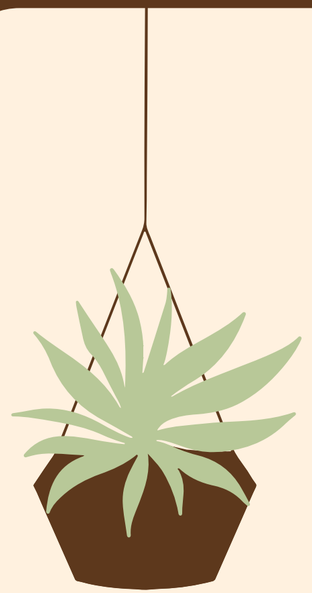
NEW STAFF ORIENTATION



2026-2027

Presented by Human Resources

Meet the Team!





Meet the Team!



Director of Human Resources

Jannett Pacheco

ext. 1021



Absence Management Coordinator

Danielle Hann

ext. 1030



Administrative Assistant to Director of HR

Alyssa Alvarez

ext. 1021

Meet the Team!



Benefits Coordinator

Elizabeth Welsh

ext. 1020



HR Specialist

Joshua Bentham

ext. 1019



HR Info Systems Specialist

Caitlin Pittala

ext. 1036



HR Management Services

Lizette Seguinot-Buffett

ext. 1385

TUITION REIMBURSEMENT

Caitlin Pittala
cpittala@pemb.org
609-893-8141 ext. 1036

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 (15-15 days depending on position)
- Not to be used in conjunction with multi-day holidays or NJEA convention
- **Must be pre-approved**



BEREAUEMENT 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

EXTENDED LEAUES OF ABSENCES

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

TYPES OF LEAUES

*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 LEAUE 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 LEAUE 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.
- as of July 17, 2026, the new requirements require 250 hours in the past 12 months and 3 months with the employer.



Insurance Protection

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



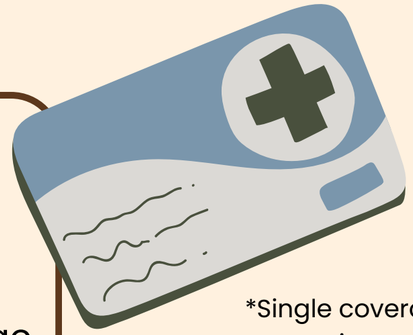
MEDICAL BENEFITS

- Horizon: Educator's Health Plan
- Aetna: Educator’s Health Plan
- Prescription: Benecard 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, 2027)

APR - for Dental/Vision/FLEX SPENDING/Aflac
(effective change on Jul 1, 2027)



*Single coverage until 2 yr. anniversary. (PTEA)
*Single coverage until 1 yr. anniversary. (PTBDA)

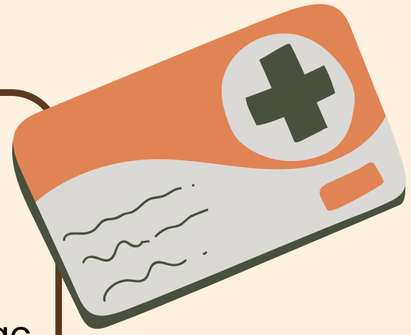
DENTAL AND VISION BENEFITS

- 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, 2027)

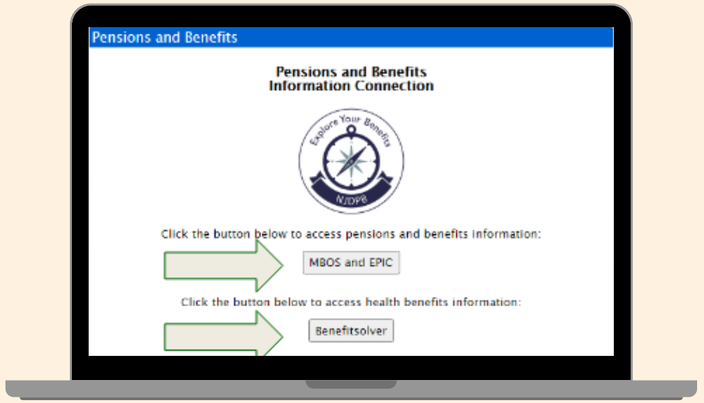
APR - for Dental/Vision/FLEX SPENDING/Aflac
(effective change on Jul 1, 2027)



