



# **Employee Handbook 2023-2024**

50 Nellis Drive  
Wayne, New Jersey 07470  
(973) 633-3000

REVISED: 8/1/23

## **Disclaimer**

This handbook is not an employment contract and is not intended to create contractual obligations of any kind. Unless you have a written contract stating otherwise, your employment with the Wayne Township Public School District is at-will. The District and its at-will employees have the absolute right to terminate the relationship at any time, with or without good cause or notice. While the District expects to abide by the policies and procedures described in this handbook, regardless of what the handbook states and regardless of your employment status, it does not constitute or contain a contract or a promise of any kind. The District is free to and has the absolute right to change, alter or amend the contents of this handbook, wages, or working conditions without consultation with anyone or mutual agreement.



## **Mission Statement**

Wayne Township Public School (WTPS) District is strengthened by the collective efforts of its community to raise informed, inquisitive and compassionate members of society. We are committed to delivering a culturally responsive, critically engaging curriculum for students of all backgrounds. We provide instruction that is academically rigorous and affirms the humanity and dignity of all learners. We are dedicated to a constant evaluation of our current systems and policies and enact necessary changes to ensure equity and opportunity for all. Under the guiding principle that education is a human right, we provide students with equitable access to education that empowers them to positively engage in our democratic society and contribute to the global community.

## **Welcome from the Superintendent of Schools, Dr. Mark Toback**

Welcome to the Wayne Township Public School District. On behalf of the Board of Education, we are pleased you are joining us. Your role is critical in fulfilling the mission of the district to inspire and empower each student to value the pursuit of knowledge and to become a contributing member of our changing society.

The following information is designed to serve as an introduction to the district and to provide resources that will help you make a smooth transition to your new role.

Your immediate supervisor and the Human Resources Department are available to answer any questions you have about the following policies or other employment-related matters.

Once again, I welcome you and look forward to your success in the Wayne Township Public School District.

## **Important Telephone Numbers**

Dr. Mark Toback, Superintendent	973-633-3032
Donna Reichman, Assistant Superintendent	973-633-3030
Dr. Joseph Borchard, Director of Technology	973-317-2140
Dawn Auerbach, Director of Elementary Education	973-317-2188
Matthew Mignanelli, Director of Secondary Education	973-317-2181
Dr. Dana Sir, Director of Student Support Services	973-317-2155
Paula D. Clark, Director of Human Resources	973-317-2129
Patti Babich, Human Resources Manager	973-633-3037
Kathy Brusco, Benefits Manager	973-317-2126
Kathy Diglio, Payroll Manager	973-317-2124
Donna Reichman, Affirmative Action Officer	973-633-3030

## **School Directory**

### **Elementary Schools/Address/Principal:**

James Fallon, 51 Clifford Drive - Ethan Maayan	973-633-3125
Lafayette, 100 Laauwe Avenue - Matthew Kriley	973-633-3165
Randall Carter, 531 Alps Road – Kimberly Thompson	973-633-3145
Ryerson, 30 McClelland Avenue – Deborah Foti	973-633-3180
Packanack, 190 Oakwood Drive - Kenneth Doolittle	973-633-3170
Pines Lake, 511 Pines Lake Drive - Lydia Cooper	973-633-3175
John F. Kennedy, 1310 Ratzer Road – Kolleen Myers	973-633-3160
Theunis Dey, 55 Webster Drive - Necole Jadick	973-633-3155
Albert Payson Terhune, 40 Geoffrey Way - Nicholas Grimshaw	973-633-3150

### **Middle Schools/Address/Principal:**

Anthony Wayne, 201 Garside Ave. - Courtney Duin-Savastano	973-389-2120
George Washington, 68 Lenox Road - Jack Leonard	973-633-3140
Schuyler-Colfax, 1500 Hamburg Tpke. - Heather Weinstein	973-633-3130

### **High Schools/Address/Principal:**

Wayne Hills, 272 Berdan Avenue – Michael Rewick	973-317-2000
Wayne Valley, 551 Valley Road - Ken Palczewski	973-317-2200

### **Early Childhood Center/Address/Principal**

Preakness School, 1006 Hamburg Turnpike – Dr. Jessica Hammond	973-968-7400
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## School Calendar and School Hours

A copy of the school calendar for the current school year is available on the District's website: [www.wayneschools.com/CalendarsandSchedules](http://www.wayneschools.com/CalendarsandSchedules). The calendar also indicates the hours of operation for the elementary, middle and high schools. Please see a hard copy of the calendar in the back of this handbook.

