



HUMAN RESOURCES EMPLOYEE HANDBOOK

Cape May Technical School District

DISTRICT MISSION STATEMENT

The mission of the Cape May County Technical School District is to produce civic-minded graduates who possess the knowledge, dispositions, and social/emotional skills to be active participants in the global workplace. Students will develop the skills necessary to pursue careers and higher education, enhance their personal growth, and become lifelong learners through the combination of academic, technological, and co-curricular experiences.

BELIEF STATEMENTS

1. A powerful, student-centered learning environment is successful when parents, teachers, students and community members are a collaborative team committed to student growth and actively involved in exchanging ideas.
2. Education is most effective when decision-making is focused on individual needs and interests of each student.
3. Communication, collaboration, problem solving, and critical thinking are essential skills in a global society.
4. An environment of academic and vocational excellence should create curious minds and compassionate learners who will thrive in an ever-changing world and be prepared to enter careers in the global market.

This resource book has been prepared to guide hiring practices in the district. It presents the varied aspects of the hiring process in a standardized and organized format. Included is the documentation process for the various phases of the hiring and interviewing. Over the past several years legislation has been enacted requiring diligent efforts on the part of the employer to provide fair and equal representation for the applicant during the interviewing and hiring process. The guidelines and documentation provided in this booklet, when properly implemented, will enable the District to work within State and Federal mandates throughout the hiring process.

Hiring Procedures

A Guide to the Hiring Process

Posting for an open position:

When a position becomes available, the initiating administrator will fill out a [Position Request form](#) and forward to Human Resources. Human Resources will have the job approved for budget by the Superintendent and the job will be posted.

Positions may be advertised externally on the district website, NJ School Jobs, Indeed and local newspapers

Positions are posted for the timeframe by each employee group as follows:

Administrators – 10 days

Teachers/Certificated Staff – 10 days

Secretaries and Custodians – 5 days

Step 1: Job Selection: Interested/qualified candidates review all job postings and apply for a job of interest. The candidate can apply for more than one position.

Step 2: Application: It is recommended that candidates attach a current resume and letter of interest. If the position requires a professional license, the applicant is strongly encouraged to attach a copy of all transcripts and license (if available). Official copies of transcripts and licenses will only be required if a candidate is offered a position.

Step 3: Licensed/Certificated Staff Interview: Interviews are scheduled by the Principal and/or Supervisor after review of applications provided by Human Resources. Interviews may be conducted in-person and virtually, as needed. The interview provides a district Supervisor/Principal a chance to meet and interview the candidate and then recommend for hire to the Superintendent. The Superintendent or designee will interview candidates and make final recommendation for salary and hiring to the Board of Education. Once approved by the Superintendent and salary is determined, Human Resources will be notified and candidates will be placed on the Board Agenda for approvals by the hiring Administrator. Human Resources will work with the hiring Administrator and determine the start date based on receipt of required paperwork and criminal background checks.

Step 4: Selection Interview: The applicants are interviewed by principals or supervisors. The principal/supervisor will review available candidate information (letter of interest, resume, professional references, application, transcripts, professional license, and/or screening interview score). Based on this information, the principal/supervisor will invite candidates for an interview. Supervisors/principals will often follow a "team interview" format at this level. Depending on the number and quality of candidates, additional interviews may be necessary to identify the finalist(s) for recommendation. Following the Interview, the candidate can expect to receive either a phone call or a letter informing him/her of the results of the interview.

Step 5: Criminal Background Check: The school district uses a nationally recognized vendor (IdentoGo) to conduct criminal background checks for potential new hires. The screening includes a multi-state criminal record search, along with a federal criminal background check, as well as a search of the multi-state sex offender registry.

Step 6: Reference Checks: *All candidates must have references checked using the attached [form](#). This form should be returned to Human Resources. If a candidate does not want the district to check references with a specific individual, the applicant is expected to submit this request, in writing, at the time of application.*

Step 7: Board of Education Approval: Candidates recommended for employment by the Superintendent/Human Resource Department must be approved by the Board of Education. A hiring decision is not official until the Board of Education approves the recommendation at the next regularly scheduled Board meeting.

Step 8: Employment File: Once a candidate is approved by the Board, an employment file will be created. New hires must have the following items on file:

- All official college transcripts, if applicable
- A copy of your appropriate New Jersey NJDOE Certificate or license
- Clear background check
- Medical Information - (Physical and Negative TB Test)
- Completion of other required documents for payroll and benefits.

Applicants are to direct questions regarding specific positions to the Human Resource Department.

HR will notify the Director of Curriculum of all new hires after each board meeting to ensure PDP/SGO are completed within 30 days. Staff will also be assigned mandatory Professional Development at that time.

[Policy 1523 Comprehensive Equity Plan](#)

[Policy 1140 Affirmative Action Program](#)

The Board of Education will implement an affirmative action plan and actively seek minority applicants for all open positions in the District. The schools shall engage in fair and sound personnel practices in the appointment of all school system employees. The administration shall be responsible for establishing recruitment, selection and appointment procedures. No advertisement of employment opportunities may by intent or design restrict employment based upon discrimination as defined by law. The Superintendent of Schools shall be responsible for developing specific recruiting procedures and appropriate interviewing and evaluation instruments to implement the Board's policy. All such procedures and instruments shall comply with federal and state requirements

Arrest and Indictment

All staff members must submit to the Superintendent a written report of the staff member's arrest or indictment for any crime or offense within fourteen (14) calendar days of such occurrence. In addition, the staff member must report to the Superintendent the disposition of any charges within seven (7) calendar days.

