

DEPARTMENT OF HUMAN RESOURCES



EMPLOYEE HANDBOOK

2026-2027

Table of Contents

Irvington Board of Education Members_____	5
Central Office Administration_____	6
Departments_____	7
Schools_____	9
Introduction_____	10
• Preliminary Statement • Welcome from Leadership Team • Information about the Organization • Mission/Values • Community Service/Volunteering • Strategic Plan • Organizational Chart	
Joining the District_____	12
• Working Hours • Access to Building/Car Parking	
Remuneration and Benefits_____	13
• Salary and Wage Payments • Salary Deductions	
Travel Policy_____	14
• Mileage Reimbursement • Expense Reimbursement • Personal Effects/Insurance	
Vehicle Policy_____	15
• Use of District Vehicles • Use of Own Car – Reimbursement	
Performance Development_____	16
• Annual Appraisal Process • Non-Tenured Teachers	

• Tenured Teachers • Professional Development Plan • 20-Hour Professional Development Requirement • Training and Development Study Support	
Code of Conduct	21
• Conflict of Interest • Code of Ethics • Inappropriate Staff Conduct • Smoking in the Workplace • Confidentiality • Copyright and Protection of Intellectual Property • Distribution of Media • Privacy Relating to Treatment of Personal Information	
Disciplinary Procedures	23
• Disciplinary Action • Resolving Employment Relationship Problems	
Employment Related Policies	25
• Equal Employment Opportunity (EEO) • Discrimination and Harassment • Health and Safety and Worker's Compensation • Abandonment of Employment • Alcohol and Drugs • Dress and Grooming • Harassment, Intimidation and Bullying (HIB) • Media • Division of Child Protection and Permanency (DCPP) • Reassignment Room • Consumption of Food in Classrooms	
Leaves of Absence	31
• Family Medical Leave Act (FMLA) • NJFLA • NJFLI • Disability • Military Leave • Sexual Violence Leave	

- Other Types of Leave
- Jury Service
- Applying For a Leave
- Returning to Work

Internet/Email/Phone Usage_____33

- Misuse of Internet/Email/Phone
- Security
- Physical Security of Computer and Phones
- Software Purchase and Copyright Infringement
- Internet Use
- Email Use
- Mobile Phone Use

Separation Procedures_____36

- Required Notices
- Exit Interviews

APPENDIX_____37

- Organizational Chart
- Workers' Compensation Unit
- Workers' Compensation Procedures
- Reporting Accidents
- Medical/Maternity Leave of Absences/Lactation Procedure
- FMLA and Benefit Information

NOTE:

Please be advised that all of the Irvington Board of Education policies, procedures, regulations and directives are posted on the District's website at www.irvington.k12.nj.us. This employee handbook only contains a sampling of the District's policies, procedures, regulations and directives. Every employee of the Irvington Board of Education is responsible for logging onto the District's website viewing, understanding and acting in accordance with all District policies, procedures, regulations and directives.



BOARD OF EDUCATION

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Janelle Lowery, *Vice President*

Shante Barr

Annette L. Beasley

John Brown

Jordan Geffrard

Audrey M. Lyon

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Joel Wanamaker

CENTRAL OFFICE ADMINISTRATION

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Dr. Matin Adegboyega

Assistant Superintendent for Curriculum and Instruction

Craig Smith, CPA

Assistant Superintendent for Business/Board Secretary

Sean Evans

Assistant Superintendent for Operations

Dr. Edna Correia

Assistant to the Assistant Superintendent for Curriculum and Instruction

Roger Monel

Associate School Business Administrator

Farrah A. Irving, Esq.

Manager of Human Resources

John Amberg

Executive Director of Technology and Media Services

DEPARTMENTS

OFFICE OF THE SUPERINTENDENT

1 University Place, 4th Floor, Irvington, New Jersey 07111
(973) 399-6800 x 2110 or 2130

CURRICULUM AND INSTRUCTION

1 University Place, 4th Floor, Irvington, New Jersey 07111
(973) 399-6800 x 2116

BUSINESS OFFICE

1 University Place, 4th Floor, Irvington, New Jersey 07111
(973) 399-6800 x 2120

OPERATIONS

1 University Place, 4th Floor, Irvington, New Jersey 07111
(973) 399-6800 x 2196

BUILDINGS AND GROUNDS

1 University Place, 4th Floor, Irvington, New Jersey 07111
(973) 399-6800 x 2121

HUMAN RESOURCES

1 University Place, 4th Floor, Irvington, New Jersey 07111
(973) 399-6800 x 2180

ATHLETICS/PHYSICAL EDUCATION

1253 Clinton Avenue, Irvington, New Jersey 07111
(973) 399-6843 x 1839

EARLY CHILDHOOD

97 Augusta Street, 2nd Floor, Irvington, New Jersey 07111
(973) 399-3942 x 1511 or 1512

GOVERNMENT PROGRAMS

1 University Place, 2nd Floor, Irvington, New Jersey 07111
(973) 399-6800 x 1671

GUIDANCE/HEALTH & SOCIAL SERVICES

1253 Clinton Avenue, Irvington, New Jersey 07111
(973) 399-6897 x 1814

INTELLECTUALLY GIFTED

1 University Place, 4th Floor, Irvington, New Jersey 07111
(973) 399-6800 x 1670

ENGLISH LANGUAGE ARTS K-5
1 University Place, Irvington, New Jersey 07111
(973) 399-6897 x 1144

ENGLISH LANGUAGE ARTS 6-12
1 University Place, Irvington, New Jersey 07111
(973) 399-6897 x 2119

MATHEMATICS
1253 Clinton Avenue, Irvington, New Jersey 07111
(973) 399-6897 x 1860

SCIENCE
1253 Clinton Avenue, Irvington, New Jersey 07111
(973) 399-6897 x 1840

SOCIAL STUDIES
1253 Clinton Avenue, Irvington, New Jersey 07111
(973) 399-5603 x 1670

SPECIAL SERVICES
164 Orange Avenue, Irvington, New Jersey 07111
(973) 399-6800 x 1920

VISUAL & PERFORMING ARTS
1253 Clinton Avenue, Irvington, New Jersey 07111
(973) 399-5603 x 1862

DATA, ANALYSIS & ASSESSMENT
1 University Place, 4th Floor, Irvington, New Jersey 07111
(973) 399-6800 x 2135

MEDIA SERVICES & TECHNOLOGY/APPLIED TECHNOLOGY
1 University Place, Irvington, New Jersey 07111
(973) 399-6808 x 1910

SCHOOLS

Irvington High School
1253 Clinton Avenue
Irvington, New Jersey 07111
(973) 399-6897 x 1845

University Middle School
255 Myrtle Avenue
Irvington, New Jersey 07111
(973) 399-6879 x 1608

Anna B. Scott Junior STEAM Academy
255 Myrtle Avenue
Irvington, New Jersey 07111
(973) 399-6879 x 1608

Berkeley International Academy
811 Grove Street
Irvington, New Jersey 07111
(973) 399-6852 x 2302

