



# LAWRENCE TOWNSHIP PUBLIC SCHOOLS

**W**elcome to Lawrence Township Public Schools. On behalf of the Board of Education, the Superintendent, Faculty, Staff and Students, we wish to express our sincere thanks for the assistance that you provide in our classroom. As a substitute, you are an important member of our instructional program.

*Designed to provide you with basic information regarding your employment with Lawrence Township Public Schools (LTPS), this handbook contains only some policies, procedures, and terms that apply to employees. In addition, the contents of this handbook are subject to change. Please review this handbook so that you will be familiar with these basic policies and procedures. School administrators will provide you with specific information about your assignment. **Please note that substitutes may continue to work in a building only at the principal's discretion.** To the extent possible, substitutes will not be placed in school buildings that their children attend. Substitutes may be removed from assignments and/or locations at any time as deemed necessary by the building administration for any reason, including having children in the building.*

## EMPLOYMENT AT WILL

Employment as a substitute at Lawrence Township Public Schools is employment at-will. This means that employment can be terminated at any time, with or without cause, either by the substitute or by LTPS. Nothing in any document or statement now in existence or hereafter created shall limit the right to terminate the employment at-will status. No other officer, agent, or employee of LTPS has the authority to revise, waive, or alter this at-will employment policy.

**THIS DOCUMENT IS NOT A CONTRACT**

## The Mission Statement of Lawrence Township Public Schools

The mission of Lawrence Township Public Schools is to foster a community that:

- values academic excellence, critical thinking skills, and lifelong learning;
- challenges each student to become responsible citizens of a global society;
- respects different learning styles and adapts instruction accordingly.

## Strategic Plan~Goals

1. All students are provided the health and wellness support they need to be ready to engage in learning.
2. All students and staff feel they belong.

3. All staff are appreciated and valued as professionals.
4. All students read at grade level by the end of Grade 3.
5. All students are prepared to take Algebra in Grade 8.
6. All students have defined personal goals and a personalized learning pathway.
7. The performance disparity between racial, ethnic and gender groups will be eradicated.
8. Staff diversity will mirror student diversity.



**LTPS BOARD OF EDUCATION MEMBERS**

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**CENTRAL OFFICE ADMINISTRATORS**

SUPERINTENDENT OF SCHOOLS

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BUSINESS ADMINISTRATOR

*Thomas Eldridge*

INTERIM ASSISTANT SUPERINTENDENT FOR CURRICULUM & INSTRUCTION

*Michael Dzwonar*

ASSISTANT SUPERINTENDENT FOR STUDENT SERVICES

*Vanessa Bekarciak*

DIRECTOR OF PERSONNEL & ADMINISTRATIVE SERVICES

*Sean M. Fry*

**LTPS BUILDING ADMINISTRATION**

Lawrence High School Principal

Principal Secretary

Dr. David Adam

Kerry Roche

Lawrence High School Assistant Principal

Lawrence High School Assistant Principal

Lawrence High School Assistant Principal

Assistant Principal Secretary

Assistant Principal Secretary

Lawrence Middle School Principal

Lawrence Middle School Assistant Principal

Principal Secretary

Brenda Eke

Dr. Katie Stein

Dr. Clifford Williams

Zanetta Pierce

Francine Sanfilippo

Dr. Mindy Milavsky

Dr. Adrienne Wasserleben

Michelle Pressman

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Lawrence Intermediate School Principal

Dr. Alyson Fischer

Lawrence Intermediate School Assistant Principal  
Lawrence Intermediate School Assistant Principal  
Principal Secretary

Sharin Rello  
Gregg Zenerovitz  
Jennifer Logue

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Ben Franklin Elementary School Principal  
Principal Secretary

Geoff Hewitt  
Donna Delgado

Eldridge Park Elementary School Principal  
Principal Secretary

Amy Amiet  
Andrea Eggert

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Lawrenceville Elementary School Principal  
Principal Secretary

Kristin Burke  
Jane Tomsho

Slackwood Elementary School Principal  
Principal Secretary

Ebony Lattimer  
Ana Azhir

**LTPS MAIN OFFICE NUMBERS**

Lawrence High School	(609) 671-5510
Lawrence Middle School	(609) 671-5520
Lawrence Intermediate School	(609) 671-5530
Ben Franklin Elementary School	(609) 671-5540
Eldridge Park Elementary School	(609) 671-5560
Lawrenceville Elementary School	(609) 671-5570
Slackwood Elementary School	(609) 671-5580



## Statement of Professional Conduct

Each LTPS employee in every position serves an important role in our community. To contribute effectively in a quality educational environment, all employees must professionally conduct themselves at all times and convey a positive image to students, colleagues, and the community.

