

WOODBIDGE TOWNSHIP BOARD OF EDUCATION
Woodbridge, New Jersey

Regulations Manual

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Regulation

CREATING A POSITION

The Board of Education has reserved the right in its discretion to create new positions and specify the number of employees in each category. In compliance with that policy the Board has adopted the following guidelines for the creation of a district position:

- A. Each position shall be preceded by the preparation of a job description for the new position.
- B. The title of the new position shall be the same as the title on the certificate required to hold that position wherever possible.
- C. Where the job title does not coincide with the certificate title, the job description will be sent to the County Superintendent for approval.
- D. Following County approval, a determination will be made if the new job falls within contract guidelines or is discretionary. Salary will then be set for the position.
- E. The new position will be presented to the Board of Education with a recommendation for adoption.

Adopted: 08/14

Regulation

PROCEDURES FOR HIRING NON-ADMINISTRATIVE PERSONNEL

All prospective non-administrative personnel seeking employment with the Woodbridge Township School District are to complete the appropriate form and have it filed in the Office of Personnel Services. As part of the application procedure, applicants must file an official transcript of all college courses and certification credentials with the Office of Personnel Services. The completed files of applicants for such positions will be screened by the Office of Personnel Services.

The Assistant Superintendent for Human Resources will review the completed file and determine whether or not the applicant is certified to accept the position for which he/she has applied. He/she will determine from the official transcript: class rank, the cumulative GPA, and the grades received in the candidate's area of concentration. Any letters of reference found in the credential file will be reviewed. A less than positive reference letter from the previous employer(s), a college supervisor or cooperating teacher may indicate that the applicant should not generally be granted an interview. After reading and evaluating the complete file, a determination should be made regarding the possible interview of the applicant.

All applicants selected for an interview should be seen, if possible, by several individuals which may include the Assistant Superintendent for Human Resources, the supervisor of the subject area, and/or a building administrator. During the interview procedure, it will be the responsibility of these individuals to determine whether or not the candidate can meet the general and specific needs of the district.

The purpose of these interviews should be to determine whether the applicant possesses: knowledge of his/her area of concentration, knowledge of instructional techniques, knowledge of child/adolescent psychology, the personal qualities and maturity needed to be successful in the position. An interview report form should be completed by all personnel who interview the applicant. After the above professional(s) have interviewed the applicant, a determination should then be made regarding the decision to recommend the applicant as a candidate for the vacant position.

The Office of Personnel Services should provide, whenever possible, a minimum of five qualified applicants for each available position. From among these individuals the Principal of the school at which the vacancy exists should recommend to the Superintendent of Schools, through the Office of Personnel Services, the candidate who may best meet the needs of that particular school. The Superintendent then should recommend to the Board of Education the candidate for the vacant position. Finally, the Board of Education would officially consider the recommendation of the Superintendent at the next public Board meeting.

Adopted: 01/07
Readopted: 8/18

Regulation

NEPOTISM

Board members and administrators identified in Policy #9271 may not have a member of their immediate family appointed to a permanent position with the school district.

Board members and administrators with immediate family members employed by the district must inform the Board Secretary of the identified relationship immediately following adoption of the policy.

The employees of the Board who have identified relationships with individuals mentioned in the policy prior to the adoption of the policy will be unaffected by these regulations.

Any inconsistency of the policy on Nepotism with the School Ethics Act will require that the School Ethics Act of the State of New Jersey shall control.

Adopted: 9/92

Readopted: 8/14

Regulation

NONDISCRIMINATION/AFFIRMATIVE ACTION

Evaluation and Monitoring of Affirmative Action

Plan Evaluation and monitoring of the affirmative action plan will be accomplished on a continuing basis and will be conducted by the affirmative action officer. Under the direction of the superintendent, internal monitoring and maintenance of records will be completed by the affirmative action officer. Reports will be submitted to the board of education.

Employment and Placement

Procedures relating to employment and placement will be reviewed and amended as necessary to ensure nondiscrimination:

- A. Qualifications needed for a job and job descriptions will be reviewed by the affirmative action officer and superintendent to ensure that they are realistic and do not involve inadvertent discrimination.
- B. Application forms will be reviewed and revised by the affirmative action officer and superintendent.
- C. Any testing procedures which might be used in the future for selection and/or placement will be validated for job relatedness.
- D. Personnel policies will be revised to comply with federal and state fair employment regulations.

Administrators' and Supervisors' Roles in Equal Employment Opportunity: Interviewing and Hiring

This section provides guidelines to help in interviewing and selecting candidates for positions with this school district. Each guideline is followed by a brief explanation of the reasons certain actions or bases for decisions may be considered discriminatory. One of the most important factors in any hiring decision is that the applicant be able to do the job for which he/she is applying:

Congress did not intend by Title VII to guarantee a job to every person regardless of qualifications. In short, the act does not command that any person be hired simply because he/she was formerly the subject of discrimination, or because he/she is a member of a minority group. Discriminatory preference for any group, minority or majority, is precisely and only what Congress has proscribed. What is required by Congress is the removal of artificial, arbitrary, and unnecessary barriers to employment when the barriers operate invidiously to discriminate on the basis of racial or other impermissible classifications.

Educational Requirements

Guidelines: An employer must be prepared to demonstrate why a job requires the employee to have a specified level of education.

Explanation: In geographic areas where there are significant differences in the average educational levels of minorities and non-minorities, the employer who requires a specific level of educational attainment for certain positions automatically eliminates from consideration a disproportionate percentage of minorities.

Consequently, unless the employer can demonstrate why the educational requirement is needed, the EEOC is likely to find it unlawful. The EEOC and the courts will accept evidence from an employer that a specified

NONDISCRIMINATION/AFFIRMATIVE ACTION (regulation continued)

level of education is necessary for satisfactory job performance or that there is a clear and close relationship between educational level and performance on the job.

Family Status: Pregnancy and Dependents

Guidelines: Applicants should not be questioned by interviewing supervisors about their dependents, family plans or a condition of pregnancy.

Explanation: The Supreme Court has held that women with pre-school children must be hired on the same basis as men with small children unless the employer can show that this practice would seriously affect the operation. Employers may not presume that child care is the responsibility of woman and that a working mother's reliability will be more affected by child care problems than a working father's. Regarding pregnancies, the EEOC has held that any written or unwritten employment policy or practice which discriminates against applicants because of pregnancy is in violation of Title VII. The EEOC also has held that a company policy of refusing to hire unwed parents/guardians discriminates against women as a class. Even if the illegitimacy standard were applied equally to males and females, the policy would have a disparate effect on women since it would be easier for an employer to know that a female applicant had a child out of wedlock than it would be to know that a male applicant has fathered an illegitimate child.

Arrest and Conviction Records

Guidelines: An employer may not automatically disqualify an applicant from employment consideration because the applicant has a police record.

Explanation: There is ample evidence that blacks as a class are arrested and convicted much more frequently than whites. Therefore, to use an applicant's police record as a rigid standard of employment eligibility would automatically disqualify a disproportionate percentage of blacks. For this reason, the EEOC, with court approval, considers such policies in violation of Title VII, unless an employer can demonstrate "business necessity" for retaining the policy. The EEOC suggests that employers handle the matter of an applicant's police record on a case-by-case basis, considering the type of charge, how long ago the incident occurred, the applicant's age at the time of the incident, whether the charge resulted in a conviction, and the applicant's subsequent behavior. In this school district, authority to make this kind of determination rests with the superintendent. Prospective employees should not be questioned about police records except by authorized personnel representatives

Accommodation to Religious Beliefs

Guideline: Supervisors are expected to make some accommodation to the religious needs of applicants when this will not have a serious affect on operations.

Explanation: Under Title VII, employers are obligated to make "reasonable accommodations to the religious needs" of their employees, where such accommodations do not force a serious hardship on the employer. It is up to the employer to prove that such religious accommodations cause a serious hardship to his/her business. The "religious need" of employees could include a required mode of dress, time off for Sabbath observance or inability to work on certain prescribed days for religious reasons. Supervisors should not, however, make employment decisions based on applicant's religious needs without first consulting the superintendent.

Citizenship

Guideline: If the applicant is not a United States citizen, he/she must possess a permanent visa to be eligible for employment.

NONDISCRIMINATION/AFFIRMATIVE ACTION (regulation continued)

Explanation: The courts have held that it is not unlawful under Title VII for an employer to require U.S. citizenship as a condition of employment if the requirement is established for sufficient reason (e.g., security) and is not intended to restrict the employment of minorities. However, this school district does, as a matter of employment policy, require U.S. citizenship or a permanent visa as a condition of employment. Supervisory personnel may, therefore, use an applicant's citizenship status as an eligibility standard. The superintendent may request, however, that as a condition of employment alien applicants provide proof of permanent residence in the United States.

Manner of Speaking

Guideline: It is unlawful to reject an applicant because of the applicant's foreign accent or lack of fluency in English unless either condition will unquestionably affect satisfactory job performance.

Explanation: The EEOC will find unlawful the rejection of an applicant because of his/her manner of speaking if the manner of speech is peculiar to the applicant's race or national origin. This guideline is applied most often when applicants speak with a foreign accent. However, it also applies to applicants who have difficulty with English and to jobs for which fluency in English is a factor in satisfactory performance. The final decision regarding an applicant whose manner of speaking has been questioned will be made by the superintendent.

Sexual Harassment

The board of education guarantees to all persons equal access to all categories and conditions of employment, retention and advancement regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, non-applicable disability or because of genetic information or refusal to submit to or make available the results of a genetic test.

An affirmative action program shall be a part of every aspect of employment, including, but not limited to: upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation including fringe benefits, employment selection or selection for training and apprenticeship, promotion or tenure.

The board of education shall maintain a working environment that is free from sexual harassment. Sexual harassment shall consist of unwelcome sexual advances, request for sexual favors and other inappropriate verbal or physical conduct of a sexual nature. Sexual harassment may include, but is not limited to, the following:

- A. Verbal harassment or abuse;
- B. Pressure for sexual activity;
- C. Repeated remarks to a person with sexual or demeaning implications;
- D. Unwelcome touching;
- E. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job.

The superintendent will make it clear to all staff that sexual harassment is prohibited in the workplace or educational setting.

Staff may file a formal grievance related to sexual harassment. The affirmative action officer will receive all complaints and will carry out a thorough investigation. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. Filing of a

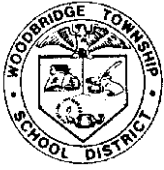
NONDISCRIMINATION/AFFIRMATIVE ACTION (regulation continued)

grievance or otherwise reporting sexual harassment will not reflect upon the status of the complainant nor will it affect future employment or work assignments.

A substantiated charge against a staff member in the school district shall subject such staff member to disciplinary action, including discharge.

The superintendent shall submit an annual report to the board on the effectiveness of both policy and procedures.

Adopted: 08/14



WOODBRIDGE TOWNSHIP SCHOOL DISTRICT

AFFIRMATIVE ACTION GRIEVANCE REPORT

From: _____
Grievant

To: _____
Affirmative Action Officer or Building Administrator

Date of incident: _____ Date report submitted: _____

Describe the incident/complaint being reported. (Use additional pages if needed.)

Have other proceedings been initiated to date? **Yes**_____ **No**_____

Signature of Grievant

This portion to be completed by Building Administrator or Affirmative Action Officer.

Re: Complaint submitted by _____, Grievant

Investigatory information:

Action(s) taken, if any:

Date Grievance Received

Person in charge of investigation into incident/complaint

c: Superintendent's Office

(Re: Reg. #4111.1/4211.1/ Non-Discrimination/Affirmative Action)

Regulation

SUPPORT FOR BREASTFEEDING MOTHERS

The following procedures shall be implemented in each school when an employee requests accommodations to support their choice to breastfeed.

School Responsibilities

Breastfeeding employees who choose to continue providing their milk for their infants after returning to work shall receive:

A. Milk expression breaks for breastfeeding

The employees shall be allowed to breastfeed or express milk during work hours using their normal breaks and meal times. For time that may be needed beyond the usual break times, employees may use personal leave or may make up the time as negotiated with their supervisors.

B. A place to express milk

A private room (not a toilet stall or restroom) shall be made available for the employee(s) to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the principal. Expressed milk can be stored in general refrigerators/in designated refrigerators provided in the lactation room or other location/in employee's personal cooler.

C. Staff Support

The principal shall notify pregnant and breastfeeding employees about the district's worksite lactation support policies and procedures. The principal shall be responsible for negotiating policies and practices that will help facilitate each employee's infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding employees.

Employee Responsibilities

A. Communication with Supervisors

Any employee who wishes to express milk during the work period shall keep the principal and/or their immediate supervisor informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the school.

B. Breastfeeding Equipment

The employee is responsible for the purchase, maintenance and storage of breastfeeding equipment. The district is not responsible for any lost, broken or stolen private property.

C. Maintenance of Milk Expression Areas

Breastfeeding employees are responsible for keeping designated milk expression area clean and using antibacterial wipes to sanitize small areas. Employees shall be required to report any large spills to the maintenance department. Employees are also responsible for keeping the general designated lactation room clean for the next user. This responsibility extends to both designated milk expression areas, as well as other areas where expressing milk will occur.

SUPPORT FOR BREASTFEEDING EMPLOYEES (regulation continued)

D. Milk Storage

Employees should label all milk expressed with their name and date collected so it is not inadvertently confused with another employee's milk. Each employee is responsible for proper storage of her milk using the school refrigerator/personal storage coolers.

E. Use of Break Times to Express Milk

When more than one breastfeeding employee needs to use the designated lactation room, employees can use the sign-in log provided in the room to negotiate milk expression times that are most convenient or best meet their needs.

Adopted: 04/20

Regulation

CERTIFICATED EMPLOYEE CONTRACTS

The Board of Education has adopted the following regulations governing the appointment of non-tenured teachers:

- A. Prior to appointment, a teacher candidate must present to the Office of Personnel Services, a valid New Jersey teacher's certificate, or a certificate of eligibility from the New Jersey Department of Education, or certification credentials with the assurance of the proper courses certified thereon.
- B. All teachers are appointed for a term of 10 months, from September 1 to June 30, inclusive, unless otherwise specified.
- C. The Assistant Superintendent for Human Resources shall notify all teachers in writing of their initial appointments. The notification shall be on the approved contract form. One fully executed copy shall be retained by the employee and the original fully executed contract shall be maintained in the employee's confidential personnel file.
- D. Teachers agree to perform their work faithfully and observe and enforce all rules prescribed by the Board of Education or the administration.
- E. The contract may be terminated by either party after the start of the school year giving to the other 60 days notice in writing of intention to terminate same.

Adopted: 01/07
Readopted: 08/18

Regulation

SUSPENDING AN EMPLOYEE FOR REASONS OF HEALTH

In the case of a certified staff member who, in the opinion of the Superintendent, is unfit to teach in this district or in any public school of the state by reason of physical or mental condition, the following procedure shall be followed:

- A. The Superintendent will present to the Board the grounds for questioning the physical or mental condition of the employee. The Board may transfer the employee upon the recommendation of the Superintendent and in accordance with the policy of the Board.
- B. If the Board determines that the grounds given constitute sufficient cause to order an examination of the employee, it shall give the employee written notice, in ordinary and concise language, of their finding of sufficiency, a full statement of the grounds, and an opportunity for him/her to appear before the Board within 10 days to explain or refute the grounds.
- C. When an employee requests a hearing, it shall be conducted in accordance with the following rules:
 - 1. The employee may be represented by counsel or an individual of the employee's own choice.
 - 2. The employee may present witnesses on his/her behalf.
 - 3. Witnesses need not present testimony under oath and will not be subject to cross-examination.
 - 4. Witnesses will be called individually and excused after making their statements.
 - 5. The hearing will be privately held.
- D. The Board does not consider a hearing for reasons of health to be an adversary hearing; rather the staff member is provided an opportunity to convince the Board that it made an incorrect determination by requesting said examination. The Board shall notify the employee in writing of the outcome of the hearing.
- E. When an employee fails to so persuade the Board or fails to request an appearance before the Board within the time allowed, the Board shall order the employee to submit to an appropriate examination by a physician designated and recompensed by the Board or by a physician or institution of the employee's choice at the employee's expense.
- F. Where the physician designated by the Board disagrees with the physician designated by the employee, the Board and employee shall agree in good faith on a third impartial physician who shall examine the employee and whose medical opinion shall be conclusive and binding on the issue of medical capacity to perform assigned duties. The expenses of a third examination shall be borne by the Board.
- G. If, as a result of such examination, the employee is found to be unfit to perform assigned duties, the employee shall be placed on sick leave with compensation to which he/she is entitled until proof of recovery, satisfactory to the Board, is furnished.
- H. Should an employee refuse to submit to the examination requested by the Board and the employee has exercised his rights under the provisions herein above set forth, such refusal shall subject the employee to disciplinary action, which action may include the preferring of formal charges before the Commissioner of Education.

Adopted: 08/14

WOODBIDGE TOWNSHIP BOARD OF EDUCATION FILE CODE: 4112.4/4212.4
Woodbridge, New Jersey

Regulation

BLOODBORNE PATHOGENS

Exposure Control Administration

- A. The district safety and health program officer, district medical examiners, school nurses, and teaching staff are responsible for the implementation of the Exposure Control Plan (ECP). The district safety and health program officer will maintain and update the Exposure Control Plan whenever necessary to include new or modified tasks or procedures.
- B. Those employees who anticipate contact with or exposure to blood or other potentially infected materials are required to comply with the procedures and work practices outlined in the Exposure Control Plan.
- C. The safety and health program officer will be responsible for training, documentation of training, and making the Exposure Control Plan available.

Employee Exposure Determination

Below are listed the job titles and classifications where employees may reasonably anticipate exposure to human blood, other body fluids, and other potentially infectious materials:

- A. Division heads
- B. Sporting event coaches
- C. School nurses
- D. Nurse and health occupation program custodians
- E. Clinical health occupation instructors
- F. Physical education instructors
- G. Assistant principals

Below are listed the job titles and classifications where some of the employees may have limited exposure to human blood, other body fluids, and other potentially infectious materials:

- A. Technicians
- B. Academic instructors
- C. Career/occupation instructors
- D. Custodian

Methods of Implementation and Control: Standard Universal

All employees will utilize standard universal precautions. Universal precautions is an infection control method which requires employees to assume that all human blood and specified human body fluids are infectious for

Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), and other blood borne pathogens and must be treated accordingly.

Exposure Control Plan (ECP)

Employees covered by the blood borne pathogens regulation will receive an explanation of the Exposure Control Plan during their initial orientation. It will also be reviewed in their annual refresher training. Employees seeking copies of the plan may contact their division head. Review and update of the ECP will occur annually or sooner if necessary to reflect any new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to blood borne pathogens. The specific engineering controls and work practice controls used and where they will be used are listed below.

- A. Use puncture-resistant disposal containers for contaminated sharps, or broken glass.
- B. Bending or cutting of needles is prohibited.
- C. Use readily accessible hand washing facilities.
- D. Wash body parts as soon as possible after skin contact with blood or other potentially infectious materials occurs.
- E. Recapping needles is prohibited without recapping device or scoop technique.
- F. Label all containers that contain body fluids.
- G. Decontaminate all equipment as needed.

Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in work areas where there is a likelihood of occupational exposure.

Food and drink are prohibited from being kept in refrigerators, freezers, shelves, cabinets or on counter tops or bench tops where blood or other potentially infectious materials are present.

All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, splattering, and generation of droplets of these substances.

Specimens of blood or other potentially infectious materials must be placed in a container which prevents leakage during collection, handling, processing, storage, transport or shipping.

Equipment which may become contaminated with blood or other potentially infectious materials will be examined prior to servicing or shipping and decontaminated as necessary. Items will be labeled if not completely decontaminated.

Personal Protective Equipment (PPE)

Personal protective equipment must also be used if occupational exposure remains after instituting engineering and work practice controls, or if controls are not feasible. PPE items include:

- A. Laboratory coats with long sleeves;
- B. Face shields;

- C. Masks;
- D. Eye protection (splash-proof goggles, safety glasses with side shields); and
- E. Resuscitation bags and mouthpieces.
- F. Gloves

As a general rule, all employees using PPE must observe the following precautions:

- A. Wash hands immediately after removal of gloves or other personal protective equipment.
- B. Remove protective equipment before leaving the work area and after a garment becomes contaminated.
- C. Place used protective equipment in appropriately designed areas or containers when these items are stored, washed, decontaminated, or discarded.
- D. Wear appropriate gloves when it can be reasonably anticipated that one may have contact with blood or other potentially infectious materials and when handling or touching contaminated items or surfaces. Replace gloves if torn, punctured, contaminated or if their ability to function as a barrier is compromised.
- E. Following any contact of body areas with blood or any other infectious materials, wash hands and any other exposed skin with soap and water as soon as possible. Also, flush exposed mucous membranes (eyes, mouth, etc.) with water.
- F. Utility gloves may be decontaminated for reuse if their integrity is not compromised. Discard utility gloves when they show signs of cracking, peeling, tearing, puncturing, or deterioration.
- G. Never wash or decontaminate disposable gloves for reuse or before disposal.
- H. Wear appropriate face and eye protection such as a mask with glasses with solid side shields or a chin-length face shield when splashes, sprays, spatters, or droplets of blood or other potentially infectious materials pose a hazard to the eye, nose, or mouth.
- I. If a garment is penetrated by blood and other potentially infectious materials, the garment(s) must be removed immediately or as soon as feasible. If a pullover scrub (as opposed to scrubs with snap closures) becomes minimally contaminated, employees should be trained to remove the pull-over scrub in such a way as to avoid contact with the outer surface; e.g., rolling up the garment as it is pulled toward the head for removal. However, if the amount of blood exposure is such that the blood penetrates the scrub and contaminates the inner surface, not only is it impossible to remove the scrub without exposure to blood, but the penetration itself would constitute exposure. It may be prudent to train employees to cut such a contaminated scrub to aid removal and prevent exposure to the face.

Hepatitis B Vaccination

The district medical inspector will provide information on Hepatitis B vaccinations addressing its safety, benefits, efficacy, methods of administration, and availability. The Hepatitis B vaccination series will be made available at no cost to all employees unless:

- A. The employee has previously received the series;
- B. Antibody testing reveals that the employee is immune;
- C. Medical reasons prevent taking the vaccination; or
- D. The employee chooses not to participate.

All employees whose job title and classification reasonably anticipate exposure are strongly encouraged to receive the Hepatitis B vaccination series. Employees who choose not to participate will so indicate in writing.

