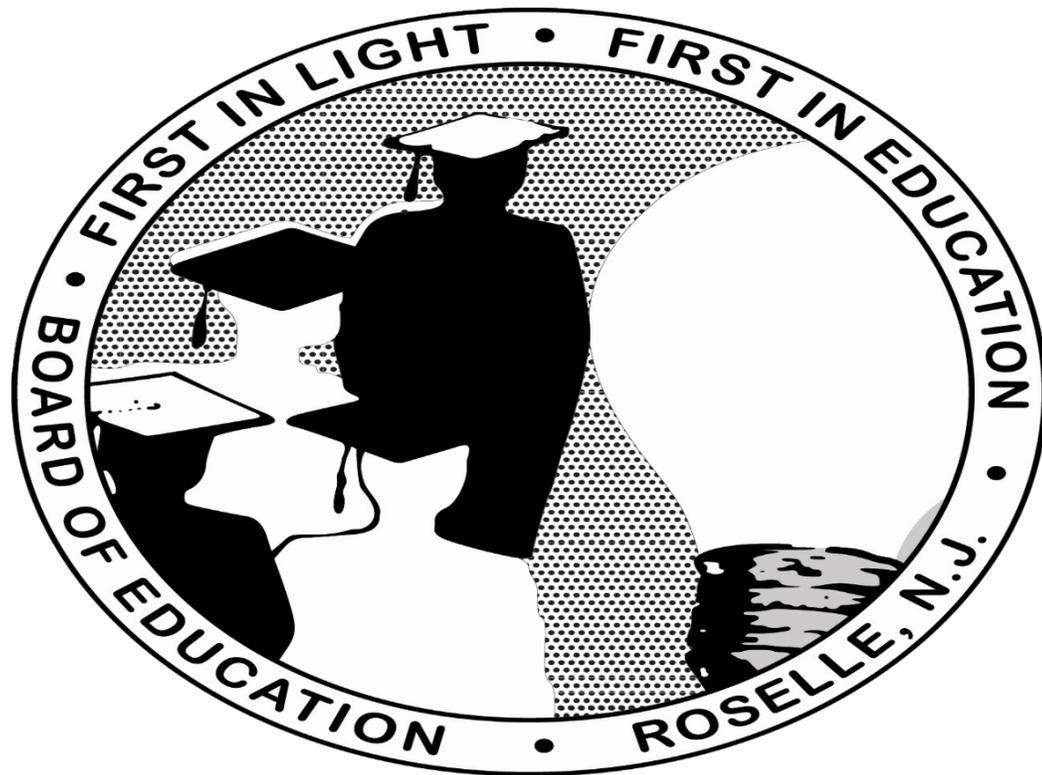


Roselle Public Schools
Employee Manual
2019-2020



Dr James C. Baker
Interim Superintendent
www.roselleschools.org

Introduction

It is incumbent upon all employees of the district to advocate for the children we teach, the parents we encounter, and the professionals and colleagues we work with on a daily basis. We are all equally important to the students who enter our buildings each and every day.

The security guard, custodian, paraprofessional, nurse, child study team member, teacher, counselor, vice principal, principal, and central office staff all serve as just a few of the valuable members of the team we refer to as "Personnel." Our presence is of great value and is essential in the lives of our students at the start of each day.

It is critical that we have a district that is conducive to high academic achievement for our students, while also being professionally enriching and supportive of our staff.

We at Roselle Public Schools should always function as a team. As you progress through your employment with us, please read this employee manual carefully, and keep it handy as a reference during the course of your career at Roselle Board of Education. It will be updated as information changes. It contains answers to many frequently asked questions about various topics. Also, if further inquiries arise, please refer to the back of this handbook for the directory of important phone numbers and email addresses.

