



*Pleasantville Public Schools*



# **Employee Handbook**

## **2025-2026**

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# Pleasantville Public Schools Employee Handbook

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**The Superintendent is the chief school administrator and implements the policies and vision set by the Pleasantville Board of Education.**

### **Central Administration**

<b>Dr. Marilyn Martinez</b>	<b>Superintendent of Schools</b>
<b>Mr. Danny Adcock</b>	<b>Director of School Safety</b>
<b>Mr. Vance Brock</b>	<b>Custodial/Maintenance Foreman</b>
<b>Dr. Marianne Cappello</b>	<b>Director of Grants and Programs</b>
<b>Dr. Lapell Chapman</b>	<b>District Principal (District Anti-Bullying Coordinator)</b>
<b>Ms. Daile Dixon-White</b>	<b>School Business Administrator/Board Secretary</b>
<b>Ms. Karin R. Farkas</b>	<b>Director of Special Services (504, Title IX Officer)</b>
<b>Ms. Renee Gensamer</b>	<b>Supervisor of Instruction (ESL/Bilingual, Performing Arts)</b>
<b>Ms. Monica Little</b>	<b>Supervisor of Instruction (English and Social Studies)</b>
<b>Ms. Janecia Smith</b>	<b>Assistant Business Administrator</b>
<b>Ms. Temera I. Terrell</b>	<b>Talent Development Officer</b>
<b>Mr. Matthew Zachariades</b>	<b>Supervisor of Instruction (Athletics, Math and Science)</b>

### **Office of Talent and Development and Business Office Resources:**

<b>Lolita Adams, Talent and Development Secretary</b>	<b><a href="mailto:adams.lolita@pps-nj.us">adams.lolita@pps-nj.us</a></b>
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<b>Keisha Whaley, Payroll Accountant</b>	<b><a href="mailto:whaley.keisha@pps-nj.us">whaley.keisha@pps-nj.us</a></b>

### **Building Principal**

<b>Ms. Velicia Bush</b>	<b>Leeds Avenue School</b>
<b>Ms. Rayna Hendricks</b>	<b>South Main Street School</b>
<b>Dr. Felicia Hyman-Medley</b>	<b>North Main Street School</b>
<b>Dr. Cynthia Ruiz-Cooper</b>	<b>Washington Avenue School</b>
<b>Mr. Ramon Santiago</b>	<b>Middle School of Pleasantville</b>
<b>Dr. Thomas McCann</b>	<b>Pleasantville High School</b>



## **Raising Student Achievement**

- Achieve all New Jersey Student Learning Standards (NJSLS) and Every Student Succeeds Act (ESSA)
- Improve Graduation rates
- Continuous Progress on State Assessments
- Align Professional Development Activities with the school district's mission
- Assess student progress and plan accordingly to drive instructional decisions and programs
- All students reading on or above grade level by the end of 3rd grade or their 4th year in the district
- Improved SAT Scores
- Increased numbers of high school students enrolled in advanced level courses
- Decreased numbers of students identified for Special Education
- Decrease chronic student absenteeism
- Decreased drop-out rates for all sub-groups
- Effective and regular communications to parents and the community at large
- Strong Parent-School Partnership
- Align school's mission to district's mission and strategic goal

***The Pleasantville School District does not restrict or discriminate based on any race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age or students with disabilities or genetic information from participation in any district program, employment decisions, or PHS career programs.***

## **INTRODUCTION**

The employee handbook is designed to communicate valuable information between all staff members and the Pleasantville Public School District. It provides guidance and information related to the District's mission, values, policies, and procedures. The handbook provides important resources for staff members to easily access answers to questions that may arise concerning employment-related matters with the Pleasantville Public Schools.

Employees are guaranteed equal access to all categories of employment as well as retention and advancement regardless of race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnerships status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, AIDS and HIV status, political activities, domicile, or membership or participation in or association with activities of any employee organization.

## **DISCLAIMER**

This Employee Handbook is for general informational use only. The handbook is not a contract, and it does not contain any promises or agreements by the school district, nor does it give any additional rights to the employee. Employees are entitled to only those rights as provided in the applicable collective bargaining agreement or by law. The Pleasantville Public School District has the right to change any aspect of the handbook at any time consistent with collective bargaining agreements and the law.

## **OUR MISSION AND PHILOSOPHY**

The District's mission statement is to excel in student achievement, parent participation, collaboration, and community engagement. Additionally, providing free public education for all children is a cornerstone of a democratic society that values the worth and dignity of each individual. The primary goal of this Board of Education shall be to offer each child in this district the educational opportunity that will enable him/her to function politically, economically, and socially in that democratic society.

The Board, as the agent responsible for the education of the children of the district, will provide a planned program of



learning that incorporates into its curriculum the lessons and experiences, within and without the classroom, needed to realize the educational goals of this district. The Board appreciates the need for constant improvement of the instructional program and will strive unremittingly to provide an educational system that assists each pupil in becoming a self-respecting individual who can function effectively and satisfyingly.

It is the expectation of this school district that all pupils achieve the New Jersey Student Learning Standards at all grade levels. The Board will seek out and work cooperatively with the available resources of home and community including business and industry, in the improvement of the educational program. The Board will endeavor to employ a high caliber, well-prepared staff of adequate size and wide-ranging abilities. Moreover, the Board will provide students and staff, as needs dictate and means permit, with adequate educational supplies, equipment, and facilities.

The purpose of education in the schools of this district is to facilitate the development of each child to his/her greatest potential. The school staff shall recognize individual differences among students and encourage their achievement and progress, not only in basic skills but in the ability to think independently and critically. The school staff shall help students to understand our democratic society; to believe in it and to act fairly in their relationships with others; to develop in themselves attitudes of respect and helpfulness toward others; to want, and to acquire the knowledge and skills necessary to do this with satisfaction to themselves and society; to understand and use effective methods in framing the questions and tackling the problems that they encounter in their lives so they may function politically, economically, and socially in a democratic society. Policy #2110

#### **JOB POSTINGS**

All employment opportunities will be posted in the application portal located on the district website. Vacancies will be posted in the application portal for staff to review. All applications and supporting materials must be submitted online through the application portal.

#### **JOB OFFER**

A completed online application through the application portal, appropriate certification, and satisfactory references are required. All credentials are reviewed by the Office of Human Resources prior to any offer of employment. A recommendation for employment is contingent upon fingerprinting, physical examination, drug screening, appropriate certifications, the Superintendent, and the Board of Education's approval. The candidate has no right of employment until a formal appointment is made by the Pleasantville Board of Education. Upon a conditional offer of employment, all applicants will be required to obtain a criminal history clearance, physical examination and pre-employment drug screening.

#### **CRIMINAL HISTORY REVIEW**

A criminal history background check is mandated by the New Jersey State Department of Education through their designated agency IdentoGO NJ. All information required to begin the fingerprinting process and associated cost will be provided by the Office of Human Resources. Registration must be completed on-line at the Office of Student Protection Unit at <http://www.nj.gov/education/educators/crimhist/>. Upon completion of the fingerprinting process, the receipt of fingerprints taken by IdentoGO NJ must be submitted to the Human Resources Department. Once fingerprints have been processed and cleared, the New Jersey State Department of Education Office of Student Protection Unit will post the information online under the "Application Approved Employment History" tab. This process usually takes 2-4 weeks. Approval information obtained from the Office of Student Protection's website will be maintained in the employee's personnel file.

#### **ORIENTATION**

Employees will be contacted by a member of the Office of Human Resources to schedule an orientation to receive important information regarding benefits and employment. Employees will receive detailed information pertaining to wages, benefits, job status, and other essential areas regarding employment. The employee will also be given a copy of the school calendar, dress code policy and pay schedule. Employees hired during the summer months will be notified by e-mail as to the date, time, and location of the New Staff Orientation session that they are to attend. It is



the responsibility of the employee's immediate supervisor to arrange and/or provide a job orientation specific to the location/site of the employee. Such orientation includes explaining duties and responsibilities of the job; departmental rules; physical layout of the building, location, or site; and introducing the employee to co-workers.

### **EMPLOYEE EXPECTATIONS**

All employees of the Pleasantville Public Schools are expected to provide quality service in their area of expertise and respond with a spirit of cooperation, courtesy, and professionalism. Employees are expected to perform duties to the best of their ability. If you are assigned to a position that requires certification or licensure, you must secure and maintain a valid certificate or license from the appropriate authority. For details, please visit the New Jersey Department of Education website at <https://nj.gov/nj/education/educators/> or contact the Atlantic County Executive Superintendent's Office at (609) 625-0004.

In accordance with Teamster agreement newly hired transportation employees shall serve a 90 school days' probationary period during which time they are not a member of the Union. The probationary period shall be extended by the number of days absent during the probationary period. During the probationary period, the Board of Education will not be required to prove just cause for taking disciplinary action of any kind, including discharge. Discipline and termination during the probationary period is not subject to the grievance process.

#### **a. Common Courtesies**

The Pleasantville Public Schools is a community-focused organization. All employees must positively represent the district at all times and abide by district policies, rules, and regulations, and be law-abiding citizens. Compliance with school, district, and citizenry standards is also expected from all employees.

The following should help guide your day-to-day performance and professional behavior:

1. Treat each other with dignity and respect.
2. Be polite and courteous.
3. Maintain a professional attitude at all times.
4. Take pride in work and performance.
5. Be pleasant, kind, and considerate.

#### **b. Work Rules**

In order to protect the rights, safety, property, and welfare of all employees, specific rules are necessary for the orderly conduct of day-to-day affairs. Violation of these rules may subject an employee to disciplinary action. These rules are not meant to be all-inclusive and will not prohibit supervisors from taking action on other matters deemed necessary and appropriate.

1. Employees are expected to perform job duties as directed by the immediate supervisor. All employees are advised to communicate any and all concerns to their immediate supervisor.
2. Employees are expected to conduct themselves in a manner that does not discredit the Pleasantville Public School District. Remember, you are the first impression of the organization to the people with whom you come in contact. Make the impression a positive one.
3. Employees are required to report to work on time and maintain a good attendance record. All employees are required to **scan in and out** using their ID badge daily. Additionally, staff must scan in and out separately while working for any other district program or activity outside their regular work day and for lunch breaks when leaving the building.
4. **ALL** Employees are also required to record absences through the Frontline Education Absence Management system at least two (2) hours prior to the scheduled start time. See the Frontline brochure for more details and procedures. Failure to adhere to the proper procedure regarding reporting absences, including building level procedures, may result in disciplinary action. Personal day and vacation day forms must be submitted through Frontline five (5) days in advance. Failure to properly use Frontline, scan-in or any other attendance procedure will lead to inaccurate



employee attendance records. Employees may be disciplined including being docked, suspended, and/or terminated.

5. Employees are expected to arrive at work on time. The Board of Education believes that the proper performance of a staff member's professional duties requires the punctual commencement and proper completion of all assigned services. The administration shall assess the following penalties when a staff member fails to render or only partially renders services for which the Board has contracted: wage deduction in the amount of one day; . Each unexcused instance of tardiness after the sixth in the same school year will result in a wage deduction in the amount of one full day for each such instance; Any unexcused absence during the working day will result in a wage deduction equal to the ratio of the periods missed to the total periods scheduled, times one two-hundredths of the employee's annual salary assessment of pay, incremental withholding, and other disciplinary action including termination. Policy #3151, #4151 (see attached).

6. The property and premises of the Pleasantville Public Schools are to be used for official school/district business only.

7. Employees should develop a team spirit and help keep morale high in their school or department. Learn how to accept others around you and grow together. A true understanding of your functions will enable you to interact with others more easily.

8. All employees are assigned an e-mail account. It is each employee's responsibility to check their e-mail on a regular basis and to maintain and archive e-mail records. E-mail signatures must include your building location, email address, and phone extension to be reached.

9. Employees are expected to comply with routine administrative requests on a timely basis such as; electronically signing for the Employee Handbook, signing their employment contract, and completing mandatory online training videos. Failure to do so may result in disciplinary action.

10. Employees may not misrepresent the district by creating or posting any content to, any personal or non-authorized website that purports to be an official/authorized website of the district. No employee may purport to speak on the behalf of the district through any personal or other non-authorized website.

11. Employees are expected to communicate through electronic communications in a professional manner at all times. To help keep our employees informed the following are examples of inappropriate content of an electronic communication by a staff member includes, but is not limited to: Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone; Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities; Communications regarding the teaching staff member's or student's past or current romantic relationships; Communications which include the use of profanities, obscene language, lewd comments, or pornography; Communications that are harassing, intimidating, or bullying; Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member's professional responsibilities; Communications related to personal or confidential information regarding another school staff member or student; and Communications between the teaching staff member and a student that the Commissioner of Education or an arbitrator would determine to be inappropriate in determining the teaching staff member is unfit to discharge the duties and functions of their position, policy# 3283, 4283.

12. Employees using social networking site should recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. It is important that a staff member's use of these sites does not damage the reputation of the school district, employees, pupils, or their families. Staff members who utilize, post or publish images, photographs, or comments on social networking sites, blogs, or other forms of electronic communication outside their professional responsibilities shall ensure their use, postings, or publications are done with an appropriate level of professionalism and are appropriate conduct for a school staff member. Staff members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public even without their knowledge or consent, policy #3282, #4282.



### **c. Work Schedule**

Hours of work may vary depending on position and work location, as well as on contractual agreement. Upon employment, employees will be notified of their specific workday schedule by their immediate supervisor. All employees are required to record time worked by scanning in and out using their ID badge. If you are performing other after school duties, activities or programs you are required to scan in and out for that on the district's Frontline electronic scan system.

Please be mindful that it is a criminal act to fraudulently document time worked by falsifying information. Employees are not permitted to scan-in or scan-out for other employees. If such action is determined to have occurred, it will warrant disciplinary action that may include termination. Depending on the hours of employment and terms and conditions of the respective union contracts and New Jersey state law, employees may be entitled to lunch and other breaks. The respective supervisor will inform the employees of the time that they are expected to take lunch and breaks.

All non-union employees are required to work eight (8) hours per day with one (1) hour lunch break. Ten (10) month non-union employees maximum work years is not to exceed 185 work days between September 1 and June 30.

### **d. Dress Code Policy**

The appearance and dress of employees are an important component of the educational program of this school district. The attitude of employees about their professional responsibilities and the importance of education in the lives of pupils is reflected in their dress and appearance. In order to create an atmosphere of respect and an environment conducive to discipline and learning, the clothing and appearance of all employees shall be clean and neat and be reflective of the position, responsibilities, and job tasks of the employee.

All staff members are expected to dress professional-casual, anything that is revealing or inappropriate will not be tolerated. All employees are required to avoid attire with offensive, political or inappropriate drawings or sayings. Employees are expected to dress professionally casually. Attire such as ripped jeans, leggings, revealing clothing, flip flops, slides, baseball caps/hats, bonnets, head scarves, wave scarves, are not permitted. Acceptable attire include appropriate length dresses/skirts, religious headwear i.e. hijab, sikh, yarmulke, niqab, etc. , dress pants/slacks, jackets, blouses, sweaters, turtleneck shirts, collared shirts, etc. The building administrator or department supervisor, as appropriate, shall determine whether a violation of the dress code has occurred and shall discuss the violation with the staff member concerned. Policy #3216

## **EMPLOYEE EVALUATIONS**

All employees will be evaluated pursuant to Pleasantville Board of Education Policy. Employee evaluation serves as a measure of a staff member's performance on the job. The evaluation process provides for the recognition and commendation of effective performance and also can identify specific areas that may need improvement. The evaluation may be used to aid you and your supervisor in identifying specific areas of focus. It is your evaluator's responsibility to identify any areas of needed improvement and make specific recommendations to assist you, including the issuance of a Staff Assistance Plan or Corrective Action Plan. It is the supervisor's responsibility to follow-up these recommendations and to make an honest effort to help you improve. Any records created in the evaluation process will become part of the employee's file. Certificated staff should become familiar with all aspects of AchieveNJ at <http://www.nj.gov/education/AchieveNJ/> Policy #3221, #3222, #3223, #3224, #4220 (see attached).

## **SALARY**

### **a. Salary Range**

A salary range has been established for each instructional and non-instructional position within the district. Please refer to your collective bargaining agreement (PEA, PAA, LOCAL 331), a copy of which can be found on the district



website. Non-union employees' salary is determined annually by the Board of Education.

#### **b. Increments and Longevity**

Employees will receive an annual increment each year until you reach the maximum on the salary range, conditioned on adequate performance and attendance. Twelve (12) month employees hired before December 1 of the school year and ten (10) month employees hired before February 1 shall be given full credit of one (1) year of service toward their salary increase for the following school year. All employees must be actively engaged in work or absent on paid leave for 120 days (10 month employees) and 170 days (12 month employees) to be eligible to receive a salary increase/step advancement.

Longevity payment(s) will be added to employees' annual salary in accordance with their collective bargaining agreement. Employees' longevity will be added to their annual salary as follows; non-certified non-union employees after completion of 10 years \$700; 15 years \$1,566; 20 years \$2,360; certified non-union administrator after completion of 15 years \$1,500; 20 years \$3,000; 25 years \$4,000 in the district.

Placement on the proper step must be resolved upon being hired by the district. Initial placement on the salary guide is at the discretion of the superintendent of schools. Non-union employees' initial placement is determined by the Board of Education.

#### **c. Paychecks and Pay Dates**

Ten-month employees are paid on a ten-month basis and receive twenty-one (21) paychecks per year and twelve-month employees receive twenty-six (26) paychecks per year. Direct deposit is mandatory for all district employees. Additionally, the payroll department will assign every employee a log-in to the Payroll Portal to have access to their payroll and attendance information. Direct deposit enrollment forms are available on the District's website under the payroll department. To enroll, an employee should complete an authorization form and attach a copy of a voided check or bank-issued authorization for direct deposit form from his/her current bank or credit union.

#### **d. Mandatory Deductions**

1. Federal Income Tax
2. State Income Tax
3. Social Security
4. Pension –

Employees are eligible to join one of the pension funds listed below based upon your employment status. Public Employee Retirement system (PERS) – Upon hire if you are a permanent non-instructional employee you are required to enroll. Teachers' Pension, Annuity Fund (TPAF) – Upon hire if you are a certified staff member you must participate in this fund. All employees are encouraged to activate their MBOS account with the Department of Pensions and Benefits.

5. Family Leave Insurance (to care for a family member)
6. State Unemployment Insurance

#### **e. Optional Deductions**

1. Tax Sheltered Annuities
2. Credit Union
3. Short-Term Disability
4. Union Dues for affiliated employees
5. For additional information on payroll deductions, please contact the district's payroll department.
  - **New Jersey public school employees are not covered by New Jersey Temporary Disability Insurance but may purchase voluntary disability coverage**

#### **HOLIDAY SCHEDULE**

There are two (2) holiday schedules established by the district, the school calendar and the annual calendar. The

school calendar is for the ten (10) month employees and the annual calendar for the twelve (12) month employees. Upon employment and each year thereafter, employees will be given a schedule specifying approved holidays for that year. In addition, eligibility requirements for holiday pay will be explained by immediate supervisors or may be found in the appropriate collective bargaining agreement. All union and non-union custodians, maintenance and technology workers are required to work during winter and spring breaks.

Scheduled holidays for all employees are New Year's Day, Dr. Martin Luther King Day, President's Day, Good Friday, Eid Al-Fitr, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, NJEA Convention, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, and New Year's Eve Day. Non-union employees with the exception of the technology department are entitled to the scheduled holidays and shall not be scheduled to work during the Winter, Fall Recess and Spring breaks. Employees shall not be required to work on any exchange days they are provided for working on staff holidays. Administration may ask employees to work and if they decide not to work there will be no retaliation against the employee for not working.

#### **EMPLOYMENT ELIGIBILITY FORM I-9**

The district is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an I-9 form before commencing work and at other times prescribed by applicable law or district policy on the form, the employer verifies the eligibility and identity documents presented by the employee. Acceptable documents are listed on the back of the form. This form becomes part of the employee's personnel file.

#### **PROVISIONAL TEACHERS**

The Provisional Teacher Program shall provide essential knowledge and skills through training that includes on-going mentoring, observations and evaluations, formal instruction in professional education aligned with the Professional Standards for Teachers, and other provisions as outlined in N.J.A.C. 6A:9-8.3(b). All novice teachers are required to participate in a mentoring program that takes place over a period of thirty weeks for provisional teachers holding a Certificate of Eligibility with Advanced Standing (CEAS) with a mentoring fee of \$550.00 and thirty-four weeks for provisional teachers holding a Certificate of Eligibility (CE) with a mentoring fee of \$1,000.00. The mentoring program shall be implemented by the mentor teacher, supervised by the school principal, and conducted within the parameters of a school district's local mentor plan and the requirements of 6A:9-8.3. Policy #3126

#### **PHOTO IDENTIFICATION**

Upon submission to the Office of Human Resources a signed employment contract and other required documents, the new employee shall obtain an ID badge, with a red lanyard, which must be visible at all times when in district buildings. The ID badge allows the employee to scan-in and out daily, access entry into your assigned building, print, and copy from copier machines. If the employee loses their ID badge they will be required to pay a \$5.00 replacement fee.

#### **PHYSICAL EXAMINATION**

Each candidate for employment shall submit to a physical examination that includes a health history, health screening, medical examination, and pre-employment drug screening. Policy #3160, #4160

#### **NEPOTISM**

The Pleasantville Board of Education prohibits a relative of certain district administrators and Board members from being hired in the district as full-time or part-time employee. Policy #0142.1

#### **MANDATORY ONLINE TRAINING**

All employees are required to complete a series of online training on various employment topics. These must be completed on the employee's own time. The mandatory training must be completed by the specified due date. Failure to complete the training by the deadline may result in disciplinary action.

#### **PERSONAL PROPERTY**



The Pleasantville Public Schools is not responsible for personal belongings lost or stolen at district sites. Employees are encouraged to secure and limit the amount of personal belongings brought into the school district. Valuables should not be visible or kept in easily accessible areas. Any theft of personal property should be reported to security. Employees electing to drive to work are encouraged to use the parking facilities located around their respective place of employment. The school district is not responsible for theft or damage to personal vehicles.

## **BENEFITS**

The Pleasantville Public Schools is proud to provide an excellent and extensive benefits package for all full-time employees. There are various rules and regulations regarding the eligibility and use of these benefits, based on job status, position, and collective bargaining unit. Open enrollment is normally held during the month of October. This allows employees the opportunity to come out and ask any questions pertaining to their health, and dental insurance. Employees can make provider changes, add and/or delete dependents, elect to waive coverage, etc. All benefits will become effective on January 1 of the upcoming year. Any employee who waives medical or prescription coverage may be entitled to monetary reimbursement. Upon completion of the health waiver application and proof of other coverage along with dependency documents. Employees who waive their medical benefits must complete and submit a health waiver application annually during Open Enrollment. All benefits changes are due during the Open Enrollment Period for processing. For more specific information, please contact the district's Benefits Specialist at extension 4122.

### **a. Medical Benefits**

1. Medical Insurance Carrier: State Health Benefits Plan
2. Prescription: State Health Benefits Plan- Optum RX
3. Dental Coverage: Delta Dental
4. Vision/Optical: VSP
5. Employee must provide dependent documents as follows:
  - a) Original Marriage Certificate for spouse enrollment and current tax return
  - b) Original Birth Certificate for dependent child (ren) enrollment
  - c) Original Legal Court documents for adopted or legal wards
  - d) The dependent is 26 years or less for medical coverage
  - e) The dependent is 22 years or less for dental coverage and 25 years or less if a full-time college student

### **b. Personal Benefits**

#### **1. Sick Days**

All twelve (12)-month employees are entitled to twelve (12) sick days per year and all ten (10)-month employees are entitled to ten (10) sick days per year. Sick leave shall be granted in accordance with the law, to staff members absent from work because of personal disability or quarantine. Sick days may accumulate without limit. Please carefully read the attached policies concerning sick leave. The district takes very seriously the misuse or abuse of sick leave. The district will take steps to ensure there is no pattern in the use of sick leave, which is only used for the disability of the staff member and the staff member does not engage in employment outside the district when using sick leave.

Staff members who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with statute, administrative code, or Board policy; falsifies the reason for an absence; is absent without authorization; is repeatedly tardy; or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, but not be limited to, the withholding of a salary increment, termination, nonrenewal, and/or certification of tenure charges policy# 4212 and 3212.

