

*Return the signed form to the Office of Human Resources*

I, (print name) \_\_\_\_\_, have received the HVRSD Employee Handbook which includes Board Policies numbers to be reviewed on the district website ([www.hvrsd.org/board/policies](http://www.hvrsd.org/board/policies)), including, but not limited to; the Affirmative Action regulations and computer use policy and Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and other Drug Abuse, etc.

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*Signature*

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*Date*

# HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT



## EMPLOYEE HANDBOOK



Office of Human Resources  
Revised July 2019

**ACKNOWLEDGEMENT/DISCLAIMER**

This document is informational only. It is designed to provide an overview of some of the most important information that relates to your employment. This document does not create any legal rights and it does not establish terms and conditions of employment.

This document contains copies of selected Board of Education policies. These policies, which have been formally adopted by the Board of Education, constitute the official position of this District, but are subject to review and revision by the Board at any time. Should a Board policy be revised, the former policy, even if attached to this document, shall no longer be in effect. A complete listing of board policies can be found online at the district's web-site: <https://www.hvrsd.org/Board/Policies>.

This document also contains summaries of various laws. These summaries do not state the official position of the Board of Education. This document does not in any way restrict the right of the Board of Education or the Superintendent of Schools to interpret this document as they deem appropriate.

This document does not contain promises of any kind and is not an employment contract.

**CONFIDENTIALITY**

All personnel matters relating to Human Resources are confidential. Personnel files are viewed only by the appropriate administrative personnel. Access to your personnel file is permitted by appointment. You may call the Office of Human Resources, at extension 2401, to arrange for a time.

**PLEASE REVIEW THIS DOCUMENT CAREFULLY.**

Once you have reviewed this document, should you have questions or concerns, please contact the Office of Human Resources for an appointment.

WELCOME TO HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT

Congratulations and welcome to the Hopewell Valley Regional School District. We are delighted you are joining our district as a new staff member. Whether your stay is short or continues over a long period of time, each day that you enter a classroom, you are responsible for the most important asset we have in Hopewell Valley - our children.

At Hopewell Valley Regional School District, you will work with a team of dynamic, growth-oriented professionals. You will find motivated, high-achieving students who are heavily involved in a wide variety of extra- and co-curricular activities, ranging from athletics to music and theater to community service. The community supports its schools and cares about its students. We are a school district that offers a positive and collegial environment, as well as a commitment to diversity. The staff, administrators, Board of Education, students, parents, and the community share a commitment to, and expectation of, excellence.

Human Resources is providing you with a copy of our Employee Handbook. As you begin your employment, it is most important that you review and understand the information contained in this document.

Please take a few minutes to review this handbook. It can be your guide to a successful and enjoyable time in Hopewell Valley. If there is anything that we can do to help, or if there are any suggestions you would like to make, please do not hesitate to call the Office of Human Resources (x2401.)

MISSION STATEMENT

The mission of the Hopewell Valley Regional School District, in partnership with the community, is to provide a comprehensive, caring educational experience which;

- Nurtures the unique talents of each individual;
- Creates a fulfilled, socially responsible, life-long learner;
- Develops confidence and capabilities to face the challenges of a rapidly changing world, and;
- Promotes a culture of respect which values diversity.

As partners, we will provide sufficient resources and a talented, committed staff that creates a safe environment where all individuals will flourish.

The capacity of the school district to achieve its mission is dependent upon the dedication of the district's employees and consistent performance of their assigned responsibilities. An organization is most successful when it strives to meet the needs of

HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT  
EMPLOYEE HANDBOOK

its employees. Therefore, the personnel policies and practices of the Board of Education shall be designed and implemented in such a manner as to encourage and support the exercise and fulfillment of employee work responsibilities in a thorough and efficient manner.

The school district will seek to measure its decisions against standards that discover and create:

- Fundamental fairness in the workplace
- A collaborative working environment
- Planned and orderly transitions in the face of changing conditions
- Candid and judicious conduct in evaluating and implementing personnel decisions

All employees shall be mindful of the foregoing objectives, and shall incorporate these objectives into their working relationships.

<b>EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION</b>
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EEO/AA Statement (Board Policies 1530, 1550 & 2260)

The Hopewell Valley Board of Education guarantees to all persons equal access to all categories and conditions of employment, retention and advancement regardless of race, color, age, creed, religion, sex, national origin, political affiliation, ancestry, age, armed forces liability, physical handicap, or social or economic status marital status, sexual orientation, gender, or non-applicable handicap.

An affirmative action program shall be part of every aspect of employment not limited to but including 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 apprenticeships; promotion or tenure.

The Hopewell Valley Regional Board of Education will continue to support and implement the district's equal educational opportunity policy, school and classroom plan and contract/employment practices in accordance with law and regulation. A copy of the district's affirmative action plans and self-evaluation of affirmative action achievement shall be available through the Office of Human Resources at 425 South Main Street, Pennington, NJ 08534.

Conscientious Employee Protection Act

On September 14, 2004, Governor McGreevey signed legislation amending the employee notice requirements of the Conscientious Employee Protection Act (CEPA.) Prior to this amendment, the law had required employers to conspicuously display notices of employees' protections and obligations under CEPA. The new amendment expands this obligation to require annual individual notice to employees in written or electronic form in addition to the posted notices. The amendment adds a requirement that the notices include the procedures for reporting activities, policies, or practices that the employee believes are in violation of a law, rule, or regulation.

In accordance with New Jersey State Law, an employee must be held free from any retaliatory action because he or she:

- Discloses or threatens to disclose to a supervisor or public body an activity, policy, or practice of the district that he/she reasonably believes is in violation of a law or regulation or rule or standards of health care; or
- Provides information to or testifies before, a public body conducting an investigation or hearing concerning such a violation; or
- Objects to or refuses to participate in an activity, policy, or practice that he/she reasonably believes violates civil or criminal law or regulation or rule or that standard that is fraudulent or incompatible with a clear mandate of public policy concerning the public health, safety, welfare, or protection of the environment.

The foregoing protection is normally provided to each employee, but only if the employee has disclosed the activity that he/she believes violates the law. That disclosure must be in writing and made to the Superintendent or to the Superintendent's designee. Such writing must be made prior to making disclosure to another public body. Following disclosure to the designee, the district is given a reasonable opportunity to correct the violation. However, in certain cases of emergency, the employee will be afforded such CEPA protection even if those conditions are not met.

In the event of any retaliation against the employee contrary to this law, under CEPA, the employee may seek relief in court and may be awarded damages and attorney's fees against the district, together with reinstatement with no loss of pay, benefits, or seniority.

**PLEASE NOTE:** Hopewell Valley Regional School District buildings and school buses are equipped with surveillance videos. These videos are reviewed by supervisory staff only.

HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT  
EMPLOYEE HANDBOOK

The Superintendent's CEPA designee and Affirmative Action Officer is:

**Ms. Tana Smith**  
**Director of Human Resources**

You can contact the Superintendent's designee at:

**Administration Building**  
**Office of Human Resources**  
**425 South Main Street**  
**Pennington, NJ 08534**  
**(609) 737-4000, Extension 2401**

The Right to Know

The New Jersey Worker and Community Right to Know Act requires public and private employers to provide information about hazardous substances at their workplaces. The Act:

- Informs public employees about chemical hazards at their workplace so they can work safely with these hazardous substances;
- Helps firefighters, police, and other emergency responders adequately plan for and respond to incidents such as fires, explosions, or spills;
- Provides data for monitoring and tracking hazardous substances in the workplace and the environment.

A more complete and detailed brochure is available through the Human Resources Department.

Job Postings

Information about employment opportunities in the Hopewell Valley Regional School District is disseminated through Human Resources. Job postings are generated and placed on the district's web-site, posted internally at each district building, advertised in area newspapers (*The Times* and *Star Ledger*) and on-line at NJSCHOOLJOBS.

JOB OFFER/WAGES AND SALARIES

New Jersey First Act  
P.L. 2011, c. 70 (N.J.S.A. 52:14-7)

**Effective September 1, 2011, in accordance with the “New Jersey First Act” P.L. 2011, c. 70 all employees of school districts must reside in the State of New Jersey, unless exempted under law. If you already work for the school district as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position, or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position, or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position, or employment.**

The Assistant Superintendent will complete background checks and review the credentials with the Superintendent of Schools. The Superintendent of Schools will determine whether to recommend the candidate for appointment. Upon approval of the Superintendent, the Assistant Superintendent will make the formal offer of employment to the candidate, contingent upon fingerprinting, physical examination, and satisfactory current reference checks. **If the candidate accepts the offer of employment, the Superintendent's recommendation is then presented to the Board of Education for formal appointment. No right of employment is established until formal appointment by the Board of Education takes place.**

Permanent staff members, both full- and part-time, are appointed from July 1 to June 30 for 12-month employees. For 10-month employees, the appointment will be from September 1 to June 30.

There are 24 pay periods during the fiscal year. The fiscal year begins on July 1 and ends on June 30. Salary checks are issued on the fifteenth and the last day of the month unless the fifteenth or last day falls on a Saturday, Sunday, or legal holiday when school is closed, in which case the checks will be issued on the preceding school day. In June, the last-day-of-the-month checks will be issued the last day of required attendance for teachers.

As of July 1, 2014, the Hopewell Valley Regional School District, in accordance with state law, P.L. 2013, Chapter 28, requires all employees to have direct deposit of their net pay. Live paychecks will not be distributed to employees, with the exception of the first payroll each September, which will be a live check for all employees. Paystubs will be available on the online employee self-service portal, Doculivery.



HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT  
EMPLOYEE HANDBOOK

Upon receiving your first paycheck, you will need to create an account at [www.doculivery.com/systems3000-hvrsd](http://www.doculivery.com/systems3000-hvrsd) to review future pay stubs.

Please consult your collective bargaining agreement for a more complete, detailed explanation of wages and salaries. A copy of your collective bargaining agreement can be obtained from your association representative, from the Office of Human Resources or on-line at [www.hvrsd.org/Offices/Human Resources/Employment Contracts](http://www.hvrsd.org/Offices/Human%20Resources/Employment%20Contracts).

Pre-employment Physical (N.J.S.A 6:3-4A.1-4)

The Board of Education requires that all new staff (permanent 12-month & 10-month employees.) undergo a physical examination. The physical examination shall include, but is not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include a health screening to include height and weight, blood pressure, pulse and respiratory rate, vision screening, hearing screening, drug screening, and Mantoux test for tuberculosis.

Candidates for employment in certain classifications may be required to undergo a physical examination to include a health history, health screening, and medical evaluation. This pre-employment physical examination shall not be used to determine a candidate's disabilities. This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990.

Physical examinations required by this policy may be conducted by a physician or institution designated by the Board of Education or, at the employee's election, by a physician or institution designed by the employee and approved by the Board. The cost of any such examination conducted by the physician or institution designated by the Board, shall be borne by the Board. The cost of any such examination conducted by the physician or institution chosen by the employee and approved by the Board shall be borne by the employee.

Fingerprint Background Check

Fingerprint background checks are mandated by New Jersey state law. All new employees – permanent, substitute, coaching positions, both paid and unpaid volunteers, and student teachers – are required to complete the background check. The cost of the background check is at the employee's expense.

Arrest Reporting Requirement

Effective January 5, 2009, all staff shall report their arrest or indictment for any crime or offense to the superintendent within 14 calendar days. The report shall include the date of the arrest or indictment and charges lodged against the staff member. The

HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT  
EMPLOYEE HANDBOOK

disposition of the charges also must be reported to the superintendent within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" pursuant to *N.J.A.C. 6A:9-17.5*.

This office is required to make this code amendment known to all employees. This shift in responsibility for reporting now is the employees. Please take time to understand your responsibility should some unexpected issue take place in the future.

Pension Plans

Pension plans are dictated by State Laws and Regulations. Every regular employee, who works 25 hours per week or more, is required to contribute to the State pension plan. Percentages of contributions are also dictated by State Laws and Regulations. Employees who work less than 25 hours per week, are required to complete a New Jersey Defined Contribution Retirement Program (DCRP). Detailed information regarding the NJ State Pension plans can be found at the NJ Division of Pensions & Benefits ([www.state.nj.us/treasury/pensions](http://www.state.nj.us/treasury/pensions)).

**SAFETY AND HEALTH**

The health hazards connected with the use of tobacco products, alcohol, and illicit drugs can have an adverse impact on the district's ability to provide a safe and healthy environment in which to learn and work.

In accordance with state law, smoking is prohibited in school buildings, on school grounds, and on school buses by any person at any time. Smoking by on-duty staff is also prohibited during any school-sponsored, on-premise or off-premise activity or event, such as field trips and athletic contests. For the purposes of this policy, smoking means all uses of tobacco, including cigar, cigarette, pipe, chewing tobacco, and snuff.

Employees are prohibited from using alcoholic beverage, being under the influence of alcoholic beverages, or possessing an opened container of alcoholic beverages on school worksites. For purposes of this policy, "worksite" means any school building, or any school premises and any school-owned vehicles or any school-approved vehicle used to transport students to and from school or school activities. Worksite also includes off-school property during any school-sponsored or school-approved activity, event, or function such as a field trip or athletic event, where students are under the jurisdiction of the school district. Employees found to have violated this prohibition may be required to participate in an alcohol rehabilitation program, and may be subject to disciplinary action including non-renewal of contract, suspension, or termination of employment in accordance with law.