Any employee who declines may request and obtain the vaccination at a later date at no cost during the regular inoculation schedule associated with the administration of the Hepatitis B vaccine. Documentation of employees who received or declined the vaccination will be maintained in the personnel office.

Training and Communication of Hazards to Employees

The major intent of this regulation is to prevent the transmission of blood borne diseases within potentially exposed workplace occupations. The regulation is expected to reduce and prevent exposure to the Human Immunodeficiency Virus (HIV), and Hepatitis B Virus (HBV) and other blood borne diseases. The regulation requires that employees follow universal precautions, which means that all blood or other potentially infectious material must be treated as being infectious for HIV and HBV.

All employees who have or are reasonably anticipated to have occupational exposure to blood borne pathogens will receive training conducted by school nurses, the school physician, or a representative trained in this area.

The aforementioned will provide training on the epidemiology of blood borne pathogen diseases. An annual in-service program will be used to inform employees of the epidemiology, symptoms, and transmission of blood borne diseases. In addition, the training program will cover, at a minimum, the following elements:

- A. A copy and explanation of the regulation;
- B. Epidemiology and symptoms of blood borne pathogens;
- C. Modes of transmission;
- D. District exposure control plan;
- E. Methods to recognize exposure tasks and other activities that may involve exposure to blood;
- F. Use and limitations of engineering controls, work practices, and personal protection equipment (PPE);
- G. Personal protective equipment - types, use location, removal, handling, decontamination, and disposal;
- H. Personal protective equipment - the basis for selection;
- I. Hepatitis B vaccine - offered free of charge. Training will be given prior to vaccination on its safety, effectiveness, benefits, and method of administration;
- J. Emergency procedures - for handling blood and other potentially infectious materials;
- K. Exposure incident procedures;
- L. Post-exposure evaluation and follow-up;
- M. Signs, labels - and/or color coding; and
- N. Questions and answer session.

Training records will be maintained for a minimum of three (3) years from the date on which the training occurred.

Employee training records will be provided upon request to the employee or the employee's authorized representative.

Record Keeping: Medical Records

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 191 0.20.

The health office is responsible for maintenance of the required medical records and they are kept in the employee file.

In addition to the requirements of 29 CFR 1910.20, the medical record will include:

- A. The name and social security number of employee;
- B. A copy of the employee's Hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination;
- C. A copy of all results of examinations, medical testing, and follow-up procedures as required by the regulation; and
- D. A copy of all health care professional's written opinion(s) as required by the regulation.

All employee medical records of will be kept confidential and will not be disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by law.

Employee medical records of exposed employees shall be maintained for at least the duration of employment in accordance with 29 CFR 1910.20. Records of exposed employees will be maintained by the superintendent of schools after the employee leaves the district.

Employee medical record shall be provided upon request of the employee or to anyone having written consent of the employee.

Post Exposure Documentation Evaluation and Follow-up

Should an exposure incident occur, immediately contact the school nurse. Each exposure must be documented by the employee on an "Exposure Report Form." An immediately available confidential medical evaluation and follow-up will be initiated by the school nurse. The school nurse will:

- A. Document the incident and refer the employee to a physician recognized by the board of education;
- B. Identify and document the source individual, unless the school can establish that identification is infeasible;
- C. Counsel the exposed individual on blood borne infectious diseases and the need to be tested to obtain baseline information;
- D. Provide the exposed employee with the source individual's test results and information about applicable disclosure laws and regulations concerning the source identity and infectious status.
- E. Refer the exposed employee to the district workers' compensation carrier for any necessary testing/treatment as it relates to blood-body fluid exposure. With the consent of the exposed individual, the carrier will coordinate the collection of the exposed employee's blood as soon as a feasible after the exposure incident and test blood for HBV and HIV serological status.
- F. If the employee does not give consent for HIV serological testing during the collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days.
- G. Refer non-employee exposed individuals to their own physicians for testing/treatment as it relates to blood-body fluid exposure.

H. Notify the [assistant superintendent/business] school business administrator as necessary to assure coordination of insurance needs and requirements.

The school nurse will review the circumstances of the exposure incident to determine if procedure, protocols and/or training need to be revised. Public health law requires information about AIDS and HIV to be kept confidential. This law requires that anyone receiving an HIV test MUST sign a consent form first. The law strictly limits disclosure of HIV related information. When disclosure of HIV related information is authorized by a signed release, the person who has been given the information MUST keep it confidential. Re-disclosure may occur with another authorized signed release. The law only applies to people and facilities providing health or social services.

If consent is not obtained, the employer must show that legally required consent could not be obtained. Where consent is not required by law, the source individual's blood if available should be tested and the results documented. If, during this time, the exposed employee elects to have the baseline sample tested, testing shall be done as soon as feasible. Following an exposure incident, prompt medical evaluation and prophylaxis is imperative. Timeliness is, therefore, an important factor, in effective medical treatment.

First Aid Providers

The district will offer Hepatitis B vaccination to the employee first aid provider after a first aid exposure incident.

In the event of a first aid incident where blood or other potentially infectious materials are present, the employee(s) providing the first aid assistance are instructed to report to the school nurse as soon as possible.

Adopted: 08/14

Regulation

PHYSICAL EXAMINATION

A. Definitions

1. "Assurance statement" means a written document signed by the subject employee certifying that the information contained in the document is true to the best of the employee's knowledge and belief.
2. "Employee" means the holder of any full-time or part-time position of employment.
3. "Health history" means a written record of a person's past health events and history, completed by the person or the person's physician.
4. "Health screening" means a testing, by various appropriate diagnostic tools, to determine the presence or precursors of disease or debilitating condition.
5. "Medical evaluation" means the examination of a person's body by a physician licensed to practice medicine. Medical evaluation includes a record of immunizations.
6. "Medication" means a drug or other agent prescribed by a physician.
7. "Physical examination" means the assessment of a person's health by health history, health screening, and medical evaluation.
8. "Psychiatric examination" means an examination conducted for the purpose of diagnosing mental disorders by a person licensed to conduct psychological or psychiatric examinations.
9. "Psychological assessment" means the evaluation of a person's mental health by a person licensed to conduct psychological examinations.

B. Employees' Initial Physical Examination

Each new employee shall be required to undergo a physical examination that consists of a health history, health screenings, and medical evaluation.

1. A health history shall be completed by the employee or by his or her physician and shall include the employee's:
 - a. Past serious illnesses and injuries;
 - b. Current health problems;
 - c. Allergies; and
 - d. Record of immunizations.
2. The employee shall submit to health screenings which consist of the following measurements:
 - a. Height and weight;
 - b. Blood pressure;
 - c. Pulse and respiration rate;
 - d. Vision; and
 - e. Hearing ability.
3. Health screening shall also include the conduct of a Mantoux test for the presence of tuberculosis infection.
 - a. A newly employed member will be exempt from the Mantoux test if he or she presents satisfactory documentation of a test:
 1. Administered in a New Jersey school district from which the member has transferred; or
 2. Administered in any place within the six months previous to the member's initial employment in this district.

EMPLOYEE HEALTH (regulation continued)

- b. Procedures for the administration of the Mantoux test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in accordance with the guidelines issued by the State Department of Health and titled School Tuberculin Testing in New Jersey.
 - c. If the results of the Mantoux test so indicate, the employee shall be referred for a chest X-ray and medical evaluation to determine the presence of tuberculosis at the employee's expense. The employee shall submit the report of the X-ray and evaluation to the school medical inspector. If the school medical inspector does not receive the report within four weeks of the referral or is unwilling to accept the findings of the report, he or she may direct the employee to submit to a chest X-ray examination at Board expense, the results of which will be reported directly to the school medical inspector.
 - d. An employee who presents a physician's documentation, acceptable to the school medical inspector, showing significant tuberculin reaction and a subsequent negative chest X-ray will be exempt from the Mantoux test.
4. The medical evaluation shall consist of an examination of the employee's body to the extent necessary to determine the employee's fitness to function in the position he or she holds and to detect any health risks to students and other employees. The employee's medical evaluation shall include, but not be limited to, a record of immunizations. Guidance regarding immunizations for adults may be found in "Adult Immunization: Recommendations of the Immunization Practices Advisory Committee (ACIP)", available from the Immunization Program, Centers for Disease Control, Public Health, U. S. Department of Health and Human Services, Atlanta GA 30333.

C. Health Records

1. All employee medical records, including computerized records, shall be secured, and shall be stored and maintained separate from other personnel files.
2. Only the employee, the superintendent, and the school medical inspector shall have access to the medical information in that individual's file.
3. The portion of the employee's medical record containing a health history may be shared with the principal and the school nurse with the consent of the employee.

D. Examination of School Bus Drivers

1. School bus drivers employed by this district are subject to policy 4212.4 Employee Health (non-certified staff) and this regulation generally.
2. School bus drivers employed by a contractor supplying transportation services to this district shall be tested for tuberculosis in accordance with section B3 of this regulation.

Adopted: 08/14

Regulation

SUSPENDING AN EMPLOYEE FOR REASONS OF HEALTH

In the case of a certified staff member who, in the opinion of the superintendent, is unfit to teach in this district or in any public school of the state by reason of physical or mental condition, the following procedure shall be followed:

- A. The superintendent shall present to the board the grounds for questioning the physical or mental condition of the employee. The board may transfer the employee upon the recommendation of the superintendent and in accordance with the policy of the board.
- B. When the board determines that the grounds given constitute sufficient cause to order an examination of the employee, it shall give the employee written notice, in ordinary and concise language, of their finding of sufficiency, a full statement of the grounds, and an opportunity to appear before the board within 10 days to explain or refute the grounds.
- C. When an employee requests a hearing, it shall be conducted in accordance with the following rules:
 - 1. The employee may be represented by counsel or an individual of the employee's own choice;
 - 2. The employee may present witnesses on his/her behalf;
 - 3. Witnesses need not present testimony under oath and will not be subject to cross-examination;
 - 4. Witnesses will be called individually and excused after making their statements; and
 - 5. The hearing will be privately held unless the employee requests a public hearing.

The board does not consider a hearing for reasons of health to be an adversary hearing; rather the staff member is provided an opportunity to convince the board that it made an incorrect determination by requesting said examination. The board shall notify the employee in writing of the outcome of the hearing.

- D. When an employee fails to so persuade the board or fails to request an appearance before the board within the time allowed, the board shall order the employee to submit to an appropriate examination by a physician designated and recompensed by the board, or by a physician or institution of the employee's choice and at the employee's expense.
- E. Where the physician designated by the board disagrees with the physician designated by the employee, the board and employee shall agree in good faith on a third impartial physician who shall examine the employee and whose medical opinion shall be conclusive and binding on the issue of medical capacity to perform assigned duties. The expense of a third examination shall be borne by the board.
- F. If, as a result of such examination, the employee is found to be unfit to perform assigned duties, the employee shall be placed on sick leave with such compensation to which he/she is entitled until proof of recovery, satisfactory to the board, is furnished.
- G. Should an employee refuse to submit to the examination requested by the board and the employee has exercised his/her rights under the provisions herein above set forth, such refusal shall subject the employee to disciplinary action which action may include the preferring of formal charges before the Commissioner of Education.

Adopted: 12/78
Readopted: 08/14

Regulation

PERSONNEL RECORDS

A. Content of Record

1. A personnel file shall be assembled and maintained for each person employed by this district. Each file shall contain the original or copies, as appropriate, of the following documents regarding the employee:
 - a. The employee's current correct name, address, telephone number, and birth date;
 - b. Application form, including transcripts of all academic work, records of prior military service, and other supporting documents;
 - c. Annual employment contract and/or annual salary notice, signed by the employee;
 - d. Certificates and/or licenses required for employment;
 - e. Documentation of fulfillment of requirements for any change in salary classification;
 - f. Income tax forms;
 - g. Retirement registration;
 - h. Hospitalization forms;
 - i. Annuity forms;
 - j. Rate of compensation;
 - k. Attendance record, including the starting and ending dates of all leaves of absence, whether the leave was paid or unpaid, and the purpose for which such leaves were granted;
 - l. Assignment to positions, including position title and building to which assigned;
 - m. Completed evaluations;
 - n. Reports of disciplinary incidents;
 - o. Records of special awards, commendations, or distinctions;
 - p. Oath of allegiance;
 - q. Reports of routine physical examinations; and
 - r. Reports of physical and mental examinations required for cause.
2. No information will be placed in an employees' file that does not pertain to the employee's position in this district and the performance of the employee's duties.

B. Custodian of Personnel Records

1. The superintendent is custodian of all personnel records.
2. Personnel records shall be maintained in the office of the human resources coordinator, who shall be records manager responsible for the day-to-day maintenance of the files and for supervising access to the files.

C. Notice of Content of Files

1. Each employee, upon request, shall be informed of the contents of his or her personnel file.
2. Each employee will be notified of the inclusion in his or her file of any document that was not received from the employee or at the direction of the employee.
 - a. No evaluation form will be placed in a personnel file until it has been reviewed and signed by the employee.

PERSONNEL RECORDS (regulation continued)

- b. No copy of a memorandum or letter sent by an administrator or other school official to an employee will be placed in the employee's file unless the original and copy include the notation "cc: Personnel File" or other clear indication of the author's intention to place the memorandum or letter in the employee's file.
- c. No report or letter or memorandum from any source, other than documents referred to in paragraph C2b above, may be placed in an employee's file until a copy of same has been delivered to the employee.

D. Employee Access to Personnel Records

1. Each employee shall be granted access to his or her personnel file in accordance with these regulations, except as may have been negotiated with the employee's majority representative.
2. Request for access shall be submitted to the superintendent. Except in unusual circumstances, access shall be granted only during the regular working hours of the office in which the file is kept.
3. The employee shall review the record in the presence of the superintendent, or designee, and, at the employee's request, a representative of the employee.
4. No alteration or addition or deletion may be made to the file, except that the employee may append to any document in the file his or her comments on that document.
5. The employee may copy any portion of his or her file and may receive photocopies of records on payment of the copying fees established for copies of public records.

E. Appeal of Content of the File

1. The employee may appeal to the superintendent the exclusion or inclusion of any portion of his or her personnel file or the accuracy of any information in the file.
2. An appeal must be made in writing to the superintendent. The superintendent shall render a decision on the appeal as soon as possible, but not later than ten days from the date the written appeal is submitted.
3. The superintendent's decision shall be in writing and shall be delivered to the employee and the records manager responsible for the employee's file.
4. Except as may be otherwise provided by agreement negotiated with the employee's majority representative, the employee may appeal the superintendent's decision to the board; a decision of the board may be appealed to the commissioner of education.

F. Access by Board Members and School Officials

1. Personnel files may be inspected by school officials only as required in the discharge of their professional or statutory duties and to the extent required in the discharge of those duties.
2. Personnel files may be inspected by board members when such inspection relates to the superintendent's recommendation of a candidate for employment, promotion, transfer, dismissal, or discipline.
3. Access to the employee's file for professional reasons necessarily imposes on the person reviewing the file the duty to respect the confidentiality of the record.

PERSONNEL RECORDS (regulation continued)

G. Computerized records

1. Computerized personnel records may include only the following information about an employee:

- a. Name, address, and telephone number;
- b. Social security number;
- c. Current assignment;
- d. Work experience;
- e. Employment date; and
- f. Salary guide and step.

2. Computerized information may be used only for the following purposes:

- a. Payroll;
- b. An employee's individual employment record; and
- c. Studies, reports, or surveys conducted by the district or a governmental agency and authorized by the superintendent, provided that such studies, reports, or surveys do not identify specific employees.

NJSBA Review/Update:

Adopted:

08/14

Regulation

PERSONNEL FILES

School employees have the right to inspect their personnel files. Anyone wishing to see his/her file may contact the office of the superintendent at least two days in advance to schedule an appointment. The staff member will be given a private location for review of the contents. Copies of the contents may be made by office personnel, however, if an excessive number are requested, a reasonable fee may be incurred.

The staff member may make a separate written comment on anything contained in the personnel file. The comment will be attached with a date and signature to the inside of the file jacket. A copy will be sent to the principal and to the superintendent. If the principal or superintendent wishes to respond, it will be in writing with copies routed to the teacher and the file.

Confidential references will remain in a separate file folder and will not be subject to viewing.

A personnel file review log must be maintained in each employees file.

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Adopted: 08/14

Regulation

OBSERVATION AND EVALUATION OF PROFESSIONAL TEACHING PERSONNEL

Non-Tenured Staff Members

- A. All observations and evaluations shall be conducted by an appropriately certified supervisor or administrator.
- B. The minimum number of observations and evaluations shall be three, during the course of the school year.
- C. Two of the three observations shall require a pre-observation conference between the supervisor and the teacher.
- D. A comprehensive narrative covering the staff member's total participation in the school will be completed before April 30th of each school year.
- E. All observations and evaluations shall be completed on approved forms.
- F. All observations and evaluations shall be completed in strict compliance law.

Tenured Staff Members

- A. All observations and evaluations shall be conducted by an appropriately certified supervisor or administrator.
- B. The minimum number of observations and evaluations shall be two, the first being completed before the annual Christmas vacation and the second being completed thirty days before the end of that school year.
- C. One of the two observations shall require a pre-observation conference between the supervisor and teacher.
- D. The appropriate certified supervisor will conduct an annual summary conference and file of the Professional Improvement Plan.
- E. The plan shall be completed before October 1 of the year the plan is to be implemented.
- F. Observation evaluations shall be completed on approved forms.
- G. Methods to be used in data collection for Development of Educational Improvement Plan.
 - 1. Observation shall be sufficient duration to allow focusing on complete performance and focus will also be placed on different areas of responsibility.
 - 2. Administrative/Teacher Conference Performance will be related to the approved job description where applicable.
- H. The superintendent shall provide to the board of education an annual report of the results of the annual evaluation and Professional Improvement Plan for each instructional staff member.

Regulation

SUPERVISION/EVALUATION

Nontenured Teacher Evaluation Procedures

A. Authority

The following procedures shall be implemented by the superintendent (CSA).

B. Foundation

In order that there is agreement and common understanding of the performance responsibilities of the nontenured teaching staff member, the written job description for the position held by the nontenured teaching staff member will form the foundation of the evaluation. The nontenured teaching staff member's performance will be assessed in terms of the degree of excellence with which he/she carries out specific duties and responsibilities set forth in the job description.

C. Criteria

Specific written criteria consistent with the job description will be used to determine the degree of excellence with which the teaching staff member performs. This will be developed and shall include but not be limited to the following relevant indicators:

1. Professional knowledge
2. Professional skills and techniques
3. Professional and personal qualities
4. Student progress
5. Professional growth

Methods of Data Collection

Specific methods for collection of evaluation data will be developed and shall include but not be limited to the following relevant indicators:

- A. Classroom teacher observation and evaluation;
- B. Measures of student progress including teacher observation, teacher-made tests, state tests, criterion referenced and standardized tests, cumulative records, parent/guardian/student teacher conferences, and other formal and informal evaluation techniques;
- C. Review of lesson plans;
- D. Professional interactions; and
- E. Review of student anecdotal records.

The data shall be collected by the superintendent.

SUPERVISION/EVALUATION (regulation continued)

Nontenured Teacher Observations

A minimum of two classroom observations shall be conducted by the superintendent prior to each evaluation. Observations shall be conducted openly and with the full knowledge of the staff member being observed.

The purpose of the observation shall be:

- A. To recognize effective performance as well as to identify deficiencies;
- B. To extend assistance for the correction of deficiencies;
- C. To improve professional competence;
- D. To improve the quality of instruction; and
- E. To provide a basis for nontenured teacher evaluation.

Written Performance Report

Each nontenured teacher shall be evaluated at least three times in the form of a written performance report prepared by the superintendent. Consideration of all collected data is to be proffered in this report and a summary conference held with the nontenured teacher prior to finalization and filing.

Contents shall include, but not be limited to, the following:

- A. Performance areas of strength;
- B. Performance areas needing improvement based upon the job description;
- C. An individual professional improvement plan developed by the superintendent and the teaching staff member;
- D. Provision for performance data which has not been included in the report prepared by the superintendent to be entered into the report by the teaching staff within 10 school days after the signing of the report;

The report must be signed by the teaching staff member and superintendent. The teaching staff member's signature, however, shall not be interpreted as an assent to the contents of the report. All signed copies shall be distributed before April 30th of each school year as follows: original to the teacher and copy to superintendent. This report will be filed in the teacher's personnel folder.

Summary Conference

The summary conference shall include but not be limited to:

- A. Review of the performance of the teaching staff member based upon the job description;
- B. Review of the teaching staff member's progress toward the objectives of the individual professional improvement plan developed at the previous conference;
- C. Review of the written performance report and the signing of said report within five school days of the review.

Individual Professional Improvement Plan

The individual professional improvement plan is a written statement of actions developed by the superintendent and the teaching staff member to correct deficiencies or to continue professional growth, to

SUPERVISION/EVALUATION (regulation continued)

provide time lines for their implementation, and to delineate the responsibility of the individual teaching staff member and the district for implementing the plan.

Tenured Teacher Evaluation Procedures

A. Authority

The following procedure shall be implemented by the superintendent (CSA).

B. Foundation

In order that there is agreement and common understanding of the performance responsibilities of the tenured teaching staff member, the written job description for the position held by the tenured teaching staff member will form the foundation of the evaluation. The tenured teaching staff member's performance will be assessed in terms of the degree of excellence with which he/she carries out specific duties and responsibilities set forth in the job description.

C. Criteria

Specific written criteria consistent with the job description will be used to determine the degree of excellence with which the teaching staff member performs. This will be developed and shall include but not be limited to the following relevant indicators:

1. Professional knowledge
2. Professional skills and techniques
3. Professional and personal qualities
4. Student progress
5. Professional growth

Methods of Data Collection

Specific methods for collection of evaluation data will be developed and shall include but not be limited to the following relevant indicators:

- A. Classroom teacher observation and evaluation;
- B. Measures of student progress including teacher observation, teacher-made tests, state tests, criterion referenced and standardized tests, cumulative records, parent/guardian/student teacher conferences, and other formal and informal evaluation techniques;
- C. Review of lesson plans;
- D. Professional interactions; and
- E. Review of student anecdotal records.

The data shall be collected by the superintendent.

SUPERVISION/EVALUATION (regulation continued)

Tenured Teacher Observations

A minimum of one classroom observation shall be conducted by the superintendent prior to each evaluation. Observations shall be conducted openly and with the full knowledge of the staff member being observed.