Additionally, please be aware that the district utilizes an Employee Sick Bank program. Please note a leave in excess of three (3) days requires employees to provide a doctor's note and to stay in the vicinity of his/her home unless written approval is given by the Superintendent of Schools. The employee must be available upon reasonable request of the



district. Details can be found on the district's website. Policy # 1642.01.

Upon verification from the non-union employee's prior school district in New Jersey, unused sick day credit of up to ten (10) days shall be granted to all non-union employees entering Pleasantville Public School District. An appropriate certification from the prior school district must be obtained in order for the employee to be credited the days. Policy# 1642.01.

**Reimbursement of Unused Sick Days Upon Retirement** - The Board shall, at the time of retirement, reimburse a non-union employee at their daily rate for each unused accumulated sick leave day to a maximum of \$15,000 provided at least a twelve (12) month notice is given in writing advising the Board of the effective date of retirement. If the notice above is not given in a timely fashion, then the compensation shall be deferred until one (1) year later. If the employee should die after the Board accepts a request for retirement and prior to receiving payment, then such funds shall be paid to the employee's estate pursuant to N.J.S.A. 18A:30-3.5 (P.L. 2007, c.92 S44).

## 2. Personal Days

All employees are entitled to three (3) personal business days per year. Unused days are converted to sick days from one school year to the next. Personal day requests must be submitted in Frontline and approved by his/her immediate supervisor at least five (5) days in advance. Policy #3436, #4436

## 3. Vacation Days

Only twelve (12)-month employees are contractually entitled to vacation time. Vacation time must be requested at least five (5) days in advance and receive approval from your immediate supervisor.

The following vacation time with pay are earned by twelve (12) month non-certified union and non-union employees:

1. Up to one (1) year of completed service: five (5) days to be earned pro rata.
2. Over one (1) year of completed service: ten (10) days to be earned pro rata.
3. Over ten (10) years of completed service: fifteen (15) days to be earned pro rata.
4. Computer Techs/Custodians/Maintenance Staff over fifteen years of completed service: 20 days to be earned pro-rata. (the additional days are earned for working Winter and Spring breaks)

In the event that non-certified union and non-union employees are separated from their jobs, they shall receive payment for unused vacation days at their daily rate, pro-rated for time worked that year. The earned vacation days shall be paid according to the proportion of full months worked to the total contract year.

PAA employees and certified non-union administrators shall receive fifteen (15) paid vacation days per year beginning at the end of the first year of service. An additional five (5) earned vacation days will be earned at the end of five (5) accrued years of administrative service in the District provided any interruption in service does not exceed one (1) calendar year.

In the event that certified non-union, ESP PEA members and non-certified non-union employees are separated due to resignation, non-renewal, reduction in force, termination, or resignation from their jobs, they shall receive payment for unused vacation days at their daily rate, pro-rated for time worked that year. The earned vacation days for time worked shall be paid according to the proportion of full months worked to the total contract year. Employees on extended leave of absence without pay will earn prorated vacation time in accordance to with the time the employee has worked.

Roll-over of unused vacation days is addressed in your collective bargaining agreement and is at the discretion of the superintendent. Policy #4433, #3433. Non-certified non-union employees are permitted to carry over ten (10) unused vacation days; certified non-union employees are permitted to carry over twenty (20) unused vacation days. Maximum pay-out for vacation days not to exceed forty (40) days for non union certified and twenty-five (25) days for non certified non union.

## 4. Life Insurance

Life insurance is provided as part of your pension benefits. For additional information, please contact the district's payroll department at extension 2549 or the NJ Division of Pensions at <https://www.state.nj.us/treasury/pensions/>



## 5. COBRA

Under certain circumstances, medical/dental/vision coverage may be continued upon separation from the district or when an employee enters non-paid status. In accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA), the Pleasantville Public Schools allows eligible employees to purchase temporary continuation of health insurance coverage. Eligible employees will receive a COBRA package, which includes a COBRA election form. Contact the benefits department at extension 4122 with any questions regarding COBRA coverage.

## 6. Bereavement Days

Employees are entitled to receive full pay for absences due to the passing of certain family members. Below is the breakdown in accordance with the collective bargaining agreement and employee type. Employees must request a bereavement day through Frontline Absence Management once submitted the building administrator/ department supervisor will approve or deny the employee's request (all denials must have a rationale).

**Bereavement Breakdown:** All staff members must add in the notes the nature degree of the relation. Upon return to work, the employee/and or designee must attach the funeral program, obituary, etc., to the requested absence.

**PEA and Non-Union Non Certified Employees:** five (5) days for the passing of the employee's husband, wife, child, sister, brother, father, mother, civil union partner, domestic partner, grandparent, aunt, uncle, mother/father-in-law, sister/brother-in-law, niece, nephew, or any other member of the family unit living in the same household no matter what degree of relationship (please refer to the collective bargaining agreement for specific terms and conditions).

**PAA and Non-Union Certified Administrators:** five (5) days for the passing of the employee's husband, wife, civil union partner, domestic partner, child, sister, brother, father, mother, grandparent, mother-in-law, father-in-law, sister-in-law, brother-in-law, aunt, uncle (please refer to collective bargaining agreement for specific terms and conditions).

**Teamsters Local No. 331 (Bus Driver Full-Time):** five (5) days for the passing of husband, wife, child, sister, brother, father, mother, civil union partner, domestic partner, or any other member of the family unit living in the same household, no matter what degree of relationship. Three (3) days per year may be granted for the death of all other family members (please refer to the collective bargaining agreement for specific terms and conditions).

## 7. Other Absences

Employees shall receive full pay for absences resulting from the following reasons, provided the necessary documentation is uploaded in Frontline Absence Management System:

a. **Jury Duty** – Employees must upload the following documentation to Frontline at least five (5) days in advance for their immediate supervisor or administrator to approve.

i. Original petition to serve as a juror from the county in which they live;

ii. A copy of the confirmation of days served from the county clerk;

If excused from Jury Duty prior to 11:00 a.m. an employee must report back to work. The district will confirm time excused by contacting the Jury Duty Manager. Policy #4438

b. **Court Subpoena** – If an employee is compelled to appear in court in a matter that does not involve the employee or their family. Employees must present a copy of the subpoena prior to the absence.

c. **Military Leave of Absence** – Letter, orders, or training schedule from the military must be uploaded to Frontline at least five (5) days in advance when possible for the immediate supervisor or administrator to approve the absence.

### **CONTINUATION OF MEDICAL BENEFITS/NON-PAID STATUS**

Anytime an employee goes into non-paid status (including during FMLA Leave) they must continue to pay their insurance premium contributions. They will also be notified upon the appropriate circumstances that the district is terminating their benefits and they must COBRA benefits if they wish their health benefits to continue. This is the case regardless of



the type of leave the employee may be on. Additionally, this applies to employees who have exhausted their 12 weeks FMLA leave and are in unpaid status.

### **REPORTING AN ABSENCE**

Please adhere to the absence procedures established at your work location when reporting an absence. In addition to the work location procedure, all district employees must report their absence to Frontline Absence Management System at least two (2) hours prior to your scheduled start time. If for any reason you are not able to report your absence in Frontline notify your immediate supervisor immediately or as soon as practical. Failure to do so will result in disciplinary action. Requests for an extended leave of absence must be submitted to the Office of Human Resources with a comprehensive doctor's note. Policy #3212 , #4211 (see attached)

### **LEAVE OF ABSENCES**

All requests for leaves of absence must be submitted in writing, using the proper forms, to the Office of Human Resources along with the appropriate documentation for processing. ***ALL ABSENCES MUST BE REPORTED TO THE FRONTLINE ABSENCE MANAGEMENT SYSTEM NO EXCEPTIONS.*** It is required that employees submit requests thirty (30) days in advance of the effective start date of leave. Emergency situations will be considered on a case-by-case basis. All leave of absences must be Board approved. A medical leave of absence requires a properly completed FMLA form with a projected date of return to work. A medical clearance note must be presented to the Human Resources Department prior to the employee returning to work. Please note employees are required to stay in the vicinity of his/her home unless written approval is given by the Superintendent of Schools. The employee must be available upon reasonable request of the district.

### **DISABILITY INSURANCE**

Employees may elect disability insurance through Prudential, AFLAC or Aetna or a disability provider of their own. For more specific information, please contact the district's Benefit Specialist. Pleasantville Board of Education *does not* pay into the State Disability Program. It is the responsibility of the employee to elect coverage through Prudential, AFLAC or Unum disability programs, or a disability company of their choice. This is an optional benefit and is not mandatory for enrollment. Prudential, AFLAC, American General, and Unum companies have a contract with PBOE to allow for payroll deductions. The elected disability programs *are not* administered by PBOE. Employees who choose to have a relationship with other disability carriers will not be able to take advantage of PBOE's direct payroll deductions.

### **WORKERS' COMPENSATION**

All employees should be aware of the proper procedures to follow when a work-related injury occurs. All injury reports, telephone notifications, and questions regarding claim handling should be directed to the District's Benefits Specialist. The district may require any staff member to be examined for substance abuse after any work place accident. Please note employees are required to stay in the vicinity of his/her home unless written approval is given by the Superintendent of Schools. The employee must be available upon reasonable request of the district. Policy #3218, 4218.

**WHAT IS WORKERS' COMPENSATION?** Worker's compensation is a statutory benefit in the State of New Jersey. If an employee is injured in the course and scope of his/her employment, worker compensation insurance covers employees for medical and lost wages. All district employees, whether full or part time are covered under workers' compensation. The insurance only covers those employees who have sustained an injury while working.

**HOW DO I REPORT A WORK RELATED INJURY?** All work related injuries must be reported to a district Nurse, Principal or Supervisor IMMEDIATELY, and in no instance greater than 24 hours, as required by the Board of Education. In accordance with this policy, disciplinary action may be taken for failure to report work-related injuries in the established time frame. Be advised that acceptance of claims for worker's compensation may be delayed or denied if not reported within 24 hours. Employees must complete an "EMPLOYEE ACCIDENT" form for all injuries. These forms can be obtained from the School Nurse. Policy #8442

**WHAT IF AN INJURY OCCURS AFTER NORMAL WORKING HOURS ("OFF HOURS")?** The EMPLOYEE must contact their



immediate supervisor and complete the "EMPLOYEE ACCIDENT" form within 24 hours.

**WHERE DO I GO IF MEDICAL TREATMENT IS REQUIRED?** The first action is to go to the School Nurse if available. Medical treatment for work related injuries beyond first aid must be provided by district authorized physicians; or in emergency cases only, by the emergency department of the nearest public hospital. All injuries requiring medical treatment must be reported to a Supervisor, Principal, and Benefits Specialist immediately following the doctor's appointment stating the physician's diagnosis and return to work status.

**WHAT IF I NEED A PRESCRIPTION FILLED?** If you need a prescription filled pertaining to your work-related injury, go to any Pharmacy. DO NOT USE YOUR PRESCRIPTION CARD.

#### **EARLY RETURN TO WORK**

Employees on Workers' Compensation as a result of an on-the-job accident, injury, or occupational disease may be eligible to return to their work environment with modified work duties. The modified work duty is designed to enable injured employees to return to work in a limited capacity until such time as the employee is released by a physician for regular duty. The employee MUST sign a Modified Duty letter prior to returning to work. The modified work duty will be administered and interpreted in order to increase productivity and increase employee morale. The job duties will have requirements consistent with the employee's health limitations as certified by his/her physician and confirmed by the district's medical facility. Policy #3425.1, #4425.1

#### **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

The district has available an Employee Assistance Program, (EAP) which was designed to provide professional and confidential counseling services. Employees are encouraged to contact Princeton HealthCare at 1-800-527-0035 which provides confidential services for any mental health related stress including marital problems, work-related stress, and addiction issues.

#### **DISCIPLINE**

Pleasantville Public Schools expects employees to comply with all policies, rules, and to conduct themselves according to acceptable standards of behavior. It is the responsibility of all levels of supervision to see that the rules are clearly made known to all employees and that they are consistently followed and enforced. Policy #3150, #4150

#### **SERIOUS OFFENSES**

The Pleasantville Public School District considers certain actions to be serious offenses that are strictly prohibited. Employee actions that are considered to be of a serious nature, may subject the employee to immediate suspension and/or termination without the benefit of progressive discipline. The following are examples of those actions that are considered to be of a serious nature:

- a. Physically or verbally attacking or threatening to fight another employee, or other disorderly or immoral conduct on the school district's property.
- b. Negligence or careless action that endangers the life or safety of another person.
- c. Insubordination.
- d. Improper handling or misuse of school funds.
- e. Unauthorized possession or removal of property belonging to the school district or another employee.
- f. Unauthorized use of district equipment or property for personal reasons or for profit.
- g. Improper or inappropriate use of electronic and/or communication systems
- h. Deliberately damaging or destroying property that belongs to another employee, school district, or a student.
- i. Possession of firearms, illegal weapons, or explosives on or near school property.
- j. Possession or under the influence of an intoxicating or a controlled substance while at work.
- k. Possessing, distributing, or consuming intoxicants, narcotics or any non-prescribed drug on school property except medications prescribed by a physician which do not impair work performance or compromise safety.
- l. Falsifying payroll records or time records by reporting time worked inaccurately or incompletely.

- m. Being involved in activities, including criminal activities the nature of which would make continued employment incompatible with the best interest of the school district and its employees.
- n. Harassment or sexual harassment.
- o. Breaching confidentiality.
- p. Deliberately falsifying statements.
- q. Failing to cooperate in school district investigations

### **CODE OF CONDUCT/ETHICS**

The Board of Education endorses the code of ethics for professional educators published by the National Education Association. (Policy # 3211)

#### **Preamble**

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nature of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of pupils, of parent(s) or legal guardian(s), and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. The Code of Ethics of the Education Profession indicates the aspiration of all educators and provides standards by which to judge conduct.

The remedies specified by the NEA and/or its affiliates for the violation of any provision of this Code shall be exclusive and no such provision shall be enforceable in any form other than one specifically designated by the NEA or its affiliates.

#### **Principle I -- Commitment to the Pupil**

The educator strives to help each pupil realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the pupil, the educator--

1. Shall not unreasonably restrain the pupil from independent action in the pursuit of learning.
2. Shall not unreasonably deny the pupil access to varying points of view.
3. Shall not deliberately suppress or distort subject matter relevant to the pupil's progress.
4. Shall make reasonable effort to protect the pupil from conditions harmful to learning or to health and safety.
5. Shall not intentionally expose the pupil to embarrassment or disparagement.
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly--
  - a. Exclude any pupil from participation in any program
  - b. Deny benefits to any pupil
  - c. Grant any advantage to any pupil
7. Shall not use professional relationships with pupils for private advantage.
8. Shall not disclose information about pupils obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

#### **Principle II -- Commitment to the Profession**

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to



assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator--

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications.
2. Shall not misrepresent his/her professional qualifications.
3. Shall not assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
5. Shall not assist a non educator in the unauthorized practice of teaching.
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
7. Shall not knowingly make false or malicious statements about a colleague.
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

All support staff employees will: (Policy #4212)

- a. Represent themselves honestly in the application and selection procedure;
- b. Report to work as scheduled;
- c. Discuss complaints with their immediate superior, or through approved channels;
- d. Not advise or counsel pupils except in special cases with the knowledge and consent of the Principal;
- e. Complete thoroughly their assigned tasks;
- f. Endeavor to establish good working relationships with other employees, professional as well as non-professional;
- g. Commit themselves to providing the best possible services for pupils;
- h. Uphold all rules and regulations as set by the Board, the Superintendent, and the Principals;
- i. Keep the trust under which confidential information may be given;
- j. Adhere to all the conditions of a contract;
- k. Give prompt notice of any change in availability for continued employment; and
- l. Protect and care for district property.

These Ethics Policies recognize and incorporate sections of federal, state and local law, which govern the conduct of public sector officials and employees, and in no way supplants those provisions of law.

New Jersey State Conflict of Interest Provisions include all of the applicable standards of the ethical conduct and requirements regarding the Financial Disclosure Statement (N.J.S.A. 40A:9-22) and is intended to complement the New Jersey Conflict of Interest Law (N.J.S.A. 52:13D-12 et.Seq.) and to establish the standards of conduct necessary for the proper and efficient operation of the Pleasantville Board of Education.

#### **COMMUNICATION WITH STUDENTS**

Authorized personnel may communicate with students who are currently enrolled in the district through electronic media as long as they maintain strict compliance with Policy #3283, #4283 (see attached) and only within the following guidelines:

- a. The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests).
- b. If an employee receives an unsolicited electronic contact from a student that is not within the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests), the employee shall not respond to the student using any electronic media except to address a health or safety emergency.
- c. The employee is prohibited from communicating with students through a personal social network page; the employee must create a separate social network page ("professional page"), approved by the building Principal, for this purpose. The employee must enable administration and parents to

access the employee's professional page. Staff are also prohibited from accepting "friend" requests from students.

- d. Inappropriate content includes, but is not limited to the following communications; sexual nature, alcohol, tobacco, drugs, past or current relationships, obscene language, harassment, establish a personal relationship, and/or confidential information.
- e. All appropriate communication must take place utilizing the districts e-mail system. Staff members are prohibited from providing students with their personal e-mail address or communicating via a personal cellular telephone.
- f. Only a teacher, coach, trainer, or other employee who has an extracurricular duty may communicate with students through text messaging and only with prior approval of the building Principal. The employee may communicate only with students who participate in the extracurricular activity over which the employee has responsibility and any message must be sent to **ALL** members of that activity.
- g. The employee shall not communicate with any student between the hours of 8 p.m. and 8 a.m. unless the employee has supervisory responsibilities for the student at that time.
- h. Upon request from a building Principal, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.

#### **ARREST REPORTING REQUIREMENTS**

All employees shall report their arrest or indictment for any crime or offense to the superintendent within 14 calendar days. The report shall include the date of the arrest or indictment and charge(s) lodged against the employee. Such employees shall also report to the superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" pursuant to N.J.A.C. 6A:9-17.5. Policy #3159, #4159 (see attached)

#### **CORPORAL PUNISHMENT**

Staff members shall not use physical force or the threat of physical force to maintain discipline or compel obedience except as permitted by law, but may remove pupils from the classroom or school by the lawful procedures established for the suspension and expulsion of pupils. Policy #3217, #5561 (see attached)

#### **DISCRIMINATION/HARASSMENT**

Employees need not tolerate harassment in the workplace. When any employee feels they have been subject to any form of discrimination/harassment (sexual, racial, political, social, or religious) they complete the Affirmative Action Discrimination/Harassment Complaint Form located on the district website under Human Resources. The district does not condone or tolerate harassment in any way and such conduct may lead to dismissal or other appropriate action being taken with respect to the person found guilty of such conduct. Policy #3351, #4351 (see attached)

#### **SEXUAL HARASSMENT**

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the employee's gender. Whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct is severe and pervasive and has the purpose or effect of unreasonably altering or interfering with work performance or creating an intimidating, hostile, or offensive working environment, the employee shall have cause for complaint.

The district is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of illegal discrimination, including harassment. The district shall not tolerate harassment based on any personal characteristic describe in the **Introduction**. Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for personnel decisions, or interfere with an employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non-supervisory



personnel, is unlawful and also specifically prohibited. In addition, the district shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing district employees in the workplace. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile or offensive working environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following:

- a. Unwelcome sexual advances, comments or innuendos;
- b. Physical or verbal abuse;
- c. Jokes, insults or slurs directed toward the protected groups set forth above (*Such comments are unacceptable whether or not the individual within the protected class is present in the workplace to overhear them and whether or not a member of a class professes to tolerate such remarks*);
- d. Taunting based on personal characteristics described above intended to provoke an employee; and/or
- e. Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

All employees are responsible for ensuring that discrimination and harassment do not occur. It is the intent of the district to comply with both the letter and spirit of the law in making certain illegal discrimination does not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of discrimination or harassment or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures. All reports regarding employee discrimination or harassment shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The district shall take appropriate and necessary action to eliminate employee discrimination or harassment. Actions that result in discrimination on a basis not related to an employee's job performance or those that are determined to be harassment shall be subject to disciplinary action, up to and including dismissal.

All employees have a duty to report incidents of potential discrimination or alleged harassment to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of potential discrimination or alleged harassment, as described above, may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to discrimination or harassment complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal.

Any employee who believes he/she has been subject to sexual harassment within the educational programs or employment opportunities on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status may submit a written complaint to his/her immediate supervisor, administrator, Superintendent or designee. Policy #3362, #4352, #5751 (see attached)

#### **UNBECOMING CONDUCT**

Employees are held to the highest level of professional responsibility in their conduct with all students. Such conduct should be solely purposed to protect the health, safety and welfare of each student. Staff members shall conduct themselves appropriately at all times and shall not engage in inappropriate conduct, language and/or expression towards or in the presence of students; staff members shall not be in the presence of students outside of their professional responsibilities; and staff shall not permit students in their vehicles. Further, to the extent not covered above, staff members shall not behave in a manner that avoids actual or the appearance of inappropriate conduct.

When an employee creates conditions, either within or outside the school district, which affects the proper operations of the school district, the BOE shall, in accordance with law, proceed against the employee for acts or any non-action which constitutes unbecoming conduct. Unbecoming conduct sufficient to warrant Board review may result from a single flagrant incident or from a series of incidents. Policy #3281, #4281 (see attached)



### **DISCIPLINARY PROCEDURES**

All staff members shall observe statutes of the State of New Jersey, rules of the State Board of Education, policies of the Board, and duly promulgated administrative rules and regulations governing staff conduct. Violations of those statutes, rules, policies and regulations will be subject to discipline. Policy #3150, #4150 Discipline will include, as appropriate, verbal and written warnings, transfer, suspension, withholding one or more increments, freezing wages, and dismissal; discipline will provide, wherever possible, for progressive penalties for repeated violations.

### **EXAMINATION FOR CAUSE**

The Board of Education may, in accordance with law, require the psychiatric or physical examination of any staff member who shows evidence of deviation from normal physical or mental health that adversely affects the performance of the employee. Any such recommendation must be accompanied by competent evidence. If the Board determines that deviation from normal health has been demonstrated, it may require that the member submit to a physical or mental examination. Policy #3161, #4161

### **INCREMENT WITHHOLDING**

The Board of Education recognizes that any advancement on a salary schedule, including annual increments and raises, is not automatic but rests within the discretion of the Board of Education. The withholding of an increment shall be based on evaluations of the employee's performance, attendance and conduct. Policy #3152, #4152

### **EMPLOYMENT RELATED LAWS, POLICIES AND REGULATIONS**

Throughout this Employee Handbook there are references to Board Policies and Regulations, which may be found on the district website. It is incumbent upon all employees to become familiar with these policies and regulations and state and federal laws governing public education.

Americans with Disabilities Act – [www.usdoj.gov/crt/ada/workta.htm](http://www.usdoj.gov/crt/ada/workta.htm)

Right To Know – [www.state.nj.us/health/eoh/rtkweb/index.shtml](http://www.state.nj.us/health/eoh/rtkweb/index.shtml) Blood Borne

Pathogens – [www.osha.gov/SLTC/bloodbornepathogens/index.html](http://www.osha.gov/SLTC/bloodbornepathogens/index.html)

Wage and Hour – [http://lwd.dol.state.nj.us/labor/wagehour/content/general\\_information.html](http://lwd.dol.state.nj.us/labor/wagehour/content/general_information.html)

HIPPA Compliance – [www.state.nj.us/treasury/pensions/epbam/exhibits/pdf/hb0364.pdf](http://www.state.nj.us/treasury/pensions/epbam/exhibits/pdf/hb0364.pdf)

### **ADA/504**

In accordance with applicable law and district policy and regulation, all employees and job applicants with a disability will be provided with reasonable accommodations. Staff needing accommodations shall provide a written request to the Human Resources Department. Policy #1510

### **AFFIRMATIVE ACTION**

Employees are guaranteed equal and bias-free access to all educational programs as well as retention and advancement regardless of race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnerships status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, AIDS and HIV status, political activities, domicile, or membership or participation in or association with activities of any employee organization. Any employee who believes he/she has been subject to discrimination on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status may submit a written complaint to Velecia Bush, District Affirmative Action Officer email [bush.velecia@pps-nj.us](mailto:bush.velecia@pps-nj.us). Policy #1140 (see attached), #1550

### **ASSIGNMENT AND TRANSFER**

Requests for transfers may be considered as long as the transfer contributes to the provision of a thorough and efficient



educational system. Any employee that desires a transfer needs to file a written request no later than May 1 of each year. Employees covered by collective bargaining agreements should refer to their agreement for additional information. No staff member shall be transferred for disciplinary reasons. Staff members shall be given written notice of their annual assignments in accordance with the collective bargaining agreement, but nothing in this policy shall preclude the reassignment of a staff member at any time. Policy #3130, #4130

### **ATTENDANCE POLICY**

The regular and prompt attendance of staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. The privilege of district employment imposes on each staff member the responsibility to be on the job on time every scheduled working day. This responsibility requires that the employee maintain good health standards, take intelligent precautions against accidents, both on and off the job, and manage his/her personal affairs to avoid conflict with district responsibilities. Chronic absenteeism and tardiness may be subject to discipline and may be cause for dismissal.

