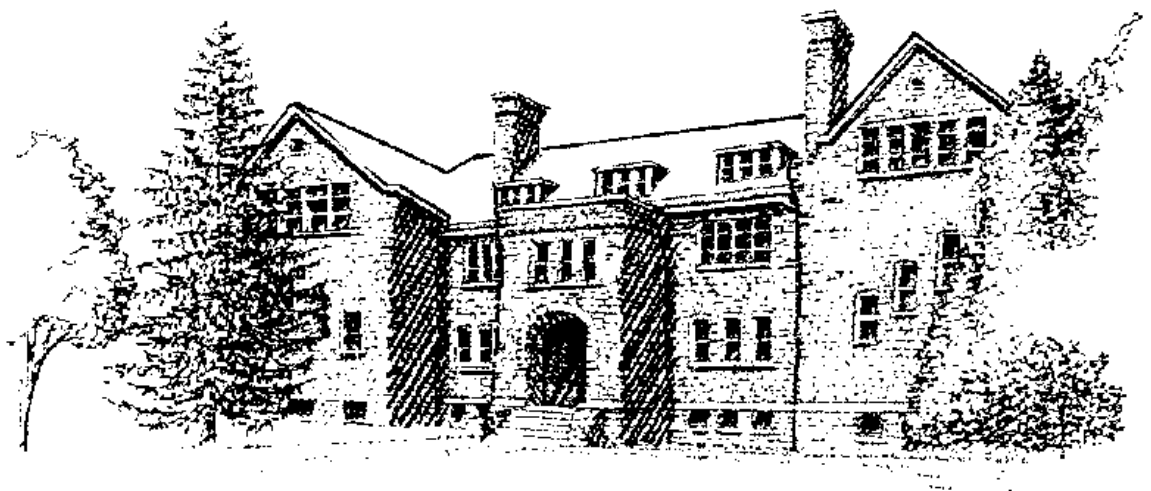


THE SOMERSET HILLS SCHOOL DISTRICT

25 Olcott Avenue
Bernardsville, NJ 07924
908-204-1930



EMPLOYEE HANDBOOK

2026-2027

Bedwell Elementary School
141 Seney Drive
Bernardsville, NJ 07924
908-204-1920

Bernardsville Middle School
141 Seney Drive
Bernardsville, NJ 07924
908-204-1916

Bernards High School
25 Olcott Avenue
Bernardsville, NJ 07924
908-204-1930

This handbook is provided in an effort to support SHSD employees. In the case where Board of Education policy differs from this handbook, Board policy governs.

Admission to School of Children of Nonresident Staff Members

Staff members, whose employment in the Somerset Hills District began prior to July 1, 2005, may have their children attend the Somerset Hills Schools free of charge with the recommendation of the Superintendent of Schools and the approval of the Board of Education. A written request must be made to the Superintendent of Schools prior to attendance. The Board of Education will not be responsible for providing transportation for the children of nonresident staff members.

Affirmative Action/Equal Opportunity/Non-Discrimination

The Somerset Hills School District prohibits discriminatory practices in employment, retention, or educational opportunity on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability or socioeconomic status or any other characteristic protected under the law. The Somerset Hills School District maintains a working environment that is free from all discriminatory practices and harassment of any kind. Individuals who believe they have been harassed may file a complaint with their building's Affirmative Action representative:

District: Jaime Walker
Bedwell: Scott Wolfe
BMS: Lisa Garofalo
BHS: Scott Neigel

If the issue is not resolved at the building level, a formal grievance may be filed with the district's Affirmative Action Officer:

Jaime Walker
jwalker@shsd.org
908-204-1930 ext 2119

Allergies/Medical Conditions

Teachers should be aware if their students have life threatening allergies and/or serious medical conditions. The School Nurse will provide information regarding students with allergies or other serious medical conditions to all staff on a need to know basis. Throughout the school year, staff members should consult with the School Nurse regarding the medical conditions of their students whenever necessary. Please remember to keep all medical information that is shared about students and co-workers confidential.

Additionally, there are staff members and students who are prone to allergic reactions from certain fragrances and aromas. Staff members should show consideration for others by not using any fragrances or aromas that could be detrimental to the health and welfare of others. The administration will strive to make reasonable accommodations for those students and staff who may be adversely affected by certain fragrances or aromas. There are staff lavatories throughout the district (one in the Olcott Administration Building, two in the middle school, and two in the high school) that have been designated as “fragrance free” and are clearly identified as such. Staff members are reminded to refrain from the use of any fragrances in those lavatories at all times. In addition, the products Axe and Purell have been banned from all district buildings. The exception to this ban is Purell Fragrance Free Skin Nourishing Foam Instant Hand Sanitizer, which is permitted.

All staff members are also reminded to notify the School Nurse if they suffer from any life-threatening allergies.

Americans With Disabilities Act

The Somerset Hills School District abides by the requirements of the ADA and will not discriminate against any individual who has a disability. Accommodations and/or modifications will be made for individuals so that they enjoy the same employment opportunities as individuals without a disability. Requests for accommodations or modifications should be referred to the building administration.

Arrest Reporting Requirements Official Notice of Code Amendment

The Somerset Hills School District is required to inform its certificated employees of this code amendment. This amendment places the responsibility for reporting an arrest or indictment on the employee.

Please be advised that the district is required to inform employees of this requirement on an annual basis. Employees should take the time to fully understand their responsibility should they be faced with a legal issue in the future.

ARREST REPORTING REQUIREMENTS FOR CERTIFICATED STAFF

N.J.A.C.6A:9-17.1(c) Effective January 5, 2009

(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 holders 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.

Additionally, the Board has adopted [Policy #4159](#) that requires all non-certificated staff members adhere to the same arrest reporting requirements.

Attendance/Use of Frontline Absence Management (formerly Aesop)

Attendance records are maintained in each building. Each fall, all employees are issued a record of their accumulated sick days.

Absences for all employees must be reported via the Frontline Absence Management (formerly Aesop) automated system. Employees may use the AESOP link of the www.shsd.org website or telephone (1-800-942-3767). Each school has an early morning cut-off time, after which absences for the day cannot be entered.

For **emergency** absences that occur after the cut off times on the day of the absence **ONLY**, employees may call the respective building's secretary at the following telephone numbers:
Bedwell: **908-636-2810 or 908 204-1920 ext 4012** BMS: **908-636-2811** or 908-204-1916 ext. 3019 BHS: **908-636-2812 or 908 204-1930 ext. 2300**.

For all planned absences, such as personal and professional days, absences must be entered into Aesop. See **Leaves of Absence** for more information.