The purpose of the observation shall be:

- A. To recognize effective performance as well as to identify deficiencies;
- B. To extend assistance for the correction of deficiencies;
- C. To improve professional competence;
- D. To improve the quality of instruction; and
- E. To provide a basis for tenured teacher evaluation.

Observation Reports and Conferences

Each observation shall be followed by a conference between the superintendent and tenured teacher within 10 school days. The teacher shall sign all copies and have the right to submit a written disclaimer to the evaluator within 10 school days after the conference.

Signed copies of the observation report shall be distributed before April 30th of each school year as follows: original to teacher and copy to the superintendent.

Annual Written Performance Report

Each tenured teacher shall be evaluated at least once in the form of a written performance report prepared by the superintendent. Consideration of all collected data is to be proffered in this report and a summary conference held with the tenured teacher prior to finalization and filing. Contents shall include, but not be limited to, the following:

- A. Performance areas of strength;
- B. Performance areas needing improvement based upon the job description;
- C. An individual professional improvement plan developed by the superintendent and the teaching staff member;
- D. Provision for performance data which has not been included in the report prepared by the superintendent to be entered into the report by the teaching staff within 10 school days after the signing of the report;

The report must be signed by the teaching staff member and superintendent. The teaching staff member's signature, however, shall not be interpreted as an assent to the contents of the report. All signed copies shall be distributed before April 30th of each school year as follows: original to the teacher and copy to superintendent. This report will be filed in the teacher's personnel folder.

SUPERVISION/EVALUATION (regulation continued)

Annual Summary Conference

The summary conference shall include but not be limited to:

- A. Review of the performance of the teaching staff member based upon the job description;
- B. Review of the teaching staff member's progress toward the objectives of the individual professional improvement plan developed at the previous conference;
- C. Review of the written performance report and the signing of said report within five school days of the review.

Individual Professional Improvement Plan

The individual professional improvement plan is a written statement of actions developed by the superintendent and the teaching staff member to correct deficiencies or to continue professional growth, to provide time lines for their implementation, and to delineate the responsibility of the individual teaching staff member and the district for implementing the plan.

Adopted: 08/14

Regulation

EVALUATION OF PROFESSIONAL TEACHING PERSONNEL

Evaluation Program

A. Rationale

The personnel evaluation shall promote each employee's potential to be a satisfied and productive worker. This evaluation system is built on the following assumptions:

1. When there is an environment that is conducive to respect for the worth and dignity of the individual, a person will be better able to respect the worth and dignity of others.
2. Individuals are motivated by participation in setting both personal and organizational goals and objectives. Individuals committed by involvement to the achievement of personal and organizational goals and objectives will also experience greater satisfaction.
3. When there is mutual participation in the total work situation and in the evaluation process, opportunities to exercise imagination, ingenuity, and creativity are made possible for all involved in the process.
4. The individual performs more effectively and with greater satisfaction when there is opportunity for recognition of work well done.

B. Purposes

The purpose of this evaluation system is to help teachers strengthen and improve their level of performance and effectiveness.

The teacher evaluation system will also serve these purposes:

1. It will facilitate the accomplishment of the district's goals and objectives in the achievement of the Core Curriculum Content Standards.
2. It will be cooperative process that focuses on the joint responsibility of the supervisor and the employee to work together to identify and achieve performance goals and objectives.
3. It will clearly identify quantitative and qualitative performance effectiveness objectives. The achievement of these objectives will be a source of motivation for continuing performance improvement.
4. It will list performance expectations that may be used for self-improvement and supervisory guidance.
5. It will contribute to good morale by demonstrating just and equitable personnel practices.
6. It will identify inservice interests and needs, toward the fulfillment of employee professional development requirements.

EVALUATION (regulation continued)

7. It will be the basis of administrative recommendations for transfer, promotion and dismissal.
8. It will help evaluate the effectiveness of the district's recruitment and selection processes.

C. Objectives

The teacher evaluation system strives to accomplish the following objectives:

1. Identify performance expectations of the employee i.e., make duties and responsibilities clearer to both the employee and their supervisor.
2. Make evaluation relevant to the employee's job description and going job performance.
3. Keep good records of class visitations, follow-up conferences and other administrative and supervisory contacts.
4. Conduct punctual and effective evaluation conferences.
5. Establish appropriate ways for follow-up of actions needed for further improvement.
6. Keep evaluation a dynamic process; assess its effectiveness periodically; and make necessary revisions.

Evaluation Procedures

A. The annual performance-based teacher evaluation program shall be documented in writing and include:

1. Classroom observations;
2. The year-end evaluation report including a summary of the classroom observations and evaluation measures and reports.

B. The classroom observation instrument shall evaluate the following:

1. Lesson preparation;
2. Lesson presentation; and
3. Classroom management and climate

C. The year-end evaluation summary shall include the following:

1. A summary of the classroom observations and interim evaluation measures and reports;
2. A summary of the employee's strengths and progress toward the accomplishment of performance standards;
3. Goals and objectives for future improvements of instructional effectiveness.

D. Role of the employee in the evaluation process:

1. Review his/her job description and make a personal assessment of his/her effectiveness in each performance area to be evaluated.
2. Review the previous year's evaluation goals and objectives.
3. Be aware of the school building and school district goals and objectives.
4. Determine personal goals to achieve optimum performance and what assistance will be needed from

EVALUATION (regulation continued)

others.

5. Schedule a conference with the supervisor when desired to discuss progress or seek guidance and/or assistance in achieving performance goals and objectives.
6. Change and modify performance in conjunction with achieving performance goals and objectives.
7. Take responsibility proactively for reaching performance expectations.
8. Review all classroom visitation evaluations for the school year to prepare for the yearly supervision report conference.
9. Be willing and ready to respond in writing at all levels of the evaluation procedure in the space provided on the written evaluation forms.

E. Role of the supervisor in the evaluation process:

1. Provide guidance and assistance to the employee at all levels of the evaluation process.
2. Determine in conjunction with the employee being evaluated, realistic performance objectives aligned with the employee's job description and job responsibilities and the school's goals and objectives.
3. Ensures that the standards for each individual employee achievable. Performance standards should increase the employee's job performance and to provide professional growth and development opportunities.
4. Identify obstacles and provide guidance and advise accordingly.
5. Schedules conferences with the employee for supervision in the implementation of performance improvement goals.
6. Gives the employee a commitment of assistance and grants the authority necessary for his/her efforts.
7. Identify, recognize and document progress in professional improvement.
8. Identify and document lack of employee accountability toward the established performance standards when appropriate.
9. Reviews the employee's progress and classroom visitation reports for the school year as he/she works towards the yearly supervision report.
10. Participates in the yearly supervision report conference with the employee and mutually sets direction for future classroom effectiveness upon the part of the employee.

F. In-classroom Observation

1. Periodic classroom observation, scheduled and/or unscheduled, shall be conducted by supervisory or administrative personnel. Teachers may choose to have all unscheduled observations.
2. Designated observers will consist of appropriately certified supervisors, principals and the superintendent.
3. All tenured teachers shall be observed a minimum of twice a year. These minimum requirements do not preclude any additional observations which may be deemed necessary and desirable by either the

EVALUATION (regulation continued)

employee or the supervisor.

4. Observations shall be spaced and be adequate in number to measure the employee's effectiveness.
5. Observations for a specific purpose may be time limited to the activity being observed.
6. All observations shall be documented on the appropriate form and the time and nature of all activities described there in.
7. The supervisor and/or observer or employee may request a conference to review an observation.
8. Evaluation conferences will be held as soon as possible and no later than five school days following receipt of the written evaluation.

G. Schedule of observations, reports and conferences

1. Observations will be made throughout the school year.
2. Observations may be scheduled or unscheduled. The supervisor and/or the employee may initiate scheduled observations.
3. The supervisor, principal or the superintendent doing the observation will prepare the observation summary.
4. The in-classroom observation will be at least one period in length and be recoded on the official observation form.
5. The in-classroom observation conference shall:
 - a. Be held as soon as possible and no later than five days following the observation;
 - b. Include a written summary of the in-class observation;
 - c. Include a discussion of the observation data;
 - d. Permit employee comments both written and discussed, on the observation summary (at the option of the employee).
 - e. Provide guidance and direction for improvement, where appropriate.
 - f. Be summarized on an observation report. One copy of the observation report shall be given to the employee; one copy will be filed in the employee's building file; and one copy will be sent to the central office for review by the superintendent and placed in the employee's district file.
6. The year-end evaluation report shall:
 - a. Summarize the year's observation and evaluation reports and the employee's progress toward their established performance standards in instructional effectiveness of lesson preparation and presentation, and classroom management.
 - b. Be completed before April 30th of each year and submitted to the employee upon completion.
 - c. Include a conference to discuss the year-end evaluation report shall be scheduled by the supervisor no later than five school days after completion of and/or the employee's receipt of the supervision report.
 - d. Permit employee comments both written and discussed, on the supervision report (at the option of the employee).
 - e. Provide guidance and direction for improvement, where appropriate.

One copy of the supervision report shall be given to the employee; one copy will be filed in the

EVALUATION (regulation continued)

employee's building file; and one copy will be sent to the central office for review by the superintendent and placed in the employee's district file.

GUIDELINES FOR TEACHER EFFECTIVENESS

The supervisor and the employee together shall recognize successful performance and identify goals for performance improvement.

The items listed below are guidelines for the evaluation of professional performance. They may be used in written observations or reports where appropriate. Teacher effectiveness may be evaluated according to the following guidelines:

In-classroom Observation Report

A. Lesson Preparation

1. Has written lesson plans.
2. Plans are well organized.
3. Plans indicate aims and purposes.
4. Demonstrates knowledge of subject matter.
5. Provides for individual differences.
6. Tolerates for alternative planning.
7. Plans can be related to the goals of the school district.
8. Has all the necessary support material ready and available for use.
9. Degree of student readiness.
10. Planning shows continuity in terms of larger units of study.
11. Planning provides for a variety of methods and activities.
12. Preparation involves student participation in planning.
13. Plans are so organized so that class time is not wasted.
14. Plans alternate activities for those who finish work early.
15. Plan book includes class lists, student schedules and teacher schedules for use by a substitute.
16. Plan book includes alternative plans and activities for use by a substitute teacher.
17. Lesson plans are made up at least three days in advance of the lesson being observed.
18. Plans are kept in a neat and legible fashion in the plan book provided by the district or one provided by the employee.
19. Written plans are readily found and available for use by a substitute teacher.
20. Written plans were made available to the appraiser during the classroom observation.

B. Lesson Presentation

1. Provides clear explanation of material.
2. Question and discussion techniques.
3. Reinforces and fosters skills.
4. Is definite in assignments and clear in directions.
5. Focuses on key concepts and objective.
6. Uses materials appropriate to the lesson.
7. Uses a variety of teaching techniques.
8. Uses classroom time wisely.
9. Paces the lesson well.
10. Shows enthusiasm.
11. Opportunities provided for critical thinking.
12. Review of the lesson is provided.
13. Definiteness in making assignments.

EVALUATION (regulation continued)

14. Follows the curriculum of the district.
15. Uses supplementary materials and other sources.
16. Uses the library resources.
17. Uses current materials from newspapers, magazines, etc.
18. Uses resourcefulness in selecting materials and adapting them to lesson use.
19. Lesson is correlated with other subject matter where applicable.
20. Provides a variety of procedures to facilitate learning.
21. Stimulates interest.
22. Encourages a quality of performance consistent with the individual student's ability.
23. Obtains much voluntary student participation.
24. Lesson shows teacher creativity.
25. Lesson promotes student creativity and initiative.
26. Problems are presented in a manner which stimulates students to contribute to the solution.
27. Materials and techniques employed in the lesson are appropriate to the varying abilities and backgrounds of the students.
28. Student's experiences and classroom contributions are utilized in motivating the interest of the class.

C. Classroom Management And Climate

1. Classroom routines.
2. Health and comfort conditions (ventilation, light, etc.).
3. Classroom shows signs of meaningful student activity.
4. Bulletin boards and displays.
5. Room is neat and attractive.
6. Enlists student cooperation in maintaining classroom routine.
7. Alert to the misuse and/or destruction of materials and equipment.
8. Classroom climate is relaxed but purposeful.
9. Handles individual student behavior problems.
10. Handles classroom behavior problems.
11. Performs clerical responsibilities and other routines without interruption to the learning process.
12. Has an understanding for student needs.
13. Handles problems without emotional upsets or emotional extremes.
14. Offers encouragement and makes criticism constructive whenever possible.
15. Makes adequate arrangements for field trips, etc.
16. Know the academic strength and weaknesses of each child.
17. Help each child to recognize his/her potential.
18. Provide opportunities for students to work independently on meaningful tasks that derive from and contribute to the planned activities of the group.
19. Involve resource persons and school-related organizations.
20. Keeps adequate classroom records of student performance.
21. Is punctual and accurate in submitting required reports.
22. Administers tests effectively.

EVALUATION (regulation continued)Year-End Evaluation Report

The yearly supervision report reflects the total effectiveness of the employee for the school year. This report consists of two parts, instructional effectiveness and personal qualities.

A. General Professional Effectiveness

The comments in this section will reflect classroom observation reports and any other area experienced by the supervisor that evaluates performance effectiveness for the year. Comments in this section shall address only the items that are significant indicators of exemplary performance or identify performance areas targeted improvement.

B. Performance Standards

1. Rapport with students.
2. Rapport with parents/guardians.
3. Rapport with colleagues.
4. Rapport with administration.
5. Sets a good example for students.
6. Inculcates respect for rights, opinions, property and the contributions of others in the classroom.
7. Respects confidential information about students.
8. Willingly offers to help deserving students after school hours.
9. Contributes constructively to committees, faculty meetings and other school system groups either voluntarily or by assignment.
10. Accepts responsibility of supervision on trips and during extracurricular activities.
11. Accepts responsibility for the supervision of students, as need arises, both in the school building and on the school grounds.
12. Complies with school policies and administrative regulations.
13. Attends conferences, workshops and lectures.
14. Has a good attendance record.
15. Arrives and departs within the framework of the working day.
16. Teacher appearance and manner should be that of a professional.
17. Keeps abreast of new techniques and theories of instruction and curriculum.
18. Uses English language correctly and effectively.
19. Exhibits poise and confidence in the classroom.
20. Exhibits high standards of ethics.
21. Exhibits initiative and dependability.
22. Writes clearly, expressively and correctly.
23. Seeks advice and assistance of others.
24. Seeks ways of improving teacher effectiveness.

Procedures for Developing and Using Indicators of Student Progress

As a portion of the requirements for the evaluation of teaching staff members, a review of student progress data is required. A summary of this data and its implications are to be placed in the annual performance report.

Indicators of student progress may be developed and utilized in the following manner:

- A. Before September 30 of each school year, the principal in consultation with each teaching staff member will identify the indicators of student progress. The principal in consultation with each teaching staff member will also determine the means by which the indicators will be interpreted.
- B. Indicators of student progress may include teacher observation, parent/guardian interview, formal or

EVALUATION (regulation continued)

informal evaluation techniques, cumulative student records, student's performance data collected through local testing programs which meet state criteria, state testing results and/or any other indicators of student progress.

- C. The indicators of student progress will be interpreted by the principal and teaching staff member prior to the end of the school year and the results be made part of the year-end evaluation report.

Adopted: 08/14

EVALUATION (regulation continued)

IN-CLASSROOM OBSERVATION REPORT

Teacher _____ Grade Level _____ Date _____
 : _____
 School: _____ Subject _____ Time _____
 Topic _____ Group Level _____ Group Size _____
 : _____

Lesson Preparation:

Lesson Presentation:

Classroom Management and Climate:

Evaluation of this lesson's effectiveness:

//////////

Highly effective **Not effective**

Teacher's Comments (optional):

Appraiser's Signature _____ Date _____

Employee's Signature _____ Date _____

Conference requested: **NO** **YES** By Whom _____

EVALUATION (regulation continued)

YEAR-END EVALUATION REPORT

Teacher: _____ Dates of Observations _____

School: _____

Grade Level: _____

1. General Performance Effectiveness:

2. Performance Standards:

a. Accomplishments:

b. Goals for professional development and Improvement:

3. Evaluation of overall annual effectiveness:

//////////

Highly effective

Not effective

Teacher's Comments (optional):

Appraiser's Signature _____ Date _____

Employee's Signature _____ Date _____

Date Conference Held: _____ Attended by _____

EVALUATION (regulation continued)

INDICATORS OF STUDENT PROGRESS

Teacher: _____ School: _____

Grade: _____ School Year: _____

Subject: _____

Statement of Procedure and Criteria for Assessing Student Progress

(Develop before September 30)

Teacher _____ Date _____ Supervisor _____ Date _____

Assessment of Stated Objective

(Determined prior to June 15)

Teacher _____ Date _____ Supervisor _____ Date _____

NJSBA Review/Update:
Readopted:

Regulation

EVALUATION OF TEACHING STAFF MEMBERS

Teaching and Principal Evaluation Rubrics

- A. The chief school administrator, and as appropriate in consultation with the district advisory committee and/or the school improvement panel(s), shall oversee the implementation all aspects of the district process for the evaluation of teaching staff members as detailed in board policy;
- B. The chief school administrator shall notify all teaching staff members annually of the adopted evaluation policies and procedures no later than October 1. If a staff member is hired after October 1, he/she shall be notified of the policies at the beginning of his or her employment.
- C. The chief school administrator or his or her designee shall notify all teaching staff members of amendments to the policy within 10 working days of adoption;
- D. The chief school administrator shall recommend annually to the board for adoption teacher and principal evaluation rubrics that meet the following minimum standards (N.J.S.A. 18A:6-123):
 - 1. Four defined annual ratings: ineffective, partially effective, effective, and highly effective;
 - 2. The evaluation rubric must be partially based on multiple objective measures of student learning that assess student growth over a period of time;
 - 3. The district may determine the methods for measuring student growth, in grades in which a state test is not required;
 - 4. Multiple measures of practice and student learning are used in conjunction with professional standards of practice using a comprehensive evaluation process in rating effectiveness with specific measures and implementation processes;
 - 5. Standardized assessments shall be used as a measure of student progress but shall not be the predominant factor in the overall evaluation of a teacher;
 - 6. The rubric is based on the professional standards for that employee;
 - 7. The performance measures used in the rubric are linked to student achievement;
 - 8. The employee receives multiple observations during the school year which shall be used in evaluating the employee;
 - 9. At each observation of a teacher, either the principal, his designee who is employed by the district in a supervisory role and capacity, and who possesses a school administrator certificate, principal certificate, or supervisor certificate, the vice-principal, or the assistant principal shall be present.
 - 10. The staff member who will be observing shall receive training on the use of the teaching practice instrument . This training shall be completed before the observer conducts his or her first observation for the purpose of evaluation;
 - 11. An opportunity for the employee to improve his effectiveness from evaluation feedback;
 - 12. Guidelines for staff training on the use of the educator practice evaluation instrument to support its implementation, and guidelines for the demonstration of competence in the use and implementation of the educator practice evaluation instrument;
 - 13. A process for ongoing monitoring and calibration of the observers to ensure that the observation protocols are being implemented correctly and consistently;
 - 14. A performance framework, associated evaluation tools, and observation protocols, including training and observer calibration resources; and
 - 15. A process for ensuring that the results of the evaluation help to inform instructional development.
- E. The chief school administrator shall ensure that all teaching staff members including teachers, noninstructional certified staff, principals, vice principals, assistant principals and supervisors receive the required training detailed in board policy 4116 Evaluation of Teaching Staff Members;

TEACHER EVALUATION (regulation continued)

- F. The chief school administrator or his or her designee shall certify to the Department of Education **that** any observer who conducts an observation of a teaching staff member meets the statutory observation requirements (N.J.S.A. 18A:6-119, N.J.S.A. 18A:6-123.b(8), and N.J.S.A. 18A:27-3.1) and certify that the teacher member of the School Improvement Panel meets the requirements detailed in board policy 4116 Evaluation of Teaching Staff Members and according to law (N.J.A.C. 6A:10-3.2);
- G. The board shall annually adopt evaluation rubrics for all teaching staff members. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The evaluation rubrics for teachers, principals, vice principals, and assistant principals shall include all other relevant minimum standards set forth in N.J.S.A. 18A:6-123 and described above. Evaluation rubrics shall be submitted to the Commissioner by June 1 for approval by August 1 of each year.

Measurements of the Teacher Evaluation Rubric

The measurements of the teacher evaluation rubric shall be used to calculate a summative rating for all teaching staff members. The summative rating is the overall evaluation score derived from the evaluation scores of the following measures:

- A. Measures of student achievement:
- a. Median student growth percentile for teachers who teach at least one course or group within a course that falls within a standardized-tested grade or subject.; and
 - b. Student growth objectives for all teachers developed in consultation with their principal of his or her designee.
 - c. Have at least 20 individual student growth percentile scores attributed to his or her name during the academic year of the evaluation. If a teacher does not have at least 20 individual student growth percentile scores in a given academic year, the student growth percentile scores attributed to a teacher during the two academic years prior to the evaluation year may be used in addition to the student growth percentile scores attributed to the teacher during the academic year of the evaluation.
- A. Measures of teacher practice component rating which shall be based on the measurement of the teacher's performance according to the district's Commissioner-approved teacher practice instrument. Observations pursuant to N.J.A.C. 6A:10-4.4 shall be used as one form of evidence for the measurement;

B. Teacher observation.

Student Growth Percentile

- A. Median student growth percentile shall be included in the annual summative rating for teachers who:
1. Teach at least one course or group within a course that falls within a standardized-tested grade or subject;
 2. Teach the course or group within the course for at least 60 percent of the time from the beginning of the course to the day of the standardized assessment; and
 3. Have at least 20 individual student growth percentile scores attributed to his or her name during the school year of the evaluation. If a teacher does not have at least 20 individual student growth percentile scores in a given school year, the student growth percentile scores attributed to a teacher during the two school years prior to the evaluation year may be used in addition to the student growth percentile scores attributed to the teacher during the school year of the evaluation.
- B. The New Jersey Department of Education shall calculate the median student growth percentile for teachers using students assigned to the teacher by the school district. For teachers who have a student growth percentile score:
1. The board shall submit to the Department final ratings for all components, other than the student growth percentile, for the annual summative rating; and

The Department then shall report to the board the annual summative rating, including the median student growth percentile for each teacher who receives a median student growth percentile.

