

New Teacher Orientation

2019-2020 School Year

Human Resource Services

Mrs. Karen Dever, Director

Ms. Susette Chavez, Supervisor

On-Boarding

- Your Human Resources Coordinator will ensure that your on-boarding experience is smooth. Once your personnel packet is completed, you will:
 - Sign your contract
 - Enroll in HB and Pension
 - Obtain your District ID and register with Technology to gain access to your District email and Employee Edu-Met Portal.
- A certification overview will also be held during your on-boarding HR appointment.
- New IDs are issued in Human Resources. Misplaced or Non-functioning badges can be replaced by contacting the Security Office at 973-321-0801.

Certification – Novice Teachers

CE Holder

- Obtain employment
- Provisional License issued – Valid for 2 school years
- Mandatory 30 weeks (or less) of mentoring. Payment depends on program selected
- **Formal instructional hours or credits must be earned**
- 2 years of effective evaluations
- Eligible for standard after all requirements are met

CEAS Holder

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- 2 years of effective evaluations
- Eligible for standard after all requirements are met

If requirements are not met by the expiration of the Provisional Certificate, a renewal may be requested. Supporting documentation may be required for Alternate Route (CE) teachers. Your HR Partner will work with you to ensure all parties are in compliance.

Mentoring

Novice and Level II

Novice Teacher

- Any teacher who does not hold a Standard teaching license
- Principal assigns the mentor to the novice teacher
- Mandatory – one of the Provisional Teacher Requirements
- Payment to the Mentee is required - the amount depends on the program enrolled. \$550.00 or \$1,000.00 over the course of 30 weeks

Level II

- Experienced teachers who hold at least one Standard license who is new to the District
- Professional Development/Mentor will inform the new teacher
- Suggested but not mandatory Mentoring for Level II is voluntary and payment will not be rendered
- Duration: full school year

Tuition Reimbursement

- Eligibility:
 - An employee must hold a standard to be eligible. Courses taken for initial certification or degree are not eligible
- Applications:
 - Applications for course approval can be made during any semester including summer sessions. Rate: Up to 3 courses per contract year
 - Application deadline shall be submitted before the beginning of the course through 5 week days following the first class
 - Approval based on 1st come 1st served
 - Applications are found at 90 Delaware Ave., Security Desk
- More info on District Website under Department of Human Resources Webpage

Operational Unit I Jennifer Del Conte	
<i>Cicely Warren, Ext. 10822</i>	
<i>School</i>	<i>Principal</i>
School No. 3	Jose Correa
School No. 9	Domenico Carriero
School No. 13	Nicole Booker
School No. 18	Deyanira Cartagena
School No. 21	JoAnne Riviello
School No. 28	Nancy Castro
Dr. Frank Napier School	Mr. Derwin Smith
Young Men's Leadership Academy	Marc Medley
HARP	Kelli White
JFK Architecture & Construction	Dewitt Evering
JFK BTMF	Jorge Osoria
JFK Education & Training	Nicolette Thompson
JFK Stem	Dr. Dante Petretti
Panther Academy	Dr. Charla Holder
Rosa Parks	Jalyn Lyde

Operational Unit II Kyle Ruppel	
<i>Sandra Diodonet, Ext. 12440</i>	
<i>School</i>	<i>Principal</i>
School No. 5	Annette Romaniello
School No. 6	Andre McCollum
School No. 8	Sham Bacchus
School No. 15	Ramona Garcia
School No. 16	Nancy Correa - Tavarez
School No. 24	Florita Cotto
School No. 25	Antoinette Young
School No. 27	Frank Puglise
New Roberto Clemente/Newcomers	Steven Rodriguez Carlos Ortiz
Norman S. Weir	Grace Giglio
Don Bosco Tech	Cecilia O'Toole - Frederick
Great Falls Academy / Silk City Academy	Zatiti Moody Stanley Sumter
International High School	Dr. Robina Puryear - Castro
International Baccalaureate Program	Catherine Forfia
Garrett Morgan	Michael McGinley
Eastside Culinary Arts	Edgard Nieves
Eastside Information Tech	Vivian Gaines
Eastside Government/ Public Administration	Miguel Sosa