Cellular Phones

Teaching Staff Members

A personal cellular phone may be used during the workday provided that it is used during the teaching staff member's lunch or preparation periods in a designated area inside or outside of the school building and is not used in the presence of pupils and members of the public. A teaching staff member should make every effort to avoid use of his/her personal cellular phone while he/she is performing assigned school district responsibilities.

In the event the teaching staff member has an emergency requiring immediate attention that necessitates the use of his/her personal cellular telephone, the teaching staff member shall inform his/her Building Principal or immediate supervisor before or immediately after using the cellular telephone, depending on the nature of the emergency.

Support Staff Members

A personal cellular phone may be used during the workday provided that it is used during the staff member's lunch/break periods in a designated area inside or outside the school building and

is not used in the presence of pupils and members of the public. A support staff member should be conscious of the use of his/her cellular telephone while performing assigned school district responsibilities.

In the event the support staff member has an emergency requiring immediate attention that necessitates the use of his/her personal cellular telephone, the support staff member shall inform his/her Building Principal or immediate supervisor before or immediately after using the cellular telephone, depending on the nature of the emergency.

Change of Name/Address/Telephone

Employees must complete a Change of Name/Address/Telephone form whenever a change in information occurs. This form is available in each school's Main Office and should be submitted to the Office of Human Resources. Name change requests must be accompanied by a copy of the employee's new Social Security Card.

Classroom Phones

Phones are provided in every classroom for school business during the school day. Staff members are not permitted to use the classroom phones for personal phone conversations in the presence of students at any time. Staff members are also reminded to use discretion when engaged in school business phone conversations when students are present. Phone calls to parents/guardians should never be made while students are in the classroom.

COBRA – Continuation of Health Benefits

Employees who become unemployed for reasons other than gross misconduct, may continue their health benefits for a period of up to 18 months. Additionally, a former spouse through divorce or a dependent child who loses coverage upon reaching the 26th birthday, is entitled to continue benefits for up to 36 months. Under certain circumstances, the coverage for a dependent child can be maintained until the dependent reaches the age of 31. The cost for health benefits is the individual employee's responsibility. Information is sent to the employee directly from COBRA. **It is also the employee's responsibility to know when paid benefits end and to contact the Business Office if enrollment in COBRA is desired.** The cost is usually less than purchasing private insurance, since the cost is at the group rates. District paid medical benefits for a dependent child without medical insurance will remain in effect until the dependent child's 26th birthday. Dental benefits for a dependent child will remain in effect until age 19 or, if a full-time college student, until graduation or age 23, whichever comes first.

Communication with Parents/Guardians

Employees should respond to emails, phone messages, or other communications with parents/guardians as quickly as possible (under normal circumstances, always within 24 hours). Support staff should defer communication with families to the teacher of record.

Communication – School/District

Teachers may send communications to the parents/guardians and students in their classes without approval. Communications to other parents/guardians and/or community groups must receive the approval of both the school administration and the Superintendent or his/her designee.

Confidentiality/Media Inquiries

Employees are responsible for the integrity and protection of all district confidential information. All employees should be careful to maintain confidentiality in all situations involving students. In most situations, information about students should only be discussed with the parents'/guardians' knowledge and approval. An exception, for example, would be the sharing of information about a sports event with a newspaper.

Employees must use good professional judgment when sharing information with the media. **All employees should remember that the Superintendent is the official spokesperson for the district. In all situations that are of a sensitive nature and/or involve an entire school or the district, employees should refer all media inquiries to the Superintendent's office.**

Board of Education [Policy #9400](#) – News Media Relations provides guidelines for such activity. Please be advised that there are specific guidelines that must be adhered to according to this policy regarding posting pictures of students on the district's website.

Crisis Management

All employees will receive a copy of the district's Emergency Procedure Reference Card from their building principal. It is imperative that all employees review this card and keep it in a secure, but easily accessible, location in the classroom/office at all times. Topics covered in this document include, but are not limited to emergency contact information and procedures for lockdowns, sheltering in place, and evacuations. This information must remain confidential and should not be shared with students or parents/guardians.

Curriculum

All faculty members are required to follow both the curriculum standards as adopted by the State of New Jersey and the district curriculum. The district examines each area of the curriculum on a regular basis, often with the assistance of an outside consultant under the guidance of Central Office administration and content area supervisors. The Somerset Hills School District is also

receptive to new curricular ideas. Staff members are encouraged to share new ideas with their principal, their supervisor, the Director of C&I, or the Superintendent of Schools. The Board of Education's Curriculum Committee meets on a regular basis to discuss the district's curriculum and possible additions/revisions.

The following is a list of the approved allocated hours for each curriculum project, which may only be modified by the Superintendent:

Curriculum Type	Length of course	Number of Days	Number of Hours
New Course	Full year	10	50
New Course	Semester	5	25
New Course	Quarter	2.5	12.5
Course Revision	Full year	3	15
Course Revision	Semester	1.5	7.5
Course Revision	Quarter	1	5
Revision – Standards only	Full year	1	5
Revision – Standards only	Semester	.5	2.5
Revision – Standards only	Quarter	.25	1.25

Disability Insurance

Staff members interested in purchasing disability insurance should reach out to the Business Office for up-to-date contact information.

Distribution of Materials

Staff members must not distribute any materials on school property without prior approval from the Superintendent. All surveys or questionnaires requiring student or parent/guardian response must be approved by the Superintendent or his/her designee prior to distribution.

Domestic Violence Policy for Public Employees

The purpose of this policy (N.J.S.A. 11A2-6a) is to encourage anyone experiencing domestic violence or anyone with knowledge of someone experiencing domestic violence to seek support. The District has established a contact, Jaimie Walker; ext. 2119 (jwalker@shsd.org), to help address any concerns you might have, to inform you of your rights, and to assist you in locating resources for additional support. You are not alone.

Dress Code [Policy #3216](#) Dress and Grooming and [Policy #4216](#) Dress and Grooming – Support Staff Members

The Board of Education believes that the appearance and dress of all staff members is an important component of the district's educational program. The attitude of staff members about their professional responsibilities and the importance of education in the lives of the district's pupils are reflected in their dress and appearance. Accordingly, in order to create an atmosphere of respect for staff members and an environment conducive to discipline and learning, the Board has established rules for the dress of all staff members in the performance of their professional duties. Staff members should consult the appropriate policy located on the district's website for specific details in the policies for teaching staff members and support staff members.

Special **dress code** exception days: When scheduled and approved by the Principal, more casual attire may be worn by staff members on days with a theme or activity planned that support the school program. However, such clothing must be linked specifically to the activity. For example, T-shirts may be permitted on a school spirit day, but T-shirts unrelated to the school will not be permitted.

