocable to the furnishing of the lodgings, including the date of acquisition or construction, the original cost, the rate of depreciation and the total amount of accumulated depreciation on such assets.

The employer may use any system of time keeping provided that it is a complete, true and accurate record.

The employer must keep the wage and hour records described above for a period of six years.

The employer must keep the wage and hour records described above at the place of employment or in a central office in New Jersey.

**Prevailing Wage Act** (N.J.S.A. 34:11-56.25 et seq.)

The Prevailing Wage Act applies to employers only under certain circumstances.

Specifically, it applies only when an employer enters into a contract in excess of the prevailing wage contract threshold amount for any public work (as the term "public work" is defined at N.J.S.A. 34:11-56.26) to which any

public body is a party or for public work to be done on a property or premises owned by a public body or leased or to be leased by a public body.

Each public works contractor must submit to the public body or lessor which contracted for the public works project a certified payroll record containing the following employee information:

1. Name;
2. Address;
3. Social security number;
4. Craft or trade;
5. Actual hourly rate of pay;
6. Actual daily, overtime and weekly hours worked in each craft or trade;
7. Gross pay;
8. Itemized deductions;
9. Net pay paid to the employee;
10. Any fringe benefits paid to approved plans, funds or programs on behalf of the employee; and
11. Fringe benefits paid in cash to the employee.

Each public works contractor must, within 10 days of payment of wages, submit the certified payroll record to the public body or the lessor which contracted for the public works project.

Each public works contractor which employs one or more apprentices on a public works project must maintain with its records written evidence that the apprentice or apprentices are registered in an approved apprenticeship program while performing work on the project.

**Unemployment Compensation Law** (N.J.S.A. 43:21-1 et seq.),

**Temporary Disability Benefits Law** (N.J.S.A. 43:21-25 et seq.) and

**Family Leave Insurance Benefits Law**, P.L. 2008, c. 17.

Payroll records: Each employing unit must maintain a record for each worker engaged in employment, which record must contain the following information about the worker:

1. Full name, address and social security number;
2. Total remuneration paid in each pay period showing separately cash, including commissions and bonuses; the cash value of all compensation in any medium other than cash; gratuities received regularly in the course of employment if reported by the employee, or if not so reported, the minimum wage rate prescribed under applicable laws of this State or of the United States, or the amount of remuneration actually received by the employee, whichever is higher, and service charges collected by the employer and distributed to workers in lieu of gratuities and tips;
3. An entry under the heading "special payments" of the amount of any special payments, such as bonuses and gifts, which have been paid during the pay period but which relate to employment in a prior period. The following shall be shown separately under this heading: cash payments, cash value of other remuneration, the nature of such payments, the period during which the services were performed for which special payments were payable;
4. The date hired, rehired and returned to work after temporary layoff;
5. The date separated from employment and the reason for separation;
6. Such information as may be necessary to determine remuneration on a calendar week basis; and
7. The number of base weeks (as the term "base week" is defined in N.J.S.A. 43:21-19(t)) and wages.

All records referred to in 1. through 7. above must be kept safe and readily accessible at the New Jersey place of business of the employing unit.

All records referred to in 1. through 7. above must be retained for the current calendar year and for the four preceding calendar years.

Once an employer becomes inactive, the employer must keep all records referred to in 1. through 7. above for the subsequent six quarters.

Wage reporting: Each employer (other than employers of domestic service workers) must electronically file a WR-30, "Employer Report of Wages Paid," with the Division of Revenue, within the Department of the Treasury, within 30 days after the end of each quarter. The WR-30 lists the name, social security number and wages paid to each employee and the number of base weeks worked by the employee during the calendar quarter.

Each employer of domestic service workers (as the term "domestic service worker" is defined at N.J.A.C. 12:16-13.7(b)) must file an annual, rather than quarterly, WR-30 with the Division of Revenue, within the Department of the Treasury.

