



# Community Charter School *of* Paterson

## EMPLOYEE HANDBOOK

Building Address: 75 Spruce Street, Paterson, NJ 07501

Website: [www.ccsp.org](http://www.ccsp.org)  
Telephone: (973) 413-2057 | Fax: (973) 345-7623

## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

The Community Charter School of Paterson will inform all employees where to locate a copy the Handbook upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all CCSP employees. Further, CCSP expects each employee to display good judgment, diplomacy and courtesy in their professional relationships with members of CCSP's Board of Directors, committees, membership, staff, and the general public.

I acknowledge that I have been informed by the Community Charter School of Paterson's (CCSP) that I can locate the Employee Handbook by going [WWW.CCSP.Org](http://WWW.CCSP.Org) and clicking "Contact" then "For Staff" in the drop down. I understand that I am expected to read and reference the Handbook and that it is my responsibility to do so. The Employee Handbook contains important information about our Charter School. I agree that I should consult with my supervisor or Human Resources for clarification if there is any policy and/or provision in the Handbook that I do not understand.

All Changes to the Handbook will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing content.

I accept the terms of the CCSP Handbook and I also understand that it is my responsibility to comply with the policies contained in this Handbook and any revisions made to it. I further agree that if I remain with the Charter School following any modifications to the Handbook, I thereby accept and agree to such changes.

Please sign and date and return it to Human Resources in the Business Office

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

## CONFIDENTIALITY POLICY AND PLEGE

Any information that an employee learns about the Community Charter School of Paterson, or its members or donors, as a result of working for the Community Charter School of Paterson that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by the Community Charter School of Paterson or to other persons employed by the Community Charter School of Paterson who do not need to know such information to assist in rendering services.

The disclosure, distribution, electronic transmission or copying of the Community Charter School of Paterson's confidential information is prohibited. Any employee who discloses confidential Community Charter School of Paterson information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

Except where required by law such as the reporting of Child Abuse and Neglect.

I understand the above policy and pledge not to disclose confidential information.

Please sign and date and return it to Human Resources in the Business Office

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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## I. MISSION AND VISION

### MISSION

The Community Charter School of Paterson’s mission is to inspire and empower its children, families and staff to become successful, life-long learners.

We’ve identified four characteristics that we believe are important in life, not just in school – Respect, Integrity, Success, Excellence (R.I.S.E.).

### VISION

The Community Charter School of Paterson (CCSP) is twofold. First, founded as a ‘Full Service Community School, CCSP strives to have a direct and immediate positive impact on the very community in which it is located – the Greater Spruce Street Neighborhood of Paterson, located in the heart of the Great Falls Historic District. New Jersey Community Development Corporation (NJCDC) is a central partner to CCSP and works in numerous ways to ensure a strong “community connection” in which the community complements and serves CCSP and, in turn, CCSP fits in and serves the community as well. In this context CCSP provides services to our students and families beyond what a traditional school provides to help remove barriers to school and family success.

Second, CCSP’s strives to ensure high student achievement by providing a world-class, rigorous and engaging education to our students. To achieve this, CCSP’s goals include: supporting our staff with excellent academic resources and robust professional development to ensure rigorous, engaging instruction; and, ensuring that we use our educational, physical, and financial & human resources to enhance the lives of the families we serve as a community school.

## II. OVERVIEW

This handbook is designed to serve as a guide for all employees by providing general guidelines about the Community Charter School of Paterson’s (CCSP) mission, vision, culture and policies and procedures for employees. It is intended to be a reference source for supervisors and employees and is applicable to *most* situations pertaining to the employment relationship with CCSP. This Handbook makes no attempt to cover policy provisions in detail, and it should not be considered a substitute for official policy statements, notices, job description documents, or contract provisions. In the event of a direct conflict between this handbook and specific provisions contained in any written employment agreement or collective bargaining agreement, the written agreement will prevail.

The Board of Trustees of CCSP retains the right to change any policy, procedure, term or working conditions at any time and in any manner. The Board of Trustees has the authority to adopt new policies or to change or eliminate existing ones, and no other member of management or other person has the right to make any commitment which adds to, subtracts from, or contradicts the provisions of this handbook.



This handbook replaces any and all previously issued handbooks. Additionally, some of the subjects described here are covered in detail in official policy documents. Examples include policies governing the use of technology, family and medical leave, etc. Please refer to these policies for specific information, since this handbook only briefly summarizes areas such as these. Please note that the terms of written insurance policies are controlling. Questions about personnel matters also may be reviewed with Human Resources.

We want to thank you for becoming an integral part of the CCSP Team and encourage you to bring any questions, concerns, complaints or problems to your supervisor or Human Resources for appropriate resolution. We look forward to working together to fulfill CCSP's mission.

## THE BOARD OF TRUSTEES

CCSP is a public school that operates independently of the local district Board of Education under a Charter granted by the New Jersey Department of Education. CCSP is managed by a Board of Trustees. Our Board oversees operation and management of the School. Board of Trustees' meetings is usually held on the last Thursday of each month at the school. Employees, parents and other community members are encouraged to attend. A meeting calendar can be requested from the Business Office.