Emergency Closings/Delayed Openings (Consult Reporting Times for delayed opening starting times for all employees)

The following procedures are in place to notify the school community of an emergency school closing or a delayed opening.

1. An automated call will be made to all staff at approximately 5:30 a.m. Please be sure you have your building secretary assist you in having your contact information added to the district's emergency alert system. If the automated calling system is not functioning, principals will activate their school's previously arranged emergency telephone chain.
2. Should an automated call or emergency telephone chain call not be received by 5:45 a.m., please use any of the following resources to find out if school is closed or delayed:

District's website: www.shsd.org

District's snow line 908-630-3019

Radio & Television

Channel 2 WCBS

Channel 5 FOX

Channel 4 WNBC

Channel 7 WABC

Channel 12 NJ News

New Jersey 101.5 FM www.nj1015.com

3. If the call is for a delayed opening, please listen to the entire message. If there is a possibility that the delayed opening will be changed to a closing, that will be included in the message. Whenever practical, the second call would not be made any later than 7:30 a.m.

4. Please be certain that to inform the building principal as well as the Office of Human Resources of any telephone number changes throughout the school year. **If an automated call is not received and there has been a recent telephone number change, please consult one of the resources listed above.**

Energy Conservation

Guidelines have been established for lighting, temperature, electronics, and technology throughout the district. Personal appliances (space heaters, refrigerators, microwaves, warmers, beverage makers, etc.) are prohibited except when authorized by the School Business Administrator.

Field Trips

Teachers who wish to take students on a field trip must complete a Field Trip Request Form and submit the form, including the list of students, to the school nurse. The school nurse will determine if a nurse must also go on the field trip. After the nurse has reviewed and signed the form, teachers should submit the completed form to their principals. In addition, staff members must submit a Request for School District Travel form for their own absences whenever they are accompanying students on a field trip. Those absences must also be entered into Aesop whenever the field trip occurs during the school day.

All field trips, including local, overnight, or out of state field trips must be approved by the Board of Education in advance. Field trips out of the country are prohibited. To ensure that the Board will act on field trip requests prior to the scheduled dates, **all field trip request forms should be submitted eight (8) weeks in advance of the trip.** Information such as times and locations of field trips should not be placed on the district website.

504 Plan Compliance

Section **504** of the Rehabilitation Act is a **federal** civil rights **law** that prohibits discrimination against individuals with disabilities. All 504 plans must be adhered to at all times. Teachers are not permitted discretion with regard to implementation of the accommodations detailed in the plan.

Flexible Spending Account

The district offers employees who are eligible for medical benefits, except for anyone enrolled in the High Deductible Health Plan, the opportunity to contribute to a Flexible Spending Account. Employees may elect to enroll in a Medical FSA, a Dependent Care FSA, or both. The Business Office will provide information annually during open enrollment periods.

Fund Raising

Students: All fundraisers must be approved by the Principal in advance. Staff members must complete the district's fundraiser application at least four weeks in advance and submit the fundraiser report form within two weeks of the conclusion of the fund raiser.

Parent Booster Clubs and Organizations: All parent sponsored booster clubs and organizations must complete the respective parent fundraiser form and submit it to the Principal for review by the Board of Education's established dates. The Principal will forward all applications to the Superintendent who will facilitate obtaining Board approval. Parent fundraisers will not be permitted without prior Board approval.

Grading

Extra credit: teachers who choose to offer extra credit opportunities will develop extra credit assignments that relate directly to the curriculum and are available to all students.

Graduate Programs/Course Approval

Before enrolling in a graduate program (Master's or Doctorate), employees must submit the program description to the Superintendent for review and approval. Before enrolling in a graduate level course (in person, online, or hybrid), employees must submit a Course Approval/Tuition Reimbursement Form to the Office of Human Resources for approval. This form may be obtained in each building's main office or from the Office of Human Resources. The building principal must sign the form before it is submitted for final approval.

After the request has been reviewed, a copy will be returned to the employee. **If prior course approval has not been given, tuition reimbursement will not be issued.** Please see **Tuition Reimbursement** for those procedures. Additionally, consult Article IX Tuition Reimbursement in the SHEA Collective Bargaining Agreement for more specific information and requirements.

Please note: to be considered for tuition reimbursement, all courses must be offered by institutions that have been approved by a regional accreditation association.

Homework

The Somerset Hills Board of Education believes that homework, relevant to material presented in class, provides an opportunity to reinforce the student's knowledge and the concepts and skills presented in class. It also serves as an excellent opportunity to develop within each student a sense of responsibility toward a job that he/she must do alone. It is, therefore, extremely important that each student do homework on an independent basis. Errors on homework should be used by teachers for assessment purposes. Therefore, parents/guardians are encouraged to provide support, such as providing a quiet study area, rather than correcting student homework.

Teachers must use discretion in deciding the number and length of assignments and should adhere to individual school guidelines. **Homework will not be assigned over the December or spring breaks.** The earliest due date for a long term assignment scheduled prior to either break will be on the third school day after the break. For example, if pupils return from break on Wednesday, the earliest a long term assignment may be due on Friday.

Homework shall not be used for punitive reasons.

Lactation

Space will be provided in each building for lactation purposes. Your principal or school nurse can assist in locating it. Please notify your supervisor if you need assistance in planning break times.

Leaves of Absence

Bereavement Leave

Employees receive bereavement days for each death in the immediate family, for each death in the non-immediate family, and for the death of a close friend. These days are provided to be taken at the time of death; requests for exceptions to this practice must be made at the time of death in writing to the Superintendent. Consult the SHEA or SHAA Collective Bargaining Agreement, a SHEA or SHAA representative, or the Human Resources Specialist for the number of days for each relationship or with questions.

Family Medical Leave of Absence – Federal (FMLA)*

Employees of The Somerset Hills School District are covered under the FMLA and are therefore entitled to take a leave of absence for up to 12 weeks in a 12 month period for the following reasons:

1. The birth of the employee's child or the placement of a child with the employee for adoption or foster care.
2. To care for a spouse, child, or parent who has a serious health condition.
3. A serious health condition of the employee.
4. For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

In order to be eligible for FMLA, an employee must have worked a total of 1,250 hours during the preceding 12 months. Employees must request permission to take a leave under FMLA by giving 30 days notice, whenever possible. A doctor's certification of a disability or illness is required.

Military Caregiver Leave: A covered employer must grant an eligible employee who is a spouse, son, daughter, parent, or next of kin of a covered service member with a serious injury or illness up to a total of 26 workweeks of unpaid leave during a "single 12-month period" to care for the service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. A serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating.