Contribution reporting: Each employer (other than employers of domestic service workers) must electronically file an NJ-927, "Employer's Quarterly Report," with the Division of Revenue, within the Department of the Treasury, and remit the corresponding unemployment insurance, supplemental workforce fund, workforce development partnership fund, temporary disability insurance and family leave insurance contribution payments, within 30 days after the end of each quarter. The NJ-927 lists the total of all wages paid, the wages paid in excess of the taxable maximum, the taxable wages on which contributions are due, the number of workers employed during the pay period, the number of workers insured under a "private plan" for temporary disability insurance and the number of workers insured under a "private plan" for family leave insurance.

Each employer of domestic service workers (as the term "domestic service worker" is defined in N.J.A.C. 12:16-13.11(c)) must file an annual, rather than quarterly, NJ-927H, "Domestic Employer's Annual Report," with the Division of Revenue, within the Department of the Treasury.

Temporary Disability Insurance and Family Leave Insurance information: Each employer must retain all records pertaining to any election to discontinue a private plan for temporary disability insurance and/or family leave insurance benefits and must make such records available for inspection by the Division of Temporary Disability Insurance for a one-year period from the date that the private plan is terminated.

Each employer having a private plan for temporary disability insurance and/or family leave insurance must, within 10 days after the Division of Temporary Disability Insurance has mailed the employer a request for information with respect to a period of disability, furnish the Division with any information requested or known to the employer which may bear upon the eligibility of the claimant.

Each employer having two or more approved private plans in effect during a calendar half-year or any portion thereof must, on or before the 30<sup>th</sup> day following the close of the calendar half-year, file a report showing the amount of taxable wages paid during such calendar half-year to employees while covered under each such private plan.

Each employer who provides temporary disability insurance to its employees through a self-insured private plan must, for the six-month periods ending June 30 and December 31 of each calendar year during which the self-insured private plan is in effect, file a statement with the Division of Temporary Disability Insurance, on or before the 30<sup>th</sup> day following the end of the respective six-month period showing:

1. The number of claims received during the six-month period,

2. The number of claims accepted during the six-month period,
3. The amount of benefits paid during the six-month period, and
4. Such other information as the Division of Temporary Disability Insurance may require with respect to the financial ability of the self-insurer to meet the self-insured's obligations under the plan.

On or before the 30<sup>th</sup> day following the close of each calendar year during which a self-insured private plan for temporary disability insurance is in effect, the employer must file a report with the Division of Temporary Disability Insurance showing:

1. The amount of funds available at the beginning of that year for payment of disability benefits,
2. The amount contributed by workers during that year,
3. The amount contributed by the employer during that year,
4. The amount of disability benefits paid during that year,
5. Direct cost of administration of the plan during that year, and
6. The number of employees covered by the plan as of December 31.

Each employer who provides family leave insurance to its employees through a self-insured private plan must for the one-year period ending December 31 of each calendar year during which a self-insured private plan is in effect file a statement with the Division of Temporary Disability Insurance, on or before the 30<sup>th</sup> day following the end of the one-year period showing the following information with regard to each of the following types of claims: care of a sick child, care of a sick spouse, care of a sick domestic partner, care of a sick civil union partner, care of a sick parent, bonding by biological parent with a newborn child, bonding by domestic partner or civil union partner of biological parent with a newborn child, bonding by individual with newly adopted child:

1. The number of claims for family leave insurance benefits received during the one-year period,
2. The number of claims for family leave insurance benefits accepted during the one-year period,
3. The number of workers who received family leave insurance benefits during the one-year period,
4. The amount of family leave insurance benefits paid during the one-year period,
5. The average weekly family leave insurance benefit during the one-year period,
6. The amount of sick leave, vacation leave or other fully paid time, which resulted in reduced benefit duration during the one-year period,
7. With regard solely to family leave insurance benefit claims to care for sick family members, the amount of intermittent family leave insurance benefits paid during the one-year period, and
8. The average duration of family leave insurance benefits, in days, during the one-year period.

The information reported in 1. through 8. above must be broken down by sex and by age group, beginning at 25 years and under and increasing in increments of 10.

On or before the 30<sup>th</sup> day following the close of each calendar year during which a self-insured private plan for family leave insurance is in effect, the employer must file a report with the Division of Temporary Disability Insurance showing:

1. The amount of funds available at the beginning of that year for payment of family leave insurance benefits,
2. The amount contributed by workers during that year,
3. The direct cost of administration of the plan during that year,
4. The number of employees covered by the plan as of December 31, and
5. Such other information as the Division of Temporary Disability Insurance may require with respect to the financial ability of the self-insurer to meet the self-insured's obligation under the plan.