Florence Avenue School
1324 Springfield Avenue
Irvington, New Jersey 07111
(973) 399-6800 x 1903

Madison Avenue School
173 Madison Avenue
Irvington, New Jersey 07111
(973) 399-6800 x 2902 or 2903

Thurgood Marshall Elementary School
141-181 Montgomery Avenue
Irvington, New Jersey 07111
(973) 399-6800 x 2202

Rita L. Owens STEAM Academy
36 Mount Vernon Avenue
Irvington, NJ 07111
(973) 399-6409 x 6409

Union Avenue Middle School
427 Union Avenue
Irvington, New Jersey 07111
(973) 399-6885 x 2305

August Preschool Academy
97 Augusta Street
Irvington, New Jersey 07111
(973) 399-6868 x 1501

Chancellor Avenue School
844 Chancellor Avenue
Irvington, New Jersey 07111
(973) 399-6858 x 2802

Grove Street Elementary School
602 Grove Street
Irvington, New Jersey 07111
(973) 399-6800 x 2404

Mount Vernon Elementary School
54 Mount Vernon Avenue
Irvington, New Jersey 07111
(973) 399-6875 x1401

University Elementary School
1 University Place
Irvington, New Jersey 07111
(973) 399-6826 x 1173

INTRODUCTION

- **Preliminary Statement**

Please be advised that because this Employee Handbook covers multiple bargaining and non-bargaining staff members, it is not meant to alter the terms of any current Collective Bargaining Agreement (“CBA”) or the nature of any “at-will” employment relationship. This Employee Handbook is issued in order to provide notice to staff members of different policies which impact the terms and conditions of their employment. The Irvington Public Schools reserves the right, at any time, to enforce the explicit terms of a CBA or individual employment contract. Further, this Employee Handbook does not create any separate/additional employment relationship or right(s), and the contents herein are subject to change, at any time, and without prior notice.

- **Welcome from the Leadership Team**

We are very pleased to welcome you to the Irvington Public Schools (hereafter “the District”), and we wish you a long and successful career. Our District is full of opportunities for career advancement and skill development of our staff. We offer a number of benefits to support the varied needs of our staff. You are here because we believe you are qualified and possess the talent to support the District’s single mission of providing Irvington Township’s students with a quality education that will promote 21st Century thinking and learning.

As you review this handbook, please be reminded that this handbook is not inclusive of all the information you will need to be successful in this District but rather provides some of the most helpful policies and information regarding several aspects of the terms and conditions of your employment. You are directed to consult Federal/State law, the full panoply of Board Policies, your respective Collective Bargaining Agreement (hereafter “CBA”) and union representative (if applicable) and speak to your immediate supervisor for more information.

- **Information about the District**

The District envisions a community of learners dedicated to academic excellence through a combination of critical thinking and life skills, which define the education of the whole child, wherein the major focus of the school system is to improve academic achievement for all students.

- **Mission/Values**

- Each student is entitled to a quality education that the entire community of invested stake holders’ value, supports, and enlarges by collaborating with one another.

- Teacher quality is vital to engaging students in relevant, authentic tasks and improving student achievement.
- Each student possesses the ability to achieve his or her potential in any learning environment when the adults provide the most appropriate supports for success.
- The educational environment must be safe, respectful, and guided by skilled administrators who focus on advancing teacher effectiveness and student achievement.

- **Community Service/Volunteering**

The District believes that when staff members give additional time to the sports, extra-curricular programs, student events and community outreach efforts they provide an invaluable contribution to the lives of our students, parents/guardians and community members. We encourage all staff to volunteer and participate, before and after school, in positive activities sponsored, endorsed or spear-headed by the District.

- **Strategic Plan**

All staff members of the District will work collaboratively to ensure that our students are presented with a rigorous instructional program. Our curricula will be aligned with the Common Core State Standards and the Core Curriculum Content Standards. In addition, we will provide resources and materials of high interest from diverse perspectives to serve our student population. Classroom instruction will consist of relevant learning tasks for students that expand their critical thinking skills in order to solve complex, real-life problems.

- **Organizational Chart**

Please familiarize yourself with the Organizational Structure of the Irvington Public Schools. (See Appendix). The Organization Chart not only spells out the chain of command, but it identifies our various departments and identifies specific officers you may need to contact.

JOINING THE DISTRICT

- **Working Hours**

The District's central office business hours are 8:30 am – 4:30 pm Monday through Friday. Your work hours may vary depending on your title, duties and whether you are part of a collective bargaining unit. In addition, there are holidays, professional development days and leave time, which you are entitled to, that will make your work days and time vary during the school year. You are reminded to remain aware of your working hours and the need to arrive at your location, prepared to work, in a timely manner.

- **Access to Building and Car Parking**

School hours and parking vary by location and type of school (i.e. Elementary School versus High School) throughout the District. The District's primary goal is the safety of our staff and students. Please be mindful when entering/exiting the parking lots of each school and be aware of students at all times while traveling through the District. Please stow your personal effects out-of-sight and ensure your vehicle is locked. If your location shares parking space with the students' play area, please park as far away as possible from the student play area. When traveling between schools or other locations within the District, please have your District identification visible, as you may be asked to produce same, by security, upon entering the building.

REMUNERATION AND BENEFITS

- **Salary and Wage Payments**

For all staff members of a collective bargaining unit, your salary is set by your respective salary guide and you will receive increases as appropriate based on your attainment of a new level or because of yearly movement in step and salary adjustment, subject to any increment withholdings.

Staff member who complete five (5) months or more of active service in a school year shall advance a step and receive their full increment. Ten (10) month staff members must begin active employment by February 15th and Twelve (12) month staff members must begin active employment by January 15th.

Any staff member with less than five (5) months of active service shall not receive an increment and remain on their guide step for the following year.

- **Salary Deductions**

Each employee is entitled to their full pay for time worked, subject to Federal/State deductions, Court Order, Collective Bargaining Agreement and any other deduction required by law or under the rule of law. In addition, and as a matter of Board policy, no deductions will be made from your salary without your authorization, except for time lost through leave (with/without District consent), overuse of days, accident.

TRAVEL POLICY

- **Mileage Reimbursement**

For those employees who utilize their personal vehicles to conduct District business, based upon the prior written consent of the Superintendent, you will be entitled to the OMB reimbursement rate.

- **Expense Reimbursement**

Where expenses have been incurred in the performance of your duties, and provided that you have obtained written pre-approval to incur this expense with reimbursement, the District will reimburse you for all reasonable travel and other expenses incurred as part of undertaking your role. You should submit all receipts in accordance with the expenses claimed. Please note that, where expenses are submitted to the District for repayment more than thirty (30) days after the expense is incurred, the expense will not be reimbursed.

- **Personal Effects/Insurance**

Outside of any Workers' Compensation or other insurance maintained by the District for the safety of our staff, you are responsible for procuring and maintaining insurance coverage for your person and all personal property traveling with you.