TEACHER EVALUATION (regulation continued)Student Growth Objectives

Student growth objectives for teachers are academic goals that teachers and designated supervisors set for groups of students. Student growth objectives and the criteria for assessing teacher performance based on the objectives shall be determined, recorded, and retained by the teacher and his or her supervisor by October 31 of each school year, or within 25 working days of the teacher's start date if the teacher begins work after October 1. Student growth objectives shall be developed and measured according to the following procedures:

- A. The chief school administrator shall determine the number of required student growth objectives for teachers, including teachers with a student growth percentile. A teacher with a student growth percentile shall have at least one and not more than four student growth objectives. A teacher without a student growth percentile shall have at least two and a maximum of four student growth objectives. The minimum and maximum number of required student growth objectives within this range shall be posted on the New Jersey Department of Education website by August 31, prior to the school year;
- B. A teacher with a student growth percentile shall not use the standardized assessment used in determining the student growth percentile to measure progress toward a student growth objective;
- C. All teachers shall develop, in consultation with their principal or a teaching staff member appointed by the principal, each student growth objective. If the teacher does not agree with the student growth objectives, the principal shall make the final determination;
- D. Student growth objectives and the criteria for assessing teacher performance based on the objectives shall be determined and recorded, and retained by the teacher and his or her supervisor by October 31 of each academic year, or within 20 work days of the teacher's start date if the teacher begins work after October 1;
- E. Adjustments to student growth objectives may be made by the teacher or his or her supervisor only when approved by the chief school administrator or designee and shall be recorded in the teacher's personnel file on or before February 15. If the SGO covers only the second semester of the school year, or if a teacher begins work after October 1, adjustments shall be recorded before the mid-point of the second semester;
- F. The teacher's designated supervisor shall calculate each teacher's student growth objective score, if available, shall be discussed at the teacher's annual summary conference and recorded in the teacher's personnel file.

A. Observation and Post Observation Conference

The observation and post observation conferences shall be conducted according the procedures detailed in board policy 4116 Evaluation of Teaching Staff Members.

Corrective Action

A corrective action plan shall be developed for any teaching staff member who is rated ineffective or partially ineffective by the evaluation rubrics. The corrective action plan shall be developed according to the procedures detailed in board policy 4116 Evaluation of Teaching Staff Members.

Staff Development

The observation and post observation conferences shall be conducted according the procedures detailed in board policy 4116 Evaluation of Teaching Staff Members and 4131/4141.1 Staff Development_

Regulation

EVALUATION OF TENURED TEACHING STAFF MEMBERS

A. Definitions

1. Teaching Staff Member - A professional, certified employee of the Woodbridge Township School District, except the Superintendent of Schools and administrative personnel.
2. Supervisor - A person employed as an administrator or supervisor in the Woodbridge Township School District who is certified by the State of New Jersey as eligible to supervise.
3. Evaluator - A supervisor who has the specific responsibility for preparing an annual evaluation of a Teaching Staff Member.

B. Procedures

1. Copies of policies, procedures, job descriptions, and their evaluative criteria and related forms should be distributed before October 1st of each year.
2. Teaching Staff Members should familiarize themselves with the policies, procedures and their own job descriptions together with their evaluative criteria within a week of receiving the information.
3. Supervisors/Evaluators should conduct observations of Teaching Staff Members as often as necessary, but not less than two times a year.
4. The Supervisor/Evaluator should prepare a written report on the observation using the appropriate form following each observation.
5. The Supervisor/Evaluator should hold a post-observation conference with the Teaching Staff Member within three days of the observation and should provide a copy of the report to the teacher.
6. The Teaching Staff Member should then review the written report of the observation during the post-observation conference and then sign the report.
7. The Teaching Staff Member may provide to the observer any additional data on performance the Teaching Staff Member thinks necessary within five days of the conference.
8. The Supervisor/Evaluator will file a copy of the observation report in the Personnel Office within five working days after the deadline for receipt of additional data (see Step "7").
9. Teaching Staff Members, Supervisors, and Evaluators will gather available indicators of pupil progress and growth through observation, parental interviews, formal and informal evaluation, testing, etc., throughout the year.
10. The Evaluator will review the available indicators of pupil progress and growth (see Step "9") and analyze how they relate to the effectiveness of the overall program and the performance of the individual Teaching Staff Member when it is time to evaluate programs and teaching staff members.
11. The Evaluator will monitor the Teaching Staff Member's progress towards implementation of his/her individual professional development plan as appropriate during the year.
12. The Evaluator will prepare an annual written performance report including but not limited to the overall performance of the Teaching Staff Member in light of his/her job description, individual

professional development plan, and data collected for a summary of available indicators of pupil progress and growth prior to the annual summary conference.

13. The Evaluator will hold an annual summary conference with the Teaching Staff Member to review the annual written performance report, progress towards meeting the objectives of the individual professional development plan, available indicators of pupil progress and growth, and to develop a new individual professional development plan for the coming year. This conference shall be held between April 1 and, May 31.
14. The Teaching Staff Member and the Evaluator will sign the annual written performance report during of the annual summary conference. One copy of the report will be given to the Teaching Staff Member being evaluated.
15. The Teaching Staff Member may provide, to the Evaluator, any additional data on performance the Teaching Staff Member thinks necessary to be added to the annual written performance report within five working days of signing the report.
16. The Evaluator shall file a copy of the completed annual written performance report in the Personnel Office after the five day deadline in Step "15" is reached.

Adopted: 11/08
Readopted: 08/14

Regulation

SUPERVISION OF NON-TENURED TEACHING STAFF MEMBERS

A. Definitions

1. Teaching Staff Member - A professional, certified employee of the Woodbridge Township School District, except the Superintendent of Schools and administrative personnel.
2. Supervisor - A person employed as an administrator or supervisor in the Woodbridge Township School District who is certified by the State of New Jersey as eligible to supervise.
3. Evaluator - A supervisor who has the specific responsibility for preparing an annual evaluation of a Teaching Staff Member.

B. Procedures

1. Copies of policies, procedures, job descriptions, and their evaluative criteria and related forms should be distributed before October 1st of each year.
2. Teaching Staff Members should familiarize themselves with the policies, procedures and their own job descriptions together with their evaluative criteria within a week of receiving the information.
3. Supervisors/Evaluators should conduct observations of Teaching Staff Members as often as necessary, but not less than three times a year.
4. The Supervisor/Evaluator should prepare a written report on the observation using the appropriate form following each observation.
5. The Supervisor/Evaluator should hold a post-observation conference with the Teaching Staff Member within three days of the observation and should provide a copy of the report to the teacher.
6. The Teaching Staff Member should then review the written report of the observation during the post-observation conference and then sign the report.
7. The Teaching Staff Member may provide to the observer any additional data on performance the Teaching Staff Member thinks necessary within five days of the conference.
8. The Supervisor/Evaluator will file a copy of the observation report in the Personnel Office within five working days after the deadline for receipt of additional data (see Step "7").
9. Teaching Staff Members, Supervisors, and Evaluators will gather available indicators of pupil progress and growth through observation, parental interviews, formal and informal evaluation, testing, etc., throughout the year.
10. The Evaluator will review the available indicators of pupil progress and growth (see Step "9") and analyze how they relate to the effectiveness of the overall program and the performance of the individual Teaching Staff Member when it is time to evaluate programs and teaching staff members.
11. The Evaluator will monitor the Teaching Staff Member's progress towards implementation of his/her individual professional development plan as appropriate during the year.
12. The Evaluator will prepare an annual written performance report including but not limited to the overall performance of the Teaching Staff Member in light of his/her job description, individual professional development plan, and data collected for a summary of available indicators of pupil progress and growth prior to the annual summary conference.

13. The Evaluator will hold an annual summary conference with the Teaching Staff Member to review the annual written performance report, progress towards meeting the objectives of the individual professional development plan, available indicators of pupil progress and growth, and to develop a new individual professional improvement plan for the coming year. This conference shall be held once a year prior to April 1.
14. The Teaching Staff Member and the Evaluator will sign the annual written performance report during the annual summary conference and one copy of the report will be given to the Teaching Staff Member being evaluated.
15. The Teaching Staff Member may provide to the Evaluator any additional data on performance the Teaching Staff Member thinks necessary to be added to the annual written performance report within five working days of signing the report.
16. The Evaluator shall file a copy of the completed annual written performance report in the Personnel Office within five days after the deadline in Step "15" is reached.

Adopted: 11/08
Readopted: 08/14

Regulation

ABOLISHING A POSITION

In accordance with the policy of the Board of Education to deal fairly with any staff member affected by a reduction in force, the following guidelines shall be followed:

A. Records

1. The certificates and endorsements of each prospective teaching staff member shall be submitted to the Assistant Superintendent for Human Resources for inspection and verification.
2. A record shall be set up and maintained for every district teaching staff member on which shall be entered:
 - a. the member's name;
 - b. the certificates and endorsements thereon earned by the teacher and the date on which each was acquired (with the certificate title stated exactly as it appears on the certificate);
 - c. the position in the district held by the staff member (with the position title stated as it appears in the minutes of the meeting at which the member was appointed to that position);
 - d. the date on which employment in each position began.

B. Position Changes

1. Changing circumstances in the district which might warrant the abolition of position(s) shall be presented to the Assistant Superintendent for Human Resources with such recommendations for abolishment or revision of positions as may be necessary.
2. Where tenured employees are affected, a seniority list shall be prepared for each position or category of employment to be affected by the proposed abolishment. Affected positions are those positions previously held by the employees holding positions to be abolished or by employees who will be replaced by such transferred employees. Such list shall indicate:
 - a. the title of the position as it is recorded in the minutes of the meeting at which the Board created the position;
 - b. the certification(s) which qualify a candidate to hold that position;
 - c. the names of all present district employees and all employees dismissed for reduction in force who have held that position, including the date on which their service in that position began.
3. Holders of positions to be abolished or revised will be notified by order of the Board of Education of the date when such matters will be reviewed by the Board.

C. Procedure for Eliminating a Position

A position may be eliminated by:

1. Reducing the number of employees in a particular category;
2. Combining two or more jobs into a single position or dividing the duties of an existing position among two or more persons;
3. Eliminating a portion of a job and combining the remainder in one or more existing positions.

Should it be necessary to eliminate a portion of a job, care must be taken to insure the existing holder's entitlement, if tenured, to perform any remaining part which constitutes at least a majority of the duties he/she previously performed, based upon the time spent at each regularly assigned task. Any change in number of positions, or duties assigned to a position, shall be presented to the Superintendent in writing, through the Assistant Superintendent for Human Resources for consideration by the Board.

D. Reduction in Force (Non-Tenured)

1. When a non-tenured employee is to be terminated due to reduction in force:
 - a. Dismissal notice will be given in accordance with the terms of the employee's contract, or
 - b. Notice of non-renewal will be given in accordance with statute.
2. When a determination must be made which one among two or more non-tenured teaching staff members shall be dismissed for reduction in force, the employee shall have job preference who has demonstrated the greater degree of overall competence and promise of success in the district.

E. Reduction in Force (Tenured)

1. When the employee affected by a reduction in force is tenured, he/she shall be transferred to another position in the same category, provided he/she has seniority in that category over the incumbent(s). If there are no positions he/she can fill in that category, he/she shall revert in reverse chronological order to each category of employment in which he/she was previously employed in that district and shall be privileged to replace any employee who has less seniority in that category.
2. When there are no district positions which the tenured employee affected by a reduction in force can claim by superior seniority, he/she shall be dismissed, shall receive 60 days notice of such dismissal, and shall be placed on eligible lists for each category in which he/she was employed by the district.
3. The seniority of each tenured teaching staff member shall be calculated by totaling the time he/she served in each position to which he/she has been appointed by the Board, in accordance with seniority rules of the State Board of Education. Service in any category shall be credited toward seniority in categories in which the employee was previously employed in the district, but service in categories of previous district employment shall not be credited toward categories of subsequent employment.
4. When a determination must be made as to whom among two or more tenured teaching staff members with the same seniority status which one shall be dismissed for reduction in force, the member who has demonstrated the greater degree of overall competence in the district shall have job preference.
5. When, as a result of the abolishment of a position, it is necessary to reduce an employee's paid grade, said employee shall be entitled only to the salary of the reassigned position.

Adopted: 08/06

Readopted: 08/18

Regulation

DISCIPLINING CERTIFIED STAFF MEMBERS

The following rules are promulgated for the guidance of all certificated staff members. The Board reserves the right to discipline all employees for offenses not listed herein.

Offense	1st	2nd	3rd	4th	5th
A. Failure to observe parking and traffic regulations on school property.	Written Warning	Written Warning	Written Warning	Written Warning	@
B. Smoking, except in specified areas at specific times.	Written Warning	Criminal Complaint	Suspension w/o Pay	*@	@ **#
C. Violating a safety rule or safety practice.	Written Warning	Written Warning	Written Warning	*@	**@
D. Tardiness.	Written Warning	Written Warning	Written Warning	*@	**#
E. Operating or using equipment to which not assigned.	Written Warning	Written Warning	Written Warning	*@	**#
F. Contributing to unsanitary conditions or poor housekeeping.	Written Warning	Written Warning	Written Warning	*@	**#
G. Removal of school property without written authorization.	Written Warning	Written Warning	*@	**#	
H. Posting, altering, or removing any matter on bulletin boards of school property unless authorized.	Written Warning	Written Warning	*@	**#	
I. Threatening, intimidating, coercing, or interfering with fellow employees.	Written Warning	*@	**#		
J. Vending, soliciting, or collecting contributions for any purpose, unless authorized.	Written Warning	*@	**#		
K. Distributing written or printed matter of any description on school grounds without permission	Written Warning	*@	**#		
L. Making false, vicious, or malicious statements about an employee, the school district, or school officials and students.	Written Warning	*@	**#		

(Continued)

M.	Provoking or instigating a fight or fighting on school property.	*@	**#			
N.	Insubordination.	*@	**#			
O.	Falsifying school records.	*@	**#			
P.	Conviction of a misdemeanor.	**#				
Q.	Theft or vandalism of any school or employee property.	**#				
R.	Possessing firearms or explosives on school premises without authorization.	**#				
S.	Drinking any alcoholic beverages on school premises or engaging in drug abuse on premises.	**#				
T.	Immoral conduct, unbecoming conduct, or indecency.	**#				
U.	Inflicting corporal punishment.	**#				
V.	Behavioral evidence of use of drugs or alcohol prior to arrival at the work site.	*@				
W.	Leaving assignment without permission (leaving a class or duty)	*@	**#			

- * -- Non-tenured employee, recommend contract non-renewal
- @ -- Tenured employee, recommend increment be withheld
- ** -- Non-tenured employee, recommend discharge
- # -- Tenured employee, recommend certification of charges

The accumulation by an employee of three written notices during any school year shall be cause for non-renewal or withholding of an increment. Five written notices shall warrant cause for terminating a non-tenured employee or for bringing charges against a tenured employee.

Adopted: 05/13, 8/14
Readopted: 11/17

Regulation

WITHHOLDING AN INCREMENT

Any advancement on a salary guide, including annual increments and raises, shall not be considered automatic. Advancement on any such guide shall require favorable reports covering the employee's competence and thoroughness in the performance of the duties assigned, record of attendance, and compliance with district regulations.

The final determination to withhold an increment shall be made by the Board which may choose to freeze an employee's wages for one year or to hold an employee at the same vertical step on the guide.

The Board shall, within 10 days of withholding an increment, give written notice of such action, together with the reasons therefore, to the employee concerned and offer to hear the employee on the matter. The Board does not consider such appearance, however, to be an adversary hearing, rather the staff member is provided an opportunity to convince the Board that it made an incorrect determination by not offering an increment. Said appearance shall be conducted in accordance with the following rules:

- A. Teaching staff members shall receive at least seven (7) calendar days notice of the date and time of the appearance.
- B. The notice shall indicate that the meeting will be closed unless the teaching staff member requests in writing that the meeting be publicly held.
- C. Teaching staff members may be represented by counsel or one individual of their own choice.
- D. Teaching staff members may present witnesses on their behalf.
- E. Witnesses need not present testimony under oath and will not be subject to cross-examination.
- F. Witnesses will be called individually and excused after making their statement.
- G. The appearance will be privately held unless all parties involved agree to a public hearing.
- H. Within three (3) days following the informal appearance, the Board will notify the affected teaching staff member, in writing, whether or not it has revised its determination.

An amount which was withheld does not constitute an inequity in salary and is not expected to be paid as an adjustment in any future years.

Adopted: 08/14

WOODBIDGE TOWNSHIP BOARD OF EDUCATION FILE CODE: 4118.3/4218.3
Woodbridge, New Jersey

Regulation

GRIEVANCES PROCEDURES

Scope of Application

This grievance procedure may be used by any employee who feels that there has been a violation, misinterpretation, or inequitable application of board policies, rules and regulations, or administrative procedures. The grievance procedures in contracts between the board and organized employee groups must be used for all grievances arising under those contracts.

Procedure for Presentation of Grievance

It is desirable that employee problems be resolved at the earliest possible time and at the most immediate level of supervision. The employee may be represented by his/her employee organization at any of the meetings after the complainant has initiated the grievance and completed step one.

The time limits at any step of the grievance procedure may be adjusted by mutual consent of the parties concerned or by authorization of the superintendent. The superintendent may extend the time limitation not to exceed five working days.

If it is mutually agreed upon by both parties to the grievance that any step listed below is not necessary to the presentation of the grievance, then the step(s) may be eliminated from the process.

A. Step one

An employee who has a grievance shall present the matter orally and/or in writing to the immediate supervisor or principal with the authority or responsibility to deal most effectively with the grievance. The employee shall state the remedy sought. If the problem is resolved, or no further action is necessary, the matter shall be closed.

B. Step two

1. If the grievance is unresolved after step one, the complainant shall, within five working days after the first meeting file the grievance in writing with the superintendent.
2. A meeting shall be scheduled within 10 working days of the receipt of the written grievance. The superintendent, his/her designee, all other relevant administrators and participants requested by the complainant shall be notified of the meeting date.
3. A decision shall be made within 5 days from the meeting and the complainant notified of the decision in writing within 10 working days. If the problem is resolved, or no further action is requested, the matter shall be closed.

C. Step three

1. If the grievance is unresolved after step two, the complainant shall, within five working days after receipt of the written decision of the superintendent file the grievance in writing with the board of education.

GRIEVANCE PROCEDURE (regulation continued)

2. The superintendent and the complainant shall prepare a written review of the grievance for the board or its designated board committee at least five working days prior to the date set for board review.
3. At the board review the board/board committee shall determine if the grievance shall be heard by the board or referred to the superintendent for final resolution. The complainant shall be notified of this decision in writing within 10 working days of the board review. If it is the decision of the board to hear the grievance this notice shall include the date of the hearing. The superintendent, his/her designee, all other relevant administrators and participants requested by the complainant shall be notified of the meeting date.
4. After the meeting to hear the grievance, the complainant shall be notified in writing of the board decision within 31 days from the hearing. If the problem is resolved, or no further action is requested, the matter shall be closed.

D. Other

All records dealing with processing of a grievance shall be retained in a separate file in the office of the superintendent of schools. They shall be held in strict confidence as a protection to the individual employee and in respect to the right to privacy.

NJSBA Review/Update: 12/09
Adopted: 08/14

Comment: This is not a legally required regulation but it is a regulation that is monitored during QSAC.

Regulation

LIABILITY OF STAFF FOR STUDENT WELFARE

Teachers are responsible for the safety of pupils under their jurisdiction.

The following guidelines are provided to minimize the occurrence of situations in which staff members may incur liability for their acts with relation to students:

- A. Each teacher must maintain a standard of care for supervision, control and protection of students commensurate with assigned duties and responsibilities by:
 - 1. Never leaving class unattended while pupils are in room;
 - 2. Never leaving class with an unqualified person in charge;
 - 3. Accompanying the class wherever it is assigned and remain with it until supervision is assumed by another responsible person, except where specifically provided in a negotiated agreement.
- B. A teacher should not voluntarily assume responsibility for duties he/she cannot reasonably perform. Such assumption carries the same responsibilities as in 1 (above).
 - 1. Do not permit pupils to use equipment in the classroom which has not been approved by the Board of Education. (Some teachers or pupils bring their personal equipment which may be dangerous.)
 - 2. Do not use machinery except for the instructional purpose it was provided.
- C. A teacher must provide proper instruction in the safety matters in the assigned curriculum guides.
- D. Each responsible teacher must enforce the rules established by the Superintendent for the regulation of student activity in high risk areas.
 - 1. Do not permit students to work in a shop, kitchen, or laboratory at other than the regularly scheduled period and other approved school related activities, and then only under qualified supervision and in accordance with the prescribed safety procedures.
 - 2. Do not permit pupils, not enrolled in shop classes or laboratory classes, to use power tools or other dangerous equipment without appropriate qualified supervision.
 - 3. Never permit equipment to be operated in an unsafe manner.
 - 4. Organize classroom materials and equipment as to minimize danger of injury to pupils and to self.
 - 5. In general, exercise good judgment when assigning tasks to children to prevent bodily harm and damage to property.
- E. Each teacher who detects a safety hazard or witnesses an accident must immediately report same to principal.
- F. Pursuant to regulations of the State Board of Education (N.J.A.C. 6:29-5.1) the following rules for pupil safety must be followed:
 - 1. Each principal shall introduce and administer such measures and practices as may be necessary to prevent accidents, panic and fire.

2. Principals shall maintain safe and suitable equipment in the schools particularly in such places where health, safety, physical education and practical arts education courses are held, and in the cafeteria and kitchen facilities.
 3. Shop tools and equipment shall be used for instructional purposes only, and the shop teacher shall be fully responsible for their use and condition.
 4. Principals shall be responsible for carrying out the provisions of 18A: Chapter 41 regarding fire drills and the safety of pupils in the event of fire.
 5. Principals shall require the use of such eye protection devices as are prescribed by law (18A:40-12.1 and 12.2).
 6. The courses of study in the schools shall include instruction in accident and fire prevention (18A:6-2) and in safety education (18A:35-5).
 7. Such safety rules as are prescribed by the principal of each school pursuant to A, above, shall be presented to personnel at the beginning of the school year and shall be prominently posted in several places in the school building.
- G. Pursuant to the laws of the state each teacher must report to the principal immediately any sign of suspected child abuse or drug abuse.
- H. Teachers must not send students on personal errands.
- I. Teachers shall transport students in their own cars only with the approval of the principal or appropriate administrator.
- J. Teachers must not assign students to any activity not approved by the Board of Education.
- K. The responsibility of the teacher concerning liability for pupil accidents or misbehavior applies also to school activities conducted after regular class hours.

