



Hillside Public School District Employee Handbook 2017-18

INTRODUCTION

The Employee Handbook is a compilation and condensation of employee benefits, district policies, association contracts, procedures and guidelines. It is developed in the Human Resources Department for your reference and should only be used as a guide. Your immediate supervisor or administrator is your best resource for specific duties and guidance related to your position.

PLEASE NOTE: This handbook is not intended as a source of any legal rights in itself, but solely as a convenient reference tool to summarize rights and obligations set forth elsewhere. Nothing in this handbook shall add to, supplement, supersede or override the rights and obligations of the Hillside Board of Education or you, as an employee, under any individual contract, collective negotiations agreement, state, administrative regulation or case law governing the terms and conditions of your employment.

All employees are reminded of the critical need to advise the Human Resources Department immediately of any change in personal status (e.g., marital status, birth of a child, change of address/phone number, etc.) within thirty (30) days of the change. *Failure to do so may result in disciplinary action.* * Most changes can be made with the completion of a Personnel Change Form which can be obtained through your immediate supervisor.

The Employee Handbook is available on the Hillside Public School District website (www.hillsidek12.org), Staff, Human Resources.

This employee Handbook supersedes all prior handbooks.



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SECTION I- EMPLOYEE SERVICES & FACILITIES

Bulletin Boards

Bulletin Boards are maintained throughout the school to keep you informed about changes affecting you, as well as other information which may be of general interest to you. Job opportunities throughout the district and your rights under Federal laws are placed on all bulletin boards or in glass enclosed cases and/or sent via the e-mail system. You are encouraged to read posted notices. Items of solicitation are prohibited. Nothing shall be posted without the approval of the Superintendent or the Manager of Human Resources.

Employee Assistance Program

The Board of Education, in keeping with the responsibility for maintaining quality education, offers an Aide NJEA program to help staff with a wide range of personal/life problems such as stress, finance, health, drug/alcohol abuse, marital relationships, grief, etc., which might affect job performance.

Contact with Aide NJEA provides free, confidential counseling services for all regularly contracted employees and their families. Information can be obtained by calling the AIDE NJEA at 1866 243 6532 and through the NJEA Representative.

Evening Adult & Community Education Department (Goal for 2017)

The Hillside Schools Evening Adult & Community Education Department offers a variety of programs to meet the needs of our community. For the youngest members, pre-school is offered at AP Morris. For school-aged children before and after care programs are available at multiple locations. Adults have the opportunity to select from a variety of classes offered to the public during the fall and spring semesters. These classes are also available for a registration fee to District employees

Photograph Employee Identification Card

As you are aware, school security is a concern throughout our nation. To help ensure the safety of all personnel and students, a security system is in effect in the district that involves proper identification for all employees, by issuance of photo ID cards. The Enrollment Office is responsible for the issuance of the photo ID cards. For security reasons, all employees are required to wear their ID cards at all times and use for entry into district buildings. The ID card is the property of the district and becomes void when employment ceases. All employees must



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return the ID card to their supervisor when employment terminates. Lost or stolen cards must be reported immediately to the employee's immediate supervisor and to the Enrollment Office.

SECTION II- EMPLOYMENT STANDARDS AND CONDUCT

All staff members, regardless of their position, are expected to conduct themselves at all times as role models for our students, and to refrain from engaging in behavior that could compromise their position as such. In particular, all staff members are prohibited from engaging in romantic or sexual relationships with any student, regardless of the student's age or consent. Any such conduct is a terminable offense and, depending on age of the student and other circumstances, may also subject the staff member to criminal prosecution. *

Affirmative Action/Equal Opportunity/Harassment
Board Policy #1550

The Board of Education guarantees to all persons, to the maximum extent required by law, equal access to all categories of employment, retention and advancement in this district, regardless of race, creed, color, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, sex, gender identity or expression, disability or atypical hereditary cellular or blood trait, liability for service in the Armed Forces of the United States, nationality, or refusal to submit to a genetic test or make available the results of a genetic test and such other legally protected categories as prescribed by law.

The Board of Education is an affirmative action employer and holds all its employees responsible for maintaining a working environment that is free from all discriminatory practices. Harassment or favoritism on any basis included in the board's statement of equal access to employment, retention and advancement is prohibited.

The Board of Education recognizes that an employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school district and intolerable in a workplace to which the children of this district are exposed.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the employee's gender. Whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct is severe and pervasive and has the purpose or effect of unreasonably altering or interfering with work performance or creating an intimidating, hostile, or offensive working environment, the employee shall have cause for complaint.



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The sexual harassment of any employee of this district is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of this district will be subject to discipline which may include termination of employment.

Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor. An employee may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed.

The district maintains a working environment that is free from all discriminatory practices and harassment of any kind. Staff may file a formal grievance related to harassment or on the grounds of any perceived violation of an individual's rights. The affirmative action officer will receive complaints and carry out a prompt and thorough investigation to protect the rights of both the person making the complaint and the alleged harasser.

Findings of discrimination or harassment will result in appropriate disciplinary action.

The district's Affirmative Action Officer, Dr. Christy Oliver-Hawley, can be reached at (908) 352 7664 Ext.: 6458.

Reporting Arrests, Charges and Indictments

Requirements for Certificated Staff

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

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

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."

Requirements for Non-Certificated Staff

The Board of Education has adopted a policy enacting the same reporting requirements for all non-certificated staff members.



