

New Staff Orientation - August 2026



Morris Knolls High School / Golden Eagles



Morris Hills High School / Scarlet Knights

Introduction Of New Staff

- Name
- School
- Position / Subject Area
- Any other information you are willing to share
 - Education, Previous Positions, etc.
- District Calendar
- Staff Acknowledgment - Please sign the hard copy that is provided as your acknowledgment of the day's training and your attendance.
- New Staff Orientation Schedule
- Presentation (Linked on Website)
- MHRDEA Current Contract,

Topics Addressed

- Mission Statement
- Board Policies
 - HIB, Sexual Harassment, Dress and Grooming, etc.
- Staff Conduct
- Employee Benefits and Payroll
- Professional Development and Evaluation
- Work Day / Year
- Securing a Substitute

Mission Statement

The Morris Hills Regional District, in shared responsibility with all stakeholders, empowers students to become contributing members of a global society who can effectively communicate and collaborate with others, take responsibility as productive citizens, and become lifelong learners.

- Morris Hills Regional District Philosophy of Education, [Policy 2110](#).

Board Policies

All Board of Education Policies and Regulations can be found on the [District Website](#) under the [Board of Education Tab](#) by clicking on “[Bylaws and Policies of the Board of Education](#)”.

Board Policies: Harassment, Intimidation and Bullying (HIB)

- The district does not tolerate any form of harassment, intimidation or bullying of students ([Policy 5512](#)).
- Teachers are held responsible for what they know, or SHOULD HAVE KNOWN.
- Any indication of harassment, intimidation or bullying must be reported immediately to the administration.
- You will receive more detailed training on how to recognize HIB behaviors and the appropriate steps to take.
- It is critical that you take the necessary steps to protect our students.
- General Rule of Thumb: If you are walking to your car at the end of the day and you are asking yourself if you should have said something, the answer is yes!

Board Policies: Child Abuse and Neglect (CP&P/DCF)

- Staff members must remain vigilant for signs of child abuse or neglect. It is your obligation to immediately report incidents of child abuse or neglect to the local law enforcement and the appropriate agency.
 - Child Protection and Permanency in the Division of Children and Families (formerly DYFS):
 - 1-800-NJ ABUSE
 - 1-800-652-2873
 - Morris County: 1-877-652-2873
- Obligated to report sexual harassment or misconduct as referenced in the next slide as well.

Board Policies: Other Important Policies / Regulations

- Sexual Harassment (Staff, Student) [Policy 3362](#), [4362](#), [Policy 5751](#).
- Staff Dress and Grooming, [Policy 3216](#), [4216](#).
- Staff Conduct, [Policy 3281](#), [4281](#), [Regulation 3281](#), [4281](#), [Policy 3213](#), [Policy 3159](#), [4159](#).
 - As a school employee you hold a position of public trust with high standards.
 - Department of Education regulations require all certificate holders to report their arrest or indictment for any crime or offense to their Superintendent within 14 calendar days.
 - Interactions with students must always be professional and beyond reproach.
 - Staff should not engage students beyond their professional responsibilities.
 - Do not provide students with transportation in your private vehicle absent an emergency or a special circumstance approved by your principal.
 - Follow BOE approved communication methods with students.
 - Immediately report any suspicion of inappropriate conduct (staff/staff, staff/student, etc.) to your building principal.

* Employee Benefits: Medical Insurance

- There are two options for new employees
- 1) NJEHP - All employees enrolled in the NJEHP are required to contribute a percentage of their salary toward benefits (Chapter 44).
- There is no vision included in the NJEHP. However, one eye exam is covered per year.
- 2) GSHP - All employees enrolled in the GSHP are required to contribute a percentage of their salary toward benefits (Chapter 44).

Covered under someone else's Insurance? Waiver of Insurance

* Employee Benefits: Waiver of Insurance

- \$3,000 per year paid in June (first year is pro-rated since your coverage wouldn't start until September).
- Must have alternate health coverage.
- Present proof of coverage to the Business Office and have spouse/parent signature.
- Ability to re-enroll in District insurance based on a qualifying event or our open enrollment period.
- The waiver form can be found on the HR tab of the [District Website](#).

* Employee Benefits: Dental

- New employees can enroll in dental coverage through Delta Dental.
 - New employees can be covered by the BOE for the required contribution.
 - New employees can purchase dental coverage for dependants for the first 3 years of employment. After 3 years, the BOE will cover the cost of the dependants as well (for the required contribution).
 - Dental coverage information, the enrollment form, and the rates for purchasing dependant dental coverage can be found on the district website under the HR Tab in “[Employee Benefits Information and Forms](#)”.

