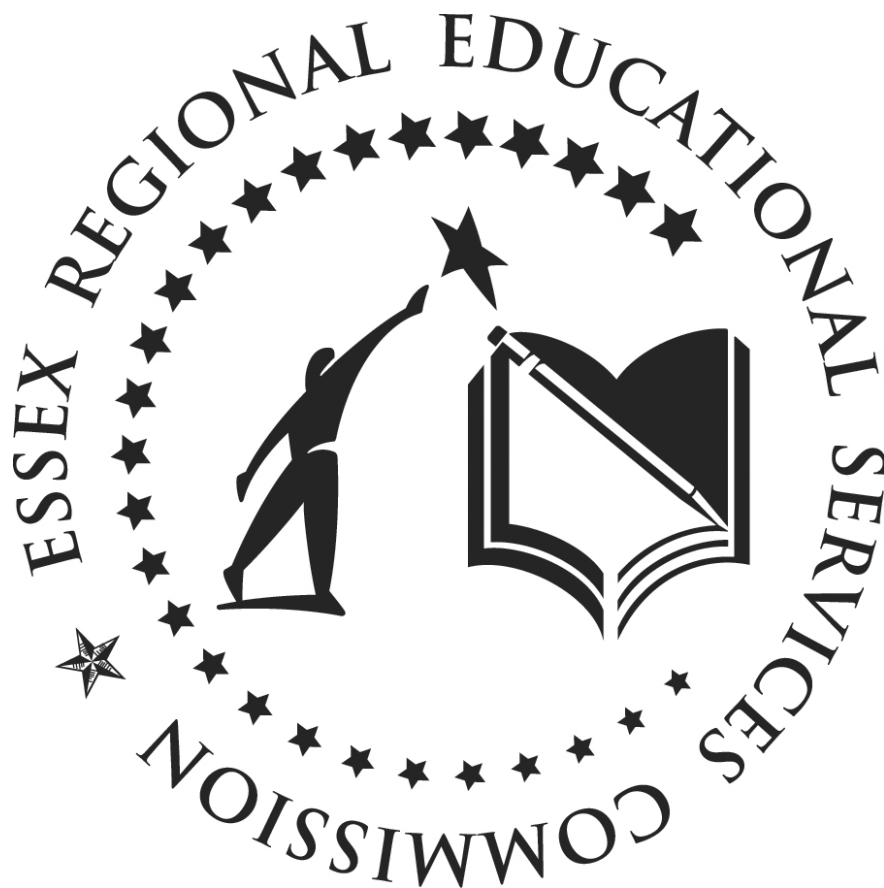


# ESSEX REGIONAL EDUCATIONAL SERVICES COMMISSION

CENTRAL OFFICE STAFF MEMBER HANDBOOK



**LAURIE W. NEWELL, PhD**  
**SUPERINTENDENT**

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*This Staff member Handbook is for general informational use only. The handbook is not a contract, and it does not contain any promises or agreements by the Commission, nor does it give any additional rights to the staff member. Staff members are entitled to only those rights as provided in the applicable collective bargaining agreement or by law. The Commission has the right to change any aspect of the Handbook at any time consistent with collective bargaining agreements and the law.*

*Administration reserves the right to revise, add or delete information found in this manual, as necessary. If you have any questions regarding information contained herein or to request a full version of the policies outlined, please contact the Division of Human Resources.*

### **MISSION STATEMENT**

The mission of the Essex Regional Educational Services Commission (“ERESC” or “the Commission”), deriving its authority from New Jersey Public Law 18a:- 6-51 et.seq., is to provide superior educational and community-based services to meet the unique needs of all students in a cost effective manner.

### **AFFIRMATIVE ACTION - POLICY #1140**

The Commission is an Equal Employment Opportunity employer. The current Affirmative Action Officer is Mr. Kevin Guyton, he can be reached at 973-405-6262, ext. 229.

#### **Affirmative Action – Policy #1550**

Staff members are guaranteed equal and bias-free access to all educational programs as well as retention and advancement regardless of race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnerships status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, AIDS and HIV status, political activities, domicile, or membership or participation in or association with activities of any staff member organization.

Any staff member who believes he/she has been subject to discrimination on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status may submit a written complaint to his/her immediate supervisor or administrator.

#### **Equal Employment Opportunity – Policy #1530**

Staff members are guaranteed equal access to all categories of employment as well as retention and advancement regardless of race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital status, domestic partnerships status, affectional or sexual orientation, atypical hereditary cellular or blood trait, genetic information, liability for military service, mental or physical disability, perceived disability, AIDS and HIV status, political activities, domicile, or membership or participation in or association with activities of any staff member organization.

Any staff member who believes he/she has been subject to discrimination with an employment opportunities on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status may submit a written complaint to his/her immediate supervisor or administrator.

#### **Discrimination/Harassment – Policy #4351**

Staff members need not tolerate harassment in the workplace. When any staff member feels they have been subject to any form of discrimination/harassment (sexual, racial, political, social, or religious) they may provide a written complaint to the Superintendent or designee.

The Commission does not condone or tolerate harassment in any way and such conduct may lead to dismissal or other appropriate action being taken with respect to the person found guilty of such conduct.

### **Sexual Harassment Policy – Policy #4352**

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the staff member'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 and 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 staff member shall have cause for complaint.

Any staff member who believes he/she has been subject to sexual harassment within the educational programs or employment opportunities on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status may submit a written complaint to his/her immediate supervisor or administrator.

### **AMERICANS WITH DISABILITIES ACT – POLICY #1510**

The Commission is committed to complying with the Americans with Disabilities Act, which is a federal anti-discrimination statute designed to remove barriers which prevent qualified individuals with disabilities from enjoying the same employment opportunities that are available to persons without disabilities. Every reasonable effort will be made to accommodate special needs. Requests for accommodation due to medical disabilities should be referred to the Human Resources Department.

### **NEW JERSEY FIRST ACT – POLICY #1631**

In accordance with the “New Jersey First Act” amending N.J.S.A. 52:14-7, P.L. 2011, c.70, all staff members of State and local government, including schools districts, must reside in New Jersey unless exempted under the law. Staff members who already worked for the Commission as of August 31, 2011 but did not live in New Jersey at that time were not required to move. However, staff members hired on or after September 1, 2011 must reside in New Jersey. If they don't at the time of hire, they have one year after the date of hire to relocate their residency to New Jersey.

Additionally, anyone employed as of August 31, 2011 who was a New Jersey resident at that time must maintain New Jersey residency during their employment. If a current staff member wishes to move out of state, they may request an exemption from the applicability of the law on the basis of “critical need or hardship” through a State appointed committee. A current staff member looking to move out of state should apply in advance for an exemption, rather than move and then ask for the exemption since once the current staff member moves out of state, the law applies.

## **ARREST REPORTING REQUIREMENTS – POLICIES #4127, #4159**

In accordance with N.J.A.C.6A:9-17.1(c), all administrative and supervisory staff members are required to inform staff members of this requirement on an annual basis. Take the time fully to understand your responsibility should you be faced with a legal issue in the future. “(c), All certificate holders shall report their arrest or indictment for any crime or offense to their Superintendent within 14 calendar days. The report shall include the date of the arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holder shall also report to their Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed “just cause” pursuant to N.J.A.C 6A:9-17.5. School districts shall make these requirements known to all new staff members and to all staff members on an annual basis.”

## **NEW HIRE REPORTING ACT**

The New Hire Act of 1997, Act 97-228 requires all employers to report all newly hired or rehired employees who live or work in New Jersey within twenty (20) days of the employees’ first day on the job.