VEHICLE POLICY

- **Use of District Vehicles**

All staff that operates District vehicles while carrying out their professional duties are reminded of the following:

- the District vehicle is for District related business only. Any personal use shall result in disciplinary action;
- you must remain fully qualified to operate a motor vehicle under the laws of NJ and be prepared to present your license upon demand;
- the District may request an abstract at any time to verify driving status.
- you must ensure the vehicle is operated in a safe and lawful manner, including advising the appropriate maintenance staff of any unusual operation (i.e. the vehicle fails to start consistently) or of any incident which could impair the mechanical/physical soundness of the vehicle (i.e. hitting a pothole);
- no one other than a duly authorized District employee may operate the vehicle;
- you must not operate the vehicle in an illegal or inappropriate manner (e.g. under the influence of alcohol, speeding etc);
- should a District vehicle be operated in an illegal or inappropriate manner disciplinary action may be taken; and
- you are required to pay for any traffic infringement/parking fines imposed while operating the vehicle.

- **Use of Own Car – Reimbursement**

As stated above, there will be times when you use your car for work related business. If you use your own car to conduct the District's business then the following will apply:

- parking, towing and traffic fines (e.g. speeding) will not be reimbursed;
- car parking costs will be reimbursed for business related parking as long as a receipt is submitted in line with the expense reimbursement procedure; and
- mileage for the District's business will be paid at the OMB approved rate(s), with proper Board approval;

PERFORMANCE DEVELOPMENT

- **Annual Appraisal Process**

In 2012 the New Jersey Legislature unanimously passed the TEACHNJ ACT, which mandated the implementation of a new teacher evaluation system starting in the 2013-2014 school year and linked tenure decisions to evaluation ratings. Evaluations are considered unannounced and announced, 30 minutes in length and include a post conference. In addition, a Summative Evaluation is performed annually and measures the overall evaluation of the staff member based on the prior evaluations during the school year and other factors such as student growth. The staff member will also have an annual summary conference regarding this Summative Evaluation.

- **Non-Tenured Teachers**

Non-Tenured teacher will receive at least three (3) observations each year (one per semester):

- As long as you remain in a non-tenured status, you will receive a minimum of three (3) observations; one (1) announced and two (2) unannounced:
 - The “announced” observation have a pre-conference;
 - All observations will have a post-conference;
 - Multiple observers are required, so you will be seen by a minimum of two (2) different administrators during the year.
- If you are considered a “Novice” teacher, you will have a Mentor:
 - The mentor must be certified in your content area;
 - Must have been teaching for three (3) years;
 - Must have a Summative rating for the preceding year of “Effective” or “Highly Effective”; and
 - Must have received training from the District to serve in this role.
- Also, you will be responsible for paying the mentor for their services. For more information on this process, you must contact the District’s Business Office.

- **Tenured Teachers**

Tenured teachers will receive at least two (2) observations each year (one per semester):

- At least one of the two must have a pre-conference and prior notice;
- At least one of the two must be without prior notice;
- Multiple observers are recommended; and
- All observations must have a post-conference.

Note: After the first year, teachers who receive an “Ineffective” or “Partially Ineffective” rating are required to have one (1) additional observation and multiple observers are required for this additional observation. For further information on the evaluation process, please consult with your immediate supervisor.

The aim of our performance appraisal process is to provide you with guidance, to help you to achieve your job and career goals, to recognize your achievements and to ensure the District’s strategic goals are achieved. You will have the opportunity to participate in planning your work and setting your goals in conjunction with your supervisor on a regular basis and formally during your annual appraisal meeting. Your supervisor will provide you with regular coaching and feedback. The performance appraisal process is an opportunity for two way communication and honest feedback about your work and your future career with the District.

- **Professional Development Plan (PDP)**

Professional Development regulations adopted on June 5, 2013 promote a more streamlined process that the District adheres to in development of specific standards for staff. An individual professional development plan is a written statement of goals developed by a Supervisor in collaboration with a teaching staff member, that aligns with professional standards for teachers set forth in N.J.A.C. 6A:9-3.3, N.J.A.C. 6A:9-15.2, N.J.A.C. 6A:9-15.3(a) and the New Jersey Professional Development Standards; derives from the annual evaluation process; identifies professional goals that address specific individual, district or school needs, or both; and grounds professional development activities in objectives related to improving teaching, learning, and student achievement. The individual professional development plan shall include timelines for implementation, responsibilities of the employee and the school district for implementing the plan, and specific support and periodic feedback that the district shall provide.

The District shall provide staff members with on-going professional development that supports student achievement. To the greatest extent feasible, professional development opportunities shall be developed in consultation with the School Improvement Panels established pursuant to N.J.S.A. 18A:6-120, in order to be responsive to the unique needs of different instructional staff members in different instructional settings. The District shall provide additional professional development for any teaching staff member who fails or is struggling to meet the performance standards established by the District, as documented in the teaching staff member’s annual summative evaluation. The additional professional development shall be designed to correct the needs identified in the annual summative evaluation.

A corrective action plan shall be developed by the Supervisor and staff member to address deficiencies outlined in the evaluation when the employee is rated ineffective or partially effective. The corrective action plan shall include timelines for corrective action and responsibilities of the staff member and the District for

implementation of the plan. At all times, staff members remain responsible for completing the revised New Jersey professional development credit hours of twenty (20) hours per year.

Novice teachers and teachers who are new to the district must complete a PDP with the supervisor within the first 30 days of beginning work within the district. This PDP will guide the professional learning of the individual teacher for the year.

- **20-Hour Professional Development Requirement**

The New Jersey State Board of Education adopted a plan requiring all school personnel - tenured and non-tenured alike - who hold instructional licenses or educational services licenses (guidance counselors, nurses, school psychologists, etc.) are required to complete 20 hours of professional development each school year July 1st - June 30th.

The Professional Teaching Standards Board has currently identified the following general categories of professional development:

- Formal courses, offered on or off line, and conferences (including, but not limited to, workshops, seminars, institutes, and/or such programs) sponsored by colleges and universities, district boards of education, professional associations, training organizations or other entities approved through the local district plan process or as part of the provider registration system. Such activities shall accrue hour-for-hour for professional development credit.
- Courses, seminars, or other activities which are required for maintenance of licenses or certificates issued by professional organizations or government entities (for example, social workers, nurses). Such activities shall accrue hour-for-hour for professional development credit. In instances where the same course must be taken twice within the five-year period, please note that the hours will count only once toward fulfilling the professional development requirement.
- The process of developing curriculum focused on the Common Core State Standards, including, but not limited to, research, writing, and revision. Such activities shall accrue hour for hour for professional development credit.
- Activities that support and/or enhance the profession including, but not limited to, grant writing, mentoring a pre-service teacher or a novice teacher, professional service on boards or committees, and teaching a course or workshop.

The following provides the number of hours that can be accrued in various activities that serve the profession:

- The total number of hours for service on boards/committees will not exceed ten (10) hours per year of professional development credit, provided that such service is identified in the PDP with the specific goals of the experience outlined therein.
- A mentor or cooperating teacher will accrue one hour of professional development credit for each week of supervision. An educator who works with a preservice teacher or a team of preservice teachers in a junior practicum will earn three professional development hours per semester.