## **Workers' Compensation Law** (N.J.S.A. 34:15-1 et seq.)

Upon the happening of an accident or the occurrence of any occupational disease, an employer who has insurance coverage or utilizes a third-party administrator shall promptly furnish the insurance carrier or the third-party administrator with accident or occupational disease information.

Within three weeks after an accident or upon knowledge of the occurrence of an occupational disease, every insurance carrier, third-party administrator, statutory non-insured employer, including the State, counties, municipalities and school districts, and duly authorized self-insured employer not utilizing a third-party administrator must file a report designated as "first notice of accident" in electronic data interchange media with the Division of Workers' Compensation through the Compensation Rating and Inspection Bureau in a format prescribed by the Compensation Rating and Inspection Bureau. When filed by an insurance carrier or third-party administrator, the report must also be sent to the employer. If the employer disagrees with the report, the employer may prepare and sign an amended report and file the amended report with the insurance carrier or third-party administrator. The amended report must then be filed electronically with the Division through the Compensation Rating and Inspection Bureau.

Every insurance carrier providing workers' compensation insurance and every workers' compensation self-insured employer shall designate a contact person who is responsible for responding to issues concerning medical and temporary disability benefits where no claim petition has been filed or where a claim petition has not been answered. The full name, telephone number, mailing address, email address and fax number of the contact person must be submitted to the Division of Workers' Compensation utilizing the Division's contact person form in the manner instructed on the form.

Each employer, when directed to do so by the Division of Workers' Compensation, must submit to the Division of Workers' Compensation copies of such medical certificates and reports as it may have on file.

## **Gross Income Tax Act** (N.J.S.A. 54A:1-1 et seq.)

Employer's Quarterly Report: The Employer's Quarterly Report, NJ-927, reports New Jersey Gross Income Tax withheld, unemployment insurance, supplemental workforce fund, workforce development partnership fund, family leave insurance and temporary disability insurance wage and withholding information.

Each employer is required to electronically file an Employer's Quarterly Report, NJ-927, for each calendar quarter, regardless of the amount of tax actually due for a particular quarter. Quarterly reports are due on the 30th day of the month following the end of each quarter.

Employers of "domestic service workers" may report and pay New Jersey Gross Income Tax withheld on an annual, rather than quarterly, basis on an NJ-927H.

Records to be kept: Every employer is required to keep all pertinent records available for inspection by authorized representatives of the New Jersey Division of Taxation. Such records must include the following:

1. The amounts and dates of all wage payments subject to New Jersey Gross Income Tax;
2. The names, addresses and occupations of employees receiving such payments;
3. The periods of their employment;
4. Their social security numbers;
5. Their withholding exemption certificates;
6. The employer's New Jersey Taxpayer Identification Number;
7. Record of weekly, monthly, quarterly remittances and/or returns and annual returns filed;

8. The dates and amounts of payments made; and
9. Days worked inside and outside of New Jersey for all nonresident employees.

## Contact Information

If an employee or an employee's authorized representative wishes to contact a State representative in order to provide information to or file a complaint with the representative regarding an employer's possible failure to meet any of the requirements set forth above, he or she may use the following contact information:

For possible failure to meet the record keeping or reporting requirements of the **Wage Payment Law, Wage and Hour Law or Prevailing Wage Act:**

Phone: 609-292-2305  
E-mail: [wagehour@dol.nj.gov](mailto:wagehour@dol.nj.gov)  
Mail: New Jersey Department of Labor and Workforce Development  
Division of Wage and Hour Compliance  
P.O. Box 389  
Trenton, NJ 08625-0389

For possible failure to meet the record keeping or reporting requirements of the **Unemployment Compensation Law, Temporary Disability Benefits Law or Family Leave Insurance Benefits Law:**

Phone: 609-292-2810  
E-mail: [emplaccts@dol.nj.gov](mailto:emplaccts@dol.nj.gov)  
Mail: New Jersey Department of Labor and Workforce Development  
Division of Employer Accounts  
P.O. Box 947  
Trenton, NJ 08625-0947