Operational Unit III and IV Llicerda Munoz	
<i>David Cozart, Ext. 10555</i>	
<i>School</i>	<i>Principal</i>
School No. 2	Felisa Van Liew
School No. 7	Rebecca Cecala
School No. 10	Lolita Vaughan
School No. 12	Boblyn Dobbs
School No. 20	Boris Simon
School No. 26	Courtney Glover
School No. 29	Jorge Ventura
Alexander Hamilton Academy	Virginia Galizia
Dr. Hani Awadallah	Nahed Badawy
Martin Luther King Jr.	Monica Florez
Adult High School	Nora Hoover
EHS and JFK- Operations	
<i>Eric Crespo, Ext. 10874</i>	
<i>School</i>	<i>Principal</i>
School No. 1	Jo Ann Barca
School No. 14	Hilburn Sparrow, II
School No. 19	Rosalie Bepalko
Dale Avenue	Richele Neal
Early Learning Center	Richard Sanducci
Edward W. Kilpatrick	Derrick Hoff
Roberto Clemente	Lourdes Rodriguez
Urban Leadership	Petra Liz-Morell
Instruction & Programs Department	
<i>Cheryl Coy, Ext. 10431</i>	
<i>School</i>	<i>Principal</i>
STARS Academy	Dr. Natalie Hackett

HR Partners

Unit 1 Partner:
Jennifer Del Conte
973-321-0861
jdelconte@paterson

Unit 2 Partner:
Kyle Ruppel
973-321-2234
kruppel@paterson

Unit 3 & 4 Partner:
Llicerda "Gee" Munoz
973-321-0620
lmunoz@paterson

STAFF ATTENDANCE, HEALTH BENEFITS & PENSION

Mrs. Lynette Gonzalez, Director

Mrs. Marcel J. Javier, Supervisor

Attendance at a Glance

New employees are eligible for 1 sick day and .5 personal day per month of employment for a total of 10 Sick, 5 Personal, and 2 Family Illness days. All unused sick and personal days are carried over into the next year

Attendance Incentives for Paterson Education Association

Perfect Attendance: Employees with zero (0) absences receive a \$250.00 stipend per semester or \$500.00 annually. Employees eligible to receive the Perfect Attendance Incentive may not have had any days deducted from their sick/personal day bank.

Sick Days Buy back: Employees with one (1) to three (3) absences can purchase up to ten (10) unused sick days
Completed three (3) years of active service
Accrued no more than three (3) absences during the 2018-2019 school year
(Excluding earned and approved vacations, family illness, or storm days)

Leaves of absences are available as needed:

Medical

Maternity

Childcare

Family Leave Act- 12 weeks of additional health benefits

New Jersey Family Leave Act – 12 weeks of additional health benefits

NJFLA-paid leave (6 weeks) for caregiving
Sabbatical Leave - *Minimum of seven years in the district*

- Paid half salary for one school year
- Full health benefit coverage
- Full pension credit
- Sick and personal days accrue

Professional Development: Attendance to conferences, workshops, and District In-service days are excused absences

Attendance Recording

- All PEA members who require substitute coverage must report their absence by either calling or entering their absence through the Absence Management (Aesop) website. Notify your administrator, supervisor and timekeeper if planning to be absent, and must indicate what type of absence will be taken (Personal Day, Sick Day, etc.).
- Non-accumulated days such as: District Testing, In-Service, Field Trip and Professional Development will be entered by your timekeeper and approved by your HR Unit Partner.
- Your Aesop Username and Pin will be sent to your district email upon completion of the onboarding process.
- You can record your absence by calling the AESOP automated system at (800) 942-3767 or entering it online before 7:15 am the day of the absence. *It is common courtesy to both call AESOP and contact the administrator directly.*

Health Benefits and Waiver

The benefits you may be eligible for as an employee of Paterson Public Schools are extensive and includes Medical/Prescription/Dental/Vision. You must enroll into the health plan or waive within 60 days of hire.

PEA members are eligible for health benefits waiver payments, who are not in the health insurance plan offered by the District and are covered by an outside insurance.

- Completed waiver payment application and proof of coverage evidence will be requested twice a school year. Two submissions are required.
 - During October open enrollment. This submission is for the December payment.
 - Again in February through April. This submission is for the June payment.
- To receive a waiver payment the eligible employee must:
 - Complete the Health Coverage Waiver Form
 - Complete the Health Benefits Application Form (checked the Waiver box)
 - Provide proof of other insurance and the level of coverage (family, single, etc.)
 - The waiver must be accepted by the Health plan as evidenced by Health plan's monthly Waiver Report.
- All waiver payment application and proof of coverage can be either:
 - Hand delivered to the front desk of human resources. You are responsible for obtaining a receipt.
 - Emailed to healthwaiver@paterson.k12.nj.us. A receipt will be emailed to you.