In addition to the actual clock hours spent in delivery of the first presentation, presenters or teachers of courses or workshops will accrue professional development hours on the basis of two hours of preparation time for every hour of delivery time. The teaching or presenting of the same or a similar course or workshop will count only once in a five-year cycle.

Irvington Public Schools will also count the following in the 20-Hour Requirement:

- District In –Service Days
- Staff Turn Key Sessions (to be granted only if the turnkey is a minimum of one hour and no time will be granted for preparation)
- Saturday Workshops
- Summer Workshops
- After School Workshops
- Committees that have an instructional focus and meet after school hours (Ex: A Committee to analyze student writing samples)

If you participate in independent professional studies such as action research, study groups, sabbaticals, fellowships, internships, teacher exchanges, textbook review, portfolio development, online workshops or programs, and/or contributions to professional literature, you must:

- Discuss the projected number of hours which will accrue in the study with your immediate supervisor and
- Maintain a log of actual hours completed.

- **Training and Development and Study Support**

The District believes the training and development of its employees is essential to achieving its goals. You are invited to discuss your training needs during your formal performance appraisal meeting or with your immediate supervisor at any time. Your supervisor is responsible for approving all training or courses of study.

If you wish to pursue a course of academic study relevant to the needs of the District and your role within it, please discuss this with your immediate supervisor. If it is seen to be beneficial to the District then study support, including financial aid, may be given with the approval of the Superintendent. All study must be conducted in your own time. For more information, please consult Board Policy 3240 and 3244 and the Staff Development page of the District website at the following URL:
<https://irvington.k12.nj.us/curriculum/staff-development/>.

CODE OF CONDUCT

- **Conflict of Interest**

During your employment, you must not undertake any activity or have any interest (e.g. memberships, directorships, shares, or contract) with any person or in any organization which may constitute a conflict of interest with the District. You must notify your immediate supervisor immediately upon becoming aware of any potential or actual conflict of interest involving you or another staff member during your employment.

- **Code of Ethics**

The District abides by the Code of Ethics set forth by Federal and State law, the National Education Association, and Board policy. The District believes each staff member has an inherent responsibility to serve as an example to the students of this District and to act towards his/her colleagues, school parents and members of the community with the highest possible degree of ethical conduct. For additional guidance please refer to Board Policy 3211 and 4215.

- **Inappropriate Staff Conduct**

The District holds all staff to the highest level of professional responsibility in their conduct with all students. Such conduct should be solely purposed to protect the health, safety and welfare of each student. Staff members shall conduct themselves appropriately at all times and shall not engage in inappropriate conduct, language and/or expression towards or in the presence of students; staff members shall not be in the presence of students outside of their professional responsibilities; and staff shall not permit students in their vehicles. Further, to the extent not covered by the above, staff members shall comport themselves in a manner that avoids actual and/or the appearance of inappropriate conduct. Please refer to Board Policy 3281 and 4281 for further guidance.

- **Smoking in the Workplace**

The District operates a non-smoking workplace on all premises owned/controlled by the District. Smoking is not permitted anywhere on District property. Anyone in violation of this policy will be subject to severe disciplinary action. Please note that smoking on school grounds is strictly prohibited under N.J.S.A. 26:3D-58 and administrative code N.J.A.C. 8:6-7.2 and violations can result in fines and court summonses.

- **Confidentiality**

The District is a public entity subject to the disclosure laws of the Open Public

Records Act and the Open Public Meetings Act, in addition to subpoenas, Court Orders and other legally issued documents. Notwithstanding, those same laws and additional laws (HIPPA) require that the District maintain employee records and conduct other business with the strictest confidence. To that end, in the course of your employment you may come in contact with or have access to confidential information. Such information is strictly confidential and must not be used or divulged (directly or indirectly) by you, either during or after your employment with the District. A breach of confidentiality is a very serious matter and may be grounds for your dismissal.

- **Copyright and Protection of Intellectual Property**

You agree that you are not entitled to any copyright or moral right in or arising from any work you produce in the course of your employment with the District. This includes any program, strategy or system you develop during your employment with the District. Any copyright or merchandising rights in such work shall be the sole and exclusive property of the District in accordance with the Copyright Act 1994.

- **Distribution of Media**

The written approval of the Superintendent is required before any staff member distributes any material/solicitation on or around District property.

- **Privacy Relating to the Treatment of Personal Information**

The District is a public entity subject to the requirements of the Open Public Records Act (OPRA). Notwithstanding, personnel records are not public and therefore not open to inspection except as authorized in Board Policy 8320. These personnel records are maintained by the Department of Human Resources and the confidentiality of the contents therein are protected by Federal/State statute and regulation.

DISCIPLINARY PROCEDURES

The District imposes discipline only where appropriate and seeks to do so in a progressive manner. The Superintendent, Manager of Human Resources, and/or your Supervisor shall deal with disciplinary matters on a case by case basis and can issue discipline ranging from verbal warnings to a recommendation to the Board of Education for termination. Please refer to Board Policy 3150 and 4150 for more information. If you are a member of a bargaining unit, please refer to your collective bargaining agreement as well.

- **Disciplinary Action**

The District may invoke the following procedures in a situation where there is, for example: inadequate performance, misconduct, a breach of the employment agreement and/or employee handbook. The District may, but is not limited to:

- Step 1. Issue a verbal warning or a formal written warning, which will be placed in your file. The warning will remain on file unless the Superintendent decides to remove it.
- Step 2. Issue an increment withholding or a suspension with pay in addition to a final warning where the formal written warning is not heeded or there is further misconduct or poor performance. This will state that further poor performance or misconduct will result in dismissal. This warning will also remain on file unless the Superintendent decides to remove it.
- Step 3. Suspend you without pay (when applicable).
- Step 4. Dismiss you, either summarily or on notice, if the final warning is not heeded, or if there is further poor performance or misconduct.

Where serious misconduct is deemed to have occurred you may be dismissed without notice. In the case of tenured staff members, tenure charges will follow. The District reserves the right to issue a corrective action plan to correct deficient performance. Examples of serious misconduct may include, but are not limited to:

- Any material breach of the terms of the employment agreement or employee handbook;
- Any dishonesty or theft;
- Any situation where you behave in a manner likely to bring you, or the District into disrepute;
- Wilful damage of the District's property;
- Falsification of the District's records;
- Any acts of violence, threatened violence or harassment against another person while in the course of duties for the District;

- Any situation where you take unauthorized absence from work;
- Wrongfully disclosing the District's records/information;
- Intoxication or using illegal substances or drugs whilst on the District's business; and
- The inappropriate use of electronic media, including pictures and the internet.

- **Resolving Employment Relationship Problems**

- Employees are encouraged to talk to their immediate supervisor. It is ideal if problems can be resolved among the individuals involved.
- If the problem can't be resolved informally, all members of a bargaining unit are directed to consult their respective collective bargaining agreement and follow the grievance procedure therein. For non-bargaining employees please seek the assistance of the next-level administrator in resolving the issue.
- If the matter is of a discriminatory, retaliatory or harassing nature, please refer to the Employment Related Policies below.