## School Closings and Delayed Openings

When schools are closed or on a delayed opening status for any reason (i.e. inclement weather) you will receive a telephone call from the District's Connect-Ed system. You can also access the district's website, [www.wayneschools.com](http://www.wayneschools.com), for updated information on the closure. A delayed opening is ninety (90) minutes later than the school's regular start time. Please see a hard copy of the calendar in the back of this handbook.

## Utilizing the Online Attendance System, Absence Management

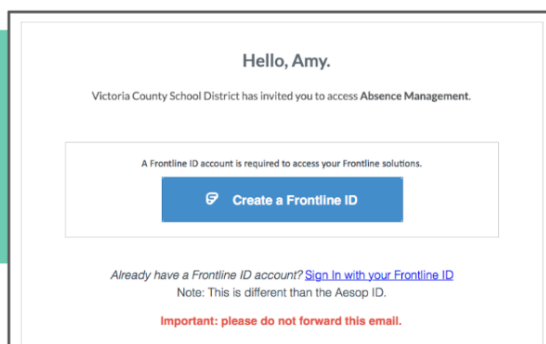
The District uses the automated Absence Management system by Frontline (formerly known as Aesop) to record all employee absences and to allow substitutes to accept daily assignments. You can interact with Absence Management on the internet at <https://app.frontlineeducation.com/select/>. Here you will be able to enter your absence(s) from work, and the reason for your absence. You can also enter your absence by calling Absence Management toll free at 1-800-942-3767. When phoning in an absence to Absence Management you will need to enter your phone number and numeric pin.

## Creating An Account

You will receive an invitation email to create a Frontline ID account. **It is important that you create your new Frontline ID account. If you do not create the account, you will not be able to access Absence Management.**

This new account replaces your former login credentials and allows you to collectively access all your different Frontline applications via a new, single username and password.

Click **Create a Frontline ID** within the invitation email.



Your new username must contain 1 alphabet character and at least 4 total characters. **(The district recommendation is to use your email address)** The password must have 1 alphabet character, 1 number or special character, and 8 total characters. Once you are finished, click **Create Frontline ID**.

## **How to Sign-on**

Go to the District website > click on Quicklinks > select **FRONTLINE**, enter your new username and password, and click Sign In. When you log in, you will see your Absence Management account.

After logging in, you will see the "?" icon on the right side of the banner across the top of the screen. Click on the "?" to access Frontline's help library which includes a basic training video, an advanced training video and a resource library. A review of these programs will enable you to easily use the system.

The Absence Management service will be available to you 24 hours a day, 7 days a week, and can be accessed via internet and phone.

When entering an absence, please wait until you receive a confirmation number before you end the phone call or close your internet browser window. **Your transaction is not complete until you receive a confirmation number.**

If you have any questions, concerns, or comments, please contact Patti Babich, Human Resources Manager at PBabich@wayneschools.com.

**\*In an effort to streamline all these new systems, please make sure that all your personal information is only changed through HR.**

## **Workers' Compensation**

Any injury or illness sustained as a result of the teacher or staff member's assigned duties should be immediately reported to the school nurse. If the injury or illness occurs at a time when it is not possible to report the injury through the school nurse, the injured employee should contact NJSIG directly at 1-609-543-3377. In case of an emergency, go to the nearest hospital emergency room and tell your employer and NJSIG within 24 hours. The Human Resources Department should be contacted for further information.

## **Safety and Security**

An employee must report immediately to the building principal or their immediate supervisor any accident or safety hazard the employee detects. In case of a life safety issue, an employee should immediately call 911. Please familiarize yourself with the "Emergency Management Quick Reference Guide," which provides detailed

information on how to proceed in the event of a classroom/building emergency. This document is posted in every classroom and office in the District.

## **HR PORTAL**

Please follow the following instructions to access the HR Portal.

- Go to wayneschools.com website
- Click on Quick Links
- Click on HR Portal (Staff)
- Click on the new user registration (if you have never registered before) type in your wayneschools email (if you are an employee) or home email address (if you are a sub, etc.) The computer will automatically send you a password.
- Log out, and go back in putting your email address and the password that was given to you. (Do Not Copy & Paste your email or password) (You can always change the password) You can then click on the drop down arrow to see your pay stubs, W-2's, attendance, etc.

## **Policies**

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of or exceptions to the policies described. For additional information, please consult the full text of the cited policy on the District's website at [www.wayneschools.com](http://www.wayneschools.com), under BOE/Board policies. As a WTPS employee, you are responsible for reviewing, complying with, and becoming familiar with the policies of the Board of Education. Should you have any further questions, you may contact Human Resources.

Employees who are covered by a collective bargaining agreement should consult that agreement for additional information on the topics and policies in this handbook. In instances where the information in this handbook and in the collective bargaining agreement conflict, the information in the collective bargaining agreement prevails.

