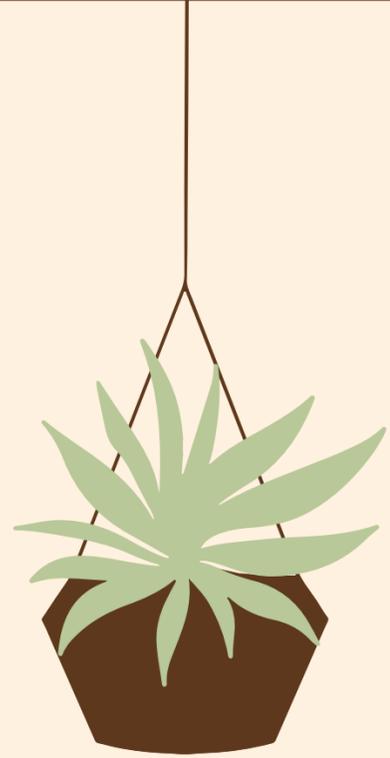


NEW STAFF ORIENTATION

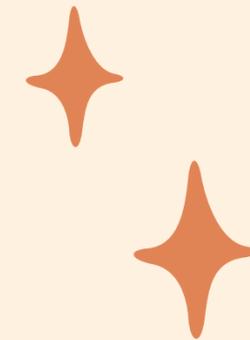
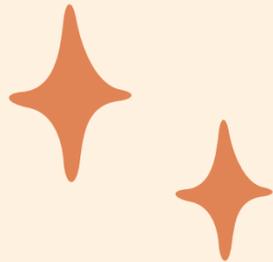


Presented by Human Resources





Meet the Team!



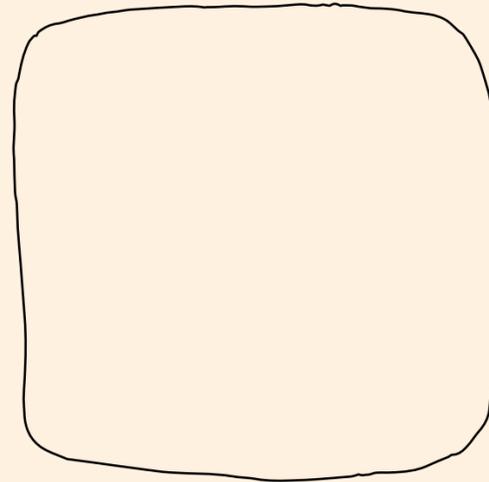
Meet the Team!



Director of Human Resources

Jannett Pacheco

ext. 1021



Absence Management Coordinator

ext. 1030



Administrative Assistant to Director of HR

Jill Crum

ext. 1021



Meet the Team!



Benefits Coordinator

Elizabeth Welsh

ext. 1020



HR Specialist

Joshua Bentham

ext. 1019



HR Info Systems Specialist

Alyssa Alvarez

ext. 1036



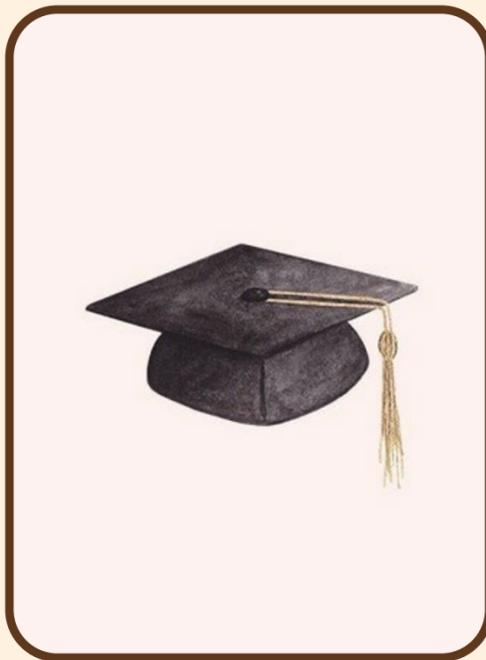
Supplemental Secretary

Lizette Seguinot - Buffett

ext. 1385

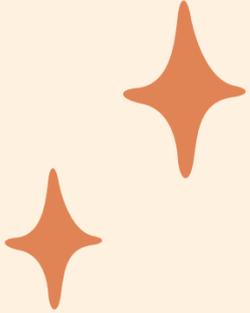


TUITION REIMBURSEMENT AND SALARY UPGRADE



All Forms and Procedures can be found on
HR Website: www.pemberton.k12.nj.us

*Classes must be applicable to a Master's
Degree program. Continuing Education and
Professional Development Credits are not
eligible. Interim employees are not eligible for
tuition reimbursement.



