

# CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION



*Employee Handbook*

**2010-2011**

**Revised August 9, 2010**



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## **MISSION STATEMENT**

*The mission of the Camden County Educational Services Commission is to assist member districts to fulfill their responsibility to educate the youth of Camden County by providing superior programs and innovative services at exceptional value, and the initiative and leadership necessary to meet the diverse needs of the educational communities of Camden County.*

## **INTRODUCTION**

This handbook has been developed to provide employees with important information relative to their work at the Commission. It is based on policies and regulations adopted and issued by the Board of Directors as well as federal and New Jersey statutes and regulations. As a Commission employee, you are responsible to be aware of and adhere to the provisions of the handbook, Board policies and regulations. Since this handbook cannot address all circumstances that may arise in the course of work, common sense, professional decorum, appropriate dress and behavior should be your guide at all times. If you have any questions on these matters, the advice of the Superintendent or immediate supervisor should be sought.

Please read the handbook carefully and keep it for future reference. Selected Board policies and regulations and the current version of this handbook are posted on the Commission's website, [www.camdenesc.org](http://www.camdenesc.org). Contact the Superintendent to review any policies or regulations that are not posted.

The Commission reserves the right to add, delete and/or revise any policies, regulations, or other provisions set forth in this handbook at any time without reissuing any portion of this handbook.

**In the event of any discrepancy between the provisions of this handbook and Board policies, regulations or the negotiated agreement, the latter documents shall prevail.**

## **ABSENCE PROCEDURE**

Employees anticipating absence from work are to call (856) 784-2100 x 121 and report their name, assignment and reason for absence. If calls are made before 8:00 AM or after 4:00 PM, a message may be left on the answering machine. The secretary will notify appropriate personnel of the absence. In addition, employees may be required to report absence to their immediate supervisor.

## **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY**

The Camden County Educational Services Commission does not discriminate based on age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, sex, or social/economic status in its educational programs or activities and employment policies as required by Title IX of the Educational Amendments of 1972 and N.J.A.C. 6A:7-1.1.

The Commission maintains a working environment that is free from harassment of any kind. Employees may file a formal grievance related to harassment on the grounds of any perceived violation of an individual's rights. The Affirmative Action Officer will receive all complaints and carry out a prompt and thorough investigation.

The Commission's Affirmative Action Officer is:

Mr. Harry E. Schwartz, Superintendent  
225 White Horse Avenue  
Clementon, NJ 08021  
Phone: (856) 784-2100

## **ATTENDANCE**

Employee attendance is an important factor in the successful operation of the Commission and in the maintenance of the

continuity of the educational program. The Board of Directors is vitally and continually interested in the attendance of each employee and considers satisfactory attendance an important criterion of satisfactory work performance.

There are two methods by which the Commission records attendance: the central sign-in book at your assignment and your personal attendance sheet. Upon arrival and departure at your assignment, you should sign the central sign-in book and your personal sign-in sheet and record the time. Any absence, for part or all of the school day, shall be recorded along with the reason for the absence on the personal sign-in sheet. The personal attendance sheet shall be submitted to the Education Secretary by the 10<sup>th</sup> day of the following month. Your attendance record shall be part of your personnel file.

### **BEREAVEMENT LEAVE**

Central office administrators and support staff shall be entitled up to four paid leave days per occurrence in circumstances where there is a death in the employee's immediate family or any other relative residing in the member's household. For the purpose of this section, "immediate family" shall be defined to include spouse, child, parent, grandparent, grandchild, brother, sister, and corresponding in-laws. Employees shall be entitled to one paid leave day per occurrence in circumstances where there is a death in the family. "Family" shall be defined to include uncle, aunt, nephew, niece and first cousin.

Teachers and Instructional Assistants shall be entitled up to four consecutive bereavement days paid in the event of a death in the immediate family. For the purpose of this section, "immediate family" is defined as parent, spouse, child, brother, sister, grandparent by blood, parent-in-law and any other relative residing in the teacher's household.