## **ACCEPTABLE USE OF COMPUTER NETWORKS, COMPUTERS AND RESOURCES (Policy #3321 and 4321)**

Staff members are permitted to use the computer, electronic mail and internet for educational and legitimate District business purposes only. Use of the computer, electronic mail and internet for commercial activity or posting of personal information is strictly forbidden. Network storage areas may be treated as District

property. Illegal copying, inappropriate material or language and sharing of passwords are prohibited. **A violation of this policy may subject you to disciplinary measures.**

### **AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES (Policy #2260)**

The Board of Education shall provide equal and bias-free access for all students to all school facilities, courses, programs, activities, and services, regardless of race, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability or socioeconomic status.

### **ALCOHOLIC BEVERAGES ON SCHOOL PREMISES (Policy #7435)**

The knowing possession, without legal authority, or knowing consumption of any alcoholic beverage by any person on school premises is a disorderly person's offense. The Board of Education prohibits the possession and consumption of an alcoholic beverage, without the express written permission of the Superintendent, by any person in any school building and on school property or at any school-sponsored activity. Employees who violate this policy or are present on school premises or at any school-sponsored activity while under the influence of alcohol will be subject to discipline, which may include dismissal or certification of tenure charges, as appropriate.

### **AMERICANS WITH DISABILITIES ACT (Policy #1510)**

No employee or candidate for employment shall be discriminated against in recruitment, hiring, advancement, discipline, compensation, training, transfer or other term, condition, or privilege of employment solely because of the candidate/employee's handicap/disability, provided an employee or candidate can, with or without reasonable accommodation, perform the essential functions of the position sought or held. Reasonable accommodation, not directly affecting the educational and/or instructional program or negatively impacting the essential job functions, shall be made to accommodate employment conditions to the needs of qualified persons with handicaps/disabilities. Please consult Policy and Regulation # 1510 for the process and contact Human Resources for the appropriate forms. The completed accommodation request package must be sent to Human Resources and the District 504 Compliance Coordinator.

### **ASSAULTS ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES (Policy #5612)**



Any student who commits an assault, as defined under the law, not involving the use of a weapon or firearm, upon a school district employee or Board member acting in the performance of his or her duties, shall be immediately removed from school.

### **ATTENDANCE (Policy #3212 and 4211)**

Prompt attendance of staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. An employee who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy or accumulates an excessive number of absences without good cause may be subject to discipline, which may include the withholding of one or subsequent salary increases and/or certification of tenure charges. All employees must enter their absence(s) into the Frontline Absence Management on-line attendance system.

### **CONFLICT OF INTEREST (Policy #3214 and 4214)**

District employees shall not accept gifts of more than nominal value from anyone doing business with the District.

### **CONSULTING OUTSIDE THE DISTRICT (Policy #3211.3 and 4211.3)**

When a District employee serves as a paid consultant, the employee is not permitted to use normal work hours for any paid consulting activity. The employee must complete any paid consulting activity on his/her own time to include vacation days, personal days, evening, weekend or school holidays.

### **DIRECT DEPOSIT (Policy #6511)**

Effective July 1, 2014, all employees will be required to have direct deposit for their paychecks. The Board is authorized to grant an exemption from the mandatory direct deposit requirements on such terms and conditions as the Board may deem necessary. Paychecks/direct deposit funds are available on the fifteenth and the thirtieth of each month. If the pay day falls on a Saturday, paychecks/direct deposit funds will be issued the Friday before. If the pay day falls on a weekend, paychecks/direct deposit funds will be issued the Friday before, and if on a holiday, checks/direct deposit funds will be issued the day before the holiday. Part-time staff members are responsible for accurately completing and signing their time sheets and submitting them on a timely basis for signature by the building principal or their immediate supervisor. Changes of name and/or address must be submitted to Human Resources via the online Change of Information form on the District's website.

Part-time staff members who work from the first to the fifteenth of the month will be paid for those hours worked on the paycheck of the thirtieth; days worked from the sixteenth through the end of the month will be paid on the fifteenth. Two timesheets per month should be submitted: one for days worked from the first through the fifteenth and one for the sixteenth through the thirtieth.

### **DISCIPLINE (Policy #3150 and 4150)**

The Superintendent shall deal with disciplinary matters on a case-by-case basis. Disciplinary measures will include verbal and written warnings as appropriate and will provide, wherever possible, for progressive penalties for repeated violations. Penalties may include suspension, withholding of one or more increments or dismissal.

### **DISMISSAL (Policy #3143 and 4143)**

The Board may dismiss a staff member when dismissal is in the best interests of the school district. The Board reserves the right to terminate a staff member without notice when sufficient cause warrants.