Attendance and Punctuality

Quality education demands that staff be punctual and consistent in their attendance. Tardiness seriously interferes with the efficient operation of the District in providing educational excellence and places extra burdens on others. Poor attendance and/or lack of punctuality may result in disciplinary action. All employees are responsible for accurately recording their time at work in the Frontline system.

Change in Employee Information

If any personal information changes (i.e., name, address, home/mobile telephone number(s), personal email address, emergency notification information, marital status, etc.), an Address Change Form should be given to the Principal's secretary, Payroll and Human Resources.

Confidential Information

Federal and state law requires that certain information contained in personnel records remain confidential. Unauthorized access to and disclosure of confidential information are considered serious violations of the law and District policies. In the

event that any such violation occurs, disciplinary action may be taken.

Public information, that is, information that may not be deemed confidential, includes, but is not limited to certain personnel and pension records (name, title, salary, payroll record, length of service, amount and type of pension received, etc.) and certain information concerning crimes reported.

Disability Etiquette

The Americans with Disabilities Act (ADA) of 1990 was conceived with the goal of integrating individuals with disabilities into all aspects of American life. Sensitivity toward individuals with disabilities is not only in the spirit of the ADA, it makes good business sense. Disability etiquette can help you to better serve the District and students and it is an easy way to make individuals with disabilities feel welcome.

When you use disability etiquette, employees and students with disabilities feel more comfortable and work more productively.

- Ask before you help.
- Be sensitive about physical contact.
- Think before you speak.
- Respond graciously to requests.
- Do not make assumptions.

For additional information, please reach out to ADA Coordinator/Child Study Team Supervisor.

Disciplinary Procedure

The District directs all staff members to observe New Jersey Statutes and Administrative Codes, Rules of the New Jersey State Department of Education and Board policies and regulations governing staff conduct.

Disciplinary action may include verbal and written warnings as well as corrective action plans as appropriate and, in some cases, will provide for progressive penalties for repeated violations. Penalties may include, but are not limited to, suspension, withholding of a salary increment and dismissal. Whenever a staff member's employment status is on the Board of Education's agenda, that staff member shall receive notice of the meeting and will have the option of appearing before the Board in private session with or without a person of their choosing being present as well.

Employee Code of Ethics

Certificated Staff Members

The Board of Education endorses a code of ethics for its certificated staff members that is based on the code published by the National Education Association. The

District's code of ethics adheres to two main principles: commitment to students and commitment to the teaching profession.

Specifically, with respect to the first principle, every educator in the District honors the worth and dignity of each human being and shall undertake the pursuit of academic excellence and the advancement of democratic principles. In the course of his or her daily work, each educator shall guarantee an equal educational opportunity for all and shall strive to help each student realize his or her potential as a worthy and effective member of our democratic society.

The District's code of ethics addresses its commitment to the teaching profession because the public invests in educators a trust and responsibility requiring the highest ideals of professional service. Each educator shall make every effort to raise professional standards that promote a climate encouraging the exercise of consummate professional judgment and create and maintain those conditions that attract persons worthy of the public trust.

Non Certificated Staff Members

The Board of Education requires non certificated staff members to act in a professional manner that conforms to its philosophy. Staff members must uphold all policies, rules and regulations issued by the Board of Education. Staff members must commit themselves to providing the best possible services for the students of the District and endeavor to establish good working relationships with all employees.

Employee Evaluations – Certificated

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

Teachers – N.J.A.C. 6A:10-1.1 through 10-1.4; 6A:10-2.1 through 10-2.5; 6A:10-3.1 and 10-3.2; 6A:10-4.1 through 10-4.4.

On an annual basis, the Board of Education will adopt evaluation rubrics for teachers/certificated staff that must be submitted to the Commissioner of Education by June 1 for approval by August 1 of each year. The evaluation rubrics have four (4) defined annual ratings: highly effective, effective, partially effective, and ineffective. A corrective action plan shall be developed for teachers rated unsatisfactory or progressing on their annual summative evaluation rating.

Teaching Staff Members, Excluding Teachers and Administrators - N.J.A.C. 6A:10- 1.1 through 10-1.4; 6A:10-2.1 through 10-2.5 and 6A:10-6.2.

On an annual basis, the Board of Education will adopt evaluation rubrics for certificated staff that must be submitted to the Commissioner of Education by June 1 for approval by August 1 of each year. The evaluation rubrics have four (4) defined

annual ratings: highly effective, effective, partially effective, and ineffective. A corrective action plan shall be developed for teachers rated unsatisfactory or progressing on their annual summative evaluation rating. Examples of these job titles include educational services staff members, guidance counselors, school nurses, library/media specialists, therapists, and other teaching staff members working under an educational services certificate. It does not include teachers, Principals, Vice Principals, Assistant Principals and administrators such as directors and/or supervisors.

Administrators, Excluding Principals, Vice Principals, and Assistant Principals - N.J.A.C. 6A:10-1.1 through 10-1.4; 6A:10-2.1 through 10-2.5.