Adopted: 08/14

Regulation

POLITICAL ACTIVITIES OF STAFF

The Woodbridge Township Board of Education recognizes and encourages the right of its employees, as citizens, to engage in political activity. However, the board also recognizes that school property and school time, paid for by all the people, may not be used for political purposes.

The board adopts the following guidelines for those staff members who intend to engage in political activities:

- A. No employee shall engage in political activities upon property under the jurisdiction of the board of education during school hours;
- B. Political circulars or petitions may not be posted or distributed in school, except that this shall not preclude any distribution of union material in facilities as per the negotiated agreement;
- C. The collection of and/or the solicitation for campaign funds or campaign workers is prohibited on school property;
- D. The use of students for writing or addressing political materials, or the distribution of such materials to students is forbidden by law;
- E. When working in a facility of this district used as a polling place on an officially declared election day, do not display any materials that would promote the candidacy of any candidate; and
- F. Board employees who hold elective or appointive office, other than state legislator or county freeholder (as provided in statute), are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the currently valid negotiated agreement of the board. Employees who absent themselves from assigned duties without permission may be deemed insubordinate and penalized accordingly.

The following situations are exempt from the prohibitions of this regulation:

- A. The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, such as history, current events, and political science;
- B. The conduct of student elections and campaigning connected therewith; and
- C. The conduct of employee representative elections.

Violation of any of the foregoing rules shall, at the discretion of the board, constitute cause for reprimand, penalty, or dismissal.

Adopted: 12/78
Readopted: 08/14

Regulation

POLITICAL ACTIVITIES OF STAFF

The Board of Education has recognized and encouraged the right of its employees, as citizens, to engage in political activity. However, the Board has also recognized that school property and school time, paid for by all the people, may not be used for political purposes. The Board, therefore, has enacted the following rules in regard to political activity:

- A. No employee shall engage in political activities upon property under the jurisdiction of this Board of Education, unless permission has been granted for that purpose through the "Community Use of Facilities" by the Board.
- B. "Property," as used herein, includes school premises, property owned by the school district, and property in the possession of the school district, whether the possession be through lease or otherwise. "Political Activities" as used herein includes elections to determine membership to the Board of Education.
- C. The following political activities upon property under the jurisdiction of the Board of Education are specifically prohibited.
 - 1. Posting of political circulars or petitions on the bulletin boards.
 - 2. Distribution to employees, whether by placing in their mailboxes or otherwise, of political circulars or petitions, United States Mail being excepted.
 - 3. The collection of and/or solicitation for campaign funds.
 - 4. Solicitation for campaign workers.
 - 5. The use of pupils for writing or addressing political materials or distribution of such materials to pupils.
- D. Board employees who hold elective or appointive office, other than state legislator or county freeholder (as provided in statute) are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board or a currently valid negotiated agreement of the Board. Employees who absent themselves from assigned duties without permission may be deemed insubordinate and penalized accordingly.
- E. The following situations are exempt from the prohibition of this policy:
 - 1. The discussion and study of politics and political issues, when such discussion and study are appropriate to classroom studies, such as history, current events, and political science.
 - 2. The conduct of student and employee elections and campaigns connected therewith.
- F. Violation of any of the foregoing rules shall, at the discretion of the Board, constitute cause for reprimand, penalty or dismissal.

Adopted: 08/14

Regulation

**FREEDOM OF SPEECH IN
NON-INSTRUCTIONAL SETTINGS**

The following guidelines are promulgated to help clarify and therefore avoid situations in which an employee's expression could conflict with the district's interests. In situations in which a certified staff member is not engaged in the performance of professional duties, he/she should:

- A. State clearly that his/her expression represents personal views and not necessarily those of the school district;
- B. Not direct his/her expression toward any individual(s) with whom he/she would normally be in daily contact in the performance of duties, in order to avoid the disruption of cooperative staff relationships;
- C. Refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;
- D. Not make abusive or personally defamatory comments about co-workers, administrators or officials of the district;
- E. Refrain from making public expressions which he/she knows to be false or are made without regard for truth or accuracy;
- F. Not make threats against co-workers, supervisors or district officials.

Violations of these guidelines may result in disciplinary action up to and including dismissal.

Adopted: 08/14

Regulation

STAFF DRESS AND GROOMING

Teachers set an example in dress and grooming for their students to follow. A teacher who understands this precept and adheres to it enlarges the importance of his/her task, presents an image of dignity and encourages respect for authority. These factors act in a positive manner towards the maintenance of classroom discipline.

The Board has retained the authority to specify dress and grooming guidelines for staff, within law, that will prevent such matters from having an adverse impact on the educational process.

All staff members shall, when assigned to district duty:

- A. Be physically clean, neat and well groomed;
- B. Dress in a manner reflecting their professional assignment;
- C. Dress in fashion that is commonly accepted in this community;
- D. Dress in a manner that does not cause damage to district property;
- E. Be groomed in such a way that their hair style does not disrupt the educational process nor cause a health or safety hazard.

Adopted: 08/14

Regulation

CODE OF ETHICS

The Woodbridge Township Board of Education endorses a code of ethics for professional educators similar to the Code of Ethics of the Education Profession published by the National Education Association. This Code of Ethics applies to all certificated staff members and substitute teachers.

Preamble

The educator, believing in the worth and dignity of each human being, recognizes the supreme importance of the pursuit of truth, devotion to excellence, and the nature of democratic principles. Essential to these goals is the protection of freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts the responsibility to adhere to the highest ethical standards.

The educator recognizes the magnitude of the responsibility inherent in the teaching process. The desire for the respect and confidence of one's colleagues, of students, of parent(s) or legal guardian(s), and of the members of the community provides the incentive to attain and maintain the highest possible degree of ethical conduct. This Code of Ethics indicates the aspiration of all educators and provides standards by which to judge conduct.

Violation of this Code of Ethics may result in discipline up to and including termination.

A. Principle I -- Commitment to the Student

The educator strives to help each student realize his/her potential as a worthy and effective member of society. The educator therefore works to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning;
2. Shall not unreasonably deny the student access to varying points of view;
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress;
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety;
5. Shall not intentionally expose the student to embarrassment or disparagement;
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
 - a. Exclude any student from participation in any program;
 - b. Deny benefits to any student; or
 - c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage;
8. Shall not engage in a romantic or sexual relationship with any student no matter the student's age; and
9. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose or is required by law.

B. Principle II -- Commitment to the Profession

CODE OF ETHICS (continued)

The education profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In the belief that the quality of the services of the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards to promote a climate that encourages the exercise of professional judgment, to achieve conditions which attract persons worthy of the trust to careers in education, and to assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not in an application for a professional position deliberately make a false statement or fail to disclose a material fact related to competency and qualifications;
2. Shall not misrepresent his/her professional qualifications;
3. Shall not assist entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute;
4. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position;
5. Shall not assist a non-educator in the unauthorized practice of teaching;
6. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law;
7. Shall not knowingly make false or malicious statements about a colleague; and
8. Shall not accept any gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.

Adopted: 06/08

Readopted: 08/14

Regulation

DRUG-FREE WORKPLACE / EMPLOYEE ASSISTANCE PROGRAM

Possession, use, and distribution of illicit drugs and alcohol by employees and students in the Woodbridge Township Board of Education is prohibited. At the onset, it should be clearly understood that the district, consistent with the alcohol and substance abuse program, recognizes that addiction is a treatable illness and encourages any employee experiencing difficulty with the use of alcohol and/or drugs to seek counseling. For the purpose of this regulation "work place" 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-sponsored or school-approved activity, event, or function, such as, but not limited to, a field trip or athletic event, where students are under the jurisdiction of the school district.

- A. When any employee is suspected to be under the influence of alcohol and/or drugs, the following will occur:
 - 1. Any suspicion of an employee being under the influence of alcohol or drugs in school or at a school activity shall be brought to the attention of the employee's immediate supervisor, the building principal, and/or a District Administrator.
 - 2. The building principal, supervisor, or District Administrator will meet with the employee and may ask the school nurse or doctor to participate in the meeting.
 - 3. If the suspicion is validated, the employee will be directed to submit to a substance abuse assessment for further evaluation. In the case of a positive test result, or refusal by the employee to submit to the testing process, administrative disciplinary action will occur.

- B. When an employee is suspected of possession and/or distribution of alcohol, drugs, or steroids the following will occur:
 - 1. Suspicion of possession and/or distribution of alcohol and/or illegal drugs and/or anabolic steroids on school property or at school activities by an employee shall be brought to the attention of the building principal or immediate supervisor.
 - 2. The building principal or immediate supervisor will determine if the suspicion is valid. The school nurse or doctor may be consulted.
 - 3. If the suspicion of illegal drugs or anabolic steroid possession and/or distribution is confirmed to the reasonable satisfaction of the principal, the building principal shall immediately contact the Superintendent of Schools or his designee. The Superintendent of Schools shall immediately report that information to the appropriate law enforcement agency. If, after consultation with the law enforcement official, it is determined that further investigation is necessary, the Superintendent of Schools will cooperate with the law enforcement authorities in accordance with the law and administrative code. The employee will be referred to the Board of Education for disciplinary action. Violation of this policy shall subject an individual to disciplinary action by the Board which could result in termination of employment or tenure proceedings.
 - 4. In the case of alcohol possession and/or distribution, the employee may be placed on suspension or probation and may face disciplinary action resulting in termination of employment or tenure proceedings.
 - 5. When the Woodbridge Township Board of Education is notified of any drug related criminal involvement of any district employee, decisions as to consequences will be recommended by the Superintendent of Schools pending outcome of court action.

- C. In order to ensure the implementation of this policy the following will take place:
1. All employees will be informed of the dangers of alcohol/drug abuse/anabolic steroid use in the work place including the standards of conduct that clearly prohibit the unlawful use, possession, or distribution of such on school property or as a part of any school function.
 2. Distribute information to all employees about the Employee Assistance Program and any independent alcohol/drug related counseling options within the local vicinity.
 3. Distribute a copy of the adopted "Alcohol and Drug-Free Workplace Policy" to all employees and clearly present the consequences of policy violations.
- D. In order to provide assistance to employees, the Woodbridge Township Board of Education shall implement the following Employee Assistance Program:
1. Recognize that a wide range of human problems can adversely affect an employee's job performance and health such as: physical, mental, and emotional illnesses, marital or family distress, alcoholism or other drug dependencies, financial, legal, or other stressful problems.
 2. Offer counseling, diagnosis, and referral to an independent facility for appropriate treatment for conditions described above.
 3. Provide that an employee referred for counseling and/or treatment will be treated with dignity, respect, and the confidentiality given the same consideration as employees having other illnesses or disabilities.
 4. Provide that an employee's job security and promotional opportunities are in no way jeopardized by their willingness to accept referral to an Employee Assistance Program.
 5. Provide that no records of an employee's involvement in any phase of the referral will be kept in an employee's personal file.
 6. Provide that implementation of this policy will not result in any conflict with existing administrative procedures in contractual agreements.
 7. Provide opportunities for all staff members to be inserviced regarding the Employee Assistance Program.

Cite: 4CFR Part 86 V55 #159 p.33580
P.L.1987, cc: 101 and 106;
N.J.A.C.-7:3, 6:3-6.4; 6:3-6.5; 6:3-6.6
Memorandum of Agreement with local police per
N.J.A.G. Executive Directive #1988-1 (as modified 4/92)
N.J.S.A. 18A:16-2; N.J.S.A. 6:29-7.4(f)

Adopted: 04/06
Readopted: 08/14

Regulation

EMPLOYEE SMOKING

Smoking by employees in school buildings or on all school properties in Woodbridge Township is prohibited. Any employee discovered smoking on school properties or at school events will be disciplined.

Any employee violating this policy shall be given a formal written notice of the violation after the first offense. Should the policy be violated a second time, the employee shall have a complaint signed against him/her at municipal court and a possible fine will be levied. A third or more offense will require one day suspension without pay for each offense.

Adopted: 03/13
Readopted: 08/14

WOODBRIIDGE TOWNSHIP BOARD OF EDUCATION FILE CODE: 4119.23/4219.23
Woodbridge, New Jersey

Regulation

EMPLOYEE SUBSTANCE ABUSE PROCEDURE

- A. For purposes of this regulation, the term “substance” means any controlled dangerous substances, controlled substance analogs and counterfeit substances as defined in 2C:35-2 of the New Jersey Criminal Code, as well as alcoholic beverages and anabolic steroids.
- B. The illegal possession and the illegal use of drugs or alcohol is prohibited on or near school property at all times, and at all school functions.
- C. Inducing, or attempting to induce others to use illegal drugs, narcotics or alcohol is prohibited on school property and at all school functions.

Selling, Purchasing, Transferring, or in Possession of Drugs and Alcohol

Staff member observing an individual on school property selling, purchasing, transferring, or in possession of alcohol or drugs on school property or at school functions, shall report suspicious behavior according to the following procedure:

- A. The building principal shall be notified immediately.
- B. The building principal or their designee shall investigate the situation to determine the best course of action that may include but is not limited to the following:
 - 1. Meeting with the employee as soon as possible, if safe and appropriate;
 - 2. Notification of the authorities;
 - 3. Removal from school grounds by the appropriate authorities;
- C. The principal shall notify the Superintendent immediately.
- D. The initial incident shall be documented in writing by the principal and/or his/her designee.
- E. Following investigation by the principal, his/her designee, and/or authorities, if it is determined that the employee was under the influence and/or involved in a sale, purchase, transfer, or possession of substances, alcohol, and/or drugs on school property or at a school function, the principal or his/her designee shall:
 - 1. Notify the employee and provide him/her with a copy of the district’s substance abuse policy and regulation, file code, 4119.23/4219.23.
 - 2. The superintendent shall temporarily suspend the employee from his/her position pending a meeting that may include the employee, the employee’s representative, the superintendent, and/or his designee, the board attorney, the school principal, and representative of the police department if necessary and appropriate. The foregoing meeting shall be held within 24 hours of receipt of the report of the employee’s alleged inappropriate behavior.
 - 3. Notify the police.

The appropriate disciplinary action shall be determined at the meeting that is to be held within 24 hours. This meeting may include the employee, official representatives of the employee, the superintendent, the board attorney, the school principal and, if necessary and/or appropriate a representative of the police department.

- A. Employees involved in the sale, purchase, transfer or possession of substances, drugs and/or alcohol shall be reported to the local police department in accordance with law.

EMPLOYEE SUBSTANCE ABUSE (regulation continued)

- B. Employees who are reasonably suspected or known to be under the influence of a controlled and/or illegal substance and also involved in the purchase, transfer, sale, or possession of drugs and/or alcohol, shall be reported to the local police department in accordance with law.
- C. An employees who is awaiting trial for alleged substance, drug and/or alcohol offenses may be readmitted to school by the superintendent as soon as possible after appropriate out-of-school action (regarding substances, drug and/or alcohol charges) is taken, and after discussion with the employee and their designated representative(s), district medical officer, board attorney, and law enforcement authorities.

Use of Substances, Drugs and/or AlcoholEmployee Needing Immediate Medical Attention

All staff shall immediately notify the building principal and school nurse immediately of medical emergencies such as unconsciousness or incoherence, altered mental status, etc. which may be alcohol, drug and/or substance induced. The school nurse shall immediately render first aid and ensure that emergency medical assistance called. The building principal shall notify the employee's designated emergency contact (as noted on his/her emergency information card) of the situation as quickly as possible. If necessary and appropriate, the employee shall be transported via ambulance to the nearest medical facility and accompanied by appropriate school personnel. A written statement or accident report shall promptly be submitted by the nurse (including date, time, circumstances, action taken, other staff members involved).

Procedures To Be Followed When An Employee is Suspected To Be Under the Influence of Alcohol or Drugs

Staff members who observe and/or suspect that an employee of being under the influence of alcohol and/or substances during working hours, shall immediately report the matter to the principal or his/her designee and to the school nurse.

The principal and/or his/her designee shall consult with the school nurse, and/or any other staff members necessary in order to determine whether there is reasonable cause to believe that the employee is under the influence of alcohol and/or other substances, he/she should be brought to the nurse's office as soon as possible.

If there is reasonable cause to believe that the employee is under the influence of alcohol and/or other substances, the principal or his/her designee shall immediately take the following actions:

- A. Notify the superintendent.
- B. Notify the employee of the reasonable belief that he/she is under the influence of alcohol and/or other substances and provide him/her with a copy of these regulations.
- C. Allow the employee the opportunity to respond to the principal or his/her designee's report of the reasonable belief that he/she is under the influence of alcohol and/or other substances.
- D. An employee's emergency contact or other designated party may be contacted with the consent of the employee suspected of substance abuse and may be present during this process.
- E. The employee shall be asked to arrange for an immediate comprehensive medical examination by his/her physician or by a physician designated by the board. This examination shall include a comprehensive drug screening laboratory procedure (i.e., urine screen). If the employee shall designate his/her physician to conduct said examination, the employee will bear the cost thereof. Refusal to submit to a comprehensive medical examination shall be considered insubordination and an admission by the employee that he/she is under the influence of alcohol and/or other substances.

EMPLOYEE SUBSTANCE ABUSE (regulation continued)

The principal shall request that the written results of the medical examination be furnished by the examining physician within 24 hours, as prescribed by statute. The results of the drug screening will also be furnished to the principal as soon as possible.

If the physician's diagnosis is positive and/or the chemical screening is positive, the employee shall be suspended from his/her position:

- A. Police department shall be notified (for drug related incidents).
- B. Principal shall file a report with the New Jersey department of health and superintendent as prescribed by law.
- C. Appropriate treatment programs and resources shall be recommended to the employee.

Before the employee returns to his/her position, the principal and the superintendent, will confer with the employee. At this conference the employee will provide a written report from his/her physician stating that the employee is physically and mentally able to return.

Pending the outcome of the conference with the principal and superintendent and following or pending the employee's return to work, the schools physician shall examine the employee and make recommendations.

Recommendations, include, but are not limited to:

- A. Obtain a report of the employee's behavior from the employee's immediate supervisor.
- B. Arrange a meeting with the employee to discuss the need for treatment/medical attention/family counseling with referrals to community agencies recommended by the county alcoholism authority and/or state department of health.
- C. Explore the necessary related support services which may be provided by the board of education.
- D. Disseminate information:
 - 1. Educational facilities within the community
 - 2. Evaluation and assessment centers
 - 3. Treatment centers
 - 4. Support groups (AA, Alanon, Alateen)
- E. Completion of necessary reports.

Voluntary Employee Request for Assistance

Whenever an employee voluntarily seeks help from the building principal or school nurse for substance abuse, the building principal or school nurse shall:

- A. Reinforce the employee's actions by expressing approval of a decision to seek help and indicate concern for the employee.
- B. Indicate to the employee that he/she can assist the employee in obtaining help.
- C. Offer immediate assistance through proper school personnel.
- D. A voluntary report by an employee of substance abuse coupled with a request for assistance shall not be subjected to the procedures outlined in sections addressing incidents involving the sale, purchase, transfer or possession of drugs and alcohol on school property or at school functions and chemical use/abuse.

EMPLOYEE SUBSTANCE ABUSE (regulation continued)

Use of Drugs and Alcohol –Sanctions

First Offense

Employees suspected or known to be using a controlled or illegal substance shall:

- A. Be referred for medical examination and testing and evaluation for chemical abuse/addiction;
- B. Receive supportive services such as health benefits counseling and referral for treatment;
- C. Be notified in writing of the disciplinary consequences of further incidents by the designated administrator.
- D. Disciplinary consequences up to, and including termination.

Subsequent Offenses

Subsequent offenses of substance abuse affecting job performance or positive screening results from testing and evaluation of suspected chemical users may result in:

- A. Referral to intensified supportive services;
- B. Recommendation for attendance in a community addiction program by the district's medical officer;
- C. Disciplinary consequences up to, and including termination.

Adopted: 10/18

Regulation

EMPLOYMENT OF SUBSTITUTES

A. Qualifications

1. State

- a. Any holder of a valid teaching certificate, issued by the New Jersey State Department of Education, can qualify as a Substitute Teacher.
- b. Holders of an out-of-state teacher certificate generally fulfill substitute requirements.

2. County

- a. Those not holding a teaching certificate must procure a County Substitute's Certificate valid for day-to-day teaching, not to exceed twenty (20) consecutive days in the same position.
- b. A County Substitute's Certificate can be renewed through application to the Office of the County Superintendent of Schools.
- c. A County Substitute's Certificate, issued by the Office of the County Superintendent of Schools is valid in all public schools, of this county.

3. Local

- a. All substitutes, other than those having teaching certificates, must have a minimum of 60 college credits.
- b. Evidence of a negative T.B. test must be presented prior to fulfilling a substitute assignment.

B. Procedures Leading to Appointment

Interested persons are to follow these steps:

1. Complete an application form and return it along with a valid fingerprint clearance letter issued by the New Jersey Department of Education, and a copy of their teaching certificate or a Middlesex County Substitute Certificate, to the Office of Personnel Services.
2. An interview will be scheduled with a school district administrator prior to the applicants name being submitted for recommendation by the Superintendent of Schools to the Board of Education.

C. Work Regulations

1. Substitutes assigned to a long term position must have prior approval from the Office of Personnel Services.
2. Substitute teachers should report to the office of assigned schools for general instructions 15 minutes before the first bell for students.
3. All items such as plan books, texts, manuals, course guides and seating charts should be returned to the original location at the conclusion of the day.
4. Principals or other administrators should observe substitute personnel in the classroom for evaluative purposes.

Adopted: 01/07
Readopted: 08/14

Regulation

STUDENT TEACHERS

The staff of the Woodbridge Township School District participates in the student teaching/training program, but believes that definite procedures, practices and policies assist not only in providing a worthwhile experience for student teachers and in maintaining a sound educational program for our students in the classroom.

The following statements are made in support of these two objectives.

- A. Requests by colleges and universities, for placement of student teachers in the school district, must be made in accordance with state directives if placement is desired for the following year. No requests will be considered after those dates. Under special circumstances, consideration may be given beyond the date.
- B. Requests for placement of college senior students will be given preference over junior practicum students. The extent of our participation in senior and junior training programs will limit the participation by the schools in the program of observation and visitation by sophomores and freshman.
- C. It is expected that brief biographical descriptions and other information regarding the student teacher shall be provided by the college or university at the time requests for placement are made.
- D. Student teachers who are graduates of the Woodbridge Public Schools or residents of the township will be given preferred consideration, if qualified, for placement in district schools.
- E. Student teachers who are accepted to work in the school district shall be expected to participate in orientation programs dedicated toward acquainting the student teacher with the total school program, the community, and children.
- F. Cooperating teachers for senior placements must be tenured and will be assigned one student only during any school year.
- G. Student teachers shall be assigned by the Assistant Superintendent for Human Resources with the agreement of the building principal and the supervising teacher.