Unused personal days may be used to extend bereavement leave with the Superintendent's approval.

## **BLOOD-BORNE PATHOGENS/RIGHT TO KNOW**

The Board of Directors is committed to providing a safe and healthful work environment for its employees. To that end, an exposure control plan has been developed and approved. The purpose of the plan is to prevent or minimize occupational exposure to blood-borne pathogens in accordance with Federal regulations. Training will be held on an annual basis to address safety issues relating to blood-borne pathogens to be attended by all personnel.

Information regarding "Right to Know" is available in the Business Office.

## **BUSINESS HOURS**

Business hours for the central office are 8:00 AM to 4:00 PM unless otherwise directed by the Superintendent. Lunch time will be for one (1) hour and may be taken off-site. Alternating lunch schedules will be arranged to ensure proper telephone and reception coverage.

## **CALENDAR**

All employees shall follow the Board approved calendar for their positions. Employees working in public and non-public schools shall also coordinate their work calendar with the calendar of the assigned location(s).

The Superintendent will distribute the calendars annually after their approval by the Board of Directors.

## **CELL PHONES**

Personal cell phones maybe maintained on your person, but usage which includes texting should be limited to emergencies or breaks and should be handled outside of the classroom setting with students or out of sight of students.

## **COBRA**

All new benefit-eligible employees shall receive information on continuation of health insurance coverage under the provisions of the Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA permits a benefit-eligible employee, spouse, and dependents to elect to continue to pay for health benefits as a result of a COBRA qualifying event. Commission benefits are Horizon Blue Cross/Blue Shield medical benefits and prescription coverage. For detailed information regarding COBRA coverage, please contact the Payroll/Benefits Office.

## **CODE OF ETHICS**

The Board of Directors endorses the Code of Ethics for professional educators published by the National Education Association, which recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nature of democratic principles. For more detailed information, please see Policy #3211.

For support staff, general responsibilities under the code of ethics include, but are not limited to, honesty, courtesy, diligence, and trustworthiness of Commission business. For more details, please see Policy #4215.

## **COMPUTER USE/INTERNET/E-MAIL**

The Commission provides computer equipment, computer services, and Internet access to pupils and employees for

educational and administrative purposes only. The Board of Directors retains the right to monitor the use of computers and network activity and to restrict or terminate access to computers, the Internet and network.

All employees are responsible for good behavior on computer network(s) and computers. Behaviors including, but not limited to, the following are prohibited and individuals engaged in such behavior shall be subject to discipline and legal action.

1. Sending or displaying offensive messages or pictures; including but not limited to, sexually suggestive or explicit text or pictures.
2. Using obscene language;
3. Harassing, insulting or attacking others;
4. Damaging, degrading or disrupting computers, computer systems or computer network(s)/computers;
5. Violating copyright laws;
6. Using another's password;
7. Trespassing in another's folders, work or files;
8. Intentionally wasting limited resources;
9. Employing the network(s)/computers for commercial or personal purposes;
10. Engaging in other activities which do not advance the educational purposes for which computer network(s)/computers are provided;
11. Stealing data or other intellectual projects;
12. Forging electronic mail messages;
13. Posting anonymous messages;
14. Accessing Commission computers for other than educational purposes; and/or
15. Any other unethical, unacceptable, illegal and /or inappropriate activity.

Any action by a user of the Commission's computer network(s)/computers that is determined by a systems administrator to constitute an inappropriate use of computer network(s)/computers resources or to improperly restrict or inhibit

other members from using and enjoying those resources is strictly prohibited and may result in limitation on or termination of an offending member's account and other action in compliance with Board policy and regulations. Other actions may include withholding increments or termination of employment.