On an annual basis, the Board of Education will adopt evaluation rubrics for administrators that must be submitted to the Commissioner of Education by June 1 for approval by August 1 of each year. The evaluation rubrics have four (4) defined annual ratings: highly effective, effective, partially effective, and ineffective. A corrective action plan shall be developed for teachers rated unsatisfactory or progressing on their annual summative evaluation rating. Administrators are appropriately certificated staff members, employed in the District in an administrative and/or supervisory role who hold a valid and effective standard, provisional, or emergency administrative certificate. They may be directors, supervisors or any other administrative or supervisory position in the District. The term “administrator” does not include Principals, Vice Principals, or Assistant Principals.

Principals, Vice Principals, and Assistant Principals - N.J.A.C. 6A:10-1.1 through 10-1.4; 6A:10-2.1 through 10-2.5; 6A:10-5.1 through 10-5.4; and 6A:10-7.1 through 10-7.3.

On an annual basis, the Board of Education will adopt evaluation rubrics for Principals, Vice Principals, and Assistant Principals that must be submitted to the Commissioner of Education by June 1 for approval by August 1 of each year. The evaluation rubrics have four (4) defined annual ratings: highly effective, effective, partially effective, and ineffective. A corrective action plan shall be developed for Principals, Vice Principals, and Assistant Principals rated unsatisfactory or progressing on their annual summative evaluation rating.

Non Certificated Staff Members

For evaluation purposes, 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 or her performance. Evaluation procedures shall provide that each employee is informed of the specific objectives of his or her position and the standards that will be used to assess the employee's performance against those objectives.

Supervisors will evaluate employees on an annual basis. Any records created in the evaluation process will become part of the employee's file and subject to Board of Education policies concerning personnel records.

Employment Contracts

Contracts are issued on an annual basis after approval by the Board of Education.

Employment Verification

Upon written request, the Human Resources Department and Payroll Department will provide employment verifications, which shall be limited to dates of employment, job title and salary verification.

Equal Employment Opportunity

District employment applications and pre-employment inquiries conform to the guidelines of the New Jersey Division of Civil Rights. All employees and applicants for employment are afforded an equal opportunity to receive equal and fair treatment in all terms and conditions of their employment without regard to race, color, creed, national origin, religion, ancestry, gender identity or expression, age, gender, socioeconomic status, disability, marital status, affectional or sexual orientation.

Grievance Procedure

The term "grievance" means a complaint by any employee that there has been an inequitable, improper application or interpretation of the rules, regulations or contract affecting the terms and conditions of the individual's employment or a violation of District policy.

Affiliated Staff

For the grievance procedures applicable to union-represented employees, refer to your collective bargaining agreement.

Non-affiliated Staff

If the staff member does not file a written statement of his or her grievance within 10 (ten) school days after he or she knew or should have known of the act or condition on which the grievance is based, then the right to proceed with the grievance shall be deemed to have been waived.

A staff member with a grievance shall discuss it with his or her supervisor with the objective of resolving the matter informally. If no resolution is reached at this level, the staff member shall file a written statement of his or her grievance with the Superintendent. The Superintendent shall be obligated to give the individual an appointment to discuss his or her grievance within fifteen school days of the receipt of the written statement.

If no resolution is achieved at this level the grieving party shall present his or her written grievance to the Board of Education within ten school days of the receipt of the Superintendent's written response. The Board Secretary shall establish a date on which the Board of Education shall hear the grievance. The Board of Education's written answer shall be delivered within ten school days of this meeting.

This completes the final action of the grievance procedure.

Harassment, Intimidation and Bullying

The Board of Education prohibits acts of harassment, intimidation and bullying (HIB). Such acts, like other disruptive and violent behaviors, are conduct that disrupts both a student's ability to learn and the District's ability to educate its students in a safe and disciplined environment. Staff members shall demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate HIB. Initially, any allegations of HIB must be reported to your appropriate supervisor. If you have any concerns regarding HIB-related issues, please contact your District's Anti-Bullying Coordinator. Your supervisor will inform you how to contact the Anti-Bullying Coordinator. For more specific information, see the section of the Handbook entitled "HARASSMENT, INTIMIDATION AND BULLYING".

Inclement Weather Conditions

The Superintendent will determine if the District facilities are to be closed. Staff members will be notified by telephone. Certain departments will be required to report to work and those employees will be notified accordingly. Delayed District opening instructions will be conveyed to employees by telephone. Please note that on days when the District is closed or opening is delayed, you may visit our website for special announcements.

Leaves of Absence

Jury Duty

In general, the District will indemnify all full time and part time employees against loss of pay incurred by a call to jury duty. No employee will be penalized in any way for an absence caused by service on a panel of grand or petit jurors. The time absent will not be charged against personal leave and will count toward District service. Employees must send the Summons with dates to be out to Human Resources. Upon completion of jury duty, a note from the court must be submitted to Human Resources confirming time out.

Military Leave

The District recognizes that military service rendered by any employee in the defense of the United States or in maintaining preparedness for foreign or domestic conflict is a service benefiting all citizens. Such service shall neither act to penalize employees nor deprive them of benefits that would have been received had the period of military service been spent in District employment.

Any person granted a leave of absence for active duty will be re-employed by the District upon being honorably discharged or separated from military service, provided that the person has given notice before the end of the military leave of his or her intention to return to District employment.