- o Up to four (4) days - employee will receive an informal letter
- o Five (5) to Eight (8) days - employee will receive a formal letter I & Attendance Improvement Plan (AIP)
- o Nine (9) plus days - employee will receive a formal letter II & Attendance Improvement Plan (AIP)

Staff members who exceed the maximum number of nine days, plus name will be forwarded to the Superintendent for further action. Further action can include but not limited to the following actions; incremental withholding, suspension and possibly termination.

The district utilizes a series of conferences with your supervisor or Principal as absenteeism increases. The staff member may also be placed on a Staff Assistant Plan. Please note employees are required to stay in the vicinity of his/her home unless written approval is given by the Superintendent of Schools. The employee must be available upon reasonable request of the district. Policy #3212, #4212 (see attached)

### **COMPLAINTS, DUE PROCESS**

Any person or group having a legitimate interest in the schools of this district may present a written request, suggestion, or complaint concerning district personnel, the educational program, instructional or resource materials, or the operations of the district to the Superintendent of Schools. Policy, #9130

### **CONFLICT OF INTEREST**

Employees must not undertake any activity or have any interest (e.g. memberships, directorships, shares, or contact) with any person or in any organization which may constitute a conflict of interest with the district. You are required to notify your immediate supervisor upon becoming aware of any potential or actual conflict of interest involving you or another staff member during your employment. Policy #3214, #4214

### **CONSCIENTIOUS EMPLOYEE PROTECT ACT (CEPA)**

CEPA (Whistleblower Act) prohibits an employer from taking any retaliatory action against an employee because that employee disclosed or may disclose that the Board or district officer may be in violation of a law or rule. The Pleasantville School District provides a secure channel through which current and former employees and applicants for employment may make confidential disclosures. The Human Resources Office evaluates the disclosures to determine whether there is a substantial likelihood that one of the categories listed below has been disclosed. If such a determination is made, the office will investigate the matter. New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:

- a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;

- b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or
- c. Provides information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
- d. Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
- e. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:
  - 1. is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;
  - 2. is fraudulent or criminal; or
  - 3. is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment. N.J.S.A. 34:19-3.

The Office of Human Resources serves as a secure channel that can be used to disclose –

- 1. a violation of law, rule or regulation;
- 2. gross mismanagement;
- 3. gross waste of funds;
- 4. abuse of authority, or
- 5. substantial and specific danger to public health or safety.

To make a disclosure contact: Office of Human Resources, 801 Mill Road, 3<sup>rd</sup> Floor, Pleasantville, NJ, 609-383-6800; Policy #3381, #4381

#### **DRUG-FREE/SMOKE-FREE WORKPLACE POLICY**

The Board of Education prohibits the unlawful manufacture, distribution, dispensing, possession or use of any controlled dangerous substance by any person in any school building, on school grounds, or during any activity or event sponsored by the Board. Policy #7436, #7434 (see attached)

- a. Prohibited Acts - Drugs and Alcohol: Therefore, the manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. In addition, the district will not condone the involvement of any employee with illicit drugs, even where the employee is not on district premises. Employees of the school system shall not possess, use, or distribute any illicit drug or alcoholic beverage as defined in New Jersey Statutes while on school premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.
- b. Tobacco Products: Employees shall not use tobacco products on district premises, in district vehicles, nor in the presence of students at school or school-related activities. Employees who violate this policy will be subject to fines and disciplinary action, up to and including termination from employment.



- c. Drug-Free Awareness Program: The district shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the district's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and (if applicable) employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations.
- d. Reasonable Suspicion Testing: All employees shall be required to undergo alcohol and drug testing at any time the district has reasonable suspicion to believe that the employee has violated the district's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any district function on or off district property, and as a result of a workplace accident. The district's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee. A trained supervisor must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.
- e. Additional Testing and Requirements: Employees required to possess a commercial driver's license may be required to undergo additional drug testing in accordance with relevant law, Board policy, and administrative rules.
- f. Consequence for Violation: Employees who violate the district's policies and rules regarding alcohol or drug use shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the district, and referral to appropriate law enforcement officials for prosecution. Compliance with the district's policies and rules is mandatory and is a condition of employment.

#### **EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

Employees are guaranteed equal access to all categories of employment as well as retention and advancement regardless of race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnerships status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, AIDS and HIV status, political activities, domicile, or membership or participation in or association with activities of any employee organization. Any employee who believes he/she has been subject to discrimination with in employment opportunities on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status may submit a written complaint to his/her immediate supervisor, Principal, Superintendent or designee. Policy #1530

#### **HAZARDOUS SUBSTANCES**

Employees shall be informed of the hazards related to the handling of certain substances and trained to work with hazardous substances. Hazardous substance means any substance or substance in a mixture included on the hazardous substance list developed by the New Jersey Department of Health and Senior Services. Policy #7433

#### **HATE CRIMES AND BIAS**

Employees will work closely with local law enforcement and the county prosecutor's office to report or eliminate the commission of hate crimes and bias-related acts. Policy #8465

#### **VIOLENCE IN THE WORKPLACE**

Violent behavior of any kind or threats of violence, either direct or implied, are prohibited on district property and at district sponsored events. The district will not tolerate such conduct in its employees, former employees, contractors, or visitors. An employee who exhibits violent behavior shall be subject to disciplinary action up to and including termination and may also be referred to law enforcement.



### **PHYSICAL RESTRAINT**

On occasion, during an emergency, a situation may arise making it necessary to temporarily restrain a pupil. An emergency is defined as a situation in which the pupil's behavior poses a threat of imminent, serious physical harm to the pupil or others or imminent, serious property destruction. In accordance with N.J.S.A. 18A:6-1, no person employed or engaged in school or educational instruction, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such school or institution. However, any such person may, within the scope of his/her employment, use and apply such amounts of force as is reasonable and necessary: to quell a disturbance, threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil, for the purpose of self-defense; and for the protection of persons or property. Policy #5561, #3217 (see attached)

### **POLITICAL ACTIVITIES**

The Board of Education recognizes and encourages the right of all citizens, including staff members, to engage in political activity. The Board prohibits the use of school premises and school time, however, for partisan political purposes. Policy #3233, #4233 (see attached)

### **PROFESSIONAL RESPONSIBILITY**

All teachers are required to maintain and use an updated curriculum guide for preparation of lesson plans for each subject taught. Lesson plans must include those items identified in Policy #3270 and should be prepared in enough detail with enough clarity to enable a substitute teacher to carry on the program during the absence of a teacher. Staff must also perform additional duties as assigned, attend meetings and comply with sign-out procedures. Policy #3270 (see attached)

### **RESIDENCY REQUIREMENT**

Every person holding an office, employment, or position in a school district shall have his or her principal residence in New Jersey in accordance with the provisions of N.J.S.A. 52:14-7. Policy #1631 (see attached)

### **SEARCH AND SEIZURE**

Staff members should be aware their expectation of privacy in district facilities and/or the school district-owned property provided by the Board of Education is reduced by virtue of actual office practices and procedures, for searches conducted pursuant to an investigation of work-related employee misconduct, or by legitimate school district policies or regulations. In addition, staff members shall have a reduced expectation of privacy in these facilities and school district-owned property if there is reasonable suspicion the staff member is violating a law or school policy. School staff members shall be on notice that this reduced expectation of privacy may result in such facilities and/or school district-owned property including but not limited to; desks, filing cabinets, mailboxes, lockers, tables, shelves and other storage space being searched without a search warrant. In order to avoid exposing personal belongings to such a search, school staff members are discouraged from storing personal papers and belongings in these facilities or school district-owned property. Policy #3324, #4324 (see attached)

### **SOCIAL NETWORKING**

Staff members are advised communications, publications, photographs, and other information appearing on social networking sites deemed inappropriate by the Board could be cause for dismissal of a non-tenured staff member or to certify tenure charges against a tenured staff member. Staff members are also advised to be concerned and aware such conduct deemed inappropriate may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other form of electronic communication that is directed and/or available to pupils or for public display or publication. Policy #3282, #4282 (see attached)



### **SUBSTANCE ABUSE**

All employees are clearly prohibited from the unlawful possession, use, or distribution of illicit substances, drugs, alcohol, and/or anabolic steroids on school premises or as part of any of its activities by any employee of the district as well as reporting to the workplace under the influence of any illicit substances, drugs, alcohol, and/or anabolic steroids. Compliance with this standard of behavior is mandatory. Every effort will be made to educate employees regarding the misuse of illegal substances, alcohol, drugs, and anabolic steroids. Further, the Board will assist and provide guidance to an employee who is having a problem concerning the abuse of these substances on how to receive additional help and counseling. Policy #3218, #4218 (see attached)

### **SUICIDE PREVENTION**

All school personnel are to be alert to the pupil who exhibits behavioral warning signs of potential self- destruction or who threatens or attempts suicide. Any such signs or the report of such signs from another pupil or staff member should be taken with the utmost seriousness and reported immediately to the building Principal, who shall notify the pupil's parent(s) or legal guardian(s) and other professional staff members in accordance with administrative regulations. Policy #5350

### **USE OF CELLULAR TELEPHONES**

Employees are prohibited from the use of personal cell phones, pagers, walkie-talkies or other "Electronic Portable Communication Devices" while they are performing their assigned duties (class time, duty periods). During meeting time, personal cell phones should be turned off and not used. Personal cell phones may be used during planning/free periods, lunch periods, and before and after the regular workday. "Electronic Portable Communication Devices" are defined to include portable two-way communication devices, including but not limited to cellular telephones, walkie-talkies, personal digital assistants, and other hand-held computing devices (when such device is being used as a communication device). This definition will also include any new technology developed for similar purposes. Excluded from this definition is any device with communication capabilities that has been approved for instructional purposes. This policy does not prohibit the use of personal cell phones in emergencies or in the conduct of school business. Policy #3322, #4322

### **USE OF TECHNOLOGY**

The use of technology in the educational process is an essential part of the schooling experience. Technology is to be viewed as a resource to enhance the learning process among other resources available to teachers and pupils. In addition, technology can be used to enhance the administration of the schools and the district. In order to provide direction and meaning to the use of technology as an instructional resource, employees are encouraged to use technology as a component of the learning process. For purposes of this policy "technology" includes, but is not limited to, the use of computers and computer peripherals, communications networks, access to databases and libraries of information and the integration of audio, video, multimedia devices and media for purposes of teaching and learning. Policy #2360

### **FAMILY MEDICAL LEAVE ACT (FMLA)**

In accordance with the federal Family and Medical Leave Act ("FMLA"), the Employer provides eligible employees with up to twelve (12) weeks of unpaid medical and family leave during any twelve (12) month period and up to twenty-six (26) workweeks to care for a Covered Service member. At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or an equivalent position. The following outlines employees' rights and obligations under the FMLA and the Employer's policies implementing the FMLA.

**Leave Available.** Eligible employees may take up to a total of twelve (12) weeks of unpaid leave during any twelve (12) month period for any one or more of the following reasons:

- The birth, adoption or placement for foster care of the son or daughter of an employee, and to care for such child;



- A serious health condition of a spouse, son, daughter or parent of an employee if the employee is needed to care for such family member; or
- A serious health condition of an employee that makes an employee unable to work. Generally, the incapacity must result in the employee's inability to work for more than three (3) consecutive days (although there are certain exceptions to this rule);
- Any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is a member of the Regular Armed forces, National Guard or Reserves on active duty status during the deployment to a foreign country, and or has been notified of an impending call to active duty status as such in support of a contingency operation.
- In addition, eligible employees who are either spouse, son, daughter, parent or next of kin of a Covered Servicemember shall be entitled to a total of twenty-six (26) workweeks of unpaid leave during a single twelve (12) month period to care for the Covered Servicemember. During this single twelve (12) month period, an eligible employee who qualifies for leave to provide care for the Covered Servicemember shall be entitled to no more than a combined total of twenty-six (26) workweeks of leave.

**Definitions:**

- **"Covered Servicemember"** means a member of the Armed Forces, including a member of the National Guard or Reserves, or a recent veteran who has been discharged, other than dishonorably, within the five years preceding the family member's initial request for leave, who has a serious injury or illness who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.
- **"Eligible Employee"** means an individual who has been employed by the Employer for at least twelve (12) months, has worked at least 1,250 hours during the preceding twelve (12) month period, and is employed at a worksite with at least fifty (50) employees within seventy-five (75) miles of that worksite.
- **"Next of kin"** means the nearest blood relative of the individual.
- **"Qualifying Exigency"** covers a number of broad categories of reasons and activities, including short-notice deployment to a foreign country, military events and related activities, child care and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and additional activities agreed to by the employer and the employee.
- **"Serious Health Condition"** means an illness, injury, impairment or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. It generally includes a period of incapacity due to pregnancy, prenatal care, a chronic health condition, a permanent or long-term health condition, or restorative or preventive treatment.
- **"Serious Injury or Illness"** means an injury or illness incurred by a Covered Service member in the line of duty or on active duty in the Armed Forces, National Guard of Reserves, incurred in the line of duty on active duty or whose pre-existing condition has been aggravated by his/her active duty service, that may render the service member medically unfit to perform the duties of the member's office, grade, rank or rating.

**Eligibility:**

Any employee who has been employed by the Employer for twelve (12) months or more and worked 1,250 hours or more in the twelve (12) month period preceding the first day of the requested leave may be eligible for an unpaid leave of absence of up to twelve (12) weeks during any twelve (12) month period. The twelve (12) month period shall be determined by using a rolling twelve (12) month period that commences with the first day of leave taken.

Leave to care for a child after birth, adoption, or foster care must conclude within twelve (12) months of the child's birth or placement. If both spouses work for the Employer, they may only take a total of twelve (12) weeks between them during the twelve (12) month period in order to care for a child after birth, adoption, or foster care or to care for a parent with a serious health condition and a combined twenty-six (26) weeks in a single twelve (12) month period for military caregiver leave or a combination of military caregiver leave and other FMLA qualifying reasons. Each spouse may be entitled to additional leave for other qualifying reasons under the FMLA, such as the employee's own illness or for the serious illness of the employee's child.

**Notice:**

When the leave is foreseeable, at least thirty (30) days' advance notice to the Employer, in writing, is required. If thirty (30) days' notice cannot be provided, as much notice as is practical should be provided. Failure to give reasonable notice may delay the availability of the leave.



**Certification.**

Where leave is taken to care for a family member with a serious health condition or because of the employee's own serious health condition, medical certification is required and periodic recertification may be required. In addition, where the leave is taken because of the employee's own serious health condition, a certification of fitness to return to work will be required.

The Employer, at its expense, may require an examination by a second healthcare provider designated by the Employer. If the second healthcare provider's opinion conflicts with the original medical certification, the Employer, at its expense, may require a third, mutually agreeable, healthcare provider to conduct an examination and provide a final and binding opinion.

For military exigency leave, an employee may be required to provide certification that the covered military member is a member of the regular Armed Forces, National Guard or Reserves who is on active duty or called to active duty in support of a contingency operation, as well as certification from the employee about the nature and details of the specific exigency, the amount of leave needed, and the employee's relationship to the military member. For military caregiver leave, the employee may be required to provide information from the health care provider and employee and/or Covered Service member to support such leave.

Absent unusual circumstances, medical certifications must be provided within fifteen (15) days. The Employer will also require periodic status reports from employees concerning their intended return date. Failure to provide requested documentation may result in denial of leave. The Employer may attempt to clarify or authenticate the certification or may require additional certifications to support the need for leave. When leave is taken to care for a family member, the Employer may require the employee to provide documentation or a statement of family relationship (e.g., birth certificate or court document) and proof of the need to care for the family member.

**Utilization of Paid Leave.**

Pursuant to existing practice, leave taken pursuant to State and/or Federal law will be taken contemporaneously with any paid or unpaid time off and employees must use any accumulated paid leave during their approved unpaid leave to the extent permitted by law. Depending upon the circumstances, employees may be entitled to receive short-term disability, workers' compensation benefits, paid family leave benefits, or other state-sponsored wage replacement benefits which pay a portion of normal compensation. These benefits will run concurrently with the employee's unpaid leave. Employees may not receive more than 100% of salary at any time.

**Coordination with other Leave Policies.** The period of time attributable to the employee's absence due to any workers' compensation, disability, or sick leave, will be counted against available leave under this policy to the extent permitted by law. In the event that additional family, medical or sick leave is available pursuant to state laws, this leave will also run concurrently with FMLA leave to the extent permitted by law.

**Intermittent Leave:** When medically necessary, leave taken because of a serious health condition of an employee or family member or to care for a Covered Service member may be taken on an intermittent or reduced work schedule basis. The employee and employer shall attempt to work out a schedule for such leave that meets the employee's needs without unduly disrupting the employer's operations, subject to the approval of the employee's health care provider. The Employer may require an employee taking intermittent or reduced work schedule leave to transfer temporarily to an alternative position with equivalent pay and benefits that is better suited to the leave schedule.

**Employment and Benefits Protection:** During the leave, health benefits will continue for up to twelve (12) weeks in each rolling twelve (12) month period under the same conditions as if the employee continued to work. Employees must, however, pay the same amount for any benefits continued as they do prior to the leave. Other benefits, if any, will continue during the leave under the same conditions as if the employee continued to work.

If paid leave is substituted for unpaid FMLA leave, the Employer will deduct the employee's portion of the health plan premium as a regular payroll deduction. If the employee's FMLA leave is unpaid, the employee must pay his/her portion of the premium in accordance with a payment method that is devised and mutually agreed upon between the employee



and the Employer.

Employees should consult with their department/building supervisor and human resources prior to taking an approved leave. If you fail to return to work after your FMLA leave for any reason except for circumstances beyond your control, you must pay back all unpaid health insurance premiums. With regard to the employee's contribution portion of his/her health benefits pursuant to Chapter 78, P.L. 2011 and any voluntary supplemental benefits that the employee may have, the employee is solely responsible for making payment arrangements with the Employer or for any voluntary benefits, to the respective insurance company. Your healthcare coverage may cease if your premium payment is more than thirty (30) days late. With regard to any pension contribution that you may have, you must contact the human resources department to make payment arrangements concerning contributions or credits paid toward your pension benefits. If you fail to return to work after your FMLA leave for any reason except for circumstances beyond your control, you must pay back all unpaid health insurance premiums.

Before returning to work following a medical leave (except for intermittent or reduced schedule leave) due to the employee's own serious health condition, the employee will be required to present a fitness for duty certification from his/her health care provider that he/she is medically able to resume work. If the date on which the employee is scheduled to return to work from FMLA leave changes, the employee is required to give notice of the change, if foreseeable, to the Employer within two (2) business days of the change.

Subject to some exceptions, most employees will be returned to the position they left or to a position equivalent in pay, benefits and other terms of employment. Individuals identified as "key employees" (the highest paid 10% of salaried employees at the work site or within a seventy-five (75) mile radius of that work site) at the beginning of their leave may not be returned to their former or equivalent position if restoration will cause substantial economic injury to the Employer. Employees will be informed of their key employee status at the beginning of the leave period.

A failure to return from FMLA leave for reasons other than the employee's own serious health condition may result in termination of employment. In the event that an employee cannot return to work at the end of FMLA leave due to a continuation of his/her own serious health condition, they must contact the Employer before the expiration of the leave to discuss their options under state and federal law. State leave laws may provide additional leave similar to that provided under the FMLA. The Employer will comply with these state law provisions to the extent they provide for more generous benefits. State leave law benefits will run concurrently with FMLA benefits to the extent permitted by law. Family Temporary Disability. During a period of unpaid leave to care for a family member with a serious health condition or a newborn or adopted child or child placed into foster care with the employee, the employee may be eligible for up to six (6) weeks (twelve (12) weeks, effective July 2020) of Family Leave Insurance ("FLI") payments through the State in a twelve (12) month period. FLI is a monetary benefit paid by the State and not a separate leave entitlement, and will thus run concurrently with FMLA and/or NJFLA leaves.

New Jersey Family Leave (<https://myleavebenefits.nj.gov>.)

The Employer provides eligible employees with up to twelve (12) weeks of unpaid, job-protected leave for specified family reasons under the New Jersey Family Leave Act (NJFLA).

**Eligible Employees.** To be eligible for NJFLA leave, an employee must have worked at least twelve (12) months for the Employer and have worked at least 1,000 hours for the Employer over the previous twelve (12) months.

**Qualifying Reasons for Leave.** An employee may take NJFLA leave to care for:

- A newly born or adopted child or a child placed into foster care with the employee, but the leave must start within twelve (12) months of the birth of the child or the placement of the child.
- A family member (sibling, grandparent, grandchild, child, spouse, domestic partner, civil union partner, parent-in-law, or parent of a covered individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship) with a serious health condition.

Leave taken for reasons above must be consecutive and must begin by the end of the twelve (12) month period after the birth or placement for adoption or foster care.



**Leave Benefits.** An employee may take up to a maximum of twelve (12) weeks of NJFLA leave in a twenty-four (24) month period, which is measured as a rolling twenty-four (24) month period that commences with the first day of NJFLA leave taken.

You may take NJFLA leave to care for a seriously ill family member:

- As a single block of time.
- By reducing your normal weekly, [but not daily,] work schedule for no more than twenty-four (24) consecutive weeks in a twenty-four (24) month period.
- Intermittently in increments lasting at least one week, but less than twelve (12) weeks in a consecutive twelve (12) month period, when medically necessary.
- Employees permitted to take intermittent or reduced-schedule leave must try to schedule their leave so that it will not unduly disrupt the Employer's operations. The total time within which an intermittent leave is taken may not exceed a twelve (12) month period, if such leave is taken in connection with a single serious health condition.
- Intermittent leaves taken in connection with more than one serious health condition episode must be taken within a consecutive twenty-four (24) month period, or until such time as the employee's twelve (12) week family leave entitlement is exhausted, whichever is shorter. An employee taking a family leave on a reduced leave schedule shall not be entitled to such leave for more than a consecutive twenty-four (24) week period. An eligible employee shall be entitled to only one leave on a reduced leave schedule during any consecutive twenty-four (24) month period. Any remaining family leave to which the employee is entitled subsequent to the expiration of a leave taken on a reduced leave schedule may be taken on a consecutive or intermittent basis.

Depending on the purpose of the employee's leave, the employee may choose to use accrued paid leave, concurrently with some or all of his/her NJFLA leave. The employee will not be eligible to accrue seniority or benefits, including vacation and holidays, during any period of NJFLA leave. The Employer will notify employees of their options to continue to participate in our group health plans during NJFLA leave.

**Required Notice and Certifications:** When requesting NJFLA leave, an employee must provide the Employer thirty (30) days' advance written notice. If advance written notice is not possible because of an emergency, the employee must provide the Employer with reasonable oral notice and then follow up with written notice.

The employee also must give the Employer a medical certification supporting the need for leave. The Employer reserves the right to require second or third medical opinions and periodic re-certifications. The employee must also provide periodic reports during the leave regarding the employee's status and intent to return to work as deemed appropriate by the Employer. If an employee fails to provide the required documentation, the Employer may delay the start of the employee's NJFLA leave, withdraw any designation of NJFLA leave or deny the leave, in which case the absences will be treated in accordance with the Employer's standard leave of absence and attendance policies and the employee may be subject to discipline up to and including termination of employment. If an employee provides false or misleading information or omits material information about an NJFLA leave, the employee will be subject to discipline up to and including immediate termination of employment.