Employees must uphold and reflect the values and principles of the school system, the most important element of a broader community of learners. While it is impossible to list every example of professionalism, the following represent how our employees are expected to conduct themselves in the course of their employment with LTPS:

- act with honesty and integrity;
- demonstrate care and diligence in carrying out duties;
- treat students, colleagues, professional associates and community members with courtesy and respect, without discrimination and harassment;
- serve as a model of good behavior for the students at LTPS;
- respect the diversity of the school community and workplace;
- disclose and take reasonable steps to avoid any conflicts of interest;
- accept and comply with any reasonable direction given by someone with the proper authority to do so; and
- behave at all times in a manner consistent with the values, integrity, and reputation of LTPS.

### **When You Arrive at School**

*Please arrive 15 minutes before your scheduled start time to familiarize yourself with the materials you are given and to meet your class as they enter the room.* You will find that most buildings are accessible a minimum of 30 minutes before the start of school. Always enter through the front doors. You may need to ring the security buzzer to gain access to the building. Report directly to the main office. Identify yourself and sign in at the main office. **You will receive a daily substitute I.D. badge that must be worn at**

all times and returned at the end of the day to the main office. You will also receive a substitute packet that will include a bell schedule, a map of the building, room keys, and lesson plans. If you have any questions when you first arrive or during the day, please do not hesitate to ask a neighboring teacher, office secretary, or any staff member for help. You cannot leave your students unattended, you can get the help you need by using the intercom or classroom phone.

### **In the Classroom**

Report to your first-period class promptly and familiarize yourself with the classroom and lesson plans. If you did not receive lesson plans when you first reported to the main office, and you cannot locate the plans in the classroom, contact the office immediately for help. Familiarize yourself with seating charts, special schedules, bell schedules, fire drill information, and seating for assemblies as needed for each day. If you have time before class begins, write the assignment and your name on the board using Mr., Mrs., or Ms. and your surname. Never use your first name. Once the bell rings, at the start of that class, go to the door and greet the students as they enter the room.

You are requested to follow, as closely as possible, the regular classroom program and lesson plans provided. Boredom can create discipline problems, so once you have discussed your expectations of the day and/or explained the lesson, get the students working as quickly as possible. To effectively monitor the class and keep students actively working you must circulate the classroom and observe. Do not sit down at the teacher's desk and become a passive watcher.

If there are students who become major discipline problems and/or disrupt the teaching atmosphere to the extent that you cannot carry on with your duties, contact the main office and an administrator will assist you. Never send a student from the room without first contacting an administrator by inter-school phone. In all normal teaching situations, the substitute is expected to be able to handle routine discipline problems.

All injuries, no matter how small, should be reported to the school nurse. Use the buddy system when sending younger children to the nurse or main office. If a child is too ill to

leave the room, (i.e. dizzy, faint, etc....) call the main office for help. The nurse will come to you.

### **Attire**

All LTPS employees are to dress in a manner that is appropriate to the educational and work setting. Therefore, all employees must be aware of the importance of presenting themselves through modest, neat, and professional appearance. Different tasks or assignments may influence the type of clothing worn.

### **Substitute Badge**

Please be advised that substitutes who work daily and/or occasionally will receive a sub badge ONLY. Once your assignment is over for the day, you will return the badge to the main office of the building where you are working. Only leave replacement substitutes (60 + days) will receive an LTPS-issued employee badge.

### **Cellular Phones**

Cell phones may not be used while you are with students, this includes retrieving messages and text messaging. Mute your phone before entering the class. You may use your cell phone during free periods and your lunch. If you need to leave an emergency number with your family or friends while working in our schools, please use the Personnel Office number 609-671-5440. The Personnel Office staff will know where you are assigned each day and will contact the main office if you receive an emergency call. Each classroom is equipped with a telephone to be used in the event of an emergency. The school principal or secretary will inform you of specific policies regarding classroom phones.