### E-mail

All messages sent and received on the Commission computer network(s) must have an educational or administrative purpose and are subject to review at any time without advance notice. A sender of an e-mail message should expect the e-mail messages to be reviewed by the systems administrator or the Commission administration. The systems administrator may inspect the contents of e-mail sent by one member to an addressee, or disclose such contents to other than the sender or a recipient when required to do so by the Board policy, regulations or other laws and regulations of the State and Federal governments.

## **CREDIT UNION**

The Commission will offer to all employees the opportunity to participate in the South Jersey Federal Credit Union. Information regarding participation is available in the Payroll/Benefits Office.

## **CRIMINAL HISTORY REVIEW (FINGERPRINTING)**

As part of employment requirements, a criminal history background check must be completed by all new employees. No person shall be employed in a position involving regular contact with pupils unless the Board has notice that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position. Criminal history

record checks will be required pursuant to New Jersey Department of Education regulations and procedures, including that the applicant shall bear all costs for the background check. Please consult Policy #4125 for further information.

### **DIRECT DEPOSIT**

Each employee is afforded the opportunity to have direct deposit of payroll checks. Paperwork is available in the Payroll/Benefits Office to initiate the process.

### **DISABILITY**

The Commission does not participate in the NJ Temporary Disability Insurance Program.

### **DRESS CODE**

The Board of Directors believes that the appearance and dress of employees are important components of the program and services of the Commission. In order to create an atmosphere of professionalism, the Board establishes the following rules for the dress of employees in the performance of their duties:

1. Employees shall dress appropriately for their position and suitable for the task at hand.
2. The clothing and appearance shall be clean and neat.
3. No clothing may be worn that constitutes a danger to health or safety to the wearer or to others, and no clothing may be worn that interferes with the Commission's programs and services.

## **EMERGENCY CLOSING/DELAYED OPENING**

The closed or delayed opening status of all programs and services will be posted on the Commission's website, [www.camdenesc.org](http://www.camdenesc.org).

### **Central Office**

Employees will be advised of the closed or delayed opening status of the Commission's Central Office via phone chain, KYW radio, Channel 6 - ABC, Channel 10 - NBC and Channel 3 - CBS.

### **PL 192-193 Programs**

- If either the assigned nonpublic school or the Central Office is closed, then 192/193 teachers do not report to work.
- If both the assigned nonpublic school and the Central Office are on delayed opening, then 192/193 teachers report to their assigned schools at the later delayed opening time.
- In the event that the non-public school is open or on delayed opening, the Superintendent will determine the status of mobile classroom vans and advise employees via phone chain. When programs in mobile classroom vans are cancelled or delayed, employees assigned to mobile classroom vans will report to the curriculum lab.

### **Camden County Youth Center**

Employees will be advised of the closed or delayed opening status of the Youth Center via phone chain.

### **White Horse Learning Centers**

The White Horse Learning Centers will follow the schedules of host school districts.

### **IDEA and Title I Services**

- IDEA and Title I teachers will follow PL 192-193 guidelines.
- IDEA and Title I instructional assistants will follow the schedule of the host school if the service is provided in the host school's building. If the service is provided in a Commission trailer or van then (a) they will close if the either the host

school or Central Office is closed, or (b) report at the later delayed opening time when both the host school and the Central Office are on delayed opening.

*If an employee works at multiple schools, and one or more is closed, the teacher will work at the school(s) that is/are open and at the curriculum lab for the remaining time.*

## **EMPLOYEE EVALUATION POLICIES**

The following policies regarding evaluation of employees are posted on the Commission's website, [www.camdenesc.org](http://www.camdenesc.org).

- Policy 3221 – Evaluation of Nontenured Teaching Staff Members
- Policy 3222 – Evaluation of Tenured Teaching Staff Members
- Policy 3223 – Evaluation of Administrators
- Policy 4220 – Evaluation of Support Staff

## **EMPLOYMENT CONTRACT**

The Board of Directors requires that every non-tenured employee annually sign an employment contract for a term of not more than one year. The employment contract shall include the date, name of the employee, the beginning and ending dates of service, the salary to be paid and the manner of payment, the number of days of notice for termination of employment, and such other terms and conditions as may be necessary to be a complete statement of the employment relationship.

