

CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION



Employee Handbook

December 2018

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MISSION STATEMENT

To Fulfill the Promise of Every Child.

THE CCESC COMPACT

Our Compact to engage, educate and empower distinguishes us as the provider of choice for educational services. These three ideals were evident at our inception in 1979, and they guide all we do today.

Engage: Through close collaboration with school districts, we gain an understanding of student's needs and share in their commitment to their mission with services that are meaningful, measurable and manageable.

Educate: We deliver educational services that promote student success.

Empower: The ultimate purpose of our services is to develop children into citizens who have the skills and knowledge to actively contribute to the community that once nurtured them.

A compact is a promise. Discover all the promise we hold for students.

Vision

Developing shared-service programs for the educational and financial benefit of local public school districts.

Strategy

Acting as a collaborative partner in assessing school districts' educational programming needs.

Execution

Delivering cost-effective programs with premier service.

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 your 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. Contact your supervisor 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.

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:7-1.10.

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:

Superintendent

225 White Horse Avenue

Clementon, NJ 08021

Phone: (856) 784-2100

ATTENDANCE, ABSENCE, EARLY DISMISSAL, AND DELAYED OPENING PROCEDURES

All certificated field staff, including CCJDC

ALL instructional assistants

Full time bus drivers

Regular Attendance: You are required to clock in and out every day you work, regardless of the location. You are not required to clock in and out for mid-day changes in location.

Procedure: Clock in and out. NOTE: CCJDC STAFF continue to use the County designated online attendance management system (ie: Kronos) for attendance.

Other Attendance: For any other event not in your regular workplace (e.g. PDs held off-site by outside providers, in-services and PDs held at the Commission, NJEA conference, etc.).

Procedure: Enter the event into the designated online attendance management system (ie: Kronos), then the appropriate half, or full day, then include a comment identifying the event. You are required to clock in and out on these days. NOTE: CCJDC STAFF continue to use the County designated online attendance management system (ie: Kronos) for attendance.

Absences: 1) Sick and 2) Personal, 3) Holidays, full day snow/ emergency closings, spring break, winter break, summer break (CCJDC ONLY), etc.

Procedures:

1) For sick, enter the event. We do not require a description of your illness. For advance sick days (scheduled appointments and procedures) a comment is required.

2) For personal days, enter the event, then appropriate half or full day. Five (5) day advance notice is required. If you have an emergency, same day requests will be considered. A comment “emergency for _____” is required.

3) For holidays (half or full day), spring break (half or full day), winter break (half or full day), snow closings full day, (including ESC building for nonpublic staff), other emergency closings (full day), and summer break for CCJDC ONLY. Enter “School Closed” then appropriate half or full day, with a comment identifying the event. No clock in or clock out.

Early Dismissals (including for snow): Enter “School Closed,” select 2nd half. Enter comment: “early dismissal.” Clock in upon arrival and clock out when you leave.

Delayed Openings (including for snow): Enter “School Closed,” select 1st half. Enter comment: “delayed opening.” Clock in upon arrival and clock out when you leave.

Clementon: Same as above, except Holidays and breaks will be preset in the Clementon calendar.

Job Coaches: For attendance use electronic timesheet on the CCECSC intranet. All absences are entered into attendance management system (ie: Kronos). Select “Absent”, and inform SLE coordinator via text, e-mail, or phone call before 8:00am on the day of the request.

Clementon Staff - Essential Personnel: The transportation office staff, administrators, IT and school bus drivers are designated as essential employees. All essential staff will be notified if you are expected to report.

Although the Commission may be closed, it is possible that some of the districts we serve may not be closed and transportation will be running. For transportation office staff, you are expected to be available for work. That may mean you will be working in Clementon, or from home from your virtual office.

BEREAVEMENT LEAVE

Central office administrators and support staff please refer to policy # 4436 for details.

Certificated staff please refer to the current contract for details.

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

HOURS OF OPERATION

Hours of operation for the central office are 8:00AM to 4:00PM (M-F) and hours of operation for the transportation department are 7:30AM to 5:00PM (M-F), unless otherwise directed by the Superintendent. Lunch breaks will be for one (1) hour and may be taken off-site. Alternating schedules will be arranged to ensure proper telephone and reception coverage. All Field staff are to follow the hours of operation for your assigned school and/or program.