Qualifying Exigency Leave: A covered employer must grant an eligible employee up to a total of 12 workweeks of unpaid leave during the normal 12-month period established by the employer for FMLA leave for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty, or has been notified of an impending call or order to active duty in support of a contingency operation. Under the terms of the statute, qualifying exigency leave is available to a family member of a military member in the National Guard or Reserves; it does not extend to family members of military members in the Regular Armed Forces. A list of qualifying exigencies can be provided upon request.

Family Leave of Absence - New Jersey (NJFLA)

Employees of The Somerset Hills School District are covered under the NJFLA and are therefore entitled to take a leave of absence for up to 12 weeks in a 24 month period for the following reasons:

1. The birth or adoption of a child.
2. The serious health condition of a child, parent, or spouse.

In order to qualify under NJFLA, an employee must have worked a total of 3 months during the preceding 12 months. If the leave qualifies under both FMLA and NJFLA, the leave used counts concurrently against the employee's entitlement under each law.

Family Leave Insurance Provisions of the New Jersey Temporary Disability Benefits Law

Effective July 1, 2009, Family Leave Insurance benefits can be claimed to:

Bond with a child during the first 12 months after the child's birth, if the covered individual or the domestic partner or civil union partner of the covered individual, is a biological parent of the child, or the first 12 months after the placement of the child for adoption with the covered individual.

Care for a family member with a serious health condition supported by a certification provided by a health care provider. Claims may be filed for six consecutive weeks, for intermittent weeks or for 42 intermittent days during a 12 month period beginning with the first date of the claim.

Family member means a child, spouse, domestic partner, civil union partner or parent of a covered individual.

Child means a biological, adopted, or foster child, stepchild or legal ward of a covered individual, child of a domestic partner of the covered individual, or child of a civil union partner of the covered individual, who is less than 19 years of age or is 19 years of age or older but incapable of self-care because of mental or physical impairment.

Applications and additional information about the Family Leave Insurance can be located at http://lwd.state.nj.us/labor/fli/content/fli_faq.html.

*Please be advised that while on any of the above leaves, the employee is responsible for his/her monetary contribution toward medical benefits.

Military Leave (USERRA)

In accordance with the Uniformed Services Employment and Reemployment Rights Act, an employee who is a member of the United States Army, Navy, Air Force, Marines, Coast Guard, National Guard, Reserves or Public Health Service will be granted an unpaid leave of absence for military service, training or related obligations in accordance with applicable law. Employees on military leave must substitute their accrued paid time off for unpaid leave. At the conclusion of the leave, upon the satisfaction of certain conditions, an employee generally has a right to return to the same position he or she held prior to the leave or to a position with like seniority, status and pay that the employee is qualified to perform.

Parenthood Leave

Staff members should notify the Superintendent through the school principal of impending parenthood, and submit a letter to the Board of Education specifying the requested date for commencement of the leave and for what period of time. The Office of Human Resources will provide assistance in the preparation of this letter. Additionally, a statement from a licensed physician should also be submitted giving the approximate date of birth, or in the case of adoption, a statement from the proper authority.

Under normal circumstances, employees who desire to use a leave of absence for pregnancy may use sick days for four (4) weeks prior to the birth of the baby and sick days for four (4) weeks after the birth of the baby. After the expiration of the four (4) weeks following the birth, the 12 week FMLA will commence for eligible employees. In unusual situations, employees may qualify for 12 weeks of leave under FMLA followed by 12 weeks of leave under NJFLA. When school is closed for the summer and during week long vacations, the time does not count towards the Family Leave entitlement. During Family Leave, the district will continue to pay the employee's health insurance. Employees will be expected to make the required contribution toward the cost of your medical benefits while on FMLA

The maximum length of a parenthood leave for a non-tenured teacher who gives birth or adopts between April 1 and September 1 is no later than September 1 after the expiration of one year following the birth or adoption. For non-tenured teachers who give birth or adopt between September 2 and March 31, the maximum length of parenthood leave is no later than the expiration of the teacher's current contract. For tenured staff members the maximum length of parenthood leave is one (1) additional year beyond that of non-tenured teachers. No more than four (4) consecutive years of parenthood leave will be granted for a staff member having more than one child without at least one (1) full year of work performed before a subsequent parenthood leave will be granted.

A staff member must inform the Superintendent or his/her designee by March 15 if he/she plans to return on September 1 and provide documentation from a licensed physician attesting to the staff member's ability to return to his/her duties. Failure to notify will be deemed as a resignation from his/her position. Staff members returning from parenthood leave must return at the beginning of one of the four (4) marking periods. Staff members are advised to consult a SHEA representative or the Office of Human Resources for additional information regarding parenthood leaves.

Personal Days

Ten month employees receive three (3) personal days per year and twelve-month employees receive four (4) personal days. Personal business leave is for urgent personal business that can only be scheduled during school hours, and cannot be used for personal illness, to extend

vacations, or for non-urgent business. A Request for Temporary Leave of Absence form must be submitted prior to the request. In the event of an emergency, the form must be submitted immediately upon the employee's return to work. Unused personal days are added to an employee's sick day bank. Please refer to Dr. Brotschul's Update.

Sick Days

Ten month employees and custodians are allowed 10 days per year for personal illness and twelve month employees are allowed 12 days per year. A doctor's note may be required at any time; however, employees out for five (5) consecutive days must provide, upon return to work, a doctor's note to verify illness. Unused sick days will accumulate. Employees will receive 2 family illness days per year. Family illness days are cumulative.

Lesson Plans

All teachers in the Somerset Hills School District must thoroughly prepare for each day's lessons. Lesson plans are essential to a well organized and meaningful classroom experience. Each principal will review the procedures and due dates for lesson plans with his/her staff. Lesson plans will be submitted on a weekly basis and should contain the following components: objectives, procedures, assessments, and links to the curriculum standards as adopted by the State of New Jersey. These lesson plans must be available to a substitute teacher in the event that the regular classroom teacher is absent from class. All teachers must have three (3) days of emergency lesson plans in their substitute folders.

Make-up Work

A student who anticipates being excused from class(es) for any reason must make arrangements with the teacher(s) of the missed class(es) to make up the work missed. These arrangements must be made before the absence from class.

All work missed by an unanticipated, excused absence from school must be made up for credit upon the student's return to school. It is the student's responsibility to meet with his/her teachers to make plans for this purpose. Normally all missed tests, examinations, homework, and mandatory class work should be completed within two (2) days for each day of absence and within a maximum of ten (10) days for absences of a week or longer. However, students who miss a test, exam, quiz, etc., because of a single day of absence, must make up the test, exam, quiz, etc. on the first day of return to class. If a valid effort has been made to complete the missed work during this time, credit will be given and the grade for the marking period will reflect such effort. If the grade is adversely affected, the cause is incomplete or insufficient work and not the absence. In extraordinary situations or in situations involving elementary students, a teacher may grant extensions or make special arrangements. When a student does not complete work missed because of absence or other reasons, within the time specifications, he/she will

receive a “zero” as a grade for the missed work. If work is missed, the grade will be left to the discretion of the teacher. If work critical to the student's understanding of the subject is not made up by the end of the marking period, the grade for that subject area may be an "F."