**Benefits Protection:** During a family leave of absence, the employee's health benefits will be maintained under the same conditions as if the employee continued to work. If the employee decides to return to work when his/her family leave of absence ends, the employee may be reinstated to the same or equivalent job with the same pay, benefits, and terms and conditions of employment. If the employee decides not to return to work when the family leave of absence ends, the employee may be required to reimburse the Employer for the health insurance premiums paid on his/her behalf during the leave of absence (except if the failure to return to work was caused by the continuation, recurrence, or onset of serious health condition which would entitle the employee to a leave of absence under the law or other circumstances beyond the employee's control).

With regard to any pension contributions, the employee must contact the human resources official to make payment arrangements concerning contributions or credits paid toward his/her pension benefits. Employees should consult with the Employer prior to taking an approved leave.

**Returning to Work after NJFLA Leave:** On returning to work after NJFLA leave, eligible employees will typically be



restored to their original job or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. Any employee who fails to return to work as scheduled after NJFLA leave or exceeds the twelve (12) week NJFLA entitlement will be subject to the Employer's standard leave of absence and attendance policies. This may result in termination if the employee's continued absence is unauthorized (for example, if the employee has no other Employer-provided leave available to him/her).

**Retaliation Prohibited:** The Employer and the NJFLA prohibit the interference with, restraint of or denial of any right provided under the NJFLA and/or discharge or discrimination against any person for opposing any practice made unlawful by the NJFLA or for involvement in any proceeding under or relating to the NJFLA. The Employer encourages employees to bring any concerns or complaints about retaliation or compliance with the NJFLA to the attention of the human resources official.

**New Jersey Family Leave Insurance:** During a period of unpaid leave to care for a family member with a serious health condition or a newborn or adopted child or child placed into foster care with the employee, the employee may be eligible for up to six (6) weeks (twelve (12) weeks, effective July 2020) of Family Leave Insurance ("FLI") payments through the State in a twelve (12) month period. FLI is a monetary benefit paid by the State and not a separate leave entitlement, and will thus run concurrently with FMLA and/or NJFLA leaves.

An employee's job is not protected while receiving FLI benefits – unless the employee is eligible for leave under the FMLA, NJFLA, or is otherwise designated for an approved family leave of absence.

Employees must provide the Employer with advance notice of need for leave, as follows:

- At least thirty (30) days before leave to bond with a newborn or newly adopted child, unless the time of the leave is unforeseeable or the time of the leave changes for unforeseeable reasons.
- In a reasonable and practicable manner for leave to care for a seriously ill family member on a continuous, non-intermittent basis, unless an emergency or other unforeseen circumstance precludes advance notice.
- At least fifteen (15) days before leave to care for a seriously ill family member or leave to bond with a newborn or newly adopted child on an intermittent basis unless an emergency or other unforeseen circumstance precludes advance notice.

Policy #3431.1, #4431.1 - Update/Modify/Expand

#### **MILITARY LEAVE**

Any permanent or full-time officer and/or employee of the district will be provided military leave and related benefits pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq., P.L. 2001 Chapter 351 amending N.J.S.A. 38:23-1, N.J.S.A. 38A:1-1 and N.J.S.A. 38A:4- 4., and any other applicable Federal and State laws. Policy #3437, #4437 A full-time employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition, to pay received, if any, as a member of the organized militia, to a leave of absence from his or her respective duties without loss of pay or time on all days during which he or she shall be engaged in any period of State or Federal active duty; provided, however, that the leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. Any leave of absence for such duty in excess of ninety work days shall be without pay, but without loss of time. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. ***A full-time temporary officer or employee who has served under a such temporary appointment for less than one year in the district shall receive this leave without pay, but without loss of time.***

A full-time employee of the school district who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve, or the United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other States, shall be entitled, in addition, to pay received, if any, as a member of a reserve component of the Armed Forces of the United States, to a leave of absence from his or her respective duty without loss of pay or time on all work days on which he or she shall be engaged in any period of Federal active duty, provided, however, that such leave of absence shall not exceed thirty work days in any calendar year. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty work days shall be without pay, but without loss of



time. *A full-time temporary officer or employee who has served under such temporary appointment for less than one year in the district shall receive this leave without pay, but without loss of time.*

#### **DIRECT DEPOSIT**

In accordance with the New Jersey Direct Deposit Law P.L.2013 c.28, employees must have their salary deposited directly into a bank account of their choice. Please complete the Authorization Form for Direct Deposit and submit form to Payroll along with a voided check or a bank issued authorization for direct deposit form. Policy #6511. All employees will be assigned a username and create their own password to access the payroll portal to view their payment statement and deduction.

#### **PERSONAL INFORMATION**

The district maintains an employee database of information that is kept with confidentiality and is accessible only by those in the Human Resources and Business Offices. If, while employed with the district, your personal information (name, phone number, address, etc.) changes, please immediately complete the Human Resources Employee Contact form available on the District Website under common forms and/or in the Human Resource Department. It is imperative that the district maintains the most current employee information in their database.

#### **PERSONNEL FILES**

A personnel file is assembled and maintained for each person employed by this district. No information will be placed in an employees' file that does not pertain to the employee's position in this district and the performance of the employee's duties. Personnel records shall be maintained in the Human Resources Department, who shall be records manager responsible for the day-to-day maintenance of the files and for supervising access to the files. Each employee shall be granted access to his/her personnel file in accordance with Board of Education regulations, except as may have been negotiated with the employee's majority representative. Written request for access shall be submitted to the Human Resources Department. Except in unusual circumstances, access shall be granted only during the regular working hours of the office in which the file is kept. The employee must review their file in the presence of a representative from the Office of Human Resources, and at the employee's request, a representative of the employee. Policy #8320

#### **PROFESSIONAL DEVELOPMENT AND EDUCATIONAL IMPROVEMENT**

##### **ACHIEVENJ**

In schools, teachers have the greatest influence on student learning. All New Jersey students deserve great teachers, and all New Jersey teachers deserve meaningful opportunities for growth. In 2012, the New Jersey Legislature unanimously passed the TEACHNJ Act, which mandated implementation of a new teacher evaluation system starting in the 2013 -2014 school year and links tenure decisions to evaluation ratings.

AchieveNJ is designed to recognize those who excel, identify those who need additional support, and provide meaningful feedback and professional development to all teachers.

##### **CONTINUING EDUCATION**

To improve student achievement, coursework, graduate study, workshops, conferences and programs will be available to all employees relating to their current position as deemed appropriate and attendance is pre-approved by administration. Please review your collective bargaining agreement for details. Additionally, non-union employees may apply for reimbursement for college level training or other job-related courses related to the responsibilities in his/her current position or future responsibilities. The District shall pay up to a yearly total of \$50,000.00. Staff members must obtain approval and confirmation from the Superintendent or designee, prior to attending any continuing education programs.

Non-union employees will be reimbursed for twelve (12) credits annually at the prevailing Rowan University rate. Upon submission to the Superintendent or designee evidence of a final grade (transcript) of a grade of "B" or greater and documentation of payment (zero balance bill) for each course will be reimbursed to the employee no

later than thirty days after the date of submission.

### COLLEGE CREDITS AND DEGREES

The Board of Education encourages all employees to enroll in programs to advance their education and will provide additional compensation to those who successfully complete such programs. All college credits must be given by an accredited two (2) or four (4) year college or university. Educational stipends are awarded to non-union employees who earn additional college credits **beyond the requirements listed in their job description.**

#### PEA ESP Employees and Non-Union Non-Certificated Employees Educational Stipend

15 Credits	\$300.00
30 Credits	\$600.00
60 Credits (Associate's Degree)	\$1,000.00
Bachelor's Degree	\$1,300.00
Master's Degree	\$1,500.00

#### PAA Administrators and Non-Union Certificated Employees Educational Stipend

Master's +30 Credits	\$2,000.00
Doctorate	\$3,000.00

### EVALUATION

Consistent and continuing evaluation of staff members is essential to the achievement of the educational goals of this district. The purpose of a program of evaluation is to promote professional excellence and improve the skills of staff members, improve pupil learning and growth, and provide a basis for the review of staff member performance. The Board will provide leadership, adequate resources for supervision and professional development, time for the proper conduct of evaluations, and time for in-service training. The basis for each teacher evaluation is the Danielson Framework for Teaching rubrics. They are a set of research-based components of instruction aligned to INTASC standards and grounded in a constructionist view of teaching and learning. The framework consists of 22 components and 76 elements that fall under four domains: Planning and Preparation, Classroom Environment, Instruction, and Professional Responsibilities. Teachers are scored on their annual summative rating as Highly Effective, Effective, Partially Effective, or Ineffective.

Marshall Evaluation Rubric offers a principal evaluation system that provides a common language to describe outstanding school leadership and offers the tools and training to measure and enhance the efficacy of school leaders, with the end result of improving learning outcomes for students. It is a six-domain rubric system that assesses administrators on 1. Diagnosis and Planning, 2. Priority Management and Communication, 3. Curriculum and Data, 4. Supervision, Evaluation and Professionalism, 5. Discipline and Family Involvement, and 6. Management and External Relations. Administrators are scored on their annual summative rating as Highly Effective, Effective, Partially Effective, or Ineffective.

The aim is to provide guidance, to help achieve job and career goals, to recognize achievements and to ensure that district achievement goals are met. Employees will have the opportunity to participate in planning his/her work and setting their goals in collaboration with the supervisor on a regular basis and formally during the employee's annual appraisal conference. Supervisors will also provide employees with regular coaching and feedback. The performance appraisal process is an opportunity for two-way communication and honest feedback concerning the employee's work and future career with the district. Policy #3221, #3222, #3223, #3234 (see attached)

If any tenured teacher, Principal, Assistant Principal is rated ineffective or partially effective in two consecutive years according to the chart below, that employee will be charged with inefficiency.



Year 1 Rating	Year 2 (Consecutive) Rating	Action
Partially Effective	Ineffective	The superintendent <b>shall</b> file a charge of inefficiency
Ineffective	Partially Effective	The superintendent <b>may file</b> a charge of inefficiency or <b>may defer</b> the filing until the next year; in the following year (i.e., the third consecutive year), the superintendent <b>shall</b> file a charge of inefficiency if the annual rating is ineffective or partially effective
Partially Effective	Partially Effective	

If any non-union staff member is rated Does Not Meet Expectations or Partially Meets Expectations, that employee may be subject to a performance improvement plan (PIP) and/or a corrective action plan (CAP) to improve performance.

Year 1 Rating	Action	Responsibility
Partially Meets Expectations	PIP and/or CAP	Administrator/Supervisor
Does Not Meet Expectations	CAP or Termination	Administrator/ Supervisor

### **PROFESSIONAL DEVELOPMENT**

It is the responsibility of all employees to continually improve their skills. The district will provide opportunities to all staff members to be trained in topics required by state and federal law, as well as topics and strategies relevant to their assignment. Policy #3240, #4240

### **TUITION REIMBURSEMENT**

Authorization for tuition reimbursement requires pre-approval of work-related courses for union and non-union employees, union employees please see your collective bargaining agreement for details. The following documents must be submitted to Human Resources. Policy #6472

- a. A Course Approval Form
- b. A Course Reimbursement Form
- c. A letter of matriculation/course outline for certification/degree
- d. An invoice from the educational institution
- e. An unofficial transcript
- f. Verification that the tuition was paid

### **SEPARATION PROCESS**

An employee wishing to resign or retire must submit a written letter to the Human Resources Department noting the type and anticipated date of separation. The request will be placed on the Board agenda for approval. The Office of Human Resources will schedule the employee for an exit interview and will collect any items belonging to the district (i.e. ID badge, laptop, iPhone, iPad, keys, etc). Upon receipt of all district property, the Human Resources Department will verify attendance and process final payout and salary due. Policy #8320

## **NON-RENEWAL**

A non-tenured staff member who is not recommended for renewal by the Superintendent shall be deemed non-renewed. The non-tenured staff member shall have the right to request within fifteen (15) days a statement of reasons for the non-renewal. The Superintendent must provide the statement of reasons to the employee within thirty (30) days of receiving the request. The non-tenured employee has a right to request an informal appearance (Donaldson Hearing) before the Board to permit the staff member an opportunity to convince the members of the Board to offer reemployment. The staff member must request the appearance before the Board within ten (10) calendar days of receipt of the statement of reasons. Policy #3142, #4146

## **REDUCTION IN FORCE**

A reduction in force (RIF) occurs when the Board abolishes one or more positions. Only tenured staff members can be affected by a RIF. Non-tenured employees have no seniority rights and will be non-renewed.

When a position is abolished in a RIF, a tenured employee in the affected category of employment is entitled to employment over a non-tenured employee or a less tenured employee. RIFs are governed by N.J.S.A. 18A:28-9 and N.J.A.C.6A:32-5 Policy #3146, #4145, #4146

## **RESIGNATION**

A certified staff member must give a sixty-day notice, and a non-certified staff member must give a ten-day notice. When tendering a resignation to the Board through the Superintendent. The Superintendent may accept a notice of resignation, which will be ratified by the Board at its next meeting. A member who offers insufficient notice of resignation will be paid only through the last day of service. In addition, the Board may notify the Commissioner of Education of any certificated staff member who terminates his/her position without giving a sixty-day notice to the Board and without the express permission of the Board. The certificate of any such member may be suspended. Policy #3141. A staff member rendering a resignation, the Superintendent can recommend for board approval the release of the staff member prior to the date specified in the resignation letter, if this is in the best interest of the school district.

## **RETIREMENT**

Please contact and apply for retirement with the New Jersey Division of Pension and Benefits. Once an employee decides to retire, he/she must send a letter to the Office of Human Resources indicating your retirement date for Board approval. All retirements are effective the first of a month, therefore the employee's last day with the district will be the end of the month i.e. June 30<sup>th</sup> effective July 1<sup>st</sup>. Once your retirement is Board approved the District will certify your retirement with the New Jersey Division of Pension and Benefits. Please refer to your collective bargaining agreement for more information about sick leave and vacation payment upon retirement.

## **TITLE IX**

The Conscientious Employee Protection Act, requires employers to provide an annual Written or electronic notice of rights and obligations under the Act. Pleasantville School District Title IX Coordinator, Ms. Karin Farkas, Director of Special Services at farkas.karin@pps-nj.us.

### ***What is Title IX:***

The federal law prohibiting sex discrimination in educational institutions is Title IX of the Educational Amendments Act of 1972 (amending the Higher Education Act of 1965). This act is codified as Title 20, United States Code, Chapter 38, Sections 1681-1686. The act was also amended by the Civil Rights Restoration Act of 1987 ("Title IX"). The law states that "no person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The amendment in 1987 expanded the definition of program or activity to include all the operations of an educational institution, governmental entity or private employer that receives federal funds. Title IX forbids sex discrimination in all district services and academic programs. Title IX also forbids discrimination because of sex in employment and recruitment consideration or selection, whether full time or part time, under



any education program or activity operated by an institution receiving or benefiting from federal financial assistance ("recipient"). Policy #5755

***Role of Title IX Coordinator:***

Pursuant to Title IX of the Educational Amendments of 1972, Pleasantville School District's Title IX Coordinator is the designated agent of the school district with primary responsibility for coordinating Title IX compliance efforts. The Title IX coordinator's responsibilities are critical to the development, implementation, and monitoring of meaningful efforts to comply with Title IX legislation, regulation, and case law. In broad terms, the Title IX Coordinator oversees monitoring of school district policy in relation to Title IX law developments; implementation of grievance procedures, including notification, investigation and disposition of complaints; provision of educational materials and training for the district community; conducting and/or coordinating investigations of complaints received pursuant to Title IX; ensuring a fair and neutral process for all parties; and monitoring all other aspects of the district's Title IX compliance.

**AFFIRMATIVE ACTION**

It is the mission of the Affirmative Action Officer to ensure that the Pleasantville Board of Education maintains compliance with federal, state, and local laws and regulations pertaining to non-discrimination and affirmative action for staff and students. Equal opportunity for all persons regardless of race, color, sex, religion, age, national origin, sexual preference, sexual orientation, or physical handicap is the fundamental policy. It is a legal, social, and moral necessity for any institution responsible for preparing individuals for maximum participation in our society. Federal and state laws require employers to establish procedures to address discriminatory practices in the workplace through Affirmative Action programs, policies, and procedures. Still, discrimination remains a national problem. Today's most pervasive discrimination results from typical, although often unintentional practices throughout the educational and employment process. The purpose of the Affirmative Action is to provide staff and students with opportunities for equity and equality, and to provide a forum to address and resolve grievances. If you have any questions or wish to pursue an Affirmative Action complaint, please contact Ms. Velecia Bush, Affirmative Action Officer at [bush.velecia@pps-nj.us](mailto:bush.velecia@pps-nj.us) Policy #1140 (see attached)

**TERMINATION**

The Board may terminate the employment of an employee for incompetence, immorality, unfitness for service, insubordination, refusal to perform duties, reduction in force, or other good cause. Any notification of termination for cause will include a full statement of the reasons for the dismissal. Policy #3143 , #4140

**ASSAULT ON A STAFF MEMBER**

A student who commits an assault on a staff member shall be removed from the regular education program in the school. If any such allegation is made in writing, the Principal shall file a written report to the Superintendent. Policy #5612, #5613 (see attached)

**SCHOOL SURVEILLANCE**

The Board uses surveillance in the schools, on school grounds, on district vehicles and in school buses to enhance the safety of employees, students and the community. The Board of Education authorizes the use of electronic surveillance monitoring devices which may also include audio recording in school buildings, in district vehicles, school buses and on school grounds. Policy #7441, #8690 (see attached)

**CHILD ABUSE AND NEGLECT**

All district staff are obligated to report any suspicions of missing, abused or neglected children. Notification should be made to your supervisor, Principal, law enforcement and/or the state at 1-877-652-2873. Policy #8462 (see attached)

### **HARRASSMENT, INTIMIDATION AND BULLYING (HIB)**

All district staff members are expected to be fully familiar with the reporting requirements of the district's Harassment, Intimidation and Bullying policy which incorporates the terms of the current law. Additionally, all staff must participate in district professional development on HIB issues. Policy #5512

- District Anti-Bullying Coordinator, Dr. Lapell Chapman contact information [chapman.lapell@pps-nj.us](mailto:chapman.lapell@pps-nj.us).
- Pleasantville High School, Ms. Amaris Brown, Anti-Bullying Specialist, [brown.amaris@pps-nj.us](mailto:brown.amaris@pps-nj.us)
- Middle School of Pleasantville, Ms. Brittany Sconiers, Anti-Bullying Specialist, [sconiers.brittany@pps-nj.us](mailto:sconiers.brittany@pps-nj.us)
- Leeds Avenue, Candace Briggs, Anti-Bullying Specialist, [briggs,candace@pps-nj.us](mailto:briggs,candace@pps-nj.us)
- North Main Street, Aliyaah Miller-Bruce, Anti-Bullying Specialist, [bruce.aliyaah@pps-nj.us](mailto:bruce.aliyaah@pps-nj.us)
- South Main Street, Azja Christmon, Anti-Bullying Specialist, [christmon.azja@pps-nj.us](mailto:christmon.azja@pps-nj.us)
- Washington Avenue, TBD

### **PLEASE NOTE:**

The material in this handbook is an overview of existing rules and regulations formulated by the administration and district. It is intended to serve as a guide regarding the policies of the school district. Any specific concerns are to be channeled to the appropriate supervisor or building principal. If you have any suggestions, additions, or comments regarding this handbook, we would be happy to receive them.

No handbook can include or anticipate every issue, question or concern that may arise. Each employee is required to be knowledgeable about the policies and regulations of the district and implement them in a spirit of good faith. When in doubt, please ask *before* you make a decision that could violate a law or policy and endanger your employment with the district.



## **ATTACHED DOCUMENTS:**

- 1) CEPA NOTICE:
  - 2) FAMILY LEAVE INSURANCE NOTICE:
  - 3) NJ SAFE ACT NOTICE:
  - 4) GENDER-EQUITY NOTICE:
  - 5) FMLA POSTER:
  - 6) WAGE AND HOUR LAW POSTER:
  - 7) PAYMENT OF WAGES:
  - 8) DISCRIMINATION IN EMPLOYMENT:
  - 9) PAYMENT OF WAGES POSTER:
  - 10) EEO POSTER:
  - 11) BOARD OF EDUCATION POLICIES AND REGULATIONS:\*
- a) Evaluation: (Teachers [3221], Certified Staff/Non-teaching [3222], Administrators [3223], Principals/Assistant Principals [3224], Support Staff [4220])
  - b) Sexual Harassment (3362, 4352, 5751)
  - c) Affirmative Action (1140)
  - d) Attendance (3212, 4212)
  - e) Inappropriate Staff Conduct (3281, 4281)
  - f) Use of Social Networking Sites (3282, 4282)
  - g) Electronic Communication to/from Students (3283, 4283)
  - h) Sick Leave (1642.01)
  - i) Tardiness (3151, 4151)
  - j) NJ First Act (1631)
  - k) Arrest Reporting (3159, 4159)
  - l) Assault on Staff Member (5612, 5613)
  - m) Monitoring School Property and Vehicles (7441, 8690)
  - n) Missing and Abused Children (8462)
  - o) Substance Abuse (3218, 4218)
  - p) Alcoholic Beverages on School Premise (7435)
  - q) Drug Free Workplace (7436)
  - r) Physical Restraint (5561)
  - s) Smoking (7434)
  - T) Professional Responsibilities (3270)
  - U) Lesson Plans and Plan Books(3270)

**\*Note: All BOE Policies/Regulations are available on the district web site.  
at... <http://www.straussesmay.com/seportal/Public/pubELANOnline>**





**PLEASANTVILLE SCHOOL DISTRICT  
OFFICE OF HUMAN RESOURCES**

***To: The Office of Human Resources***

I hereby acknowledge that it is my responsibility to access the Pleasantville Employee Handbook online. My signature below indicates that I agree to read the Employee Handbook and attached documents and abide by the standards, policies and procedures defined or referenced in this document. It is also important to know that additional regulations, policies and laws are in the "District Board Policies". The Employee Handbook and the Board Policies can be located on the district's website at [www.pps.nj.us](http://www.pps.nj.us). A hardcopy of this document may be obtained through the Human Resources Department upon request. The information in this Handbook is subject to change. I understand that changes in district policies may supersede, modify or eliminate the information summarized in this Handbook. I understand that this Handbook does not constitute an employment contract or alter my status as an at-will employee. I understand that nothing in this Handbook is intended to confer a property interest in my continued employment with the district beyond the term of my current contract (if any). I have been given an opportunity to ask any questions I may have. I further understand that this Handbook discusses general district Policies and Procedures, Anti-Bullying Procedures, Title IX, BOE Policies, Gender Equity Notification, Whistleblower Procedures (CEPA), New Jersey Safe Act and Affirmative Action Procedures. All district Policies, including those addressing these issues are available on the district website. Please contact HR if you would like a copy of a specific BOE policy.

\_\_\_\_\_  
Name of Employee- **Print Clearly**

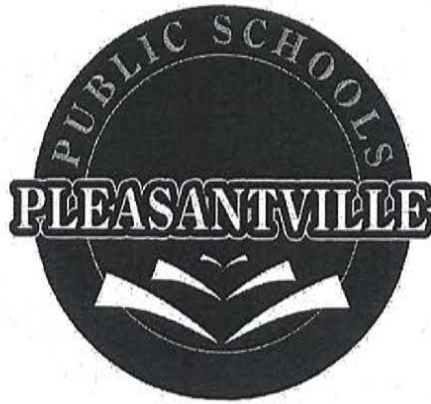
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee

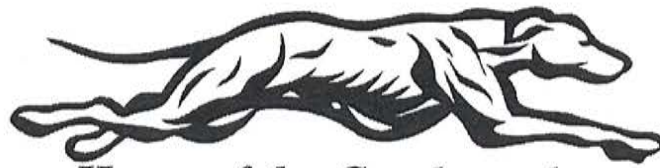
\_\_\_\_\_  
School/Location/Department







*Pleasantville Public Schools*



*Home of the Greyhounds*

# **Important Employment Notices/Posters**

801 Mill Road, 3<sup>rd</sup> Floor • Pleasantville, NJ 08232-0960

District Website: [www.pps-nj.us](http://www.pps-nj.us)

Telephone: (609) 383-6800 Fax: (609) 677-8121





# Conscientious Employee Protection Act "Whistleblower Act"

## Employer retaliatory action; protected employee actions; employee responsibilities

1. New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:
  - a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;
  - b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or
  - c. Provides information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
  - d. Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
  - e. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:
    - (1) is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;
    - (2) is fraudulent or criminal; or
    - (3) is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment. N.J.S.A. 34:19-3.
2. The protection against retaliation, when a disclosure is made to a public body, does not apply unless the employee has brought the activity, policy or practice to the attention of a supervisor of the employee by written notice and given the employer a reasonable opportunity to correct the activity, policy or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors of the employer or where the employee fears physical harm as a result of the disclosure, provided that the situation is emergency in nature.