Thank you for all of your service and commitment to our students

Bernice Marshall-Simmons
Director of Human Resources/ District AAO

Central Office Administrators

Dr. James Baker

Interim Superintendent of Schools

Dr Lissette Gonzalez- Perez

Assistant Superintendent for Curriculum & Instruction

Anthony Juskiewicz

School Business Administrator/ Board Secretary

Monica Ahearn

Director of Special Services

Henry Dixon

Director of Operational Technology

Bernice Marshall-Simmons

Director of Human Resources

Susan Nogaj- Matteson

Director of Guidance and Counseling

John Schmid

Athletic Director/ Supervisor of Physical & Health Education

District Administrators

Building Principals

Dr Nathan Fisher, Kindergarten Success Academy

Andreea Harry, Dr Charles C Polk Elementary School

Melissa Nevarez, Harrison Elementary School

Marianne Tankard, Washington Elementary

Craig Messmer, Leonard V. Moore Middle School

Tomeeko Hunt, Grace Wilday Junior High School

Rashon Mickens, Abraham Clark High School

Vice Principals

Carla Darius- Roselle Preschool

Patrizia Weber, Leonard V Moore Middle School

Patrick Phalon, Grace Wilday Junior High School

Sheila Williams, Abraham Clark High School

Victoria Lih, Abraham Clark High School

Erik Leite- Abraham Clark High School

District Supervisors

William Jones, Supervisor of Title I/ BSIP/NCLB

Hung Kim, Supervisor of Mathematics/Science

Miriam Malabanan, Supervisor of Humanities/ ELA

Karen Tanner-Oliphant, Supervisor of Testing

Angela Robinson, Supervisor of Special Services

Daryl Wainer, Supervisor of ESL/Bilingual Education/World Languages

Amanda Nagy, Supervisor of Visual and Performing Arts

Evenide Fanfan- Vilcean, Supervisor of Instructional Technology & CTE

District Managers

Kelvin White, Manager of Facilities

Donald Pulidore, Manager of Security & Safety

Pamela Pittman, Manager of Payroll/Benefits

TABLE OF CONTENTS

	Page
Our Mission & Vision.....	7
Roselle Board of Education Members.....	8
Visitor’s Sign in/out.....	9
Attendance Procedures.....	10-12
➤ Sick/Personal Days	
➤ Vacation Request	
➤ Jury Duty	
➤ Bereavement Days	
➤ Leave of Absence Procedure	
➤ Resignation/ Retirement	
Payroll Procedures	13
➤ Salary payments	
➤ Direct Deposit	
➤ Changes to Personal Information	
➤ Work Ids	
Affirmative Action	14
Arrest Reporting.....	14
Evaluation.....	15- 16
➤ Teacher Evaluation	
➤ Principal/VP Evaluation	
Benefits.....	16-17
➤ Benefit Provider Contact emails and phone numbers	
➤ Disability Insurance	
➤ Credit Union	

➤ Tax Shelters

Pension and Annuity Funds 17-18

- Teachers' Pension and Annuity Fund (TPAF)
- Public Employees Retirement System (PERS)
- Pension Loans

Phone Numbers/
Emails..... 19-20

Our Mission

The Roselle Public School District is committed to and will prepare all of our students for college, work, and life. We will provide a safe, clean, positive and supportive learning environment in which all students can successfully develop socially, emotionally and academically into lifelong learners and responsible, productive citizens. We will continually strengthen and align our curriculum with state, national and international standards that are engaging, rigorous, relevant, and implemented consistently. We will ensure that all students, parents, staff and community members are respected and informed in our family-friendly schools. We will strive to motivate and engage all of our students through various innovative instructional strategies, methods and techniques. Utilizing students' skills, talents, and unique abilities, we will prepare them to meet the demands of an ever-changing competitive 21st century global society.

Our Vision

To prepare all of our students for college, work and life in high performing Roselle Public Schools.

Board of Education Members

Ms. Delia Ware-Tibbs, President

Rev. Frances Teabout, Vice President

Ms. Angela Alvey- Wimbush

Mr. Jeffrey Bryan

Mr. Johnathan Davis

Mr. Rupert Pond

Mr. Richard Villeda

Mrs. Renae Smith

Mr. Johnathan Spearman

Procedures for Visitors –District Wide

- Visitors are required to report directly to the school security desk/ main office upon entering the building.
- Each visitor shall enter his or her name, the purpose of his or her visit, and the time of entrance into the logbook.
- Permission to proceed to a classroom must be sought from the building administrator or designee.
- Requests to visit a classroom should be made at least two days in advance of the intended visit.
- Should the intended visit interfere with the planned instructional program, the principal will so advise the visitor and suggest another time for the visit.
- Visitors must verbalize their intended destination to school office personnel. Office personnel will then contact the classroom teacher.
- Visitors will wait in the front entrance until permission is given to proceed to the classroom.
- Visitors will report back to the main office/ security desk, sign out, and proceed directly out of the building

ATTENDANCE PROCEDURES

The regular and prompt attendance of all staff is essential in the efficient operation of the district and effective conduct of the educational program. Because absenteeism exacts a high cost in the depletion of district resources and in the disruption of education, the Board of Education is vitally interested in the attendance of each employee and considers conscientious attendance an important criterion of satisfactory job performance.