### **Language**

Regardless of the setting, appropriate language is expected at all times, whether you are on the soccer field or classroom. Speaking in a dignified, respectful, and sensitive



manner will usually gain you the respect a teacher deserves. Profanity is never acceptable in any situation and raising your voice in anger or frustration will only entice students to talk louder.

### **Confidentiality**

As a substitute you will, from time to time, have access to or be exposed to information about students as well as staff members that is confidential and is not to be shared. The responsibility that you have to respect the confidentiality of the students, parents, and staff of Lawrence Township is not lessened by the fact that you are not a permanent employee. We expect our staff members to afford you the same professional courtesy.

### **Criminal Background Investigation**

All LTPS employees are required to complete a fingerprint/background check before employment. Information on how to obtain new prints, archives and/or transfer can be found here [NJDOE Office of Student Protection](#). Prospective employees will assume all costs associated with the processing of fingerprints. In addition, applicants are subject to the New Jersey Sexual Misconduct clearance [Pre-Employment Resources P.L. 2018, c.5](#)

### **Frontline/Absence Management System**

Lawrence Township Public School District utilizes an online substitute system to report absences for certified staff. The system is available 24 hours/7 days a week to report your absences. The system is called Absence Management. If you have questions, contact the Personnel Department at 609-671-5500 extension 5599.

To access Absence Management, please go to [Frontline-Absence Management](#)

Note: You will receive a system-generated email with your login access the day following the board agenda. The email you will receive will appear in your inbox as [netpost@aesoponline.com](mailto:netpost@aesoponline.com) [<mailto:netpost@aesoponline.com>]

### *Cancellation of Assignments in Aesop*

When a substitute accepts an assignment, that person is committing to the school. Assignments should only be canceled in case of an emergency. Substitutes do have the option to cancel, but if abused the option will no longer be available.

### *Payroll Department*

Any and all payroll questions may be directed to Ed Black, Head Payroll-Benefits Coordinator at (609) 671-5436 or [eblack@ltps.org](mailto:eblack@ltps.org).

### *Pay Vouchers*

All classroom, clerical and lunchroom assistants are to complete a yellow pay voucher for payroll. **Daily substitute teachers that have jobs assigned in Aesop do not complete pay vouchers except for long term substitute teachers. Floater substitutes, both assistants and teachers also complete a yellow pay voucher.** Below is an example pay voucher that shows which fields need to be completed by the substitute. If you do not know your board approval date and/or your employee ID number, please contact the Personnel department. **The description of the job field must specify the staff member you are covering.** The pay voucher must be signed by the building principal. Please be sure to have all required fields completed to avoid delay in processing. **It is not the responsibility of the Personnel Department and/or the Payroll Department to complete the required fields for substitutes.**

**LAWRENCE TOWNSHIP BOARD OF EDUCATION**  
**Payroll Voucher**

*(Please print the following information)*

- (1) Employee: SUBSTITUTE NAME (5) Phone Number: \_\_\_\_\_  
 (2) Payroll ID#: FOUND ON PAYROLL STUB (6) Board Approval Date: CURRENT BOARD APPROVAL DATE  
 (3) Home School: LEAVE BLANK (7) Account Number: \_\_\_\_\_  
 (4) Are you a full-time Yes - No LEAVE BLANK  
 employee? (Circle One) (8) Date Submitted: LEAVE BLANK

**\*\*\*VOUCHERS MUST BE RECEIVED IN PAYROLL DEPARTMENT BY EACH WEDNESDAY FOLLOWING A PAYDAY\*\*\***

(9) DATE WORKED	(10) DESCRIPTION OF JOB	(11) LOCATION WORKED	(12) TIME		(13) HOURS WORKED	(14) HOURLY RATE
			IN	OUT		
COMPLETE	MUST COMPLETE TO INCLUDE STAFF MEMBER COVERING FOR	COMPLETE	COMPLETE	COMPLETE	LEAVE BLANK	LEAVE BLANK

**IN ORDER FOR THIS VOUCHER TO BE PROCESSED NUMBERS 1 THRU 16 MUST BE COMPLETED OR IT WILL BE RETURNED TO SUPERVISOR.**

**I DECLARE THAT THE WORK STATED ABOVE WAS ACTUALLY PERFORMED:**

- (15) EMPLOYEE SIGNATURE MUST COMPLETE DATE: MUST COMPLETE  
 (16) SUPERVISOR/PRINCIPAL APPROVAL MUST COMPLETE DATE: MUST COMPLETE

**PAYROLL USE ONLY**

DATE PAID	DATE REC'D	TOTAL HOURS WORKED:	
		RATE OF PAY:	
		ACCOUNT SPLIT:	
		<b>TOTAL EARNINGS:</b>	

*See reverse side for voucher procedure*

*Please maintain copy for your records*

- Payroll Schedules/Pay Voucher Deadline information will be supplied in onboarding materials.
- Payroll vouchers can be found in each of the main offices at the schools throughout the district.