### CONTACT INFORMATION

Your employer has designated the following contact person  
to receive written notifications, pursuant to paragraph 2 above (N.J.S.A. 34:19-4):

Name: COLONEL (RET.) JOHN E. LANGSTON, HR DIRECTOR

Address: HR-NJDMAVA, 101 Eggert Crossing Road, PO Box 340, Trenton, N

Telephone Number: (609) 530-6885

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

Once each year, employers with 10 or more employees must distribute notice of this law to their employees.  
If you need this document in a language other than English or Spanish, please call (609) 292-7832.





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.

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

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





# New Jersey SAFE Act

The New Jersey Security and Financial Empowerment Act ("NJ SAFE Act"), P.L. 2013, c.82, provides that certain employees are eligible to receive an unpaid leave of absence, for a period not to exceed 20 days in a 12-month period, to address circumstances resulting from domestic violence or a sexually violent offense. To be eligible, the employee must have worked at least 1,000 hours during the immediately preceding 12-month period. Further, the employee must have worked for an employer in the State that employs 25 or more employees for each working day during each of 20 or more calendar workweeks in the then-current or immediately preceding calendar year.

Leave under the NJ SAFE Act may be taken by an employee who is a victim of domestic violence, as that term is defined in N.J.S.A. 2C:25-19, or a victim of a sexually violent offense, as that term is defined in N.J.S.A. 30:4-27.6. Leave may also be taken by an employee whose child, parent, spouse, domestic partner, or civil union partner is a victim of domestic violence or a sexually violent offense.

Leave under the NJ SAFE Act may be taken for the purpose of engaging in any of the following activities as they relate to an incident of domestic violence or a sexually violent offense:

- (1) Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's child, parent, spouse, domestic partner or civil union partner
- (2) Obtaining services from a victim services organization for the employee or the employee's child, parent, spouse, domestic partner, or civil union partner
- (3) Obtaining psychological or other counseling for the employee or the employee's child, parent, spouse, domestic partner or civil union partner
- (4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety from future domestic violence or sexual violence or to ensure the economic security of the employee or the employee's child, parent, spouse, domestic partner or civil union partner
- (5) Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic violence or sexual violence; or
- (6) Attending, participating in or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's child, parent, spouse, domestic partner, or civil union partner, was a victim.

Leave under the NJ SAFE Act must be used in the 12-month period immediately following an instance of domestic violence or a sexually violent offense. The unpaid leave may be taken intermittently in intervals of no less than one day. The unpaid leave shall run concurrently with any paid vacation leave, personal leave, or medical or sick leave that the employee elects to use or which the employer requires the employee to use during any part of the 20-day period of unpaid leave. If the employee requests leave for a reason covered by both the NJ SAFE Act and the Family Leave Act, N.J.S.A. 34:11B-1 et seq., or the federal Family and Medical Leave Act, 20 U.S.C. 2601 et seq., the leave shall count simultaneously against the employee's entitlement under each respective law.

Employees eligible to take leave under the NJ SAFE Act must, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave. The employee must provide the employer with written notice as far in advance as reasonable and practicable under the circumstances. The employer has the right to require the employee to provide the employer with documentation of the domestic violence or sexually violent offense that is the basis for the leave. The employer must retain any documentation provided to it in this manner in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is authorized by a federal or State law, rule or regulation.

The NJ SAFE Act also prohibits an employer from discharging, harassing or otherwise discriminating or retaliating or threatening to discharge, harass or otherwise discriminate against an employee with respect to the compensation, terms, conditions or privileges of employment on the basis that the employee took or requested any leave that the employee was entitled to under the NJ SAFE Act, or on the basis that the employee refused to authorize the release of information deemed confidential under the NJ SAFE Act.

To obtain relief for a violation of the NJ SAFE Act, an aggrieved person must file a private cause of action in the Superior Court within one year of the date of the alleged violation.

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





# 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





# Your Employee Rights Under the Family and Medical Leave Act

## What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

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

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

## Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

## How do I request FMLA leave?

Generally, **to request FMLA leave you must:**

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

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.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

## What does my employer need to do?

If you are eligible for FMLA leave, your **employer must:**

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing:**

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

## Where can I find more information?

Call 1-866-487-9243 or visit [dol.gov/fmla](http://dol.gov/fmla) to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION  
UNITED STATES DEPARTMENT OF LABOR

SCAN ME







## NJ Minimum Wage

The minimum wage is more than \$15 for most workers.

- Find your minimum wage rate at [nj.gov/labor/minwage](http://nj.gov/labor/minwage) or scan the QR code



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## NJ Work Rights & Benefits

### Paid Family and Medical Leave

- Cash benefits to care for yourself or loved ones
- Job may be protected under federal/state law

### Job-Related Injuries

You may be eligible for Workers' Compensation

### Safe and Healthy Workplaces

Employers must follow state and federal OSHA standards

### NJ Law Prohibits Discrimination at Work

[njcivilrights.gov](http://njcivilrights.gov)

AD-319 (1/25)

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AD-319 (1/25)

# KNOW YOUR NJ WORK RIGHTS

[myworkrights.nj.gov](http://myworkrights.nj.gov)



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[myworkrights.nj.gov](http://myworkrights.nj.gov)





## You Have the Right to be Paid

You're due the full amount of wages owed, for all hours worked, and no less than the applicable state minimum wage.

- **Overtime:** Most workers are owed 1.5 times regular hourly rate of pay for hours worked over 40 hours/week.
- **Public construction** (i.e. schools, buildings, roads): Contractor must register with State and pay prevailing wage.
- **Misclassified as an independent contractor (1099) or paid cash off the books:** You're not at fault, but you could be deprived of work rights and other benefits. Misclassified employees may be entitled to financial award.

## Paid Sick Time is the Law

You have the right to care for yourself and loved ones.

- All employers regardless of size must provide 1 hour of paid sick leave for every 30 hours you work, up to 40 hours a year
- Can be used for physical or mental health, COVID-19 testing/vaccination/quarantine, your child's school appointments, to cope with sexual/domestic violence, and more
- Nearly all workers are covered: full-time, part-time, and temporary

Learn more at [mysickdays.nj.gov](https://mysickdays.nj.gov)



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## If You Believe Your Rights Are Being Violated

Protections cover most workers, and no matter how you are paid – cash, piece rate or salary.

- Keep track of your daily and weekly work hours and what you are paid.
- Make a complaint at [myworkrights.nj.gov](https://myworkrights.nj.gov)
- Employers that retaliate can face severe penalties.

NJDOL employees do not ask about immigration or citizenship and serve all workers regardless of their status. NJDOL will not share any information from an investigation with any federal immigration agency, unless legally required to do so.

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## The Law Against Discrimination (LAD) Prohibits Discrimination and Harassment in Employment Based on Actual or Perceived

- Race or color
- Religion or creed
- Disability
- Age
- Sex
- Gender identity or expression
- Liability for military service
- Sexual orientation

- National origin, nationality, or ancestry
- Pregnancy or breastfeeding
- Marital or domestic partnership or civil union status
- Atypical cellular or blood trait, genetic information  
*including the refusal to submit to genetic testing*

The law means people cannot be treated differently, harassed, or otherwise discriminated against at work based on their membership in a protected class

The law applies to all employers (including labor unions, apprenticeship and training programs, and employment agencies) and in all aspects of employment, including but not limited to:

- Recruitment and job postings
- Interviews and hiring decisions
- Promotion or transfer
- Termination or demotion
- Compensation, including salary and benefits
- All terms, conditions, or privileges of employment
- Membership in a union

*Remedies may include money damages, an order to stop discrimination or harassment, adoption of new policies and procedures, attorney's fees, and more.*

If you believe you have experienced discrimination, contact the **Division on Civil Rights**



**1-833-NJDCR4U**  
711 (Relay Service)

**NJCivilRights.gov**  
#CivilRightsNJ



**DIVISION ON  
NJ CIVIL RIGHTS**  
@CivilRightsNJ #CivilRightsNJ #StopTheHate

**No one can retaliate against you for reporting LAD violations, filing a discrimination complaint, or exercising other rights under the LAD**

All employers, employment agencies, and labor organizations shall display this official poster in places easily visible to all employees and applicants for employment. N.J.A.C. 13:8-1.2.







# Know Your Rights: Workplace Discrimination is Illegal

The U.S. Equal Employment Opportunity Commission (EEOC) enforces Federal laws that protect you from discrimination in employment. If you believe you've been discriminated against at work or in applying for a job, the EEOC may be able to help.

## Who is Protected?

- Employees (current and former), including managers and temporary employees
- Union members and applicants for membership in a union
- Job applicants

## What Types of Employment Discrimination are Illegal?

Under the EEOC's laws, an employer may not discriminate against you, regardless of your immigration status, on the bases of:

- Race
- Color
- Religion
- National origin
- Sex (including pregnancy, childbirth, and related medical conditions, sexual orientation, or gender identity)
- Age (40 and older)
- Disability
- Genetic information (including employer requests for, or purchase, use, or disclosure of genetic tests, genetic services, or family medical history)
- Retaliation for filing a charge, reasonably opposing discrimination, or participating in a discrimination lawsuit, investigation, or proceeding
- Interference, coercion, or threats related to exercising rights regarding disability discrimination or pregnancy accommodation

## What Organizations are Covered?

- Most private employers
- State and local governments (as employers)
- Educational institutions (as employers)
- Unions
- Staffing agencies

## What Employment Practices can be Challenged as Discriminatory?

All aspects of employment, including:

- Discharge, firing, or lay-off
- Harassment (including unwelcome verbal or physical conduct)
- Hiring or promotion
- Assignment
- Pay (unequal wages or compensation)
- Failure to provide reasonable accommodation for a disability; pregnancy, childbirth, or related medical condition; or a sincerely-held religious belief, observance or practice
- Benefits
- Job training
- Classification
- Referral
- Obtaining or disclosing genetic information of employees
- Requesting or disclosing medical information of employees
- Conduct that might reasonably discourage someone from opposing discrimination, filing a charge, or participating in an investigation or proceeding
- Conduct that coerces, intimidates, threatens, or interferes with someone exercising their rights, or someone assisting or encouraging someone else to exercise rights, regarding disability discrimination (including accommodation) or pregnancy accommodation

## What can You Do if You Believe Discrimination has Occurred?

Contact the EEOC promptly if you suspect discrimination. Do not delay, because there are strict time limits for filing a charge of discrimination (180 or 300 days, depending on where you live/work). You can reach the EEOC in any of the following ways:

**Submit** an inquiry through the EEOC's public portal:  
<https://publicportal.eeoc.gov/Portal/Login.aspx>

**Call** 1-800-669-4000 (toll free)  
1-800-669-6820 (TTY)  
1-844-234-5122 (ASL video phone)

**Visit** an EEOC field office (information at [www.eeoc.gov/field-office](http://www.eeoc.gov/field-office))

**E-Mail** [info@eeoc.gov](mailto:info@eeoc.gov)

Additional information about the EEOC, including information about filing a charge of discrimination, is available at [www.eeoc.gov](http://www.eeoc.gov).





## EMPLOYERS HOLDING FEDERAL CONTRACTS OR SUBCONTRACTS

The Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) enforces the nondiscrimination and affirmative action commitments of companies doing business with the Federal Government. If you are applying for a job with, or are an employee of, a company with a Federal contract or subcontract, you are protected under Federal law from discrimination on the following bases:

### Race, Color, Religion, Sex, Sexual Orientation, Gender Identity, National Origin

Executive Order 11246, as amended, prohibits employment discrimination by Federal contractors based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

### Asking About, Disclosing, or Discussing Pay

Executive Order 11246, as amended, protects applicants and employees of Federal contractors from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

### Disability

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment by Federal contractors. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

### Protected Veteran Status

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

### Retaliation

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination by Federal contractors under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under OFCCP's authorities should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP)  
U.S. Department of Labor  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210  
1-800-397-6251 (toll-free)

If you are deaf, hard of hearing, or have a speech disability, please dial 7-1-1 to access telecommunications relay services. OFCCP may also be contacted by submitting a question online to OFCCP's Help Desk at <https://ofccphelpdesk.dol.gov/sl/>, or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor and on OFCCP's "Contact Us" webpage at <https://www.dol.gov/agencies/ofccp/contact>.

## PROGRAMS OR ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE

### Race, Color, National Origin, Sex

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

### Individuals with Disabilities

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.





# Job Safety and Health IT'S THE LAW!

## All workers have the right to:

- A safe workplace.
- Raise a safety or health concern with your employer or OSHA, or report a work-related injury or illness, without being retaliated against.
- Receive information and training on job hazards, including all hazardous substances in your workplace.
- Request a confidential OSHA inspection of your workplace if you believe there are unsafe or unhealthy conditions. You have the right to have a representative contact OSHA on your behalf.
- Participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
- File a complaint with OSHA within 30 days (by phone, online or by mail) if you have been retaliated against for using your rights.
- See any OSHA citations issued to your employer.
- Request copies of your medical records, tests that measure hazards in the workplace, and the workplace injury and illness log.

*This poster is available free from OSHA.*

**Contact OSHA. We can help.**

## Employers must:

- Provide employees a workplace free from recognized hazards. It is illegal to retaliate against an employee for using any of their rights under the law, including raising a health and safety concern with you or with OSHA, or reporting a work-related injury or illness.
- Comply with all applicable OSHA standards.
- Notify OSHA within 8 hours of a workplace fatality or within 24 hours of any work-related inpatient hospitalization, amputation, or loss of an eye.
- Provide required training to all workers in a language and vocabulary they can understand.
- Prominently display this poster in the workplace.
- Post OSHA citations at or near the place of the alleged violations.

On-Site Consultation services are available to small and medium-sized employers, without citation or penalty, through OSHA-supported consultation programs in every state.







## Chapter 173, Laws of New Jersey, 1965: Relating to **Payment of Wages**

### **All Employers Must Pay Wages to All Employees in Full at Least Twice a Calendar Month.**

Executive and supervisory employees, however, may be paid at least once a calendar month.

Payment must be made on regular paydays designated in advance.

When a payday falls on a non-work day, payment must be made on the immediately preceding work day, unless a collective bargaining agreement states otherwise.

Pay periods must not end more than 10 working days before payday, when payment is made on a regular payday. If payment is by check, arrangements must be made to allow employees to cash the full check without difficulty.

- Employees leaving or terminated for any reason, including labor disputes, must be paid all wages due not later than the regular payday for the period in which employment ended.
- An additional 10 days may be allowed when a labor dispute involves payroll employees.
- Employees paid on an incentive system must be paid a reasonable estimate of wages due until exact amounts are known.
- Payment may be made through regular pay channels or by mail if requested by the employee.

It is unlawful to make any agreement for payment other than as provided in this act, except to pay at shorter intervals or to pay wages in advance.

Wages due a deceased employee may be paid to the survivors in the order of preference as outlined in the statute.

### **No Deductions from Employees' Wages are Permitted Except:**

Amounts authorized by New Jersey or United States Law or payments to correct payroll errors.

Contributions or payments authorized by employees either in writing or under a collective bargaining agreement for:

Employee welfare • insurance • hospitalization • medical or surgical or both • pension • retirement • profit-sharing plans • group or individual retirement annuity plans • individual retirement accounts at any state or federally chartered bank, savings bank, or savings and loan association • company-operated thrift plans • security option or security purchase plans to buy marketable securities • employee personal savings accounts such as a credit union, savings fund society, savings and loan or building and loan association • Christmas, vacation or other savings funds • purchase of company products or employer loans in accordance with the payment schedule contained in the original purchase or loan agreement • safety equipment • U.S. government bonds • costs and fees to replace employee identification for

access to sterile or secured areas of airports • contributions for organized and recognized charities • rental of work clothing or uniforms or for laundering or dry cleaning of work clothing or uniforms • labor union dues and fees • health club membership fees • child care services.

### **All Employers Must:**

- Notify employees when they are hired the rate of pay and the regular payday.
- Notify employees of changes in pay rates or paydays prior to the changes.
- Give each employee a statement of deductions each pay period.
- Make and keep records for employees, including wages and hours, and make such records available for inspection.
- Provide employees when they are hired a required notice (form MW-400) describing the employer's obligation to maintain and report records regarding wages, benefits, taxes and other contributions and assessments.

**The Commissioner of Labor and Workforce Development will enforce and administer the provisions of this act. The Commissioner or an authorized representative has the power to make all necessary inspections of establishments and records.**

Any employer who knowingly and willfully violates any provision of this act is guilty of a disorderly persons offense. Upon conviction, such employer will be punished by a fine of at least \$100 but not more than \$1,000. Each day during which any violation of this act continues will constitute a separate and distinct offense.

As an alternative to or in addition to any other sanctions allowed by law for violations, the Commissioner is authorized to assess and collect administrative penalties, up to \$250 for a first violation and up to \$500 for each subsequent violation.

The employer will also pay the Commissioner an administrative fee equal to at least 10% but not more than 25% of any payment due to employees.

The Commissioner may, after giving the employer or successor firm notice and an opportunity for a hearing in accordance with the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.), issue a written determination directing any appropriate agency to suspend any one or more licenses that are held by the employer or successor firm, for a period of time determined by the Commissioner.

**Note: The Division of Wage and Hour Compliance applies New Jersey's labor laws without regard to a worker's legal status. The Division does not investigate or inquire into the legal status of any worker. The Division does not share information with "Immigration."**





# Pago de Salarios

## Es Deber de Todo Patrono el de Pagar Sueldos Integros a sus Empleados Por lo Menos Dos Veces Cada Mes

Sin embargo, los empleados ejecutivos y los supervisores pueden cobrar sus salarios con regularidad una vez al mes. Los pagos deberán ser efectuados regularmente los días previamente designados.

Cuando el día de pago corresponda a un día que no se trabaja, dicho pago habrá de efectuarse el próximo día laborable a menos que se provea de otra manera según un contrato de unión.

El fin del periodo de pago por el cual se efectúa el pago el día indicado como el día normal de pago, no se extenderá más allá de los 10 días anteriores a tal día normal de pago.

Si se hace el pago por cheque, se harán los arreglos necesarios para que se pueda cambiar el cheque por la cantidad entera y sin dificultad para el empleado.

- Cuando el empleado abandona o termina el empleo por cualquier motivo, incluyendo disputas laborales, será pagado el salario entero que se le debe no más tarde del día normal de pago por el periodo en el cual sucedió la terminación.
- Se podrán permitir 10 días adicionales para procesar el pago en el caso de que una disputa laboral envuelva a los empleados que procesan el pago.
- A los empleados a quienes se pagan a base de incentivo se les pagará un estimado razonable de salarios debidos hasta que las cantidades exactas se puedan calcular.
- El pago se podrá hacer por los medios normales o por correo si se pide.

Será ilegal hacer cualquier acuerdo relacionado al pago diferente al que la ley provee, excepto para pagar a plazos más cortos o para pagar por adelantado.

Los salarios debidos a un empleado fallecido se podrán pagar a los sobrevivientes en la orden de preferencia, según aparece explicado en el estatuto.

## No se harán descuentos de los salarios de los empleados exceptuando:

Cantidades autorizadas por la Ley de New Jersey o por la Ley de los Estados Unidos o pagos para corregir errores en el pago de salarios. Contribuciones o pagos autorizados por empleados sea por escrito o sea según un contrato de unión para:

Bienestar del empleado • el seguro • hospitalización • médico o quirúrgico o ambos • pensión • jubilación • planes de participación en los beneficios y de ahorros administrados por la compañía • y planes para establecer fondos de jubilación individual en una base del grupo o del individuo o cuentas de jubilación individual en cualquier banco aprobado por el gobierno estatal o federal o asociación de ahorros y préstamos • Opciones para comprar valores o planes para comprar valores en el mercado libre • Cuentas personales de ahorros de los empleados • unión de crédito • sociedades de fondos de ahorros • fondos de • erección de edificios y préstamos • ahorros y préstamos • vacación de Navidad u otros fondos de ahorros o bonos del Ministerio de Hacienda de los Estados Unidos.

La compra de productos de la compañía o préstamos del empleador de acuerdo con un horario de pagos periódicos según el contrato original sobre la compra o el préstamo •

Equipos de seguridad • costos y honorarios por reemplazar las identificaciones de los empleados para el acceso a zonas de aeropuertos que son estériles o aseguradas • Contribuciones para caridades organizadas y debidamente reconocidas • El alquiler de ropa para el trabajo o uniformes o para la lavada o el lavado en seco de ropa para el trabajo o uniformes • Las cuotas y pagos de unión • cuotas de membresía en gimnasios • servicios de cuidado infantil.

## Todo Patrono Deberá:

- Notificar a los empleados en el momento de ofrecerle el trabajo cuanto les va a pagar y el día normal de pago.
- Notificar a los empleados de los cambios en el pago y en el día normal de pago antes de efectuarse estos cambios.
- Proveer a cada empleado un comprobante con cada pago indicando el pago en bruto, el pago neto y los descuentos.
- Hacer y mantener documentos para los empleados, incluyendo horas y salarios, y presentar estos documentos para inspección.
- Proveer a los empleados al momento de la contratación el aviso obligatorio (formulario número MW-400) en el que se describe la obligación del empleador de mantener registros e informar en materia de salarios, beneficios, impuestos y otras contribuciones y evaluaciones.

**El Comisionado del Trabajo esforzará y administrará las provisiones de esta ley. El Comisionado o un representante autorizado tendrá el poder de hacer todas las inspecciones necesarias de establecimientos y documentos.**

Cualquier patrono que, a sabiendas y deliberadamente, viole cualquier provisión de esta ley será culpable de un delito menor y al ser declarado culpable le será impuesta una multa no menor de \$100 ni mayor de \$1,000. Cada día durante el cual cualquier violación de esta ley continúa constituirá una ofensa distinta y aparte.

Como una alternativa a o además de cualesquier otras sanciones proveídas por la ley por violaciones, el Comisionado está autorizado para imponer y coleccionar penalidades administrativas, hasta un máximo de \$250 por la primera violación y hasta un máximo de \$500 por cada subsiguiente violación.

El patrono pagará al Comisionado también un pago administrativo que lleque a no menos de 10 por ciento ni más de 25 por ciento de cualquier pago de salarios que se haga como resultado de una investigación del Comisionado o de su representante autorizado.

El Comisionado puede, luego de disponer el envío de una notificación al empleador o empresa sucesora y de brindar la oportunidad de tener una audiencia de conformidad con las disposiciones de la "Ley de Procedimientos Administrativos (Administrative Procedure Act)", P.L.1968, c.410 (C.52:14B-1 et seq.), emitir una decisión por escrito impartiendo instrucciones a la agencia pertinente para que proceda a suspender una o más licencias en posesión del empleador o empresa sucesora, por el periodo de tiempo que determine el Comisionado.

**Por Favor Tome Nota: La División de Cumplimiento de Horarios y Salarios no investiga ni hace preguntas acerca del estado legal de ningún trabajador. La División aplica las leyes laborales de New Jersey de manera equitativa sin importar el estado legal del trabajador. La División no comparte información con "Inmigración".**







# New Jersey Department of Labor and Workforce Development

## Wage and Hour Law Abstract

N.J.S.A. 34:11-56a et seq.

### STATUTORY MINIMUM WAGE RATE

Employees are to be paid not less than the New Jersey minimum wage in accordance with the schedule below.