### **DOMESTIC VIOLENCE (Policy #1581)**

Employees who have been employed with the District for at least twelve months for not less than 1,000 hours during the immediately preceding twelve-month period may be eligible to request leave under this policy. In accordance with the provisions of N.J.S.A. 34:11C-1 et. seq., an eligible employee who was a victim of an incident of domestic violence or a sexually violent offense as defined under that law, or whose child, parent, spouse, domestic partner or civil union partner was a victim shall be entitled to unpaid leave of absence of no more than twenty (20) days in one twelve-month period, to be used in the twelve-month period following any incident of domestic violence or any sexually violent offense as defined under the law.

Employees who are eligible to request time off under this policy will be required to use any of their accrued paid vacation days, personal days or sick days during any part of the twenty (20) day period of unpaid leave allowed by N.J.S.A. 34-11C-1 et. seq. If an eligible employee requests leave for a reason covered by both N.J.S.A. 34:11C-1 et. seq., and the New Jersey Family Leave Act or the federal Family and Medical Leave Act of 1993, the leave shall count simultaneously against the employee's entitlement under each respective law.

## **DRESS AND GROOMING (Policy #3216 and 4216)**

The Board of Education believes that the appearance and dress of all staff members is an important component of the educational program of this school district. The clothing and appearance of all staff shall be clean and neat. No clothing may be worn that constitutes danger to the health or safety of the wearer or to others, and no clothing may be worn that interferes with the instructional program. The building principal or the employee's immediate supervisor shall determine whether a violation of this dress code has occurred and shall discuss the violation with the employee concerned.

## **DRUG FREE WORKPLACE (Policy #7436)**

The Board of Education prohibits the unlawful manufacture, distribution, dispensing, possession or use of any controlled dangerous substance by any person in any school building, on school grounds, or using any activity or event sponsored by the Board. Every employee of this District must, as a condition of employment, agree to be bound by this policy. An employee who violates the prohibition or reporting requirement of this policy will be subject to discipline, which may include dismissal or certification of tenure charges, as appropriate. An employee whose involvement with drugs results in a conviction for a crime of the third degree or above for an offense touching his/her position will be deemed to have forfeited his/her public employment pursuant to N.J.S.A. 2C:51-2.

## **ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS (Policy #3283 and #4283)**

Electronic communications enhance the educational program of the District. However, all electronic communications between staff and students are subject to certain restrictions, as follows. All emails between a staff member and a student must be through the district email system (no personal emails). No staff member shall "friend" a current student on any social media platform. Text messaging and cellular telephone communications between staff and students are prohibited. However, a staff member, *with prior approval of the principal*, may text a class or communicate by cell phone when the communication is for a specific purpose, i.e. a field trip. Staff members have no expectation of privacy when using District issued devices or email addresses.

## **EQUAL EMPLOYMENT OPPORTUNITY (Policy #1530)**

The Board of Education shall, in accordance with law, guarantee equal employment opportunity throughout the District. The Board shall ensure all persons have equal and bias-free access to all categories of employment and equal pay for equal work

in this District without regard to race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender identity or expression, socioeconomic status or disability. The Board shall not assign, transfer, promote or retain staff or fail to assign, transfer, promote or retain staff on the sole basis of race, creed, color, national origin, age, marital status, affectional or sexual orientation, gender identity or expression, religion, disability or socioeconomic status.

### **EVALUATION OF CERTIFICATED STAFF:**

The District utilizes the Stronge rubric for the evaluation of all certificated staff and ensures the training procedures of N.J.A.C. 6A:10-2.2(b) are followed. The evaluation rubric for all certificated staff shall have four annual ratings: ineffective, partially effective, effective and highly effective. For each certificated staff rated ineffective or partially effective on the annual summative evaluation rating, a corrective action plan shall be developed. The District will provide annual training on and description of each component of the evaluation rubric.

### **EVALUATION OF TEACHERS** (Policy #3221 and Regulation #3221)

The minimum requirements for the evaluation procedures for teachers as outlined in N.J.A.C. 6A:10-2.1 shall be followed. A School Improvement Panel shall be established in accordance with N.J.A.C. 6A:10-3.2. The components of the teacher evaluation rubric as described in N.J.A.C. 6A:10-4.1 shall apply to teachers. Measures of student achievement, as outlined in N.J.A.C. 6A:4-2 shall be used to determine impact on student learning. Teacher observations will be conducted in accordance with the provisions of N.J.A.C. 6A:10-4.4, and observers shall conduct the observations pursuant to N.J.S.A. 18A:6-119, N.J.S.A. 18A:27-3.1 and N.J.S.A. 18A:6-123.b(8). District Regulation #3221 sets forth the specific details of the evaluation process for all District teachers.