Medical and Dental Insurance Coverage

Through the district health insurance program, the Somerset Hills Board of Education shall provide all employees working more than 25 hours per week* with full individual or family (spouse, civil union and/or dependent children) health benefit coverage. Employees are required by law to contribute toward the cost of their insurance coverage.

*Effective July 1, 2012, all current employees, except for paraprofessionals and custodians, will receive health benefits if they work a minimum of 20 hours per week.

*All employees hired after July 1, 2012 must work more than 25 hours per week to receive health benefits.

Health and dental benefits are detailed in the certificates of coverage issued by the respective carrier(s). Verbal, written, or electronic representations made by employees of the Somerset Hills Board of Education are superseded by the language in these booklets in the event of a conflict.

Employees with medical coverage under another policy who wish to waive their rights to medical coverage should contact the Business Office for more information. Open enrollment occurs annually during the month of May for changes that will be effective on July 1.

Medical benefits for a dependent child without medical insurance will remain in effect until year end of the dependent child's 26th birthday. Dental benefits for a dependent child will remain in effect until age 19 or, if a full-time college student, until graduation or age 23, whichever comes first.

Any changes in family status, which would affect coverage, such as birth, marriage, divorce, death, etc. should be reported immediately to the Business Office in the Olcott Administration Building.

Mileage Reimbursement

When the use of the employee's own automobile has been authorized for school business, the Board of Education shall compensate said employee at the mileage reimbursement rate established by the State and/or Department of Education for school districts.

Money Collection

There are times when school district employees may need to collect funds from athletic events, plays, musicals, concerts or other artistic events/performances. Those responsible for handling district funds should exercise care and due diligence in the handling of these funds. Collected monies should not be taken home by the employee, but secured in a locked safe place. As soon as possible, the funds must be handed in to the building administrator in charge of student activities or his/her designee. Employees will be held responsible for any lost school funds.

NJ First Residency Act (N.J.S.A. 52:14-7)

Effective September 1, 2001 residency requirements were established for all public employees. This law requires that “every person holding an office, employment, or position” in the State of New Jersey shall have their “principal residence” in the state. Employees who currently reside in New Jersey may not move out of state.

Employees hired after September 1, 2001, who are not residents when hired receive a one year exemption. If they fail to establish residency within that year, they shall be deemed unqualified to hold their positions.

Employees of this district who did not meet the residency requirement on the effective date are exempt unless they break public service or change school districts.

Exemptions may be granted by the New Jersey Department of Labor on the basis of critical need or hardship. Consult the Department of Labor website for more information.

The New Jersey Law Against Discrimination (N.J.S.A. 10:5-12) (LAD) makes it unlawful to subject people to discrimination or harassment based on race, creed, color, national origin, nationality, ancestry, sex, pregnancy, breastfeeding, sexual orientation, gender identity or expression, disability, familial status, marital status, domestic partnership/civil union status, liability for military service, and in some cases atypical hereditary cellular or blood trait, genetic information, and age. The LAD prohibits unlawful discrimination in employment, housing, places of public accommodation, credit and business contracts. Not all of the foregoing prohibited bases for discrimination are protected in all of these areas of activity. For example, familial status is only protected with respect to housing.

Non-School Employment

The Somerset Hills School District employees must not participate in any business activity or perform any service for compensation during the school day other than those assigned by the district. No outside work by staff members shall prevent them from properly performing assigned functions during duty hours or be prejudicial to their work effectiveness. District

employees shall not use school equipment (telephones, computers, copy machines, athletic equipment, etc.) to conduct any business activity or to perform any service for compensation at any time.

Observations/Evaluations/PDP

To promote excellence in teaching and to review the performance of each certificated staff member, observations and annual evaluations will be conducted in accordance with AchieveNJ. The district has adopted the Framework for Professional Practice (Charlotte Danielson 2007) and iObservation for all certificated staff members and Kim Marshall's Principal Evaluation Rubric for all administrators.

All staff members will be observed and evaluated following the Department of Education's administrative code regulations. A list of the minimum requirements for announced and unannounced observations will be distributed annually. Prior to all announced observations, teachers will complete a pre-observation form and attend a pre-observation conference with the respective administrator. Following announced and unannounced observations, post-observation conferences will be held.

As part of the annual evaluation, a Professional Development Plan (PDP) will be developed that will serve as the basis for professional learning during the next school year. The content of the PDP will be developed by the staff member's supervisor in consultation with the staff member and must align with the Professional Standards for Teachers and the Standards for Professional Learning. The PDP will include, at a minimum, the following: one area for professional learning derived from the results of observations and accumulated evidence from the annual evaluation, one area aligned to the staff member's role as a member of his/her collaborative professional learning team, one area aligned with school and/or district goals, and any other district, statute, or regulatory requirements.

Non-tenured certificated staff members will be notified by May 15 of their status regarding employment for the next school year.

Payroll

As of January 1, 2014, all district employees are required to use direct deposit.

Paycheck distribution/direct deposit occurs on the 15th and 30th of each month. Annually, a payroll schedule is provided regarding alternate dates based on the school calendar. Please be advised that the June 30 paycheck may be a paper check for all employees, including for those employees with direct deposit.

Please be advised that requests for payroll information and/or verification of employment and salary by lending companies may require 48 hours processing time. These requests must be submitted in writing.

Pensions

Most school employees qualify for a pension upon retirement. For more information, consult www.state.nj.us/treasury/pensions

Pension Loans

After three (3) years of employment and contributions to the pension system, active members may borrow up to one-half of their pension contributions. Loans may be taken up to twice per calendar year. Information about pensions and pension loans is available on the New Jersey Pension website www.state.nj.us/treasury/pensions. Employees must sign up for MBOS (Member Benefit Online System). Go to www.state.nj.us and register for My New Jersey account. After receiving a logon ID and password go to www.state.nj.us/treasury/pensions/mbosregister.htm and follow the directions to complete registration.

Policies and Regulations

All employees of The Somerset Hills School District should be familiar with the appropriate Board of Education policies. The Board of Education Policy Committee regularly reviews and updates Board policies. After approval by the Board, many of the policies are placed on the district website. Staff members are encouraged to review the policies and regulations on the website and consult with a building administrator regarding other Board of Education policies and regulations as needed.