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Attendance/Leave Days
Policy #34212

The Board of Education believes that the regular presence of assigned personnel is vital to the success of the district's educational program. Consistent absenteeism or tardiness is unacceptable and subject to disciplinary action.

All employees are expected to report to work during their contracted employment hours. Any deviation from this schedule must be submitted in advance and approved by the appropriate administrator.

Each leave day requested must be submitted on the designated form, attaching any backup material as appropriate. The form will be returned to the employee indicating approval/disapproval of the day. Requests to cancel or change approved leave days must be made to the appropriate supervisor prior to the scheduled day, except in emergency situations, and all attendance records are to be adjusted to reflect the change at that time.

As indicated on the request form, staff members should not assume that a leave request is approved until they receive a signed form in return, designating such approval.

Sick Leave

Sick Leave is granted to employees in accordance with their respective Collective Negotiations Agreement or contract. All staff members are required to notify their supervisor and/or record the absence on AESOP depending on the position held and department procedures. For individuals holding positions that do not require a substitute, they should make that notation when entering their absence.* Failure to record absences properly will result in a review of the procedures with the employee's supervisor. After two reminders, the employee may be reprimanded for not following procedures. Documentation of all sick leaves shall be maintained by the supervisor and/or Human Resources Department and shared with administrative staff for performance evaluation purposes.

In accordance with N.J.S.A. 18A:30-1, sick days are to be used for the illness or injury of the employee only. The Superintendent has the discretion to require submission of a medical excuse in any situation that is deemed appropriate.

Upon regular retirement, and subject to any applicable legal limitations, all employees shall be reimbursed at a per diem rate according to the negotiated Association's Agreement or individual employment contract. All employees have the ability to review their unused sick days, Personal Business and Personal Illness days on AESOP at any time.



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Vacation

Vacation Days are granted to employees in accordance with their respective Collective Negotiations Agreement or contract.

Personal Days

Personal Business Days are granted to employees in accordance with their respective Collective Negotiations Agreement or contract. Personal Business days should be used for personal business or legal matters that cannot be handled outside of business hours. The employees must submit a leave request form in advance and should wait for receipt of written approval before proceeding with making personal commitments for that time. Personal Business days may also be used for emergencies or other urgent reasons not enumerated above if the employee has received approval from the Superintendent or designee and their immediate supervisor. Following such an emergent situation, the employee must submit the leave request form to document the reason and use of Personal Business time.

1. Unused Personal Business days in any school year, on or after 1980-81 school year, shall be compensated at the time of retirement for such days in accordance with the schedule for payment for unused sick days (Article XXI-Attendance Incentive Compensation). Payment for such sick day's personal days shall be in addition to payment for unused sick days. The unused personal days shall be added to any unused sick days to determine the total monies due said retiree.
2. Personal days will not be granted the day immediately preceding or following a vacation, or school holiday, for during the first and last week of the school year except for justifiable reason which receives prior approval of the Superintendent. The denial by the Superintendent of a request for such personal days shall not be subject to grievance procedure.

If any employee is absent with no leave days available, this will result in one day's pay being deducted from his/her next paycheck for each day of absence.

Bereavement Leave

Bereavement leave may be granted to contracted employees upon the death of a family member as outlined below:

1. Up to five(5) consecutive working days may be granted for death in the immediate family (husband, wife civil union/domestic partner, children and other members of the same home; father and mother; brother and sisters; grandfather and grandmother; father-in-law and mother-in-law and grandchild). Such leaves shall only be requested immediately following such death.



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2. In case of death of an aunt, uncle, brother-in-law, sister-in-law, niece or nephew, any employee will be granted permission to be absent up to two (2) consecutive working days with pay.
3. In all cases of death of other near relatives, no deduction from the salary shall be made for absence of the day of the funeral provided such absence has been approved by the superintendent prior to its occurrence.

Employees who need to request bereavement leave should contact their immediate supervisor directly. The supervisor will, in turn, contact the Manager of Human Resources and will follow-up with the required paperwork once the employee returns to work. This procedure applies only to requests for bereavement leave.

Once the employee receives the request to report for jury duty, he/she must submit a leave request along with a copy of the request from the court and documentation of service. If selected for a jury, the employee must notify their supervisor on a daily basis as to the status of the case and provide a letter from the court system, upon return to work, indicating the number of days served.

Personnel Records
Board Policy #8320

Individual personnel files are maintained in the Human Resources Department. Upon request, data in the employee's personnel file, with the exception of confidential employment references, will be available for review by the employee with proper identification. Administration reserves the right to keep certain information confidential. Records must be reviewed in the presence of the Human Resources Department Staff.

Items may not be removed from file. Employee must make an appointment with the Confidential Secretary to the Manager of Human Resources, indicating the specific date and time they would like to review their file.

The Human Resources Department must be notified within thirty (30) days and provided with the appropriate documentation whenever a change occurs that affects employment records/benefits, such as:

1. name
2. home address
3. primary telephone number
4. secondary telephone number
5. marital status
6. emergency contact information



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7. number of dependents
8. beneficiary
9. change in educational status (affecting movement on the salary guide)
10. additional training/courses

*Failure to provide such information within the designated timeframe may result in disciplinary action.

Physical Examinations

Per statute (ISA: 16-2), the Board of Education shall require new employees to undergo a physical examination as a condition of employment.

Residency

In accordance with the "New Jersey First Act" amending N.J.S.A. 52:14-7, P.L. 2011, c.70, all employees of State and local government, including school districts, must reside in New Jersey unless exempted under the law. Employees who already worked for the district as of August 31, 2011 but did not live in New Jersey at that time were not required to move. However, employees hired on or after September 1, 2011 must reside in New Jersey. If they don't at the time of hire, they have one year after the date of hire to relocate their residency to New Jersey.