### **EVALUATION OF TEACHING STAFF MEMBERS** (Policy #3222 and Regulation #3222)

The minimum requirements for the evaluation procedures for teaching staff members as outlined in N.J.A.C. 6A:10-2.4 shall be followed. Observations and evaluations for non-tenured teaching staff members shall be completed prior to May 15; evaluations for tenured staff members shall be completed prior to June 30. District Regulation #3222 sets forth the specific details of the evaluation process for all District teaching staff members.

## **EVALUATION OF ADMINISTRATORS (Policy #3223 and Regulation #3223)**

The minimum requirement for evaluation procedures for administrators as outlined in N.J.A.C. 6A:10-1.1 shall be followed. Observations and evaluations for non-tenured administrators shall be in accordance with N.J.S.A. 18A:27-3.1. Observation and evaluations for non-tenured administrators shall be completed prior to May 15; evaluations for tenured administrators shall be completed prior to June 30. District Regulation #3223 sets forth the specific details of the evaluation process for all District Administrators.

## **EVALUATION OF PRINCIPALS, VICE PRINCIPALS AND ASSISTANT PRINCIPALS (Policy #3224 and Regulation #3224)**

The minimum requirements for the evaluation procedures for Principals and Assistant Principals as outlined in N.J.A.C. 6A:10-2.1 shall be followed. Principals and Assistant Principals evaluations shall be conducted in accordance with N.J.A.C. 6A:10-1.1. The Superintendent or his designee shall conduct observations for the evaluation of principals pursuant to N.J.S.A. 18A:6-123. District Regulation #3224 sets forth the specific details of the evaluation process for all District Principals and Assistant Principals.

## **EXAMINATION FOR CAUSE (Policy #3161 and 4161)**

The Superintendent shall recommend to the Board the examination of any staff member whose physical or mental condition so departs from normal health as to adversely affect the performance of the employee's duties. If the Board determines that deviation from normal health has been demonstrated, it may require that the member submit to a physical or mental examination by a physician or institution designated by the Board and at the Board's expense. A request for physical or mental examination shall be made known to the employee by written notice setting forth the nature of the exam required, the reasons for the requirement and a statement offering the employee the opportunity to appear before the Board to explain or refute those reasons, provided the hearing is requested by the employee in writing within five working days of the receipt of the notice.

## **FAMILY LEAVE (Policy #1643)**

The Board will provide family leave in accordance with the Federal Family and Medical Leave Act (FMLA) and the New Jersey Family Leave Act (NJFLA).

FMLA leave for eligible staff members shall be up to 12 weeks of leave in any 12 month period upon advance notice to the District for the birth of a child of the staff member and in order to care for such child; for the placement of a child with the staff member for adoption or foster care; in order to care for the spouse, son,

daughter or parent of the staff member if such spouse, son, daughter or parent has a serious health condition or qualifying exigency due to active duty in the armed forces; or for the serious health condition that makes the staff member unable to perform the functions of the staff member's position.

NJFLA leave shall be up to 12 weeks of leave in any 24 month period upon advance notice to the District so that a staff member may provide care made necessary by the birth of a child of the staff member, the placement of a child with the staff member in connection with adoption of such child by the staff member and the serious health condition of a family member, or someone who is the "equivalent" of family.

A staff member shall be eligible for FMLA leave after he/she has been employed and worked in this district for at least 1,250 hours during the 12 month period immediately preceding the commencement of the leave.

A staff member shall be eligible for NJFLA after he/she has been employed and worked at least 12 months in this district for not less than 1,000 base hours, exclusive of overtime, during the immediate preceding 12 month period.

A staff member may take FMLA or NJFLA leave in consecutive weeks, as intermittent leave or as reduced leave.

Family leave is unpaid; however, during an approved medical leave (FMLA and/or NJFLA) the District will maintain insurance benefits as if the employee continued to be actively employed. Contact Human Resources for further information and necessary forms.

### **GRIEVANCE (Policy #4340)**

The Board of Education has developed a grievance procedure for the resolution of disputes that may arise in the employment of staff members not covered by the terms of a negotiated agreement. A grievance means an unresolved problem concerning the application or interpretation by an officer or employee of this District of law, regulation of the State Board of Education, bylaws or policies of the Board of Education or the administrative regulations of the Superintendent.

Level 1: Within three working days of the occurrence of the act/omission giving rise to the grievance, the grievant must present his/her grievance in writing to the grievant's immediate supervisor. Within seven working days, the supervisor shall present a decision to the grievant in writing. If the supervisor does not respond during the time permitted, the grievant may appeal to the next level.