## **FAMILY LEAVE**

The Board will provide family leave in accordance with the Federal Family and Medical Leave Act (FFMLA) and the New

Jersey Family Leave Act (NJFLA). Because the two laws have provisions that may provide different rights and obligations for the employee and/or the Board, the employee shall be afforded the most favorable rights if there is a conflict in the rights available under the two laws. If the leave is for reasons provided under both the FFMLA and the NJFLA, then the time taken shall be concurrent and be applied to both laws.

Eligibility

Employees must have worked for the Commission at least 12 months overall and at least 1,250 hours for the FFMLA and at least 1,000 hours for NJFLA, in the preceding 12 months, excluding overtime and sick/personal/vacation days, prior to the requested leave in order to be protected from loss of employment during the absence.

Notice

Employees must give at least a thirty day written advance notice to the Superintendent if the leave is foreseeable. If the leave is not foreseeable, employees must provide notice “as soon as practicable”. All requests must be supported by a medical certification completed by the health care provider. A fitness-for-duty certification will be required prior to a return from an approved FFMLA or NJFLA leave.

Leave time

The FFMLA provides twelve weeks’ leave in a twelve-month period and the NJFLA provides twelve weeks’ leave in a twenty-four month period. The method to determine the periods in which the twelve weeks of FFMLA leave and/or NJFLA leave entitlement occurs will be a ”rolling” period, measured backward from the date an employee uses any family leave. Leave may be taken in consecutive weeks, intermittently, or on a reduced leave schedule.

## Benefits

The Board will maintain coverage under any group health insurance policy at the same level provided to the employee while working.

Please refer to Policy #4431.1 or #3431.1 for complete details on the Family Leave Acts. If you have any questions regarding the regulations, please contact the Payroll/Benefits Office.

## **FIRE DRILLS/EMERGENCY EXIT PROCEDURES**

Fire drill and/or emergency evacuation procedures for all facilities, including trailers and vans, will be posted in clear view of each work station. Directions and alternate procedures will be provided and made available to the Central Office personnel from the Superintendent's office. Each supervisor will have a copy of the Emergency Plans.

## **FLEXIBLE SPENDING ACCOUNTS**

The Commission shall provide all employees the opportunity to participate in a Flexible Spending Account plan (Section 125 Cafeteria Plan) for unreimbursed medical expenses and dependent care as approved by the Federal government and in accordance with the terms and conditions of the Plan. In addition, eligible employees may elect to pay for additional health benefits premiums through Flex. Each employee will make an election regarding participation annually during the open enrollment period (currently May). The plan year begins July 1<sup>st</sup> and ends June 30<sup>th</sup>; however, the Commission participates in the Grace Period, extending the time to incur expenses in the plan year to September 11<sup>th</sup>. Each employee will receive a copy of the Summary Plan Description.

## **GRIEVANCE PROCEDURES**

A grievance is defined as an unresolved problem concerning the application or interpretation by an officer or employee of this Commission of law, regulations of the State Board of Education, the bylaws or policies of the Board, or the administrative regulations of the Superintendent.

Any alleged grievance should, at the first instance, be discussed in one or more private, informal conferences between the parties involved or between the grievant and his/her immediate supervisor. A grievance not resolved in one or more such private meetings may be processed in accordance with Policy #4340.

**Teachers** shall follow the Grievance Procedures as outlined in the negotiated agreement.

There will be no reprisal of any kind taken against any employee or employee's representative for the participation in a grievance.

## **HARASSMENT/DISCRIMINATION**

The Commission shall maintain a working environment that is free from harassment or discrimination against any individual for any reason including, but not limited to, comments, conduct, or innuendoes that might be perceived by others as offensive or harassing. This applies to all employees, vendors, or visitors to the district.