Additionally, anyone employed as of August 31, 2011 who was a New Jersey resident at that time must maintain New Jersey residency during their employment. If a current employee wishes to move out of state, they may request an exemption from the applicability of the law on the basis of "critical need or hardship" through a State appointed committee. A current employee looking to move out of state should apply in advance for an exemption, rather than move and then ask for the exemption since once the current employee moves out of state, the law applies.

Tardiness

Whenever an employee is delayed in reporting to work, he/she should contact their immediate supervisor in advance. If the employee is unable to reach his/her supervisor, a message should be left with the department secretary. Chronic lateness is unacceptable and violations will be grounds for disciplinary action, which may include termination or withholding of an increment.

Transfers/Promotions **Board Policy #3130**

The superintendent shall make certified and support staff assignments in the manner best calculated, in his/her judgment, to enhance the educational program. Teaching,



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supervisory and administrative personnel are subject to assignment and transfer after 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. Discrimination in assignment, transfer, and promotion shall not be tolerated.

SECTION III- COMPENSATION

Wages and Salaries

Contracted employees are paid semimonthly, on the **15th and the 30th of each month** or on the business day immediately proceeding if those days fall on a weekend or a holiday. Direct deposit is required and all employees must complete a Direct Deposit Form. A voided check must be included with the form. All contracted employees will receive the second paycheck for June on their last day of school.

Timesheets

Hourly and daily employees are also paid on the **15th and 30th of each month**. Timesheets for these employees must be received in the Payroll Department with appropriate approvals as per the schedule distributed by Payroll in order to be included in that period's payroll run. Timesheets received after the indicated dates will be paid on the following pay. Timesheets must be submitted within thirty (30) days of the time worked.

Timesheets for contracted employees who accept additional assignments (e.g. home instruction, detention proctoring, tutoring, etc.) must also be submitted within thirty (30) days of the time worked and in accordance with the Payroll schedule distributed to all locations. Failure to submit these timesheets in a timely manner may result in the staff member being removed from eligibility for accepting such assignments.

No staff member should sign a blank time sheet and time sheets should not be signed until after the designated work hours have been completed. All signatures on timesheets must be legible to an outside auditor.

Please consult your collective negotiations agreement for a more complete, detailed explanation of wages and salaries. A copy of your collective negotiations agreement can be obtained through your association representative.

Payroll Deductions

Below is a list of payroll deductions that **may** appear on your paycheck stub during the year. If you have any questions regarding amounts being deducted, please contact the Payroll Department.



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Federal Income Tax
FICA (Social Security)
Medicare
NJ State Tax
PA State Tax
Unemployment Insurance
New Jersey Family Leave Insurance
Pension
Contributory Insurance
Pension Back
Back Contributory Insurance
Loan repayment (Supplemental)
Annuity (Supplemental)
Pension Arrears (Supplemental)
Defined Contribution Retirement Plan (DCRP)

Union Dues
NJEA Professional Dues
NJEA Support Dues
NJ Principals/Supervisors Association Dues
Back Dues
Tax Shelters
AIG Retirement (VALIC)
AXA Equitable
Great American
Lincoln Investment

Credit Union

The County Educators Federal Credit Union (<https://www.countyedfcu.org>) provides an array of services to its members. Membership is offered to all regular employees of the Board of Education. Direct contributions can be set up through the Credit Union on the same district payroll schedule.

SECTION IV- BENEFITS
Americans with Disabilities Act

The District is committed to complying with the Americans with Disabilities Act, which is a federal anti-discrimination statute designed to remove barriers which prevent qualified individuals with disabilities from enjoying the same employment opportunities that are



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available to persons without disabilities. Every reasonable effort will be made to accommodate special needs. Requests for accommodation due to medical disabilities should be referred to the Human Resources Department.

Health Benefits

Listed below are the benefits offered to eligible employees. The specific options that apply to each employee are outlined in the employee's individual employment contract or the Collective Negotiations Agreement that they are a party to.

Benefits become effective 60 days from the date of hire, unless the employee begins employment on July 1st (for 12 month employees) or September 1st (for 10 month employees). In that case, the employee's benefits become effective July 1st or September 1st.

Benefits include:

1. Medical Insurance
2. Prescription Coverage
3. Dental Insurance

Open enrollment is held every winter with the changes becoming effective January 1st. At that time, the employee can change plans, add family members, switch to the waiver program, etc. Dental coverage for dependents will terminate when a dependent child turns 23 regardless of student status unless the dependent is eligible for benefits at a job or the dependent gets married. In these cases, dental benefits would end sooner than age 23. Medical and Prescription coverage for dependents will terminate the calendar year in which a dependent child turns 26.

Should you experience a life-changing event such as marriage, birth, loss of employment, death or a spouse or dependent, divorce or legal separation, you will have the right to adjust coverage levels provided the District is notified and provided documentation of the qualifying event within 30 days of the event.

Employees who have their benefit coverage expire when they are on an approved leave of absence must re-enroll within thirty (30) of the end of their leave if they wish to have benefits coverage upon returning to work. This is required whether or not the employee elected to enroll in COBRA while on leave.

Employees who wish to decline acceptance of benefits should discuss the waiver program with Payroll. This will require submission of documented proof of coverage through another plan. The amount of reimbursement for those who choose this option will be directed by the negotiated agreement. Annual re-enrollment for the waiver is **required** during the period of Open Enrollment.