Employees are prohibited from using drugs, being under the influence of drugs, or possessing drugs on school worksites, unless such drugs are lawfully prescribed as

HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT  
EMPLOYEE HANDBOOK

medication for the employee using or possessing same, or unless otherwise lawfully in the employee's possession. "Drugs" means any narcotic drug, hallucinogenic drug, controlled stimulant, controlled depressant, anabolic steroid, marijuana, or any other dangerous substance or controlled analog as defined in 2C:35 of the New Jersey Code of Criminal Justice. For purposes of this policy, "worksite" means any school building, or any school premises and any school-owned vehicles or any school-approved vehicle used to transport students to and from school or school activities. Worksite also includes off-school property during any school-sponsored or school-approved activity, event, or function such as a field trip or athletic event, where students are under the jurisdiction of the school district. Employees found to have violated this prohibition may be required to participate in a drug rehabilitation program, and may be subject to disciplinary action including non-renewal of contract, suspension, or termination of employment in accordance with law. Criminal conviction of an employee for violation of a criminal drug statute occurring outside of the worksite, may also result in disciplinary action including non-renewal of contract, suspension, or termination of employment in accordance with law.

Reporting Substance Abuse

Under state law, employees are obligated to report to competent school authority any evidence of substance abuse by students. As a matter of fundamental safety in the educational environment, employees are obligated to report immediately to competent school authority any ongoing instance of a violation of this policy relating to alcohol or drugs. The knowing failure to report as required may be cause for discipline.

Employee Assistance Program

District employees have access to an Employee Assistance Plan (EAP) offered through Penn Medicine Princeton. The EAP provides a tool to identify and resolve issues before they become serious problems. This service is staffed by experienced professionals, providing personal and confidential counseling services, regardless of one's need.

Services include:

- 24 hour/7 days a week toll-free counseling;
- Local/in-person assessment;
- Community resource referrals to supplement EAP counseling;
- Client follow-up;
- Secure and confidential communication

The EAP offers help with personal issues or concerns, including:

- Relationship issues
- Major life changes
- Drug and alcohol abuse

HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT  
EMPLOYEE HANDBOOK

- Eating disorders
- Depression
- Marital and family conflicts
- Career transition
- Anxiety and stress
- Physical or emotional abuse

A brochure is available through the Office of Human Resources.

Photo ID

The district will provide all employees with a photo id. It is required while on school grounds, that all employees wear or display their photo id. This includes all extra-curricular activities or any other school-related activities.

If your ID badge is lost or destroyed, a new one will be prepared for you. Call the Office of Human Resources at ext. 2402 for information.

Emergency Procedures

School Closings. The chief school administrator is authorized to close the schools and administrative offices, to open them late, and to dismiss them early, in hazardous weather or in other extraordinary circumstances that might endanger the health or safety of students or staff. Each year, parents/guardians, students and staff shall be informed of the manner in which emergency schedule changes will be communicated to them.

Building Drills. The principal of each building shall cause periodic fire and safety drills to be conducted as required by law. Civil disaster drills shall be arranged and conducted in such manner and with such frequency as the chief school administrator may in his/her discretion require.

Workers Compensation

If you are injured on the job, immediately notify your supervisor or building administrator about your injury. A delay in reporting may result in loss of benefits. Every injury must be reported to a supervisor or building administrator, whether or not you need medical treatment or miss time from work.

## EMPLOYEE STANDARDS AND CONDUCT

### Environment Free from Harassment

The Board of Education of the Hopewell Valley Regional School District requires that all persons be treated equally in the pursuit of their educational and employment opportunities and in the performance of their employment and educational obligations. In order to achieve this requirement, the Board of Education further requires that its educational and employment environment be maintained free from harassment or hostility based upon an individual's race, color, national origin, ancestry, religion, age, gender, sexual orientation, marital status, liability for service in the armed forces of the United States, social or economic condition or physical or mental condition. All members of the school community are expected to maintain relationships with each other consistent with these objectives, with ethical responsibilities relating to their positions, and with full regard to fundamental standards of courtesy, respect and fairness. No person employed by, attending school at, doing business with, volunteering services to or visiting the premises or activities of the Hopewell Valley Regional School District shall commit or condone an act of harassment of any kind prohibited by law or by this policy against any member of the school community.

Under this policy, "harassment" is defined as an act of unprovoked aggressive behavior of a physical and/or psychological nature carried out by an individual or a group against an individual or group with the effect of causing harm or hurt to the latter. Behavior shall be deemed unprovoked when it is in fact unwelcome or unwanted by the person(s) towards whom it is directed. Behavior shall be deemed aggressive when it is in fact discomforting or humiliating in the view of the person(s) towards whom it is directed, or has the effect of creating a hostile environment when viewed from the perspective of reasonable person(s) witnessing such behavior. Individuals experiencing a hostile environment as a result of harassment directed towards others shall be considered in the same position as individuals who are direct targets of such acts. Except as may otherwise be provided herein, an actor shall at all times be considered responsible for knowing when behavior is aggressive and for knowing when behavior is unprovoked.

### Specific Conduct

Race, color, national origin and ancestry. Discrimination based upon an individual's race, color, national origin and ancestry interferes with the equal educational and/or employment opportunities in the school district and is forbidden. Harassment based upon race, color, national origin and ancestry is also forbidden. Harassment based upon these characteristics includes slurs or pejorative references to any such characteristic, the use of nicknames whose meanings refer to such characteristics, unwelcome references to an ancestor's geographic place of origin, or physical, cultural or linguistic aspects of such characteristics, unwelcome references to the fact of association with or

HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT  
EMPLOYEE HANDBOOK

marriage to persons identified using such characteristics, and unwelcome references to association with or membership in organizations identified using such characteristics.

Religion. Discrimination based upon an individual's religious beliefs or practices, or the lack of religious beliefs or practices, interferes with the equal educational and/or employment opportunities in the school district and is forbidden. Harassment based upon an individual's religious beliefs or practices, or the lack of religious beliefs or practices is also forbidden.

Age. Discrimination based upon an individual's age interferes with the equal educational and/or employment opportunities in the school district and is forbidden. Harassment based upon an individual's age is also forbidden.

Gender, affectional or sexual orientation. Discrimination based upon an individual's gender, affectional or sexual orientation interferes with the equal educational and/or employment opportunities in the school district and is forbidden. Sexual harassment is also forbidden.