If any employee experiences harassment or discrimination of any kind, he/she is encouraged to report the concern to his/her immediate supervisor and to follow the grievance procedures outlined in Policy #4352 or #3362.

## **HIRING PROCEDURES**

The Board of Directors believes it is vital to the successful operation of the Commission that staff positions be filled with highly qualified and competent employees. The Superintendent shall recruit, screen and recommend to the Board suitable candidates for Commission employment. The Board shall approve the employment, fix the compensation, and establish the term of employment for every staff member employed by this Commission. Approval shall be given only to those candidates for employment recommended by the Superintendent.

Pursuant to NJSA 18A: 6-7.1, et seq., all new employees shall undergo a Criminal History Background check. See Criminal History Review for more information.

Pursuant to NJSA 6A:3206.1, et seq., newly employed staff shall be required to undergo a physical examination. See the Physical Examination Section in this Handbook for additional information.

All new employees will be required, before the first day of work, to complete the federal Form I-9 and supply the documentation necessary to demonstrate the employee's identity and employment eligibility under the Immigration Reform and Control Act of 1986.

## **HOLIDAYS**

Central Office employees shall be entitled to the following paid holidays: Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and the day following, Christmas Day and either the day following or day preceding, New Year's Day, Martin Luther King Day, President's Day, Good Friday, Easter Monday, Memorial Day, Independence Day and any other days as designated in the Central Office calendar approved by the Board of Directors.

If the recognized holiday falls on a Saturday or Sunday, the holiday will be determined by the Superintendent and published to employees accordingly.

## **HOUSEKEEPING – WORK AREAS**

Good housekeeping in the Central Office should be an efficient, planned routine. All work areas visible by visitors and employees send a message about the characteristics of the Central Office. Organized, neat work areas send a positive message. Although a housekeeping team is responsible for major cleaning, minor cleaning is the responsibility of each employee.

## **IDENTIFICATION BADGES**

All employees will be issued identification badges. For security reasons, all employees are required to wear their ID badges at all times. Lost or stolen cards should be reported immediately to your supervisor.

## **INTEGRATED PEST MANAGEMENT**

The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. The Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of employees, children and visitors to pesticides. These procedures shall be applicable to all Commission property and facilities.

The School Business Administrator shall be designated as the Commission's Integrated Pest Management Coordinator (IPMC) and is responsible for the implementation of the Commission's integrated pest management policy. The IPMC shall consider the full range of management options, including no action at all. The IPMC is responsible for timely notification to students, parents or

legal guardians, and employees of pesticide treatments and is responsible for maintaining information about pesticide applications on Commission property. For additional information see Policy #7422.

## **JOB DESCRIPTIONS**

The Commission has approved job descriptions for all staff positions which shall be given to each potential employee at the time of interview. All job descriptions are posted on the Commission's website.

## **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 any such employee is absent will not be charged against personal leave and will count toward Commission service.

Upon return from jury duty, the employee must submit to his/her immediate supervisor a court record of the number of days served on jury duty.

In the event there is any jury duty compensation paid to the employee for their time on jury duty, including mileage and lodging, the employee will be entitled to keep it.

## **LEAVES OF ABSENCE**

All requests for leaves of absence must be submitted in writing to the employee's immediate supervisor for approval, who will forward the request to the Superintendent for approval. Leaves of absence include Bereavement, Personal Business, Sick, Vacation, and those leaves covered under the Federal Family Medical Leave Act or New Jersey Family Medical Leave Act.

For more information regarding Bereavement, Personal Business, Sick, and Vacation leaves, see the individual headings in the handbook.

All requests for leaves of absence which are covered under the Federal and/or New Jersey Family Medical Leave Acts shall be handled based on the Board approved policy governing these types of leave (Policies 4431.1 and 3431.1). In cases of extended personal sick leave, employees may use any or all accumulated sick leave, personal business leave, or vacation leave during the leave of absence.