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Disability Insurance

Once allotted sick time is exhausted there is no further salary continuation. Employee may purchase short term disability policy. The following policies allow for payroll deductions:

For NJEA members:

NJEA Endorsed Disability Insurance issued by the Prudential Insurance Company. Call 1-800-727-3414 option #1 for touch-tone, then option #3 for questions about this program. New employees have 60 days from their start date to enroll without health questions. There is an open enrollment every 3 years.

For Certificated Administrators only: New Jersey School Administrators Disability Insurance issued by the Prudential Insurance Company. Call 1-800-913-8631 for touch-tone, then option #3 for questions about this program. New employees have 60 days from their start date to enroll without questions. There is an open enrollment every 3 years.

For all employees who work at least 19 hours per week AFLAC is an additional disability option. Employees may purchase this option at any time by contacting 914 262 2220 for information.

Personal Options

Tax Shelters and Flexible Spending Accounts are offered to all regular employees. For detailed information please contact Payroll/Benefits Department.

COBRA- Continuation of Benefits

The Federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) permits a benefit-eligible employee, his/her spouse, and dependents to elect to continue their health benefits following a COBRA-qualifying event. These benefits include a medical plan, dental coverage, and prescription coverage. Employees will receive information from Payflex on continuation of group health insurance coverage for the qualifying events, but are not limited to:

- Extend leave of absence;
- Termination of employment for reasons other than gross misconduct;
- Divorce or legal separation of a spouse;
- Death of the employee; or
- Dependent ineligibility (e.g. child marries, child has a child, reaches disqualifying age)



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The employee is responsible for notifying the employer within 60 days of a COBRA qualifying event. If an employee does not inform the employer of the change of status within 60 days, the employee may forfeit the dependents right to COBRA.

Contact the Payroll regarding COBRA-related questions.

Family Medical Leave Act

Policy 3431.1

The Hillside Board of Education is a covered employer under the state's Family Leave Act (NJFLA) and the Federal Family and Medical Leave Act (FMLA).

The Board requires all requests for family leave to be supported by a medical certification completed by the health care provider of the employee or the employee's ill family member. Failure to return the completed medical certification within the time frame, as outlined in the Board policy, may result in denial of the request for leave by the Superintendent. In addition, all employees will be required to provide a fitness-to-duty certification prior to returning from an FMLA family leave, indicating he/she can resume 100% of his/her essential job functions.

Please refer to policy, and applicable law for complete details on the Family Medical Leave Acts. If you have any questions regarding the regulations, please contact the Human Resources Department.

Leaves of Absence

Any employee who needs to request a leave of absence shall first notify their immediate supervisor. All requests for leaves of absence must be submitted in writing to the Human Resources Department. All employees returning from a leave of absence due to a medical condition must provide a fitness-to-duty certificate with no restrictions from their physician. All requests for leaves of absence which are covered under the Federal Family Leave Act or the New Jersey Family Leave Act shall be handled based on the Board approved policy and applicable law governing these types of leave.

All requests for unpaid leaves of absence due to special circumstances will be reviewed by the Superintendent on an individual basis. A written explanation must accompany the request. Employees should consult their collective negotiations agreement or contract for specific leave eligibility.

While an employee is on a leave of absence, paid or unpaid, they should not be in any of the district's schools/facilities or attending any school sponsored functions.



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New Jersey State Pension Fund

All eligible employees are enrolled in the Teachers' Pension and Annuity Fund (TPAF), the Public Employees Retirement System (PERS), or the Defined Contribution Retirement Plan (DCRP), depending on their employment category. Enrollment in the appropriate Pension Fund is mandatory. If you are currently a member of any NJ Pension Fund, please contact Payroll for a Transfer Form. Any employee who is not a member of a pension fund and who does not return their completed enrollment form to Payroll within 10 days of receipt will be force-enrolled, without. The requirements and benefits of these programs are outlined on the pension website listed below. The members' contribution rate for TPAF and PERS, **effective July 1, 2016, is 7.34** percent of contracted salary and is made through payroll deductions. Anyone interested in a pension loan or information regarding your pension fund should go to the website listed below.

Please visit the New Jersey State Pension website at www.state.nj.us/treasury/pensions for a description of the benefits of the plan and the rules and regulations governing the plan.

Work-Related Injury

If an employee is injured on the job, the employee must report the injury to his/her school nurse/supervisor as soon as possible, but no later than 24 hours following the occurrence of the injury. A delay in reporting may result in loss of benefits.

Injured persons shall be referred immediately to the school nurse for such medical attention that may be appropriate. He/she should complete the Worker's Compensation Questionnaire and sign the notice that is attached to it. The supervisor should complete the Supervisor Accident Investigation Report. Employees that need medical attention must report to an approved doctor for medical treatment unless the employee is seriously injured. If the employee is seriously injured, the employee should go/be brought to the nearest hospital for medical treatment and report the injury as a work-related injury.

Any questions regarding this procedure should be directed to the Benefits Manager in the Business Office at 908-352-6400 ext.: 6435.

SECTION IV- DISTRICT POLICIES

Harassment, Intimidation and Bullying Policy 5512

In accordance with the Anti-Bullying Bill of Rights Act adopted by the State Legislature earlier this year, the Board of Education has adopted a new policy on harassment, intimidation and bullying (HIB) that defines what HIB is and describes the procedure for reporting, investigating and eliminating HIB in our schools. The full policy is available on the District's website,



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www.Hillsidek12.org, and anyone requesting may receive a hard copy. All staff members are expected to read this policy and familiarize themselves with all that it includes.