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 calendars are posted on the CCESC website annually after their approval by the Board of Directors.

CELL PHONES

Personal cell phones may be maintained on your person, but usage (including texting, data, and internet use) should be limited to emergencies or breaks. Personal cell phone use shall only occur out of the sight of students. Please refer to CCESC policies 4283 & 4321 for acceptable use by support staff and policies 3283 & 3321 for teaching staff.

COBRA

Upon request or at the time of separation-of-employment, 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 health and prescription benefits are administered through SEHBP. For detailed information regarding COBRA coverage, please contact the CCESC's 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 details, 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/INTERNET/E-MAIL/TELEPHONE USE

The Commission provides computer equipment, computer services, internet access, and telephones 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, computer networks, the internet, and telephones. For more details, please review Policy #'s 2361, 3283, 3321, 4283, and 4321.

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)/computer 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 full-time 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. For more details, please see Policy #'s 3125 and 4125.

DIRECT DEPOSIT

Each employee is afforded the opportunity to have up to two direct deposit(s) 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. For more details, please see Policy #'s 3216 and 4216.

EMPLOYEE EVALUATION POLICIES

The following policies regarding evaluation of employees are posted on the Commission's website, 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 PROCEDURES

Fire drill and/or emergency 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. For more details, please see Policy # 8420.

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 1st and ends June 30th; however, the Commission participates in the Grace Period, extending the time to incur expenses in the plan year to September 11th. 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 P.L. 2018, c.5 & 18A:6-8.7 through 18A:6-7.10: State of NJ Sexual Misconduct/Child Abuse Disclosure Release, all new employees must provide contact information, approximate dates of employment and position held of current employers and former employers within the last 20 years that were school entities or where the applicant was employed in a position that involved direct contact with children.

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 whose position requires a certificate shall provide the documentation supporting their certification.

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

Holidays for support staff employees are established annually and approved by the CCESC Board of Directors. Subsequent to board approval, calendars are posted on the CCESC website. For field staff, holidays may vary based on specific assignments. Reference Policy # 4434 for details.

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 shall wear their ID badges at all times during the work day. Lost or stolen ID badges 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 employment if requested. 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. Please see Policy #'s 3439 and/or 4438 for details.

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. See Policy #'s 3437 and/or 4437 for details.

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.

Employees assigned to the Central Office who are approved to work overtime may earn compensatory time at the rate of one and one-half hours for every hour of overtime worked, or 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 will be clearly marked. Please see Policy # 7480 for details.

PAY PERIODS

Employees shall be paid on the 15th and 30th 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 30th shall be added to accumulated sick leave days for future use. Please see Policy #'s 3436 and/or 4436 for details.

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. Please see Policy # 8320 for details.

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. Please see Policy #'s 3160 and/or 4160 for details.

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. Please see Policy # 8442 for details.

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. Please see Policy # 8462 for details.

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. Please see Policy # 3159 for details.

RETIREMENT BENEFITS

Employees shall 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)). Contribution rates may change based on statute. 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 that minimizes 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.

All employees, upon new-hire orientation and annually thereafter, are required to complete assigned safety training modules within 30 days.

In the event an accident occurs, it should be reported to your immediate supervisor as soon as possible and an Incident Report completed. Please see Policy # 7430 for details.

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. Please see Policy #7441 for details.

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 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 1st will be entitled to one day for each month to be worked in the first year.

Please see Policy #'s 3432 and/or 4432 for details.

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. Please see Policy #7434 for details.

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 #'s 4218 and/or 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. Please see Policy # 4140 for details.

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. Please see Policy # 4240 for details.

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. Please see Policy # 6471 for details.

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

Camden County Juvenile Detention Center staff shall follow the approved calendar regarding vacation.

Please see Policy #'s 3433 and/or 4433 for more details.

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. Please

see Policy #'s 3425, 3425.1, 4425, and or 4425.1 for more details.