## **MOTOR VEHICLES ON SCHOOL PROPERTY – POLICY #7480**

The school grounds owned and maintained by the Commission are subject to damage by motor vehicles. The Board prohibits the use or presence of any motor vehicle, including motorcycles, all-terrain vehicles, snow mobiles, and mopeds, for any purpose on any part of the school property owned by the Board other than the driving and parking areas established by the Board except as expressly permitted by the School Business Administrator/ Assistant Board Secretary.

Accordingly, the Board has provided areas, in which employees of the district and visitors to the school may drive and park motor vehicles.

### **Parking**

Staff Parking is located on the premises. Central Office staff are to park in the lined spaces. Staff members should not:

- use handicap parking spaces without handicapped plates/permits

## **VISITORS – POLICY #9150**

The Superintendent possesses the authority to prohibit the entry of any person into a school of this district or to expel any person from the school when there is reason to believe that the presence of such person would be harmful to the good order of the school. If such a person refuses to leave the school grounds or creates a disturbance, the Superintendent is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

All visitors are required to report to the Security Booth to register their presence in the building and obtain a visitors pass. No staff member shall transact business with or permit the continuing presence in the school of a visitor who has not been duly registered.

Staff members will be alerted of the arrival of their visitor or visiting staff member. The staff member will report to the entry foyer and escort the visitor to their location. Staff members will also be required to escort visitors out of the building.

## Central Office Staff Handbook

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All employees must display official ERESC identification at all times, while at Central Office.

### Entrance

Everyone is required to use their *Siemens* swipe card each time they enter the building. Do not hold the door open for other staff members. Staff members are also required to swipe out every time they exit Central Office.

## ACCIDENT RESPONSE

The Commission makes all reasonable efforts to ensure a safe working environment for employees. In the event of an emergency, it is important that everyone exercises good judgment. If you are not sure whether to call **911**, you are advised to call 911 and explain the emergency in a calm, concise manner. The **911** operator will be able to assist you in determining the type of response needed.

### Standing Orders for Injuries and Emergencies

Staff members will provide First Aid as emergency treatment only. Everyone's main goal is to place the injured person under competent medical care quickly, and to inform the family of the situation. In the event of an emergency, do the following:

1. Inform the Police and Rescue Squad immediately, if the condition is serious.
2. Notify the Director/Supervisor/Manager/Coordinator, immediately.
3. If the injury does not require an ambulance, the injured party may be transported by other means.
4. Submit a completed Accident Report by the end of the day. The person(s) completing the report should obtain statements from any witnesses.

### Emergency Telephone Numbers:

✓ Emergency Squad	911
✓ Fire	911
✓ Police	911
✓ Non-Emergency Police Response	973-227-1400



**GRIEVANCE PROCEDURES – POLICY #4340**

This grievance procedure shall apply to support staff who are not covered by a Collective Bargaining Agreement.

Grievant: The support staff member making the claim.

**General Information**

1. Days shall be construed to mean WORK days.
2. A grievant shall have the right to present his/her own appeal or to designate another person of his/her choosing to appear with him/her at any step of his/her appeal.
3. A grievance must be initiated by the member within ten (10) calendar days of the date the grievant knew or should have known of its occurrence.
4. If the same alleged grievance or substantially the alleged grievance is complained of by a group of members, only one grievance, with the names of all the grievants, shall be processed through the procedure.
5. Failure at any step in the procedure to communicate the Commission's decision on a grievance with the specified time limits shall permit the aggrieved member to proceed to the next step.
6. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step and not subject to further appeal.
7. The time limits provided for in this procedure may be extended by mutual written agreement of the parties.
8. During and notwithstanding the pendency of any grievance, all members, including the grievant, shall continue to be under the direction of the Superintendent and continue to observe all assignments and applicable policies, rules and regulations of the Commission until such grievance(s) and any effect thereof shall have been fully determined.
9. These proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure.
10. In the event a grievance is filed late in the school year, both parties shall endeavor to expedite procedures to the maximum extent possible so that the grievance procedure may be exhausted as soon after the school year as practicable.
11. Nothing herein contained shall be construed as limiting the right of any member having a grievance to discuss the matter informally with any appropriate member of the administration, and have the grievance adjusted.

### Procedure

#### Level One:

1. Any alleged grievance by a member or group of members shall be filed within ten (10) calendar days of the occurrence. The filing shall be in writing through the Administrator with immediate supervisory responsibilities for the position to which the complainant is assigned.

If the member or group of members elect to be represented at this step of the grievance procedure, the name of the elected representative shall be included in the written statement of grievance.

The statement of grievance shall be clear and concise and shall include:

- a. The nature of the grievance.
  - b. The rule, regulation or procedure that was violated.
  - c. The nature or extent of the loss, injury or detriment alleged to have been suffered.
  - d. The relief and/or adjustment sought.
2. The immediate supervisor or administrator shall communicate his/her decision, in writing, with reasons, to the member(s) within ten (10) calendar days of receipt of the written grievance.

#### Level Two

1. The grievant, no later than ten (10) calendar days after receipt of the supervisor's or administrator's decision, may appeal the decision to the Director. The appeal to the Director must be made in writing and shall include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal of this decision.
2. The Director shall communicate his/her decision in writing to the grievant within ten (10) calendar days, after receipt of the written grievance.

#### Level Three

1. A grievant, no later than ten (10) calendar days after receipt of the Director's decision, may appeal the decision to the Superintendent. The appeal to the Superintendent must be made in writing and shall include a copy of the original grievance, the decisions rendered, and a clear, concise statement of the reasons for the appeal of the decisions.
2. The Superintendent shall communicate his/her decision in writing to the grievant within ten (10) calendar days after receipt of the written grievance.

#### Level Four

1. Within ten (10) calendar days after receiving the decision of the Superintendent the grievant may, on his/her own or through a representative, appeal the decision in writing to the Commission.

2. The Commission, within twenty-five (25) school days from the receipt of the written grievance, shall communicate its decision in writing to the grievant.

### Level Five

1. If the grievant is not satisfied with the disposition of the grievance at level four, the grievant may request, within twenty (20) days, that the American Arbitration Association submit a roster of persons qualified to function as an arbitrator in the dispute in question.
2. If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the American Arbitration Association to submit a second roster of names.
3. If the parties are unable to determine within ten (10) school days of the initial request for an arbitrator from the second submitted list, the American Arbitration Association may be requested by either party to designate an arbitrator.
4. The arbitrator shall be limited to the issues as submitted and shall consider nothing else. The arbitrator can add nothing to, nor subtract anything from the Agreement between the parties or any policy of the Commission. The recommendations of the arbitrator shall be advisory.

Only the Commission, the aggrieved and his/her representative shall be given copies of the arbitrator's report, findings, reasons and recommendations. This shall be accomplished within thirty (30) calendar days of the completion of this arbitrator's hearings.

5. The Commission shall render its final decision within twenty-five (25) school days after receipt of the arbitrator's recommendation. Copies of said decision shall be forwarded to the aggrieved and his/her representatives.
6. While only advisory arbitration is provided for in this Agreement, nonetheless, the parties are cognizant of the fact that in certain matters, binding arbitration is mandated by law and that such law applies to this agreement.
  - a. The fees and the expenses of the arbitrator are the only costs which shall be shared by the two parties, and such costs shall be shared equally.
  - b. All other costs shall be borne by the parties incurring them.

### **CATEGORIES OF EMPLOYMENT**

An employee may be employed in any one of a variety of different categories that determine pay, benefits, and other terms and conditions of employment. An employee's status may not change from one category to another without written confirmation from the Superintendent.

All staff members receive coverage under the Commission's Workers Compensation insurance, unemployment coverage, state disability, and participate in the Social Security program, which are legally mandated benefits.