The policy defines HIB to be: "Any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by the actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place at any school-sponsored function, on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- b. has the effect of insulting or demeaning any student or group of students;
- c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Every school has a designated anti-bullying specialist. That individual as well as the building principal has the forms available for anyone needing to report an act of HIB. The district's anti-bullying coordinator is Dr. Sharon Festante

Acceptable Use of Computers, E-mail, and Internet

Hillside Public Schools has implemented the Internet/Intranet as an integral part of our district curriculum. Our school district is pleased to offer our Hillside staff members' access to the Internet/Intranet for curricular use and teacher productivity at our school sites. It is the staffs' responsibility to access and use information appropriately. Hillside Public educators will provide instruction to the staff in the appropriate use of the Internet/Intranet.

What is possible?

Access to the Internet/Intranet enables the Hillside staff to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet/Intranet users around the world. Access to and educational use of information available from the Internet/Intranet and other on-line communication sources are important in enhancing the quality of useful materials available to the staff. The staff should be aware that some materials accessible via the Internet/Intranet might contain



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items that are illegal, defamatory, inaccurate, or potentially offensive. Measures will be taken to help keep inappropriate material out of the school setting. There is no guarantee that users will not find a way to access inappropriate material or misuse their time on the Internet. However, we believe that access to the Internet/Intranet in the form of information resources and opportunities for collaboration exceed any disadvantage. Software controls will be in place to limit the staff access to certain Internet/Intranet resources.

What is expected?

Hillside Public Schools' staff members are responsible for appropriate use of the school district's computers. Communications on the network are public in nature. General school rules for communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of computers is a privilege and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the schools' computer resources. The staff is advised never to access, keep, or send anything that they would not want others to see.

As a user of Hillside Public Schools' technology facilities, I must agree to the following rules and provisions:

1. I will not give my personal password to anyone and will take steps to prevent others from learning my password. If I become aware of attempts to violate or bypass security mechanisms, I will promptly report such attempts to the school district IT department.
2. I will respect the privacy of information stored in the school district's computing facilities. I will not acquire, modify, or vandalize in anyway, information that belongs to another person or will attempt to access restricted portions of the network operating system.
3. I will only use the software, Internet/Intranet access and technology to which I has been granted express rights by the school administration.
4. I will not copy unauthorized software (illegal software, personal shareware, freeware, etc.) onto the local drive, floppy or the network drive.
5. I agree to abide by any patent, copyright, or license restrictions that may relate to the use of the technology, Internet/Intranet access, computing facilities, products, programs, or documentation. I agree not to copy, disclose, modify, or transfer any such materials that I did not create without the express consent of the original owner or copyright holder. I agree not to use the school district's computing facilities to violate the conditions of any software license agreement, and any applicable local, state, or federal laws. When researching, I will cite the sources of information.



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6. I agree to use the school's computing, technology, and Internet/Intranet access facilities for the educational, professional, and administrative purposes for which they were intended. I agree not to use them for purposes such as but not limited to:
 - Employing the network for commercial purposes
 - Using obscene language
 - Harassing
 - Insulting or attacking others
 - Sending chain letters
7. I agree the school district is not responsible for financial obligation incurred from unauthorized use.
8. I understand that violation of any provision of these conditions will result in legal action including, but not limited to, the cost to correct the system, suspension, and / or removal from my job.
9. I will not reveal my own or any other user's personal information, which includes, but is not limited to, address, phone number, or photo to anyone.
- 10.1 will not view, send, and receive, access, print, or display offensive or inappropriate materials, messages, sounds or pictures.
- 11.1 agree to notify the school district IT department immediately when encountering materials that violate the appropriate use agreement.
12. I will not engage anyone else to commit illegal activities.
13. I will not access unauthorized forums or "chat rooms".
14. These conditions remain valid as long as I make use of the school district's computing facilities, technology, Internet/Intranet access, and other services.

District E-mail Information and Guidelines

Expectations for the Use of Technology: Using technology appropriately in Hillside Public Schools is a school district expectation. Inappropriate use will minimally result in a suspension of the use of the technology services. Any staff member who uses the technological resources of the district consents to having all activities regarding this use monitored by a systems operator.

District E-mail Resource: School district e-mail is a technology tool that should enhance



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communication with administration, colleagues, parents, students and the community. Staff members are expected to log on and read their e-mail daily and respond in an appropriate manner. E-mail will be used to disseminate information in addition to communicate with the educational community. Staff should regard e-mail as an additional communication method that follows the same etiquette, practices and timeliness of responding as other types of communication used in the educational community. As with other communication tools, e-mail should not disrupt or interrupt the instructional process in classrooms.

District Guarantees: The district does not issue a warranty for the Internet service it provides. The district is not responsible for the accuracy of the information obtained through the service. The use of information is at the user's own risk. The district is not liable for loss of data, wrong deliveries or service disruptions caused by its own negligence or the user's errors.

Inappropriate Uses: The following have been deemed inappropriate uses of technology by either the broad community of computer users or by court decisions. The list is not all-inclusive but includes the major categories of misuse of district e-mail and the district's technology resources.