For purposes of this policy, "sexual harassment" is defined as harassment in which the behavior consists of or incorporates, expressly or implicitly, sexual subject matter or content, or focuses on the gender of the person(s) towards whom it is directed or of others. Communications of and references containing sexual subject matter exclusively, containing subject matter with sexual content, or containing simple gender-based distinctions, whether explicit or not, may be offensive or unwelcome and constitute sexual harassment in particular circumstances, and all members of the school community must recognize the potential for harm in uttering such communications. Sexual harassment should be understood to be broadly defined and encompass a wide range of behaviors that focus on an individual's sexuality, or would be devoid of meaning but for the gender of an individual. Sexual harassment may include, but is not limited to, the following examples:

- Slurs, epithets, threats, verbal abuse, derogatory comments, degrading descriptions or practical jokes of a sexual nature or about gender specific traits;
- Graphic verbal comments about an individual's body;
- Sexual jokes, stories, drawings, pictures or gestures;
- Spreading of sexual rumors;
- Teasing or sexual remarks about a student enrolled in predominately single sex class;
- Touching of an individual's body or clothes in a sexual way;
- Gender based limitations on access to educational tools or resources;
- Cornering or blocking of normal movements in a sexual manner;
- Displaying sexually suggestive objects or materials;
- Pressure or coercion involving proposed sexual activity; and

HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT  
EMPLOYEE HANDBOOK

- Leering, staring, overly personal conversation, sexual flirtations or sexual propositions that are repeated after the unwelcome nature of same are communicated to the actor.

Marital status. Discrimination based upon an individual's marital status interferes with the equal educational and/or employment opportunities in the school district and is forbidden. Harassment based upon an individual's marital status is also forbidden.

Military Service. Discrimination based upon an individual's military service, whether current or past, or based upon an individual's lack of military service, interferes with the equal educational and/or employment opportunities in the school district and is forbidden. Harassment based upon an individual's military service or the lack thereof is also forbidden.

Social or economic condition. Discrimination based upon an individual's social or economic condition interferes with the equal educational and/or employment opportunities in the school district and is forbidden. Harassment based upon an individual's social or economic condition is also forbidden.

Physical or mental condition. Discrimination based upon an individual's physical or mental condition interferes with the equal educational and/or employment opportunities in the school district and is forbidden. Harassment based upon an individual's physical or mental condition is also forbidden.

Enforcement Mechanisms

Dissemination. Each school principal shall inform all students and staff that discrimination and harassment are prohibited under the terms of this policy. The contents of this policy shall be circulated to all schools and departments of the Hopewell Valley Regional Schools by incorporation in all teacher and student handbooks. The Superintendent shall ensure that staff and students have the opportunity to participate in educational programs relating to this policy.

District & Building Affirmative Action Committees. There should be established at each school building an Affirmative Action Committee consisting of 4-6 professional staff members, balanced by gender. The committee will select its chair, which shall serve as the Building Affirmative Action Officer and attend as a member of the District Affirmative Action Committee. Because of the nature and seriousness of sexual harassment in the learning environment, the receipt of complaints, investigation and recommendation for disciplinary action if necessary, shall be the responsibility of the building Affirmative Action Committee.

Any member of the student body, any staff member, parent /guardian or other person may file a formal grievance alleging discrimination or harassment. The appropriate Building Affirmative Action Committee will receive such complaints and initiate a

thorough investigation, and will protect the rights of both the complainant and the alleged perpetrator, all in accordance with uniform regulations and administrative directives governing these functions as may be promulgated by the Superintendent. A Building Affirmative Action Committee shall not fail to investigate a complaint solely because the complainant was not a direct witness to the conduct alleged. The school district prohibits retaliatory behavior against any complainant or any participant acting in good faith in the complaint process.

The Building Affirmative Action Committee's investigation will be conducted with sensitivity to all parties involved. Due process rights will be respected during any investigative activity of the committee. Confidentiality shall be maintained throughout the investigation process. In the event that formal disciplinary procedures are instituted, the normal rules regarding confidentiality of such proceedings shall be observed.

The Building Affirmative Action Committee will report any incident of discrimination or harassment to the building principal, who will meet with all parties. The Building Affirmative Action Committee, as appropriate, may submit other recommendations to the principal. The principal will advise the Building Affirmative Action Committee of any remedial action that has been taken or is proposed.

The District Affirmative Action Committee shall monitor the work of each Building Affirmative Action Committee and shall perform such other tasks, including the conduct of investigations in such cases, as may be assigned by the Superintendent.

Sanctions. Violations of this policy by acts of discrimination or harassment committed by students will result in appropriate disciplinary action as may be specified herein and as further defined in the rules and regulation for student discipline for each building, and in serious situations, as defined in BP 5327 "Harassment in School and Anti-bullying Policy." Violations of this policy by staff will result in disciplinary action pursuant to applicable law and contract procedures. The sanctions imposed in all cases shall relate to the intent and seriousness of the offense and/or whether there is a pattern of substantiated offenses.

The existence of any of the following circumstances shall be considered as aggravating the seriousness of an offense:

- Whenever submission to harassment in violation of this policy is made either explicitly or implicitly a term or condition of a person's evaluation, promotion, opportunity for advancement, privileges or other benefits;
- Whenever harassment in violation of this policy has the purpose or effect of interfering with a person's right to privacy or academic performance, or whenever such conduct creates an intimidating, hostile or offensive educational environment;



HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT  
EMPLOYEE HANDBOOK

- Whenever the fact of a person's submission to or rejection of harassment is used as a basis for employment or educational decisions adversely affecting that person; and
- Whenever discrimination against a person in violation of this policy is used a basis for employment or educational decisions adversely affecting that person.

Employee Protection

An employee may use reasonable force as is necessary to protect him/her from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or within control of a pupil.

Employees should immediately report, in writing, threats to them in connection with their employment to their supervisor or building administrator.

The supervisor or building administrator shall conduct an investigation of the incident, shall keep a written record, and shall take appropriate action. A full copy of the reports shall be forwarded to the Office of the Superintendent of Schools when completed.

Employees shall immediately report cases of assault suffered by them in connection with their employment to their building administrator or supervisor, and to local law enforcement agencies. Such notification shall be immediate

Gifts to School Personnel

No school employee shall solicit or accept any gift, favor, loan, service or other thing of value based upon an understanding that it was given or offered for the purpose of influencing the employee, directly or indirectly, in the discharge of the employee's duty.

No school employee shall accept any gift, favor, loan, service, or other thing of value if the employee, directly or indirectly, in the discharge of the employee's duty.

Gifts of nominal value received from a student in circumstances in which the student would not reasonably believe that the gift was offered for an improper purpose are permissible, but should not be encouraged or solicited.

Guidelines for Responsible Computing (Board Policy 2361)

The computing resources in the Hopewell Valley Regional School District support the instructional, research, and administrative activities of the school district. Examples of these computing resources include, but are not limited to, the administrative and instructional computing, facilities and operations, local, wide and wireless networks, electronic mail, and access to the Internet. User of these services and facilities have access to a vast amount of resources.