Adopted: 01/07
Readopted: 08/18

Regulation

STAFF DISTRICT RELATIONSHIPS

The following matters are brought to the attention of all certified staff members:

- A. No letterheads can be prepared without the prior approval of the Superintendent.
- B. No employee is authorized to place any calls outside of our dialing area without their supervisor's approval. (Public telephone booths are installed to facilitate personal calls.) All employees using school telephones to call outside the local dialing area on school business must record their call in a suitable log.
- C. Staff members shall be responsible for the proper care and accounting of all books, apparatus, bulletins, supplies and furniture owned by the Board.
- D. Staff members cannot loan or borrow school property for personal use.
- E. Staff members may not use school mails for personal reasons.

Adopted: 08/14

Regulation

CODE OF ETHICS FOR COACHES

1. Athletic games belong to the players and the welfare of the game and the players should always be put above your own personal gain.
2. See that your players live up to both the letter and intent of the rules of the game.
3. Never tolerate unsportsmanlike conduct in your players.
4. Never allow your practice and game demands to interfere with the players' academic progress.
5. Review the eligibility rules with student-athletes and ensure adherence to them.
6. Direct all injured players to the appropriate medical person.
7. Never authorize or condone the use of drugs, medicants or stimulants.
8. Refrain from criticizing the officials to players.
9. Know the rules of the game and invite officials to discuss the rules with your team.
10. Treat officials with respect and demand the same from your players and fans.
11. Avoid complaining about controversial officiating decisions.
12. Develop a positive atmosphere for athletes to demonstrate the highest levels of sportsmanship.
13. Never behave in a way which will cause athletes to act in an unsportsmanlike manner.
14. Avoid making derogatory remarks about opponents, other coaches, and officials to the media.
15. Provide positive information on the players to the media as soon as possible after games.
16. After a loss or a poor performance, avoid stressing injuries, academic difficulties, and other personal matters.
17. Avoid public references to possible rule violations by opposing coaches.
18. Don't use or encourage athletes, parents, or organizations to pressure the administration or Board Members for anything related to the sport.
19. Avoid arguing with an opposing coach or bench during a game.
20. Give the best example possible to student-athletes at all times and in all circumstances.

Adopted: 05/94

Readopted: 08/14

Regulation

STAFF DEVELOPMENT; INSERVICE EDUCATION/VISITATIONS/CONFERENCES

Attendance at professional meetings, conferences, institutes and conventions on the part of the staff (full time, salaried personnel) is encouraged by the board of education on the premises that such exposure will enhance the competency of the participant and will indirectly contribute toward improving the overall performance of personnel. Opportunities for staff members to participate in such activities shall be made periodically and in conformity with the following procedures:

1. The superintendent shall submit to the board for the annual school budget an estimate of travel and other expense funds necessary for the ensuing school year.
2. The board shall include in its annual budget, funds for defraying expenses incurred by authorized personnel participating in such activities.
3. Staff requests for professional development, conferences, institutes and conventions shall be submitted in writing to their direct supervisor and or building principal for review and preliminary approval.
4. All requests for such participation shall be approved by either the superintendent or their designee. The superintendent or their designee will either approve or disapprove the request and return it through channels to the originator with final approval to be granted by the board.
5. The superintendent and the board secretary/business administrator shall have the responsibility to see that opportunities to attend professional conferences are distributed equally among all staff members.
6. No request to participate will be approved unless the participant understands and agrees that comprehensive written reports, together with any findings, ideas, or recommendations, must be submitted to the superintendent and the board secretary no later than one month after participation.
7. The superintendent and board secretary shall review and forward to the board copies of the written reports submitted by the participants.

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Adopted: 08/14, 12/15

STAFF DEVELOPMENT; INSERVICE
EDUCATION/VISITATIONS/CONFERENCES (form continued)

STAFF DEVELOPMENT; INSERVICE EDUCATION/VISITATIONS/ CONFERENCES

EVALUATION FORM

TO: Person in Charge of Program

FROM: Teachers/Administrators in Attendance

SUBJECT: Inservice Program Standard Evaluation Form

Date of program _____

Title of program _____

Place held: Room _____ School _____

Please rank on a scale of one to four; 1--Outstanding, 2--Good, 3--Fair, 4--Poor.

Program

- _____ A. The program reflected my interests and needs.
- _____ B. The choice of topics was appropriate for kindergarten through eight.
- _____ C. The program was timely.
- _____ D. The objectives of the program were clearly stated.
- _____ E. The objectives of the program were met.
- _____ F. The program was a useful experience in helping me meet the needs of my children.
- _____ G. The program contributed to improved articulation from one grade level to the next.
- _____ H. The organization of the program facilitated participation.
- _____ I. The speakers were effective.
- _____ J. The time allowed for discussion was sufficient in terms of the material presented.
- _____ K. Suggestions for improvement, i.e., program, format, anything.
- _____ L. Recommendations for future topics and speakers:

Regulation

OUTSIDE ACTIVITIES OF STAFF

The following regulations are provided for the guidance of staff members to avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district:

- A. Refrain from making public utterances about private associations if such remarks are likely to violate community standards or propriety.
- B. Avoid conduct and associations outside the classroom which, if known, could have an adverse or harmful effect upon the students or school community.
- C. Do not give school time to outside activities when there is no valid reason to be excused from assigned duties.
- D. Do not use school property or school time to solicit or accept customers for private enterprises, without written administrative permission. (The Board does not endorse, support nor assume liability for any staff activities in which students and employees of this district may participate.)
- E. Do not campaign on school property on behalf of any candidate for local, state or national office.
- F. Copyrights to materials or equipment developed, processed or tested by district employees while on district time in fulfillment of the terms of their employment, reside with and may be claimed by the district at the discretion of the Superintendent.
- G. Do not tutor for compensation, pupils assigned to your class or school unless such services are expressly approved by the principal.
- H. Do not accept any compensation for work performed during the school day unless such work is Board approved.

The foregoing does not apply to enrichment work.

Adopted: 08/14; 7/18

Regulation

DIRECT DEPOSIT

The district will require the mandatory direct deposit of net pay for all regular school employees. The board authorizes the following exemptions from the requirement for direct deposit:

- A. Demonstrated hardship for the employee;
- B. Seasonal workers;
- C. Substitute teachers;
- D. Temporary employees;
- E. Coaches;
- F. Before and after care staff.

Employees shall be required to provide the business administrator with the name of the banking institution to receive the deposits.

Each employee shall receive any information concerning net pay, any accompanying information approved for distribution with net pay, and W-2 forms in accordance with applicable federal law, only on the Internet with restricted access and policies and procedures to protect the integrity and confidentiality of the information.

All exemptions authorized by the business administrator or superintendent shall be approved by the board.

Adopted: September 22, 2016

Key Words

Direct Deposit, Pay, Check

Legal Reference: PL 2013, c, 28

Possible

Cross References: *3100 Budget planning, preparation and adoption
*3326 Payment for goods and services
*3570 District records and reports
3571 Financial reports
*3571.4 Audit

*Indicates policy is included in the Critical Policy Reference Manual.

WOODBIDGE TOWNSHIP BOARD OF EDUCATION FILE CODE: 4142/4242
Woodbridge, New Jersey

Regulation

CUSTODIAN OF PAYROLL AND PERSONNEL RECORDS

The superintendent shall prepare rules enumerating the records to be maintained for each employee of this district, including, as a minimum and as appropriate to the position, the completed application form, employment contract(s), a copy of the employee's qualifying certification, transcripts, report of an employment physical examination, oath of allegiance, criminal background check, income tax forms, retirement registrations, hospitalization forms, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions, and report of annual or special physical and mental examinations.

A. Content of Record:

1. A personnel file shall be assembled and maintained for each person employed by this district. Each file shall contain the original or copies, of the following documents regarding the employee (as appropriate):
 - a. The employee's current correct name, address, telephone number, and birth date;
 - b. Application form, including transcripts of all academic work, records of prior military service, and other supporting documents;
 - c. Annual employment contract and/or annual salary notice, signed by the employee;
 - d. Certificates and/or licenses required for employment;
 - e. Assignment to positions, including position title and building to which assigned;
 - f. Completed evaluations
 - g. Reports of disciplinary incidents;
 - h. Records of special awards, commendations, or distinctions;
2. The business administrator shall retain the following information and records;
 - a. Documentation of fulfillment of requirements for any change in salary classification;
 - b. Income tax forms;
 - c. Retirement registration;
 - d. Hospitalization forms;
 - e. Annuity forms;
 - f. Rate of compensation;
 - g. Attendance record, including the starting and ending dates of all leaves of absence, whether the leave was paid or unpaid, and the purpose for which such leaves were granted;

Custodian of Payroll and Personnel Records (regulation continued)

- h. Oath of allegiance;
 - i. Reports of routine physical examinations; and
 - j. Reports of physical and mental examinations required for causes.
- 3. No information will be placed in an employees' file that does not pertain to the employee's position in this district and the performance of the employee's duties.
 - 4. The content of personnel files will be reviewed annually and material no longer required will be destroyed.
- B. Custodian of personnel records
- 1. The Business Administrator is custodian of all personnel records.
 - 2. Personnel records shall be maintained in the office of the superintendent who shall be records manager responsible for the day-to-day maintenance of the files and for supervising access to the files.

Adopted: 08/14

Regulation

WORKER'S COMPENSATION

The Board considers it desirable that employees injured on the job not be charged with sick days for such absence caused by and resulting from injuries sustained in the performance of their duties, therefore:

- A. Any employee who is injured in the course of his/her employment with the Board shall not be charged with sick days during the absence caused by such injury.
- B. The injured employee shall be entitled to receive full pay for a period up to one calendar year without having such absence charged to his/her annual sick leave or accumulated sick leave, but such full pay shall be reduced by any amount or amounts which may accrue to or be payable to said employee as a result of payments under the Temporary Disability Law.
- C. Application for benefits under the Temporary Disability Law and good faith processing of claims are conditions precedent to the payment of full salary and benefits under this policy.
- D. The Secretary is authorized to make such payment and receive and deposit to the Board account any temporary disability checks received by the injured employee.
- E. The Board shall have the right to require proof of injury and happening of occurrence arising out of and in the course of employment; and, if there is a controversy, the Board, at its sole discretion, shall resolve same.
- F. The Board requires the employee to be examined by a Board designated worker's compensation physician.

Adopted: 08/14

Regulation

ATTENDANCE PATTERNS & SIGNING IN

Employee attendance is an important factor in the successful operation of the Woodbridge Township School District and the continuity of the educational program. The district considers satisfactory employee attendance a most important job requirement.

Employment carries with it the personal responsibility of each employee to be on the job on time every scheduled work day. This responsibility includes maintaining good health standards, taking reasonable precautions against accidents, both on and off the job, and managing personal affairs so that the attendance requirements can be met.

Unsatisfactory employee attendance creates additional expenses, affects the work schedule, and disrupts continuity in instruction.

Swipe/Scan

All employees shall be issued an identification (ID)/access card which shall be used to digitally track the working hours of each employee. Employees are required to possess their ID/access card during the work day. Employees shall be required to scan in at their designated location at the beginning of the work day or shift and scan out at the end of the work day. This includes scanning in or out when a staff member takes authorized leave during a work day. Each employee is responsible for their own scanning. Employees are prohibited from scanning in/out another employee or having someone scan them in/out.

Lost or stolen ID/access cards shall be reported to the business administrator immediately. A lost or stolen ID/access card shall be deactivated and reissued.

School staff members violating regulations for scanning in and out of work may be subject to disciplinary measures.

Adopted: July 20, 2017
Readopted: August 17, 2017

Key Words

Employee Attendance, Attendance Patterns, Attendance

Legal References:	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:27-4	Power of boards of education to make rules governing employment of teacher, etc.
	<u>N.J.S.A.</u> 18A:29-14	Withholding increments; causes; notice of appeals
	<u>N.J.S.A.</u> 18A:30-1 <u>et seq.</u>	Sick Leave
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)
	<u>N.J.A.C.</u> 6A:30-1.1 <u>et seq.</u>	Evaluation of the Performance of School Districts
	<u>N.J.A.C.</u> 6A:32-2.1	Definitions

Montville Education Ass'n v. Montville Bd. of Ed., 1984 S.L.D. 550, rev'd St. Bd. 1984 S.L.D. 559, rev'd App. Div., unreported decision (docket no. A-1178-84T7, decided December 6, 1985) 1985 S.L.D. 1972, decision on remand, St. Bd., 1986 S.L.D. 3113

ATTENDANCE PATTERNS (continued)

Burlington Educational Ass'n v. Burlington Bd. of Ed., 1985 S.L.D. 889, aff'd St. Bd. 1985 S.L.D. 912

Scotch Plains-Fanwood Board of Education v. Scotch Plains-Fanwood Education Association, 270 NJ Super 444 (App. Div. 1994); rev'd. 139 NJ 141 (1995)

Possible

- Cross References:** 4150 Leaves
- *4151.1 Personal illness and injury/health and hardship
- 4151.6 Religious observance
- 4151.7 Emergency/personal
- *4251 Attendance patterns

*Indicates policy is included in the Critical Policy Reference Manual.

Regulation

CREATING A POSITION

The Board of Education has reserved the right in its discretion to create new positions and specify the number of employees in each category. In compliance with that policy the Board has adopted the following guidelines for the creation of a district position:

- A. Each position shall be preceded by the preparation of a job description for the new position.
- B. The new position will be presented to the Board of Education with a recommendation for adoption.
- C. No person shall be employed to fill the position until Board approval is obtained.

Adopted: 08/14

Regulation

PROCEDURES FOR HIRING NON-CERTIFIED PERSONNEL

It is the intention of the Woodbridge Township Board of Education to only appoint individuals who have served as substitute employees in each of the non-certified employment categories existing in the district.

Appointment of all employees to non-certified permanent positions will be made from the substitute list for each category. The Assistant Superintendent for Personnel Services shall recommend to the Personnel Committee of the Board of Education individual substitutes based on the time they have spent as a substitute in the district in addition to the performance as identified by supervisory evaluations. All employees recommended for non-certified positions by the Assistant Superintendent for Personnel Services shall be made from the substitute list based on seniority and performance.

Adopted: 08/14

Regulation

**OUTSIDE ACTIVITIES OF
NON-CERTIFICATED EMPLOYEES**

So that non-certificated employees may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the district, the following regulations are provided:

- A. Refrain from making public utterances about private associations if such remarks are likely to violate community standards of propriety.
- B. Avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.
- C. Do not give job time to outside activities when there is no valid reason to be excused from assigned duties.
- D. Do not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- E. Refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials.
- F. Do not engage in political activities during assigned hours of employment.
- G. Do not conduct unapproved solicitations on school property
- H. Do not reveal confidential information to which you were privy at school

Adopted: 08/14

Regulation

PROCEDURES FOR HIRING SCHOOL AIDES

School Aides serve the children of the school district by performing non-certified duties required for the efficient operation of the particular school. All persons residing in or outside of the township seeking employment as a school aide with the Woodbridge Township School District must complete a school aide application form and file it in the Office of Personnel Services.

The applicants must have complied with all requirements outlined in the job description for school aides. After the Assistant Superintendent for Human Resources has determined whether the applicant has the necessary qualifications, he/she shall recommend that the applicant be interviewed by the principal where the vacant position exists. An interview report form is to be completed by the person interviewing the applicant.

After the applicants have been interviewed by the principal of the school where the vacant position exists, the Assistant Superintendent for Human Resources shall recommend to the Superintendent of Schools the applicant who will best meet the needs of the school district. The Superintendent will recommend to the Board of Education the school aide to be employed for the vacant position.

Finally, the Board of Education must officially accept the recommendation of the Superintendent at the next public Board meeting before said aide may be employed.

Adopted: 01/07
Readopted: 08/18

Regulation

PROCEDURES FOR HIRING TEACHER AIDES

All persons residing in or outside of the Township seeking employment as a teacher aide with the Woodbridge Township School District must complete a teacher aide application form and have it filed in the Personnel Office. All candidates for teacher aide positions must successfully complete a teacher aide test which is administered in the Personnel Office, usually when the application is filed. At the time that the application is acknowledged, letters of reference are to be sent to all references listed on the application.

Upon the successful completion of the test, the candidate shall be contacted for an interview with the Associate Superintendent. The applicant must have successful experience in working with children as well as success in effective human relations skills. He/she must be in good physical condition, must show maturity and possess integrity. A high school diploma is required and college courses are desired. Other educational experience and background is desirable. He/she also should have demonstrated ability to work effectively with certified and non-certified staff members and students, as well as the general public.

After the Associate Superintendent has determined that the candidate has adequately achieved a level needed for employment, the Associate Superintendent should then recommend that the candidate be interviewed by the appropriate director and the principal where the vacant position exists. An interview report form should be filed in the personnel office by each interviewer of the applicant. After the principal has interviewed three or more candidates for the vacant position, a determination should then be made regarding the advisability of hiring the person for the vacant teacher aide position.

From among the individuals interviewed, the Associate Superintendent and the principal should recommend through the Personnel Office to the Superintendent of Schools the candidate who will best meet the needs of the school district and the particular school where the vacancy exists. The Superintendent will recommend to the Board of Education the teacher aide to be employed for the vacant position.

Finally, the Board of Education must officially accept the recommendation of the Superintendent at the next public Board meeting before said aide may be employed.

Adopted: 08/14

Regulation

PROCEDURES FOR HIRING TEACHER ASSISTANTS

All persons residing in or outside of the township seeking employment as a teacher assistant with the Woodbridge Township School District must complete an application form and have it filed in the personnel office. At the time that the application is acknowledged, letters of reference are to be sent to all persons listed as references on the application.

When a teacher assistant position becomes available, all teacher assistant applications are to be reviewed and interviews scheduled with the Associate Superintendent. The Associate Superintendent in interviewing the candidates shall explain the duties and responsibilities in relation to this position. All candidates for teacher assistant positions must be willing to serve the teacher of the Special Education classes by performing the non-certified duties required for the effective operation of the class. Candidates for the position of teacher assistant must successfully complete a district test.

The candidates must have successful experience in working with children and success in effective human relations skills. They must be in good physical condition and must be mature and possess integrity. A high school diploma is desirable.

After the Associate Superintendent has determined whether the candidate has a general knowledge of the position, the personal qualities needed to be a successful teacher assistant, and possesses a satisfactory understanding of the handicapped children, he/she should then recommend that the candidate be interviewed by the Director of Special Education. An interview report form is to be filled out by each person who interviews the candidate.

After three or more individuals have been interviewed by the principal of the school where the vacant position exists, the Associate Superintendent shall recommend to the Superintendent of Schools, through the Personnel Office, the candidate who will best meet the needs of the school district. The Superintendent will recommend to the Board of Education the teacher assistant to be employed for the vacant position. Finally, the Board of Education must officially accept the recommendation of the Superintendent at the next public Board meeting before said teacher assistant may be employed.

Adopted: 08/14

Regulation

PROCEDURES FOR HIRING CLERKS

All persons residing in or outside of the Township seeking employment as a clerk with the Woodbridge Township School District must complete a clerical application form and have it filed in the Personnel Office. All candidates for clerical positions in the district must take a clerical/secretarial test which is to be administered in the Office of Personnel usually at the time the application is filed. At the same time that the application is acknowledged, letters of reference are to be requested from the references listed on the application.

Upon the successful completion of the clerical test, the candidate shall then be contacted for an interview with the Associate Superintendent. A diploma from an accredited high school is required, and the applicant should have successfully completed a secretarial course while in high school or at a post high school institution. He/she must have successful clerical experience in a school situation or the business world and must have demonstrated success in clerical skills and human relations. He/she must be of sound physical and mental health. He/she must be mature and possess integrity as well as the ability to get along with members of the staff and community.

The role of the Associate Superintendent in the interview process should initially be to determine whether the candidate has a knowledge of clerical skills and has the personal qualities needed to be a successful clerk. He/she should further attempt to determine the level of maturity of the candidate and the degree of sensitivity and perception of the individual. Having determined that the candidate has adequately achieved a level needed for employment, the Associate Superintendent should then recommend that the individual be interviewed by the administrator where the vacancy exists. An interview report form should be filed in the Personnel Office by each person interviewing the candidate. A determination should then be made regarding the advisability of hiring the person for the vacant clerical position.

It should be the practice of the Personnel Department to have a minimum, if possible, of three qualified candidates interviewed for each available position. From among the individuals interviewed, the Associate Superintendent should recommend to the Superintendent of Schools the candidate who will best meet the needs of the school district, particularly the school or office where the vacant position exists.

The Superintendent will recommend to the Board of Education the clerk to be employed for the vacant position. Finally, the Board of Education must officially accept the recommendation of the Superintendent at the next public Board meeting before said clerk may be employed.

Adopted: 08/14

Regulation

ASSIGNMENT AND TRANSFER

Relocation of non-certificated personnel may become necessary to meet load conditions, building or program requirements, or for any other good reason. However, relocation shall not be made capriciously, vindictively or arbitrarily. Transfers between buildings require the approval of the Superintendent.

A. Administrative Transfers

Administrative transfers may be made for any of the following reasons:

1. Factors in the present location require staff reductions.
2. A school is opened or closed.
3. For the good of the district.

Reasons for transfer shall be made known to those affected and be in the best interests of the schools.

B. Voluntary Transfers

The following guidelines shall be allowed in requesting a transfer:

1. Request, in writing, may be made at any time during the year for transfer to either a specified or an unspecified location.
2. The principal and the immediate supervisor of the employee must be made aware of the request for transfer.
3. The principal and the immediate supervisor of the receiving school or department must approve the request, unless the Superintendent directs that the transfer be made.
4. The filing of a Request for Transfer shall be without prejudice to the employee, and shall not jeopardize his/her present assignment. The request may be withdrawn at any time prior to the official confirmation that the transfer has been effected.
5. Voluntary transfers shall be made effective at a time of the best interest of the district.

C. Reclassification

1. Reclassification may be voluntary, or due to a reevaluation of capabilities and/or duties, both with Board approval.
2. An employee may request reclassification into an area requiring lesser skills. Voluntary reclassification must be approved by the Superintendent, based upon the employee's ability to satisfactorily perform in the lower classification and the meeting of the qualifications for the lower classification.
3. Salary shall be at the range for the new classification closest to the employee's present salary.