**Full-time staff member** - a non-exempt (hourly) staff member with a regular schedule of at least 37.5 hours per week, or an exempt (salaried) staff member with a regular schedule of five full days or 40 hours per week.

**Part-time staff member** - a non-exempt (hourly) staff member with a regular schedule of at least 20 hours per week, but less than 37.5 hours per week, or an exempt (salaried) staff member with a regular schedule of at least 20 hours per week, but fewer than five full days or 40 hours per week.

#### Full-time Exempt staff member

An employee whose position satisfies federal wage and hour law criteria for executive, professional, or administrative jobs and is, therefore, ineligible for overtime pay. Exempt staff members are paid on a salaried basis. All administrators, directors, supervisors, coordinators, managers, analysts and accountants are considered exempt.

#### Full-time Non-exempt staff member

An employee whose position is subject to overtime provisions of the Fair Labor Standards Act. A non-exempt staff member is paid on an hourly basis and is eligible for overtime pay for hours worked in excess of 40 per week. All secretaries, clerks, assistants, bookkeepers, routers, custodians, security guards and couriers are considered non-exempt.

### **COMPENSATION – POLICY #4410**

Staff members are paid semimonthly, on the 15th and the 30th of each month. Direct deposit is required and all staff members must complete a Direct Deposit Form. A voided check must be included with the form.

#### **Direct Deposit – Policy #6511**

In accordance with the NJ Direct Deposit Law, direct deposit will be required for all State and Municipal employee compensation on and after July 1, 2014.

The Board shall make available for those employees required to have their net pay direct deposited in accordance with the provisions of N.J.S.A. 52:14-15h, all information concerning net pay, any accompanying information approved for distribution with net pay, and W-2 forms in accordance with applicable Federal law, only on the Internet with restricted access and policies and procedures to protect the integrity and confidentiality of the information.

### **Payroll Deductions – Policy #6520**

The Commission shall, in accordance with law or employee authorization, make deductions from an employee's paycheck and remit the amounts deducted to the agent designated by the employee.

Deductions will routinely be made as required for Federal income tax, social security and Medicare; New Jersey income tax, unemployment assistance, and other miscellaneous taxes; and by the New Jersey Division of Pensions.

Deductions may also be made, provided they have been duly authorized by the employee in writing, for contributions on the employee's behalf for:

1. The payment of premiums for group life, accidental death or dismemberment, hospitalization, medical, surgical, major medical, health and accident, and legal insurance plans, N.J.S.A. 18A:16-13;
2. Tax sheltered annuities or custodial accounts, N.J.S.A. 18A:66-127;
3. Payments to a credit union, N.J.S.A. 40A:19-17;
4. Bona fide organizational dues, N.J.S.A. 52:14-15.9e.

Contributions shall be made as soon as is reasonably possible after the funds have been deducted from an employee's salary. No contribution shall be made on behalf of an employee until the amount contributed has been deducted from the employee's salary.

### **Miscellaneous Deductions**

There are many companies that offer a wide array of plans, benefits and services including, but not limited to: Cancer, Life, Disability, Tax Sheltered Annuities (403b), Long Term Care, Accidental Death and Dismemberment, Intensive Care and others.

Please check with individual companies or Human Resources for a current list of companies and agents. Certain insurances and benefits are also available through payroll deduction.

### **Longevity – Policy #4411**

The Commission will provide annual compensation to staff members based on seniority. Longevity pay will be provided to staff members, as follows

- ten (10) years or more of service \$1,775
- twenty (20) years or more of service \$2,200

Payments will start at the beginning of the contract year following the year in which the staff member completes 10 or 20 years of services.

### **Overtime Compensation – Policy #4413**

Full-time nonexempt employees who work overtime and for whom no contrary provision has been collectively bargained shall earn compensatory time at the rate of one and one-half hours for every hour of overtime worked in excess of forty hours worked during a given week, in lieu of overtime compensation. All accrued compensatory time must be used by June 30 of the year in which it's earned.

An employee who has unused accrued compensatory time when his/her employment is terminated shall be paid, upon termination, for the unused time at the rate of pay that it was earned.

## **Central Office Staff Handbook**

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A request for the use of compensatory time shall be submitted to the employee's supervisor and must be approved by the Superintendent or designee. Compensation time shall not be earned of days in which the employee was tardy.

### **Freezing or Reducing Wages – Policy #4152**

The Commission recognizes that any advancement in a salary, including annual increments and raises, is not automatic but rests within the discretion of the Board.

Advancement on any salary schedule shall require favorable reports covering the employee's competence and thoroughness in the performance of assigned duties as well as the employee's record of attendance and compliance with district regulations.

### **Increment Withholding – Policy #3152**

The Superintendent shall base a recommendation for withholding an increment on evaluations of the employee's performance and conduct.

## **HOURS AND DAYS OF WORK – POLICY #3250**

Staff members are expected to be present for the entire work day. Informing, explaining or obtaining acknowledgement from your Director or Manager for being late or leaving early does not excuse staff from their responsibility to be present. Making up time for being late or leaving early does not excuse staff from their responsibility to be present for the entire work day.

### **Staff Work Hours**

The normal Central Office work week is Monday through Friday; the normal work hours for full-time staff are 8 AM to 4 PM, with one hour for lunch, between 12 noon and 2 pm.

All staff members are expected to report to work during their contracted employment hours. Staff members are expected to arrive on time and remain at work until 4:00 PM each day, unless alternative hours are assigned by the Superintendent.

Any deviation from this schedule must be submitted and approved, in advance, by the Superintendent. For safety reasons, staff members are strongly discouraged from remaining in the building alone.

### **Staff Schedules**

Directors shall provide their staff with a work schedule. Any requests for changes to work schedule must be approved, in advance, by the Superintendent. Staff members must immediately inform their Director of any emergency situations that will affect their regular schedules.

### **TIME AND ATTENDANCE – POLICY #3212**

The regular and prompt attendance of staff members is an essential element in the efficient operation of the Commission. Staff member absenteeism disrupts work of the Commission and the Commission considers attendance an important component of a staff member's job performance.

A staff member 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 may be subject to appropriate disciplinary actions.

As a public institution, the ERESC cannot pay staff members for time not spent at work, whether it is for an entire day or any part of a day. Central Office staff members are expected to be present during the normal work hours, unless alternative hours are assigned by the Superintendent.

### **Recording of Time – Policy #6510**

All staff members are required to sign in/out each day using the Attendance System (Kronos).

#### Failure to Clock In/Out

Staff members are required to follow established guidelines for recording their actual hours worked. A missed clock in/out is a violation of this policy and includes:

- Failure to clock in/out using your swipe card at the beginning and end of their assigned shift;
- Failure to clock in/out on their designated time clock for the meal break (PT only);
- Failure to accurately and timely report time worked;
- Clocking in/out early (or late) of assigned shift without prior approval.

Failure to use the swipe card will result in disciplinary action including, but not limited to, withholding of increase and/or increment, termination. Please refer to the ERESC Attendance Improvement Plan (AIP).

### **Reporting an Absence**

Due to the high costs of absences and the disruption of work schedules, the Board is required to give continuing attention to the consistent regular attendance by staff members.

All absences must be reported by no later than 7:30 AM. Staff members that abuse or disregard the work hours of 8:00 AM - 4:00 PM will be considered for discipline. Salaried and/or *Exempt* staff members may be required to remain later on occasion.

Do not report absences or lateness to the department secretary, contact your Director. If your Director is not available leave a message.

### **Tardiness**

Timely and regular attendance is an expectation of performance for all Commission employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule. In the event an employee is unable to meet this expectation, he/she must obtain approval from their supervisor in advance of any requested schedule changes. This approval includes requests to use appropriate accruals, as well as late arrivals to or early departures from work.