Consequently, it is appropriate for all users to behave in a responsible, ethical and legal manner. In general, appropriate use means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent license and contractual agreements. Individual departments and schools may have additional guidelines regarding computing equipment held in those departments and schools. Interested parties should contact the K-12 Supervisor of Technology for more information concerning computing guidelines in a specific department or school. The Hopewell Valley Regional School District vests the responsibility for ensuring the integrity and performance of its computing systems in various system administrators. While respecting the rights of all users, when the integrity of the system is threatened, systems administrators are authorized to take those actions necessary to maintain the responsible, ethical and legal use of Hopewell Valley Regional School District technology systems.

The guidelines apply to all users of computing resources owned or managed by the Hopewell Valley Regional School District, including, but not limited to faculty, staff, students, guests of the administration, and approved external individuals or organizations.

#### Account Security, Passwords, and Integrity

The person to whom an account is allocated is the only person allowed to use that account. No password sharing is permitted. Additionally, it is the user's job to be sure that he or she does not create a security hole in the system. For instance, users must select passwords that are not guessable or "breakable" and should not write the password down anywhere. Breakable passwords are ones found in any common dictionary, parts of the user's name, etc. The best passwords tend to be multiple words utilizing both numbers and characters.

The Hopewell Valley Regional School District provides reasonable security against intrusion and damage to files stored on district computers. The district provides some facilities for archiving and retrieving files specified by users and for recovering files after accidental loss of data. However, neither the Hopewell Valley Regional School District nor its computing staff can be held accountable for unauthorized access by other users, nor can they guarantee protection against power or media failure, fire, flood, or other disaster. The use of personal USB keys and other storage media are acceptable as long as their use doesn't violate other components of these guidelines.

Although the school district backs up departmental/school file servers and makes reasonable attempts to protect those file servers from intrusion, it does not provide the same level of protection or offer restoration of files stored on the local drives of computer workstations. Therefore, it is especially important that users save their files to the fileserver(s) and use all available means to protect their data.

### Privacy

The Hopewell Valley Regional School District participates in a range of computing networks, and many members of the school district community regularly use these networked computers in their work. Statements in public files in this medium are protected by the same laws, policies, and guidelines, and are subject to the same limitations, as communications in other media. The same holds true for personal electronic files and communications (e.g. email). However, users should exercise caution when committing confidential information via email because the confidentiality of such material cannot be guaranteed.

Network and system administrators are expected to treat the contents of electronic files as private and confidential and to respect the privacy of all users. Members of the computing staff are forbidden to log on to a user account or to access a user's files unless the user gives explicit permission. An exception to this would be the accessing of K-12 students network accounts by staff members for grading and student assistance purposes. Another exception to these privacy guidelines may be made when an individual is suspected of abusing the Hopewell Valley Regional School District Guidelines for Responsible Computing. All accounts for staff and students are monitored for viruses, SPAM/malware, inappropriate files that could be used for malicious purposes as well as for accessing unauthorized content. This is done through a combination of teacher and/or technology support activities and hardware and software installed on the networks. In such instances, the system administrator will immediately notify the district Supervisor of Technology and/or the building principal.

### Encountering Controversial Material

Users may encounter material which is controversial and which users (parents, students, teachers, staff, and administration) may consider inappropriate or offensive. This is much more easily monitored and tracked on the Hopewell Valley Regional School District computing resources. A content filtering software application is utilized to minimize encounters of controversial material. The content filter blocks and filters Internet access to content, including audio and pictures that are (a) obscene; (b) pornographic; and (c) harmful to minors. If it is believed a website is blocked in error, please note this to district technical support personnel via the help desk. On a global network such as the Internet, it is impossible to control effectively all data and a user may intentionally or inadvertently discover controversial material. It is the user's responsibility not to initiate access to such material.

### Changes in the Computing Environment

When significant changes in hardware, software, or procedures are planned, the Hopewell Valley Regional School District community will be notified through electronic means to ensure that all users have enough time to prepare for the changes and to voice any concerns that they might have. This is usually done through the district email and conferencing system as well as building-based announcements.

### Student Instruction Relative to the Guidelines for Responsible Computing

All students K-12 who use Hopewell Valley Regional School District technology are provided age-appropriate instruction on all facets of the Guidelines for Responsible Computing. That instruction will include: (a) access by minors to inappropriate matter on the internet; (b) the safety and security of minors when using email and other forms of electronic communications; (c) unauthorized access, "hacking," and other unlawful activities by minors online; (d) cyber bullying; and (e) social networking. Normal instructional procedure is to treat Internet safety instruction as not just a unit of instruction, but instruction that it is practiced and preached every day that technology is used by teachers and their students.

### Personal Information

No personal information of students, including photos, is to be shared and available online without parent consent. Parents are to complete the Guidelines for Responsible Computing and Publicity Consent Form. On this form, parents can give permission to (a) use technology resources as part of the student's instruction including Internet; (b) public releases from the school district that includes name, school, grade/teacher, performance role, name of course or activity, work product and/or photograph; (c) putting photo image and/or other personal identifiers as noted previously in (b).

Student information, including name, grade, student ID, school, teacher, and/or email address can be share with third-party instructional technology resources that are to be used within the curriculum but are not publically viewable. An example of this is Study Island which is an online instructional and diagnostic tool that enables teachers to help students master the state standards in many content areas.

### Appropriate Computer Behavior

Those who avail themselves of the district computing resources are required to behave in their use of the technology in a manner consistent with the Hopewell Valley Regional School District's discipline policies as well as the Guidelines for Responsible Computing.

The school district subscribes to the statement on software and intellectual rights distributed by EDUCOM, the non-profit consortium of colleges and universities committed to the use and management of information technology in higher education, and the Information Technology Association of America (ITAA), a computer software and services industry association which states:

- respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to work of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner, and terms of publication and distribution.
- because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer

HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT  
EMPLOYEE HANDBOOK

environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secret and copyright violations, may be grounds for the sanctions against members of the academic community.

The following list does not cover every situation that pertains to proper or improper use of computer resources, but it does suggest some of the responsibilities that you accept if you choose to use a computer resource or the network access that the Hopewell Valley Regional School District provides.

1. If you have any computer account, you are responsible for the use made of that account. You should set a password which will protect your account from unauthorized use, and which will not be guessed easily. If you discover that someone has made unauthorized use of your account, you should change the password and report the intrusion to the Supervisor of Educational Technology, the technology support staff or a classroom teacher immediately. You should change your password on your account(s) on a regular basis to assure continued security of your account. You are to only use a computer account that belongs to you.
2. You must not intentionally seek information about, browse, obtain copies of, or modify files, passwords, or online content belonging to other people, whether in the Hopewell Valley Regional School District or elsewhere, unless specifically authorized to do so by those individuals. You must not attempt to decrypt or translate encrypted material to which you are not entitled. Nor may you seek to obtain system privileges to which you are not entitled. Attempts to do any of these things will be considered serious transgressions.
3. If you encounter or observe a gap in system or network security, you must report the gap to the Supervisor of Educational Technology, the technology support staff or a classroom teacher immediately. You must refrain from exploiting any such gaps in security.
4. You must refrain from any unauthorized action that deliberately interferes with the operating system, software functions of either individual workstations or of network servers and of the hardware infrastructure. This would include the creation and distribution of destructive and interfering programs such as worms and viruses as well as interfering with the wireless network operation.
5. You must be sensitive to the public nature of shared facilities, and take care not to display on screens in such locations images, sounds, or messages that could create an atmosphere of discomfort or harassment for others. You must also refrain from transmitting to others in any location inappropriate images, sounds or messages which might violate the Hopewell Valley Regional School District policies on harassment.

HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT  
EMPLOYEE HANDBOOK

6. You must avoid the following activities: tying up shared computing resources for anything other than instructional applications and staff work requirements; sending frivolous or excessive email or messages locally or over the Internet; or printing excessive copies of documents, files, images or data. You must refrain from using unwarranted or excessive amounts of storage, printing documents or files numerous time because you have not checked thoroughly for all errors and corrections. You must be sensitive to special needs for software and services available in only one location to those whose work requires the special items.
7. You must not prevent others from using shared resources by running unattended processes or placing signs on devices to reserve them without authorization. Your absence from a public workstation should be very brief or it may be assumed to be available for use, and any process running on that device may be terminated. You must not lock a workstation or computer that is in a public computing facility.
8. You must not create, send or forward, electronic chain letters.
9. Non-district hardware or software is not to be installed on the district networks without authorization. This includes document cameras, network hubs, wireless routers, etc. Copying of commercial software in violation of copyright laws will not be tolerated. In addition, no installation of computer programs, commercial or otherwise, will be configured on district computers without the knowledge of network and/or systems administrators. Contact the Supervisor of Educational Technology if there are specific requests for hardware and/or software.
10. In general, Hopewell Valley Regional School District-owned hardware, software, manuals, and supplies must remain at district computing sites. Any exception to the rule requires proper authorization.
11. Use of Hopewell Valley Regional School District computing resources for personal financial gain or for political purposes is not permitted.
12. Use of impolite or abusive language will not be tolerated.
13. Student use of on-line resources such as the Internet will be by teacher/administrative approval. Staff supervision will accompany any on-line usage by students.
14. No vandalism. Vandalism is defined as a malicious attempt to harm, modify, and destroy data of another user as well as the hardware equipment and software of the school district.

### Violations of the Guidelines for Responsible Computing

Violations of the Hopewell Valley Regional School District Guidelines for Responsible Computing are to be treated like any other legal or ethical violation as outlined in the Student Handbook, relevant contractual agreements, and applicable faculty and staff handbooks. Violators may also be subject to prosecution under applicable Federal and New Jersey statutes.

Any violation of the policy may result in a cancellation of network computing privileges and/or disciplinary action. The administration, faculty and staff of Hopewell Valley School District may request through each building administrator or their designees that the network administrators deny, revoke, or suspend specific use privileges. Anyone identified as a security risk or having a history of problems with other computer systems may be denied access to the Hopewell Valley Regional School District wide area network and Internet resources.

### Acknowledgment

This Guidelines for Responsible Computing document contains excerpts and paraphrased sections from similar documents prepared by the FCC, CIPA (Children's Internet Protection Act), Montclair State University, Brown University, and Kings County Office of Education. We gratefully acknowledge their contribution.

## MEDICAL INSURANCE AND PERSONAL OPTIONS

The Board of Education will provide medical insurance coverage for regular employees. The insuring company will permit the employee to cover his/her family at his/her own cost. If available from the carrier, coverage will be continued for those 65 and over.

For a complete, detailed explanation of the medical benefits along with the associated costs offered to the various collective bargaining associations, please contact the Health Benefits Coordinator or the Office of Human Resources.

Tax Shelters, Flexible Spending Accounts, and IRS Section 125 Plan are offered to all regular employees. For detailed information, please contact the Health Benefits Coordinator or the Office of Human Resources.

Disability insurance may be purchased through Prudential Insurance Company and AFLAC (at the staff member's expense). Prudential Insurance Company is endorsed by the NJEA and offers a disability plan for all eligible NJEA & NJPSA members who work 19 or more hours per week. AFLAC offers disability plans for all employees who work more than 19 hours per week. This insurance provides salary protection if you are sick or injured and unable to work for an extended period of time. Hopewell Valley Regional School District employees do not pay into the State of NJ disability plan. These plans

HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT  
EMPLOYEE HANDBOOK

are offered as an option. All new employees who want this option must sign up within 90 days from the time of hire. Thereafter, open enrollment periods are available every three (3) years.

ADDITIONAL EMPLOYEE BENEFITS

Personal Leave without Pay

Leave of absence without pay may be authorized to teachers under tenure upon recommendation of the Superintendent of Schools and approval of the Board of Education.

Number of Employees on Leave. The Board of Education reserves the right to determine the number of employees who may be granted a leave-of-absence in any one-year.

Longevity. The period of a leave-of-absence without pay shall not be counted as a period of service for the purpose of determining placement on any salary guide.

Personal Leave

Please refer to your collective bargaining agreement for details. Non-represented employees, please refer to Board Policy 3125.1.

Sick Leave

Sick leave means an excused leave of absence from attendance and the performance of an employee's duties as a result of the employee's personal disabling medical condition due to illness or injury, or on account of exclusion from school by the school district's medical authority on account of contagious disease or quarantine for such contagious disease.

Sick Leave with Full Compensation

- Represented Employees. All employees covered by a collective bargaining agreement shall be afforded sick leave with full compensation in accordance with the terms of such agreement.
- Unrepresented Employees, please refer to Board Policy 3125.1.
- Work Injuries. The Board shall make all payments in the nature of compensation required by law in the case of personal injury caused by an accident arising out of and in the course of the performance of an employee's duties.



### Short Term Sick Leave with Partial Compensation

The Board reserves its right under law, in a case where an employee has exhausted all available sick leave with full compensation, to grant sick leave with compensation reduced by the cost of a substitute employee, but it expects to do so in rare instances calling for extreme compassion and for a duration not exceeding twenty (20) days.

### Sick Leave under Family Leave Laws

The Board will comply with all provisions of state and federal family leave laws, including those provisions that permit sick leave. Sick leave taken under these provisions of these laws is without salary or wage compensation and is without other benefits, except that health insurance coverage is continued, with the Board and the employee continuing to pay their respective shares of the cost of such coverage as otherwise provided by collective bargaining agreement or Board policy.

### Extended Sick Leave

The Board reserves its right under law to grant compassionate extended sick leave, which in all cases shall be conditioned upon continuing medical disability and appropriate medical confirmation of same.

### Holidays

Please see individual collective bargaining agreements for a list of holidays.