## PHILOSOPHY

Our educational philosophy is that every child has enormous learning potential that must be unleashed with high quality instruction, strong student, family and community supports, data-driven decision making and a strategic application of resources. With these elements in place, CCSP students will be able to perform at the same levels as the highest performing students in the State and around the Nation.

CCSP defines high quality instruction as a balanced practice between rigor, engagement and differentiation that allows all learners to be active participants of their education experience. The goal of the lesson (the learning to take place during class) is clearly stated and students understand it. Scholars should be exchanging ideas, making decisions about their learning, discussing concepts in context of applications and making evidence-based claims and conclusions. At the same time we expect to see teachers facilitating these discussions, moving about the room from group to group, or working with small groups a few minutes at a time, releasing the responsibility of learning to students once the proper tools are provided. CCSP administrative and coaching staff review lesson plans to ensure that rigor, engagement and differentiation are built into every lesson. Classrooms are setup to have the resources students may need readily available and all instructional materials are accessible to students in multiple ways. CCSP's approach is moving toward our consultant David Ginsburg terms, 'productive struggle' in which students are encouraged to take chances, make mistakes and lean from those efforts.

### **We believe:**

1. Creativity should be fostered and celebrated.
2. Each student experiences success in school every day.

3. Parents are partners in their child's education; students and teachers, together, must take responsibility for learning by planning, accomplishing, and assessing work.
4. Education is the shared responsibility of the students, home, school, and the community.
5. Personalized Learning Plans are essential to meeting the individualized needs of our students.
6. Learning styles vary which means learning experiences must be designed and presented using a variety of learning modalities.
7. Flexible grouping effectively meets the changing needs of individual students.
8. Real-life, relevant experiences are the basis for learning.
9. Technology is an integral component of the learning process.
10. Students experience the interconnectedness of all curriculum areas through an enriched and integrated thematic program.
11. Students develop the ability to evaluate and make appropriate choices regarding behavior.
12. Communication skills are developed through a Language Arts program that includes phonics, reading, writing, and spelling.
13. Instruction in a world language enriches students' understanding of other cultures and extends their language skills.
14. Preparation is meaningful, relevant, and a natural extension of classroom activities.
15. Multicultural education supports positive self-regard and positive attitudes toward the cultures of others.
16. High expectations and hard work result in limitless individual results.

## GOALS

### Academic Goals

1. Students will master the appropriate grade level standards and strands of the New Jersey Core Curriculum Content Standards (NJCCCS).
2. Language Arts Literacy skills will be integrated across the curriculum.
3. Character and Leadership education will be infused throughout the curriculum.
4. Lessons plans will incorporate material from other core subjects to promote integration of learning.
5. Lessons will include a variety of teaching and assessment strategies addressing the learning styles of the students in the class.

### Non-Academic Goals

1. Students will develop character traits that support empathy and high ethical standards.
2. Students will participate in community service programs
3. Parents will be actively involved in CCSP.
4. Professional development programs will support the goals of CCSP.
5. Social Service support information will be readily available to parents and families of the CCSP community who are in need of assistance.

## FUDICIARY EXPECTATIONS OF EMPLOYEES

- Advocate for the wellbeing of CCSP students.
- Understand and support the mission, vision, goals and values of CCSP as described in our Charter.
- Adhere to CCSP's policies and procedures, and all applicable Federal, State and local statutes.
- Act as a role model within and outside of CCSP. Maintain a positive and respectful attitude toward the children and facilities that we serve.
- Perform duties as workload necessitates.
- Demonstrate flexible and efficient time management and ability to prioritize workload.
- Consistently report to work on time and prepared to perform duties of their position. Work collaboratively with all members of the school community

### III. AT-WILL EMPLOYMENT

Unless an employee has written employment agreement with The Community Charter School of Paterson, which provides differently, all employment at The Community Charter School of Paterson is "at-will." That means that employers may be terminated from employment with CCSP with or without cause, and employees are free to leave the employment of CCSP with or without cause. Any representation by a CCSP officer or employee contrary to this policy is not binding upon CCSP unless it is in writing and is signed by the CEO with the approval of the Board of Directors.

### EQUAL EMPLOYMENT OPPORTUNITY

The Community School of Paterson shall follow the spirit and intent of all federal, state and local employment law and is committed to equal employment opportunity. To that end, the Board of Directors and CEO of CCSP will not discriminate against any employee or applicant in a manner that violates the law. CCSP is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity or expression, disability, political affiliation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. CCSP's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs. The CEO/Human Resources shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy.

CCSP will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. In particular, any employee who believes that any other employee of CCSP may have violated the Equal Employment Opportunity Policy should report the possible violation to the CEO/Human Resources.

If CCSP determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination.

Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, CCSP will inform the employee who made the complaint of the results of the investigations.

CCSP is also committed to complying fully with the applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at CCSP for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on CCSP. Employees who believe that they may require accommodation should discuss these needs with their Supervisor and Human Resources.

If you have any questions regarding this policy, please contact Human Resources.

