

South River Board of Education

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*Business Administrator/
Board Secretary; Ext. 1227*

Date: July 1, 2024
To: New Staff Members (10-Month Employees)
From: Johnny Rosa, Business Administrator
Subject: New Staff Material

Welcome to the South River School District. We hope your stay with us will be educationally profitable for you.

Attached for your perusal and information, please find the following documents that either requires IMMEDIATE action to be taken by you or that you may utilize during the school year as a reference tool.

IT IS SUGGESTED YOU READ ALL ITEMS CAREFULLY

1. **Health Care Programs:** See attached memos dated July 1, 2024.
2. **New Jersey Division of Pensions and Benefits/Report of Transfer:** Please complete in its entirety and return to the Board Office, attention Beth DePinto. Upon receipt of your Membership Number in the pension system, from the business office, you will have the opportunity to open a Member Benefits Online System (MBOS), by visiting the Division of Pension website at www.state.nj.us/treasury/pensions. Click on to Member Benefits Online System (MBOS). It is YOUR RESPONSIBILITY to complete your Beneficiary Designation Form. Until you complete the form, the member's "Estate" will be the beneficiary of record.
3. **Employee Direct Deposit Enrollment Form:** The South River Board of Education is a paperless district. Therefore, in order for you to be compensated for your work, you are required to have your pay directly deposited into an account of your choice. Attached please find a direct deposit form. A maximum of three (3) accounts may be established. Your payroll information, as well as your paystub, can always be viewed in your Genesis Portal.
4. **W-4 Employee's Withholding Allowance Certificate and NJ State Withholding form:** Please complete in its entirety and return to the Board Office, attention: Beth DePinto. You will not be paid unless we receive these forms. Federal regulations require that the name that appears on your Social Security card must appear EXACTLY on these forms.
5. **Tax Shelter's 403(b): (OPTIONAL)** Please review the attached memo dated July 1, 2024, for Tax Shelter plans/companies approved by the Board of Education. All questions are to be directed to the respective entities. Upon notification from the vendor you have selected, the district provides for the payroll deduction. **PLEASE SIGN AND RETURN TO THE BUSINESS OFFICE THE 403(B) SALARY REDUCTION CONTRIBUTION ELIGIBILITY NOTIFICATION.**

6. **Credit Union (Optional).** A savings institution approved by the Board of Education that enables you to have a payroll deduction, directly deposited into the credit union, on your behalf. All forms and questions are to be mailed/directed to the Southern Middlesex County Teachers Federal Credit Union. **NO APPLICATION FORMS WILL BE ACCEPTED BY THE BOARD OFFICE.**
7. **Prudential/NJEA Disability Forms: (OPTIONAL) PLEASE BE REMINDED THAT YOU ARE NOT ENROLLED IN THE STATE OF NEW JERSEY DISABILITY PLAN.** If you are interested in the plan, please contact the respective entity. Should you have any questions, please speak to our respective NJEA representative in your building, for further details.
8. **Flexible Spending Account Plan: (OPTIONAL)** Please review the attached for further information and instructions. To enroll, please fill out the enrollment form and return to the board office by August 23, 2024.
9. **NJEA DUES/REPRESENTATION FEE:** In accordance with the Collective Bargaining Agreement, you have the option of choosing to be a member of the South River Education Association and New Jersey Education Association. If you choose to become a member, dues will be deducted from your payroll each pay period. Please contact your building representative for further details and forms. All forms are mailed directly to the NJEA.
10. **Sub calling procedures** – Online through Aesop – see flyer. Your log-in credentials will be emailed to you.
11. **Workman’s Compensation:** You are automatically enrolled into the district’s plan at no cost to you. Included in your package, please find the district’s procedures in reporting a workman’s compensation claim. Upon making a claim, your school building nurse will provide you with NJSIG information card to assist you further.
12. **Summer Savings:** Please review memo for further instructions.
13. **Family Leave Insurance:** Please review memo for information.
14. **Family Leave/Maternity/Disability/Sick Leave:** Attached are forms that need to be completed and returned to Robin Steinhausen in the Board office when requesting a leave.
15. **New Jersey SAFE Act:** Please review memo for information the New Jersey Department of Labor has requested we post for everyone to see.
16. **Affordable Care Act Exchange:** Attached is a written notice concerning the Affordable Care Act Exchange.

Good luck in your first year at South River.

Thank you in advance for your cooperation.