- Using the network for illegal activity (e.g. copyright infringement).
- Disrupting or damaging equipment, software or the operation of the system.
- Vandalizing the account or data of another user.
- Gaining unauthorized access to another account, confidential school record or to the system operation.
- Using another person's account or name without permission.
- Accessing Internet sites during the work day that are not related to your job.
- Using abusive, obscene language, sending hate mail or harassing another individual.
- Obtaining pornographic text, graphic or photographs.
- Sending or receiving material that is racist, sexist or offensive to the religious beliefs of people.
- Creating or installing a computer virus and hacking.
- Using technology for personal, financial or business gain.
- Changing the configuration of an individual computer or network.
- Downloading software.
- Logging on the Internet or sending e-mail using a fictitious name.
- E-mail broadcasting or spamming.
- Using technological resources in political campaigns in local, state, federal, or Board of Education elections.

Network and E-mail Etiquette: Staff members are expected to adhere to generally accepted rules of network behavior and e-mail etiquette.

These include:

- Be polite. Do not use abusive language.



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- Don't write when you're angry. Wait 24 hours. Calm down. Be reasonable. Have someone else edit your e-mail.
 - Don't use sarcasm. You may think you're clever, but the recipient will be put off.
 - **DON'T USE ALL UPPERCASE!** That's the e-mail equivalent of yelling. Don't overuse exclamation marks. Overuse dulls their effectiveness.
 - Use clear subject lines. That will help people decide whether to read the e-mail now or later.
 - Keep it short. If your email is more than two paragraphs, maybe you should use the telephone.
 - Change the subject line if you change the topic of a thread.
 - Don't forward poems, jokes, virus warnings, etc. You're wasting time and bandwidth.
 - Reread e-mail before you send it to catch mistakes. Spellcheck will catch misspellings. But if you use "four" instead of "for," or "your" for "you're," it won't tell you. It may not catch any missing words in a sentence that you inadvertently failed to include. Reread your text.
 - If you refer to an attachment in your e-mail, check to be sure you have attached it before you send the email.
 - Electronic mail is not private. System operators have access to all mail and illegal activities may be reported to law enforcement authorities.
-
- All documents developed and/or sent or received via e-mail by an authorized user must be identified as belonging to that user. Anonymous documents are prohibited and, if detected, will be purged by the teacher or system operator.
 - Users must never reveal personal information about themselves or others. This includes age, home addresses, and home telephone numbers. Users must report to a district representative any information they access that appears dangerous or makes the user feel uncomfortable.
 - Check the "To:" field. E-mail programs want to make it easy to send e-mail. This means that when you start typing the address of a recipient to whom you have previously sent mail, the "To:" field may already be populated. Always double-check the recipient is the intended one.
 - Create distribution lists for sending e-mails to a large group. Do not highlight and send mail to the entire Global Address List (all district e-mail accounts).
 - Be aware that emails containing student information (i.e. between teacher and parent, teacher to teacher, etc.) may become part of a student's official record*

Please be advised that employees have no legitimate expectation of privacy in e-mails sent to or from them, or maintained, on the District's system, and that duly authorized supervisory personnel reserve the right to open and review any e-mails or electronically stored information on the system. Also be advised that the District's email system archives all electronic communication (received and sent) through our systems. The District reserves the



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right to review any/all electronic communications and may utilize these communications in accordance with applicable laws.

Please be advised that District-owned laptops or other computer devices issued to employees for business purposes may save images of e-mails or other materials accessed through the Internet browser, which may be viewed by District personnel upon return of this equipment.

The Worker and Community Right to Know Act

On August 29, 1985, the Governor of the State of New Jersey signed the "Worker and Community Right to Know Act." This Act was the result of growing concern over the proliferation of hazardous substances in the workplace and the environment and the potential adverse effects these substances may have upon the health, safety, and welfare of workers and the public. The underlying philosophy of this legislation is that individuals have an inherent right to be informed of the potential risk posed by hazardous substances.

The Hillside Public Board of Education has developed a comprehensive system for disclosing and disseminating information about hazardous substances used within the district. This plan meets the requirements of the "Worker and Community Right to Know Act." The district has worked toward ensuring continued compliance to the requirements of the Act by annually updating the required documents and training procedures.

Documents required by the Act are on file and available for review in the office of the Business Administrator and the offices of each Building Principal, and supervisors of the Maintenance, Transportation, and Food Services departments.

Nepotism
Board Policy #0142.1

Persons related by blood or marriage to a member of the administrative staff shall not be appointed to a position that is in a line relationship involving supervision and evaluation of the position.

Smoke-Free District
Board Policy # 7434, 7435 and 3436

In order to protect pupils and employees from an environment potentially damaging to their health, the board prohibits smoking in all district buildings or anywhere on school property. For purposes of this policy, "smoking" means the burning of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco. Chewing tobacco is also specifically prohibited by this policy.



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SECTION VI- STAFF DEVELOPMENT

Performance Reviews

The Board of Education believes that the effective evaluation of all staff is essential to the achievement of the educational goals of the district. The purpose of evaluation is to promote professional excellence and improve the skills of all employees and provide a basis for the ongoing review of staff performance.

All administrators and support staff shall be evaluated at least once per year.

Additional notes on observations:

Corrective Action Plans: After the first year, teachers who receive an Ineffective or Partially

Effective ratings are required to have one additional observation, and multiple observers are required.

Short Observations: 20 minutes, with a post-conference

Long observations: 40 minutes, with a post-conference;

Long Observations conducted as part of the minimum required observations for non-tenured teachers must have a pre-conference.