#### **IV. POLICY AGAINST WORKPLACE HARASSMENT/DISCRIMINATION**

CCSP is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers and all other CCSP stakeholders. As a rule, CCSP wants its employees to be singularly focused on the goal of ensuring that all CCSP scholars achieve their full potential in school, career and life.

CCSP's commitment begins with the recognition and acknowledgement that sexual harassment and other types of discriminatory harassment are unlawful. To reinforce this commitment, CCSP has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment.

This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. CCSP's property (e.g. telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. CCSP's policy against harassment covers employees and other individuals who have a relationship with CCSP which enables CCSP to exercise some control over the individual's conduct in places and activities that relate to CCSP's work (e.g., directors, officers, contractors, vendors, volunteers, etc.).

##### **PROHIBITION OF SEXUAL HARASSMENT**

CCSP's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such a conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) performance or creating an intimidating, hostile, humiliating, or offensive working environment.

While it is not possible to list all of the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances – whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts.

Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comments on an individual's body, comment about and individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities.

While such behavior, depending on the circumstances, may not be severe or pervasive enough to create sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful.

It is also unlawful and expressly against CCSP policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

#### PROHIBITION OF OTHER TYPES OF DISCRIMINATORY HARASSMENT

It is also against CCSP's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individuals relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile humiliating, or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating or hostile acts that relate to race color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in CCSP's premises such as on an employee's desk or workspace or on CCSP's equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

It is also against CCSP's policy to retaliate against an employee for filing a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment.

#### REPORTING OF HARASSMENT OR DISCRIMINATION

If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of CCSP, you should report the incident immediately to your supervisor or to Human Resources. Possible harassment by other with whom CCSP has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken.

CCSP will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment.

It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. CCSP's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred.

If CCSP determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination.

Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, CCSP will inform the employee who made the complaint of the results of the investigation.

Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with Human Resources. In the case where the allegation of harassment is against the CEO, please notify the staff member designated as grievance officer.

## RETALIATION PROTECTION

CCSP will not retaliate against anyone for reporting or complaining about unlawful harassment or discrimination in good faith, or for participating in an investigation of alleged harassment, nor will it tolerate retaliation by supervisors, co-workers, or anyone else. Any action of retaliation will result in disciplinary actions up to termination.

## WHISTLE BLOWER PROTECTION ACT

### **Under the NJ Conscientious Employee Protection Act;**

- The CCSP will not take any adverse employment action or otherwise retaliate against any employee who engages in activity covered by the New Jersey Conscientious Employee Protection Act ("CEPA"). (You may also see this law referred to as CEPA, but it is more commonly known as the "whistleblower's law.") As such, the CCSP may not take any adverse employment action or otherwise retaliate against an employee for any of the following:
- Disclosing, or threatening to disclose, to a supervisor or to a public body, an activity, policy, or practice of the CCSP or another employer with whom there is a business relationship, that the employee reasonably believes (1) is in violation of a law or a rule or regulation issued under the law, including any violation involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care, or

(2) is fraudulent or criminal, including any activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity; or

- Providing information to, or testifying before, any public body conducting an investigation, hearing, or inquiry into any violation of law or a rule or regulation issued under the law by the CCSP or another employer with whom there is a business relationship, including any violation involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree, or pensioner of the employer or any governmental entity, or, in the case of an employee who is a licensed or certified health care professional, providing information to, or testifying before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or
- Objecting to, or refusing to participate in, any activity, policy or practice which the employee reasonably believes: (1) is in violation of a law, or a rule or regulation issued under the law, including any violation involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity, or, if the employee is a licensed or certified health care professional, constitutes improper quality patient care; or (2) is fraudulent or criminal, including any activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity; or (3) Is incompatible with a clear mandate of public policy concerning the public health, safety, or welfare or protection of the environment. The protection against retaliation for a disclosure to a public body does not apply unless the employee has brought the activity, policy, or practice to the attention of a supervisor of the employee by written notice and given the CCSP a reasonable opportunity to correct the activity, policy, or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors or where the employee fears physical harm as a result of the disclosure, provided that the situation is an emergency.

## EMPLOYEE GRIEVANCES PROCEDURE

CCSP is committed to providing an effective way for employees to bring problems concerning violation, misinterpretation, or inequitable application of Board policies, rules and regulations, or administrative procedures to the attention of CCSP's Administration.

Misunderstandings or conflicts can arise in any district and should be resolved before serious problems develop. Most incidents resolve themselves naturally; however, should a situation persist the employee believes is detrimental to any member of the school community or himself/herself the employee should follow the procedure described here resolve the matter.

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

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

### **Procedure**

#### **1. Step One**

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

#### **2. Step Two**

If the grievance is unresolved after step one, the employee shall file the grievance in writing with Human Resources within five working days after the meeting with the supervisor.

- a. A meeting shall be scheduled within 10 working days of the receipt of the written grievance. Human Resources, his/her designee, all other relevant administrators and participants requested by the employee shall be notified of the meeting date.
- b. A decision shall be made within 5 days from the meeting and the employee notified of the decision in writing within 10 working days. If the problem is resolved, or no further action is requested, the matter shall be closed.

