

## Personal Time Off

July 1 thru June 30 fiscal year

All time off (Vacation, Sick and Personal) is prorated based on date of hire and employment status (Full Time/Part Time).

### Vacation:

10 month employees are not eligible for vacation time.

Full time 12 month employees in non-management positions earn twelve vacation days per year. Vacation time can be carried over but must be used by October 31.

### Sick:

10 month employees are eligible for up to ten sick days per year; 12 month employees are eligible for up to twelve sick days per year. CCESEA members follow the terms of their contract.

Unused sick time is carried forward.

### Personal:

CCESEA members and other certificated staff are eligible for up to three personal days per year. Instructional Assistants and support staff are eligible for up to two personal days per year.

Unused personal time will be converted to sick time at the end of the fiscal year and carried forward.

## Other Information

### Holidays:

Board approved on an annual basis. A holiday calendar will be provided upon employment.

The Clementon office staff follows the Central Office calendar.

Instructional Assistants and certificated staff assigned to public schools follow their public school calendar. CCESEA members follow the terms of their contract.

The CCJDC staff follows the approved CCJDC calendar.

### Pay Days:

Staff is paid on the 15th and the 30th of the month; direct deposit is optional.

### Employee Funded Programs (Voluntary):

Employees may elect to participate in Flexible Spending Accounts, Credit Union, 403(b), and Supplemental, Accident, or Disability Insurance programs.

*The CCESC is a Local Education Agency and shared service provider. All employment is contingent on annual renewal of school district contracts or grant funding.*

### **Camden County Educational Services Commission**

225 White Horse Avenue  
Clementon, NJ 08021  
Phone: 856/784-2100  
Fax: 856/346-4916



3/2016

## Camden County Educational Services Commission



## Pre-Employment Overview

### Our Mission:

To assist member districts 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.

## Employment at CCESC

All employment is approved by the Board of Directors.

Upon acceptance of a position at the Camden County Educational Services Commission (CCESC), you will be required to submit proof of US citizenship and New Jersey residency. Also required, *and at your expense*, are a physical, including TB test, and a NJ Department of Education criminal history record check.

If you will be authorized to drive a CCESC vehicle, you will be required to submit your driver's license number for a New Jersey state driver's license abstract.

## Benefits Summary

### Health Insurance:

CCESC participates in the New Jersey School Employees' Health Benefits Program (SEHBP). Plans are offered to full time employees. Currently, full time employment is defined as 30 or more hours per week. Full time for CCESEA members is defined in their contract. Coverage levels vary depending on your position.

For employees whose date of hire is September 1, health insurance is effective on September 1 and will be in force until August 31. For employees whose date of hire is September 15 or later there is a 60 day waiting period and coverage ends on July 31.

Your specific contribution for coverage is in accordance with State of NJ Division of Pensions Health Benefits Contributions (Chapter 78, P.L. 2011), as well as the plan you choose, your salary and/or staff contract.

### Pension:

You will be enrolled in a **State of New Jersey Retirement System**, depending on employment status (full time/part time), as well as certification.

If previously enrolled in a State of New Jersey Retirement System, your account may be transferred.

Pension contributions and benefits are dependent on retirement system.

Dental Insurance: is not offered.

### NJ State Disability Insurance:

CCESC does not participate in the New Jersey State Disability Insurance Program.

*This handout is provided to give you a basic overview of the benefits that could be provided as an employee of Camden County Educational Services Commission. Eligibility, criteria and benefits are subject to change.*