Level 2: A grievant not satisfied with a decision at level 1 may appeal the decision in writing to the appropriate Director within three working days after receipt of the decision or the expiration of the time during which the decision must be rendered. The Director shall present a decision to the grievant within seven working days. If a decision is not rendered within the time limit, the grievant may appeal to the next level.

Level 3: A grievant not satisfied with the decision at level 2 may appeal that decision in writing to the Superintendent within three working days of receipt of the decision or expiration of the time during which a decision must be rendered. Within 10 working days after the delivery of the appeal, the Superintendent shall investigate the grievance. Within 7 working days of the presentation of the appeal, the Superintendent shall submit a decision in writing to the grievant. If a decision is not rendered within the time limit, the grievant may appeal to the next level.

Level 4: A grievant not satisfied with the Superintendent's decision may appeal that decision in writing to the Board within 3 working days of the receipt of the decision or the expiration of the time during which the decision must be rendered. The Board shall schedule the grievance for hearing to be held within 45 calendar days of the presentation of the appeal. The grievant shall be present at the hearing. Within 10 calendar days of the hearing the Board shall submit its decision in writing to the grievant. The decision of the Board shall be final.

### **HARASSMENT, INTIMIDATION AND BULLYING (Policy #5512)**

The importance of protecting students from bullying is emphasized through the New Jersey Anti-Bullying Bill of Rights Act of 2011 and Wayne BOE Policy 5512 "Harassment, Intimidation and Bullying" ("HIB").

All school employees who have contact with students must verbally report to the school Principal or the school Anti-Bullying Specialists any information witnessed or learned about an alleged incident of HIB – on the same day they learn of it. If you witness any behaviors or conversations that may be HIB, immediately report the incident and pertinent facts to the building principal on the same school day.

HIB refers to any gesture, written, verbal or physical act, or any electronic communication, whether it be a single incident or series of incidents, that:

\*Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic; and that

\* Takes place on school property, at any school sponsored function, on a school bus, or off school grounds; **and that**

\* Substantially disrupts or interferes with the orderly operation of school or the rights of other students; and that

\* A reasonable person should know that, under the circumstances, the act will have the effect of physically or emotionally harming a student or damage the student's property, or place the pupil in reasonable fear of physical or emotional harm to his/her personal or damage to his/her property, or

\* Has the effect of insulting or demeaning any student or group of students, or

\* Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

### **HEALTHY WORKPLACE ENVIRONMENT (Policy #3351 and 4351)**

Repeated malicious conduct of an employee or group of employees directed toward another employee or group of employees in the workplace that a reasonable person would find hostile or offensive is unacceptable. Employees who believe the conduct prohibited by this policy has been directed toward them or toward another employee of the District shall submit a written report to the Superintendent of Schools. There shall be no reprisals or retaliation against any person who reports conduct prohibited by this policy.

### **INAPPROPRIATE STAFF CONDUCT (Policy #3281 and 4281)**

A school staff member is always expected to maintain a professional relationship with pupils and protect the health, safety and welfare of school pupils. School personnel are required to report to their immediate supervisor or building principal any violation of this policy. School staff's conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to pupils or about pupils and shall not engage in inappropriate language or expression in the presence of pupils. School staff shall not engage in inappropriate conduct toward or with pupils. School staff shall not engage or seek to be in the presence of a pupil beyond the staff member's professional responsibility.

### **JURY DUTY (Policy #3439 and 4438)**

The Board of Education will indemnify all full-time employees against loss of pay incurred by a call to jury duty. The time any such employee is absent will not be



charged against personal leave. An employee summoned to jury duty shall report the summons to his/her supervisor and, upon return, will submit a court record of the number of days served on jury duty.

### **MILITARY LEAVE (Policy #3437 and 4437)**

Any permanent or full-time officer and/or employee of the District will be provided military leave and related benefits pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA). The District will provide benefits and rights for staff on military leave required by federal and state laws. Contact the Human Resources Department for detailed information.

### **MONITORING DEVICES ON SCHOOL VEHICLES (Policy #8690)**

In order to maintain safe and secure conditions for all pupils transported on school vehicles, the Board may use devices to monitor and/or observe student and staff behavior and/or discipline procedures. The device used may be a video camera, a voice monitoring device and other appropriate device.

### **NEPOTISM (Policy #0142.1)**

No relative of a board member or the Superintendent of Schools (exclusive of per diem substitutes and student workers) shall be employed in an office or position in this District, unless their employment predates the appointment of the board member or the Superintendent. A school district administrator shall be prohibited from exercising direct or indirect authority, supervision or control over a relative of the administrator.