Date	Most Employers	Seasonal & Small Employers (fewer than 6)	Agricultural Employers	Cash for Tipped Workers	Wage for Long-Term Care Facility Direct Care Staff
1-1-2020	\$11	\$10.30	\$10.30	\$3.13	\$11; \$14 as of 11/1/20
1-1-2021	\$12	\$11.10	\$10.30	\$4.13	\$15
1-1-2022	\$13	\$11.90	\$11.05	\$5.13	\$16
1-1-2023	\$14.13	\$12.93	\$12.01	\$5.26	\$17.13
1-1-2024	\$15.13	\$13.73	\$12.81	\$5.26	\$18.13
1-1-2025*	\$15.49	\$14.53	\$13.40	\$5.62	\$18.49

\*Minimum wage may continue to increase each January 1 based on a measure of inflation.

### OVERTIME

Overtime is payable at the rate of 1.5 times the employee's regular hourly rate for hours worked in excess of 40 in any week except where otherwise specifically provided by wage order.

Exempt from the overtime entitlement are:

- executive, administrative, and professional employees
- employees engaged in labor on a farm or relative to raising or care of livestock; and
- limousine drivers.

### WAGE ORDER REGULATIONS

Employees in the occupations found below are covered by this wage order and regulations and must be paid not less than the statutory minimum wage rate.

- First processing of farm products
- Hotel and motel
- Food service (restaurant industry)
- Seasonal amusement

These regulations are contained in N.J.A.C. 12:56-11.1 et seq.

### EXEMPTIONS

Exempt from the statutory minimum wage rate are full-time students employed by the college or university at which they are enrolled at not less than 85% of the effective minimum wage rate; outside sales person; sales person of motor vehicles; part time employees primarily engaged in the care and tending of children in the home of the employer; and minors under 18 (**EXCEPT** that minors under 18 in the first processing of farm products, hotels, motels, restaurants, retail, beauty culture, laundry, cleaning, dyeing, light manufacturing and apparel occupations are covered by the wage order rates as above and vocational school graduates with special permits under the Child Labor Law are covered by the statutory rate).

Employees at summer camps, conferences and retreats operated by any nonprofit or religious corporation or association are exempt from minimum and overtime rates during the months of June, July, August and September.

### LABOR ON A FARM AT PIECE-RATE

Employees engaged on a piece-rate basis to labor on a farm shall be paid for each day worked not less than the minimum hourly wage rate multiplied by the total number of hours worked.

### PENALTIES

Any employer who violates any provisions of this act shall be guilty of a disorderly persons violation and upon conviction shall be punished by a fine of not less than \$100 nor more than \$1,000.

As an alternative to or in addition to any other sanctions provided by law for violations, the Commissioner is authorized to assess and collect administrative penalties, up to a maximum of \$250 for a first violation and up to a maximum of \$500 for each subsequent violation.

The employer shall also pay the Commissioner an administrative fee equal to not less than 10% or more than 25% of any payment due to employees.

Penalties for violation of this order are set forth in N.J.S.A. 34:11-56a22.

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

This and other required employer posters are available free online at [nj.gov/labor](http://nj.gov/labor).

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







*Pleasantville Public Schools*



# **District Policies and Regulations**

801 Mill Road, 3<sup>rd</sup> Floor • Pleasantville, NJ 08232-0960

District Website: [www.pps-nj.us](http://www.pps-nj.us)

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## District Policy

### 3221 - EVALUATION OF TEACHERS (M)

Section: Teaching Staff Members  
Date Created: February 2007  
Date Edited: June 2021

#### M

The Board of Education recognizes the importance of teacher effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3221 for the evaluation of teachers consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teacher evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3221, "teacher" means a teaching staff member who holds the appropriate standard, provisional, or emergency instructional certificate issued by the Board of Examiners and is assigned a class roster of students for at least one particular course.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all teachers which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teachers and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teachers. A District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teachers as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teacher rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5. A School Improvement Panel shall be established in accordance with N.J.A.C. 6A:10-3.1 and with the responsibilities outlined in N.J.A.C. 6A:10-3.2.

The components of the teacher evaluation rubric as described in N.J.A.C. 6A:10-4.1 shall apply to teachers. Measures of student achievement, as outlined in N.J.A.C. 6A:10-4.2, shall be used to determine impact on student learning. Teacher observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-4.4 and N.J.S.A. 18A:27-3.1. Observers shall conduct the observations pursuant to N.J.S.A. 18A:6-123.b.(8) and N.J.A.C. 6A:10-2.5 and 3.2, and they shall be trained pursuant to N.J.A.C. 6A:10-2.2(b).

The teacher practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.2.

The Superintendent shall annually notify all teachers of the adopted evaluation policies and procedures/regulations no later than October 1. If a teacher is hired after October 1, the Superintendent shall notify the teacher of the policies and procedures/regulations at the beginning of his or her employment. All teachers shall be notified of amendments to the policy and procedures/regulations within ten teacher working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1.

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

N.J.A.C. 6A:10-3.1 and 3.2; N.J.A.C. 6A:10-4.1 through 4.4

N.J.A.C. 6A:10-7.1 and 7.2

Adopted: 13 February 2007  
Revised: 19 December 2014  
Revised: 06 January 2015  
Revised: 13 December 2016  
Revised: 11 July 2017  
Revised: 08 June 2021



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## District Policy

### 3222 - EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS (M)

Section: Teaching Staff Members  
Date Created: February 2007  
Date Edited: June 2021

#### M

The Board of Education recognizes the importance of teaching staff member effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3222 for the evaluation of teaching staff members consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teaching staff member evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3222, "teaching staff member" includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate. For the purposes of Policy and Regulation 3222, "teaching staff member" does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, directors and/or supervisors.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all teaching staff members which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teaching staff members and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teaching staff members. A District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teaching staff members as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured teaching staff members shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1 and N.J.A.C. 6A:10-6.2. Evaluations for nontenured teaching staff members shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured teaching staff members shall be completed prior to June 30.

The Superintendent shall annually notify all teaching staff members of the adopted evaluation policies and procedures/regulations no later than October 1. If a teaching staff member is hired after October 1, the Superintendent shall notify the teaching staff member of the policies and procedures/regulations at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures/regulations within ten teaching staff member working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5;

6A:10-6.2

Adopted: 13 February 2007  
Revised: 19 December 2014  
Revised: 06 January 2015  
Revised: 13 December 2016  
Revised: 11 July 2017  
Revised: 08 June 2021





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## District Policy

### 3223 - EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS (M)

Section: Teaching Staff Members  
Date Created: February 2007  
Date Edited: June 2021

#### M

The Board of Education recognizes the importance of administrator effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3223 for the evaluation of administrators consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for administrator evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3223, "administrator" means an appropriately certified staff member, as defined in N.J.S.A. 18A-1.1, employed in the school district in an administrative and/or supervisory role and capacity, and holding a valid and effective standard, provisional, or emergency administrative certificate. An "administrator" may be a director, supervisor, or any other administrative or supervisory position in the district. For the purposes of Policy and Regulation 3223 and N.J.A.C. 6A:10-1.1 et seq., "administrator" is not a Principal, Vice Principal, or Assistant Principal.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all administrators which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of administrators and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all administrators. A District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for administrators as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each administrator rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for nontenured administrators shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1. Evaluations for nontenured administrators shall take place before April 30 each year prior to the May 15 notice requirement date for continued employment. Evaluations for tenured administrators shall be completed prior to June 30.

The Superintendent annually shall notify all administrators of the adopted evaluation policies and procedures/regulations no later than October 1. If an administrator is hired after October 1, the Superintendent shall notify the administrator of the policies and procedures/regulations at the beginning of his or her employment. All administrators shall be notified of amendments to the policy and procedures/regulations within ten administrator working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

Adopted: 13 February 2007  
Revised: 19 December 2014  
Revised: 06 January 2015  
Revised: 13 December 2016  
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Revised: 08 June 2021



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## District Policy

### 3224 - EVALUATION OF PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS (M)

Section: Teaching Staff Members  
Date Created: December 2014  
Date Edited: June 2021

#### M

The Board of Education recognizes the importance of Principal, Vice Principal, and Assistant Principal effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3224 for the evaluation of Principals, Vice Principals, and Assistant Principals consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for Principal, Vice Principal, and Assistant Principal evaluations consistent with TEACHNJ and AchieveNJ.

No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all Principals, Vice Principals, and Assistant Principals which shall be submitted to the Commissioner of Education by August 1 for approval by August 15 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of Principals, Vice Principals, and Assistant Principals and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all Principals, Vice Principals, or Assistant Principals. A District Evaluation Advisory Committee may be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for Principals, Vice Principals, and Assistant Principals as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each Principal, Vice Principal, or Assistant Principal rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

The components of the principal evaluation rubrics as described in N.J.A.C. 6A:10-5.1 shall apply to Principals, Vice Principals, and Assistant Principals. Measures of student achievement, as outlined in N.J.A.C. 6A:10-5.2, shall be used to determine impact on student learning. Principal, Vice Principal, and Assistant Principal observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-5.4. The Superintendent or designated supervisor shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b). A Principal, or the Superintendent or designated supervisor, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.

The principal practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-7.3.

The Superintendent annually shall notify all Principals, Vice Principals, or Assistant Principals of the adopted evaluation policies and procedures/regulations no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Superintendent shall notify the Principal, Vice Principal, or Assistant Principal of the policies and procedures/regulations at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures/regulations within ten Principal, Vice Principal, or Assistant Principal working days of adoption.

N.J.S.A. 18A:6-117 et seq.

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

N.J.A.C. 6A:10-5.1 through 5.4

N.J.A.C. 6A:10-7.1 and 7.3

Approved Revision: 19 December 2014  
Revised: 06 January 2015  
Revised: 13 December 2016  
Revised: 11 July 2017  
Revised: 08 June 2021



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## District Policy

### 4220 - EMPLOYEE EVALUATION

Section: Support Staff  
Date Created: July 2007  
Date Edited: January 2015

The Board of Education recognizes the importance of employee evaluations in the reinforcement of performance strengths and the remediation of weaknesses.

The Superintendent shall develop a plan for the evaluation of support staff members. He/She shall invite the participation of employees in the development of the plan and shall assess and modify the plan as necessary.

Employees shall be grouped into position classifications based upon similarities of duties, responsibilities, and qualifications. The evaluation process shall be similar for all employees in a single classification.

The evaluation process shall provide for the recognition and commendation of effective performance, the identification and remediation of performance deficiencies, and the recommendation of discipline or dismissal when an employee fails to improve his/her performance. Evaluation procedures shall provide that each employee is informed of the specific objectives of his/her position and the standards that will be used to assess the employee's performance against those objectives. Employees will be evaluated by qualified supervisors annually. Any records created in the evaluation process will become part of the employee's file and subject to Board policy on personnel records.

Adopted: 10 July 2007  
Revised: 19 December 2014  
Revised: 06 January 2015



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## District Policy

### 3362 - SEXUAL HARASSMENT (M)

Section: Teaching Staff Members

Date Created: February 2007

Date Edited: January 2015

#### M

The Board of Education recognizes that an employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school district and intolerable in a workplace to which the children of this district are exposed.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the employee's gender. Whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct is severe and pervasive and has the purpose or effect of unreasonably altering or interfering with work performance or creating an intimidating, hostile, or offensive working environment, the employee shall have cause for complaint.

The sexual harassment of any employee of this district is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of this district will be subject to discipline which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor. An employee may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed. The employee may appeal the Board's action or inaction to the United States Equal Employment Opportunity Commission or the New Jersey Division of Civil Rights. Complaints regarding sexual harassment shall be submitted following the procedures outlined in Regulation No. 1530, Equal Employment Opportunity.

The administration shall instruct all employees and agents of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

29 C.F.R. 1604.11

Adopted: 13 February 2007

Revised: 25 May 2010

Revised: 19 December 2014

Revised: 06 January 2015





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## District Policy

### 4352 - SEXUAL HARASSMENT (M)

Section: Support Staff  
Date Created: July 2007  
Date Edited: January 2015

#### M

The Board of Education recognizes that an employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school district and intolerable in a workplace to which the children of this district are exposed.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the employee's gender. Whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct is severe and pervasive and has the purpose or effect of unreasonably altering or interfering with work performance or creating an intimidating, hostile, or offensive working environment, the employee shall have cause for complaint.

The sexual harassment of any employee of this district is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of this district will be subject to discipline, which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor. An employee may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed. The employee may appeal the Board's action or inaction to the New Jersey Division on Civil Rights or to the United States Equal Employment Opportunity Commission. Complaints regarding sexual harassment shall be submitted following the procedures outlined in Regulation 1530, Equal Employment Opportunity.

The Affirmative Action Officer shall instruct all employees of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

29 C.F.R. 1604.11

Adopted: 10 July 2007  
Revised: 19 December 2014  
Revised: 06 January 2015



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## District Policy

### 5751 - SEXUAL HARASSMENT OF STUDENTS (M)

Section: Students  
Date Created: June 2007  
Date Edited: October 2021

#### M

The Board of Education will not tolerate sexual harassment of students by school employees, other students, or third parties. Sexual Harassment of students is a form of prohibited sex discrimination. In accordance with Title IX of the Education Amendments of 1972 and the Code of Federal Regulations (CFR), 34 CFR §106, the school district adopts this Policy and implements practices to investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students, or third parties pursuant to 24 CFR §106.3 (c). In addition, reports of sexual harassment shall also be investigated in accordance with the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

For the purposes of Policy 5751 and in accordance with 34 CFR §106:

1. "Sexual harassment" (34 CFR §106.30(a)) means conduct on the basis of sex that satisfies one or more of the following:
  - a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct;
  - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the school district's education program or activity; or
  - c. "Sexual assault" as defined in 20 U.S.C. §1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. §12291(a)(10), "domestic violence" as defined in 34 U.S.C. §12291(a)(8), or "stalking" as defined in 34 U.S.C. §12291(a)(30).

Sexual harassment may take place electronically or on an online platform used by the school, including, but not limited to, computer and internet networks; digital platforms; and computer hardware or software owned or operated by, or used in the operations of the school.

In accordance with 34 CFR §106.8(a), any person may report sex discrimination, including sexual harassment using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

A school district with "actual knowledge" of sexual harassment in the educational program or activity of the school district against a student, must respond promptly in a manner that is not "deliberately indifferent".

Any school employee who receives a complaint of sexual harassment or is aware of behavior that could constitute sexual harassment is required to report that information to the Title IX Coordinator in accordance with the provisions of 34 CFR §106.8(a) and B.1. of Regulation 5751. The district must report any potential child abuse in accordance with N.J.S.A. 18A:36-24; N.J.S.A. 18A:36-25; N.J.A.C. 6A:16-11.1; and Policy and Regulation 8462.

The Title IX Coordinator shall notify persons entitled to a notification pursuant to 34 CFR §106.8(a)(1) that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX and Policy and Regulation 5751 not to discriminate in such a manner in accordance with 34 CFR §106.8(b)(1).

The Title IX Coordinator shall prominently display the contact information required to be listed for the Title IX Coordinator pursuant to 34 CFR §106.8(b)(2)(i) on the school district's website and in each handbook or catalog the school district makes available to persons entitled to a notification in accordance with 34 CFR §106.8(a). Policy and Regulation 5751 shall be prominently displayed on the district's website and accessible to anyone.

Supportive measures shall be available to the Complainant, Respondent, and as appropriate, witnesses or other impacted individuals.

The school district shall use the grievance process outlined in 34 CFR §106.45 and Regulation 5751 to address formal complaints of sexual harassment. The school district shall offer both parties an appeal process as outlined in 34 CFR §106.45 and Regulation 5751 from a determination regarding responsibility for sexual harassment and from the Title IX Coordinator's dismissal of a formal complaint or any allegations of sexual harassment.

The Title IX Coordinator shall be responsible for effective implementation of any remedies in accordance with 34 CFR §106.45(b)(7)(iv). The appropriate school official designated by the Superintendent, after consultation with the Title IX Coordinator, will determine sanctions imposed and remedies provided, if any.

Consistent with the laws of New Jersey a student's parent must be permitted to exercise the rights granted to their child under this Policy, whether such rights involve requesting supportive measures, filing a formal complaint, or participating in a grievance process.

The Superintendent or designee shall ensure that Title IX Coordinators, investigators, decision-makers, appeal officer, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR §106.45(b)(1)(iii).

The school district or any employee of the school district shall not intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or Policy 5751, or because the individual has made a report or complaint, testified, assisted, or participated or refused to



participate in any manner in an investigation, proceeding, or hearing under this Policy, in accordance with 34 CFR §106.71(a).

For each school district response to sexual harassment required under 34 CFR §106.44, the school district shall create and maintain for a period of seven years, records in accordance with 34 CFR §106.45(b)(10).

The Superintendent or designee shall consult with the Board Attorney to ensure the school district's response to allegations of sexual harassment and the school district's grievance process are in accordance with 34 CFR §106.44 and 34 CFR §106.45.

Any time a report is made to the Title IX Coordinator or formal complaint is filed pursuant to this Policy and in accordance with 34 CFR §106, the Title IX Coordinator shall forward the report or complaint to the Principal of the school building attended by the alleged victim for the Principal to follow the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

34 CFR §106  
United States Department of Education, Office for Civil Rights – Questions and  
Answers on the Title IX Regulations on Sexual Harassment (July 20, 2021)

Adopted: 26 June 2007  
Revised: 19 December 2014  
Revised: 06 January 2015  
Revised: 21 October 2021



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## District Policy

### 1140 - EDUCATIONAL EQUITY POLICIES/AFFIRMATIVE ACTION (M)

Section: Administration  
Date Created: December 2014  
Date Edited: May 2024

#### M

The Board of Education shall adopt and implement written educational equity policies in accordance with the provisions of N.J.A.C. 6A:7 – Managing for Equity in Education.

The Board's educational equity policies shall recognize and value the diversity of persons and groups within the community and promote the acceptance of persons of diverse backgrounds regardless of the protected categories listed at N.J.A.C. 6A:7-1.1(a) and pursuant to N.J.A.C. 6A:7-1.4(a)1. The educational equity policies will promote equitable educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon the protected categories listed at N.J.A.C. 6A:7-1.1(a) and pursuant to N.J.A.C. 6A:7-1.4(a)2.

The Board shall inform the school community of these policies in a manner including, but not limited to, the district's customary methods of information dissemination pursuant to N.J.A.C. 6A:7-1.4(b).

Pursuant to N.J.A.C. 6A:7-1.5, the Board annually shall designate a member of its staff as the Affirmative Action Officer and form an Affirmative Action Team to coordinate and implement the requirements of N.J.A.C. 6A:7 – Managing for Equity in Education. The Board shall ensure that all stakeholders know who the Affirmative Action Officer is and how to contact the Affirmative Action Officer.

The Affirmative Action Officer shall have a New Jersey standard certificate with an administrative, instructional, or educational services endorsement, pursuant to N.J.A.C. 6A:9B – State Board of Examiners and Certification. The Affirmative Action Officer shall: coordinate the required professional development training for all personnel pursuant to N.J.A.C. 6A:7-1.6; notify all students and employees of the district's grievance procedures for handling discrimination complaints; ensure the district's grievance procedures, including investigative responsibilities and reporting information, are followed; and serve as a member of the Affirmative Action Team. The Affirmative Action Officer may also serve as the school district's Title IX Coordinator.

In accordance with N.J.A.C. 6A:7-1.5(a)4., the Affirmative Action Team shall: include, to the extent possible, members who represent the diversity of the school district's student population; develop the Comprehensive Equity Plan (CEP) pursuant to N.J.A.C. 6A:7-1.4(c); oversee the implementation of the school district's CEP pursuant to N.J.A.C. 6A:7-1.4(c); collaborate on coordination of the required professional development training for all personnel pursuant to N.J.A.C. 6A:7-1.6; monitor the implementation of the CEP; and conduct the annual district internal monitoring to ensure continuing compliance with State and Federal statutes governing educational equity, pursuant to N.J.A.C. 6A:7-1.4(d).

In accordance with N.J.A.C. 6A:7-1.6, the Board shall provide, on a continuing basis, professional development training for all school personnel to identify and resolve problems associated with the student achievement and opportunity gaps and other inequities on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a). The professional development training shall be differentiated based on staff position type and shall be based on the analysis of data conducted pursuant to N.J.A.C. 6A:7-1.4(c)1. The district shall ensure that parents and other community members are aware of professional development training provided to school district personnel regarding topics around equity. The district shall ensure all new personnel are provided within the first ninety days of employment with professional development training on educational equity issues.

The Commissioner or designee shall provide technical assistance to local school districts for the development of policy guidelines, procedures, and in-service training for Affirmative Action Officers so as to aid in the elimination of prejudice on the basis of the protected categories listed at N.J.A.C. 6A:7-1.1(a).

N.J.A.C. 6A:7-1.1; 6A:7-1.3; 6A:7-1.4; 6A:7-1.5; 6A:7-1.6

Adopted:

Approved Revision: 19 December 2014  
Revised: 06 January 2015  
Revised: 16 August 2016  
Revised: 14 May 2024





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## District Policy

### 3212 - ATTENDANCE

Section: Teaching Staff Members  
Date Created: February 2007  
Date Edited: December 2023

#### ATTENDANCE (M)

3212

M

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the educational program. Teaching staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a teaching staff member's job performance.

Teaching staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for teaching staff members to report the use of sick leave and other absences. A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with statute, administrative code, or Board policy; falsifies the reason for an absence; is absent without authorization; is repeatedly tardy; or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, but not be limited to, the withholding of a salary increment, termination, nonrenewal, and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for by statute; administrative code; collective bargaining agreement; an individual employment contract; or the policies of the Board. The Superintendent or Board of Education may require verification to be filed with the Secretary of the Board in order to obtain sick leave in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among teaching staff members. The review will include the collection and analysis of attendance patterns, the training of teaching staff members in their attendance responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1; 18A:30-2; 18A:30-4

Adopted: 13 February 2007  
Revised: 19 December 2014  
Revised: 06 January 2015  
Revised: 16 March 2016  
Revised: 12 December 2023



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## District Policy

### 4212 - ATTENDANCE

Section: Support Staff  
Date Created: March 2016  
Date Edited: December 2023

#### ATTENDANCE (M)

4212

#### M

The regular and prompt attendance of support staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Support staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a support staff member's job performance.

Support staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for support staff members to report the use of sick leave and other absences. A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with statute, administrative code, or Board policy; falsifies the reason for an absence; is absent without authorization; is repeatedly tardy; or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, but not be limited to, the withholding of a salary increment, termination, nonrenewal, and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for by statute; administrative code; the collective bargaining agreement; in an individual employment contract; or the policies of the Board. The Superintendent or Board of Education may require verification to be filed with the Secretary of the Board in order to obtain sick leave in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among support staff members. The review will include the collection and analysis of attendance patterns, the training of support staff members in their attendance responsibilities, and the counseling of support staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:30-1; 18A:30-2; 18A:30-4

Adopted: 16 March 2016  
Revised: 12 December 2023





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## District Policy

### 3281 - INAPPROPRIATE STAFF CONDUCT

Section: Teaching Staff Members  
Date Created: February 2007  
Date Edited: January 2015

The Board of Education recognizes its responsibility to protect the health, safety and welfare of all pupils within this school district. Furthermore, the Board recognizes there exists a professional responsibility for all school staff to protect a pupil's health, safety and welfare. The Board strongly believes that school staff members have the public's trust and confidence to protect the well-being of all pupils attending the school district.

In support of this Board's strong commitment to the public's trust and confidence of school staff, the Board of Education holds all school staff to the highest level of professional responsibility in their conduct with all pupils. Inappropriate conduct and conduct unbecoming a school staff member will not be tolerated in this school district.

The Board recognizes and appreciates the staff-pupil professional relationship that exists in a school district's educational environment. This Policy has been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate staff conduct and conduct unbecoming a school staff member toward pupils.

School staff's conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to pupils or about pupils and shall not engage in inappropriate language or expression in the presence of pupils. School staff shall not engage in inappropriate conduct toward or with pupils. School staff shall not engage or seek to be in the presence of a pupil beyond the staff member's professional responsibilities. School staff shall not provide transportation to a pupil in their private vehicle or permit a pupil into their private vehicle unless there is an emergency or a special circumstance that has been approved in advance by the Building Principal/immediate supervisor and the parent/legal guardian.