All Staff including but not limited to the Superintendent, Assistant Superintendent, Directors, Supervisors, Building Principals, Certified Staff and Support Staff are required to adhere to the district attendance procedures.

Staff members who fail to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without good cause may be subject to discipline, which may include the withholding of salary increments and/or certification of tenure charges.

Sick/ Personal Days

No staff member will be discouraged from the prudent, necessary use of sick/personal leave and any other leave provided in the contract negotiated with the member's majority representative or provided in the policies of the Board. Accept in the instance of an emergency an employee should notify the building administrator or their immediate supervisor of their intended use of a personal day. Employees should ensure the absence is reported in the AESOP system and a Request for Approval of Absence Form is completed and forwarded to the Human Resources Department.

Each school year employees receive 12 sick days. (15 days for Administrators) Three of these days can be designated as family illness days. In addition employees receive 3 personal days (2 personal days for Aides). Any accumulated unused days will rollover as "accumulated sick days" the following school year.

All employees with sick absences exceeding 3 days must have a doctor's note upon returning to work, indicating that the employee was under a doctor's care and is able to return to work on a specific date. In addition once all days have been exhausted and the employee continues to take docked/unpaid days off that employee must provide evidence to the Superintendent in the form of a doctor's note etc. as to why they are taking a docked/unpaid day.

Out of Sick and Personal Days

Human Resources will make a concerted effort to assist the District to avoid paying employees who are out of sick or personal days and continue to be absent. Cooperation and coordination with the Human Resources department is imperative. It is incumbent upon the responsible administrator to inform Human Resources when an employee continues to be absent and has used all of his/her sick, personal and/or vacation days.

Vacation Days

Employees that are allotted vacation days are required to complete a Request for Approval of Absence Form. (This form can be found in the main office of every school) Once the immediate supervisor has signed the Request for Approval of Absence, the form must be forwarded to the Department of Human Resources and reported in the AESOP system.

Jury Duty

Employees must submit the following documentation to the Human Resources Department and ensure the absence is reported in AESOP:

- A copy of the petition to serve as a juror from the county in which they live
- Completed Request for Approval of Absence Form

Requirements for Bereavement Days

Employees must call in to notify their building administrator or immediate supervisor regarding the request of bereavement days. A Request of Approval of Absence form should be completed and sent to Human Resources along with proof of services for the deceased. All REA members who require substitute coverage for bereavement days should report their absence in Aesop as well as to their building administrator

Leaves of Absence Procedure

A Leave of Absence Request Form must be completed by the employee requesting a leave of absence of seven (7) or more days. The Leave of Absence Request form can be found on the District Human Resources webpage.

A medical/ maternity leave requires a properly completed and signed Doctor's note or FMLA medical certification and projected date of return to work. A medical clearance note must be presented when an employee returns to work and be submitted to the Human Resources Department. All leaves of absences with (utilizing sick days) or without pay **will not** be approved for an indefinite period of time, therefore, a return to work date must be provided.

Military Leave Request – Those employees that are part of the Armed Forces or Reserves must present proper documentation from the military, attach it to the Leave of Absence Request Form and forward the documents to Human Resources

The Leave of Absence Request Form, the FMLA Paperwork and all supporting documentation for all leaves of absence must be received by Human Resources at least 30 days before leave of absence begins (with the exception of emergencies)

Once all completed information for the leave of absence is received by Human Resources it will be placed on the forthcoming Board Agenda

Upon completion of the Board meeting the employee will receive correspondence from Human Resources.

Extension of Leaves of Absence

When extending a leave of absence the employee must submit a Leave of Absence Request Form with indicated dates of extension. If the leave is for medical reasons an updated doctor's note with dates of extension should accompany the request.