Directors have discretion to evaluate extraordinary circumstances of a tardy, absence or failure to clock-in or clock-out. Chronic absenteeism and tardiness can result in disciplinary action, including, but not limited to, reduction in benefit days, reduction in wages or withholding of increase and/or increment.

An employee is deemed to be tardy when he/she:

- Fails to report for work at the assigned/scheduled work time. In these instances, managers may replace the tardy employee for the full shift.
- Leaves work prior to the end of assigned/scheduled work time without prior supervisory approval.
- Takes an extended meal or break period without approval.
- Arrives to work past his/her scheduled start time.

If you know that you are going to be late to work, call your Director as soon as possible, with the time of expected arrival.

### **Early Departure – Policy # 3250**

If a staff member needs to leave work early, they are to inform their Director or Manager before leaving. Staff leaving before 11:45 a.m. will be charged as a full sick day or personal day. Staff leaving after 11:45 a.m. will be charged as one-half a sick or personal day. Early departure should be in cases of emergency.

### **Leaving the Building**

In order to ensure adequate department coverage, staff members are required to obtain approval directly from their Director when leaving the building during normal work hours (this does not include regularly scheduled lunch hours). Staff members are to use their swipe card every time they enter or exit the building.

### **Job Abandonment**

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps.

A no call/no show lasting five consecutive days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.



### Delayed Openings and Cancellations

In the case of inclement weather or other emergency, staff members will receive a call through the One Call Now service informing them of the course of action being taken by the Commission. The *One Call Now* system will be used to contact staff members with any emergency announcements regarding building, site, program closures, etc.

In extreme situations when no other option is available, staff members are required to call their Director who will provide the most accurate assessment of the situation.

## TIME OFF/LEAVES OF ABSENCE

### Holidays – Policy #4434

All full-time, twelve month employees shall be entitled to thirteen legal holidays as follows:

- New Year's Day
- Martin Luther King Day
- Lincoln's Birthday
- President's Day
- Good Friday
- Memorial Day\*
- Independence Day\*
- Labor Day
- Columbus Day
- Election Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

\*Except if any of these holidays fall on a Saturday or fall on a day that clients need access to the services and facilities of the Commission. Compensatory time will be given for staff members that work when the Commission remains open on State holidays that fall on a weekday.

### Vacation – Policy #4433

Persons employed to work twelve months a year shall be given periodic relief from the responsibilities of their position without loss of compensation. Vacation days are accrued at the end of each month of service and will be prorated at the time of hire, when hired after August 1st.

Unused vacation days will be paid at the time of separation.

- Regular full time 12 month staff 10 days
- Coordinators/Managers 15 days
- Administrators 20 days
- Senior Leadership 22 days

Please note: all regular full time 12 month staff members will receive an additional 5 vacation days after 4 years of service.

The Board reserves the right to determine the conditions under which vacation time may be taken to ensure there is no interference with the normal operations of the ERESC.

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### Personal Leave – Policy #4436

Full-time contractual employees are eligible for three (3) personal leave days (prorated if hired after July 1st or September 1<sup>st</sup>) with pay for the discharge of important personal matters, family business, legal, religious responsibilities, college graduations, professional business, or other personal emergencies that cannot be handled outside of regular working hours. Hourly employees are not eligible for personal leave with pay.

All eligible employees for personal leave with pay are required to obtain approval of the Superintendent.

Personal leave shall not be combined with any other leave or holiday time except in extreme, extenuating circumstances or emergencies.

Requests should be made at least forty-eight hours in advance. Any exceptions due to an emergency must be requested in writing, with reason stated, to the Superintendent.

Staff members shall not use a personal day before or after a holiday without prior written approval by the Superintendent.

### Sick Leave – Policy #4432

In accordance with N.J.S.A. 18A:30-1, sick days are to be used for the illness or injury of the staff member only. The Superintendent has the discretion to require submission of a medical excuse in any situation that is deemed appropriate. All staff members will receive an annual written account of unused sick leave at the beginning and end of each school year.

Sick Leave is granted to full-time staff members and to all part time staff members who work a consistent work schedule, as follows:

- All 12 month staff members will receive 12 sick days per year; prorated if hired after July 1<sup>st</sup>.
- All 10 month staff members will receive 10 sick days per year, prorated if hired after September 1st.

For absences due to illness of 3 or more days staff members must submit a doctor's note upon return. Please call your Director **as soon as possible** to report your absence. If the Director is not available, leave a message.

### Bereavement Leave

For an absence due to a death in family, full time staff members shall be eligible for a leave with pay and continuation of other benefits as provided herein:

- In the case of death of spouse, parent, step-parent, parent-in-law, child or step-child of any staff member, such staff member shall be excused for a period of up to five consecutive work days.
- In the case of death of grandchild, sister, brother, grandparent, daughter/son-in-law, brother/sister-in-law, and other immediate members of staff member's household, such staff members shall be excused for a period of up to three consecutive work days.
- In the case of death of uncle, aunt, niece, nephew, or cousin of any staff member, such staff member shall be excused for a period of one day to attend the funeral services.

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As with any unexpected absence, staff members are to contact their Director within a reasonable length of time to report their absence. Upon return to work, the staff member must submit to Human Resources a completed Request for Leave form, along with supporting documentation.

### **Jury Duty – Policy #4438**

Full time staff members will not be penalized for an absence caused by service on a panel of grand or petit jurors. Staff members must promptly submit a copy of the summons to Jury Duty Notice to their Director before the start of service, report daily to his/her supervisor the schedule for the following day, and must report to work when he/she is excused from jury duty for half a day or more or suffer loss of pay.

A staff member will receive their regular pay for each day the staff member is present for jury duty. The employee is entitled to keep any jury duty. Upon return to work the staff member shall submit the Letter of Attendance from the court to Human Resources. Failure to do so may result in reduction of wages.

Part-time staff members are released for Jury Duty without pay.

### **Military Leave – Policy #4437**

Any permanent or full-time officer and/or staff member 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.

A Leave of Absence Request Form must be completed, signed by their Administrator and sent to the Human Resources Department in advance of the leave start date. Proper documentation from the military must be attached to the Leave Request Form.

### **Maternity, Paternity and Child Rearing Leave – Policy #4435**

Full-time employees shall be eligible for Maternity, Paternity and Child Rearing Leave for three-month periods not to exceed one year from the time of original application. Employee shall notify the Superintendent, in writing, one month prior to the date which the employee intends to begin the Maternity, Paternity and Child Rearing Leave and one month prior to a request for a three-month extension of such leave up to one year. An employee who adopts a child shall be entitled to Child Rearing Leave. Accumulated, unused sick days may be applied to all such leaves.

Health benefits, dental benefits, pension, life and prescription drug benefits shall be continued at no cost to the employee for the initial three-month leave of absence. Employee shall have the option of continued coverage by assuming payment of premiums due, at a rate to be determined, for the remainder of the one-year period (COBRA).

### **Uncompensated Leave – Policy #4431**

Employees may be eligible for excused absences without pay at the discretion of the Superintendent of the ERES. Employees seeking an excused absence without pay for a period not to exceed three working days, shall make application for same in writing to the Superintendent at least one week in advance of the projected absence.

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### **Work Related Disability Pay – Policy #4425**

In accordance with the law, the absence without loss of pay or of annual or accumulated sick leave benefits of a support staff member disabled by accident or injury arising out of and in the course of employment. Any such employee shall seek the workers' compensation benefits to which he/she is entitled by law.

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. When an employee's disability is as brief as to preclude the employee's application for worker's compensation benefits, the employee may request and the Board may grant work related disability pay.