MBOS AND THE BENEFITSOLUER 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





LONG-TERM DISABILITY (THE STANDARD)

- Pemberton does **not** participate in the State Disability program
- Supplement your income while you are deemed disabled by a doctor.
- Sign up within 30-days of your new contract; without medical questionnaire
- Covers: Injury, illness, maternity, etc.
- Recommended, but not required.
- Per pay deduction applied after 90-day enrollment wait



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

SUPERUISION & EUALUATION

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

SUPERUISION & EUALUATION

- 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)

POLICY 3283\4283: ELECTRONIC COMMUNICATIONS

- Purpose: Promote appropriate electronic communication between staff and students while protecting students and staff.
- Applies to email, texts, phones, social media and other electronic communications.



PROFESSIONAL COMMUNICATIONS

- Communications must relate to educational/professional responsibilities.
- Electronic communication should enhance teaching and learning.
- Inappropriate conduct may result in discipline.



PROHIBITED CONTENT

- Sexual/romantic content
- Profanity, pornography, bullying/harassment
- Promoting illegal activities/substances
- Seeking personal relationships
- Sharing confidential information



EMAIL & PHONE RULES

- Use district email only.
- Do not use personal email with students.
- District email may be monitored.
- Personal cell phone communication is prohibited unless your principal approves for a specific activity.



TEXTING & SOCIAL MEDIA

- Individual text messages prohibited.
- Approved group texts only for classes/activities.
- No personal social media contact or 'friend' requests.
- Approved educational platforms must be visible to students, parents, and administrators.





REPORTING & EXPECTATIONS

- Report improper student communications by the next school day.
- Violations may result in discipline.
- Policy applies year-round.
- Annual distribution to staff, students, and parents.

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

ABSENCE REQUEST FORMS

- 3 Consecutive Sick Days
- Blackout Days (using personal day)
- 3 Consecutive Personal Days
- Using Personal Days in Conjuction with Sick and/or Family Illness
- Using Personal Days Two Days Before or After Thanksgiving/Before or After Holidays/NJEA Conventions
- No Pay Days
- Family Illness Days
- Jury Duty
- Death in Family
- School Business



Absence Request Form

BLACKOUT DATES (USING SICK DAYS)

- Days Before and After Holidays
- Long Weekends and Breaks
- First (5) Days of School
- Last (15) Days of School
- Day after Super Bowl
- Day of Parade Celebrating Championship of Major Philadelphia Sports Teams
- State Testing Days
- Halloween
- Friday and Monday Wrap-Around



FRONTLINE ABSENCE MANAGEMENT

Danielle Hann
dhann@pemb.org
609-893-8141 ext. 1030

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

2026-2027

STAFF

- Business Administrator / Bd. Secretary – **Laura Archer**
- Amin. Asst. to Bus. Admin. - **Susan McGuinness** ext. 1004
- Asst. Business Administrator - **Heather Pyle** ext. 1182
- Payroll Specialist – **Anna Wade** ext. 1017
- PT. Payroll Business Office Clerk- **Rebecca Tomajer** ex. 1014
- Procurement Manager/Budget Specialist – **Victoria Loehwing** ext. 1027
- Account Specialist – **Kathryn Klco** ext. 1023
- PT. Business Specialist - **Tara Kiesling** ext. 1015

GOT HURT ON THE JOB?



Worker's Compensation

Please call your school nurse to get the phone number so you can report the accident.

PAYROLL

- 10 Month Employees - 20 pays
- 12 Month Employees - 24 pays
- Calendar -

  Business Dept. Staff Links

  W-4 Federal & State
  - First Pay - Sept. 15, 2026
  - Last Pay -
  - June 11, 2027 All Staff
  - June 17, 2027 10 month
  - June 24, 2027 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