For possible failure to meet the record keeping or reporting requirements of the **Workers' Compensation Law:**

Phone: 609-292-2515  
E-mail: [dwc@dol.nj.gov](mailto:dwc@dol.nj.gov)  
Mail: New Jersey Department of Labor and Workforce Development  
Division of Workers' Compensation  
P.O. Box 381  
Trenton, NJ 08625-0381

For possible failure to meet the record keeping or reporting requirements of the **Gross Income Tax Act:**

Phone: 609-292-6400  
E-mail: [nj.taxation@treas.state.nj.us](mailto:nj.taxation@treas.state.nj.us)  
Mail: New Jersey Department of the Treasury  
Division of Taxation • Information and Publications Branch  
P.O. Box 281  
Trenton, NJ 08625-0281



*This notice must be conspicuously posted. Not later than December 7, 2011, each employee must also be provided a written copy of the notice or, for employees hired after November 7, 2011, a written copy of the notice must be provided at the time of the employee's hiring. See N.J.A.C. 12:2-1.3 for alternate methods of posting and distribution by electronic means.*

# The New Jersey Family Leave Act

The New Jersey Family Leave Act entitles certain employees to take up to 12 weeks of family leave in a 24-month period without losing their jobs. With some exceptions, employers must provide this type of leave if:

- The EMPLOYER has at least 50 employees (or at least 30 employees as of June 30, 2019), or is a government entity, regardless of size.
- The EMPLOYEE has worked for that employer for at least one year, and has worked at least 1,000 hours during the last 12 months.
- The LEAVE OF ABSENCE is being taken to care for or bond with a child within 1 year of the child's birth or placement for adoption or foster care, OR to care for a family member, or someone who is the "equivalent" of family, who has a serious health condition.

Note that the New Jersey Family Leave Act **does not** provide leave for the employee's own health condition.

Employees may be eligible for additional leave under the federal Family and Medical Leave Act.

Except when emergent circumstances require shorter notice, the employee must give the employer the following notice before taking Family Leave:

- For intermittent leave, at least 15 days' notice;
- For consecutive leave to care for a newborn or a child placed for foster care or adoption, at least 30 days' notice; and
- For consecutive leave to care for a family member with a serious health condition, notice "in a reasonable and practicable manner."
- In emergent circumstances, the employee should give the employer as much notice as possible.

To ensure that the employee meets the eligibility requirements, the employer may require the employee to provide a certification from a health care provider regarding the family member's serious health condition, the date of a newborn's birth or the date of placement for adoption or foster care.

To get more information or to determine whether you can file a complaint with DCR, visit [www.NJCivilRights.gov](http://www.NJCivilRights.gov) or contact one of the regional offices listed below:

#### Northern Regional Office

31 Clinton Street  
Newark, NJ 07102  
Phone: (973) 648-2700  
Fax: (973) 648-4405

#### Central Regional Office

140 East Front Street  
P.O. Box 090  
Trenton, NJ 08625-0090  
Phone: (609) 292-4605  
Fax: (609) 984-3812

#### Southern Regional Office

5 Executive Campus  
Suite 107  
Cherry Hill, NJ 08034  
Phone: (856) 486-4080  
Fax: (856) 486-2255

#### South Shore Regional Office

1325 Boardwalk  
Tennessee Ave. & Boardwalk  
Atlantic City, NJ 08401  
Phone: (609) 441-3100  
Fax: (609) 441-3578



State regulations require all employers covered by the New Jersey Family Leave Act to display this official poster in places easily visible to all employees. N.J.A.C. 13:8-2.2.



# New Jersey Earned Sick Leave

## Notice of Employee Rights

Under New Jersey's Earned Sick Leave Law, most employees have a right to accrue up to 40 hours of earned sick leave per year. Go to <https://nj.gov/labor/> to learn which employees are covered by the law.

**New employees must receive this written notice from their employer when they begin employment, and existing employees must receive it by November 29, 2018. Employers must also post this notice in a conspicuous and accessible place at all work sites, and provide copies to employees upon request.**

## YOU HAVE A RIGHT TO EARNED SICK LEAVE.

### Amount of Earned Sick Leave

Your employer must provide up to a total of 40 hours of earned sick leave every benefit year. Your employer's benefit year is:

Start of Benefit Year: \_\_\_\_\_ End of Benefit Year: \_\_\_\_\_

### Rate of Accrual

You accrue earned sick leave at the rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours of leave per benefit year. Alternatively, your employer can provide you with 40 hours of earned sick leave up front.