Any employee who qualified for work related disability pay under this policy shall receive full pay during the period he/she is on disability leave of absence, up to one calendar year.

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.

### **Work-Related Injury/Worker's Compensation Procedures**

In an emergency, go to the emergency room immediately. The staff member must report the injury to his/her supervisor as soon as possible, but no later than 24 hours following the occurrence of the injury. A delay in reporting may result in loss of benefits.

If no treatment is necessary (other than first aid) report the injury to their supervisor not Qual-Lynx. Injured persons shall be referred immediately to the school nurse for such medical attention that may be appropriate. The following is the procedures to report an injury:

- If the injury requires non-emergency medical treatment call Qual-Lynx at 1-800-425-3222 and the representative will obtain the necessary information to coordinate medical treatment.
- The New Jersey School Insurance Group (NJSIG) will electronically report the case to the Division of Workers' Compensation based on the information transmitted from Qual-Lynx.

### **Family and Medical Leave Act (FMLA) (Federal Law) – Policies #4431.1**

The Federal Family and Medical Leave Act (FMLA) for eligible staff members shall be up to twelve weeks leave of absence in any twelve month period upon advance notice to the district for the birth of a son or daughter of the staff member and in order to care for such son or daughter; for the placement of a son or daughter 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 for a serious health condition that makes the staff member unable to perform the functions of the position of such staff member.

For workers whose spouse, child, parent or next of kin is a member (or in certain cases, a veteran) of the armed services with a serious illness or injury incurred in the line of duty on active duty, the FMLA provides up to 26 weeks of unpaid leave per year.

The Commission requires all requests for family leave to be supported by a medical certification completed by the health care provider of the staff member or the staff member's ill family member. Failure to return the completed medical certification within the time frame may result in denial of the request for leave by the Superintendent. In addition, all staff

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members will be required to provide a fitness-to-duty certification prior to returning from an FMLA family leave, indicating he/she can resume 100% of his/her essential job functions.

In order to be eligible to take leave under the FMLA, a staff member must:

- work for a covered employer;
- have worked 1,250 hours during the 12 months prior to the start of leave;
- work at a location where the employer has 50 or more staff members within 75 miles; and
- have worked for the employer for 12 months. The 12 months of employment are not required to be consecutive in order for the staff member to qualify for FMLA leave. In general, only employment within seven years is counted unless the break in service is (1) due to a staff member's fulfillment of military obligations, or (2) governed by a collective bargaining agreement or other written agreement.

### **New Jersey Family Leave Act (NJFLA) (State Law) – Policy #4431.3**

Eligible staff members shall have up to twelve weeks leave of absence in any twenty-four 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 spouse, parent, or child.

In order to be eligible to take leave under the FMLA, a staff member must be employed at least twelve months in this district for not less than 1,000 base hours, excluding overtime, during the immediate preceding twelve month period.

A staff member during any period of the NJFLA leave is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to commencement of the leave.

### **New Jersey State Disability – Policy #4425**

Staff members contribute to the New Jersey State Disability Fund. Therefore, while on medical leave a staff member can apply for disability benefits through the State. The weekly benefit amount is calculated on the basis of your average weekly wages for up to eight (8) weeks.

The New Jersey State Disability Insurance Program will only cover personal illness/recovery and will require you to use all of your sick days before being granted the benefit.

### **New Jersey's Family Leave Insurance Program - Policy #4431.3**

New Jersey's Family Leave Insurance Program (NJFLI) may provide up to six weeks of family leave insurance benefits payable to covered employees from either the New Jersey State Plan or an approved employer-provided private plan.

A benefit provided through the NJFLI will be for the employee to bond with a child during the first twelve months after the child's birth, if the covered individual or the domestic partner or civil union partner of the covered individual is a biological parent of the child, or the first twelve months after the placement of the child for adoption with the covered individual. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI must provide the Superintendent of Schools written notice thirty calendar days prior to beginning the leave.

Failure to provide this thirty-day notice may result in a reduction in the employee's maximum family leave insurance benefits. Intermittent leave to bond with a newborn or newly adopted

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child must be agreed to by the Superintendent of Schools and the employee and, if agreed to, must be taken in periods of seven days or more.

### **COBRA - Continuation of Benefits**

The Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) permits a benefit-eligible staff member, his/her spouse, and dependents to elect to continue their health benefits following a COBRA-qualifying event. These benefits include a medical plan, dental coverage, and prescription coverage. Staff members will receive information on continuation of group health insurance coverage for the qualifying events, but are not limited to:

- Leave of absence
- Termination of employment for reasons other than gross misconduct
- Divorce or legal separation of a spouse
- Death of the staff member or
- Dependent ineligibility (e.g. child marries, child has a child, reaches disqualifying age).

The staff member is responsible for notifying the employer within 60 days of a COBRA qualifying event. If a staff member does not inform the Commission of the change of status within 60 days, the staff member may forfeit the dependent's right to COBRA. Contact the Human Resources Department regarding COBRA-related questions.

### **Returning to Work After Absence or Leave**

Staff members who are absent due to medical illness for three (3) or more days are required to provide an original medical certification before returning to work. The medical certification must be in writing or the doctor's letterhead/prescription, and indicate the following: (1) dates of absence/disability, (2) specific date for return to work, and (3) any work limitations or restrictions.

The Commission may request medical certification for any of the following reasons: (1) excessive absences or a pattern of absences indicative of an abuse of sick leave or (2) concerns about the employee's ability to perform their duties.

The Commission is obligated to permit employees to resume their positions and assignments but only if the employees are medically able to perform the essential duties and responsibilities of the employees' positions and assignments. All employees must receive clearance from Human Resources in order to return to work.

**Please Note:** No employee who has ANY restrictions or limitations will be permitted to return to work unless clearance is obtained from Human Resources. The above procedures apply to all employees and must be followed without exception.

### **BENEFITS – POLICY #4420**

ERESC offers all full time staff members and their dependents (if qualified) medical, prescription, and dental coverage after 60 days of employment.

#### **Medical/Prescription Coverage**

Medical and prescription coverage is provided through the State of New Jersey School Staff members' Health Benefits Program (SEHBP). The options are:

- NJ Direct Zero
- Aetna Freedom Zero
- Horizon NJ Direct 15
- Aetna Freedom 1525
- Horizon NJ Direct 2035
- Aetna Freedom 2035
- Horizon HMO 2030
- Horizon NJ Direct HD 1500

Staff members may waive their medical coverage and shall be entitled to a monetary reimbursement. Proof of coverage must be verified. A health waiver application must be submitted annually during Open Enrollment.

#### **Dental Coverage**

ERESC offers all full time staff members and their dependents (if qualified) dental benefits thorough Delta Dental. Delta Dental is the country's largest network, with more than four out of five dentists participating. Large networks mean higher network utilization, resulting in savings for groups and enrollees.

#### **Aflac**

In an effort to continue to provide our staff members with the best most comprehensive benefits package, the ERESC offers Aflac. The current coverage offered by Aflac are Cancer Care, Personal Accident Indemnity, Guaranteed Issue Short-Term Disability and Hospital Confinement. Please contact Christopher Lyons at 973-218-1902 x109 or [c\\_lyons@us.aflac.com](mailto:c_lyons@us.aflac.com).

Aflac is a voluntary insurance (not health insurance) that pays staff members directly.

#### **Cafeteria Plans**

##### POP Plan

An Internal Revenue code Section 125 Premium Only Plan that enables staff members to pay premiums for an employer-sponsored health care plan on a pre-tax basis. Prior to calculation of federal, state and FICA taxes, the cost of covered health insurance premiums are deducted leaving a lower taxable income.