Personal Leave

District employees may receive a specific number of days off to be taken to attend to personal business. This shall be in addition to vacation and sick leave. Employees should review their collective bargaining agreement or the fringe benefits section for their job description to determine the number of personal leave days and related provisions.

See negotiated contract for additional details.

Sick Leave

Refer to [Policy 1642.01](#) for additional information.

Vacation Leave

Employees may receive vacation time based on the applicable collective bargaining agreement. All requests for vacation leave are subject to approval by your immediate supervisor.

Leaves of Absence - Uncompensated

All requests for leaves of absences MUST be submitted in writing to the Human Resources Department and your immediate supervisor.

FMLA/NJFLA

In accordance with the Federal Family and Medical Leave Act (FMLA) and the New Jersey Family Leave Act (NJFLA), the District will grant staff members up to twelve weeks leave of absence in a twelve month period upon advance notice so that such member may provide care for the birth or adoption of a child or the serious health condition of a spouse, parent, child or the staff member. The method used to determine the twelve month period is a rolling twenty-four months, measured backwards from the date an employee last used any FMLA.

The District provides for uncompensated leaves of absence in accordance with federal and state laws and their policies for any employee. Absence from duties may be required for a foreseeable event of disability such as pregnancy, childbirth, surgery or serious health-related matter. At the expiration of the uncompensated leave of absence, the employee may return to District employment in a position for which he or she is appropriately qualified and/or certified.

Contact the Human Resources Department to discuss specific personal eligibility requirements.

Orientation Program

New employees may be required to attend a mandatory orientation program on a date specified by the Board of Education. Employees supervisors will provide specific orientation to familiarize new hires with departmental procedures, policies, etc.

Overtime

Employees may be required to work overtime, as determined by their collective bargaining agreement and/or their work assignment as determined by their supervisor.

Personal Appearance

The image of the District is reflected in its employees. For purposes of maintaining an environment conducive to academic productivity, the following criteria have been established for staff members, volunteers and other representatives of the District.

- Employees are required to wear identification badges at all times while on
- District property unless otherwise advised by the supervisor.
- Personnel should present a business-like appearance. Attire must be neat,

- Clean and appropriate to the District's professional setting.
- No clothing or accessories shall be worn that constitute a danger to the health or safety of the wearer or others.
- Certain types of clothing shall not be worn. They include, but are not limited to, tank tops, halter tops, muscle shirts, sweat clothes, torn clothing or clothing containing foul language or obscene images.
- Employees who are required to wear uniforms must keep them clean and neat.
- Personal cleanliness and good body hygiene are required in the District environment.
- For safety and sanitary reasons, no overly encumbering or excessive jewelry should be worn. Fingernail length and facial hair should not interfere with one's ability to perform all required job tasks or present any safety hazards.
- All other aspects of personal appearance will be covered by existing safety, health and infection control policies and regulations.

In the event a supervisor determines that a staff member's appearance does not meet the District's policy requirements, the staff member shall be advised accordingly. If similar instances recur, the supervisor may write a reprimand that shall be placed in the staff member's personnel file.

Professional Development

Certificated Staff Members

The Board of Education encourages all certificated staff members to pursue a program of continuing professional development through course work or matriculation in institutions of higher learning, participation in workshops and conferences, membership in professional organizations and independent scholarship. All certificated staff members, including licensed teachers and educational services personnel who work in a school district or non-public school requiring licensure, are required to complete twenty (20) clock hours of state-approved continuing professional development and/or in-service training every school year.

Non Certificated Staff Members

The Board of Education believes that continued training and study is essential to the improvement of employee performance and the acquisition of technological skills. The Board of Education encourages all employees to participate in appropriate training programs.

Protection Against Retaliation (“Whistleblower Act”)

The Board of Education will take no retaliatory action, by discharge, demotion, suspension or any other adverse means, against an employee who conscientiously discloses or threatens to disclose to a supervisor or public body an activity, policy or practice of this Board or any District officer that the employee reasonably believes to be in violation of law or rule; provides information to or testifies before a public body conducting an investigation, hearing or inquiry into any alleged violation of law by the Board of Education or an officer of this District; or objects to or refuses to participate in an activity, policy or practice of this District that the employee reasonably believes to be in violation of law or rule, fraudulent, criminal, or incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment.

Reporting Violence, Vandalism, Alcohol and Other Drug Offenses

Any employee who observes or has direct knowledge from a participant or victim of an act of violence or the possession or distribution of alcohol or other drugs on school grounds, and any school employee who reports a student for being under the influence of alcohol or other drugs, shall file a report describing the incident to the employee’s immediate supervisor.

Resignation

Certificated Staff

Any certificated staff member, under tenure of service, desiring to relinquish his or her position shall provide the District sixty days written notice of his or her intention, unless the Board of Education approves a shorter notice. If said employee fails to give such notice the certificated staff member shall be deemed guilty of unprofessional conduct and the Commissioner may suspend his or her certification for a period of not more than one year.

Non Certificated Staff

A non certificated staff member wishing to relinquish his or her position shall provide the Board of Education with notification in accordance with the timelines set forth in his or her employment contract, fringe benefits section for the job description or collective bargaining agreement.

Sexual Harassment

The sexual harassment of any employee or student is strictly forbidden. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and verbal or physical contacts of a sexual nature. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the District and are intolerable in a workplace to which the students are exposed.