Retirement/ Resignation Notification

Any employee planning to retire or resign should give notice in writing to their immediate supervisor and the Department of Human Resources indicating a specific date. The resignation / retirement will be placed on the forth coming Board agenda.

PAYROLL INFORMATION

Salary Payments

1. All salaries and/or wages are paid by direct deposit. This is **mandatory** for all employees (see Department of Payroll webpage for direct deposit forms).
2. Payments are made semi-monthly: on the 15th and 30th of each month. If however, the 15th or the 30th falls on a Saturday or Sunday, checks will be issued on the preceding Friday. If the scheduled payroll dates occur during a school holiday, it is customary to issue pay the last day school is in session prior to the holiday.
3. Ten Month employees are eligible for “SUMPAY Deduction” which is issued in one lump sum after school closes for the summer (Please visit the district Payroll webpage for more information on SUMPAY)

All payroll forms are to be returned to Ms. Pamela Pittman –Manager of Payroll & Benefits

Changes of Personal Information

Employees can update changes in personal information by completing a Change Request Form. This form can be found on the Department of Payroll webpage. Once completed please forward the form to the Payroll Department. The following changes can be made:

- Change of name (must be accompanied by a Social Security Card/ Marriage Certificate or Divorce Decree)
- Change of address
- Change of phone number

Work IDs

Employees requiring new or replacement Ids should contact Technology Services at techservice@roselleschools.org

Affirmative Action

DISCRIMINATION/HARASSMENT

Employees need not tolerate harassment in the workplace. When any employee feels they have been subject to any form of discrimination/harassment (sexual, racial, political, social, or religious) they may provide a written complaint to the Superintendent of Schools or designee. 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.

SEXUAL HARRASSMENT

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

Any employee who believes he/she has been subject to sexual harassment within the educational programs or their employment time span or has been discriminated against on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status, may submit a written complaint to his/her immediate supervisor or administrator. The complaint form can be found on the Human Resource page of the District webpage.

ARREST REPORTING REQUIREMENTS N.J.A.C. 6A:9-17.1(c)

All employees shall report their arrest or indictment for any crime or offense to their Superintendent within 14 calendar days. The report shall include the date of the arrest or indictment and charge(s) lodged against the employee. Such employee shall also report to their Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed as "just cause" pursuant to N.J.A.C. 6A:9-17.5. School Districts shall make these requirements known to all new employees and to all current employees

Evaluation

All teachers, administrators and other certificated staff will be evaluated according to Achieve NJ

Evaluation

Teacher/ administrator practice is measured by performance on a state-approved teacher practice instrument (Kim Marshall, et al.), which is used to gather evidence primarily through classroom observations.

SGOs

All SGOs must be completed by October 31st of each school year. Any SGOs requiring amendment must be completed by February 15th and all adjustments should be made by the Building Principal. For the 2019/2020 School year the window on SGOs is closed on March 29, 2020 All SGOs must be scored and reported to principals to be included in summative evaluations.

Non-tenured Teachers

- Teachers will have at least ten mini observations each year. Five of which must be completed by February 2020
- Each observation must be conducted for a minimum of 10 minutes.
- Summative evaluations and conferences must be completed by April

Tenured Teachers

- Teachers will have at least ten mini observations each year. Five of which must be completed by February 2020
- Each observation must be conducted for a minimum of 10 minutes.
- Co observations recommended
- Summative evaluations and conferences must be completed by June 2020

Professional development plans for all teachers are due June 10, 2020

This overall evaluation score combines the multiple measures of teacher practice and student growth. All New Jersey teachers earn one of four ratings: Highly Effective, Effective, Partially Effective, or Ineffective. All teachers receive individual professional development plans based on their ratings. Teachers rated Ineffective or Partially Effective work with their principals to create a Corrective Action Plan with targeted professional development for the subsequent year. To maintain tenure, all teachers (regardless of hire date) have to continue to earn a rating of Effective or Highly Effective

Evaluation Rubric Weights for Teachers

Non Tested Grades	Tested Grades
Teacher Practice 85%	Teacher Practice 70%
SGO 15%	SGO 25%
	mSGP 5%