##### Flexible Spending Accounts

The FSA plan allows you to put aside pre-tax dollars to pay for unreimbursed medical, prescription, dental and a variety of other expenses, through payroll deduction. These expenses include copays, deductibles, co-insurance amounts, eye glasses, contact lenses, hearing aids and many other eligible expenses that you normally incur for your family each day. The maximum contribution, per calendar year, to a FSA account is:

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- \$1,000 for medical expenses
- \$5,000 for dependent care

Participation in this plan is voluntary. AmeriFlex is the provider.

### **New Jersey State Pension Fund**

All eligible staff members are enrolled Public Staff members Retirement System (PERS) depending on their employment category. Enrollment in the appropriate a pension fund is mandatory.

### **Employee Training – Policy #4240**

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

The Commission will reimburse employee requests for attendance at training programs provided participation has been approved in advance by the Superintendent.

### **Tuition Reimbursement – Policy #6150**

In accordance with the provisions of N.J.S.A. 18A:6-8.5, in order for the Commission to provide tuition assistance to an employee for coursework taken at an institution of higher education or additional compensation upon the acquisition of additional academic credits or completion of a degree program at an institution of higher education, the institution shall be a duly authorized institution of higher education as defined in Section 3 of P.L.1986, c.87 (C.18A:3-15.3).

The employee shall be required to obtain approval from the Superintendent of Schools prior to enrollment in any course for which tuition assistance is sought. In the event the Superintendent denies the approval, the employee may appeal the denial to the Commission. In the case of tuition assistance for the Superintendent of Schools, the approval shall be obtained from the Commission.

In accordance with the provisions of N.J.S.A. 18A:6-8.5.c., tuition assistance or additional compensation shall be provided only for a course or degree related to the employee's current or future job responsibilities.

## **RETIREMENT**

Staff members planning to retire are require to address a formal letter to the Superintendent which includes their name, their position, their last day of work and their effective date of Retirement (usually the next day).

The Commission strongly urges all staff members planning to retire within the next two years to either schedule an in-person retirement counseling appointment with the NJ Division of Pension and Benefits or attend their Retirement Seminars and Webinars.

The seminars and webinars provide a step-by-step approach to the retirement process and explain what happens after you submit your application. Staff members will receive an explanation of their benefits, survivor options, group life insurance, loan repayment provisions, and the taxability of your pension. There is also a brief discussion of School Employees' Health Benefits Program coverage in retirement. For more information visit <http://www.nj.gov/treasury/pensions/>



### **Member Benefits Online System (MBOS)**

MBOS provides users with access the MBOS Applications that are currently available to active or retired members. MBOS Applications provide information about your pension account and link you to benefit calculators and online application forms. Additional information about using MBOS Applications is available in the MBOS User Guide at <http://www.nj.gov/treasury/pensions/mboskit.htm>. If you need help, call the MBOS Help Line at: (609) 292-7524.

Please note that The ERESC does not offer any advice regarding your retirement. You are strongly advised to contact them directly.

### **EMPLOYEE EVALUATIONS – #4220**

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

The Superintendent shall develop a plan for the evaluation of support staff members. He/she shall invite the participation of employees in the development of the plan and shall assess and modify the plan as necessary.

Employees shall be grouped into position classifications based upon similarities of duties, responsibilities, and qualifications. The evaluation process shall be similar for all employees in a single classification.

The evaluation process shall provide for the recognition and commendation of effective performance, the identification and remediation of performance deficiencies, and the recommendation of discipline or dismissal when an employee fails to improve his/her performance. Evaluation procedures shall provide that each employee is informed of the specific objectives of his/her position and the standards that will be used to assess the employee's performance against those objectives. Employees will be evaluated by qualified supervisors; probationary employees will be evaluated at least once every twelve months. Any records created in the evaluation process will become part of the employee's file and subject to Board policy on personnel records.

### **NONRENEWAL OF NONTENURED SUPPORT STAFF – POLICY #4146**

The Board will renew the employment contract of a non-tenured support staff member only upon the recommendation of the Superintendent. The Board will not withhold its approval for arbitrary and capricious reasons. A non-tenured support staff member who is not recommended for renewal by the Superintendent is deemed non-renewed.

When the non-tenured support staff member's performance does not meet the standards of the district, the Superintendent shall recommend not to renew the support staff member's contract. Prior to notifying the non-tenured support staff member of the non-renewal, the Superintendent will notify the Board of the recommendation not to renew the support staff member's contract and the reasons for the recommendation. The Superintendent shall notify each non-tenured support staff member to whom reemployment will not be offered in writing in accordance with the terms of any applicable individual contract, or any other agreement between the parties

A non-tenured support staff member whose contract is not renewed shall have the right to a written statement of the reasons for non-renewal, provided the request for the statement of reasons is made within fifteen days of the Superintendent's written notification of non-

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renewal to the support staff member. The statement of reasons shall be provided to a non-tenured support staff member within thirty days after the receipt of the request.

### **DISCIPLINE – POLICY #4150**

The Commission directs all support staff members to observe statutes, rules of the State Board of Education, policies of this Board, and duly promulgated administrative rules and regulations governing staff conduct. Violations of those statutes, rules, policies, and regulations will be subject to discipline.

The Superintendent or designee shall deal with disciplinary matters on a case by case basis. Discipline will include, as appropriate, verbal and written warnings, transfer, suspension, freezing wages, and dismissal; discipline will provide, wherever possible, for progressive penalties for repeated violations.

In the event disciplinary action is contemplated, notice will be given to the employee in ordinary and concise language of the specific acts and omissions upon which the disciplinary action is based; the text of the statute, policy, rule, or regulation that the employee is alleged to have violated; a date when the employee may be heard and the administrator who will hear the matter; and the penalty that may be imposed.

### **TERMINATION – POLICY #4140**

The Commission will enter a contract with each non-tenured support staff member providing, in part, for the termination of employment by either party. 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.

The Board may terminate an employment contract with a non-tenured support staff member only upon the recommendation of the Superintendent and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval for arbitrary and capricious reasons. N.J.S.A. 18A:27-4.1.

An employee who offers insufficient notice of termination will be paid only through the last day of his/her service.

### **LAYOFFS – POLICY #4145**

The Commission shall provide the support staff necessary for the operation of the district in a manner that is efficient and economical.

The Board reserves the right to abolish support staff positions and reduce district staff commensurately whenever reasons of economy, reorganization of the school district, reduction in the number of students, or other good cause so warrant. The Superintendent shall continually review the efficiency and effectiveness of district organization and recommend to the Board the creation and abolishment of support staff positions and the reallocation of duties and positions.

When two or more employees are employed in the same classification of employment in which a position is abolished, the employee who has demonstrated greater competence may be reemployed.

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When, as the result of the abolishment of a position, an employee is demoted in position, the employee shall receive the salary of the position to which he/she has been assigned.

### **RIGHT OF PRIVACY – POLICY #4324**

The ERESA maintains a staff member database of information that is kept with confidentiality and is accessible only by those in the Division of Human Resources. If, while employed with the Commission, your personal information (name, phone number, address, etc.) changes, please immediately notify the Division of Human Resources. It is imperative that the Commission maintains the most current staff member information in their database. Requests for name changes must be accompanied with a revised social security card.

#### **Personnel Files**

Personnel files are assembled and maintained for each person employed by the ERESA. No information will be placed in a staff members' file that does not pertain to the staff member's position in the ERESA and the performance of the staff member's duties. Personnel records shall be maintained in the Division of Human Resources, who shall be the records manager responsible for the day-to-day maintenance of the files and for supervising access to the files.

Each staff member shall be granted access to his/her personnel file in accordance with Board of Education regulations. Except in unusual circumstances, access shall be granted only during the regular working hours of the office in which the file is kept. The staff member must review their file in the presence of Human Resources staff, and at the staff member's request, a representative of the staff member.