Adopted: 08/14

Regulation

NON-CERTIFICATED EMPLOYEE CONTRACTS

The Board of Education has adopted the following regulations governing the appointment (and reappointment) of non-tenured, non-certificated staff:

- A. Non-certificated employees may be appointed for a term of 10 months, from September 1 to June 30 inclusive, as specified by the district.
- B. The Assistant Superintendent for Human Resources shall notify all employees in writing of their appointments. The notification shall be on the approved contract form. One fully executed copy shall be retained by the employee and the original fully executed contract shall be maintained in the employee's confidential personnel file.
- C. The employee shall agree to perform his/her work faithfully and observe and enforce all rules prescribed by the Board of Education or the administration, and to report to work on those days specified on the applicable calendar as work days.
- D. The contract may be terminated by either party after the start of the employment year giving to the other 60 days' notice in writing of intention to terminate same.

Adopted: 01/07

Readopted: 08/18

Regulation

PERSONNEL FILES

The Board of Education requires that sufficient records exist to insure an employee's qualifications for the job held, compliance with federal, state and local benefit programs, conformance with district rules and evidence of completed evaluations. The Board has delegated the maintenance of official personnel records to the Assistant Superintendent for Human Resources.

Only that information which pertains to the assigned role of the employee and submitted by duly authorized school administrative personnel and the Board of Education may be entered in the official record file.

Personnel wishing to review their own records shall:

- A. request access from the Office of Personnel Services;
- B. review the record in the presence of the administrator designated to maintain said records, or designee;
- C. make no alterations, or additions to the record nor remove any material therefrom;
- D. sign a log attached to the file indicating date and person reviewing.

Personnel wishing to appeal material in their record shall make a request in writing to the Assistant Superintendent for Human Resources and specify therein: name and date, material to be appealed and reason for appeal. The Assistant Superintendent for Human Resources shall review the appeal and make a determination.

Personnel may request copies of their file at the set fees in accordance with Board Policy #801, Public Records.

Adopted: 01/07
Readopted: 08/18

Regulation

NONCERTIFIED EMPLOYEES EVALUATION PROCEDURE

Philosophy

The Woodbridge Township School District shall evaluate all employees in order to further the growth and development of the employee. Through a professional approach to evaluation this district shall improve the effectiveness of its services to the school community.

Evaluations are to advise employees of job performance, as well as recommend advancement in yearly salary.

Procedure for Observation

All nontenured, noncertified employees shall be evaluated at least one time annually. Supplemental, probationary and/or other evaluations may be conducted as appropriate and necessary throughout the year. The final summative yearly evaluation shall be completed before April 30th of each school year.

All newly employed noninstructional personnel shall receive an evaluation at the conclusion of a 90-day probationary period. A copy of the completed evaluation shall go to the employee, building principal, responsible supervisor, the superintendent and the designated board of education committee.

The evaluation of maintenance and/or custodial employees shall be completed by the board secretary/business administrator. Secretaries shall be evaluated by their immediate supervisor.

The evaluation form shall be signed by the evaluator and employee. Criteria for evaluation and evaluation forms will be distributed with the policy.

Tenured, noninstructional employees shall be evaluated in the same manner as nontenured employees are evaluated. Tenured, noninstructional employees, however, shall be evaluated at least once per school year.

Distribution

Policies and regulations, file code: 4215 Supervision, 4216 Evaluation, will be distributed to the staff member at the beginning of his/her employment and each year on the first day of the new fiscal year.

Total Performance

All observations/evaluations will be based on total performance as well as job description. All noninstructional employees shall be notified of salary raises and/or possible salary increments withheld due to unsatisfactory job performance in writing annually and before April 30th of each school year.

Adopted: 08/14

Regulation

NONCERTIFIED EMPLOYEES EVALUATION PROCEDURE

All custodial, maintenance, clerical/secretarial personnel and/or other noncertified personnel shall be evaluated by their immediate supervisor annually. The supervisor shall compile the results of the annual evaluation in a written report that shall be distributed to the employee, the building principal and the superintendent.

The evaluation shall be completed no later than 30 days prior to the end of the school year.

A copy of the evaluation shall be filed with the immediate supervisor, shall be placed in the employee's personnel file, and shall be given to the employee.

A performance conference shall be held with the employee to review the evaluation report before it is filed.

Employees may make comment on the report or submit comments to be attached within five working days after the conference.

Adopted: 08/14

Regulation

EVALUATION

It shall be the responsibility of the supervisor to introduce the evaluation form and criteria for determination with the non-certified staff member.

It shall be the responsibility of the supervisor to complete annual reviews for all non-certified staff members.

The teacher and/or teachers with which the non-certified staff member is working, will work in cooperation with the supervisor to complete the evaluation.

The evaluation will include three sections, Job Performance, Professional Responsibilities, and Areas of Recommendation.

The evaluation will include but not be limited to:

A. Job Performance:

1. Knowledge of communication skills, verbal, written, and technical;
2. Compliance of all policies and procedures;
3. Follows instructions;
4. Accuracy and thoroughness and organizational skills;
5. Areas of commendation.

B. Professional Responsibilities:

1. Treats confidential matters with discretion;
2. Attendance and punctuality;
3. Relationships with co-workers;
4. Appearance;
5. Attitude;
6. Readiness to accept change;
7. Willingness to acquire knowledge of related jobs;
8. Public relations, e.g. staff, community, co-workers, etc.;
9. Areas of commendation.

EVALUATION (regulation continued)

C. Areas of Recommendation:

1. This section is to be a commentary of all areas which need improvement based on the individual's performance throughout the year.
2. A copy of the evaluation is to be available for the staff member at the time of the review.
3. The original document will be kept on file in the superintendent's office.
4. A signature of the evaluator and the staff member are required. The staff member's signature does not necessarily mean they agree or disagree with the evaluation. The signature only states the evaluation has been discussed between the supervisor and the employee.

Adopted: 08/14

Regulation

**SUSPENDING AN EMPLOYEE FOR
REASONS OF HEALTH**

The Board of Education reserves the right to place an employee on sick leave or retire an employee for physical or mental disability who is unable to perform assigned duties.

In the case of a non-certificated staff member who, in the opinion of the Superintendent, is unfit to teach in this district or in any public school of the state by reason of physical or mental condition, the following procedures shall be followed:

- A. The Superintendent shall present to the Board the grounds for questioning the physical or mental condition of the employee. The Board may transfer the employee upon the recommendation of the Superintendent and in accordance with the policy of the Board.
- B. When the Board determines that the grounds given constitute sufficient cause to order an examination of the employee, it shall give the employee written notice, in ordinary and concise language, of their finding of sufficiency, a full statement of the grounds, and an opportunity to appear before the Board within 10 days to explain or refute the grounds.
- C. When an employee requests a hearing, it shall be conducted in accordance with the following rules:
 - 1. The employee may be represented by counsel or an individual of the employee's own choice.
 - 2. The employee may present witnesses on his/her behalf.
 - 3. Witnesses need not present testimony under oath and will not be subject to cross-examination.
 - 4. Witnesses will be called individually and excused after making their statements.
 - 5. The hearing will be privately held.

The Board does not consider a hearing for reasons of health to be an adversary hearing, rather the staff is provided an opportunity to convince the Board that it made an incorrect determination by requesting said examination. The Board shall notify the employee in writing of the outcome of the hearing.

- D. When an employee fails to persuade the Board or fails to request an appearance before the Board within the time allowed, the Board shall order the employee to submit to an appropriate examination by a physician designated and recompensed by the Board or by a physician or institution of the employee's choice at the employee's expense.
- E. Where the physician designated by the Board disagrees with the physician designated by the employee, the Board and employee shall agree in good faith on a third impartial physician who shall be conclusive and binding on the issue of medical capacity to perform assigned duties. The expenses of a third examination shall be borne by the Board.
- F. If, as a result of such examination, the employee is found to be unfit to perform assigned duties, the employee shall be placed on sick leave with such compensation to which he/she is entitled until proof of recovery, satisfactory to the Board, is furnished.

- G. Should an employee refuse to submit to the examination requested by the Board and the employee has exercised his/her rights under the provisions herein above set forth, such refusal shall subject the employee to disciplinary action which action may include the preferring of formal tenure charges before the Commissioner of Education, or dismissal where the employee is not tenured.

Adopted: 08/14

Regulation

**DISCIPLINARY ACTIONS FOR
CLERICAL WORKERS**

In the event of an infraction of district rules and/or unsatisfactory job performance by a clerical worker, the following steps are required:

A. First Violation - Documented Verbal Warning

Conducted by the principal, the immediate Supervisor, or his/her designee, the clerical worker shall be advised in a private conference of specific area(s) of concern and be made aware of satisfactory performance expectations. A written memorandum of the participants, date, time, and substance of this meeting will be forwarded to, the Office of Personnel, or the Business Administrator/Board Secretary's Office, and to the clerical worker.

B. Second Violation - Written Observation

Conducted by the principal, the immediate Supervisor, and/or the Business Administrator/Board Secretary, this written appraisal will include a remedial plan aimed at correcting the cited deficiency. At this conference, the clerical worker will be advised in writing of the start of a thirty (30) day period during which satisfactory improvement will be required.

C. Third Violation - Written Observation

Conducted by the principal, the immediate Supervisor, and/or the Business Administrator/Board Secretary, this written appraisal will cite unsatisfactory performance items and the performance required to remediate and/or correct the problem. The clerical worker shall be advised that his/her continued failure to perform his/her job in a satisfactory manner will result in disciplinary action of up to and including five (5) days of suspension after a hearing with the Superintendent/Business Administrator/Board Secretary.

D. Fourth Violation

Continued unsatisfactory job performance by a tenured clerical worker will result in a hearing with the Superintendent and/or Business Administrator/ Board Secretary, who may present a recommendation for the withholding of an increment to the Board of Education for confirmation. The clerical worker shall have the right to be present at this meeting, be represented by an attorney or a representative of the association, and present testimony in his/her own behalf. In the case of a non-tenured clerical worker, the Superintendent and/or Business Administrator/Board Secretary may present a recommendation for dismissal to the Board of Education.

E. Fifth Violation

Further disciplinary action(s) aimed at the discharge of tenured clerical workers will be consistent with New Jersey law as outlined in Title 18A.

The nature of a particular infraction may result in the principal and/or Business Administrator/Board Secretary instituting disciplinary procedures at a step in the procedure outlined above which is more appropriate than "A."

Adopted: 09/93
Readopted: 08/14

Regulation

**DISCIPLINARY ACTIONS FOR
BUS DRIVERS**

In the event of an infraction of district rules and/or unsatisfactory job performance by a bus driver, the following steps are required:

A. First Violation - Documented Verbal Warning

Conducted by the Supervisor of Transportation, or his/her designee, the bus driver shall be advised in a private conference of specific area(s) of concern and be made aware of satisfactory performance expectations. A written memorandum of the participants, date, time, and substance of this meeting will be forwarded to the Business Administrator/Board Secretary's Office, the Office of Personnel Services, and to the bus driver.

B. Second Violation - Written Observation

Conducted by the Supervisor of Transportation, this written appraisal will include a remedial plan aimed at correcting the cited deficiency. At this conference, the bus driver will be advised in writing of the start of a thirty (30) day period during which satisfactory improvement will be required.

C. Third Violation - Written Observation

Conducted by the Supervisor of Transportation, this written appraisal will cite unsatisfactory performance items and the performance required to remediate and/or correct the problem. The bus driver shall be advised that his/her continued failure to perform his/her job in a satisfactory manner will result in disciplinary action of up to and including five (5) days of suspension after a hearing with the Business Administrator/Board Secretary.

D. Fourth Violation

Continued unsatisfactory job performance by a bus driver will result in a hearing with the Superintendent and/or Business Administrator/Board Secretary. The bus driver shall have the right to be present at this meeting, be represented by an attorney or a representative of the association, and present testimony in his/her own behalf. The Superintendent and/or Business Administrator/ Board Secretary may present a recommendation for dismissal to the Board of Education.

The nature of a particular infraction may result in the Supervisor of Transportation in consultation with the Superintendent of Schools and the Business Administrator/Board Secretary instituting disciplinary procedures at a step in the procedure outlined above which is more appropriate than "A." This would include a recommendation to the Board of Education for automatic dismissal from his/her position for the following infractions:

1. Failing to drop off a student at his or her correct stop and/or leaving a student on the bus for any period beyond the end of the bus route.
2. Allowing persons other than persons authorized by the Woodbridge Township School District to board the bus at any time, whether or not children are present on the bus.

Authorized persons shall be limited to only those persons described as follows:

- a. A current district employee, in good standing, namely an employee who is currently on the Woodbridge Township School District payroll, and not absent due to illness, Worker's Compensation, disability, suspension or other nonattendance.

- b. A district student, namely, a child who is a current resident of Woodbridge Township enrolled in Pre-K through 12th Grade in a Woodbridge Township public school, or a student whose parent/guardian is paying tuition for the child to attend a Woodbridge Township school.
- c. A pre-approved chaperone, namely, an individual who is approved prior to a school-authorized event by school administration.
- d. A law enforcement officer, after proper identification, who is performing official duties.
Anyone outside these descriptions is, therefore, unauthorized.
 - 3. Leaving students unattended on the bus at any time.
 - 4. Failure to know assigned bus routes, which would result in the student's being dropped off at the wrong location.
 - 5. Failure to stop at a railroad crossing or failing to obey traffic laws and regulations.

Adopted: 08/05

Readopted: 08/14

Regulation

**DISCIPLINARY ACTIONS FOR
TEACHER AIDES/ASSISTANTS**

In the event of an infraction of district rules and/or unsatisfactory job performance by a teacher aide/assistant the following steps are required:

A. First Violation - Documented Verbal Warning

Conducted by the principal, the immediate supervisor, or his/her designee, a teacher aide/assistant shall be advised in private conference of specific area(s) of concern and be made aware of satisfactory performance expectations. A written memorandum of the participants, date, time, and substance of this meeting will be forwarded to the Office of Personnel and to the teacher aide/assistant.

B. Second Violation - Written Observation

Conducted by the principal, this written appraisal will include a remedial plan aimed at correcting the cited deficiency. At this conference, the teacher aide/assistant will be advised in writing of the start of a thirty (30) day period during which satisfactory improvement will be required.

C. Third Violation - Written Observation

Conducted by the principal, this written appraisal will cite unsatisfactory performance items and the performance required to remediate and/or correct the problem. The teacher aide/assistant shall be advised that his/her continued failure to perform his/her job in a satisfactory manner will result in disciplinary action of up to and including five (5) days suspension after a hearing with the Superintendent and/or his/her designee.

D. Fourth Violation

Continued unsatisfactory job performance by a teacher aide/assistant will result in a hearing with the Superintendent who may present a recommendation for the withholding of an increment to the Board of Education for confirmation. The Superintendent may, however, present a recommendation for dismissal of the teacher aide/assistant to the Board of Education.

The nature of a particular infraction may result in the Superintendent and/or his/her designee instituting disciplinary procedures at a step in the procedure outlined above which is more appropriate than "A."

Adopted: 09/93

Readopted: 08/14

Regulation

FREEZING WAGES

Any advancement on a salary schedule for non-certificated staff, including annual increments and raises, is automatic but rests within the discretion of the Board of Education.

Advancement on any salary schedule shall require favorable reports covering the employee's competence and thoroughness in the performance of assigned duties as well as the employee's record of attendance and compliance with district regulations.

The Superintendent will base a recommendation for wage freeze on evaluations of the employee's performance and conduct. Should he/she recommend to the Board that an employee's wage be frozen, said employee shall be notified of the date when that recommendation will be discussed and shall be given the opportunity to request a public meeting on the matter.

Adopted: 08/14

Regulation

UNBECOMING CONDUCT AND DUTY TO REPORT ARREST OR INDICTMENT

It is the policy of the Board of Education to challenge the continued employment of any tenured employee who demonstrates inefficiency in the performance of his/her duties, is incapable of performing those duties, violates by unbecoming conduct the public trust placed upon employees of this district or by other means fails to exhibit the good behavior necessary to sustain tenure.

A. Basis for Charges

1. Administrators shall report to the Superintendent forthwith any conduct or condition of an employee under their supervision which tends to substantially and materially interfere with the performance of the affected employee's duties.
2. Any employee who has been arrested or indicted for any offense or crime in any jurisdiction must report his or her arrest or indictment and the nature of the charges to the Superintendent within fourteen (14) calendar days of the arrest or indictment. Each such employee shall report the disposition of any charges to the Superintendent within seven (7) days of disposition.

B. Filing of Charges

1. Any person desiring to file charges against a tenured employee shall present a written document which sets the charges forth with specificity and particularity. To the extent possible, each stated charge should be enumerate the grounds on which dismissal may be based. Said statement shall be accompanied by a written statement of evidence made under oath which supports the charges.
2. Both written statements shall be filed with the Secretary of the Board of Education who shall record on each such statement the day on which it was received. No statement of charges shall be accepted for filing without a statement of evidence. The Secretary shall promptly notify the Superintendent and the President of the Board of Education that such charges have been filed and shall place a copy in the employee's file.
3. A copy of the charges and a copy the statement of evidence shall be promptly sent to the charged employee with a letter informing him/her that he/she may submit to the Secretary of the Board of Education a written statement of his/her position, if any, regarding the truth or falsity of the charges and a written statement made under oath of the evidence supporting that position, provided that such statements are filed with the Secretary no later than 30 days after the date on which the charges were filed.
4. Where the preferred charges allege inefficiency, a written statement of the charges shall be given to the employee, and he/she shall be afforded a period of 90 days to correct and overcome the deficiencies.
5. After the receipt of statements from the employee, or on the expiration of 30 days after the date charges were filed, or, in the case of an employee charged with inefficiency, after the expiration of the period of 90 days during which the employee may correct the deficiency, the Board shall meet to determine (a) whether the charges, if true, are sufficiently grave to warrant sanctions by the Commissioner and (b) whether there is probable cause to credit the evidence in support of the charges.
6. In making these determinations the Board shall consider the statements offered by the charging person and the charged employee, and, in the case of the employee charged with inefficiency, the evaluations of his/her superiors. No formal hearings shall be held for the determination of charges.

7. If no action is taken with regard to the charges by the Board within 45 days of the date they are filed, or 45 days of the end of the period within which an employee charged with inefficiency is allowed to correct deficiencies, the charges are to be considered dismissed and no further action may be taken on them.
8. When the Board disposes of charges by dismissal of certification it shall promptly notify the charging person and the charged employee of that disposition.

Adopted: 05/09
Readopted: 08/14

Regulation

DRUG-FREE WORKPLACE / EMPLOYEE ASSISTANCE PROGRAM

Possession, use, and distribution of illicit drugs and alcohol by employees and students in the Woodbridge Township Board of Education is prohibited. At the onset, it should be clearly understood that the district, consistent with the alcohol and substance abuse program, recognizes that addiction is a treatable illness and encourages any employee experiencing difficulty with the use of alcohol and/or drugs to seek counseling. For the purpose of this regulation "work place" 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-sponsored or school-approved activity, event, or function, such as, but not limited to, a field trip or athletic event, where students are under the jurisdiction of the school district.

- A. When any employee is suspected to be under the influence of alcohol and/or drugs, the following will occur:
 - 1. Any suspicion of an employee being under the influence of alcohol or drugs in school or at a school activity shall be brought to the attention of the employee's immediate supervisor, the building principal, and/or a District Administrator.
 - 2. The building principal, supervisor, or District Administrator will meet with the employee and may ask the school nurse or doctor to participate in the meeting.
 - 3. If the suspicion is validated, the employee will be directed to submit to a substance abuse assessment for further evaluation. In the case of a positive test result, or refusal by the employee to submit to the testing process, administrative disciplinary action will occur.

- B. When an employee is suspected of possession and/or distribution of alcohol, drugs, or steroids the following will occur:
 - 1. Suspicion of possession and/or distribution of alcohol and/or illegal drugs and/or anabolic steroids on school property or at school activities by an employee shall be brought to the attention of the building principal or immediate supervisor.
 - 2. The building principal or immediate supervisor will determine if the suspicion is valid. The school nurse or doctor may be consulted.
 - 3. If the suspicion of illegal drugs or anabolic steroid possession and/or distribution is confirmed to the reasonable satisfaction of the principal, the building principal shall immediately contact the Superintendent of Schools or his designee. The Superintendent of Schools shall immediately report that information to the appropriate law enforcement agency. If, after consultation with the law enforcement official, it is determined that further investigation is necessary, the Superintendent of Schools will cooperate with the law enforcement authorities in accordance with the law and administrative code. The employee will be referred to the Board of Education for disciplinary action. Violation of this policy shall subject an individual to disciplinary action by the Board which could result in termination of employment or tenure proceedings.
 - 4. In the case of alcohol possession and/or distribution, the employee may be placed on suspension or probation and may face disciplinary action resulting in termination of employment or tenure proceedings.
 - 5. When the Woodbridge Township Board of Education is notified of any drug related criminal involvement of any district employee, decisions as to consequences will be recommended by the Superintendent of Schools pending outcome of court action.

- C. In order to ensure the implementation of this policy the following will take place:
1. All employees will be informed of the dangers of alcohol/drug abuse/anabolic steroid use in the work place including the standards of conduct that clearly prohibit the unlawful use, possession, or distribution of such on school property or as a part of any school function.
 2. Distribute information to all employees about the Employee Assistance Program and any independent alcohol/drug related counseling options within the local vicinity.
 3. Distribute a copy of the adopted "Alcohol and Drug-Free Workplace Policy" to all employees and clearly present the consequences of policy violations.
- D. In order to provide assistance to employees, the Woodbridge Township Board of Education shall implement the following Employee Assistance Program:
1. Recognize that a wide range of human problems can adversely affect an employee's job performance and health such as: physical, mental, and emotional illnesses, marital or family distress, alcoholism or other drug dependencies, financial, legal, or other stressful problems.
 2. Offer counseling, diagnosis, and referral to an independent facility for appropriate treatment for conditions described above.
 3. Provide that an employee referred for counseling and/or treatment will be treated with dignity, respect, and the confidentiality given the same consideration as employees having other illnesses or disabilities.
 4. Provide that an employee's job security and promotional opportunities are in no way jeopardized by their willingness to accept referral to an Employee Assistance Program.
 5. Provide that no records of an employee's involvement in any phase of the referral will be kept in an employee's personal file.
 6. Provide that implementation of this policy will not result in any conflict with existing administrative procedures in contractual agreements.
 7. Provide opportunities for all staff members to be inserviced regarding the Employee Assistance Program.