## **MILITARY LEAVE**

The Board of Directors recognizes that military service rendered by any Commission employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. Any permanent or full-time officer and/or employee of the Commission 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.

## **OVERTIME**

The Board of Directors will compensate overtime work in accordance with law. "Overtime work" means work in excess of the number of hours in a single workweek. No overtime shall be worked without the approval of the immediate supervisor.

Central Office employees who work overtime shall earn compensatory time at the rate of one and one-half hours for every hour of overtime worked, in lieu of overtime compensation. No employee shall accumulate a balance greater than twenty

compensation hours at any one time. As with other leaves, requests to use accumulated overtime hours are to be submitted to the immediate supervisor for approval in advance of the requested leave.

Teachers will be compensated for Extra Compensation work in accordance with the negotiated agreement.

### **PARKING**

Parking of all personal automobiles shall be according to procedures established by the Superintendent. Designated parking areas for the handicapped, Commission vans, and Central Office personnel will be clearly marked "Reserved".

### **PAY PERIODS**

Employees shall be paid on the 15<sup>th</sup> and 30<sup>th</sup> of each month, unless that date falls on a holiday or weekend. In these situations, pay day shall be the last working day before the holiday or on Friday before the weekend.

### **PERSONAL BUSINESS LEAVE**

All full time employees shall be entitled to two non-cumulative paid leave days per year due to personal matters which shall include the following reasons: personal legal matters, serious illness in the immediate family, marriage of the employee or members of the immediate family, or other personal emergency which cannot be scheduled outside the regular work day. Requests for personal business days shall be made to the Superintendent at least five (5) days prior to the date requested except in the case of an emergency.

Personal leave time shall not be taken on the last work day before or first work day after a Commission holiday or a day in which the

employee's assigned school is not in session. Exceptions, if any, may be made by the Superintendent in his discretion.

Any unused personal leave days as of June 30<sup>th</sup> shall be added to accumulated sick leave days for future use.

## **PERSONNEL FILE**

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. Changes in information including, but not limited to, the following should be reported as soon as possible to the Payroll/Benefits Office: legal name, address, telephone number, marital status, number of dependents, direct deposit and other payroll or benefits changes.

## **PHYSICAL EXAMINATION**

Pursuant to NJSA 6A:32-6.1, et.seq. newly hired employees shall be required to undergo a physical examination. The physical examination shall include but is not limited to a health history, health screening, and medical evaluation. This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990.

All employees' medical and health records, including computerized records, will be secured and will be stored and maintained separately from other personnel files and kept confidential. The section of the medical record that contains the health history may be shared with the employee's supervisor and the school nurse with the consent of the employee.

## **PROTECTION FROM RETALIATION (WHISTLEBLOWER ACT)**

The Board of Directors will take no retaliatory action, by discharge, demotion, suspension, or any other adverse action, against an employee because that employee has conscientiously:

1. Disclosed or threatened to disclose to a supervisor or public body an activity, policy, or practice of this Board or any Commission officer that the employee reasonably believes to be in violation of law or rule;
2. Provided information to a public body conducting an investigation, hearing, or inquiry into any alleged violation of law by the Board or an officer of this Commission; or
3. Objected to or refused to participate in an activity, policy, or practice of this Commission 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.

The Superintendent will post notice of this policy and inform employees yearly of their rights under the New Jersey Conscientious Employee Protection Act.

## **REPORTING ACCIDENTS AND INJURIES**

Every accident must be reported immediately to your immediate supervisor and documented in writing to the School Business Administrator. The injured employee or employee responsible for an injured pupil is responsible for completing the accident reporting form available from the Business Office. Employees must follow the guidelines for medical treatment as provided by the School Business Administrator in order to comply with New Jersey Workers' Compensation Laws.