Employee Services Contacts

Mrs. Lynette Gonzalez, *Director of Employee Services*

973-321-0745

Mrs. Marcel J. Javier, *Supervisor of Staff Attendance,*

Health Benefits, and Pension 973-321-0743

HEALTH BENEFITS OFFICE

Ms. Amairany Martinez, **A-L** 973-321-2314

Ms. Khadijah Hunter, **M-Z** 973-321-0827

STAFF ATTENDANCE OFFICE

Mrs. Barbara Rubolino, **A-L** 973-321-0975

Ms. Sharon Barbaro, **M-Z** 973-321-2310

ACCOUNTANT

Ellen Volkomer, 973-321-2456

PENSIONS OFFICE

Ms. Esther Boone

973-321-0603

General Questions please email

humanresources@paterson.k12.nj.us

Health Benefits Contacts

- CBIZ: (800) 820-5090, PABENEFITS@CBIZ.COM
- Horizon BCBS: (800) 355-2583,
WWW.HORIZONBLUE.COM/MEMBERS
- Express Scripts (ESI): (855) 667-8682, WWW.EXPRESS-SCRIPTS.COM
- Delta Dental: (800) 452-9310, WWW.DELTADENTALNJ.COM
- Vision Service Plan (VSP): (800) 877-7195, WWW.VSP.COM

AFFIRMATIVE ACTION

Ms. Houry Yeganeh, Affirmative
Action Officer

What is Affirmative Action?

- Affirmative action refers to a set of procedures implemented for the purpose of eliminating discrimination in educational and employment opportunities.
- The practice of improving employment and educational opportunities for members of minority groups.

AFFIRMATIVE ACTION MISSION

- The mission of the Office of Affirmative Action and Equal Opportunity Programs is to provide central leadership and support for the School District's efforts to achieve an educational and work environment that is diverse in race, ethnicity, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, or any other legally protected class status as well people of all interests, abilities and perspectives. The Paterson Public Schools prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in schools is necessary for pupils to learn and achieve high academic standards. The office will ensure the implementation of equal opportunity, affirmative action, and non-discrimination policies through education.

The New Jersey Department of Education prohibits discrimination based on the following protected categories (“Protected Classes”):

- **Race**
- **Creed**
- **Religion**
- **Color**
- **National origin/nationality**
- **Ancestry**
- **Age**
- **Sex/gender (including pregnancy)**
- **Marital status/civil union partnership**
- **Familial status**
- **Affectional or sexual orientation**
- **Gender identity or expression**
- **Domestic partnership status**
- **Atypical hereditary cellular or blood trait**
- **Genetic information**
- **Disability (including perceived disability, physical, mental and/or intellectual disabilities)**
- **Liability for service in the Armed Forces of the United States.**
- **Sexual Harassment**
- **Hostile Workplace Environment**

Procedure and contact

How to file an Affirmative Action Complaint:

- Provide a detailed written statement including
 - Allegation, location, time, and date
- Provide a list of witnesses
- Provide any additional supportive information to your allegation

Submit via inter-office mail/drop off to:

Houry Yeganeh, Affirmative Action Officer
90 Delaware Avenue, Legal Suite, 2nd Floor
Paterson, NJ 07503

Tel: 973-321-2397 or extension 12397 Fax: 973-321-0399

Email: hyeganeh@paterson.k12.nj.us

Legal Department

Boris Zaydel, District Attorney

Governance and Compliance

- Review and sign board actions
- Prepare and review contracts and leases
- Develop and revise policies and regulations
- Respond to public records requests (OPRA)

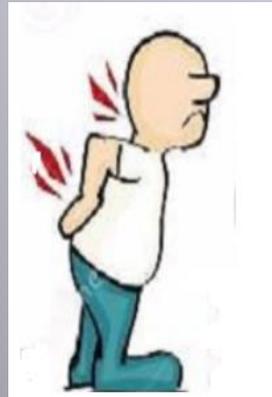
Litigation Management

- Vendor disputes
- Special education
- Employment practices
- Tenure charges

Legal Advice and Counsel

- Superintendent and school board
- District-level administrators
- School principals

Department of Risk Management/Legal



WORK INJURY/INCIDENT

- Report any injury to Nurse/Administrator – they will evaluate if emergent treatment is needed. Provide first aid (nurse only), if appropriate; will call for emergency medical response.
- Any and all reporting must be documented.
 1. Authorization form
 - ONLY FACILITY PERMITTED to use is the **Immedicenter located at 500 Union Boulevard in Totowa.**
 - must be filled even if you are not looking for treatment outside of nurse's first aide.
 2. Incident/Accident report
 - must be filled with your Administrator even if you are not looking for treatment. (if you reported it you must document it)

WORK STATUS

- It is the responsibility of the employee who is out of work during authorized treatment to immediately notify the office of Risk Management and his/her Administrator of the inability to perform full duty.
- The office of Risk Management together with the Medical Provider and Administrator will determine if you can be accommodated and offered a modified duty.

CONTACT INFORMATION

Christina Llano

Workman's Compensation Manager

973-321-0986

cllano@Paterson.k12.nj.us

Petra Banikova

Risk Management Assistant

973 321-0987

pbanikova@Paterson.k12.nj.us

Located on the 2nd fl of 90 Delaware Avenue

Fax: 973-321-0486