Evaluation Rubric Weights for Principals/VP

Principal/ VP Practice 80%	Principal/ VP Practice 70%
Average of SGOs 10%	Average of SGOs 10%
Admin Goals 10%	Admin Goals 10%
	mSGP Average 10%

Principal/VP Goals

Administrator Goals: These aligned goals are set by principals in consultation with their Superintendent each year. Local districts have discretion to determine the total number of goals (between one and four) that each administrator sets. Assistant and Vice Principals may set the same goals as the principals or may set others that more closely reflect their responsibilities within the school. A wide variety of measures may be used for Administrator Goals and goals that maintain a sustained focus over multiple years are encouraged.

Health Benefits

For New Employees: Health benefits begin September 1st or 60 days from your start date if you begin employment October through June. If the employee does not enroll within 30 days of employment they must wait until open enrollment. Open enrollment is in July. Upon an employee's separation from the District at the end of the same month all benefits will be terminated."

If an employee has insurance coverage with the District and has experienced a life change such as marriage/civil union, divorce, birth of a child, or death of a spouse/civil union partner or dependent, the related life change should be reported immediately to the Employees' Benefits Office along with the submission of appropriate paperwork. Health Insurance is contributory based on the employee's salary. Please contact the Benefits Department for more information on premiums

The following is a listing of Health Benefits provider contact numbers

- **Medical & Prescription**
Horizon Blue Cross Blue Shield -1-800-355-BLUE (2583)
Web: www.horizonblue.com
- **Dental**
Delta Dental -1-800-452-9310
Web www.deltadental.com
- **Vision**
VSP- 1-800-877-7195

Web: www.vsp.com

➤ **Disability Insurance (two options)**

**Educators Ins. Services underwritten by Prudential Ins. And endorsed by NJEA
Colonia Supplemental Insurance (973) 537-2800**

AFLAC- District sales Coordinator, Sandra Fernandez (845) 522-8644

Web: www.AFLAC.com

➤ **Credit Union**

County Educators Credit Union (908) 245-0173

16 East Lincoln Ave Roselle Park – If you open an account please notify Payroll of the deduction amount immediately

➤ **403B**

Tax Shelters available

MetLife (Nancy Clemente @ 1-800-492-3553 ext. 28061

AXA Equitable (Cesare Cagnina @ (732) 452-7246

Primerica (Sonya Ashley @ (732)752-2413

Valic (Sara Ritter @ 1-800-892-5558 ext 88467

The Legend Group (Diane Hartz@ 1-800-329-4221

GALIC (Sandra Kessler @ (973) 616-2060

Pension

All full-time employees of Roselle Public Schools are required by law to become members of a Pension fund.

a. Teachers' Pension and Annuity Fund (TPAF)

A teacher or member of the professional staff certificated by the State Board of Examiners is required to become a member of the fund as a condition of employment. *The rate of contribution for all teachers and professional staff members is 7.5%.**

b. Public Employees' Retirement System (PERS)

All non-certificated employees are required to become members of the Public Employees' pension plan.

**The rate of contribution for all public employees enrolled in this program is 7.5%.*

Pension Fund Loans

Active contributing members are eligible to borrow money from the accumulated amount they have contributed to the pension fund. Loan applications must be completed online at: Member Benefits Online System (MBOS).

<https://my.state.nj.us/openam/UI/Login>

Conditions

1. A member must have at least three (3) years of membership credit to be eligible for a loan.
2. A member may borrow up to fifty (50) percent of the amount in the member's account.
3. A member may borrow regardless of age.
4. Not more than two (2) loans will be granted in any calendar year.
5. Interest is charged at the rate of (7.00%) percent per year on the remaining balance.

6. The administrative processing fee is \$15.00
7. Loan Application Forms are available on the Member Benefits Online System (MBOS).

To be eligible, you must be an actively contributing member of an eligible retirement system.