### **Pay Schedule**

Pay period is two weeks behind. For example, if you work 11/1-11/15, you will receive your pay 11/30 for those days worked. Pay days are the 15th, 30th/31 of every month. This includes assignments via pay vouchers AND Frontline assignments.

### **GCN TRAINING TUTORIALS**

The New Jersey Department of Education requires annual training for all school personnel on several topics.

To comply with the NJDOE regulation, LTPS contracted with Global Compliance Network (GCN), an internet-based training program. LTPS staff members are required to complete specific training requirements. LTPS will utilize the Global Compliance Network to meet these required professional development training. Instructions on how to access the training will be provided in the onboarding materials.

The organization LTPS is 54189sub

\*Tutorials vary based on substitute position.

\*\*Substitutes must complete all required training before working in the district.

If you do not have an existing GCN account, you will have to create one.



**LTPS BOARD POLICIES**

[Policy 2361 Acceptable Use of Computer Networks/Computers and Resources](#)

[Policy 3125.2 Employment of Substitutes](#)

[Policy 5512 Harassment, Intimidation or Bullying](#)

[Policy 5350 Student Suicide Prevention](#)

[R5350 Student Suicide Prevention](#)

[Policy 8335 Family Educational Rights and Privacy Act](#)

## **PAYROLL VOUCHER FAQ SHEET**

### **Q. When do I need to complete a yellow payroll voucher?**

A. There are a few instances where payroll vouchers are required to complete:

- All substitute assistant jobs (classroom assistant, lunchroom assistant, clerical assistant) regardless if they are posted in Aesop or not.
- Long-term substitute teaching jobs with higher rates with a letter from Personnel.
- Long-term instructional and clerical assistant jobs with higher rates with approval from Personnel.
- Floater substitute assistant and teachers.
- Daily substitute assignments in Aesop are excluded from pay vouchers.

### **Q. Where do I get the payroll vouchers when I go to my assignment?**

A. Payroll vouchers can be found at the front office of each building.

### **Q. What happens when I turn my timesheet in for processing?**

A. Building secretaries will review and submit for signature by the building principal, then will be forwarded to the appropriate department. (Allow for time...turn in ASAP)

### **Q. When are the pay vouchers due to the payroll department?**

A. Each new school year, the payroll department issues a payroll deadline schedule. You can obtain a copy from the Personnel, Payroll, or school secretaries. (Employees must allow time to get timesheets processed. Turn in ASAP)

### **Q. What happens if my pay voucher does not make the designated due date into payroll?**

A. Your pay voucher will be included in the next pay period. The payroll department has deadlines to meet as well for processing the district's payroll and the substitute AND the building secretary must have the pay vouchers in by the specified due date.

**Q. Who do I notify if I have a change in address, name, direct deposit, tax status etc?**

A. You must notify the payroll department directly of any changes regarding your personal/financial information.

**Q. Who do I contact if I have a question regarding a job I worked?**

A. You will contact the Personnel Department for any job-related questions.

**Q. Who do I contact if I have a question/issue with my paycheck?**

A. You can contact the payroll department for inquiries, if it relates to a Personnel issue, you will be directed to the Personnel Department for assistance.

**Personnel Department Contacts:**

Nadia Kulak-nkulak@ltps.org / 609-671-5599

Sue Diefenbach-sdiefenbach@ltps.org/ 609-671-5439

**Payroll Department Contacts:**

Ed Black at eblack@ltps.org / 609-671-5436

Jennifer Mahoney at jmahoney@ltps.org /609-671-5435

## **ACKNOWLEDGMENT**

I have received the LTPS Substitute Handbook, and I understand that it is my responsibility to read and comply with the information and policies contained in this handbook and any revisions made to it.

**Electronic Signature Required**