



# The College of New Jersey

Section:	IX.3.12
Title:	Employee Relations
Effective Date:	July 28, 2011* This policy was in effect prior to this date.
Approved By:	VP for Human Resources
Responsible Unit:	Division of Human Resources
History:	
Related Documents: State of New Jersey Contracts between the following unions: Communications Workers of America, AFL-CIO; Council of New Jersey State College Locals, AFT, AFL-CIO; New Jersey Law Enforcement Supervisor's Association; New Jersey State Policeman's Benevolent Association State Law Enforcement Unit; International Federation of Professional And Technical Engineers Local 195.	
The College of New Jersey Policy Prohibiting Discrimination in the Workplace/Educational Environment	

## I. INTRODUCTION

This document establishes The College of New Jersey's policy on employee relations.

## II. DEFINITIONS

N/A.

## III. POLICY

Since its founding, the College of New Jersey has enjoyed open and direct communication with employees. We believe skills and abilities are enhanced by good working relationships, which in turn, contribute to the foundation of a strong and healthy college. The college takes its responsibility to provide good working conditions, pay, benefits, and personal growth and development opportunities very seriously.

We believe in the dignity of each employee and expects employees to treat others with fairness, respect, and openness. We incorporate the mission of the College into

our employee relations practices. Direct communication is strongly encouraged between employee and supervisor. Such communication is likely to enhance understanding and create rapid solutions to problems. Open communication with supervision also enhances the ability of the College to recognize exemplary contributions that employees make to the success of the College.

To support this policy, the Division of Human Resources has established the following goals:

- To promote, encourage and strengthen communication between employees and management at all levels.
- To promote and safeguard the proper application of College policies.
- To establish and heighten mutual trust and acceptance within the campus community.
- To provide confidential, fair, reliable and effective resolutions in a timely fashion.

The Office of Human Resources respects the privacy of the employee and treats conferences with the fullest degree of confidentiality.

All Division of Human Resource policies are subject to change to satisfy legal requirements or to address the needs of the institution. Please contact the Division of Human Resources at 771-2282 if you have any questions about this policy.

#### **IV. RELATED DOCUMENTS**

#### **V. HISTORY**