EMPLOYMENT RELATED POLICIES

- **Equal Employment Opportunity (EEO)**

The District is an equal opportunity employer and is committed to promoting equal opportunities regardless of religious belief, age, color, race, creed, marital status, gender, sexual orientation, political affiliation, ethnic origin, family status or any disability you may have. This commitment applies to all areas of the work environment, all employment activities, resource allocation and all employment terms and conditions. Selection criteria and procedures aim to ensure that employees are selected, promoted, and treated on the basis of their relevant experience, merits and abilities.

- **Discrimination and Harassment**

Employees need not tolerate harassment in the workplace. If any staff member feels they have been subjected to any form of discrimination/harassment (sexual, racial, political, social, or religious) it may be discussed (confidentially) with the Manager of Human Resources (certificated staff) or the Associate Business Administrator (non-certificated staff). The District does not condone or tolerate harassment in any way and such conduct may lead to dismissal or other appropriate action being taken with respect to the person found guilty of such conduct.

Discrimination is the prejudicial (prejudicial or inferior) treatment of an individual or group based on their actual or perceived membership in a certain group or category. It is illegal to discriminate on the basis of age, sex, sexual orientation, race, disability, family, marital or employment status, political opinion, religion, and ethnic origin.

Inappropriate, unwanted behavior that offends another or makes a person feel humiliated or intimidated at work. Harassment may include bullying, intimidation, insults, malicious gossip, insults and/or victimization.

Sexual harassment is behavior of a sexual nature (including the use of words, actions or visual material) that is unwanted by the receiver and has a detrimental effect on their work, performance or job satisfaction. (See Board Policy 3362). Examples are:

- sexual assault
- uninvited touching
- jokes or comments of a lewd character
- making promises or threats in return for sexual favors
- obscene or pornographic email messages, images, items
- inappropriate or excessive comments on clothing or physical

- characteristics; and
- unwelcome social attention or telephone calls at home or work

Any person who is being discriminated against or harassed has the right to complain and act to stop this behavior. If you experience harassment or discrimination you should:

- immediately notify the violator that the behavior is unwanted and unacceptable to you; and
- report the matter to the building administrator, Building Affirmative Action Officer and the District Affirmative Action officer.
-

The District strictly forbids any form of discipline or negative treatment towards any staff member because that staff member has conscientiously acted in accordance with Federal/State law, reported any unwanted treatment or discrimination and/or provided information to any public body responsible for the oversight of the District. Any staff member who feels they are being retaliated against and/or subjected to a hostile work environment is entitled to protection from this treatment by the Superintendent and shall forward, in writing, allegations to this effect to the Superintendent in order to allow an opportunity to investigate these claims in accordance with Board Policy 3381. Further, this individual can follow the same process for reporting discrimination and/or harassment.

• **Health, Safety and Workers' Compensation**

The District takes the welfare of its staff members with the utmost care. To that end, staff members are directed to follow all safety protocols for each building, emergency situations and work procedures, as a failure to do so could result in harm to yourself and others. Staff members are reminded of the following:

The District will take all steps necessary to ensure that your health and safety is protected at all times. As your employer it is the District's responsibility to:

- identify, manage and control hazards to establish safe work practices;
- provide information to foster awareness of health and safety;
- provide protective clothing and equipment as required;
- make adequate preparations for emergencies;
- record all accidents and "near misses" and investigate where necessary to ensure future accidents are avoided;
- ensure employees are properly trained and supervised to do your work in a healthy and safe manner; and
- provide reasonable opportunities for you to be involved in the development of further health and safety.

Employees are responsible to:

- contribute to the process of hazard identification, analysis and control;
- ensure all work accidents and illnesses are reported and recorded;
- use any protective clothing and equipment provided;
- avoid any work which is unsafe;
- look out for the safety of fellow employees; and
- observe all workplace safety rules and hazard controls.

Any accident or injury at work should be recorded in writing using the District's Employee Accident/Injury Report when you see the school/building Nurse and brought to the attention of the health and safety representative, your immediate supervisor and/or building administrator. If an employee has any concerns about health and safety in their building (or location) or any ideas about how health and safety can be improved, please discuss these with your association representative and/or your immediate supervisor. For further guidance please refer to the Employee Accident/Injury Report and Workers' Compensation Guidelines. (See Appendix)

Staff members on Workers' Compensation are responsible for keeping their immediate supervisor and Manager of Human Resources informed of their work status. All disability documentation from the physician noting the employee's date(s) of absence from work and the diagnosis of the injury or illness must be provided to the Manager of Human Resources. If this documentation is not provided, the employee's continued absence from work will be considered unauthorized and the Workers Compensation benefits, if any, will be suspended and disciplinary action will follow.

When an employee is able to fully return to work, written clearance from the treating physician documenting that the employee is fully capable of performing regular job duties (not light duty) must be provided to the Manager of Human Resources. Any employee returning from an absence due to Workers' Compensation must obtain a Return to Work Notice from the Human Resources Department. All Workers' Compensation claims are subject to investigation by the District. Lastly, in accordance with Title 6A, the District reserves the right to have any employee independently examined for fitness for duty.

If at any time the need for a "504 Accommodation," which will allow a staff member to perform his/her essential functions, arises, staff members are expected to engage in the "interactive process" with the District 504 Officer. For further guidance on the applicable form and District Officers please refer to https://irvington.k12.nj.us/wp-content/uploads/2026/09/26-27_IPS_504_Staff_Forms.pdf and <https://irvington.k12.nj.us/district/human-resources/affirmative-action-officers/>.

- **Abandonment of Employment**

The District adheres to strict requirements regarding staff attendance. The District expects employees to be present for a minimum of 95% of their scheduled work days. Notwithstanding any leave of absence, sick day, personal day or vacation allotted or taken by a staff member, your whereabouts and reason(s) for your absence are to be communicated to the District at all times. Any failure to do so will result in your being designated Absent Without Leave (AWOL) and will result in disciplinary action, up to and including termination or tenure charges.

For additional information please refer to Board Policy 3212 and 4211 and your collective bargaining agreement (if applicable).

- **Alcohol and Drugs**

The Board recognizes that chemical dependency is an illness. Notwithstanding, employees under the influence of drugs, alcohol and medication(s) can cause injury to themselves and others. The District has a responsibility to ensure the health, safety and welfare, at work, of their students, employees and visitors. While at work, an employee is prohibited from possessing or using illegal drugs at the workplace and being under the influence of drugs or alcohol.

Further, there is a range of medication which can affect performance, including pain relievers and sleeping pills. An employee, who is using legally prescribed medication that may impair performance, is required to advise his/her immediate supervisor of this.

It is every employee's responsibility to take reasonable care of the health and safety of others in the workplace and ensure that their performance and actions are not impeded by the use of drugs (either legal or illegal). If you suspect that any employee is under the influence of drugs or alcohol, it is your responsibility to communicate this to your immediate supervisor. For additional guidance, please consult Board Policies 3218 and 4218.