### Date Accrual Begins

You begin to accrue earned sick leave on October 29, 2018, or on your first day of employment, whichever is later.

*Exception:* If you are covered by a collective bargaining agreement that was in effect on October 29, 2018, you begin to accrue earned sick leave under this law beginning on the date that the agreement expires.

### Date Earned Sick Leave is Available for Use

You can begin using earned sick leave accrued under this law on February 26, 2019, or the 120th calendar day after you begin employment, whichever is later. However, your employer can provide benefits that are more generous than those required under the law, and can permit you to use sick leave at an earlier date.

### Acceptable Reasons to Use Earned Sick Leave

You can use earned sick leave to take time off from work when:

- You need diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or you need preventive medical care.
- You need to care for a **family member** during diagnosis, care, treatment, or recovery for a mental or physical illness, injury, or health condition; or your family member needs preventive medical care.
- You or a family member **have been the victim of domestic violence or sexual violence** and need time for treatment, counseling, or to prepare for legal proceedings.
- You need to attend **school-related conferences, meetings, or events** regarding your child's education; or to attend a school-related meeting regarding your child's health.
- Your employer's business **closes due to a public health emergency** or you need to care for a child whose school or child care provider closed due to a public health emergency.

### Family Members

The law recognizes the following individuals as "family members:"

- Child (biological, adopted, or foster child; stepchild; legal ward; child of a domestic partner or civil union partner)
- Grandchild
- Sibling
- Spouse
- Domestic partner or civil union partner
- Parent
- Grandparent
- Spouse, domestic partner, or civil union partner of an employee's parent or grandparent
- Sibling of an employee's spouse, domestic partner, or civil union partner
- Any other individual related by blood to the employee
- Any individual whose close association with the employee is the equivalent of family

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## Advance Notice

If your need for earned sick leave is foreseeable (can be planned in advance), your employer can require up to 7 days' advance notice of your intention to use earned sick leave. If your need for earned sick leave is unforeseeable (cannot be planned in advance), your employer may require you to give notice as soon as it is practical.

## Documentation

Your employer can require reasonable documentation if you use earned sick leave on 3 or more consecutive work days, or on certain dates specified by the employer. The law prohibits employers from requiring your health care provider to specify the medical reason for your leave.

## Unused Sick Leave

Up to 40 hours of unused earned sick leave can be carried over into the next benefit year. However, your employer is only required to let you use up to 40 hours of leave per benefit year. Alternatively, your employer can offer to purchase your unused earned sick leave at the end of the benefit year.

## You Have a Right to be Free from Retaliation for Using Earned Sick Leave

Your employer cannot retaliate against you for:

- Requesting and using earned sick leave
- Filing a complaint for alleged violations of the law
- Communicating with any person, including co-workers, about any violation of the law
- Participating in an investigation regarding an alleged violation of the law, and
- Informing another person of that person's potential rights under the law.

Retaliation includes any threat, discipline, discharge, demotion, suspension, or reduction in hours, or any other adverse employment action against you for exercising or attempting to exercise any right guaranteed under the law.

## You Have a Right to File a Complaint

You can file a complaint with the New Jersey Department of Labor and Workforce Development online at [nj.gov/labor/wagehour/complnt/filing\\_wage\\_claim.html](https://nj.gov/labor/wagehour/complnt/filing_wage_claim.html) or by calling 609-292-2305 between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday.

**Keep a copy of this notice and all documents that show your amount of sick leave accrual and usage.**

You have a right to be given this notice in English and, if available, your primary language.

For more information visit the website of the Department of Labor and Workforce Development: [nj.gov/labor](https://nj.gov/labor).

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Enforced by: NJ Department of Labor and Workforce Development  
Division of Wage and Hour Compliance, PO Box 389, Trenton, NJ 08625-0389 • 609-292-2305

This and other required employer posters are available free online at [nj.gov/labor](https://nj.gov/labor), or from the Office of Constituent Relations, PO Box 110, Trenton, NJ 08625-0110 • 609-777-3200.