SHORT TERM ABSENCES



SICK DAYS

- accumulate 1 day per month, correlating to your contract
- Unused sick days accumulate into sick day bank
- Doctor's Note Required:
 - 3 or more consecutive days
 - Before or after holiday
 - First & Last Day of School
- No pay days are not available by contract



FAMILY ILLNESS

- For use with immediate family only
- Contract language states "In the event of a serious illness"
- Up to 3 days/year awarded [5 days max allowed]
- Doctor's note required
- Not to be used for routine medical appointments or check-ups
- Unused days roll over each year
- Employees cannot exceed the maximum of 5 days per year



PERSONAL DAYS

- 1 day awarded after six months of employment
- After 1 year of service, employees receive 3 days per year
- Not to be used during the beginning or end of the school year (5-15 days depending on position)
- Not to be used in conjunction with multi-day holidays or NJEA convention
- **Must be pre - approved**

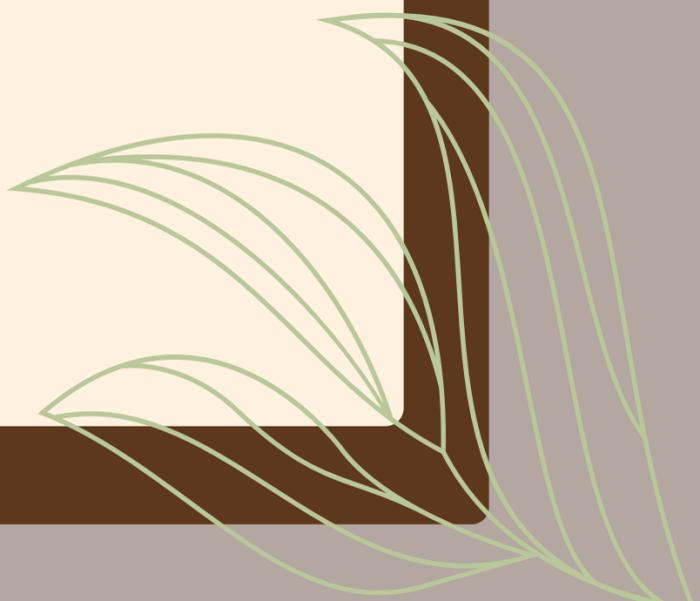




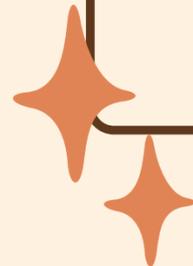
BEREAVEMENT DAYS

- Up to 5 days for "immediate family"
 - Parents, parent-in-law, spouse, civil union partners, children, brother, sister, son-in-law, daughter-in-law, grandchildren, members of immediate household
- 1 day for other family members on day of funeral or memorial service
 - Grandparent, brother-in-law, sister-in-law, aunt, uncle, niece, nephew

* State law now includes the option to use up to 7 available sick days in addition to the district allowed bereavement time (only allowed for immediate family members)

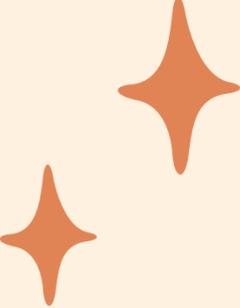


EXTENDED LEAVES OF ABSENCES



Joshua Bentham
jbentham@pemb.org
609-893-8141 ext.
1019





TYPES OF LEAVES

*If you need to be absent 7 or more consecutive days, you'll need to request a leave of absence.

- Maternity/Paternity/Child Rearing
- Disability
- Illness in the Family
- Military
- Sabbatical
- Personal

New Jersey Family Leave Act (NJFLA) paid or unpaid and the Federal Family and Medical Leave Act (FMLA) may also be applicable.