Loan balances cannot exceed \$50,000 and must be repaid with five years. Effective with loans taken after January 1, 2004, new IRS regulations require that members who have multiple loans outstanding must repay the balance of all loans taken within a period not to exceed five (5) years from the insurance of the first loan taken after January 1, 2004. The regulations also require members to make timely payments toward outstanding loan balances. You will be notified* after nonpayment (zero contributions) toward the balance of your outstanding loan and offered the following options:

- Pay the loan off through a lump sum repayment
- Repay the loan in monthly installments through personal billing
- Take a taxable distribution; or

If you have an outstanding loan balance and wish to take another loan before your current balance is paid off, you may still apply for a loan using any of the available methods, ***but the repayment amount may be substantially higher***, to ensure full repayment of the total loan balance within five years of the issuance of the original loan. Furthermore, the new loan amount may be reduced, or the loan request may be rejected, if the payroll deductions required to repay the loan within this five-year period would exceed the 25% of pay restriction in State law.

Failure to repay the loan as scheduled may result in the unpaid loan balance being declared a taxable distribution which will be reported to the IRS. The Division of Pensions and Benefits will send you a Form 1099-R for tax filling purposes in January of the following year. You will be required to include the portion of the loan representing before tax contribution as income on your federal return. In addition, if you are under age 59 ½, you will be required to pay an additional ten percent for taking an early pension distribution.

A “taxable distribution” cannot be cancelled by resuming loan payments or repaying the loan in full prior to the end of the tax year in which the taxable distribution occurs. Please note that unlike a normal pension distribution, a loan treated as a distribution cannot be rolled over to an IRA or another qualified retirement plan. Members who take a loan and subsequently fail to remit loan payment may also distribution are required to repay the balance of the loan to the retirement system.

Since these are federal regulations, neither the Boards of Trustees nor the Division of Pensions and Benefits has the authority to waive or delay the application of these provisions.

Conditions

1. No withdrawal claim can be honored until the member has resigned.
2. No withdrawal is permitted while a member is on a leave of absence or receiving Workers’ Compensation Benefits.
3. No interest is payable unless the withdrawing member has at least three (3) years of membership credit at the time service is terminated.
4. Withdrawal Application Forms are available in the Pension Department or may be downloaded from the internet at www.state.nj.us/treasury/pensions/forms.htm.

***The Automated Information System**, (609) 777-1777, provides complete access to loan information. It determines an employee's eligibility to borrow, the amount an employee can borrow, and when a check will be sent if a loan application has been filed. Also, to assist callers with loan information, **AIS** provides various loan models and repayment plans.

Please refer any benefits questions to Pamela Pittman (908) 298-2040 ext2038

ppitman@roselleschools.org or pavroll@roselleschools.org

PHONE NUMBERS

Please address any questions or requests you may have to the following appropriate departments.

Dr James Baker
Interim Superintendent
(908) 298-2040 ext.2041

Dr Lissette Gonzalez- Perez
Assistant Superintendent
(908) 298-2040 ext.1502

Anthony Juskiewicz
School Business Administrator's Office
(908) 298-2040 ext.2111

Bernice Marshall- Simmons
Director of Human Resources
Dept./ AAO
(908) 298-4020 ext. 4001
hr@roselleschools.org

Schools

Roselle Pre School
1305 St. Georges Road, Roselle, NJ 07203 | Phone 908-298-2040 ext. 2555

Kindergarten Success Academy
150 East 3rd Avenue, Roselle, NJ 07203 | Phone 908-298-2040 ext. 2205

Dr Charles C. Polk Elementary School
1100 Warren Street, Roselle, NJ 07203 | Phone 908-298-2061

Harrison Elementary School

310 Harrison Avenue, Roselle, NJ 07203 | Phone 908-298-2052

Washington Elementary School

501 Washington Avenue, Roselle, NJ 07203 | Phone 908-298-2072

Leonard V. Moore Middle School

720 Locust Street, Roselle, NJ 07203 | Phone 908-298-2047

Grace Wilday Junior High School

400 Brooklawn Avenue, Roselle, NJ 07203 | Phone 908-298-2066

Abraham Clark High School

122 East 6th Avenue, Roselle, NJ 07203 | Phone 908-298-2000

Achieve NJ - <https://www.state.nj.us/education/AchieveNJ/>

T- Eval- <https://www.t-eval.com/>

GCN Mandated Training- <https://site.gcntraining.com/user-admin/login/163377r/>

Aesop 1 (800) 942-3767- For staff to report days when they will not attend work.

New Jersey Division of Pensions and Benefits (609) 292-7524.