Any employee or agent of the Board of Education found to have sexually harassed another employee or student will be subject to discipline, which may include termination of employment. Any employee exposed to sexual harassment by another employee, student or agent of this Board of Education is encouraged to report the harassment to their supervisor.

Affirmative Action

The Cape May Vocational Technical School District and Special Services School Districts strictly adhere to their Boards of Education affirmative action and anti-harassment policies to ensure equal education opportunities for all students and equal employment opportunities for all persons. In conformance with these policies the Districts affirm not to discriminate in their education programs, activities, employment or admission procedures and practices on the basis of race, color, age, creed, religion, ancestry, national origin, socioeconomic status, affectional or sexual orientation, gender, gender identification or expression, disability or marital status.

If a student, parent, or staff member has a complaint regarding these matters, he or she should contact the appropriate supervisor. If not satisfied with the determination, the complainant then may contact the District's Affirmative Action Officer. Kristen Schaffer, Director of Curriculum and Instruction/Affirmative Action Officer for the Cape May County Vocational Technical Schools and Special Services School District at 188 Crest Haven Road, Cape May Court House, NJ 08210. 609-380-0200 X265.

Staff Identification Badges

The District recognizes that building security measures are important for the safety and welfare of all students, staff, parents, and community members. In acknowledging this important responsibility, the District requires all employees to visually display District issued identification badges at all times while in District buildings, on school property or at other District facilities. Generally, the identification badge shall be

worn around the neck; however, in certain cases badges may be clipped to an article of clothing that is located above the waist. Please notify the Human Resources Department should you lose your identification badge.

Student/Client Identification Badges

The District will provide each student and client with an ID badge at the start of the school year. Students and clients must wear their ID badge at all times while on campus. This is necessary so that staff administrators are able to distinguish between students/clients and trespassers.

Students – Communication via Electronic Media

Staff members are expected to avoid any behavior that might compromise their status as authority figures and role models for students. To that end, personal communication and interaction between students and staff members, whether verbal or non-verbal, through electronic media is to be limited to a student's school work or school activities. Personal communications and interaction between all school staff and students via electronic media shall be appropriate and consistent with the policies of the Board of Education and in accordance with professional standards of good and acceptable behavior. Under no circumstances may any staff member communicate with a student using their own personal communication devices.

Substance Abuse

The Board of Education prohibits the employees of the District, while on duty and in the presence of students from using or consuming or being under the influence of intoxicating beverages, anabolic steroids, and other controlled dangerous substances, the misuse of legally prescribed drugs, and engaging in the trafficking of drugs. Compliance with this standard of behavior is mandatory. For purposes of this prohibition, substances include:

- All CDS as defined and prohibited in New Jersey Statutes and Codes;
- All chemicals that release toxic vapors as defined and prohibited in New Jersey Statutes and Codes;
- All alcoholic beverages; and
- Anabolic steroids.

The District will make every effort to educate its employees regarding the misuse of illegal substances, alcohol, drugs and anabolic steroids. Further, it will assist and provide guidance to employees who have a problem concerning the abuse of these substances.

Your supervisor has been delegated the authority to instruct you regarding the performance of your duties, oversee your work, evaluate your performance on

the job, apprise you of the rules, regulations, policies and procedures issued by the Board of Education and perform other traditional supervisory functions. The first person with whom to discuss any question or problem concerning your work is your supervisor.

When he or she is unable to answer your question or resolve your problems, it is your supervisor's responsibility to obtain the answers for you.

Surveillance

The District may use electronic surveillance devices in school buildings and on school grounds to improve the security and safety of staff, students, and the District community at large. Notice of such surveillance shall be provided.

Technology Devices Provided by Board of Education to Staff Members

The Board of Education may provide technology devices, which are the property of the Board, to staff members to be used in their school business related responsibilities. Staff members shall not have any expectation of privacy in the use of these devices. In addition, these devices may have security settings, monitoring or auditing software, tracking technology, and any other software that could monitor the use of the device. All devices provided to staff members must be returned upon request by the Superintendent or his or her designee or termination of employment with the District.

Termination

Tenured Certificated and Noncertificated Employees

The Board of Education will challenge the continued employment of any tenured certificated or noncertificated staff member who demonstrates inefficiency in the performance of his or her duties, is incapable of performing those duties, violates the public trust through unbecoming conduct or displays by other means unfitness for District employment. The Board of Education will file certification of tenure charges against a tenured certificated or tenured noncertificated staff member if it is determined that the gravity of the charges and the probity of supporting evidence is sufficient to warrant such action.

Nontenured Certificated Employees

Pursuant to and in compliance with the contract termination clause, the Board of Education may end the employment of a certificated staff member not under tenure under any of these circumstances:

- A request made by the employee for reasons accepted as valid and

- in the best interest of both the employer and the employee;
- By mutual agreement of both the employee and the employer that termination of the contract is best for the school system; or
- By direct request from the employer.

Nontenured Noncertificated Employees

The Board of Education will enter into a contractual agreement with each nontenured noncertificated staff member providing, in part, for the termination of employment by either party. The Board of Education may terminate the employment of an employee for incompetence, immorality, unfitness for service, insubordination, reduction in force or other good cause. Any notification of termination for cause will include a full statement of the reasons for the dismissal upon written request by the employee.