Inappropriate conduct by a school staff member outside their professional responsibilities may be considered conduct unbecoming a staff member. Therefore, school staff members are advised to be concerned with such conduct which may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other medium that is directed and/or available to pupils or for public display.

A school staff member is always expected to maintain a professional relationship with pupils and to protect the health, safety and welfare of school pupils. A staff member's conduct will be held to the professional standards established by the New Jersey State Board of Education and the New Jersey Commissioner of Education. Inappropriate conduct or conduct unbecoming a staff member may also include conduct not specifically listed in this Policy, but conduct determined by the New Jersey State Board of Education, the New Jersey Commissioner of Education, an arbitration process, and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.

School personnel, compensated and uncompensated (volunteers), are required to report to their immediate supervisor or Building Principal any possible violations of this Policy. In the event the report alleges conduct by the Building Principal or the immediate supervisor, the school staff member may report directly to the Superintendent. In addition, school personnel having reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 and inform the Building Principal or immediate supervisor after making such report. However, notice to the Building Principal or designee need not be given when the school staff member believes such notice would likely endanger the referrer or child(ren) involved or when the staff member believes that such disclosure would likely result in retaliation against the child or in discrimination against the referrer with respect to his/her employment.

Reports may be made in writing or with verbal notification. The immediate supervisor or Building Principal will notify the Superintendent of Schools of all reports, including anonymous reports. The Superintendent will investigate all reports. The Superintendent may, at any time after receiving a report, take such appropriate action as necessary and as provided for in the law. This may include, but is not limited to, notifying law enforcement, notifying the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1, and/or any other measure provided for in the law.

This Policy will be distributed to all school staff and provided to staff members at any time upon request.

N.J.S.A. 18A:28-5 et seq.  
N.J.A.C. 6A:16-11.1

Adopted: 13 February 2007  
Revised: 19 December 2014  
Revised: 06 January 2015



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## District Policy

### 4281 - INAPPROPRIATE STAFF CONDUCT

Section: Support Staff  
Date Created: July 2007  
Date Edited: January 2015

The Board of Education recognizes its responsibility to protect the health, safety and welfare of all pupils within this school district. Furthermore, the Board recognizes there exists a professional responsibility for all school staff to protect a pupil's health, safety and welfare. The Board strongly believes that school staff members have the public's trust and confidence to protect the well-being of all pupils attending the school district.

In support of this Board's strong commitment to the public's trust and confidence of school staff, the Board of Education holds all school staff to the highest level of professional responsibility in their conduct with all pupils. Inappropriate conduct and conduct unbecoming a school staff member will not be tolerated in this school district.

The Board recognizes and appreciates the staff-pupil professional relationship that exists in a school district's educational environment. This Policy has been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate staff conduct and conduct unbecoming a school staff member toward pupils.

School staff's conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to pupils or about pupils and shall not engage in inappropriate language or expression in the presence of pupils. School staff shall not engage in inappropriate conduct toward or with pupils. School staff shall not engage or seek to be in the presence of a pupil beyond the staff member's professional responsibilities. School staff shall not provide transportation to a pupil in their private vehicle or permit a pupil into their private vehicle unless there is an emergency or a special circumstance that has been approved in advance by the Building Principal/immediate supervisor and the parent/legal guardian.

Inappropriate conduct by a school staff member outside their professional responsibilities may be considered conduct unbecoming a staff member. Therefore, school staff members are advised to be concerned with such conduct which may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other medium that is directed and/or available to pupils or for public display.

A school staff member is always expected to maintain a professional relationship with pupils and school staff members shall protect the health, safety and welfare of school pupils. A staff member's conduct will be held to the professional standards established by the New Jersey State Board of Education and the New Jersey Commissioner of Education. Inappropriate conduct or conduct unbecoming a staff member may also include conduct not specifically listed in this Policy, but conduct determined by the New Jersey State Board of Education, the New Jersey Commissioner of Education, an arbitration process, and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.

School personnel, compensated and uncompensated (volunteers), are required to report to their immediate supervisor or Building Principal any possible violations of this Policy. In the event the report alleges conduct by the **Building Principal or the immediate supervisor, the school staff member may report directly to the Superintendent**. In addition, school personnel having reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 and inform the Building Principal or immediate supervisor after making such report. However, notice to the Building Principal or designee need not be given when the school staff member believes such notice would likely endanger the referrer or child(ren) involved or when the staff member believes that such disclosure would likely result in retaliation against the child or in discrimination against the referrer with respect to his/her employment.

Reports may be made in writing or with verbal notification. The immediate supervisor or Building Principal will notify the Superintendent of Schools of all reports, including anonymous reports. The Human Resource Administrator will investigate all reports with a final report to the Superintendent of Schools. The Human Resource Administrator or the Superintendent may, at any time after receiving a report take such appropriate action as necessary and as provided for in the law. This may include, but is not limited to, notifying law enforcement, notifying the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 and/or any other measure provided for in the law.

This Policy will be distributed to all school staff and provided to staff members at any time upon request.

N.J.S.A. 18A:28-5 et seq.  
N.J.A.C. 6A:16-11.1

Adopted: 10 July 2007  
Revised: 19 December 2014  
Revised: 06 January 2015



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## District Policy

### 3282 - USE OF SOCIAL NETWORK SITES

Section: Teaching Staff Members  
Date Created: December 2014  
Date Edited: January 2015

The Board of Education has a strong commitment to quality education and the well-being of all pupils, as well as the preservation of the school district's reputation. The Board believes staff members must establish and maintain public trust and confidence and be committed to protecting all pupils attending the school district. In support of the Board's strong commitment to the public's trust and confidence, the Board holds all staff members to the highest level of professional responsibility.

The Commissioner of Education has determined inappropriate conduct outside a staff member's professional responsibilities may determine them as unfit to discharge the duties and functions of their position. Staff members should be advised communications, publications, photographs, and other information appearing on social networking sites deemed inappropriate by the Board could be cause for dismissal of a non-tenured staff member or to certify tenure charges against a tenured staff member to the Commissioner of Education.

Staff members are advised to be concerned and aware such conduct deemed inappropriate may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other form of electronic communication that is directed and/or available to pupils or for public display or publication.

While the Board respects the right of staff members to use social networking sites, staff members should recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. It is important that a staff member's use of these sites does not damage the reputation of the school district, employees, pupils, or their families. Staff members who utilize, post or publish images, photographs, or comments on social networking sites, blogs, or other forms of electronic communication outside their professional responsibilities shall ensure their use, postings, or publications are done with an appropriate level of professionalism and are appropriate conduct for a school staff member. Staff members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public even without their knowledge or consent.

The school district strongly encourages all staff members to carefully review the privacy settings on social networking sites they use and exercise care and good judgment when posting content and information on such sites. Staff members should adhere to the following guidelines, which are consistent with the district's workplace standards on harassment, pupil relationships, conduct, professional communication, and confidentiality.

When using personal social networking sites, school staff members:

1. Should not make statements that would violate any of the district's policies, including its policies concerning discrimination or harassment;
2. Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, pupils, or their families;
3. May not disclose any confidential information about the school district or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including pupils and/or their families;
4. Shall not use social networking sites to post any materials of a sexually graphic nature;
5. Shall not use social networking sites to post any materials which promote violence;
6. Shall not use social networking sites which would be detrimental to the mission and function of the district;
7. Are prohibited from using their school district title as well as adding references to the district in any correspondence including, but not limited to, e-mails, postings, blogs, and social networking sites unless the communication is of an official nature and is serving the mission of the district. This prohibition also includes signature lines and personal e-mail accounts;
8. Shall not post updates to their status on any social networking sites during normal working hours including posting of statements or comments on the social networking sites of others during school time unless it involves a school project. Employees must seek approval from the Superintendent of Schools for such use; and
9. Shall not post or publish any information the Commissioner of Education would deem to be inappropriate conduct by a school staff member.

The Policy of this district is to maintain a level of professionalism both during and after the school day. Any publication through any means of electronic communication which is potentially adverse to the operation, morale, or efficiency of the district, will be deemed a violation of this Policy. If the Board or Superintendent believes that a staff member's activity on any social networking site violates the district's policies, the Board or Superintendent may request that the employee cease such activity. Depending on the severity of the incident, the staff member may be subject to disciplinary action.

This Policy has been developed and adopted by this Board to provide guidance and direction to staff members on how to avoid actual and/or the appearance of inappropriate conduct toward pupils and/or the community while using social networking sites.





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## District Policy

### 4282 - USE OF SOCIAL NETWORKING SITES

Section: Support Staff  
Date Created: December 2014  
Date Edited: January 2015

The Board of Education has a strong commitment to quality education and the well-being of all pupils, as well as the preservation of the school district's reputation. The Board believes staff members must establish and maintain public trust and confidence and be committed to protecting all pupils attending the school district. In support of the Board's strong commitment to the public's trust and confidence, the Board holds all staff members to the highest level of professional responsibility.

The Commissioner of Education has determined inappropriate conduct outside a staff member's professional responsibilities may determine them as unfit to discharge the duties and functions of their position. Staff members should be advised communications, publications, photographs, and other information appearing on social networking sites deemed inappropriate by the Board could be cause for dismissal of a non-tenured staff member or to certify tenure charges against a tenured staff member to the Commissioner of Education.

Staff members are advised to be concerned and aware such conduct deemed inappropriate may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other form of electronic communication that is directed and/or available to pupils or for public display or publication.

While the Board respects the right of staff members to use social networking sites, staff members should recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. It is important that a staff member's use of these sites does not damage the reputation of the school district, employees, pupils, or their families. Staff members who utilize, post or publish images, photographs, or comments on social networking sites, blogs, or other forms of electronic communication outside their professional responsibilities shall ensure their use, postings, or publications are done with an appropriate level of professionalism and are appropriate conduct for a school staff member. Staff members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public even without their knowledge or consent.

The school district strongly encourages all staff members to carefully review the privacy settings on social networking sites they use and exercise care and good judgment when posting content and information on such sites. Staff members should adhere to the following guidelines, which are consistent with the district's workplace standards on harassment, pupil relationships, conduct, professional communication, and confidentiality.

When using personal social networking sites, school staff members:

1. Should not make statements that would violate any of the district's policies, including its policies concerning discrimination or harassment;
2. Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, pupils, or their families;
3. May not disclose any confidential information about the school district or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including pupils and/or their families;
4. Shall not use social networking sites to post any materials of a sexually graphic nature;
5. Shall not use social networking sites to post any materials which promote violence;
6. Shall not use social networking sites which would be detrimental to the mission and function of the district;
7. Are prohibited from using their school district title as well as adding references to the district in any correspondence including, but not limited to, e-mails, postings, blogs, and social networking sites unless the communication is of an official nature and is serving the mission of the district. This prohibition also includes signature lines and personal e-mail accounts;
8. Shall not post updates to their status on any social networking sites during normal working hours including posting of statements or comments on the social networking sites of others during school time unless it involves a school project. Employees must seek approval from the Superintendent of Schools for such use; and
9. Shall not post or publish any information the Commissioner of Education would deem to be inappropriate conduct by a school staff member.

The Policy of this district is to maintain a level of professionalism both during and after the school day. Any publication through any means of electronic communication which is potentially adverse to the operation, morale, or efficiency of the district, will be deemed a violation of this Policy. If the Board or Superintendent believes that a staff member's activity on any social networking site violates the district's policies, the Board or Superintendent may request that the employee cease such activity. Depending on the severity of the incident, the staff member may be subject to disciplinary action.

This Policy has been developed and adopted by this Board to provide guidance and direction to staff members on how to avoid actual and/or the appearance of inappropriate conduct toward pupils and/or the community while using social networking sites.

Approve Revision: 19 December 2014  
Revised: 06 January 2015





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## District Policy

### 3283 - ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS (M)

Section: Teaching Staff Members  
Date Created: December 2014  
Date Edited: January 2015

#### M

The Board of Education recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff members and students. However, the Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students.

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students.

The Commissioner of Education and arbitrators, appointed by the Commissioner, have determined inappropriate conduct may determine a teaching staff member unfit to discharge the duties and functions of their position. Improper electronic communications by teaching staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a teaching staff member's responsibilities regarding co-curricular, athletic coaching, and any other instructional or non-instructional responsibilities assigned to the teaching staff member by the administration or Board of Education.

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a teaching staff member and any student of the school district when:

1. The content of the communication is inappropriate as defined in this Policy; and/or
2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a teaching staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a teaching staff member and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the teaching staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the teaching staff member and a student that the Commissioner of Education or an arbitrator would determine to be inappropriate in determining the teaching staff member is unfit to discharge the duties and functions of their position.

The following acceptable protocols for all electronic communications between a teaching staff member and a student shall be followed:

1. E-Mail Electronic Communications Between a Teaching Staff Member and a Student
  - a. All e-mails between a teaching staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a teaching staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.

- b. A teaching staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a teaching staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the teaching staff member and the student.
  - c. A teaching staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a teaching staff member shall have no expectation of privacy on the school district's e-mail system.
1. Cellular Telephone Electronic Communications Between a Teaching Staff Member and a Student
    - a. Communications between a teaching staff member and a student via a personal cellular telephone shall be prohibited.
      - (1) However, a teaching staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the teaching staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.
  1. Text Messaging Electronic Communications Between Teaching Staff Members and Students
    - a. Text messaging communications between a teaching staff member and an individual student are prohibited.
      - (1) However, a teaching staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the teaching staff member's professional responsibilities with a class or co-curricular activity. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the class or activity approved by the Principal or designee.
  1. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Teaching Staff Members and a Student
    - a. A teaching staff member is prohibited from communicating with any student through the teaching staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a teaching staff member and a student.
    - b. A teaching staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a teaching staff member's personal social networking website or other Internet-based social media website shall not be responded to by the teaching staff member and shall be reported to the Principal or designee by the teaching staff member.
    - c. If a teaching staff member has a student(s) as a "friend" on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.
    - d. Communication between a teaching staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

#### Reporting Responsibilities

In the event a student sends an improper electronic communication, as defined in this Policy, to a teaching staff member, the teaching staff member shall report the improper communication to the Principal or designee by the next school day. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a teaching staff member or a student may result in appropriate disciplinary action.

A teaching staff member and student may be exempt from the provisions outlined in this Policy if a teaching staff member and student are relatives. The teaching staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.

The provisions of this Policy shall be applicable at all times while the teaching staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40

Approved Revision: 19 December 2014  
Revised: 06 January 2015



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## District Policy

### 4283 - ELECTRONIC COMMUNICATIONS BETWEEN SUPPORT STAFF MEMBERS AND STUDENTS (M)

Section: Support Staff  
Date Created: December 2014  
Date Edited: January 2015

#### M

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to support staff members to prevent improper electronic communications between support staff members and students. The Board of Education recognizes support staff members can be vulnerable in electronic communications with students.

The Board prohibits all electronic communications between a support staff member and a student. However, based on a support staff member's professional responsibilities electronic communications between a support staff member and a student may be permitted with written approval of the Superintendent or designee. The approval is only for the school year in which the approval is granted. If the Superintendent or designee approves electronic communications between a support staff member and a student, the support staff member shall be required to comply with all the provisions of this Policy.

The Commissioner of Education has determined inappropriate conduct may determine a school staff member unfit to discharge the duties and functions of their position. Improper electronic communications by school staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a support staff member's responsibilities assigned to the support staff member by the administration or Board of Education.

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a support staff member and any student of the school district when:

1. The content of the communication is inappropriate as defined in this Policy; and/or
2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a support staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a support staff member, who has been approved by the Superintendent or designee to have electronic communications, and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the support staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the support staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the support staff member and a student that the Commissioner of Education would determine to be inappropriate in determining the support staff member is unfit to discharge the duties and functions of their position.

The following acceptable protocols for all electronic communications between a support staff member, who has been approved by the Superintendent or designee to have electronic communications, and a student shall be followed:

1. E-Mail Electronic Communications Between a Support Staff Member and a Student
  - a. All e-mails between a support staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a support staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.

- b. A support staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a support staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the support staff member and the student.
    - c. A support staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a support staff member shall have no expectation of privacy on the school district's e-mail system.
  2. Cellular Telephone Electronic Communications Between a Support Staff Member and a Student
    - a. Communications between a support staff member and a student via a personal cellular telephone shall be prohibited.
      - (1) However, a support staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the support staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.
  3. Text Messaging Electronic Communications Between Support Staff Members and Students
    - a. Text messaging communications between a support staff member and an individual student are prohibited.
      - (1) However, a support staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the support staff member's professional responsibilities regarding the student. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the activity approved by the Principal or designee.
  4. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Support Staff Members and a Student
    - a. A support staff member is prohibited from communicating with any student through the support staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a support staff member and a student.
    - b. A support staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a support staff member's personal social networking website or other Internet-based social media website shall not be responded to by the support staff member and shall be reported to the Principal or designee by the support staff member.
    - c. If a support staff member has a student(s) as a "friend" on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.
    - d. Communication between a support staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

#### Reporting Responsibilities

1. In the event a student sends an electronic communication to a support staff member who has not been approved by the Superintendent or designee to have electronic communications, the support staff member shall report the communication to the Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such electronic communications. Electronic communications by a support staff member or a student where such communications are not approved by the Superintendent or designee may result in appropriate disciplinary action.
2. In the event a student sends an improper electronic communication, as defined in this Policy, to a support staff member who has been approved by the Superintendent or designee to receive electronic communications, the support staff member shall report the improper electronic communication to the Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a support staff member or a student may result in appropriate disciplinary action.

A support staff member and student may be exempt from the provisions outlined in this Policy if a support staff member and student are relatives. The support staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.

The provisions of this Policy shall be applicable at all times while the support staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.



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## District Policy

### 1642.01 - SICK LEAVE

Section: Administration  
Date Created: August 2023  
Date Edited: August 2023

#### SICK LEAVE

##### 1642.01

The Board of Education shall grant sick leave in accordance with N.J.S.A. 18A:30-2. All persons holding any office, position, or employment in the school district, who are steadily employed by the Board or who are protected by tenure in their office, position, or employment under the provisions of this or any other law, except persons in the classified service of the civil service under Title 11, Civil Service, of the Revised Statutes shall be allowed sick leave in accordance with N.J.S.A. 18A:30-2.

Pursuant to N.J.S.A. 18A:30-1.a., sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:

1. The employee is personally ill or injured;
2. For diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
3. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
4. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
  - a. Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
  - b. Services from a designated domestic violence agency or other victim services organization;
  - c. Psychological or other counseling;
  - d. Relocation; or
  - e. Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
5. The death of a family member for up to seven days;
6. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
7. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor due to an epidemic or other public health emergency;
8. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.

N.J.S.A. 18A:30-1, this Policy, and Regulation 1642.01 shall not supersede any law providing collective bargaining rights for school district employees, and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights pursuant to N.J.S.A. 18A:30-1.b.

The Board reserves the right to require of any employee who claims sick leave sufficient proof in accordance with N.J.S.A. 18A:30-4 and Section C. of Regulation 1642.01.

The Superintendent or designee will prepare rules for the administration of N.J.S.A. 18A:30-1, N.J.S.A. 18A:30-4, this Policy, and Regulation 1642.01, which shall be binding on all employees.

The Superintendent or designee will submit to the Board the names of those employees absent for non-compensable cause or whose claim for sick leave pay cannot be justified. The willful misuse of sick leave may be subject to discipline.

29 U.S.C. 2601 et seq.  
N.J.S.A. 18A:30-1; 18A:30-2; 18A:30-4

Adopted: 08 August 2023

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## District Policy

### 3151 - ASSESSMENT OF PAY

Section: Teaching Staff Members  
Date Created: February 2007  
Date Edited: January 2015

The Board of Education believes that the proper performance of a teaching staff member's professional duties requires the punctual commencement and proper completion of all assigned services.

The administration shall assess the following penalties when a teaching staff member fails to render or only partially renders services for which the Board has contracted:

1. The accumulation of six unexcused instances of tardiness in an assigned period in any one school year will result in a wage deduction in the amount of one day;
2. Each unexcused instance of tardiness after the sixth in the same school year will result in a wage deduction in the amount of one full day for each such instance;
3. Any unexcused absence during the working day will result in a wage deduction equal to the ratio of the periods missed to the total periods scheduled, times one two-hundredths of the employee's annual salary.

The administration shall determine whether a teaching staff member's tardiness or absence is excused or unexcused.

A record of instances of tardiness and absences will be maintained in each teaching staff member's personnel file in accordance with Board Policy No. 3212.

The Superintendent is authorized to direct properly cautioned teaching staff members who are repeatedly tardy not to report at all on those days when they cannot report on time and to suffer such wage penalties as may be appropriate.

N.J.S.A. 18A:25-7; 18A:27-4; 18A:29-4

Adopted: 13 February 2007  
Revised: 19 December 2014  
Revised: 06 January 2015





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## District Policy

### 4151 - ASSESSMENT OF PAY

Section: Support Staff  
Date Created: July 2007  
Date Edited: January 2015

The Board of Education believes that district operations suffer without the punctual commencement and proper completion of all assigned services.

The School Business Administrator/Board Secretary shall assess the following penalties when a support staff member fails to render or only partially renders services for which the Board has contracted:

1. Any unexcused absence during the working day will result in a wage deduction equal to the ratio of the periods missed to the total periods scheduled, times one-two hundredths at a ten months employee's salary and one-one hundred fortieths of a twelve month employee's annual salary.

The School Business Administrator/Board Secretary shall determine whether an employee's tardiness or absence is excused or unexcused.

A record of instances of tardiness and absences will be maintained in each employee's personnel file.

The Superintendent is authorized to direct employees who are repeatedly tardy not to report at all on those days when they cannot report on time and to suffer such wage penalties as may be appropriate.

Adopted: 10 July 2007  
Revised: 19 December 2014  
Revised: 06 January 2015



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## District Policy

### **1631 - RESIDENCY REQUIREMENT FOR PERSON HOLDING SCHOOL DISTRICT OFFICE, EMPLOYMENT, OR POSITION**

Section: Administration  
Date Created: December 2014  
Date Edited: January 2015

Every person holding an office, employment, or position in a school district shall have his or her principal residence in New Jersey in accordance with the provisions of N.J.S.A. 52:14-7.

For the purpose of this Policy, "school district" means any local or regional school district established pursuant to Chapter 8 or Chapter 13 of Title 18A of the New Jersey Statutes and any jointure commission, county vocational school, county special services district, educational services commission, educational research and demonstration center, environmental education center, and educational information and resource center.

For the purpose of this Policy, a person may have at most one principal residence and the State of a person's principal residence means the State where the person spends the majority of his or her nonworking time, which is most clearly the center of his or her domestic life, and which is designated as his or her legal address and legal residence for voting. Having a home in New Jersey is not significant enough by itself to meet the principal residence requirement of the law. The fact that a person is domiciled in New Jersey shall not by itself satisfy the requirement of principal residency.

A person, regardless of the office, employment, or position, who holds an office, employment, or position in the school district on September 1, 2011, but does not have his or her principal residence in New Jersey on September 1, 2011, shall not be subject to this residency requirement of N.J.S.A. 52:14-7 while the person continues to hold office, employment, or position without a break in public service of greater than seven days.

A person may request an exemption from the provisions of N.J.S.A. 52:14-7 on the basis of critical need or hardship. The request shall be made to a five-member committee established in accordance with the provisions of N.J.S.A. 52:14-7 to consider applications for such exemptions. The decision on whether to approve an application from any person shall be made by a majority vote of the members of the committee, and those voting in the affirmative shall so sign the approved application. If the committee fails to act on an application within thirty days after the receipt thereof, no exemption shall be granted and the residency requirement of N.J.S.A. 52:14-7 shall be operative.

Any person holding or attempting to hold an office, employment, or position in violation of N.J.S.A. 52:14-7 shall be considered as illegally holding or attempting to hold the office, employment, or position; however, the person shall have one year from the time of taking the office, employment, or position to satisfy the requirement of principal residency. If such person fails to satisfy the requirement of principal residency as defined in N.J.S.A. 52:14-7 after the 365-day period, that person shall be deemed unqualified for holding the office, employment, or position. The Superior Court shall, in a civil action in lieu of prerogative writ, give judgment of ouster against such person, upon the complaint of any officer or citizen of the State, provided that any such complaint shall be brought within one year of the alleged 365-day period of failure to have his or her principal residence in this State.