Announced and Unannounced Observations: Within the minimum requirements, all teachers must have at least one Unannounced and one Announced Observation;

An Announced Observation has a pre-conference whereas an Unannounced Observation does not.

Tuition Reimbursement

To encourage professional growth, the Board of Education will reimburse according to the negotiated agreement or individual contract the cost of education (tuition only) for courses taken through an appropriate accredited university (as indicated in code), that have been approved appropriate to the contracted position.

Approval of courses shall be at the discretion of the Superintendent or designee after submission to the Human Resources Department of the request on the appropriate forms. In accordance with N.J.S.A.18A:3-15.3, l.c: tuition assistance or additional compensation shall be provided only for a course or degree related to the employee's current or future appointed job responsibilities.

The forms can be accessed via the district website under Staff/Human Resources/Forms.



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Courses must be approved in advance of starting the course. To insure timely processing and notification of reimbursement requests, they should be received in the Human Resources department one month prior to the beginning of the course. Approval should not be assumed. A signed document will be returned with the determination indicated. Reimbursement will be made after the payment receipt and the grade report showing a passing grade of "B" or better (the minimum grade to be eligible for reimbursement is subject to change at the Board's discretion). The amount of reimbursement shall be determined and paid according to the negotiated association agreement or individual contract. In courses where the grading system is solely pass or fail, only a grade of Pass is acceptable for reimbursement.

Administrative Internships

All Administrative Internships of staff must be pre-approved by the Superintendent.

The procedure for approval of faculty participating in district supported Administrative Internships is outlined below:

- Staff member (internal/external) requests qualified mentor to consider Administrative Internship proposal.
- Staff member provides letter from college/university supporting internship.
- Staff member provides for review completed college/university Administrative Internship formatted proposal to qualified mentor (including college/university requirements).
- Qualified mentor agrees to forward the proposal to the Office of the Superintendent for consideration.
- Superintendent or designee reviews the letter and proposal.
- Proposal is returned for revisions or additions OR designee recommends the proposal to the Superintendent for approval.
- Superintendent signs off on the proposal; packet is filed in office of the Superintendent and a copy returned to the qualified mentor; staff member is informed of approval.

Please be aware that all activities within the proposal must be completed during the staff candidate's lunch period or before/after school; no work may be completed during preparation period or other school hours. If staff candidate's activities must be completed during school time, candidate must request, for approval, personal days. Before considering a staff member's request, when reviewing the proposal, please look for benefits of the Administrative Internship to the school and/or district. Please consider your experience and the demands on your time when considering the role of mentor. Following this procedure and considering the above, will provide beneficial experiences for future internal/external quality Administrators and the district.



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SECTION VII- GENERAL REGULATIONS & GUIDELINES

Child Abuse/Neglect Reporting Requirements

Board Policy #5141 & Regulation #8462

All school employees are required by law to report suspected abuse/neglect, whether or not substantial corroborative evidence is available. It is the responsibility of the district's staff to report all cases of suspected abuse, abandonment, cruelty, or neglect, resulting in physical or mental injury by other than accidental means, to the Division of Youth and Family Services and to appropriate school administrators. Any person who reports abuse or neglect pursuant to the law or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action. The telephone hotline to report suspected child abuse is 1-877-NJABUSE.

Penalty for failure to report: Any person who knowingly fails to report suspected abuse or neglect, pursuant to the law or to comply with the provisions of the law is a disorderly person and subject to a fine up to \$500 or up to six months imprisonment, or both.

In addition, whenever a staff member is suspected or alleged to have engaged in inappropriate conduct with or toward a student, the Institutional Abuse Investigation Unit (IAIU) shall be notified immediately. The IAIU can be reached at 1-877-NJABUSE.

The Board of Education approved a policy on Child Abuse and Neglect that addresses abuse/neglect and reporting procedures. Staff must familiarize themselves with this policy. (See Policy 5141.4 on the district Internet site.)

Some indicators for identifying those children who are victims of child abuse may include, but are not limited to, the following:

Child Abuse Detection: Educators should take note of a child who:

1. Is habitually away from school and constantly late;
2. Arrives at school very early and leaves very late because he/she does not want to go home;
3. Is compliant, shy, withdrawn, passive, and uncommunicative (perhaps having internalized his/her problem of dealing with adults);
4. Is nervous, hyperactive, aggressive, disruptive, or destructive (perhaps acting out his/her hurt to secure attention);
5. Has an unexplained injury—a patch of hair missing, a burn, a limp, or bruises;
6. Has an inordinate number of "explained" injuries such as bruises on his/her anus and legs over a period of time;
7. Exhibits an injury that is not adequately explained;
8. Complains about numerous beatings;
9. Complains about the mother's boyfriend "doing things" when the mother is not at home;



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10. Goes to the bathroom with difficulty;
11. Is inadequately dressed for inclement weather with, for example, only a sweater in winter for outerwear;
12. Wears a long-sleeved blouse or shirt during the summer months to cover bruises on the arms;
13. Has clothing that is soiled, tattered, or too small;
14. Is dirty and smells, or has bad teeth, hair falling out, or lice;
15. Is thin, emaciated, and constantly tired, showing evidence of malnutrition and dehydration;
16. Is usually fearful of other children and adults; or
17. Has been given inappropriate food, drink, or drugs.

Conduct and Dress and Grooming
Board Policy #3216

The Board of Education endorses the code of ethics for professional educators published by the National Education Association. The Board of Education expects all staff members to be neatly groomed and dressed in clothing suitable for the subject of instruction, the work being performed, or the occasion.