Tuition Reimbursement

The Board of Education is dedicated to providing employees with maximum opportunities to achieve their personal and professional goals. To this end, the Board of Education offers tuition reimbursement for qualified staff who wish to continue their education by enrolling in a course or degree program that is expected to result in significant and tangible improvement in the individual's skill level with a corresponding benefit to the District. Please refer to your collective bargaining agreement.

Uniforms

If an employee is required to wear a uniform for the specific position hired, the uniform must be worn at all times while on duty. Uniforms are not for personal use and should not be worn other than while on duty.

Use of District Communications Systems

District-owned communication systems and devices such as mail, telephones, facsimile machines, computers, tablets, email and the Internet may not be used by employees for personal solicitation or other purposes unrelated to District business.

The Board of Education provides computer networks, computers, resources, and Internet access to its specific staff members for educational purposes only. District staff users are responsible for good behavior on computer networks, and computers just as they are when using other District- provided means of communication.

Communications on the computer networks and computers are often public in nature. Policies and regulations governing behavior and communications apply. The

District networks, Internet access and computers are provided for District staff users to conduct research and communicate with others. Access to computer networks and computers is given to District staff users who agree to act in a considerate and responsible manner. Computer and Internet access is a privilege; not a right. Access entails responsibility. District staff users of the computer networks and computers are responsible for their own behavior and communications over the computer networks and computers. It is understood that District staff users will comply with District standards and will honor their agreement to abide by federal, state, and local laws and the policies and regulations of the District as acknowledged by acceptance of employment in the District. Beyond the clarification of such standards, the District is not responsible for the actions of individuals utilizing the computer networks and computers who violate the policies and regulations of the Board of Education.

Because of the complex association between the many government agencies and computer networks and computers, the end user of these computer networks and computers must adhere to strict regulations. Regulations are provided so that District staff users are aware of their responsibilities and the consequences of violating federal, state and/or local law and the District's policies and regulations.

Working Hours

Working hours shall be determined by your collective bargaining agreement and/or the work assignment given to you by your supervisor.

EMPLOYEE BENEFITS

This summary contains highlights of the benefit plans available to you.

Medical, prescription, dental, vision, life, and pension coverage may be part of the District's benefits program. Human Resources will explain in detail all the options that are available. For additional information consult your collective bargaining agreement.

Employees share in the cost of medical and/or prescription benefits via semi-monthly payroll deductions.

Medical Coverage

In general, full time employees are eligible for medical coverage after completing 60 days of continuous employment with the District. Ten month employees hired on the first day of September shall receive coverage effective immediately. Twelve month employees hired on the first day of July shall receive coverage effective immediately. Employees may insure themselves and/or eligible dependents, if applicable.

You may insure yourself and your eligible dependents. Eligible dependents include your spouse, domestic partner, civil union partner and the employee's child(ren) until age twenty- six, regardless of the child's marital, student, or financial dependency status – even if the young adult no longer lives with his or her parents. Children include natural children, stepchildren, adopted children and children for whom you have legal guardianship. Medical coverage will be available to eligible children through December 31 of the year they turn age twenty-six.

If the employee does not enroll him or herself and/or any eligible dependents in a medical insurance plan when he or she first becomes eligible for medical benefits, they must wait until the annual open enrollment period starts (usually in October for commencement of participation the following January).

If an employee has a life altering event affecting their personal health coverage, i.e., death, marriage, remarriage, change in domestic partner relationship, divorce or birth/adoption of a child, the employee must notify Human Resources within thirty (30) days from the date of the change.

The Health Benefits Program must receive the application for changes no later than sixty (30) days after the qualifying event. If an employee fails to notify his or her Human Resources Department, they will have to wait until the next open enrollment period to make the change.

The website for Horizon is:

horizonblue.com

Prescription Drug Coverage

Full time employees are eligible for coverage after completing 60 days of continuous employment.

Ten-month employees hired on the first day of September shall receive coverage effective September 1st. Twelve month employees hired on the first day of July shall receive coverage effective immediately.

Prescription drug coverage will be available to eligible children up to the end of the month in which they turn twenty-six years of age.

Dental Coverage – Delta Dental Plan of New Jersey, Inc.

Full time employees are eligible for coverage on the first of the month after completing 60 days of continuous employment. Ten month employees hired on the first day of September shall receive coverage effective immediately. Twelve month employees hired on the first day of July shall receive coverage effective immediately. You may

enroll yourself and your eligible dependents for coverage. Dependent children are covered until their 23rd birthday. No cost to employee and/or dependents.

The website is

<http://www.deltadentalnj.com>.

Vision - EyeMed

Full time employees are eligible for coverage on the first of the month after completing 60 days of continuous employment. Ten month employees hired on the first day of September shall receive coverage effective immediately. Twelve month employees hired on the first day of July shall receive coverage effective immediately. You may enroll yourself and your eligible dependents for coverage. Dependent children are covered until their 23rd birthday. No cost to employee and/or dependents.

[Vision Information](#)

Consolidated Omnibus Budget Reconciliation Act (COBRA)

Employees of the District covered by the group medical, prescription, dental and/or vision plans have the right to choose continuation of coverage in the event the above-mentioned coverage is discontinued because of a reduction in hours or the termination of employment. For the details of eligibility to continue coverage under COBRA, please contact your Human Resources Department.

In addition to the above health benefits, certain other benefits are provided by the state and/or the District. Information will be provided from the payroll department.