#### **Verification of Employment**

All requests for verification of employment should be submitted to Human Resources. All third party verifications must be signed by the staff member in order to be processed. Human Resources will make every effort to process all request within three (3) business days.

### **POLITICAL ACTIVITIES – #4233**

The ERESA recognizes and encourages the right of all citizens, including school employees, to engage in political activity. However, the Board prohibits the use of school premises and school time for partisan political purposes.

The Board establishes the following guidelines to govern all support staff members in their political activities:

1. An employee shall not engage in political activity on school premises unless permitted in accordance with Policy No. 7510 Use of School Facilities and/or applicable Federal and State laws;
2. An employee shall not post political circulars or petitions on school premises nor distribute such circulars or petitions to students nor solicit campaign funds or campaign workers on school premises;
3. An employee shall not display any material that would tend to promote any candidate for office on an election day in a school facility that is used as a polling place;

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4. An employee shall not engage in any activity in the presence of students while on school property, which activity is intended and/or designed to promote, further or assert a position(s) on labor relations issues.

The provisions of this policy do not apply to the conduct of employee representative election.

### **OUTSIDE ACTIVITIES – #4230**

The Commission recognizes that support staff members enjoy a private life outside their job responsibilities in the school district. The Board believes that school employees exert a continuing influence away from the school district. Accordingly, 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.

All support staff members are advised to be governed in their activities outside the school by the following guidelines:

1. Support staff members shall not devote time during their work day to an outside private enterprise, business, or business organization. They shall not solicit or accept customers for a private enterprise, business, and/or business organization on school grounds during their work day without the express permission of the Superintendent;
2. The Board does not endorse, support, or assume liability in any way for any support staff member of this district who conducts a private activity in which students or employees of this district participate;
3. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by support staff members in the performance of their school district duties reside with and may be claimed by the board.

### **PUBLIC RELATIONS – POLICY #9100**

The Board directs all district employees to acquaint residents with the work of the schools; to give thoughtful and courteous consideration to all inquiries and suggestions and carefully investigate all complaints; to make parent(s) or legal guardian(s) feel welcome in the school and in the classroom; to cooperate with parent organizations and other groups of residents seeking information or offering assistance to the schools; to treat all students with firmness, sensitivity, intelligence, and fairness so as to command their respect and enlist the cooperation of their parent(s) or legal guardian(s); and to work with others in a manner conducive to high morale and meriting the respect of the community.

#### **Photographs and Videos**

Staff members are not to release photos and videos of anyone [including students] unless the Director receives written permission of the subject(s). Submit all photos and videos to the Director for review and editing before release.

#### **Press**

Staff members are not to speak with the press regarding student, staff or Commission issues. Inform your Director immediately if contacted by the press. Staff members are direct all inquiries to John H. Watson, Esq., @ 973-674-8717.

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The Superintendent reserves the right to authorize Staff to speak for or about the Commission.

### **CONFLICT OF INTEREST – POLICY #4142**

Staff members shall not have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in conflict with the proper discharge of their duties; or accept any gift, favor, service or other thing of value under circumstances from which it might be reasonably inferred that such gift, service or other thing of value was given or offered for the purpose of influencing the staff member in the discharge of their duties.

Additionally, no staff member shall use or attempt to use his/her position to secure unwarranted privileges or advantages; act in his/her official capacity in any matter wherein he/she has a direct or indirect personal financial interest.

You are required to notify your immediate supervisor upon becoming aware of any potential or actual conflict of interest involving you or another staff member during your employment.

### **POSTING NOTICES**

Staff members are to obtain permission from the Site Administrator BEFORE posting any notices, announcements, signs, etc. in the workplace. Only notices approved by Administration are allowed. Any pictures, etc. of a personal nature are acceptable unless they are offensive, derogatory, embarrassing, inflammatory, or inappropriate for the work place. The Site Administrator will make such determinations.

### **CASH AND VALUABLES**

Do not store any cash or valuables on site. Please take your wallets, purses, cell phones, etc., home each night. Properly secure these items during the day. If you have any questions regarding what items can be stored in the office, please contact the School Business Administrator.

### **USE OF SCHOOL FACILITIES - POLICY #7510**

Staff members planning to return to the building in the evening, on weekends, etc. are required to get prior approval, in writing, from their Director.

Any use of the building by an outside group must be approved by the Superintendent and/or School Business Administrator (on behalf of the ERESB Board of Directors). A fee may be assessed and additional insurance may be required by individuals or groups wishing to use the building.

### **HAZARDOUS MATERIALS – POLICY #7433**

Staff members shall not store hazardous materials in their work area. Custodial staff shall store hazardous materials in clearly marked containers, in secured and locked locations. According to law, a file listing all known hazardous material is available for review. Should you have any questions, please contact our Building and Grounds Maintenance Worker at extension 292.

### **FIRE DRILLS**

The Commission/schools shall schedule fire drills periodically. During a fire drill, all Central Office staff members will immediately vacate the premises following these procedures:

Each area in the office contains an evacuation map indicating which exit should be used. Please take note of the evacuation maps found in each area. Close all doors and shut off all lights. In order to assure that there is no interference with emergency equipment arriving, be sure to keep the roadways clear. Various supervisory, ancillary, and maintenance staff will assume the following responsibilities:

- Ascertain that the building is empty.
- Determine the location of the fire.
- Locate the pull station used to register the alarm.
- Check all bathrooms for occupants.

Staff will report any missing or un-accounted for Staff immediately to Administration. Administration will develop a course of action to locate the missing individuals. Administration will give an ALL CLEAR to enter the building; DO NOT re-enter the building for any reason without permission. Should weather become a factor, the administration may direct all Staff to another location.

### **SMOKING IN SCHOOL BUILDINGS AND GROUNDS – POLICY #7434**

In accordance with N.J.S.A. 26:3D-58 and N.J.A.C. 8:6-7.2, the Board prohibits smoking at all times anywhere in school buildings or on school grounds. Staff is not to smoke in the building or on Commission property at any time including Commission vehicles.

By Law, smoking is banned on any public school property and will be reported to the local police which may result in a court date and fine. Staff shall not smoke in view of the students at any time or provide students with cigarettes, tobacco, matches, lighter, a light, etc. Administration reserves the right to amend these and all conditions as necessary.

### **DRUG AND ALCOHOL USE ON-SITE**

Alcohol use and illegal drug use are banned on Commission property. Alcohol use and illegal drug use will subject Staff to disciplinary action including, but not limited to, withholding of increase and/or increment, termination.

### **CONTRA BAN – ALCOHOL, DRUGS, WEAPONS, ETC.**

The following is a list of items not allowed on site, on the grounds and/or by proximity, in or near any Commission property, building, etc., including any vehicle on Commission property such as buses, cars, trucks, vans, etc.:

- Alcohol in any form (hand sanitizers, sanitizing wipes are exempt).
- Beverages containing alcohol (some Goya products, etc.).
- Controlled substances as defined by the law.
- Drug Facsimiles and Drug Paraphernalia.
- Hand rolled or tied cigarettes.
- Inhalants (unless medically necessary).

## Central Office Staff Handbook

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Possession of any weapon will result in immediate confiscation and police involvement. The Commission will not return confiscated weapons. Weapons include, but are not limited to:

- Ammunition
- Chains/Rope (string, wire, etc.)
- Studs (on belts, wrist bands, etc.)
- Fireworks, Noisemakers, etc.
- Guns (powder, air, water, stun, toy, etc.)
- Knives (any length/any kind)
- Mace (repellent sprays, stink bombs, etc.)
- Handcuffs
- Knuckles (made of any material)
- Incendiary/Exploding Devices
- Martial Arts items (stars, nun-chucks, etc.)
- Needles (medical needles only with a written prescription)
- Ice picks, knitting needles, other similar items
- Razor blades or box cutters (maintenance workers may keep these items lock in respective tool boxes)
- Sticks, canes (unless medically necessary), bats, clubs, etc.
- Rocks, bricks, etc.