The personal life of an employee is not an appropriate concern of the board except as it may directly prevent the employee from performing his/her properly assigned functions during the workday or affect his/her professional relationship with pupils.

When an employee, either within the schools or outside normal duties, creates conditions under which the proper operation of the schools is affected, the board upon recommendation of the superintendent and in accordance with statute shall determine whether such acts or lack of actions constitute conduct unbecoming a school employee, and if so, will proceed against the employee in accordance with law.

All staff members, regardless of their position, are expected to conduct themselves at all times as role models for our students, and to refrain from engaging in behavior that could compromise their position as such. In particular, all staff members are prohibited from engaging in romantic or sexual relationships with any student, regardless of the student's age or consent. Any such conduct is a terminable offense and, depending on age of the student and other circumstances, may also subject the staff member to criminal prosecution. *

Unbecoming conduct sufficient to warrant board review may result from a single flagrant incident or from a series of incidents.

Drug and Alcohol Free Workplace
Board Policy #4218



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The use of alcoholic beverages in school worksites is prohibited. The unlawful manufacture, distribution, dispensing, possession of, 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. Please refer to policy 4119.23/4219.23 for detailed information.

The Hillside Board of Education provides a free and confidential counseling program for all of its employees and their family members who share their house. If you or someone you love is struggling with alcohol use/abuse/dependence, for treatment and/or information call your Employee Assistance Program (EAP) at 1-866-327-8242.

Emergency Closings

The Superintendent will make the primary decision to close school or open late. If the district has issued a two hour delayed opening for students, staff will be required to report to work as outlined in the negotiated agreement.

School Closing/Delayed Opening information may be found by accessing the following:

- District website www.Hillsidek12.org
Global Connect Phone Calls will be initiated.
- (908)-, after 6:00 a.m. to hear a recorded message about school closures.

*The Global Connect System is updated periodically with information from our Human Resources Employee Database. It is important that you notify Human Resources of any personal information changes in a timely manner. Depending on the date your change of information was submitted, it may not be reflected in the Global Connect System until the next update. If you make a change to your information we suggest you access one of the other sources above for emergency closing information as your information may not yet be updated in the system and you may not receive a call.

Emergency Planning

The Hillside Public School District has developed a Master Plan for emergency situations. All employees should check with their supervisor regarding emergency procedures as outlined in the Safety Procedures and Accident Prevention Manual. .

The district's emergency plan outlines procedures for evacuations, lock-downs, sheltering-in-place, bomb threats, shootings, intruders, and handling school altercations.

An evacuation may be ordered as a result of a natural disaster, fire, accident, or other emergency. Each district building has procedures for evacuation. Your supervisor may be contacted regarding the specific instructions for your area.



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A lock down may be ordered as a result of an unwanted intruder in the building. Shelter in place may be used to provide temporary safety.

Fire Drills/Emergency Drills*

Fire drill and emergency drill procedures are posted at each school site in each room and office area and should be followed in an orderly manner. Scheduled drills will be conducted as required by law during the school year.

Personal Property

The district cannot be responsible for personal property which is brought to work. The district does allow for reimbursement for personal effects when damaged while performing work-related duties, as outlined in the negotiated agreement. However, common sense should dictate that one should not wear expensive jewelry, etc., when working with students. Personal items, i.e. cell phones, computers, smart phones, IPODs, etc., are brought to work at the owner's risk.

Purchasing of Goods and Services Budgeted Policy #6421

All requests for purchases of materials, supplies, and services must be made through a signed and approved requisition. Refer to the Purchasing Manual for guidance on purchasing. Any receipt of goods or services without an approved purchase order is an unauthorized purchase and is in violation of State Law and Board Policy. The penalty for an unauthorized purchase is the individual who initiated the unauthorized purchase is financially responsible for the item.

Telephone Use

District phones are not to be misused by staff. The designated school and office phones are strictly for school business. Voicemail is available for employee convenience.

Instructional staff is not to receive personal calls during the teaching day unless there is an emergent situation. Students are not allowed to make phone calls except in an emergency. Staff members are not to receive cell phone calls during work hours. Any emergency calls which must be directed to a staff member should be made to the building/department where the



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employee is working. Emergency calls will be forwarded immediately- all other callers will be asked to leave a message.

Visitors

All visitors are required to sign the visitor's log in the reception area at all locations. Visitors must wear a visitor's badge at all times. Visitors are allowed on district premises for work-related reasons only. The hosting employee is responsible for the visitor and should assure the visitor follows all district rules and procedures.



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SECTION VIII- ACKNOWLEDGEMENT

This is to acknowledge that I have received a copy of the 2017-2018 Hillside Public School District Employee Handbook and am aware of the following provisions:

- It is my responsibility to read the handbook and to understand the outlined policies and procedures.
- The full content of the policies outlined in this handbook as well as all other policies appear on the district's website (www.Hillsidek12.org), which is accessible by using any district computer. It is expected that every employee become familiar with all board policies and regulations that may affect his/her job responsibilities on any given day.
- It is my responsibility to familiarize myself with all provisions of the district's HIB policy referenced in this handbook.
- I can receive assistance with questions relating to the handbook from the Human Resources Department or my supervisor.
- The receipt of the Employee Handbook does not constitute an employment contract or a promise of an employment contract. Only the district Board of Education may enter into employment contracts.
- Employment may be terminated at any time and by either party as long as there is no violation of Federal or State law or the appropriate negotiated agreements.

Employee Name (Please Print)

School/Department

Employee Signature

Date