Notice of the residency requirements as outlined in N.J.S.A. 52:14-7 and this Policy should be provided to all existing persons holding office, employment, or a position in the school district and to candidates seeking to hold office, employment, or a position in the school district.

N.J.S.A. 52:14-7

Approved Revision: 19 December 2014  
Revised: 06 January 2015





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## District Policy

### 4159 - SUPPORT STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

Section: Support Staff  
Date Created: December 2014  
Date Edited: August 2016

All support staff members shall be required to report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment. For purposes of this policy, "support staff members" shall include all school district employees who hold a position in the school district for which no certificate issued by the New Jersey State Board of Examiners is required.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the support staff member. Such support staff members shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for disciplinary action, which may include termination or non-renewal of employment in accordance with law.

Teaching staff members are required to report their arrest or indictment for any crime or offense in accordance with Policy 3159 and N.J.A.C. 6A:9B-4.3.

The school district shall make these reporting requirements known to all new support staff members upon initial employment and to all employees on an annual basis.

Approve Revision: 19 December 2014  
Revised: 06 January 2015  
Revised: 16 August 2016



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## District Policy

### 3159 - TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

Section: Teaching Staff Members  
Date Created: December 2014  
Date Edited: October 2019

#### TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES (M)

3159

#### M

The Board of Education and all certificate holders shall adhere to the reporting requirements outlined in N.J.A.C. 6A:9B-4.3 and N.J.S.A. 18A:16-1.3. For the purpose of this Policy, "certificate holders" shall include all individuals who hold certificates, credentials, certificates of eligibility (CEs), and certificates of eligibility with advance standing (CEASs) issued by the New Jersey State Board of Examiners. For purposes of this Policy, the term "certificate" shall include all standard, emergency and provisional certificates, all credentials, and all CE and CEASs issued by the New Jersey State Board of Examiners.

All certificate holders shall report an arrest or indictment for any crime or offense to the Superintendent within fourteen calendar days of their arrest or indictment in accordance with the provisions of N.J.A.C. 6A:9B-4.3. The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to the Superintendent the disposition of any charge within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for revocation or suspension of certification pursuant to N.J.A.C. 6A:9B-4.4. The school district shall make these reporting requirements known to all new employees upon initial employment and to all employees on an annual basis.

The Superintendent shall notify the New Jersey State Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
2. Nontenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;
3. A certificate holder fails to maintain any license, certificate, or authorization that is mandated pursuant to N.J.A.C. 6A:9B for the holder to serve in a position;
4. The Superintendent becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the district's employ; or
5. The Superintendent has received a report from the Department of Children and Families substantiating allegations of abuse or neglect, or establishing "concerns" regarding a certificated teaching staff member.

The school district shall cooperate with the New Jersey State Board of Examiners in any proceeding arising from an order to show cause issued by the New Jersey State Board of Examiners and based on information about the certificate holder that the school district provided.

The Superintendent shall also notify the New Jersey State Board of Examiners, in accordance with the provisions of N.J.S.A. 18A:16-1.3, whenever a nontenured, certificated employee is dismissed prior to the end of the school year for just cause as a result of misconduct in office. This notification requirement shall not apply in instances where the employee's contract is not renewed. The Superintendent will comply with the additional notice requirements to the New Jersey State Board of Examiners in the event it is subsequently determined by a disciplinary grievance arbitration, a court, or an administrative tribunal of competent jurisdiction that the basis for the dismissal did not constitute misconduct in office. In addition, whenever the Superintendent notifies the New Jersey State Board of Examiners of an employee's dismissal for reasons of misconduct in accordance with the provisions of N.J.S.A. 18A:16-1.3, the employee shall receive a simultaneous copy of the notifying correspondence.

In the event the Board of Education determines, pursuant to a tenure charge finding under N.J.S.A. 18A:6-10 or a disorderly person conviction under N.J.S.A. 9:6-8.14, that a teaching staff member has failed to report an allegation of child abuse in accordance with State law or regulations, the Board shall submit a report to the New Jersey State Board of Examiners that outlines its findings. The New Jersey State Board of Examiners shall review the certification of the teaching staff member to determine if the teaching staff member's failure to report warrants the revocation or suspension of his/her certificate. In accordance with N.J.S.A. 9:6-8.14, any person failing to report an act of child abuse, having reasonable cause to believe that an act of child abuse has been committed, may be deemed a disorderly person.

N.J.S.A. 9:6-8.14; 18A:6-10; 18A:6-38.5; 18A:16-1.3  
N.J.A.C. 6A:9B-4.3; 6A:9B-4.4

Approved Revision: 19 December 2014  
Revised: 06 January 2015  
Revised: 16 August 2016  
Revised: 15 October 2019



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## District Policy

### 5612 - ASSAULTS' ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES(M)

Section: Students  
Date Created: June 2007  
Date Edited: March 2019

#### ASSAULTS' ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES (M)

5612

#### M

Any student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school district employee, or Board member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, shall be immediately removed from school pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7.

A student, other than a student with a disability, who commits an assault as defined in N.J.S.A. 2C:12-1(a)1, shall be immediately removed from school consistent with due process procedures, pending a hearing pursuant to N.J.A.C. 6A:16-7.2 through 7.5. Nothing in N.J.S.A. 18A:37-2.1 or N.J.A.C. 6A:16-5.7 shall be construed as prohibiting the expulsion of a general education student. A student with a disability who commits an assault as defined in this Policy, shall be removed in accordance with N.J.A.C. 6A:14 and due process proceedings in accordance with N.J.A.C. 14-2.7 and 2.8.

In accordance with the provisions of N.J.S.A. 18A:37-2.1(a), said proceedings shall take place no later than thirty calendar days following the day on which the student is suspended. The decision of the Board shall be made within five days after the close of the hearing. Any appeal of the Board's decision shall be made to the Commissioner of Education within ninety days of the Board's decision. The provisions herein shall be construed in a manner consistent with 20 U.S.C. § 1400 et seq.

The Principal or designee shall remove, isolate, and place the student under the supervision of school staff until the student's parent or appropriate agency takes custody of the student. The Principal or designee will immediately report to the Superintendent the removal of the student and notify the student's parent of the removal action and the student's due process rights. The Principal or designee will notify the appropriate law enforcement official of a possible violation of the New Jersey Code of Criminal Justice.

In accordance with the provisions of N.J.S.A. 18A:37-2.1(b), whenever a teacher, administrator, Board member, other school district employee, or a labor representative on behalf of an employee makes an allegation in writing that the Board member or employee has been assaulted by a student, the Principal shall file a written report of the alleged assault with the Superintendent. The Superintendent shall report the alleged assault to the Board at its next regular meeting; provided that the name of the student who allegedly committed the assault, although it may be disclosed to the Board members, shall be kept confidential at the public Board of Education meeting.

Any person who fails to file a report of an alleged assault as required pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7 may be liable to disciplinary action by the Board.

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident under N.J.A.C. 6A:16-5.7 utilizing the Student Safety Data System (SSDS), pursuant to N.J.A.C. 6A:16-5.3(e)1.

Policy and Regulation 5612, implementing the requirements of N.J.A.C. 6A:16-5.7, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-2.1  
N.J.A.C. 6A:14-2.7; 6A:14-2.8; 6A:16-5.7; 6A:16-7.2;  
6A:16-7.3; 6A:16-7.4; 6A:16-7.5

Adopted: 26 June 2007  
Revised: 19 December 2014  
Revised: 06 January 2015  
Revised: 12 March 2019



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## District Policy

### 5613 - REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES (M)

Section: Students  
Date Created: December 2014  
Date Edited: March 2019

#### REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES (M)

5613

#### M

The Board of Education is committed to providing a safe and secure school environment to all students attending the public schools. To provide this environment, the Board of Education will implement policies and procedures regarding a student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. § 921, upon a teacher, administrator, other school Board employee, Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5.

A student, other than a student with a disability, who commits an assault as defined above shall be immediately removed from the school's general education program for a period not exceeding one calendar year and placed in an alternative education program according to the requirements of N.J.A.C. 6A:16-9.1 et seq. The Superintendent may modify on a case-by-case basis the removal of a general education student in accordance with N.J.A.C. 6A:16-5.6(b)1. A student with a disability who commits an assault as defined above shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14.

The Principal or designee shall remove the student in accordance with the requirements outlined in N.J.A.C. 6A:16-5.6(d), which includes notifying the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

If it is found that the removed student did not commit these offense(s), the student shall be immediately returned to the program for which he or she was removed.

If a student, other than a student with a disability, is removed from the general education program pursuant to N.J.A.C. 6A:16-5.6 and this Policy, and a placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction, according to N.J.A.C. 6A:16-10.2, until placement is available.

The Superintendent shall make the final determination on whether the general education student removed, in accordance with the requirements of N.J.A.C. 6A:16-5.6 and this Policy, is prepared to return to the general education program or will remain in an alternative education program or receive home or other out-of-school instruction based on the criteria outlined in N.J.A.C. 6A:16-5.6(i).

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident and the circumstance surrounding the removal of students pursuant to N.J.A.C. 6A:16-5.6 utilizing the **Student Safety Data System (SSDS)**, pursuant to N.J.A.C. 6A:16-5.3(e)1.

This Policy and Regulation 5613, implementing the requirements of N.J.A.C. 6A:16-5.6, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-1 et seq.  
N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.6; 6A:16-6.1 et seq.;  
6A:16-7.1 et seq.; 6A:16-8.1 et seq.; 6A:16-9.1 et seq.;  
6A:16-10.2

Approve Revision: 19 December 2014  
Revised: 06 January 2015  
Revised: 12 March 2019





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## District Policy

### **7441 - ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS (M)**

Section: Property  
Date Created: December 2007  
Date Edited: January 2018

#### **M**

The Board of Education authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members, and other building occupants and to protect the school district's buildings and grounds.

The content produced by the surveillance system under certain circumstances may be considered a student record and if so it will be subject to the Board of Education policy and regulations regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding.

In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a Memorandum of Understanding (MOU) with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include the provisions of N.J.S.A. 18A:41-9 and any additional information required by law enforcement officials. In the event the parties to the MOU are unable to reach an agreement regarding any provision required to be included in the MOU as per N.J.S.A. 18A:41-9a, the County Prosecutor shall make the final determination regarding that provision. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that does not have the ability to have live streaming video.

The Board of Education shall post signage in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used.

In addition to posting, the district shall notify school staff members, parent(s), and students that electronic surveillance may be used in school buildings and on school grounds through publication in student and staff handbooks, school calendars, notice sent home with students, or any other effective means to publish the district's use of electronic surveillance equipment in school buildings and on school grounds.

N.J.S.A. 18A:41-9

Adopted: 11 December 2007  
Revised: 19 December 2014  
Revised: 06 January 2015  
Revised: 13 February 2018



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## District Policy

### 8690 - MONITORING DEVICES ON SCHOOL VEHICLES

Section: Operations  
Date Created: June 2007  
Date Edited: January 2015

The Board of Education recognizes that safe and secure conditions for all pupils transported in school owned or contracted school vehicles is paramount. Pupils transported in a school owned or contracted school vehicle must maintain proper discipline in the vehicle at all times.

To maintain the safe and secure conditions for all pupils transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe pupil behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posted in the school vehicle stating that:

"Video And/Or Audio Monitoring Devices Are Used On School Owned And Contracted Vehicles And This Vehicle May Be Monitored At Any Time."

The recording may be used in pupil and staff discipline matters, driver evaluations or for driver discipline or training. Notice of this policy will be provided to parent(s) or legal guardian(s) and all transportation personnel each year in staff, pupil and/or parent handbooks.

N.J.S.A. 18A:11-1  
20 USCA 1231g  
30 CFR 300.571 Part 99, 300.572, 300.5773

Adopted: 26 June 2007  
Revised: 19 December 2014  
Revised: 06 January 2015





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## District Policy

### 8462 - REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN (M)

Section: Operations  
Date Created: June 2007  
Date Edited: July 2020

#### M

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-24 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, N.J.S.A. 9:6-8.10, and N.J.A.C. 6A:22-4.1(d).

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or to any other telephone number designated by the appropriate child welfare authorities. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

The school district shall prominently display information about the Department of Children and Families' State Central Registry, a toll-free hotline for reporting child abuse, in each school of the district. The information shall give instructions to call 911 for emergencies and shall include directions for accessing the Department of Children and Families' website or social media platforms for more information on reporting abuse, neglect, and exploitation.

The information shall be in a format and language that is clear, simple, and understandable. The information shall be on a poster and displayed at each school in at least one high-traffic, highly and clearly visible public area that is readily accessible to and widely used by students, pursuant to N.J.S.A. 18A:33.28.

The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification. Notice to the Principal or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.

The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The district designates **Director of Special Services** as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Superintendent or designee as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the Memorandum of Agreement, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

The Superintendent or designee shall provide training to school district employees, volunteers, or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, or interns working in the district shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.

N.J.S.A. 18A:33-28; 18A:36-24; 18A:36-25 et seq.

N.J.A.C. 6A:16-11.1

Adopted: 26 June 2007  
Revised: 19 December 2014  
Revised: 06 January 2015  
Revised: 25 April 2017  
Revised: 21 August 2018  
Revised: 07 April 2020



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## District Policy

### 3218 - USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES (M)

Section: Teaching Staff Members  
Date Created: February 2007  
Date Edited: October 2019

#### USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES (M)

3218

**M**

The Board of Education recognizes a teaching staff member who reports to work under the influence of a substance poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any teaching staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district.

For the purpose of this Policy, "substance" or "substances" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2; any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

A teaching staff member shall be required to submit to an immediate medical examination to include a substance test if the Principal or designee has reasonable suspicion to believe a teaching staff member is under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities. Refusal by a teaching staff member to consent to the medical examination including a substance test will be deemed a positive test result for substances. In the event the results of the medical examination and substance test are not provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive test result for substances and the teaching staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.

In the event the Board physician determines the teaching staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the teaching staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured teaching staff member, and/or filing tenure charges for a tenured teaching staff member in accordance with law. The teaching staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the teaching staff member.

In the event a teaching staff member's medical examination and substance test results are negative for a substance or if the Board physician determines the teaching staff member was not under the influence of a substance, the results or determination shall be reported to the Superintendent and the teaching staff member shall be returned to their position unless the Superintendent has a reason the teaching staff member should not be returned to their position.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any staff member who, in the course of their employment, has reason to believe a staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the Principal, or in the absence of the Principal, the Principal's designee responsible at the time of the alleged violation. Either the Principal or designee shall notify the Superintendent who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a staff member in response to questioning initiated by the Principal or designee or following the discovery by the Principal or designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.

A teaching staff member who has been determined by the Board physician to be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities may be offered a Last Chance Agreement upon the recommendation of the Superintendent and approval by the Board. A written Last Chance Agreement must be approved by the Board.



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## District Policy

### 4218 - USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES (M)

Section: Support Staff  
Date Created: July 2007  
Date Edited: October 2019

#### USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES (M)

4218

#### M

The Board of Education recognizes a support staff member who reports to work under the influence of a substance poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any support staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district.

For the purpose of this Policy, "substance" or "substances" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages; any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2; any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4; and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

A support staff member shall be required to submit to an immediate medical examination to include a substance test if the support staff member's supervisor has reasonable suspicion to believe a support staff member is under the influence of a substance during work hours or at a school-sponsored function where the support staff member has been assigned job responsibilities. Refusal by a support staff member to consent to the medical examination including a substance test will be deemed a positive result for substances. In the event the results of the medical examination and substance test are not provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive result for substances and the support staff member shall be subject to appropriate discipline. Any required medical examination and testing shall be paid for by the Board.

In the event the Board physician determines the support staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the support staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured support staff member, and/or filing tenure charges for a tenured support staff member in accordance with law. The support staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the support staff member.

In the event a support staff member's medical examination and substance test results are negative for a substance or if the Board physician determines the support staff member was not under the influence of a substance, the results or determination shall be reported to the Superintendent and the support staff member shall be returned to their position unless the Superintendent has a reason the support staff member should not be returned to their position.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any staff member who, in the course of their employment, has reason to believe a staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the Principal, or in the absence of the Principal, to the staff member's supervisor responsible at the time of the alleged violation. Either the Principal or the staff member's supervisor responsible at the time of the alleged violation shall notify the Superintendent who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a staff member in response to questioning initiated by the Principal or Superintendent's designee or following the discovery by the Principal or Superintendent's designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured support staff member or the filing of tenure charges for a tenured support staff member in accordance with law.

A support staff member who has been determined by the Board physician to be under the influence of a substance during work hours or at a school-sponsored function where the support staff member has been assigned job responsibilities may be offered a Last Chance Agreement upon the recommendation of the Superintendent and approval by the Board. A written Last Chance Agreement must be approved by the Board.

42 CFR Part 2  
N.J.S.A. 18A:16-3; 18A:40A-9  
N.J.A.C. 6A:16-4.1; 6A:16-6.3; 6A:16-6.5

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## District Policy

### 7435 - ALCOHOLIC BEVERAGES ON SCHOOL PREMISES

Section: Property  
Date Created: June 2007  
Date Edited: January 2015

The knowing possession, without legal authority, or knowing consumption of any alcoholic beverage by any person on school premises is a disorderly persons offense.

The Board of Education prohibits the possession and consumption of an alcoholic beverage, without the express written permission of the Superintendent, by any person in any school building and on school property or at any school sponsored activity.

The Board will report to law enforcement officials and prosecute as appropriate any person who violates law and this policy, except that any pupil who possesses or uses or is under the influence of alcohol on school premises or at any school sponsored activity will be treated in accordance with law and Policy Nos. 3218, 4218, and 5530.

School district employees who violate this policy or are present on school premises or at any school sponsored activity while under the influence of alcohol will be subject to discipline, which may include dismissal or certification of tenure charges, as appropriate.

N.J.S.A. 2C:33-15 et seq.  
N.J.S.A. 18A:40A-12  
N.J.S.A. 24:21-2 et seq.

Adopted: 26 June 2007  
Revised: 19 December 2014  
Revised: 06 January 2015





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## District Policy

### 7436 - DRUG FREE WORKPLACE (M)

Section: Property  
Date Created: June 2007  
Date Edited: January 2015

#### M

The Board of Education prohibits the unlawful manufacture, distribution, dispensing, possession or use of any controlled dangerous substance by any person in any school building, on school grounds, or during any activity or event sponsored by the Board.

Every employee of this district must, as a condition of employment, agree to be bound by this policy. An employee who violates the prohibitions or reporting requirements of this policy will be subject to discipline, which may include dismissal, or certification of tenure charges, as appropriate. An employee whose involvement with drugs results in a conviction for a crime of the third degree or above or for an offense touching his/her position will be deemed to have forfeited his/her public employment, pursuant to N.J.S.A. 2C:51-2.

An employee who is convicted of a drug related offense must report the conviction to the Superintendent within five days of its occurrence. The Superintendent will, within ten days of the date on which notice of the conviction is received, report any such conviction resulting from drug use in the workplace to any Federal agency from which the district has received funds through a grant.

The Board directs the Superintendent to establish and maintain a program to:

1. Alert employees as to the dangers of drug abuse in the workplace;
2. Inform employees of the prohibitions against drugs set forth in this policy;
3. Inform employees of available drug counseling, rehabilitation, and assistance programs; and
4. Warn employees of the penalties that may be imposed for violations of prohibitions set forth in this policy.

The Board will report to law enforcement officials and prosecute as appropriate any employee or visitor who violates the prohibitions of this policy. A pupil or employee who violates this policy will be treated in accordance with law and Policy Nos. 3218, 4218, and 5530.

This policy will be distributed to each district employee, including all those engaged in the performance of services under a Federal grant, and will be prominently posted in the district.

41 U.S.C.A. Chapter 10  
34 CFR 85.600 et seq.  
N.J.S.A. 2C:33-15 et seq.  
N.J.S.A. 24:21-2 et seq.

Adopted: 26 June 2007  
Revised: 19 December 2014  
Revised: 06 January 2015



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## District Policy

### 5561 - USE OF PHYSICAL RESTRAINT AND SECLUSION TECHNIQUES FOR STUDENTS WITH DISABILITIES (M)

Section: Students  
Date Created: December 2014  
Date Edited: October 2018

       The Board of Education does not allow for the use of restraint and seclusion for students with disabilities.

  X   The Board of Education strives to provide a safe, caring atmosphere that supports all students in the least restrictive environment. On occasion, during an emergency, a situation may arise making it necessary to temporarily restrain or seclude a student with a disability in accordance with N.J.S.A. 18A:46-13.4 through 13.7.

A school district, an educational services commission, or an approved private school for students with disabilities (APSSD) that utilizes physical restraint on students with disabilities shall ensure that:

1. Physical restraint is used only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;
2. A student is not restrained in the prone position, unless the student's primary care physician authorizes, in writing, the use of this restraint technique;
3. Staff members who are involved in the restraint of a student receive training in safe techniques for physical restraint from an entity determined by the Board of Education to be qualified to provide such training, and that the training is updated at least annually;
4. The parent of a student is immediately notified when physical restraint is used on the student. This notification may be by telephone or electronic communication. A post-incident written notification report of the incident of physical restraint shall be provided to the parent within forty-eight hours of the occurrence of the incident;
5. Each incident in which physical restraint is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and
6. Each incident in which physical restraint is used is documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan (IEP) meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of physical restraints through inclusion of positive behavior supports in the student's behavior intervention plans developed by the IEP team.

A school district, an educational services commission, or an APSSD that utilizes seclusion techniques on students with disabilities shall ensure that:

1. A seclusion technique is used on a student with disabilities only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;
2. Each incident in which a seclusion technique is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and



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## District Policy

### 7434 - SMOKING ON SCHOOL GROUNDS (M)

Section: Property  
Date Created: June 2007  
Date Edited: January 2015

#### M

The Board of Education believes that the right of persons to smoke must be balanced against the right of nonsmokers to breathe air untainted by tobacco smoke.

For purpose of this Policy, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.

For the purpose of this Policy, "electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

For the purpose of this Policy, "school buildings" and "school grounds" means and includes land, portions of land, structures, buildings, and vehicles, owned, operated, or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. "School buildings" and "school grounds" also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. "School buildings" and "school grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

In accordance with N.J.S.A. 26:3D-58 and N.J.A.C. 8:6-7.2, the Board prohibits smoking at all times anywhere in school buildings or on school grounds.

Notwithstanding any provision of this Policy, smoking by pupils is prohibited and governed by Policy No. 5533.

A sign indicating smoking is prohibited in school buildings and on school grounds will be posted at each public entrance of a school building in accordance with law. The sign shall also indicate violators are subject to a fine. Pupils and district employees who violate the provisions of this Policy shall be subject to appropriate disciplinary measures and may be subject to fines in accordance with law.

The Principal or designee may order the departure and removal of any person who continues to smoke in violation of this Policy and the law after being ordered to stop smoking in school buildings or on school grounds. The Principal or designee may request the assistance of law enforcement to accomplish this **departure and removal**.

In the event a person is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

N.J.S.A. 26:3D-55 through 26:3D-63  
N.J.A.C. 6A:16-1.3  
N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

Adopted: 26 June 2007  
Revised: 19 December 2014  
Revised: 06 January 2015





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## District Policy

### 3270 - PROFESSIONAL RESPONSIBILITIES

Section: Teaching Staff Members  
Date Created: February 2007  
Date Edited: September 2022

The Board of Education will establish and enforce rules for the assignment of specific duties to teaching staff members and for the conduct of teaching staff members during the work day.

Teaching staff members assigned specific instructional responsibilities and as designated by the Superintendent shall prepare regular lesson plans. Teachers shall also be responsible for providing adequate direction and guidance to substitutes. Lesson plans shall be subject to review by the teaching staff member's Principal or designee and/or immediate supervisor as assigned by the Superintendent.

During the work day, teaching staff members may be assigned extra or alternative duties by the Principal or designee in accordance with Policy 3134. Teaching staff members are to attend every faculty meeting unless expressly excused by the Principal or designee.

Adopted: 13 February 2007  
Revised: 19 December 2014  
Revised: 06 January 2015  
Revised: 13 September 2022