- **Dress and Grooming**

The Board of Education believes that the appearance and dress of all District staff members are important components of the educational program. The attitude of staff members about their professional responsibilities and the importance of education in the lives of students are reflected in their dress and appearance. Accordingly, in order to create an atmosphere of respect for authority and an environment conducive to discipline and learning, the Board establishes the following rules for the dress of staff members in the performance of their professional duties:

- The clothing and appearance of all staff members shall be clean and neat.
- No clothing may be worn that constitutes a danger to the health or safety of the wearer or to others, and no clothing may be worn that interferes with the instructional program.
- A staff member may request a waiver of this dress code for the performance of particular duties or activities. The waiver must be in writing and addressed to the staff member's immediate supervisor 48 hours prior to the duty or activity.
- The Building Principal (or his/her designee) or Superintendent (or his/her designee) shall determine whether a violation of this dress code has occurred and shall discuss, in private, the violation with the staff member concerned.

The first violation will result in a verbal warning and at the discretion of the Principal or his/her designee or the Superintendent or his/her designee, the staff member may be sent home to change his/her clothing.

The second violation will result in a written reprimand to the staff member's personnel file and the staff member will be sent home to change his/her clothing.

The third violation will result in a written reprimand to the staff member's personnel file, the staff member will be sent home to change his/her clothing, and the staff member will be charged, at a minimum, a half Personal Business Day for the time spent out of the school building to change into appropriate clothing.

The fourth and any subsequent violations will result in written reprimands to the staff member's personnel file, he/she will be sent home to change his/her clothing, he/she will be charged, at a minimum, a half Personal Business Day for the time spent out of the building to change into appropriate clothing, and the Principal or his/her designee or Superintendent or his/her designee may recommend more stringent disciplinary action such as, but not limited to, the denial of increment, insubordination charges, 60-Day Improvement Plan, denial of tenure, or tenure charges.

Physical Education teachers may wear clothes, which are conducive to the subject area. Athletic jackets, pullover shirts, slacks, jogging suits, and shorts in the gymnasium or outdoors are acceptable. Sweat pants and tee-shirts must be plain, have a college or university logo, or have the school's logo.

When appropriate, the Superintendent or his/her designee may relax the dress code (i.e., inclement weather, excessive temperature, etc.).

When necessary, and in a consistent manner, the building principal or his/her designee may relax the dress code for the faculty members in cases of inclement weather excessive temperature, field trips, unique school activities, Fun Day and Field Day/Picnic.

For additional guidance, please consult Board Policies 3216 and 4216.

- **Harassment, Intimidation and Bullying (HIB)**

The District firmly believes it is the duty of all staff to deter and intervene in instances of Harassment, Intimidation and Bullying. All staff members are expected to review the District's guidelines regarding HIB and to monitor student behavior and report instances of HIB to ensure appropriate remediation of the issue. Moreover, the District expects staff members to comport themselves in a manner that promotes civility and respect. For additional guidance, please consult Board Policy 5512.01.

- **Media**

Only the Superintendent and the Board President are permitted to speak with local, regional and national media on behalf of the District. You must refer all media requests to the Office of the Superintendent.

- **Division of Child Protection and Permanency (CPP)**

By law all staff members must report suspected abuse to DYFS. A DYFS form is available in all school buildings. This form must be submitted to the Principal upon completion.

- **Reassignment Room**

At times, it may be necessary to re-assign a staff member while an investigation into potential inappropriate conduct is being conducted. This re-assignment is not disciplinary and no record of the staff member being re-assigned to duties outside of the classroom will be made if the complain/allegations are deemed unfounded.

- **Consumption of Food in Classrooms**

To maintain a clean, safe, and professional learning environment, staff members are prohibited from consuming food or meals inside classrooms. Exceptions to this policy require the **consent of the Superintendent of Schools or designee**. This directive does not restrict employees from eating in designated staff lounges or cafeterias.

LEAVES OF ABSENCE

- **Family Medical Leave Act (FMLA)**

The District provides FMLA in accordance with Federal law. Eligible staff members shall be entitled up to twelve (12) weeks of leave in any twelve (12) month period, upon advance notice, for the allowable reasons provided under FMLA. For additional guidance, please consult Board Policy 3431.1.

- **New Jersey Family Leave Act (NJFLA)**

The District provides NJFLA in accordance with State law. Eligible staff member shall be entitled to up to twelve (12) weeks of leave in any twenty four (24) month period, upon advance notice, for the allowable reasons provided under NJFLA. For additional guidance, please consult Board Policy 3431.1.

- **New Jersey Family Leave Insurance Program (NJFLI)**

The District provides NJFLI in accordance with State law. Eligible staff members shall be entitled to up to six (6) weeks of family leave insurance benefits payable to covered employees from either the New Jersey State Plan or the District Plan (if applicable) upon advance notice. For additional guidance, please consult Board Policy 3431.3.

- **Disability**

The District will provide for a disability leave in accordance with Federal and State law and the policies of the District and the Collective Bargaining Agreement (if applicable). Any leave requested in excess of ten (10) days shall be submitted to the Board for approval.

- **Military Leave**

The District will provide for military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Further, members of State militia (i.e. New Jersey National guard, New Jersey Naval Militia Joint Command) shall be entitled to pay for the duration of any deployment. For additional guidance, please consult Board Policy 3437.

- **Sexual Violence Leave**

The District will provide for leave in accordance with the provisions of N.J.S.A. 34:11C-1 et seq. For additional guidance please consult Board Policy 1581.

- **Other types of Leave:**

- Sick Leave
- Personal Leave
- Vacation

In accordance with Title 6A, the District reserves the right to have any employee, who takes a leave in excess of three (3) months, independently examined for fitness for duty before his/her return. With respect to the above, your entitlement to time off will vary if you are a ten (10) month versus twelve (12) month employee and your collective bargaining unit. For additional guidance, please consult Board Policies 4432, 3436, 4433 and 4434.

- **Jury Service**

Jury duty is a civic requirement of all employees and the District expects each employee to participate in this service and will support their participation in same. Notwithstanding, abuse of jury duty to gain additional time-off will not be tolerated. For example, if you are called for jury duty but dismissed so early as to not receive credit for service, you are expected to return to work. Only those days, noted by the Superior Court as “credited” for service will be accepted by the District. All other time, not accounted for, may result in disciplinary action.

- **Applying for a Leave**

You must apply for a leave, in writing, at least thirty (30) days in advance of your anticipated absence, in order to receive timely Board approval. You must attach all necessary documents to your request for a leave, including a doctor’s certification. For additional guidance, please refer to the Medical/Maternity Leave of Absence Procedures (Appendix) and/or contact the Benefits Manager at (973) 399-6800 x 2186.

- **Returning to Work**

For all approved leaves involving a physical injury or medical need, you are required to obtain a clearance to return to work, without restrictions (i.e. no light duty) from a physician and a Report to Work Notice from the Human Resources Department. For all other approved leaves you are required to obtain a Report to Work Notice from the Human Resources Department. You must contact the Human Resources Department five (5) business days in advance of your anticipated return date to schedule a meeting to obtain your Report to Work Notice.