Professional Development

Employees are encouraged to attend graduate school, PDI classes, conferences or workshops that provide for professional learning. In addition to being eligible to receive tuition reimbursement, as explained under **Tuition Reimbursement**, certificated staff members may enroll in The Somerset Hills Professional Development Institute (PDI) courses and receive either \$120 or one half (.5) credit towards advancement on the salary guide for each 6-hour course. Attendance at all sessions for the prescribed hours is mandatory. Staff members who teach the courses are compensated at twice this rate. In the event that a staff member enrolls in the same course more than once, he/she may only receive credit for advancement on the salary guide once. PDI courses are to be attended by staff members only. Children are not permitted to attend for their own safety as well as to maintain the scholarly atmosphere expected during coursework.

Staff members who are interested in attending an out of district conference or workshop must complete a Request for School District Travel Form and receive permission from their school principals or their designees. After receiving building level permission, the form will be sent to the Office of the Director of C&I for approval. Please be mindful of when the forms need to be received by the Director of C&I. At that time, a Board motion will be prepared. **Staff members will not be granted permission to attend out of district workshops/conferences without prior Board approval. There are no exceptions.** Please note that it is best to await Board approval before enrolling. The amount eligible for reimbursement is determined by the school administration and by state regulations. The staff member may be reimbursed either for his/her expenses or a portion of his/her expenses. **A Post Travel Report must be completed and submitted to the Principal for all out of district workshops/conferences and travel within 10 days of the event and prior to any financial reimbursement.** Please consult with a building administrator for the most up-to-date policies regarding these travel regulations.

Certificated staff members are required by state law to participate in at least 20 hours of qualifying professional learning activities every year. They may acquire these hours by attending graduate courses, conferences/workshops, PDI courses and in-service programs. Hours may also be accumulated by participation on committees, working with student teachers, etc. Each staff member will be required to keep a record of all professional learning hours. Please see building administrators for more information.

Reporting Times

Certificated staff will report to work according to the following times:

	Regular school day	Delayed Opening
Bedwell:	8:40 a.m. - 3:56 p.m.	10:40 a.m. - 3:56 p.m.
BMS:	7:50 a.m. - 3:06 p.m.	9:50 a.m. - 3:06 p.m.
BHS:	7:45 a.m. - 3:01 p.m.	9:45 a.m. - 3:01 p.m.

Clerical and technology employees will report to work according to their assigned times. On delayed openings, they will report two hours later than their normal start time.

Return of Student Work

Providing students with the opportunity to learn from past performance is important for student achievement and success. Therefore, staff members should adhere to the following regarding the return of student work:

1. All students' work should be reviewed, corrected, and returned to the students in a timely manner.
2. Teachers should assist students by reviewing their work with them.

3. With the exception of midterms and final exams, placement tests, and benchmark assessments, students will be permitted to retain all work.

Right of Privacy

Staff members should be aware that their expectation of privacy in district facilities and/or privacy on district-owned property provided by the Board of Education is reduced, by virtue of actual office practices and procedures, for searches conducted pursuant to an investigation of work-related employee misconduct, or by legitimate school district policies or regulations. In addition, staff members shall have a reduced expectation of privacy if there is reasonable suspicion the staff member is violating a law or school policy. This reduced expectation of privacy may result in such facilities and/or school district-owned property being searched without a search warrant. In order to avoid exposing personal belongings to such a search, school staff members are discouraged from storing personal papers and belongings in these facilities or school district-owned property.

Safety of Students

See Crisis Management for additional information.

Coding - Employees who have reason to believe that a student may be under the influence of alcohol or drugs **must** inform the school principal and school nurse immediately.

Dating Violence at School – Employees are required to report all acts or incidents of dating violence at school they witness or upon receiving reliable information concerning acts or incidents of dating violence at school. Acts or incidents may include, but are not limited to: those characterized by physical, emotional, verbal, or sexual abuse; digital or electronic acts or incidents of dating violence; and/or patterns of behavior which are threatening or controlling.

Department of Children and Families (DCF-formerly known as DYFS) Department of Child Protection and Permanency (DCP&P)- Employees having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse **must report** their concerns to **the building principal, or in the principal's absence to a building administrator**, and to the Department of Children and Families as soon as they become aware of a situation. **The Principal will also contact local law enforcement and the Superintendent.**

Fire Safety/Building Evacuation - All employees must be aware of and instruct students of both primary and secondary means of egress (routes for getting out of building). Employees must require that students leave the building in an orderly, quiet manner and that windows and doors to classrooms are closed. Teachers must bring grade books and attendance rosters during every emergency evacuation of the building.

Gangs - Employees who have reason to believe that a student or students may potentially be involved in gang-related activities must notify the administration. In-service training will be provided on gangs and gang-related conduct and activities.

Harassment, Intimidation, and Bullying: As adults employed in The Somerset Hills School District, all employees are expected to model the desired behaviors by treating others with respect and refusing to tolerate harassment, intimidation, or bullying of any kind. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment.

New Jersey's Anti-Bullying Bill of Rights Act was signed into law on January 5, 2011. The provisions of this law took effect September 2, 2011. The following are some of the requirements:

- Every school district must adopt a new harassment, intimidation, and bullying policy that is in compliance with the Act.
- Every school district must have an Anti-Bullying Coordinator and every school must have an Anti-Bullying Specialist and School Safety Team. The Coordinator, Specialist, and School Safety Team have very specific statutory responsibilities.
- The school district must provide training to current and new school employees, volunteers, and contracted service providers who have significant contact with pupils
- Every teacher must complete at least two hours of instruction in harassment, intimidation, and bullying prevention pursuant to N.J.S.A. 18A:37-22.d.

Anti-Bullying Coordinator: Jaime Walker
Anti-Bullying Specialists/Chair of School Safety Teams:
Bedwell: Emma Van Kooy
BMS: Michele Adkins & Chris Habermas
BHS: Lauren Cava

Security/Safety - Employees must be familiar with the procedures for any type of emergency. Each employee must keep the district's **Emergency Procedure Reference Card** in a secure location where it will be easily accessible.

Supervision – Students must be supervised by a certificated staff member at all times. Teachers **must never** leave their classrooms unattended when students are present. In emergencies,

teachers should call the main office for coverage. It is each employee's responsibility to ensure that his/her students are properly supervised.

Salary Guide Advancement

After certificated staff members have earned the appropriate number of credits to advance to the next salary guide, they should contact the Office of Human Resources to obtain the Request for Salary Guide Advancement form. Upon receipt of this form, files will be reviewed to ensure that the appropriate official transcripts have been received. All salary guides advancements occur in October of each school year and will be retroactive to September 1 of that school year only.