### Family Medical Leave Act

FMLA requires employers to allow eligible employees a total of 12 weeks of leave during any 12-month period for one or more of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter or parent who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT  
EMPLOYEE HANDBOOK

For the duration of FMLA leave, the employer must maintain the employee's health coverage. The employee is responsible for any contribution to his or her health care coverage. The payroll department will bill the employee for their contribution during leave.

An employee may request up to twenty sick days before the birth and up to twenty sick days after the birth of a child, if she has accumulated the sick time. Additional sick days after the birth of the baby may be granted if requested and approved by a physician. To ensure continued insurance coverage, newborn information (full-name, date of birth) must be submitted to the Health Benefits Coordinator within 30 days of the birth. A social security number will be required within 6-8 weeks after the birth.

After the second block of twenty sick days (after the birth), an employee may request a Family Medical Leave for up to 12 weeks. FMLA allows the employee to keep any health benefits, but there is no paid salary. The employee will be billed monthly for any insurance she/he is responsible. The request for family medical leave should be made in writing or emailed to the Human Resources Department. **This request must include a note from the employee's doctor.** At the end of the twelve weeks, a tenured employee may go on a personal leave of absence without pay or health benefits for up to 24 months.

During a personal leave of absence, employees may continue health insurance coverage at his/her sole expense as may be required or permitted under COBRA. Personal leaves of absences without pay can be connected to the Family Medical Leave. Such leaves are granted at the Board of Education's discretion (minimal impact to instruction and/or building programs) and must be applied for in writing or emailed to the Human Resources Department each school year. In other words, if you are granted a personal leave of absence without pay in November, you need to reapply for the following school year by March 15th. **Employees should refer to their collective bargaining agreements for individualized personal leaves of absences policies.**

Subject to the requirements of law, the period of an extended personal leave without pay and family medical leave shall not be counted as a period of service for the purpose of determining longevity or tenure.

Employee pension contributions are suspended during a family medical leave or a personal leave of absence without pay. The option of "buying" back breaks in service is available when the employee returns from leave. Please contact the Payroll Department for further information.

Family Leave Insurance

Beginning July 1, 2009, New Jersey law will provide up to six (6) weeks of Family Leave Insurance benefits. Benefits are payable to covered employees from either the New Jersey State Plan or an approved employer-provided private plan to: (Hopewell Valley Regional School District is covered by the New Jersey State Plan.)

- Bond with a child during the first 12 months after the child's birth, if the covered

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

- Care for a family member with a serious health condition supported by a certification provided by a health care provider. Claims may be filed for six consecutive weeks, for intermittent weeks, or for 42 intermittent days during a 12 month period beginning with the first date of the claim.
- Family member means a child, spouse, domestic partner, civil union partner, or parent of a covered individual.
- Child means a biological, adopted, or foster child, stepchild, or legal ward of a covered individual, child of a domestic partner of the covered individual, or child of a civil union partner of the covered individual, who is less than 19 years of age or is 19 years of age or older but incapable of self-care because of mental or physical impairment.

New Jersey State Plan. Employees covered under the New Jersey State Plan can obtain information pertaining to the program and an application for Family Leave Insurance benefits (Form FL-1) after June 1, 2009, by visiting the Department of Labor and Workforce Development's web site at [www.nj.gov/labor](http://www.nj.gov/labor), by telephoning the Division of Temporary Disability Insurance's Customer Service Section at (609) 292-7060, or by writing to the Division of Temporary Disability Insurance, PO Box 387, Trenton, NJ 08625-0387.

#### Military Family Leave

As of January 28, 2009, the National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181 became effective. Section 585(a) of the NDAA amended the FMLA to provide eligible employees working for covered employers two important new leave rights related to military service.

1. **New Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining "any qualifying exigency." In the interim, employers are encouraged to provide this type of leave to qualifying employees.
2. **New Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This provision became effective immediately upon enactment.

HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT  
EMPLOYEE HANDBOOK

This military caregiver leave is available during a “single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Tuition Reimbursement

The Board of Education does offer tuition reimbursement with certain guidelines. **All courses must be approved by the Superintendent of Schools in advance.** Employees should refer to their collective bargaining agreements for complete details.

EMPLOYEE/BOARD OF EDUCATION RELATIONS

Performance Appraisals/Evaluations

The annual evaluation is essential for the professional growth of each staff member. Staff members shall be evaluated by the appropriate administrator. All annual evaluations are maintained on-line through the OnCourse web-based program.

Attendance/Tardiness Policy

Employee attendance is an important factor in the successful operation of any school district and in the maintenance of the continuity of the educational program. The Board of Education is vitally and continually interested in the attendance of each employee and considers satisfactory attendance an important criterion of satisfactory job performance.

The privilege of district employment imposes on each employee the responsibility to be on the job on time every scheduled working day. This responsibility requires that the employee maintain good health standards, take intelligent precautions against accidents both on and off the job, and manage personal affairs in order to satisfy district attendance requirements.

The Board is required by the high cost of absences and disrupted work schedules to give continuing attention to the maintenance of regular attendance by employees. Chronic absenteeism and tardiness are subject to discipline and may be cause for dismissal.

Substitute System

Hopewell Regional School District utilizes an online substitute system to report absences for all staff. The system is available 24 hours/7 days a week to report your absences. The system is called Frontline/AESOP. If you have questions, contact Human Resources at extension 2401.

HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT  
EMPLOYEE HANDBOOK

Here is the link to AESOP: [www.frontlinek12.com/aesop](http://www.frontlinek12.com/aesop)

Here are some highlights of AESOP:

- Attendance calendars are available through Aesop.
- Traveling teachers can specify their location and exact times for a substitute teacher to report.
- Teachers can create 'preference lists' for specific substitute teachers.

**Note:** You will receive a system generated email with your login access. The email you will receive will appear in your inbox as "From: [netpost@aesoponline.com](mailto:netpost@aesoponline.com) [<mailto:netpost@aesoponline.com>]"

### Collective Bargaining

The Board of Education recognizes its obligation to engage in collective bargaining with recognized units of employees and to avoid unfair labor practices in accordance with law. In enacting the policies contained in its policy book and employee handbook, the Board intends to provide guidance and standards for its employees they serve while not improperly preempting collective bargaining or the implementation of collective bargaining agreements. Any policy provision that addresses a mandatory negotiable term and condition of employment in a manner inconsistent with any collective bargaining agreement or with the desire and intent of a duly recognized unit to negotiate same may be suspended by the Superintendent upon receipt of written notice from a recognized employee representative.

### Employee Protection and Dispute Resolution

The school district recognizes that various procedures and remedies exist under law and as a result of collective bargaining for the resolution of employment related issues and disputes. The district recognizes that such procedures serve the interests of the district as well as of the individual employee, notwithstanding that such interest may be divergent from time to time. All personnel are expected to cooperate when called upon to participate in such procedures. Participation as a truthful witness in any such proceedings shall be treated by district personnel in the performance of their duties as honorable conduct.