### **NON-RENEWAL OF NON-TENURED STAFF MEMBERS (Policy #3142 and 4146)**

The Superintendent shall notify each non-tenured staff member to whom reemployment will not be offered of such non-renewal in writing on or before May 15. Any staff member who receives written notice a contract will not be offered may, within fifteen days of notification, request in writing a statement of the reasons for non-renewal. The Superintendent will provide a written statement of reasons within thirty days after the receipt of any such request.

The non-tenured staff member shall have the right to an informal appearance before the Board to permit the staff member an opportunity to convince the Board to offer reemployment. The staff member must request the appearance before the Board within ten calendar days of receipt of the statement of reasons.

The Board is not required to offer reemployment or vote on reemployment after an informal hearing with a non-tenured staff member who was not recommended for

reemployment. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the staff member reemployment after an informal hearing.

## **OUTSIDE ACTIVITIES:**

### **Policy #3230 for Teaching Staff:**

The Board reserves the right to determine if activities outside the teaching staff member's job responsibilities interfere with the professional performance and the discharge of the member's responsibilities to the pupils of this District. Teaching staff members should consult the full text of District policy #3230 for specific guidelines in conducting personal activities.

### **Policy #4230 for Support Staff:**

The Board reserves the right to determine if activities outside the support staff member's job responsibilities interfere with their performance and the discharge of the support staff member's responsibilities to this District. Support staff members should consult the full text of District policy #4230 for specific guidelines in conducting personal activities.

## **OVERTIME COMPENSATION (Policy #4413)**

The Board of Education will compensate overtime worked in accordance with law or the provisions of the applicable collective bargaining agreement. No overtime shall be worked without the express advance approval of the immediate supervisor.

## **PERSONNEL RECORDS (Policy #8320)**

An employee may inspect his/her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the administrator designated to maintain the file, makes no alteration or addition to the file, nor removes any material from it. An employee may appeal to the Superintendent the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.

## **PROTECTION AGAINST RETALIATION (Policy #3381 and 4381)**

The Superintendent of Schools is the contact for District employees regarding all Conscientious Employee Protection Act matters. The Board will take no retaliatory action by discharge, demotion, suspension or any other adverse action against an employee who has engaged in activity covered by the Conscientious Employees Protection Act (CEPA). An employee who has reason to believe that the Board has engaged in an illegal activity or an activity contrary to public policy must report that

belief in writing to the Superintendent before notice is given to a supervisor or a public body.

### **REMOVAL OF STUDENTS FOR ASSAULTS WITH WEAPONS OFFENSES (Policy #5613)**

The Board of Education is committed to providing a safe and secure school environment for all. Any student who commits an assault with a weapon shall be immediately removed from the school's general education program in accordance with law.

### **RESIDENCY REQUIREMENT (Policy #1631)**

Every person holding employment or a position in a school district shall have his/her principal residence in New Jersey as required by N.J.S.A. 52:14-7.

### **RESIGNATION (Policy #3141 and 4141)**

An employee's resignation must be tendered to the Board through the Superintendent. An employee who offers insufficient notice of resignation will be paid only through the last day of employment. The Board may notify the Commissioner of Education of any tenured teaching staff member who terminates his/her position without having given sixty days' notice and without the express permission of the Board. The certificate of any such member may be suspended.

### **STUDENT SUICIDE PREVENTION (Policy #5350)**

All school personnel should be alert to students who exhibit behavioral warning signs of potential self-destruction or who threaten or attempt suicide. Any such signs should be taken very seriously and reported immediately to the Building Principal, who shall notify the student's parent and other professional staff members in accordance with administrative regulations.

### **TEACHING STAFF MEMBER/SUPPORT STAFF MEMBER SCHOOL DISTRICT REPORTING RESPONSIBILITIES (Policy #3159 and 4159)**

All employees shall report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen (14) calendar days in accordance with the provisions of N.J.A.C. 6A:9b-4.3 and District Policy #4159. The report submitted to the Superintendent shall include the date of the arrest or indictment and charges lodged against the employee. Such employees shall also report to the Superintendent the disposition of any charges within seven (7) days of disposition. For certificated staff, failure to comply with these reporting requirements may be deemed just cause for revocation or suspension of certificate pursuant to N.J.A.C. 6A:9B-4.4.

## **SEXUAL HARASSMENT (Policy #3362 and 4352)**

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and verbal or physical contact of a sexual nature that would not happen but for the employee's gender. Whenever submission to such conduct is made a condition of employment or a basis for an employment decision or when such conduct is severe or pervasive and has the purpose or effect of unreasonably altering or interfering with work performance or creating an intimidating, hostile or offensive working environment, the employee shall have cause for complaint. The sexual harassment of any employee of this District is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of this District will be subject to discipline, which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of the Board is encouraged to report the harassment to the building principal or their immediate supervisor. The Affirmative Action Officer or his/her designee will conduct a prompt, thorough and impartial investigation. The Superintendent will take steps to prevent any retaliation against the staff member who made the complaint, was the subject of the harassment or against those who provided information or were witnesses.