Please be advised that district in-service credits can only be applied for advancement on the salary guide after a Master's degree has been earned. PDI credits accumulated prior to an earned MA may then be applied for advancement on the salary guide to MA+15. Effective July 1, 2012, newly hired certificated staff members are not eligible to advance beyond MA+45 without an earned Doctorate. Effective July 1, 2015 BA+15 has been eliminated from the salary guide with the exception of employees on this guide as of 6/30/15.

Sexual Harassment

The Somerset Hills Board of Education does not permit sexual harassment of any kind. School administrators and supervisors will inform all staff at the beginning of the year that all types of sexual harassment are prohibited in our district. No supervisory employee shall threaten or insinuate, either directly or indirectly, that an employee's refusal to submit to sexual advances will adversely affect the employee's continued employment, evaluation, compensation, assignment, or advancement. No supervisory employee shall promise or suggest, either directly or indirectly, that an employee's submission to sexual advances will result in any improvement in any term or condition of employment of an employee. Sexually harassing conduct committed by non-supervisory personnel is also prohibited. Employees may file a formal grievance with the Affirmative Action Officer related to sexual harassment. The Affirmative Action Officer will carry out a thorough investigation and will protect the rights of both the person making the complaint and the alleged harasser. Findings of sexual harassment will result in appropriate disciplinary action.

Smoking/Alcohol and Drugs/Gambling

The use and possession of alcoholic beverages in school worksites is prohibited. Violations of this nature may subject an employee to disciplinary action, which may include but not limited to non-renewal, suspension, or termination at the discretion of the Board.

The unlawful manufacture, distribution, dispensing, possession, use of or sale of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance on or in school worksites is prohibited. Any violation may subject an employee to

participation in a drug rehabilitation program and disciplinary action including but not limited to non-renewal, suspension, or termination at the discretion of the Board of Education.

"Worksite" shall include any school building, or any school premises and any school-owned vehicles or any other school-approved vehicle used to transport students to and from school or school activities. Worksite also includes off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of the school district.

The Board of Education, as a result of criminal convictions of any criminal drug statute violation by an employee occurring outside of the worksite, may discipline said employee. Disciplinary action may include, but is not limited to non-renewal, suspension, or termination at the discretion of the Board.

Illegal gambling is not permitted in or on the school worksite.

Smoking by employees in school buildings, on school grounds, or in the school worksite is prohibited. "Smoking" includes the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.

Somerset Hills Education Foundation (SHEF)

Better known in the school district as SHEF, the Somerset Hills Education Foundation, was created in 1996 as a private, non-profit, tax exempt 501(c)(3) organization with the goal of generating resources to enhance the students' educational experiences and to increase community involvement in public schools.

To that end, along with larger initiatives, SHEF supports numerous teacher/parent/student initiated mini-grants for innovative programming in each of the schools twice each year.

Staff members are invited to support SHEF by participating in the payroll deduction program. One of the organization's newest initiatives is the annual teacher tribute program through which a family may donate funds to SHEF in honor of a special staff member. Visit SHEF's website for more information. www.shefnj.org

Staff Conduct

All staff members employed by The Somerset Hills School District are reminded to maintain a professional relationship with students at all times. Board of Education Policies and Regulations

have been established to guide staff members in the development of appropriate staff-student relationships.

State Mandated and District Required Training

Annually, each staff member will be required to verify that he/she has completed the State Mandated and District Required Training. This training will typically be conducted in the fall of each school year and will also be available on the district's website in the staff only section for future reference. Each staff member will be required to submit a signed verification form documenting his/her training completion. Staff members hired during the school year will meet with their respective supervisors to obtain this training.

Stipends

It is the employee's responsibility to complete a timesheet after the conclusion of an athletic season, co-curricular activity, curriculum project, mentoring, etc. (employees should contact the Business Office if they are interested in receiving part of their stipend mid-season). Each timesheet must be signed by the appropriate building administrator before being submitted to the Business Office. All co-curricular, athletic, and special projects (i.e. mentoring, department coordinators, team leaders, etc.) timesheets must be submitted by June 1. Children of advisors and coaches are not permitted to attend activities unless they are supervised by someone other than the designated advisor or coach.

Substance Abuse – Staff Members

The Board of Education recognizes that chemical dependency is an illness which is preceded by the misuse and/or abuse of alcohol, anabolic steroids, and other drugs and believes that the therapeutic approach to the problem is more effective than one which is solely punitive in nature.

The Board clearly prohibits the unlawful possession, use, or distribution of illicit substances, drugs, alcohol, and/or anabolic steroids on school premises or as part of any of its activities by any employee of the district as well as reporting to the workplace under the influence of any illicit substances, drugs, alcohol, and/or anabolic steroids. Compliance with this standard of behavior is mandatory.

Any information gathered through a school investigation, counseling session, request by an employee for help, etc., shall comply with the confidentiality requirements established in Federal regulations found in 42 CFR Part II.

Tax Sheltered Annuities

Employees may enroll with several companies that service the district by providing tax sheltered annuities. These plans permit employees to deduct a specific amount from their paychecks into a

tax sheltered annuity and delay the payment of taxes on the amount. The principal and interest accumulate tax free until withdrawal, usually after retirement when an employee is in a lower tax bracket. Employees may either contact the TSA representative directly or wait for the representative to visit the district to enroll. PlanConnect forms are available on the district website.

Technology

E-Mail/Voice-Mail/Internet

The district's email, voice-mail, and all communication and computer systems are the property of the Somerset Hills Board of Education and are intended for school related business. Employees should not use any district communication system for personal gain or private use.

Employees must remember that there are no privacy rights in the content of email and voice-mail and the Information Technology Manager and administration retain the right to revise, audit, intercept, disclose or copy messages sent over Board of Education communication systems.

Employees should always use good judgment when sending electronic communications and should consider them as written documents that the public may see. Derogatory, obscene, defamatory and/or harassing communications are prohibited and may lead to disciplinary action.

Employees are discouraged from sending group emails to district staff or groups of staff members to share non-work related announcements and requests.

Employees are only permitted to post student pictures, names, or any information that would identify students on the Internet under the following conditions:

- A. Prior written permission has been obtained from the pupil's parent(s) or legal guardian(s) or from the adult pupil;
- B. Group photographs may identify the group, but not the individuals in the group;
- C. Prior written permission has been obtained from the pupil's parent(s) or legal guardian(s) or from the adult pupil, if the pupil is receiving an award or special recognition.