#### **3. Step Three**

- a. If the grievance is unresolved after step two, the employee shall file the grievance in writing with the Board of Trustees within five working days after receipt of the written decision of Human Resources. The written request shall be submitted to the Board President at the CCSP's address. The Board President will review the request and forward it to the Board's Grievance Committee for review and consideration.
  - a. Human Resources and the complainant shall prepare a written review of the grievance for the Board or its designated board committee at least five working days prior to the date set for Board review.
  - b. The Grievance Committee shall determine if the grievance shall be heard by the Board or referred to the CEO for final resolution. The complainant shall be notified of this decision in writing within 10 working days of the board review. If it is the decision of the Board to hear the grievance this notice shall include the date of the hearing. Human Resources, his/her designee, all other relevant administrators and participants requested by the complainant shall be notified of the meeting date.
  - c. After the meeting to hear the grievance, the complainant shall be notified in writing of the Board's decision within 31 days from the hearing. If the problem is resolved, or no further action is requested, the matter shall be closed.

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



## V. EMPLOYMENT POLICIES AND PRACTICES

### NEW HIRE ON BOARDING

#### Employment Documentation

Prior to employment, all prospective employees must complete a CCSP Employment Application and an Attestation. All new employees must fill out an I-9 form as required by the U.S. Department of Homeland Security, providing documentation of eligibility to work in the United States. In addition, all employees must fill out a W-4 wage withholding form at the start of employment and at the beginning of each subsequent calendar year.

Other forms to be completed prior to employment include health insurance enrollment forms and an emergency contact form. In addition, certificated employees will be required to provide a copy of certification.

It is important that accurate and current personnel data be maintained for all employees. For this reason every employee must promptly inform the Human Resources Director or Payroll of any changes in name, address, home telephone number, marital status, number of dependents, insurance beneficiary, name of person to be notified in case of emergency, military status, and any other item which may affect his or her status.

#### Criminal History Background Checks

CCSP is statutorily responsible to ensure that all applicants complete the NJDOE's Criminal History Background Check process prior to employment. The law states that the applicant must pay all fees for the criminal history background checks. Approval letters issued by the NJDOE's Criminal History Review Unit are only valid in the district that employs the applicant. A new approval letter is required whenever an applicant changes districts or seeks employment in more than one district, with the exception of substitute positions. The NJDOE will forward the approval letter to the applicant and will mail a computer printout with approval information to CCSP. As a result, CCSP employees are required to submit a copy of the approval letter to the Human Resources Director upon receipt.

CCSP must receive approval from the Executive County Superintendent for new employees who, due to the needs of the school, must start prior to CCSP's receipt of the Criminal History Approval. This approval must be received prior to the employee's start date.

#### Drug Screening

All job applicants for positions with CCSP will undergo a pre-employment drug screening as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. CCSP will not discriminate against applicants for employment because of a past history of alcohol or drug abuse. Therefore, individuals who have failed a pre-employment test may initiate another inquiry with CCSP after a period of no less than one year, but must present themselves as drug-free.

## **TB and Physical**

When a candidate has been given a conditional offer of employment, he/she shall be required to submit to a physical examination. This physical examination includes a pre-employment drug screening. Elements of the examination of newly employed staff shall also include but not be limited to those physical exam elements listed in administrative code. Employees may also be required to undergo an annual physical examination.

Employees are also required to provide a tuberculosis test shall be given upon employment to all newly hired employees (full-time and part-time), all student teachers, school bus drivers on contract with the district and other persons (e.g., volunteers) who have contact with students.

### **EXEMPTIONS:**

- Tuberculosis testing is not required for volunteers working with pupils for less than 20 hours per month.
- Tuberculosis testing is not required for new employees, student teachers and contractors of CCSP with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done.
- Tuberculosis testing is not required for a school employee transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.

Employees, student teachers, contractors or volunteers who have contact with students and claim religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the employee, student teacher, contractor or volunteer does not have active disease. Each school district is responsible for determining the criteria essential to document a valid religious exemption.

## **Certification**

The certification of teachers and other personnel in the public schools of New Jersey is a protective measure for the children, the community, and the staff members themselves. All personnel hired shall have proper certification as required by the State Board of Education. The CEO/CAO will take appropriate steps to avoid the employment of teachers with revoked or suspended certificates.

The CEO/CAO must receive valid evidence of proper certification or qualifications to pursue the alternative route to certification before presenting a candidate to the Board.

## Provisionally Certified Teachers

The Board of Trustees encourages the employment of provisionally certified teachers for service in their first and second years of employment. It is the responsibility of CCSP to ensure that teachers with Certificates of Eligibility or Certificates of Eligibility with Advanced Standing are promptly registered in the New Jersey Department of Education's (NJDOE) Provisional Teacher Program. This includes the assignment of a mentor who meets NJDOE's requirements. The CEO or Vice Principal shall observe and evaluate all provisionally certified teachers in the first year of employment in conformance with the schedule described in the administrative code. The Vice Principal and Human Resources shall work collaboratively to coordinate CCSP's Provisional Teacher Program.