## **REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN**

Pursuant to N.J.A.C. 6A:16-11.1, all employees shall immediately notify designated child welfare authorities of incidents of alleged missing, abused or neglected children. Reports of such incidents shall be made to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE. If the child is in immediate danger, a call shall be placed to 911 as well as SCR.

The employee having reason to believe that a child may be missing, abused or neglected may, prior to calling SCR, inform a Commission administrator provided that such will not delay immediate notification. Otherwise, a Commission administrator shall be informed immediately following SCR notification.

## **REPORTING REQUIREMENTS FOR CERTIFICATED STAFF**

Pursuant to N.J.A.C. 6A:9-17.1, all certificate holders 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 arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders must also report to the Superintendent the disposition of any charges within seven calendar days of disposition. Failure to comply with these reporting requirements may be deemed “just cause” pursuant to N.J.A.C. 6A:9-17.5.

Certificate holders shall include all individuals who hold standard, emergency and provisional certificates, credentials, CEs and CEASs issued by the State Board of Examiners.

## **RETIREMENT BENEFITS**

All employees are required to be enrolled in the New Jersey Division of Pensions and Benefits System (TPAF, PERS or DCRP) as of the date of hire. Deductions for regular pension payments and contributory insurance will be in accordance with law (currently, 5.5% of gross pay for TPAF or PERS and 0.5% for contributory insurance (PERS) and .4% contributory insurance (TPAF)). Other opportunities for participation in voluntary retirement programs (403b plans) are provided and information is available in the Payroll/Benefits Office.

## **SAFETY**

It is the goal of the Commission to provide a work environment free of health and safety hazards for its employees. This includes providing suitable and safe equipment, protective devices as necessary, and maintaining the Commission building and grounds. To avoid accidents and situations that are unsafe, please be aware of the following:

- Wear proper clothing and footwear.
- Report unsafe conditions, equipment, etc. to your supervisor.
- Bend and lift objects properly.
- Keep your office area clear of clutter.

In the event an accident occurs, it should be reported to your immediate supervisor as soon as possible and an Incident Report completed.

## **SECURITY**

The Board of Directors of the Commission authorizes the use of electronic surveillance systems in Commission buildings and on Commission grounds to enhance the safety and security for employees, pupils, community members, and other building occupants and to protect the Commission's buildings and grounds.

The content produced by the surveillance systems may be considered part of a student record and as such is subject to Board policy regarding confidential student records. Notification of surveillance shall be posted in a prominent public place in buildings and grounds and shall be provided to employees, students, and other community members through whatever means may be effective to publish the Commission's use of electronic surveillance.

### **SICK LEAVE**

“Sick leave is hereby defined as to mean the absence from his or her post of duty, of any person because of personal disability due to illness or injury, or because he or she has been excluded from school by the a school district's medical authorities on account of contagious disease or of being quarantined for such a disease in his or her immediate household.” (N.J.S.A. 18A:30-1)

Teachers and Instructional Assistants working ten months will be granted ten (10) sick leave days annually. Anyone hired after the first day of school will be entitled to ten percent (10%) of the annual allotment of sick days for each month to be worked in the first year.

Administrators, Support Staff and Youth Center Staff working twelve months will be granted twelve (12) sick leave days annually. Anyone hired after July 1<sup>st</sup> will be entitled to one day for each month to be worked in the first year.

Any unused sick leave will be cumulative and available for sick leave, if needed, in subsequent years. Employees recognize that the Commission may require a validated doctor's certificate as a condition for granting sick leave.

Payment of unused sick days upon retirement for eligible employees will be made in accordance with Board policy and the negotiated agreement.

All employees shall receive an annual reconciliation of all time used for the prior year and a statement regarding available time for the coming year.

Extended leaves of absence due to personal illness shall be considered under the Federal Family Medical Leave Act. Notification shall be given to the Superintendent by the employee in a timely fashion. Forms are available in the Payroll/Benefits Office. **See Family Leave section in the handbook for more information.**

## **SMOKING**

The entire Commission property is designated as a smoke-free property. Consequently, there is no smoking allowed anywhere in the building, vehicles or on Commission grounds.