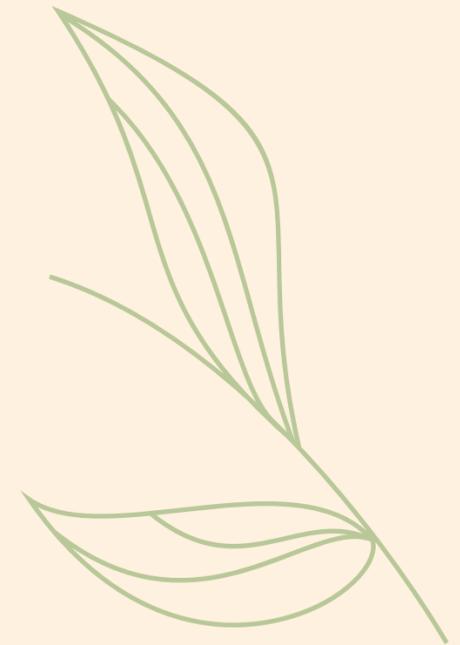


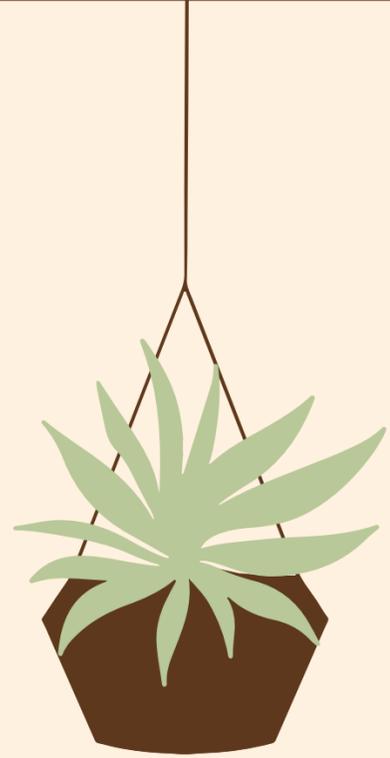
FAMILY MEDICAL LEAVE ACT LAW (FMLA)

- provides certain employees with up to 12 weeks of job - protected leave within a 12 month period . It also requires that their group health benefits be maintained during the leave.
- can be used for various purposes.
 - Employees are eligible for this leave if they have worked for their employer at least 12 months (1,250 hours) over the past 12 months.
- Once an employee's 12 weeks of FMLA is exhausted (60 working days), health insurance benefits will be terminated.

NJ FAMILY LEAVE ACT (NJFLA)

- applies only to leaves for family care.
- provides a wider definition of family than FMLA.
- entitles employees up to **12 weeks** of protected family care.





Insurance Protection

Elizabeth Welsh
ewelsh@pemb.org
609-893-8141 ext. 1020



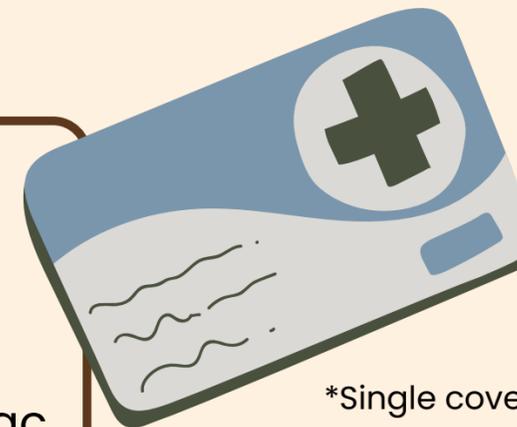
MEDICAL BENEFITS

- Horizon: Educator's Health Plan
- Aetna: Educator's Health Plan
- Prescription: Optum RX (automatic coverage with medical plan enrollment).
- Dependent Children are covered until the end of the year they turn 26 (Medical and RX only)

OPEN ENROLLMENT

OCT - for Medical/RX, Dental and Vision.
(effective change on Jan 1, 2026)

APR - for Dental/Vision/FLEX SPENDING/Aflac
(effective change on Jul 1, 2026)



*Single coverage until 2 yr. anniversary. (PTEA)

*Single coverage until 1 yr. anniversary. (PTBDA)