## Orientation

### Academic Staff Pre-Service

CCSP believes in investing in its faculty as such provides, ten days of pre-service orientation and Training for novice new hire teachers. Furthermore, provide five days pre-service of professional development for senior academic staff. In August, new hire teaching staff receive Pre-Service.

### Non-Academic Staff Orientation

All new employees receive a human resources orientation on or before the first day of employment. During this orientation employees receive a general overview of CCSP, review CCSP policies and complete/submit required pre-employment documents. It is also important that new employees are provided with a specific job orientation suited to the needs of the employee.

The employee's supervisor or his/her designee is expected to provide this. Such factors as the nature and level of the position, maturity and experience of the employee, and whether the employee is an internal transfer or a new hire should be considered. In general this orientation should include an overview of the program or area of school operations in which the employee will work individual job description, expectations, etc. This orientation should be completed within the employee's first week of employment. Supervisors are also expected to establish objectives for employees within the first 30 days of employment.

## **EMPLOYMENT CLASSIFICATION**

### Definition of Terms

CCSP is the employer of all full-time (exempt and non-exempt), part-time, temporary and Substitute employees. An employee is hired, provided compensation and applicable benefits, and has his or her work directed and evaluated by CCSP. CCSP bases all employment decisions on qualifications, skills and competence.

1. **Full-Time Employee.** A Full Time Employee regularly works a minimum 40 hours per week.
  - 10 Month: Employees work a minimum of 40 hours per week from late August through June.

- 11 Month: Employees work a minimum of 40 hours per week. These employees work from September through June and, depending on the requirements of the position the entire month of July or August, or 2 weeks each in July and August.
  - 12 Month: Employees work a minimum of 40 hours per week from July through August.
2. **Part-Time Employee.** A Part Time Employee regularly works less than 35 hours per week. Part Time employees are not eligible for benefits other than the State Pension Program. The details are described in the Benefits section of this Handbook.
    - 10 Month: Employees work less than 35 hours per week from late August through June.
    - 11 Month: Employees work less than 35 hours per week. These employees work from September through June and, depending on the requirements of the position the entire month of July or August, or 2 weeks each in July and August.
    - 12 Month: Employees work less than 35 hours per week from July through August.
  3. **Temporary Employee:** An individual employed, either on a full-time or part-time basis, for a specific period of time less than six months. Temporary employees are entitled only to those benefits required by statute or as otherwise stated in the CCSP Employee Handbook.
  4. **Substitute:** A substitute is a resource who provides coverage for instructional staff or the School Nurse on an as needed basis and is paid per diem.
  5. **Exempt Employee:** An Exempt Employee is an employee who is paid on a salary basis and meets the qualifications of exemption from the overtime requirements of the Fair Labor Standards Act (“FLSA”) and the New Jersey Wage & Hour Law (“NJWHL”). Exempt employees are not eligible for overtime pay.
  6. **Non- Exempt Employee:** A Non-Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act (“FLSA”). For Non-Exempt Employees, an accurate record of hours worked must be maintained. CCSP will compensate non-exempt employees in accordance with the applicable federal and state law and regulations. Pay is calculated on an hourly basis, and overtime is paid in accordance with the Federal and State laws.

All employees are classified as Exempt or Non-exempt in accordance with federal and state law regulations.

## TENURE

The Board of Trustees recognizes the benefit of tenure is conferred by law on teaching staff members who have completed the requisite period of probationary service in CCSP.

Streamline Tenure will be afforded all staff members including teachers, custodians, instructional aides and secretaries will acquire tenure as set forth in N.J.S.A. 18A:28-5(b), 18A:28-6 and 18A:17-2(b).

The Board also recognizes that certain service does not qualify the teaching staff that performs that service for the grant of tenure. Service in the following positions is not tenurable and will not accrue towards tenure status.

- Substitute Teacher
- Long Term Substitute Teachers (maternity and sick leave replacement)
- Summer School Teacher and Afterschool Instructors
- Home Instructor

Nothing in this policy will be deemed to confer tenure on any employee who serves in a position not listed above and for whom tenure is not provided by law. Tenure in any administration or supervisory position as listed in N.J.S.A. 18A:28-5 shall accrue only by employment in that administrative or supervisory position and nothing shall limit or restrict tenure rights which were or may be acquired pursuant to N.J.S.A. 18A:28-6 and N.J.S.A. 18A:17-2(b) 2.

#### Dismissal for Cause

Some state statutes provide a list of circumstances where a school may dismiss a teacher. These circumstances are similar to those in which a state agency may revoke a teacher's certification. Some causes for dismissal include the following:

- Immoral conduct
- Incompetence
- Neglect to duty
- Substantial noncompliance with school laws
- Conviction of a crime
- Insubordination
- Fraud or misrepresentation.

### **POSITION DESCRIPTION AND OPPORTUNITIES**

#### **Job Description**

Each position shall have a written job description. In general, the description will include the purpose of the position, areas of responsibilities, immediate supervisor(s), skills and qualifications required, and working conditions affecting the job, e.g., working hours, use of car, parking, etc. The supervisor(s) or the CEO shall have discretion to modify the job description to meet the needs of CCSP.