The Commission may consider additional items not mentioned above as contra-ban, subject to the County Prosecutor's Office guidelines as interpreted by Administration. According to the County Prosecutor's Office, a weapon is ANY item a person brings on Commission property without a just reason that may cause injury or threat of injury. For example, a baseball bat is a weapon since there is no need for someone to bring one to work.

## COPY MACHINES, PRINTERS AND POSTAGE MACHINES

Staff members are to make copies and apply postage for Commission business only as determined by their Director/Supervisor/Manager/Coordinator. Personal use of equipment and applicable supplies [paper, envelopes, tape, ink, etc. is strictly prohibited. Violators are subject to disciplinary action.

## COMPUTERS USE

Staff members are not allowed to use computers for personal use during the workday. Staff members are also not allowed to use any Commission supplies (paper, ink, etc.) for personal or outside group purposes. Computers, laptops, cell phones, iPad, fax machines and all other electronics devices issued or owned by the Commission, are Commission property.

From time to time, Administration will review the contents of individual devices and files for maintenance and supervision reasons. There is no expectation of privacy and the Commission reserves the right to access or read all files saved on Commission devices or servers. Files of a personal nature must not be stored on the Commission computers. Any and all use of the Internet may be monitored. Please refer to the Internet section for further information.

Staff members are advised to review the *Internet Guidelines* section of this manual before accessing the Internet. Staff members are only to use the dedicated internet service for internet access, in writing, by their Director.

Staff is not to connect any personal computer, laptop, hand held wireless, etc. device to any school or Commission equipment, hardware, software, cables, jacks, etc. without the written approval of their Director.

## **INTERNET GUIDELINES**

### **Purpose**

The purpose of these guidelines is to define appropriate and allowable use of the Internet at Central Office in performance of duties for the Commission. Any existing or subsequent Board Policy limitations on the Internet use supersedes any permitted uses found herein.

### **Permitted Activities and Uses**

All computers, networks, and Internet service exist to support operational functions. All uses consonant with these objectives, and after obtaining the prior approval of your Director is permitted.

### **Prohibited Activities and Uses**

Any use, which violates any rule or procedure, is expressly prohibited. Prohibited activities include, but are not limited to all actions that would:

- Violate any local, state, or Federal law or any international accords or treaties to which the U.S. is a party.
- Compromise the security of any of the Commission's computers or network, or the security of other institutions' computing resources accessible over the network or Internet.
- Invade someone's privacy.
- Infringe copyright, software licensing rights and all other state and federal laws governing intellectual property.
- Cause an event or outage on the network that result in a denial of services to others.
- Results in the destruction or damage of computer hardware, software, or data.
- Be threatening to others.

In addition, Staff shall NOT use computers, network, telephone lines and Internet service resources for:

- Commercial Activities.
- Partisan political activity in support of candidates for elected office.
- Personal advertising.
- Personal toll calls.



### **Disallowed Internet Sites**

The following is a list of types of Internet sites that are NOT to be accessed by staff on Commission computers, network and Internet service. Additional sites may also be deemed inappropriate. Be sure all types of sites visited have the PRIOR approval of the Director/Principal.

- Any form of a Chat Room.
- Any form of Social Media.
- Any site containing material of a sexual nature.
- Any site containing drug or alcohol related material or information. (Research of government sites for compliance is allowed)
- Any site containing hate material or reflecting intolerance toward ANY group or individual.
- Any site containing any reference to gambling, violence, weapons or weapons of mass destruction.
- Any site charging for a service or soliciting monies.
- Any site undermining the Commission or the government at any level (local, county, state, or national).

### **Revocation of Internet Access and Other Penalties**

Staff violations of these regulations, rules, procedures, etc. will be subject to the appropriate action(s). The use of computers, networks or internet service is a privilege, not a right, and when it has been determined that inappropriate use has occurred, suspension of that privilege will result.

Directors or other Administrators may request that an individual's access be temporarily denied, revoked, or suspended. Serious or repeated infractions will lead to permanent revocation of privileges. Referrals will be made to appropriate government authorities as needed.

## **INTERNET CODE OF ETHICS AND ETIQUETTE**

### **Maintain Privacy**

Any **assigned** password belongs only to you. Keep the password secret. Do not allow anyone else to use your password. Do not allow anyone to use a login session that you have established with your password. Do not use anyone else's password. Never reveal personal information including home address and telephone number over the internet or network. Assume that others may read any data or message you enter or store. Do not reveal any personal, confidential, or sensitive information about anyone on computers, networks or internet service.

### **Be Considerate**

Use only appropriate language. Do not send abusive, harassing or threatening messages, files, or data. Do not attempt to read or modify the files, messages or data of others. Do not use computers, networks or internet service in a way that disrupts or hampers their use by others.

### **Be Responsible**

Do not review, download, or print any materials that are obscene, vulgar, sexually explicit, degrading, or otherwise inappropriate. View, download, or print only materials that are educationally appropriate and directly related to or necessary to perform your duties.

## **Central Office Staff Handbook**

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### **Be Honest and Ethical**

Do not send anonymous messages. Conform to all copyright and licensing laws. Do not plagiarize. Cite all information sources properly. Computers, networks or internet service is not to be used to promote any unauthorized business, political, or religious activity. All illegal activities are strictly forbidden. Do not attempt to access resources, programs, data or files to which you are not authorized.

### **Downloading from the Internet**

Do not make, use, download or attempt to install any unauthorized programs. Do not make, use, download or attempt to install unauthorized copies of any computers, networks or Internet service on any system. Network information storage areas are considered Commission property. Your Director or other authorized staff, may review files, messages, programs, etc. Users should NOT expect that files, messages, etc. are private.

Do not download any music or videos from the internet. This uses unnecessarily uses bandwidth and memory storage. Downloading music and videos from the internet may be illegal and may constitute a violation of the U.S. Digital Millennium Copyright Act. The act empowers law enforcement agencies to hold owners of the computers on which music and/or videos are downloaded liable for any violation. In other words, if someone downloads music and/or video on a computer from your site, your site will be held accountable, therefore you will be liable.

Staff is only to use the dedicated internet cabled lines for internet Access. Staff is not to access the internet from business telephone lines, the fax telephone line or the dedicated alarm telephone lines. Business telephone lines must be connected and available at all time to accommodate any emergency.

There shall be NO expectation of privacy regarding internet use. Administration reserves the right to review all internet use by any staff member. All computer monitors located in Central Office are to be positioned so as to be viewed by Administration at all times.

Administrators, Human Resources Staff and Payroll are to keep their computers positioned so as to prevent viewing of the screens. The Superintendent reserves to right to permit additional staff members restricted viewing of screens as necessary.

**STAFF MEMBER ACKNOWLEDGEMENT**

I hereby acknowledge that it is my responsibility to access the Essex Regional Educational Services Commission Central Office Staff Member Handbook. I understand that it is my responsibility to read the handbook. The information in this handbook is subject to change. I understand that changes in Commission policies may occur from time to time.

As the Commission provides updated policy information, I accept responsibility for reading and abiding by the changes. If there are any policies or provisions that I do not understand, I will seek clarification from Human Resources.

My signature on this form is acknowledgement that I agree to abide by the provisions outlined in the Essex Regional Educational Services Commission Central Office Staff Member Handbook.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_