## **SMOKING IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS (Policy #7434)**

***In accordance with law, the Board prohibits smoking at all times anywhere in school buildings or on school grounds.***

## **STUDENT DISCIPLINE/CODE OF CONDUCT (Policy #5600)**

The Student Discipline/Code of Conduct policy establishes standards and policies and procedures for positive student development and behavioral expectations on school grounds, and as appropriate, for conduct away from school grounds. Policy and Regulation 5600 includes a description of student responsibilities that include expectations for academic achievement, behavior and attendance. This policy also identifies behaviors that will result in suspension or expulsion and a description of student rights.

## **STUDENT RECORDS (Policy #8330)**

Student Records are considered private and confidential and are to be secured at all times.

## **SUPPORT STAFF TENURE (Policy #4360)**

The tenure status of support staff members will be determined only in accordance with law and such contractual terms as may have been negotiated with the employee's majority representative. Persons employed as janitors, custodians and maintenance personnel, and grounds people, including supervisory personnel, will be employed on fixed term contracts and will not acquire tenure in their position. The Board will not grant tenure to any employee for whom such tenure has not been provided in law.

## **STAFF MEMBER'S USE OF PERSONAL CELLULAR TELEPHONES/OTHER COMMUNICATION DEVICES (Policy #3322 and 4322)**

During in-person instruction, a personal telephone call by a staff member on their personal cell phone or smartphone shall not be made while the staff member is performing assigned school district responsibilities. In the event the staff member has an emergency requiring use of their personal cell phone during work time, the employee shall inform his/her immediate supervisor. Texting is also not an acceptable practice when the staff member is performing assigned responsibilities.

## **TUTORING SERVICES (Policy #3232)**

A school staff member may be privately contracted to provide tutoring services to a pupil; however, such services shall be provided under a private agreement between the staff member and the parent and/or pupil. Private tutoring shall not take place on school grounds. School staff members shall not provide private tutoring services for a fee or any compensation to any pupil that is currently enrolled in their classes, or to a pupil who the staff member participates as a member of the pupil's evaluation team.

## **USE OF CORPORAL PUNISHMENT (Policy #3217)**

The Board of Education cannot condone an employee's resort to force or fear in the treatment of pupils. Each pupil is protected by law from bodily harm and from offensive bodily touching. All staff must conform to HIB requirements when interacting with students.

## **USE OF SOCIAL NETWORKING SITES (Policy #3282 and 4282)**

Communications, publications, photographs and other information appearing on social network sites deemed inappropriate by the Board could be cause for dismissal of a non-tenured staff member or to certify tenure charges against a tenured staff member to the Commission of Education. Such conduct deemed inappropriate may include, but is not limited to, communications and/or publications using emails, text

messaging, social networking sites or any other forms of electronic communications that is directed and/or available to pupils or for public display or publication.

### **WITHHOLDING AN INCREMENT (Policy #4152 and 3152)**

Advancement on the salary guide or increments indicated by Board policy, including annual employment and adjustment increases, are not automatically granted and must be earned by satisfactory performance. Advancements require favorable evaluations of the employee's performance of assigned duties, a satisfactory attendance record and adherence to the rules of this district and high standards of professional conduct.

The Board may determine to withhold any or all of the increments indicated by the salary guide or by Board policy.

The Board shall, within ten days of its formal action to withhold an increment, give written notice to the affected employee of both the action and the reason(s) for which it was taken.

An increment withheld may be restored only by the action of the Board.

### **NEW SICK LEAVE LAW – N.J.S.A. 18A:30-1 and N.J.S.A. 18A:30-4 (NEW)**

On July 3, 2023, the Governor signed P.L. 2023, c. 95 which revised N.J.S.A. 18A:30-1 and 18A:30-4. The revisions significantly expand the reasons for which a staff member may take sick leave. The revisions also provide the district with the right to require several types of documentation and notice requirements from a staff member when a staff member requests sick leave for approved reasons.

#### Permitted Sick Leave reasons:

- 1) the employee is personally ill or injured;
- 2) for diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
- 3) for the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
- 4) absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence,
- 5) the death of a family member for up to seven days;
- 6) to attend a child's school-related conference, meeting, function or other event

requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;

- 7) the school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor, due to an epidemic or other public health emergency; and
- 8) the employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.

Medical documentation to support the need for leave may be requested.