#### **Internal Job Opportunities (Transfers, Reassignments and Supplemental Income Position)**

An employee may request consideration for a part-time position or transfer to full-time position as vacancies become available. To initiate this process the employee should first discuss his/her interest with his/her supervisor then submits an Internal Employment Application to Human Resources. Human Resources will forward the application to the appropriate supervisor. School Administration reserves all decisions related to instructions and re-assignments are at the sole discretion of CCSP administration. If the employee's experience and other credentials meet the requirements of the position, the employee will be considered along with other applicants. CCSP's Administration may also initiate a

transfer of an employee to any other position within the school to meet the needs of the school.

To view all CCSP openings go to [www.ccsdp.org](http://www.ccsdp.org) and click careers.

### **Supplemental Employment**

Individuals employed by CCSP may hold internal and outside jobs as long as they meet the performance standards of their primary job with CCSP. Employees should consider the impact that internal and outside employment may have on their ability to perform their duties at CCSP. However, if you assume supplemental employment within CCSP you will be evaluated by the same performance standards and will be subject to the scheduling demands of your supplemental role.

## **SALARY ADMINISTRATION**

### **Wage and Salary Guidelines**

Our objective is to offer a compensation package that is fair and competitive. The compensation level for most CCSP employees is based on the collective bargaining agreement between CCSP and the Community Charter School Education Association. The compensation level for other positions not subject to the collective bargaining agreement is based on several factors that include scope of job responsibilities, knowledge, skills and experience required.

### **Pay Periods and Employee Paychecks**

All employees are paid semimonthly on the 15<sup>th</sup> and 30<sup>th</sup> last day of the month. No paychecks will be available before payday, and no pay advances will be made. Payment can be made by check or direct deposit to the employee's bank account. If the payday falls on a weekend or holiday, checks will be received or deposited on the prior workday. A list of pay periods for the current school year is available in the Business Office.

### **Overtime**

Nonexempt employees are permitted to work overtime only with prior authorization from their supervisors. **Supervisors should obtain in all instances, prior overtime authorization from the CEO.** Overtime rates only apply to an employee that qualifies under the Fair Labor Standards Act and works more than 40 hours in 1 week.

Overtime includes clocking in early or late or working through the scheduled lunch period or weekend. Nonexempt employees who work overtime without prior authorization will be subject to disciplinary procedures.

Compensation for overtime is not provided, except in those cases where it is required to comply with the federal Fair Labor Standards Act (FLSA) and New Jersey's minimum wage law.

## Payroll Deductions

- **Health Insurance Premium – Health Plan Requirement if Registered**

The amount you the policy-holder pays to the health plan to purchase health coverage. You can waiver CCSP health coverage by signing a waiver form and returning to the Business Office with proof of health coverage outside of the organization.

- **NJ Chapter 78 – NJ State Required**

CCSP employees are all subject to P.L. 2011, Chapter 78, which requires that all state employees' must contribute to the State pension systems and their health insurance. This requirement was established in 2010. In compliance with this legislation CCSP employees contribute either a percentage of their base salary or a percentage of the monthly health insurance premium established by the legislation and determined by the salary ranges. Specific information on the salary ranges and the related percentages is available in the Business Office.

- **Social Security/Medicare/Medicaid - Federally Required**

CCSP participates in the provisions of the Social Security, Medicare and Medicaid programs. Employees' contributions are deducted from each paycheck and CCSP contributes at the applicable wage base as established by federal law.

- **Parking – CCSP Deduction Requirement if using CCSP Parking**

CCCP does not own any parking spaces but leases a set number of parking spaces in three locations: the lot behind 75 Spruce Street; Paterson Parking Authority Lot #14; and, Lot # 8 at 125 Van Houten Street (for staff at 137 Ellison). Administrators, 11 and 12 month employees, and Teacher Leaders automatically receive spaces. All remaining spaces are assigned through seniority and (if needed) a lottery which takes place the last week in August. The current fee to cover out-of-pocket for the parking space is \$60 which is paid through a payroll deduction on a monthly basis.

Employees may opt out if they want to find parking on their own.

- **Pension - NJ State Deduction Requirement**

Full-time employees and part-time employees working 30 hours or more per week who are over the 21 years of age or older are required to participate in the New Jersey State Pension Program. As of the date of the adoption of this manual, the contribution rate for full-time employees is 7.06%.

As required by P.L. 2011, Chapter 78 the contribution rate increased by an additional 0.14% with the first payroll of July 2012 and will increase each year through July 2018 until a 7.5% contribution rate is reached. Full-time employees also contribute toward a death benefit at a rate of 0.5% (PERS - staff other than teachers) and 0.4% (TPAF - Teachers). The contribution rate for part-time employees working 30 hours or more per week is 6.5%. Part-time employees also contribute toward a death benefit at a rate of 0.5%.