Social Networking

Staff members should be extremely cautious with information and photographs placed on social networking sites. Staff members should be certain to limit any interactions with students and their families on these sites to educational purposes only. Staff members should also keep in mind that use of social networking sites exposes them to risks regarding what might be considered inappropriate for school employees to post. The best advice is that when in doubt, it is probably best not to post! Refer to [Policy #3283](#) Electronic Communications Between

Teaching Staff Member and Students & [Policy #4283](#) Electronic Communications Between Support Staff Members and Students.

Staff Member Passwords

Each staff member will be responsible for maintaining the security of his/her password. A staff member's password should never be given to a student **under any circumstances**. Staff members who choose to disregard this directive are reminded that they are responsible for websites, including personal email accounts, which students may access with a staff member's password; therefore, they should limit their personal liability by adhering to this directive.

Term Life Insurance

Staff members are required to enroll in either the Teacher Pension and Annuity Fund (TPAF) or the Public Employees' Retirement System (PERS) and participate for at least 12 months in the contributory insurance plan at a cost of four tenths of one percent of salary. After the 12-month period the contributory insurance may be canceled, but cannot be reinstated. Those employees without contributory insurance receive 1.5 times their previous 12-month salary in benefits. Coverage under the contributory plan is 3.5 times one's previous 12-month salary. Federal regulations require that employees pay income tax on the cost of term life insurance that exceeds \$50,000 coverage. This is shown as Imputed Income on the payroll statement.

Title IX

The 2024 regulations establish that Title IX protects students and education employees from all types of sex discrimination. The Title IX Coordinator is: Jaime Walker. She may be reached at 908.204.1930 ext. 2119 or at jwalker@shsd.org with any questions or concerns.

Timesheet Submission

To ensure accurate payroll processing and compliance with district procedures, all staff members are required to submit timesheets by the established deadline each pay period. Timely submission helps prevent delays in pay, ensures proper recordkeeping, and allows the Payroll Department to process compensation accurately and efficiently. Staff are encouraged to review and submit their timesheets promptly and notify their supervisor of any issues that may impact timely completion.

Transfers

Teaching, supervisory, administrative, and support personnel are subject to assignment and transfer based upon the recommendation of the Superintendent and approval by the Board of Education. Procedures for such transfers shall comply with provisions of current negotiated agreements and state and federal law. Disciplinary transfers are prohibited. Discrimination in assignment, transfer and promotion shall not be tolerated.

The Superintendent shall make support staff assignments and transfers in the manner best calculated, in his/her judgment that enhance the educational program and best meet the needs of the district.

Transportation (Volunteer)

Parents/Guardians may transport students to school related functions if they have been placed on the district's approved driver list. Parents/guardians may request to be added to this list by contacting the Business Office and completing the necessary forms.

Tuition Reimbursement

Teachers and certain other employees are eligible for tuition and a one time per year book/fee reimbursement. Teachers at the BA or BA+15 level must be enrolled in an approved masters program in their subject fields or in the related fields of guidance, technology education, child psychology, human development, reading, learning disabilities, or administration. Teachers with a master's degree must be in an approved second masters or doctoral program or take courses directly related to their assignments or in one of the areas mentioned above. Courses must be approved by the Superintendent or his/her designee **prior to enrollment**. Forms for course approval can be found in the main office of each school. See **Graduate Course Approval** for more information.

To be considered for tuition reimbursement, all courses must be offered by an institution that is accredited by one of the following approved regional accreditation associations:

Middle States Association of Colleges and Schools
New England Association of Schools and Colleges
North Central Association of Colleges and Schools
Northwest Association of Schools and Colleges
Southern Association of Colleges and Schools
Western Association of Schools and Colleges

To determine if an institution is properly accredited, go to www.chea.org/search/default.asp, scroll to the bottom of the page, agree to the search conditions, and follow the instructions.

Teachers can apply for reimbursement after completion of the course, with at least a grade of "B," and within 90 days of the last day of class. To apply for tuition reimbursement, the following should be submitted to the Office of Human Resources in Olcott: a copy of the original approval form, transcript/grade report, and semester bill. Consult Article IX in the SHEA collective bargaining agreement for more specific information and requirements.

Tutoring- Private

To avoid any possible conflict of interest, teachers shall not tutor, for a fee, any pupils enrolled in their classes or upon whose evaluation or assignment they may be called upon to pass. No teacher or employee of the Board of Education shall make any commitment to perform services for extra pay when he/she has been instrumental in recommending the need for those services. Teachers shall not tutor any pupil for pay during regular working hours or on school premises.

Whistleblower Protection

Employees may file a complaint with the U.S. Department of Labor Occupational Safety and Health Administration (OSHA) if their employers retaliate against them by taking unfavorable personnel action because they engaged in protected activity relating to workplace safety and health, commercial motor carrier safety, pipeline safety, air carrier safety, nuclear safety, the environment, asbestos in schools, corporate fraud, SEC rules or regulations, railroad carrier safety or security or public transportation agency safety or security.

Staff members who believe that they have been retaliated against because they have exercised their legal rights as employees should contact the local OSHA office to file a complaint within the legal limits. The nearest OSHA regional office is located in New York (212-337-2378).

The Conscientious Employee Protection Act (CEPA), N.J.S.A. 34:19-1 to -14 affords employees protection against retaliation for reporting illegal activities. Employees have the right, and duty, to report suspected illegal activities.

Workers' Compensation Injury

Employees who are injured at work and require non-emergency medical treatment must report to a school nurse to report the claim. In the event that the school nurse is not available, report to a building administrator or immediate supervisor.

The *employee* then calls NJSIG at 609-543-3377 (NJSIG's Workers' Compensation Claims) to report the incident. (Monday - Friday, 8:00am to 5:00pm)

The school nurse / supervisor completes the First Report of Injury Form, provides the injured worker the NJSIG Workers' Compensation claims card, and ensures the injured employee provides the medical provider with the billing information found on the back of the WC Claim card.

If prescriptions are needed, provide the injured employee the Mitchell RX flyer to present to the pharmacy.

After hours: Supervisor / school nurse completes a First Report of Injury Form. Report the claim the following business day by calling NJSIG at 609-543-3377. No treatment is directed until the injured employee is contacted by a NJSIG representative on the following business day.

If school nurse / supervisor is unavailable, call NJSIG directly at 609-543-3377

In case of emergency:

Call 911 and wait for emergency personnel to arrive. After EMS departs with the injured employee, the school nurse / supervisor should immediately call NJSIG at 609-543-3377.

After hours in case of emergency:

Send injured employee to the emergency room. Supervisor / school nurse completes a First Report of Injury Form and calls the claim into NJSIG's Workers' Compensation Claims Hotline at 609-543-3377 during normal business hours to report the injury.

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