Employee Benefits: General Information

- Any changes to medical coverage and dependant information must be requested through the [Employee Portal](#) (EP).
- Changes for qualifying events (newborn, marriage, dependant's loss of coverage) must be made within 30 days of the qualifying event.
- Don't use emergency room for routine services
- Don't use Urgent Care facility unless you don't have access to your primary care physician and need to be seen by a doctor.
- Questions on health insurance or other benefits:
 - [Benefits and Integrity Contact Information](#)

* Employee Benefits: Tax Deferred Annuities

- Start saving tax-free for your future.
- Several companies service the district providing tax deferred annuities or mutual funds.
- Employees may deduct a portion of their salary to TDA's before federal tax.
- These are personal investment decisions; research each company and their past performance carefully.
- Pay special attention to the fees charged by each company.

* Employee Benefits: Disability Insurance

- Short and Long term, voluntary programs to provide cash benefits during disability caused by illness or accident.
- Cost varies according to benefit level selected.
- More information regarding Disability Insurance is included in your packet.

* Employee Benefits: Pension Plan

- Employees are enrolled in Teachers Pension and Annuity Fund (TPAF / certified staff) or the Public Employees Retirement System (PERS / non-certified staff) or the Defined Contribution Retirement Program (DCRP / under 32 hrs/wk and over \$5,000/year)
- Member's rate of contribution is 7.50%.
- Enrollment mandatory.
- Beneficiaries and demographic information should be updated in the Member Benefits Online System ([MBOS](#)).

* Employee Benefits: Term Life Insurance

- Provided by pension at a cost of four-tenths of one percent of salary
- Benefit is 3-1/2 times salary (TPAF) and 3 times salary (PERS).
- After one year, can drop paid portion of coverage and benefit changes to 1-1/2 times salary.
- You cannot re-enroll once the insurance is dropped.

Employee Benefits: Tuition Reimbursement

- Tuition and fees up to a certain amount per credit, and not to exceed a certain amount per teacher (or other employees as per the current negotiated agreement) for undergraduate/graduate work.
- Tuition expenditures are subject to a district wide cap (as per the negotiated agreement).
- Courses must be approved in advance.
- You must earn at least a “B” in order to qualify for reimbursement.
- [Reimbursement Form](#)
- See [Article 25](#) of the contract.

Employee Benefits: Sick Leave

- Your regular attendance is vital to the success of the school, your class and the students with whom you're working.
- Employees are provided 10 days (10 month employees) or 12 days (12 month employees) per year by state statute.
- Questionable absence such as prolonged absences beyond ten days, patterned absence, or extended time out may be reviewed by your supervisor.
- Verification of illness may be requested.
 - Note will be requested/required for more than two consecutive sick days.
- **Article 27** of the Negotiated Agreement.

Employee Benefits: Personal Leave

- Three days per year - restrictions detailed in collective bargaining agreement.
- Can't use the day before or after a holiday or recess period when school is closed - one exception permitted per year upon request.
- **Important: Personal days should be requested and approved in advance**
- **Article 29** of the Negotiated Agreement.

Employee Benefits: Bereavement Leave and Family Leave

- Bereavement Leave
 - For immediate family and relatives – consult contract.
 - **Article 6 A** of the Negotiated Contract.
- Family Leave (Policy [3431.1](#) and [4431.1](#))
 - Family Leave Act - up to 12 weeks unpaid leave for birth, adoption, or serious health condition of employee or certain family members.
 - Health benefits continue during this leave.
 - Must have 12 months of service and a certain amount of hours in that 12 months to qualify.
 - You may also be eligible for NJ Family Leave Insurance.
 - For specifics, contact the Office of Human Resources.

Employee Benefits: Maternity / Paternity Leave

- If an employee has sick leave available, she may use up to 20 sick days in the 30 Calendar days immediately before and up to 20 sick days in the 30 Calendar days immediately following the birth as paid disability leave. You must have a physician's certificate authorizing your return to work.
- Staff members requesting a maternity leave or a child rearing leave should contact the Office of Human Resources.
- Employees eligible for paternity leave have the same rights to statutory leave. However, sick leave and disability reasons would not apply.

* Employee Benefits: Worker's Compensation

- If you are injured as a result of working during school hours, notify your supervisor or an administrator, see the school nurse, and complete the District Accident Report Form.
- If it's after school hours you can go to the ER for a true emergency or notify NJSIG (609-543-3377).
- Your treatment will be managed through QualLynx who will refer you to a physician.
- You received information regarding the Worker's Compensation process and Qual-Lynx in your hiring packet.