INTERNET/EMAIL/PHONE USAGE

The District strictly forbids the use of District owned equipment (i.e. phones, computers, iPads, copiers, etc.) and servers/wifi/internet for personal use at any time during the course of the school day, including preparation period, lunch, and break time(s). The District further forbids the personal use of any District property before/after working hours while on/off District property. All personal data located on District property, including downloads, pictures, documents and other data is subject to seizure by the District at any time.

- **Misuse of Internet/Email/ Phone**

The District's electronic media are not to be used for any unauthorized purposes, including, but not limited to:

- The transmission of abusive, defamatory, obscene or racist communications;
- The searching for, perusal and /or downloading of pornographic or other objectionable material;
- Offensive material through the internet;
- The transmission of sensitive information about an individual; or
- Where such transmission would, or would be likely to, place the company in breach of the Privacy Act of 1974 and its revisions, federal statute and/or State law/regulation.

Vandalism is any malicious attempt to harm or destroy equipment/data of another user or any other agency or network(s) that are connected to the District's system. This includes but is not limited to, the physical destruction of equipment and the uploading or creation of computer viruses. Such conduct, as described above, is grounds for immediate termination.

- **Security**

You should never share access with someone else by giving him or her, your password, unless it is a supervisor or administrator. If this does occur, then you should alert Media Services and change the password (when possible), to ensure that your computer files are not exposed to abuse. You are responsible for your own account(s) and this means taking measures to ensure others cannot use it. Passwords are only effective if they are selected wisely; therefore, your spouse's name or your birth date are not acceptable.

You should ensure your computer(s) or other electronic device (ie. iPad) is shut down correctly and turned off when you leave the office or classroom. This ensures unauthorized persons do not have access to the network in your absence.

- **Physical Security of Computer and Phones**

You are required to take reasonable steps to ensure the protection of all District equipment provided to you in connection with your duties, including your computer and phone, from damage from improper use, food and drink spillage, and good housekeeping procedures.

- **Software Purchases and Copyright Infringement**

All software used on the District's computing systems is copyrighted. All purchases of new software must be approved by the Superintendent. Software must not be copied unless the relevant license agreements allow it. You cannot use District equipment and software to violate US copyright laws and any violation(s) will result in disciplinary action, including dismissal.

- **Internet Use**

Internet usage is limited to educational purposes and must not result in the access of material that is offensive or objectionable. Moreover, the email system must not be used to send or receive, without prior authorization, confidential information including but not limited to copyright materials, company, financial or personnel information or similar materials. Further, the email system cannot be used to commit acts which are objectionable, discriminatory, and/or illegal. Personal use of the internet is PROHIBITED. For additional guidance, please refer to Board Policy 3321.

The District may, at any time, review, intercept access and disclose your internet usage. Staff must comply with US copyright law and all other applicable laws.

- **Email Use**

Email messages are limited to educational purposes and must not contain offensive or objectionable material and the email system must not be used to send or receive, without prior authorization, confidential information including but not limited to copyright materials, company, financial or personnel information or similar materials. Further, the email system cannot be used to commit acts which are objectionable, discriminatory, and/or illegal. Personal use of email is PROHIBITED. For additional guidance, please refer to Board Policy 3321.

The email system belongs to the District and all email messages created, sent or received are the property of the District and subject to publication, distribution and/or deletion at any time. Further you should be aware that there is no guarantee of privacy with an email message and that the District reserves the right to access all aspects of employees' email at any time for any reason without notice to the employee.

- **Mobile Phone Use**

The goal of the District is to educate students. To that end, personal phone usage should be kept to a bare minimum, and usage of a personal phone should never interfere with the academic process or occur during the performance of assigned duties. For additional guidance, please refer to Board Policy 3322.

The District's internet, email and phone policy may be amended or revised from time to time. Public notice of all revised policies will occur in accordance with the District's legal obligations. All staff will be required to be aware of current policies at all times. A breach of these policies may result in disciplinary action which could result in dismissal.

SEPARATION PROCEDURES

- **Required Notices**

It is incumbent upon you to provide appropriate notice to the District when you are concluding your employment:

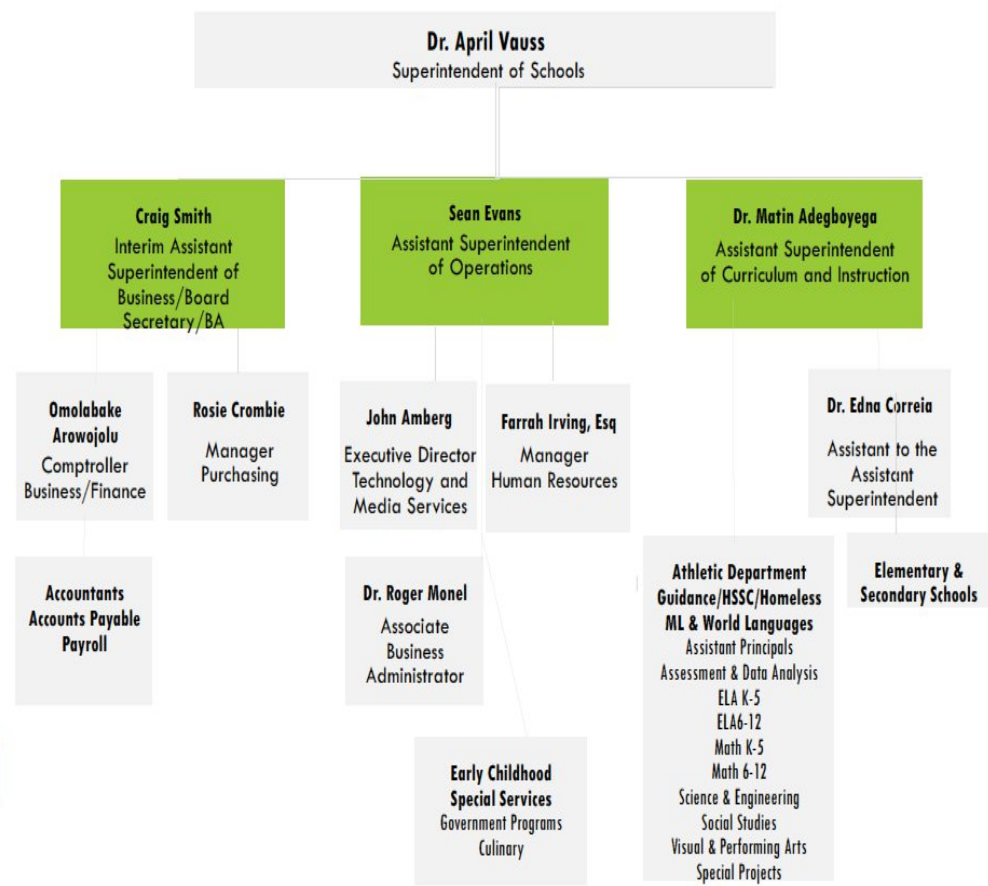
- Resignations – the majority of all District contracts, and, in the case of certificated staff especially, require a minimum of sixty (60) days' notice prior to an employee resigning. Notice must be provided to the Superintendent of Schools, Building Administrator, Department Director, and the Manager of Human Resources. Failure to provide appropriate notice of your resignation can subject you to legal action which could jeopardize your certificate.
- Retirements – retirements can occur immediately when based on health or other factors which render appropriate notice impossible. However, notice in accordance with resignation is the responsibility of each employee. Moreover, with respect to payment of retirement benefits, such as terminal pay, one (1) year's notice is necessary prior to the receipt of same by the employee.