If you need this document in Braille or large print, call 609-292-2305. TTY users can contact this department through the New Jersey Relay: 7-1-1.



**Display this poster in a conspicuous place**

MW-565 (1/19)

# Memorandum *from Human Resources*

**To:** All Employees

**From:** Vivyen J. Ray, Vice President of Human Resources & Labor Relations

**Date:** At the time of New Hire

**Subject:** Required Training Notice

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As a new employee to the County College of Morris, employees are required to complete the following online training which will inform employees of the college's policies pertaining to **Sexual Harassment, Employment Discrimination, Americans with Disabilities Act and Violence Against Women**. The College strives to create the best possible working and learning environment at the County College of Morris. The commitment to eliminate discriminatory behavior requires the support of each employee. To assist employees in this regard, these training programs are being provided and have been designed specifically for our environment and customized for CCM.

Unlike more traditional classroom instruction, these courses are interactive self-paced on-line programs which have examples, questions and quizzes interspersed to facilitate comprehension. Explanations follow both incorrectly and correctly answered questions. Employees may "bookmark" any screen in the program for easy retrieval so the individual can return to the material when convenient. Because the programs are available on-line, each employee has the flexibility to work at his or her own pace, during times most convenient for each individual.

**All employees are required to complete these programs. You will receive an e-mail from Workplace Answers, the organization which provides these software programs. Their e-mail to you will contain a specific link to your assigned trainings. Each program has a Mastery Test which produces a Certificate of Completion. These training modules and exams should be completed within 30 days after you receive the e-mail containing the link. Once you have gone through all of the programs and have taken these tests, your obligation will be satisfied.**

I am confident that you will find these programs to be informative, interesting and helpful to you in supporting our College-wide commitment to maintain an environment on our campus free of concerns over sexual harassment and employment discrimination.

NOTICE

Dear Employee,

You have been hired into a position which is represented by one of the following unions:

County College of Morris Staff Association (CCMSA)  
Academic-Administrative Personnel Association (AAPF)  
Faculty Association of County College of Morris (FACCM)  
United Adjunct Faculty

Under New Jersey statute PL 2018, C.15, known as the Workplace Democracy Enhancement Act (WDEA) enacted effective May 18, 2018, CCM is required to provide to the union your name, title, and other individual information.

This notice is intended to inform you of that requirement. It is not intended to encourage nor discourage you from joining, forming, or assisting an employee organization.

Please contact me with any questions.

Sincerely,

*Vivien J. Ray*

Vivien J. Ray  
Vice President  
Human Resources & Labor Relations

## WORKERS COMPENSATION NOTICE

### CCM Employee Work Related Accident, Injuries or Illnesses

#### Employees

1. Report work related accidents, injuries or illnesses **immediately** to your supervisor or designee, **even if you do not need medical attention at that time.**
2. Report to Public Safety (x-5550).
3. Complete a “Morris County Worker’s Compensation Report of Injury Form” with your supervisor. The form is available from Health Services, Public Safety or Human Resources.
4. Public Safety must notify PMA by calling Qual Lynx at **1-800-425-3222** with the employee to initiate approval of a medical care provider (e.g. Fast ER Urgent Care in Morris Plains, NJ). **NOTE: Fees for personal physicians will NOT be covered by Workers Compensation insurance.**
5. After your visit to the CCM approved medical facility, update your supervisor and Human Resources regularly regarding your return-to-work status.
6. Provide copies of all medical notes and invoices to **Human Resources** in HH106.
7. Any recurrence of a job-related injury or illness must be immediately reported as stated in items 1 and 2 above.

#### Supervisors

1. Refer any employee with a job-related accident, injury or illness to Public Safety (x-5550).
2. Complete and sign the supervisor sections of the “Morris County Worker’s Compensation Report of Injury” form started by the employee, and forward the report to **Human Resources** in HH106.

The full text of CCM’s “Employee Work Related Accidents, Injuries and Illnesses Reporting Requirements” is posted on CCM’s intranet under Human Resources Policies. Contact x-5035 for additional information.