## **SUBSTANCE ABUSE**

The Board clearly prohibits the unlawful possession, use, or distribution of illicit substances, drugs, alcohol, and/or anabolic steroids by any employee of the Commission on Commission premises or as part of any of its activities. Employees should not report to work under the influence of any of the above mentioned substances. Compliance with this standard of behavior is mandatory.

The Board will make every effort to educate its employees regarding the misuse of illegal substances, alcohol, drugs and anabolic steroids. Further, the Board will assist and provide guidance on how to receive additional help and counseling to an

employee who is having a problem concerning the abuse of these substances.

Procedures to be followed in the case of suspected substance abuse are outlined in Policy #4218 and #3218.

### **TAX SHELTER PLANS (403B)**

The Commission shall offer to all employees the opportunity to participate in tax shelter annuity plans (403b) in accordance with IRS regulations. Information is available in the Payroll/Benefits Office in reference to the approved vendors.

### **TERMINATION OF EMPLOYMENT**

Employees will be afforded all legal rights in the event of discipline or the termination of employment. Employees will be notified whenever the Board of Directors is scheduled to discuss the terms and conditions of an individual's contract. A hearing before the Board may be requested prior to any action to discipline or terminate employment.

The Board 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 on notice duly given a non-probationary employee.

### **TRAINING**

The Board of Directors believes that continued training and study is essential to the improvement of employee performance and the acquisition of technological skills and encourages involvement in such training. The Superintendent and/or School Business Administrator/Board Secretary shall prepare procedures for

employee participation in programs of job skill improvement that will include methods of reporting and verifying claims for participation in such activities.

## **TRAVEL**

In accordance with NJ P.L. 2007, c.53, all travel expenditures for training, seminars, conventions, conferences and retreats must be approved in advance by the Superintendent and a majority of the members of the Board of Directors. Additionally, all travel must be directly related to and within the scope of the employee's current responsibilities. Commission travel expenditures include, but are not limited to, all costs for registration and conference fees, lodging (for out-of-state travel only), transportation to and from the event, and meals (meals are covered only in travel involving overnight lodging.) All travel expenditures require the employee to submit a brief report to the supervisor within 21 days in order for reimbursement to be made.

## **VACATION**

The Board of Directors believes that it is beneficial to the Commission that persons employed to work twelve months a year be given periodic relief from the responsibilities of their position without loss of compensation. Twelve month Central Office employees shall be entitled to not less than twelve paid vacation days annually. For each year of active service after one year, Central Office employees shall be entitled to one additional vacation day up to a maximum of twenty vacation days.

For Central Office employees hired after July 1<sup>st</sup>, vacation days shall be prorated at one-twelfth of the allotment for each month from date of employment until the following June 30<sup>th</sup>. Vacation days are to be approved by the Superintendent and used by October 30<sup>th</sup> of the following year, unless an extension is granted by the Superintendent on or before September 30<sup>th</sup>.

Youth Center staff shall follow the approved Youth Center calendar regarding vacation.

## **WHISTLEBLOWER ACT**

See PROTECTION AGAINST RETALIATION

## **WORKERS' COMPENSATION**

All employees are covered by the Commission for injuries occurring during the work day in the performance of job related responsibilities. All injuries are to be reported to the Business Office immediately and to the company that handles claims for the Commission. An Incident Report should be completed as soon as possible following the injury.

No employee will suffer the loss of pay or accumulated sick leave when injured on the job. An employee whose disability has qualified for the receipt of workers' compensation benefits shall be presumed eligible for work related disability pay under this policy.

As a condition of receiving full salary, an employee who receives workers' compensation benefits for his/her work-related disability must endorse and deliver to the Board all workers' compensation temporary disability checks received for the period covered by this policy.