- **403(b) Plan** – Additional Retirement Plan (Voluntary)

CCSP provides an additional retirement benefit to employees. **403(b)** plan, also known as a tax-sheltered annuity (TSA) plan, is a retirement plan for certain employees of public schools, employees of certain tax-exempt organizations, and certain ministers.

- **Summer Pay Plan** - (10-MONTH EMPLOYEE SAVINGS PLAN OPPORTUNITY)

**New Jersey Statue 18A:29-3- Summer payment plan; deposit of deductions** allows for 10-month employees the opportunity to participate in a Summer Payment Plan. This selection must be made by the employee and empowers CCSP to deduct and withhold 10% of each semi-monthly salary installment made to the employee.

- **Mentoring Program** – (Novice Teacher Mentoring Program)

All CCSP novice teachers are entitled to receive a mentor at their own cost.

- **Union Dues** – Requirement for Unionized teaching and administrative assistant staff

Union dues are a regular payment of money made by members of unions. Dues are the cost of membership. Union dues are required for all employees subject to the collective bargaining agreement regardless of whether or not they are officially members of the union.

## VI. REIMBURSEMENT OF JOB RELATED EXPENSES

Employees will be reimbursed for pre-approved (Board Approved) travel, meals, and conferences. The Board will not reimburse employees items and goods personally purchased by the employee. Please see the Accountant for the current mileage reimbursement rate (the rate is subject to change because it is based on the IRS allowable rate).

## VII. CONFIDENTIALITY

Employees shall, to the best of their ability, ensure confidentiality and privacy of information regarding students, parents and personnel. Disclosure can be made only under specified conditions or for reasons related to law enforcement or as required by law. If an outside entity requests inspection of certain records, proper authorization must be obtained from the CEO. Authorization to Release Information forms shall accompany all information requested and shall be explained and completed in the presence of the individual concerned prior to any information being released. The copying or removal of any records is specifically prohibited without such authorization. All employees are required to sign a confidentiality statement at the beginning of their employment.

CCSP follows the guidelines for protected health information as defined and regulated by the Health Insurance Portability and Accountability Act (HIPAA) and the Health and the Family Educational Rights and Privacy Act (FERPA).



## VIII. RECORDS MANAGEMENT

### Public Employee File

CCSP maintains a public personnel file for all employees which consists of an alphabetic index of all those presently employed by the school. The information in this file is limited to name, title, position, salary, payroll record, length of service, and, if applicable, date of separation and rehire. All requests for this file must be submitted to Human Resources who will process the request in compliance with CCSP procedures and the Open Public Records Act.

### Personnel Records

Personnel records are the property of CCSP, and access to the information they contain is restricted and confidential. The confidential personnel file consists of an individual file for each current employee. The information in this file shall include all records mandated by state and federal law; evaluation of performance; record of attendance; original application filed by the employee; original salary and increments; date of tenure; notations of commendation and disciplinary actions consistent with law. This file is maintained by Human Resources and is available for examination: At any time, by the CEO or the employee's supervisor;

During regular business hours, by the employee or his/her personally authorized representative, in accordance with regulations;

During regular business hours, or at any meeting of the Board or any committee thereof, by any member of the Board when necessary to make an informed decision regarding any assigned Board responsibility or duty.

### Updating Personnel Records

It is the responsibility of each employee to promptly notify his or her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contact in the event of an emergency.

To keep necessary CCSP records up to date, it is extremely important that employees notify the supervisor, Human Resources and Payroll of any changes (i.e., Name and/or marital status, Address and/or telephone number, W-4 deductions, Person to contact in case of emergency.)

### Employee Health Records

Employee health records are maintained separately from other personnel files and in strict confidentiality. Only the employee, Human Resources, School Nurse and the CEO have access to an employee's medical file.

### Recordkeeping

Employee files are maintained in the Business Office under the direction of Human Resources and will remain confidential. An employee's immediate supervisor may request to see an employee's confidential personnel file, as may a supervisor considering the employee for a transfer/promotional position.

Representatives of government agencies may also be permitted to review employee files for monitoring, enforcement, or other purposes. Representatives of CCSP's independent auditing firm may also be granted permission to review employee files as part of their compliance reviews.

Any inquiries from outside parties for information regarding employees of CCSP must be directed to Human Resources. These requests will be handled in compliance with the law and/or the employee's written authorizations.

Employees will be allowed to inspect their own personnel files in the presence of the Human Resources; however, all documents are the property of CCSP and may not be removed. If an employee wishes to review his/her file, s/he must submit a written request to the Human Resources. All files must remain in the Business Office.

## **IX. PERFORMANCE REVIEW AND MANAGEMENT**

The work of each employee is reviewed on an ongoing basis with the supervisor to provide a systematic means of evaluation performance.

The annual performance review is a formal opportunity for the supervisor and employee to exchange ideas that will strengthen their working relationship, review the past year, and anticipate CCSP's needs in the coming year. The purpose of the review is to encourage the exchange of ideas in order to create a positive change within CCSP.

To that end, it is incumbent upon both parties to have an open and honest discussion concerning the employee's performance. It is further incumbent upon the supervisor to clearly communicate the needs of CCSP and what is expected of the employee in contributing to the success of CCSP for the coming year.