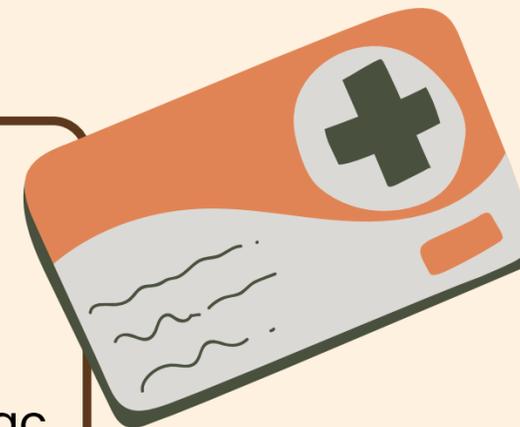
DENTAL AND VISION BENEFITS

- Dental: Horizon Traditional OR Choice
- Vision: VSP
- Dependent Children are covered until end of year age 19 unless a full-time student verification is provided every semester. This extends the coverage until end of year age 23.

OPEN ENROLLMENT

OCT - for Medical/RX, Dental and Vision.
(effective change on Jan 1, 2026)

APR - for Dental/Vision/FLEX SPENDING/Aflac
(effective change on Jul 1, 2026)



MBOS AND THE BENEFITSOLVER HUB

- Register for MBOS (active member) - need pension # (paystub)
- <https://www.nj.gov/treasury/pensions/mbos-intro.shtml>
- Link to the My New Jersey LOGIN
- You will be able to see MBOS and have access to the New BENEFITSOLVER portal for making changes to Medical/RX



myNewJersey
powered by njoll

Log In to myNewJersey

Login ID:

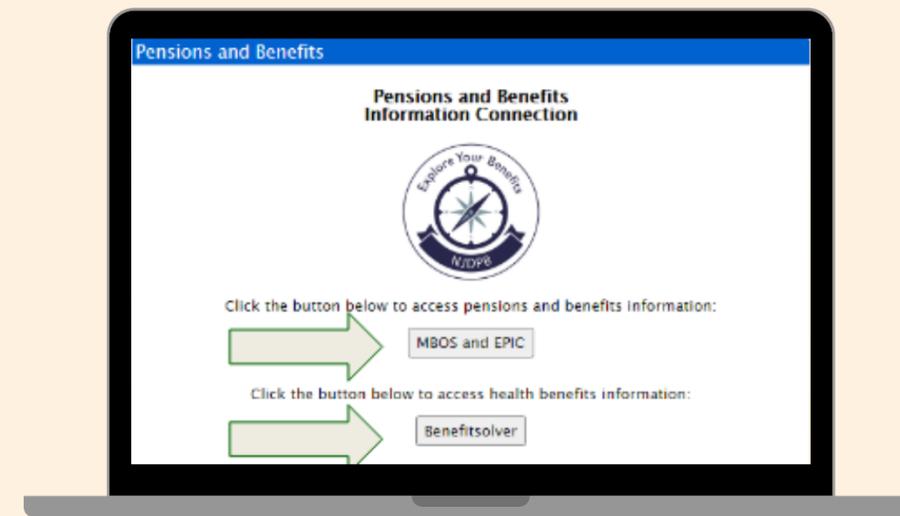
[Forgot your login ID?](#)

Password:

[Forgot your password?](#)

[Log In](#)

[Need help?](#)



EMPLOYEE ASSISTANCE PROGRAM

The Standard Insurance Co. Health Advocate Services

- All calls and services are strictly confidential

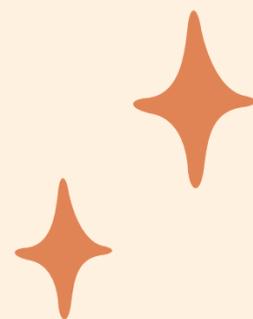
Call (888) 293 - 6948



www.healthadvocate.com/standard3

- Search: Pemberton Township Board of Education





SUPERVISION & EVALUATION

Jannett Pacheco
jpacheco@pemb.org
609-893-8141 ext. 1021

- Pemberton Township BOE – District Policy Manual
- Conducted by Department Administrator, Building Principal and/or Respective Supervisor
- Pemberton uses the Danielson Model as our evaluation rubric for certificated staff



NON-TENURED STAFF



- Certified Staff: Minimum of 3 times per year
- At least 20 minutes long
 - Face-to-face post-observation conferences
- Non-Certificated Staff: Minimum once per year
 - 45 and 90 day probationary period
- Annual review

BOARD OF EDUCATION POLICIES



1. Click the Navigation Bar under **Board & Community**
2. Click: *Policies & Protocols*
3. Click:

<http://www.straussesmay.com/seportal/Public/pubELANOnline.aspx?id=dbcfea39423746028f70325837bfa033>

- To access all district by-laws and policies
 - 3216: Dress and Grooming (teaching staff)
 - 4216: Grooming, Appearance, and Dress (support staff)
- 

ARREST REPORTING REQUIREMENTS FOR STAFF

N.J.A.C. 6A:9-17.1(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 employees and to all employees on an annual basis.