Cite: 4CFR Part 86 V55 #159 p.33580
P.L.1987, cc: 101 and 106;
N.J.A.C.-7:3, 6:3-6.4; 6:3-6.5; 6:3-6.6
Memorandum of Agreement with local police per
N.J.A.G. Executive Directive #1988-1 (as modified 4/92)
N.J.S.A. 18A:16-2; N.J.S.A. 6:29-7.4(f)

Adopted: 04/06
Readopted: 08/14

Regulation

EMPLOYMENT OF SUBSTITUTE NON-CERTIFICATED PERSONNEL

The Board of Education must approve the employment and fix the compensation for each substitute non-certificated employee. Such approval shall be given only to those applicants for employment recommended by the Superintendent. The screening procedure shall be as follows:

- A. All applicants for non-certified substitute positions shall be made through the Office of Personnel Services on forms provided by the Board of Education.
- B. Each applicant should show evidence of good health, good character, knowledge, ability, and skills to carry on the work in the area in which substitute employment is sought.
- C. Each applicant should demonstrate sufficient maturity to deal with pupils and other employees.
- D. Preference will be given to candidates for non-certificated employment who are residents of this school district.
- E. The administration may administer such screening tests as may bear upon the candidate's ability to perform the tasks for which he/she is being considered.
- F. The administration shall review recommendations from former employers and others as this may be of assistance in assessing the candidate's qualifications. Such records shall be retained confidentially and for official use only.
- G. Each applicant must submit a valid fingerprint clearance form issued by the State of New Jersey, Department of Education.

Adopted: 01/07
Readopted: 08/14

**COMPENSATORY TIME FOR
NON-SUPERVISORY EMPLOYEES**

The Board of Education recognizes the need at certain times to have employees work beyond the regular work day. Whenever non-supervisory employees are required to work beyond the regular work day they are entitled to either overtime pay or compensatory time as per the employee's contract. Supervisory employees are not eligible for compensatory time.

Compensatory time for non-supervisory employees in the Woodbridge Township School District may occur only in emergency situations and provided that the following guidelines are implemented:

- A. That the employee be granted written approval by the Assistant Superintendent for Human Resources or the Business Administrator/Board Secretary, where applicable, or their respective designee(s).
- B. That all requests by employees for the use of accumulated compensatory time be submitted in writing to the program supervisor a minimum of seventy-two (72) hours / 3 days in advance of the desired time to be used which request shall require the written approval of the Assistant Superintendent for Human Resources or the Business Administrator/Board Secretary where applicable or their respective designee(s).
- C. That all employees who have received written approval for compensatory time be required to use the time within 60 days of the date it is granted. Should the compensatory time be granted after May 1, then it must be used within a sixty (60 day) period or November 1 where applicable or be forfeited.

A monthly report shall be prepared by the Assistant Superintendent for Human Resources regarding compensatory time being approved for the previous month. This information will be shared with the members of the Board of Education on a regular basis.

Adopted: 08/94
Readopted: 02/19

Regulation

GENERAL SAFETY RULES

- A. It is a requirement of the job for all non-certified employees to wear slip resistant shoes.
- B. All employees using a knife will wear a glove on the opposite hand. All employees using (or cleaning) a slicer will wear gloves on both hands.
- C. All employees involved in heavy (over 40 lbs.) or awkward lifting will wear a back support belt. Proper lifting techniques will be followed at all times.
- D. Protective equipment and/or clothing must be worn as required. Oven mitts and apron when preparing oven, fryer, or grill. Rubber gloves, apron, and goggles when handling chemicals, hot grease, or oven cleaner.
- E. Report promptly to your manager any item of equipment that appears defective or in need of repair.
- F. Keep floors clean and free of grease residue. Clean up food and water spills immediately. Use wet floor signs.
- G. High traffic areas must be cleaned in stages and in a fashion that provides a dry walk surface at all times.
- H. Report any hazardous conditions or unsafe work habits immediately to the supervisor.
- I. Promptly replace all safety guards after cleaning machinery.
- J. Horseplay, running, and practical jokes are not permitted.
- K. Machinery and tools, including knives and slicing equipment, must be used only for the purpose for which they were intended.
- L. Employees must disclose to their manager, the use of any substances, legal or illegal, that create drowsiness, slowed reaction time, hallucinations, etc.
- M. Any accident must be reported immediately to the manager and/or supervisor.

Adopted: 04/93
Readopted: 08/14

Regulation

COMMITMENT TO SAFETY

It is the commitment of the Safety Committee and district administration to take an active role in safety and loss control. The attack on the loss problem must start in an organized approach to the situation.

The Safety Committee is responsible for developing a comprehensive loss control program and manual.

Our commitment is a never ending journey to avoid work-related injuries and to bring the district's costs under control.

Adopted: 04/93

Readopted: 08/14

Regulation

WHEN AN INJURY OCCURS

- A. Employee reports the injury.
- B. First aid, when needed, is rendered.
- C. Employee is directed or transported to initial treating physician.
- D. An injury investigation is completed along with required forms.
- E. Employee is contacted within 24 hours to inquire as to his/her condition and explanation of benefits is given. Afterward, the employee is contacted a minimum of weekly with a telephone log maintained.
- F. The treating physician is provided with an analysis of the employee's regular job, and requested to complete a physical capacities evaluation.
- G. The treating physician is asked whether the employee can be released to regular duty.
- H. If the non-certified employee cannot be released to regular duty, the treating physician is provided with an analysis of a modified, temporary job and asked whether the employee can be released in a modified capacity.
- I. Once the non-certified employee is released, he/she is sent a letter indicating a release to a modified job in agreement with his/her physician.
- J. The employee returns to work.
- K. A review date is established to determine if the non-certified employee is capable of going back to his/her regular job.
- L. Each open case should be reviewed monthly.

Adopted: 04/93

Readopted: 08/14

Regulation

EARLY RETURN TO WORK

In an effort to minimize serious disability due to on-the-job injuries and to reduce workers' compensation costs, the district has developed an early return-to-work program for janitors, bus drivers, and food service employees.

The program will consist of a team effort made by supervisors, the insurance carrier, the physician, and district administrators. All team members will be asked to take an active role in returning the injured employee to a productive status.

Supervisors will assist by directing the employee to appropriate care and assisting in proper reporting of injury or incident, and maintaining a positive and constant flow of communication with the injured employee. They will also assist in arranging light-duty work, as needed, to reduce lost time. The Business Office will work with the insurance carrier to insure timely payments and assessment of the employee's return to work. Together they will actively encourage the treating physician to release the injured employee to work as soon as possible.

By this joint effort, the district will help the injured employee to recover at a more rapid rate, gain more production for wages paid, and cut workers' compensation costs.

A. Occupational Injury and Illness Procedure

1. Treatment of injury or illness:

- a. All injured employees who need treatment during their shift will be transported to the nearest hospital by ambulance.
- b. Except in a life threatening emergency, before the employee leaves the school for treatment, the employee shall be given a "Notice to Physician"* form to take to the attending physician, with directions on when to return the reports.
- c. An employee who is unable to complete the shift, as a result of a work related injury or illness, can be excused from work only by a medical provider or the employee's supervisor.
- d. All employees are required to return the "Notice to Physician" release to their immediate supervisor upon return to work or within 24 hours.
- e. Failure to report to work or to contact the employee's supervisor or a school district representative after treatment of injury will lead to disciplinary action.
- f. If an employee cannot report to work because of the extent of the injury (such as being admitted to the hospital or ordered to bed by the doctor) it shall be the supervisor's responsibility to contact the injured employee at the hospital or at home and report the employee's condition to the Business Office.
- g. The supervisor shall provide the following information to the Business Office:
 - 1) Name of attending physician.
 - 2) Medical status, including any recommendations for light-duty.
 - 3) All injury report forms.
 - 4) Estimated return date.

2. Report of injury:

- a. All work related injuries or illnesses shall be reported immediately to the department supervisor.

- b. A written injury report of all injuries shall be completed by the employee's immediate supervisor or the supervisor most knowledgeable of the injury.
- c. Injury reports will be forwarded to the Business Office by the next work day.

3. Employee on time loss:

An employee who has been excused from work as a result of an injury or illness will be required to report his/her condition to the Business Office on a weekly basis. Failure to do so could lead to disciplinary action.

4. Wage and payment:

- a. Employees injured in the course of work will receive regular wages for the time lost from work while receiving medical attention on the date of the injury. Wages will be paid as if the employee completed the regular scheduled shift.
- b. Workers' compensation insurance will cover the medical treatment expenses and loss of wages expenses that arise from work related injury or illness.
- c. An employee assigned to accompany an injured or ill employee will be paid for the time spent on such an assignment. If the use of an employee's personal vehicle is required to transport an injured employee, mileage will be paid at a rate stipulated in the negotiated agreement.
- d. Employees returning to light-duty will receive the same rate of pay that they were receiving at the time of injury.

B. Supervisors' Responsibilities:

Employees who are not working because of work-related injuries will be encouraged to return to work as soon as possible. Supervisors should make every effort to return the injured employee to work by modifying the existing position or placing the employee in a "light-duty" position. It will be the supervisor's responsibility to see that the employee stays within the restrictions provided by the doctor. The connotation of "light-duty" is temporary and is something other than the employee's regular job.

Remember to express concern for the injured employee and keep in contact with him/her. The personal contact and caring attitude conveyed by the supervisor can be the deciding factor in returning the injured employee to work.

- 1. Give the injured employee all pertinent forms and information. Explain the responsibilities for reporting requirements and how and when to return to work after treatment.
- 2. Contact the injured employee, as necessary, to obtain information and forms they are required to return, i.e., Notice to Physician form and/or a release for work.
- 3. Express concern for the employee's health and recovery and encourage his/her speedy return.
- 4. If the employee does not return, on the day of the injury, contact the injured employee (by personal visit if at all possible) and maintain frequent contact with the employee for progress reports and offer assistance from the district.
- 5. Keep the Business Office informed of the employee's medical condition, name of physician, and potential problems, and the potential light-duty jobs available. If the employee does not return that day, or to the next shift, contact the Business Office.
- 6. Encourage the injured employee or other family members to contact the Business Office if they have any questions or concerns about the claim, benefits, or return to work.
- 7. Continue monitoring the employee's medical condition while working light-duty and see that the employee does not exceed physician's limitations.

C. Employee's Medical Report Packet:

The Woodbridge Township School District is concerned about the employee's health and recovery. To assist the employee in obtaining the best treatment and a smooth return to work, the attached information has been put together to help the employee understand the procedures for obtaining treatment and his/her responsibilities in this matter.

Although expenses related to on-the-job injuries are processed through the insurance carrier, the district is directly responsible for those costs and will make every effort to assist the employee in getting the claim processed promptly. This includes loss time payments or reimbursement of any other expenses connected to the claim.

If an employee's claim becomes a loss time claim, a representative from the insurance company will contact the injured employee.

D. Employee's Responsibilities:

1. Report injuries to your supervisor and obtain medical treatment, if needed.
2. Provide a Notice to Physician form to the doctor. The district has light-duty positions available and will make every effort to return you to work as soon as possible, within the doctor's prescribed limitations as stated on the form.
3. Return the Notice to Physician form, completed by the doctor to your supervisor and have him/her assist you in completing an injury form. (If you cannot locate your supervisor, contact the Business Office.)
4. If you are required to be off work, report your medical condition to the Business Office on a weekly basis.
5. While you are off work, it is your responsibility to supply your supervisor, or the Business Office with your current telephone number (unlisted or not) and an address where you can be reached.
6. Failure to comply with these responsibilities may result in disciplinary action.

Adopted: 04/93

Readopted: 08/14

(*NOTE: Accompanying form follows this regulation.)

Regulation

ANTICIPATED DISABILITY

The Board of Education will provide for leaves of absence, in accordance with law and the following regulations of this district, for any employee of this district not otherwise covered by the terms of a negotiated agreement whose absence from duties will be required for a foreseeable event of disability, such as childbirth or surgery.

- A. Any employee who anticipates disability because of a specific future event, such as pending surgery or other medical procedures, shall report that status to his/her immediate supervisor as soon as the employee becomes aware of same. If the anticipated disabling event is childbirth, the employee who becomes pregnant shall provide such notice at least 90 days prior to the expected date of delivery. At the time of notification, the employee shall submit a physician's certificate attesting to the pending disabling condition.
- B. Requests for disability/sick leave relating to anticipated disability shall include dates of onset and return from such leave.
- C. Any employee may request unpaid leave of absence to prepare for an anticipated disabling event, which request must be submitted as soon as possible. Such unpaid leaves are subject to the provisions on unpaid personal leave.
 - 1. In the case of pregnancy, the employee, if she so desires, will be granted an unpaid leave to prepare for the birth of her child.
 - 2. Employees whose expected date of onset of disability occurs during periods which would be disruptive to the continuity of the educational process, and who do not take unpaid personal leave prior to the disability, shall be subject to transfer to alternative duty without loss of pay or benefits while so assigned until such time as the disability occurs.
- D. The employee who anticipates a specific disabling event and who does not request unpaid leave of absence prior to the anticipated disabling event shall remain eligible for applicable sick leave benefits. The Board may require certification of such disability.
 - 1. Requests by employees for extension of sick leave benefits shall be governed by law under N.J.S.A. 18A:30-6.
 - 2. If the anticipated disabling event is childbirth, the Board shall presume that the pregnant employee becomes disabled for work four weeks before the anticipated date of childbirth, at which time the pregnant employee shall become eligible for sick leave benefits if she does not present a certificate attesting to her ability to work during said four-week period of time. This option is granted only to employees actively employed and not to those employees on unpaid personal leave.
 - 3. If, as a result of the pregnancy, the employee becomes disabled prior to this four-week period, said employee may use any sick leave benefits to which she is entitled providing that (1) the employee's physician provides the Board with a certificate attesting to her inability to continue working, and (2) the Board reserves the right to verify the employee's inability to continue working.
- E. The Board may require that an employee anticipating a disabling event may be placed on sick leave if the employee's physical condition leads to unsatisfactory performance of assigned duties, and/or the continued performance of those duties impairs the employee's health. Such incapacity must be established by the following. The Board of Education's physician and the employee's physician agree that the employee cannot continue. If there is a difference of medical opinion between the Board's

physician and the employee's physician, then the two physicians shall agree in good faith on a third impartial physician, who shall examine the employee and whose medical opinion shall be conclusive and binding on the issue of physical capacity to continue working.

- F. If the employee's disability is caused by childbirth and such employee is receiving disability/sick leave benefits, the employee is presumed to be disabled for a recuperative period of four weeks following childbirth, during which time such employee shall continue to receive sick leave pay to which she is entitled under sick leave policy. This applies only to those employees who have been actively employed prior to childbirth and not to those employees who have been out on unpaid personal leave.
 - 1. If, as a result of pregnancy, an employee continues to be disabled after this four week period, said employee may use any sick leave benefits to which she is entitled providing that (1) the employee's physician provides the Board with a certificate attesting to her inability to resume work and (2) the Board reserves the right to verify the disability.
 - 2. If the employee whose disability is caused by childbirth wishes to return to her duties prior to the expiration of the recuperative period, she must present medical certification of fitness to the Board. The Board reserves the right to verify her medical certification.
 - 3. If the Board of Education's physician and the employee's physician disagree as to the employee's fitness, then the two physicians shall agree in good faith on a third impartial physician who shall examine the employee, and whose medical opinion shall be conclusive and binding on the issue of fitness to return to duties prior to the expiration of the recuperative period.
- G. Upon termination of disability an employee is no longer entitled to receive sick leave benefits for that particular disability. Unpaid personal leave for the purposes of recovery following disability may be requested and shall be subject to the provisions on unpaid personal leave. Requests by tenured persons for personal leave prior to childbirth, following childbirth and/or adoption shall be granted for the duration of the school year in which these events occur, plus one additional academic year, if requested by the employee.
- H. In no event shall the Board of Education be obligated to extend a non-tenured employee's leave of absence beyond the contract year for which the employee is employed.
- I. If an employee on personal leave shall become pregnant before the expiration of her leave of absence, she shall be able to apply for a personal leave of absence for pregnancy. The same rules which apply to personal leaves for pregnancy shall apply to the new request for leave of absence for pregnancy.
- J. If an employee, who has been granted leave of absence for pregnancy, has lost her baby by reason of miscarriage, stillbirth, or death of the infant before the expiration of her leave of absence, the employee shall be restored by the Board on her request, as soon as possible, to a position as nearly the same as the position she held when her leave was granted.

Adopted: 08/14

Regulation

UNPAID PERSONAL LEAVE

The Board of Education recognizes that certain personal situations occasionally occur where an employee seeks absence from work without pay. Where this is not inconsistent with the best interests of the district, the Board of Education may grant individual unpaid personal leave. Such leave will be granted within the following guidelines:

- A. Employees may apply for unpaid personal leave for such purposes as preparation for, or recovery from an employee's physical disability, unique family situation, or the achievement of personal growth goals. Mere convenience or pleasure of the employee shall not be considered a valid reason.
- B. Requests for personal leave shall be addressed in writing to the employee's immediate superior.
- C. The request shall be submitted a minimum of 60 days prior to the onset of the requested leave. In cases of emergency, as determined by the Board, such requests may be submitted less than 60 days prior to the onset of the requested leave. Requests for personal leave that grow from emergency situations shall be addressed directly to the Assistant Superintendent for Human Resources.
- D. The request shall include the reason for the petition and supportive data, in accordance with administrative procedures, as well as the time period for which it is being requested.
- E. The Board of Education reserves the right to grant personal leave so that the period of leave will coincide with the established schedule for affected activities and other concerns.
- F. Requests for extension of personal leave received from individuals already on leave will be treated as new requests for leaves and judged in accordance with this policy. Such requests shall be addressed directly to the Assistant Superintendent for Human Resources.
- G. In no event shall the Board of Education be obligated to extend a non-tenured employee's unpaid personal leave of absence beyond the contract year for which the person is employed.

Adopted: 08/18

Regulation

JURY DUTY

The Board of Education will insure all full-time employees against loss of pay occasioned by a call to jury duty. Should an employee be called for jury duty, he/she shall report same to his/her immediate supervisor.

- A. Employees called for jury duty are permitted to serve and will not be penalized in any way for doing so. The administration will request that an employee be excused only if the period of service occurs during a peak work load period or the employee brings a unique capability to his/her assignment.
- B. Employees will receive full pay during a period of jury duty if they endorse the check received from the court to the district or pay the amount shown on their record slip less travel allowance.
- C. While on jury duty, employees are required to report daily their schedule for the following day and must report to work when excused for a day or more or suffer loss of pay.
- D. The time spent on jury duty will not be charged against personal leave and will count as time on the job.

Adopted: 08/14

Regulation

EMPLOYEE ATTENDANCE

In an effort to implement the Board of Education on employee attendance, the following administrative guidelines shall be followed:

- A. Every effort shall be made to reduce employee absenteeism.
- B. While the administration recognizes the need to be absent during periods of illness, procedures shall be followed which should eliminate abuses in this area. These efforts may include:
 - 1. Contact with employees upon their return to work, who are absent three or more days, by the school administrator/supervisor;
 - 2. Requiring the employee to file a physician's verification of illness for each absence.
- C. Every effort shall be made to ensure that personal days as granted by contractual language are used for the strict purpose of effectuating personal business which cannot be managed outside of the normal working day.
- D. While it is the intent of the Board to have all employees in attendance each workday, it is recognized that there are times when situations arise which could be considered for an unpaid personal days. Any unpaid personal leave of absence requested by an employee which is not covered by statute, Board policy, or contractual agreement shall be considered on the merits of each individual request.

A request in this content generally shall not be granted for the following reasons:

- 1. Going on a vacation;
 - 2. Extending a vacation;
 - 3. Accompanying a spouse on a business trip;
 - 4. Attending non-educationally related conventions;
 - 5. Other vacation/leisure type activities.
- E. These requests for unpaid personal leave days must be made in writing prior to the requested day(s) to the Office of Personnel Services.

Adopted: 06/08
Readopted: 08/14

Regulation

EMPLOYEE ATTENDANCE

A. Staff Attendance Improvement Plan

In an effort to implement the Board of Education Policy #423, the following Staff Attendance Improvement Plan should be implemented by all school administrators and supervisors:

1. All school administrators/supervisors shall review the Perfect Attendance Program with the staff.
2. Upon the staff member's return to work from an absence of three or more consecutive days, it is recommended that the school administrator/supervisor initiate personal contact to demonstrate interest in the welfare of the staff member.
3. An individual attendance record card for all non-certified staff members will be maintained by designated staff at each building location.
4. After the sixth day of occasional absence, it is recommended that upon the staff member's return to work, the school administrator/supervisor should demonstrate an interest in the welfare of the staff member and also remind him/her that his/her attendance will be closely monitored.
5. After the eighth day of occasional absence, if the school administrator/supervisor has concerns that a staff member is abusive of the attendance policy, he/she will express this concern to the staff member. The school administrator/supervisor will inform the staff member that on the next occasional absence, the school administrator/supervisor will send a letter to the Superintendent requesting that the staff member's incremental pay increase for the next year be subject to review.
6. After the ninth day of occasional absence, if the school administrator/supervisor maintains concerns that the staff member is abusive of the attendance policy, the school administrator/supervisor will forward a letter to the Superintendent requesting a review of the staff member's incremental pay raise for the next school year.
7. All school administrators/supervisors will document excellent attendance on the annual evaluation report of said staff member.
8. The Superintendent of Schools will annually submit to the Board of Education the names of staff members who achieve perfect attendance during the preceding school year.
9. The Board of Education will officially acknowledge with a letter of commendation to the members of the non-certified staff who achieve perfect attendance, a copy of which will be placed in the staff member's personnel file.

B. Excessive Tardiness

(Per school year):

1. After three (3) unexcused tardies - written warning – meeting with principal/supervisor
After two (2) additional tardies - written warning – meeting with principal/supervisor
After two (2) additional tardies - written warning – meeting with principal/supervisor
2. Upon the eighth unexcused tardy, a recommendation will be made to the Superintendent for a salary increment withholding for the following year.
3. Further tardiness by the employee may result in further discipline, including non-renewal (non-tenured) or tenure charges.

4. Whether failure to perform an assigned or contracted duty is excusable or not shall be determined by the principal or the Superintendent of Schools in accordance with applicable Board regulations. Records of tardiness and assessments for this or other causes for failure to perform assigned or contracted services will be retained in the employee's file.

Adopted: 06/08
Readopted: 01/18