Pension

Teachers' Pension and Annuity Fund (TPAF)

Employees hired for positions requiring certification by the New Jersey Department of Education as members of a regular teaching or professional staff of a public school system in New Jersey are required to enroll in the TPAF as a condition of employment. You cannot join TPAF if you are a temporary or substitute employee, replacing an individual on a leave of absence or retired and receiving a monthly retirement allowance from another public retirement system in New Jersey.

Public Employees Retirement System (PERS)

Membership in the PERS is generally required as a condition of employment for most employees. You are required to enroll in PERS if you are employed on a regular basis in a position covered by Social Security and you are not required to be a member of any other state or local government retirement system on the basis of the same position. Although most employees are required to enroll in the retirement system

when hired, in some instances (for example, if you are a per diem employee or hired as a temporary or provisional employee by an employer covered by Civil Services) you may not qualify for enrollment in the system until up to one year from the date of employment.

Membership in TPAF or PERS for individuals enrolled after May 21, 2010, is based on hours worked.

Defined Contribution Retirement Program (DCRP)

If you are ineligible to be a member under either TPAF or PERS, you may be eligible to enroll in the DCRP.

For more information, please visit the following website:

<http://www.nj.gov/treasury/pensions/>

Life Insurance/Accidental Death and Dismemberment

All pensionable employees are eligible on the first day of hire for life insurance and accidental death and dismemberment insurance. One-half of the premium amount is contributed by the employee and one-half by the District. Your premium contribution is mandatory for the first year of employment. After year one, you may stop contributing your portion of the premium. As a result, the original insurance amount will be reduced by one-half. Be advised that if you make this election, you can never reinstate the original option. The benefit is equal to three times the annual salary for employees covered by PERS. The benefit is equal to three and one-half times the annual salary for TPAF covered employees. The benefit is equal to one and one-half times the salary of the DCRP covered employees; contributions are made by the employer only.

Longevity/Service Adjustment

Employees may be entitled to a service adjustment after working in the District for a specified number of years. Review your collective bargaining agreement or the fringe benefits section of your job description for specific information and eligibility.

Tuition Reimbursement

Employees may be eligible to receive reimbursement for tuition expenses for courses if the following requirements are met:

- Prior written approval from the Superintendent or his or her designee; and
- The bursar's receipts and the original transcript of the course(s)

indicating the award of a grade of “B” (or its equivalent) or better must be submitted ninety (90) days after completion of the course.

You must notify the Superintendent or his or her designee of your intent to take the course(s) two (2) months prior to the start of class(es). Upon approval, reimbursement shall be set based on tuition amount and number of credits allowed. Courses must be directly related to your professional responsibilities in the District. Please review your collective bargaining agreement.

Tax Sheltered Investment

All employees may elect to participate in various tax sheltered investment plans. Under this arrangement, an employee authorizes the amount of money to be withheld each pay period on a “pre-tax” basis. Federal taxes on salary are computed after this deduction is made, thereby lowering the taxable income amount. At the time the money is withdrawn, taxes will be assessed. District employees may contact their Payroll Department for a listing of financial advisory firms.

Retirement Benefits

Based on your collective bargaining agreement or fringe benefits section of your job description you may be eligible for financial reimbursement of sick leave, personal days, vacation time or other District retirement benefits based on your years of District service. Employees who are considering retirement must contact the Human Resources Department to clarify the proper procedure for filing for retirement benefits. Employees **must** register on-the Member Benefits Online System (MBOS) and the myNewJersey website.

In order to do so go to the New Jersey Division of
Pensions at:

<http://www.state.nj.us/treasury/pensions/mbos-register.shtml>

Unemployment Insurance

Employees who become unemployed may be eligible for unemployment benefits under the New Jersey Unemployment Insurance Law. The District absorbs one-half of the cost of providing these benefits.

FINANCIAL INFORMATION

Pay and Pay Periods

You will be paid by direct deposit twice a month 15th and 30th. Direct deposit is mandatory to all District employees. The form to initiate this practice is available in the Payroll Department or the Human Resources Department.

Paycheck Information

Payroll information will be available by paystub or payroll portal each payday. Please review your payroll earnings to assure its accuracy. If any information is inaccurate and/or you would like to change deductions, etc., please contact the Payroll Department.

Payroll Deductions and Withholdings

An employer is required by law to make certain withholdings against wages. Employees of the District are subject to Federal Income Tax, New Jersey State Income Tax, FICA, Medicare Tax, New Jersey Family Leave Insurance Tax, and New Jersey State Unemployment Insurance.

There are other mandated deductions, such as the Internal Revenue Code §414H defined benefit plans.

You will complete an application for enrollment and your District Accountant - Payroll Department will forward it to Trenton. Pension deductions may take as long as four months or longer to commence. Once the New Jersey Division of Pensions and Benefits certifies enrollment, your pension deduction and a retroactive deduction will be made to assure service credit beginning with your date of hire. These deductions are made on a tax- deferred basis. In addition to the pension plan, the New Jersey Division of Pensions and Benefits offers voluntary plans for retirement savings.

For more information, please visit the following website:
<http://www.state.nj.us/treasury/pensions/>

Salary Changes

Non-affiliated employees are eligible for increases in accordance with established wage and salary guidelines announced by the District's Board of Education each year.

Employees covered by collective bargaining agreements are eligible for

increases negotiated between their bargaining representatives and the Districts.