- **Exit Interviews**

Prior to your separation from the District, you will be required to complete an Exit Control Form. Any additional compensation to which you may be entitled (i.e. payment of vacation or sick days) will not be processed until all items are returned and this form is executed by your immediate supervisor and the relative departments.

APPENDIX

ORGANIZATIONAL CHART



ORGANIZATION CHART

WORKERS COMPENSATION UNIT

EMPLOYEE HEALTH
TEAM:

George J. Mellendick, M.D., M.P.H.
Bria Wallace, Confidential Administrative
Secretary/Employee Health
Hours: 8:30 A.M. - 4:30 P.M. Monday - Friday
Examinations: By Appointment

APPROVED TREATMENT
FACILITIES:

Concentra Medical Center
375 McCarter Highway
Newark, NJ 07114
(973) 643-8601

Local Emergency Room

Please follow the Workers' Compensation Procedures that follow when reporting to Concentra Medical Center. If the injury is a medical emergency, please report to the closest Emergency Room.

NOTE: Employee must notify the Employee Health Team within 24 hours of an Emergency Room visit (or the first day the District is open for business following a Friday or weekend injury). A follow-up appointment must be scheduled with Dr. Mellendick.

***FAILURE TO FOLLOW THE ABOVE PROCEDURES WILL RESULT
IN A REJECTION OF A WORKER'S COMPENSATION CLAIM.***

*Irvington Public Schools
Employee Health Center
(973)399-6800 EXT. 2182
Fax: (973)399-0155*

WORKER'S COMPENSATION PROCEDURES

- The following procedures MUST be used for work-related injuries:
 - The employee should report to the school nurse for immediate medical evaluation and/or treatment. If further treatment is needed, a referral form will be given to the employee to present to the treating facility.
 - When the school nurse is not available, the employee should report to his/her immediate supervisor, who will notify the Employee Health Center at (973) 399-6800 ext. 2182.
 - If the injury requires immediate medical attention and there is no supervisor available, the employee should call the Employee Health Center at (973)399-6800 ext. 2182 (During working hours).
 - Employees working on the evening shift or weekends should report to his/her immediate supervisor. In the event the supervisor is absent from work, the employee should report directly to Newark Beth Israel Medical Center Hospital-Emergency Room. Please leave a voice mail message on the Employee Health Center's phone. A return call will be made to verify information on the next working day. The employee must report the injury to his/her immediate supervisor, and/or nurse and file an accident report as soon as possible, within 24 hours.
 - After the employee has been treated for the medical emergency, further treatment must be authorized by the Employee Health Center through Dr. George Mellendick. Each work-related injury will be evaluated to assure that the employee receives optimum care. If the employee needs to see a specialist, a referral will be made upon completion of the evaluation by Dr. Mellendick.
 - Dr. Mellendick will see patients by appointment and in order for patients to receive worker's compensation for lost time from work it must be authorized by Dr. Mellendick.

All employees must follow the above procedures concerning the treatment for a work-related injury, in order to qualify for workers compensation benefits. If these procedures are not followed, all medical treatment and lost time can be denied by the Workers Compensation Insurance carrier.

REPORTING ACCIDENTS

The Board of Education directs that all reasonable efforts be made to ensure a safe learning and working environment for the pupils and employees of this district. To that end and to the end that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a pupil, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the district business office. Injured persons shall be referred immediately to the school nurse for such medical attention as may be appropriate.

The injured employee or visitor or the staff member responsible for an injured pupil shall complete a form, available in the office of the Building Principal, that includes the date, time and place of the incident; the names of persons involved; the nature of the injury, to the extent that it is known; and a description of all relevant circumstances.

A copy shall be retained by the Building Principal and a copy shall be sent to the business office.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the Building Principal or job supervisor, as appropriate, no later than twenty-four hours following the occurrence of the injury. The failure of an employee to comply with this mandate may result in disciplinary action.

MEDICAL / MATERNITY LEAVE OF ABSENCE PROCEDURES

An employee who is expecting a child must submit notice of proposed leave of absence by letter or e-mail, in advance if possible. Original notice goes to Superintendent of Schools and copies to building Principal/Department Supervisor and Benefits Manager. Include the following:

- Name
- School Location & Position/Job Title
- Type of leave (maternity or medical)
- Start date of leave; expected date of return
- State the number of personal illness days to be used. Vacation or personal business days may be used if personal illness days are exhausted
- Members of the Sick Bank must the appropriate Sick Bank contact to obtain application for sick bank days.

Maternity leaves are addressed in each collective bargaining agreement

- Ex: Teachers – 30 calendar days before and 30 calendar days after birth
- NJ Family Medical Leave is available to bond with newborn child and provides up to 12 weeks of unpaid leave with continued benefits.
- NJ Family Leave Insurance provides a benefit payment for up to 6 weeks during a NJ Family Medical Leave. The employee must apply for this benefit directly to the State of NJ. Applications are available online at <https://www.nj.gov/labor/myleavebenefits/>
- Employee must provide a [Certification of Employee's Serious Illness Form](#) that has been completed by physician that includes diagnosis, treatment plan and expected duration of leave to Benefits Manager. This Certification is treated as Personal Health Information and is protected as HIPAA requires.
- Request for leave is submitted as a resolution to the Board. Written confirmation of leave approval is sent from Human Resources following the Board meeting.
- Notify the Benefits Manager if leave extends beyond original dates. Updated medical certification will be required.
- Employee must also notify immediate supervisor or principal of extended medical leave.
- Report to Human Resources with Medical Clearance Note on your first day back to work. You will receive a Return to Work Note from HR that you take to your school principal.

Upon return from maternity leave, reasonable accommodations will be made to breastfeeding employees which, under Federal and New Jersey Law, will include reasonable break time and a private place to pump other than a bathroom. The District will provide a location that is as close as possible in close proximity to the employee's work area.

FMLA AND BENEFIT INFORMATION

If eligible, your medical leave of absence will be designated as Family and Medical Leave and you will be **automatically** afforded benefit continuation for up to 12 weeks as permitted.

- **FMLA Rights and Responsibilities**

Employees have the right under the FMLA for up to 12 weeks of unpaid leave in a 12- month period calculated as a “rolling” 12-month period measured backward from the date of any FMLA usage.

Health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work.

Under New Jersey Law, employees are required to make premium contributions towards the cost of health insurance benefits. These premium contributions will be collected via payroll deductions while you are in a paid leave status. Should your leave transition to an unpaid status, the Board will make premium contributions on your behalf. You will be required to return said premium advances to the Board upon your return to work through salary deductions.

Should you choose **not** to continue benefits during a medical leave of absence, it is your responsibility to notify the Benefits Manager promptly. Benefits will be terminated on the first of month following receipt of your request.