State Mandated Training

Pemberton Township Schools

Safe Schools

HR ATTENDANCE MEETINGS

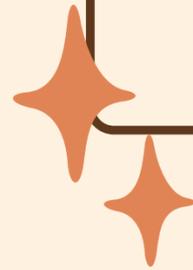
Attendance Policy

- 3212 - Teaching Staff
- 4212 - Support Staff

15 or more absences

- Sick
- Personal
- Family Illness

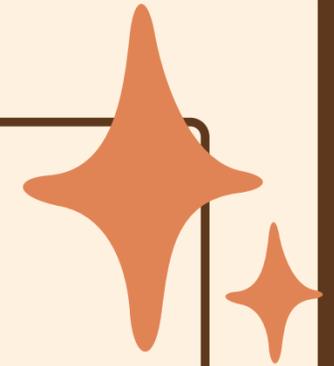
FRONTLINE ABSENCE MANAGEMENT



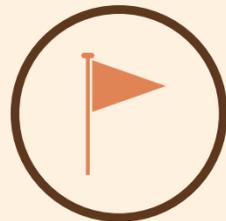
Joshua Bentham
jbentham@pemb.org
609-893-8141 ext.
1019



SOME POINTS TO REMEMBER



Absences can be created up to one (1) hour before your reporting time.

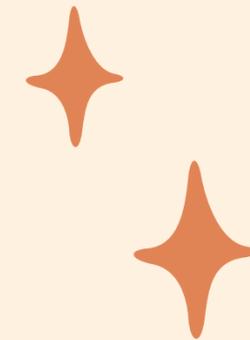
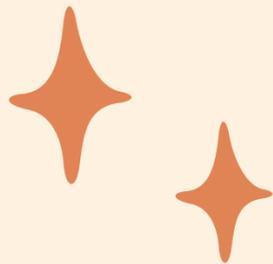


Absences can only be cancelled up to twelve (12) hours prior to your reporting time.



Make sure you check whether you **NEED** a substitute to cover this absence.

Questions & Answers





PEMBERTON TOWNSHIP SCHOOLS

Business Office

2025 - 2026



STAFF

- Business Administrator / Bd. Secretary – **Laura Archer**
- Amin. Asst. to Bus. Admin. – **Susan McGuinness** ext. 1004
- Asst. Business Administrator – **Karen Willis** ext. 1182
- Accountant – **Monica Baranosky** ext. 1014
- Payroll Specialist – **Anna Wade** ext. 1017
- Procurement Manager / Acct. Payable – **Andrea McGill** ext. 1015
- Account Specialist – **Victoria Loehwing** ext. 1027
- Medicaid Reimbursement Specialist – **Kathryn Klco** ext. 1023

GOT HURT ON THE JOB?



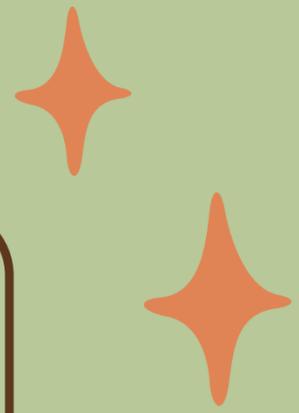
Worker's Compensation
Susan McGuinness ext. 1004

PAYROLL

- 10 Month Employees – 20 pays
- 12 Month Employees – 24 pays
- Calendar –
 - W-4 Federal & State
 - First Pay
 - Sept. 15, 2025
 - Last Pay
 - June 12, 2026 All Staff
 - June 18, 2026 10 month
 - June 25, 2026 12 month



Pension Tax Shelters



DIRECT DEPOSIT (PAPERLESS)

1



Pemberton Township Schools

You Can Get There From Here!

2

Staff

3

Direct Deposit
Pay Stub Copy





Anna Wade

awade@pemb.org

ext. 1017





Questions & Answers