Payroll

- Paid over 10 months on the 15th and 30th through 20 pays (24 pays for 12 month employees).
- You'll receive an email several days before payday with a PDF attachment of your direct deposit "pay stub".
- *Pension deductions may be initially delayed.*
- Coaching and extracurricular positions are paid in separate checks on a separate schedule as per the negotiated agreement.

Professional Development and Evaluation: Movement on Guide

- Once your initial salary is set, it can not be revisited.
- Guide movement is based on factors such as years of experience and degree level.
- Teachers can move either September 1 or February 1.
- “Any teacher anticipating horizontal movement to a higher salary scale, must notify the Superintendent, in writing, prior to December 1 of the preceding school year.”
- **Article 26** of the Negotiated Agreement.

Professional Development and Evaluation: Coaches and Advisors

- Terms of employment are covered in a separate written agreement.
- Schedules of compensation are covered in the collective bargaining agreement.
- This income is not pensionable.
- Some positions may be dependent on student enrollment.
- Open positions are posted internally and on the District website.
- **Schedule B and C** in the Negotiated Agreement.

Professional Development and Evaluation: Tenure

Tenure Definition: Holders of proper certificates cannot be dismissed or reduced in compensation except for inefficiencies, incapacity, conduct unbecoming, or other just cause.

Tenure (certified staff).

- Tenure is granted on the first day of employment after the completion of four academic years.
- Time served in replacement positions does not count toward tenure.
- The MHRD Board of Education's practice is to consider the granting of tenure when, in judgment of their supervisors, staff are rated clearly superior and capable of making an outstanding contribution to the educational program.

Professional Development and Evaluation: Evaluation

- Non Tenured staff are observed by administration a minimum of 3 times per year.
- Follow-up conference with the supervisor.
- Final written summary evaluation at end of year.
- Teachers will be sent a copy of evaluation report one day prior to conference.
- Non-tenured staff will be observed for 3 long observations (full teaching block) for the first 2 years and at least 1 long and 2 short in years 3 and 4.
- In general, short observations are 30 minutes, long observations are the full block.
- **Article 19** of the Negotiated Agreement.
- **Policy 3221, Regulation 3221**
- The Morris Hills Regional District has adopted the Stronge Evaluation Model.
- You will receive additional training on this model over the next few days.

Professional Development and Evaluation: Mentoring

- Those new teachers who are enrolled in the provisional program will be assigned a mentor.
- New teachers are required to pay the mentors \$550.00 (CEAS) or \$1,000 (CE) that will be deducted from your paychecks over the course of the year.

Professional Development and Evaluation: Lesson Plans

- Teaching staff members will prepare lesson plans that maintain the integrity of the current practices in their building.
- Keep lesson plans up to date.
- Lesson plans should be meaningful and reflect advanced planning.
- Submit plans on time!
- [Policy 3270](#).

Professional Development and Evaluation: Attendance

- If an absentee rate exceeds 3.5% a Supervisor may include attendance improvement as part of the Professional Improvement Plan.
- The Supervisor will meet with employees who have occasional absentee rates over 5%.
- If the attendance issue does not improve, this issue may be addressed within the evaluation.
- Policy 3212, Regulation 3212.
- Policy 4212, Regulation 4212.

Professional Development and Evaluation: Conference Attendance

- Attendance at outside conferences for professional development requires approval of your supervisor, principal and Board of Education upon the recommendation of the superintendent.
- Conferences will only be considered after the Conference Request process is completed.
- All approvals must be completed before committing to any expenses on your part.

Professional Development and Evaluation: Contract Renewal

- Non-tenured employees will be notified on or before May 15 if they will not be renewed for employment the next school year.
- Renewal / Non-renewal of Non Tenured Staff, [Policy 3142](#), [Regulation 3142](#), Guidance is also provided in the current contract.
- [N.J.A.C. 6A:9B](#)

Securing a Substitute

- Notify our automated sub service ([Frontline Absence Management](#)) as soon as possible, but no later than **6:00 a.m.** on the day of the absence.
- You can enter your absence through Web Access, Mobile Application Access, and Phone Access 800-942-3767.
- You must categorize your absence when you call (i.e. sick, personal, conference, bereavement, etc.). Bereavement must also list the type of family member.
- You must have specific instructions and lesson plans available for the substitute.
- **Submit your request as far in advance as possible, especially for planned days off, such as field trips and personal days.**

Office of Human Resources

Dan Haug: 973-664-2297

Eileen Osborne / Alice Vinci: 973-664-2298

Juana Jacobsen: 973-664-2299

Call us for assistance with any work-related issue.

If we can't give you an answer, we can at least point you in the right direction.

Best wishes for a successful school year!