Garnishments, Tax Levies and Assignments of Wages

In the event that your salary is garnished, the District is required by law to deduct the determined amount from your paycheck each payroll period and remit it to the appropriate party. All such information will be treated as personal and confidential.

For additional information or clarification, please contact the Payroll Department.

HEALTH AND SAFETY

It is a goal of the District to provide a work environment free of safety and health hazards. As an employee of the District, you are a participant in providing safe working conditions.

Safety

Safety is a way of preventing accidents. There are many and various causes of accidents.

- Attitude – anger, carelessness, showing off, etc.;
- Conditions – cluttered aisles, hallways and stairs; tools, supplies and equipment not put away, etc.;
- Lack of knowledge; and
- Error in judgment.

The District shall provide, publish, and post safety rules for the prevention of accidents and instruction for safety and accident prevention; provide protective devices where they are required by law and provide suitable and safe equipment. Ways to prevent accidents.

1. Do your job correctly:
 - Know and follow standard operating procedures;
 - Wear proper clothing and personal protective equipment when required;
 - Do not take chances;
 - Never operate equipment without permission; and
 - Be sure shields and guards are in place whenever appropriate.
2. Report any unsafe condition, equipment, procedure or unsafe act of any employee to your supervisor.
3. Obey warning signs.

4. Maintain tools, equipment and materials in a safe operating condition and use them only for their intended purpose.
5. Learn to do your job in the best and safest way possible.
6. Bend and lift objects properly.
7. Ask for assistance when necessary.
8. Use caution when transporting or assisting students.
9. Walk, do not run.
10. Wear shoes and attire appropriate for the job.
11. Use common sense.

Bloodborne Pathogens Exposure Control Plan

“Bloodborne pathogens” are disease-producing microorganisms present in human blood. They can cause illnesses in human beings that include, but are not limited to, Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

“Parenteral contact” means access to the body other than through the mouth and alimentary canal, e.g., mucous membranes and the skin. Such contact may be achieved by piercing, biting, cutting or abrading the skin.

“Occupational exposure” means reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or any other body fluid that may result from the performance of an employee’s duties.

- Employees in this District who have occupational exposure are those employees whose duties require close contact with students as cited in the District’s Exposure Control Plan. Universal precautions shall be observed to prevent contact with blood and other potentially infectious materials.
- Employees with occupational exposure must participate in an online training program, which shall be provided at no cost to the employee. Employees also shall receive training whenever any modifications in their employment affect exposure except that any such training may be limited to the new exposures created.
- With certain exceptions, Hepatitis B vaccinations may be made available to each employee identified as having occupational exposure after the employee has received training in bloodborne pathogens.

Emergency Management and Disaster Procedures

Building administrators/ supervisors will review building security and safety policies

and procedures exclusive to their facility with staff annually. Every employee must know the location of the fire alarm boxes and the fire extinguishers nearest to their work area. It is important for all employees to check with their supervisor concerning the fire and disaster safety procedures developed specifically for their facility, to include knowledge of lockdown, evacuation and shelter-in-place actions and protocols. Inform your supervisor of all injuries and dangerous situations.

Dial 911.

The Rule in Case a Fire or Disaster Occurs:

- R – Rescue** any staff or students in the immediate area;
- A – Sound the alarm** by activating a fire alarm box;
- C – Confine** the fire or disaster area by closing any doors; and
- E – Evacuate** the remainder of the building.

Move evacuees to a “safe area” to be designated at that time by the supervisor. It is the duty of every employee to safeguard the lives of the students by preventing them from becoming unnecessarily frightened and by removing them from areas in which a fire or disaster occurs.

Housekeeping

We are proud of the general appearance of District facilities and the efforts of the custodial and maintenance staff to keep the Districts’ facilities clean, attractive and pleasant. Please keep your immediate work area neat and orderly. Good housekeeping is essential for safety and contributes to the well-being of the students and co-workers.

Personal Property

The safekeeping of your personal property is your responsibility. The District advises you not to bring large amounts of money or valuable possessions to work. Keep your valuables in a safe place. The District cannot be responsible if any loss occurs. You should immediately report to your supervisor the loss of personal belongings or those of students and visitors.

Reporting Accidents and Injuries

Every accident must be reported and documented in writing to the school nurse and supervisor of the individual making such report. To ensure the employee’s rights under the New Jersey Workers’ Compensation Laws, all injuries must be reported to the Human Resources Department immediately. Questions concerning accidents and the procedures to follow may be addressed to the Executive Assistant to the Superintendent.

Employees should never leave work to go to the doctor without first advising their supervisor who, in turn, must notify the School Nurse. This ensures

compliance with Workers' Compensation Laws. Claims may be delayed or denied for failure to follow the District's rules regarding medical treatment.

Reporting Unusual Occurrences

Report anything out of the ordinary immediately to your supervisor.

Smoking

The District maintains smoke-free environments. In accordance with New Jersey law, the District prohibits smoking at all times in District buildings or on District grounds, except as part of classroom instruction or a theatrical production.

Telephone Calls

Incoming personal calls are not permitted during working hours except in an emergency situation. Similarly, outgoing personal calls may be made only if an emergency occurs.

Revisions of Handbook

The District may change information in this handbook at any time. It is your responsibility to acquaint yourself with and abide by the contents and all revisions of this handbook. Notification of changes in handbook information shall be provided by the District.