Where permitted by law or other controlling procedures, employees responsible for handling disputed employment issues on the districts' behalf shall conduct the districts' affairs in such a manner as to encourage the identification and development of reasonable solutions and to explore the possibility of achieving such solutions collaboratively, without resort to formal interventions or third party decision making.

Grievance Procedure - Associations

A "grievance" shall mean a claim by an employee or the Association that there has been a misinterpretation, misapplication or a violation of any of the provisions of this agreement. It is agreed that binding arbitration as provided for in this Article does not apply to a misinterpretation or misapplication of Board Policy or Administrative Regulation; provided, however, that no claim shall constitute a grievance to be processed in accordance with the following procedure which pertains to:

- any matter for which a detailed method of review is prescribed by law;
- any rule or regulation of the State Commissioner of Education unless the Commissioner of Education shall first specifically determine that the Board has exclusive jurisdiction therein;
- any policy or by-law of the Board or administrative decision;
- any matter which according to law is beyond the scope of the legal authority of the Board;
- any matter for which a grievance has been filed under a special purpose grievance procedure provided by Board policy;
- a complaint of a non-tenured teacher which arises by reason of his/her not being re-employed;
- a complaint by any certificated personnel occasioned by lack of appointment to or lack of retention in any position for which tenure is either not possible or not required.

Further provided; for a grievance to be considered under this procedure, Step One must be commenced by the grievant within thirty (30) calendar days of either its occurrence or when the grievant could or should have reasonably known of the occurrence. Failure to act shall constitute abandonment.

Any employee who has a grievance shall discuss it first with the principal or immediate supervisor in an attempt to resolve the matter informally.

For additional information relative to the grievance procedures, employees should refer to their collective bargaining agreements.

Grievance Procedure for Personnel not Covered by an Association

Non-represented employees desiring information regarding the grievance procedure should request information from the Human Resources Department.

Weingarten Rights

The right of employees to the presence of association representatives during investigatory interviews was announced by the U.S. Supreme Court in 1975 in NLRB vs.

HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT  
EMPLOYEE HANDBOOK

J. Weingarten, Inc. Since that case involved a clerk being investigated by the Weingarten Company, these rights have become known as *Weingarten rights*.

What Is An Investigatory Interview?

Employees have *Weingarten rights* only during investigatory interviews. An investigatory interview occurs when a supervisor questions an employee to obtain information that could be used as a basis for discipline or asks an employee to defend his or her conduct. **If an employee has a *reasonable belief* that discipline or other adverse consequences may result from what he or she says, the employee has a right to request association representation.** Investigatory interviews usually relate to subjects such as:

- absenteeism
- accidents
- damage to company property
- drinking
- drugs
- falsification of records
- fighting
- insubordination
- lateness
- poor attitude
- sabotage
- theft
- violation of safety rules
- work performance

Not every management-initiated discussion is an investigatory interview. For example, a supervisor may talk to a teacher about the proper way to teach a lesson. Even if the supervisor asks questions, this is not an investigatory interview because the possibility of discipline is remote. The same is true of routine conversations to clarify work assignments or explain safety rules.

Staff Development and In-service Education

The Board of Education recognizes its legal obligation to provide opportunities for on-going education and development for certificated personnel during their period of service with the district. In-service education shall be geared toward enabling staff to achieve the district's mission and goals, and at its most basic level, must contribute to abilities of the teaching staff to reaching core curriculum content standards.

The Chief School Administrator shall develop a comprehensive management system for staff professional development, designed to assure the appropriate selection of course offerings and the monitoring of staff progress and compliance with legal requirements. The management system shall incorporate appropriately the Professional Development Advisory Committee established pursuant to Board policy. In connection with the development and maintenance of the management system, the chief school administrator shall periodically review and make recommendations to the Board for appropriate improvements or enhancements to such policy.

HOPEWELL VALLEY REGIONAL SCHOOL DISTRICT  
EMPLOYEE HANDBOOK

In compliance with state regulations, each teacher employed by the district as of the effective date specified in code shall complete one hundred (100) clock hours of approved professional development every five years. Appropriate steps toward achieving this goal shall be contained in each teaching staff member's annual professional improvement plan.

COBRA

Upon separation of employment, a staff member has health insurance continuance rights under the Federal COBRA law. If you are insured under a district health plan and lose coverage due to a qualifying event, you will be offered COBRA. A notice will be sent to the employee of the right to continue coverage. For more information contact John Agourides, Payroll Accountant/Health Benefits Coordinator, at ext. 2204.

CENTRAL OFFICE
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Thomas Smith, Superintendent of Schools  
Robert Colavita, Assistant Superintendent/School Business  
Gina Noble-Liskowacki, Administrative Assistant (x2202)  
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Martha Sciple, Secretary (x2303)  
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Elizabeth Gutierrez, Registrar (x2308)  
Tana Smith, Director of Human Resources  
MaryLou Kennedy, Administrative Assistant (x2401)  
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Paulette DiNardo, Director of Pupil Services  
Lori Kelly, Secretary (x2602)  
Judy Kelly, Secretary (x2603)  
Cindy Butler, Secretary (x2605)  
Inez Sanderson, Secretary (x2604)  
Dennis Schmidt, Administrator of Information Technology  
Thomas Quinn, Director of Facilities  
Heather Van Mater, Director of Transportation



BOARD OF EDUCATION POLICIES
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Board Policies are located on the district web site and are printable. Visit the district website at [www.hvrstd.org](http://www.hvrstd.org). Top left hand corner follow links to Board of Education Policies. If an employee does not have access to the internet, contact the Office of Human Resources at ext. 2401 for policy information or copies of board policies.

Board Policies are continually under review and/or revision to keep in-line with State, Federal, Local laws and school district practices. Employees are encouraged to visit the district website and review posted policies regularly.

Recommended policies for employee review:

BP 1140 Affirmative Action Program  
BP 1510 Rights of Persons with Handicaps or Disabilities/Policy on Non-Discrimination  
BP 1523 Comprehensive Equity Plan  
BP 1530 Equal Employment Opportunities  
BP 1550 Affirmative Action Program for Employment & Contract Practices  
BP 3211 Code of Ethics  
BP 3212 Attendance  
BP 3218 Substance Abuse  
BP 3281 Inappropriate Staff Conduct  
BP 3321 Acceptable use of Computer Networks/Computers & Resources by Teaching Staff Member  
BP 3362 Sexual Harassment  
BP 3381 Protection Against Retaliation  
BP 4218 Use of Tobacco, Alcohol & Drugs

Mandatory policies for employee review:

BP 8461 Reporting Violence, Vandalism, Alcohol and Other Drug Abuse  
R 8461 Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and other Drug Abuse  
BP 5350 Pupil Suicide Prevention  
BP 5600 Pupil Discipline 911  
Global Network Compliance (GCN) On-line Video Training