Both supervisor and employee should attempt to arrive at an understanding regarding the objectives for the coming year. This having been done, both parties should sign the performance review form, which will be kept as part of the employee's personnel record and used as a guide during the course of the year to monitor employee progress relative to the agreed upon objectives.

The CEO reviews the work of all supervisors. Work reviews for other staff are the responsibility of the appropriate supervisor, subject to confirmation by the CEO.

### **PERFORMANCE EVALUATION PROCEDURES**

This begins with communicating clear expectations and standards of measurement. In the instance of CCSP staff, discussing the job description and the staff evaluation at the beginning of the year provide this clarity. The frequency of employee evaluations varies by position held and is in accordance with State law.

#### **Teachers and Basic Skills Instructors (minimum of three times each year)**

1. Qualified administrative staff (i.e. those holding an NJ Supervisor's or Principal's certificate) will perform classroom observations following a State-approved evaluation rubric and process. All staff will receive training and an overview of the State-approved rubric.

The supervisor observes the lesson utilizing the CCSP Observation Rubric and referencing the employee's lesson plan.

2. The supervisor and employee meet for a post conference within a week of the evaluation. During the post-conference, the employee has an opportunity to reflect on the strengths and the challenges of the lesson, and the supervisor reviews the evaluation rubric with the employee.

#### **Instructional Assistant (twice each year)**

1. Certified staff (supervisor) and Instructional Assistant schedule a pre-observation conference. During this conference, the Instructional Assistant discusses the upcoming lesson that the supervisor will observe, including any specific areas on which the instructional assistant would like feedback. The Instructional Assistant and the supervisor schedule a date and time for the observation.
2. The supervisor observes the lesson utilizing the CCSP Instructional Assistant Observation Rubric and referencing the teacher's lesson plan. In this instance, the supervisor is paying close attention to the level of support that the Instructional Assistant gives to the students and the teacher.
3. The supervisor and Instructional Assistant meet for a post conference within a week of the evaluation. During the post-conference, the Instructional Assistant has an opportunity to reflect on the strengths and the challenges of the lesson, and the supervisor reviews the evaluation rubric with the Instructional Assistant.

#### **Non-Instructional Staff Evaluations (twice each year)**

Non-instructional staff is evaluated by their direct supervisor, using an evaluation template designed for the specific position. During the evaluation meeting, the staff member has the opportunity to reflect on his/her performance, and the supervisor reviews the evaluation.

Supervisors will distribute the Employee Self-Evaluation Form to their employee (s) and schedule the appraisal meeting at least two weeks prior to the appraisal meeting. Employees will be given a minimum of one week to complete and the Self-Evaluation. During this period the employee's supervisor reviews the employee's job description, established goals and objectives and other relevant information and completes a draft of the evaluation.

Upon receipt of the employee's self-evaluation, the supervisor reviews the information to note areas of significant difference between the employee's and the supervisor's assessment. In some cases the supervisor will adjust ratings. In other cases the differences will become an area for discussion during the performance appraisal meeting. Evaluations should be clear, concise and include attainable goals. Appraisals that may result in an employee's termination must include valid, documented reasons for termination.

The purpose of the evaluation meeting is to review past performance, address any questions about the performance review, and to set goals and objectives for the period ahead. At the conclusion of all (Teachers, Basic Skills Instructors, Instructional Assistants and Non-Instructional Staff) employee evaluations employees will be asked to comment share any comments and acknowledge the completion of the evaluation by signing and dating the evaluation form.

All employees will receive a copy of their evaluation following signature by their supervisor and/or the CEO. The original evaluation will be placed in the employee's personnel file.

## **REVIEW OF PERFORMANCE EVALUATION ACTION**

Employees may request a review of a personnel action or an unsatisfactory performance review. Employees are expected first to discuss their concern with their immediate supervisor. If further discussion is desired, the employee may then discuss the situation with Human Resources. The decision of the CEO is final.

## **X. CONTRACTS AND RENEWALS**

### **Annual Renewal**

The Board of Trustees requires that every tenure and non-tenured staff member annually sign an employment contract for a term of not more than one year.

The employment contract shall include the specific title of the position, in accordance with the related job description (which shall be incorporated by reference) to which the staff member is appointed; the term for which employment is contracted, including beginning and ending dates; the certification held by the staff member and the date, if any, on which certification will expire; the salary at which the staff member will be employed; the intervals at which the salary will be paid; and a provision for the termination of the contract by either party and the need for the potential employee to submit to a physical examination by a properly licensed medical professional and include a drug screening procedure to be paid for by the Board.

When contracts are written for a full year, the period of time shall be from July 1 (11 and 12 month personnel) or September 1 for 10 month personnel (earlier if professional development time is scheduled prior to September 1) through the following June 30. When contracts are written for less than a full year, the period of time shall be from the date of appointment through the following June 30.

At the time of employment, an individual will be given an “initial contract” in writing, which shall expire on June 30 of the school year the contract was issued. If his/her work is judged to be satisfactory, the contract may be renewed annually, subject to the needs of the school, as determined by the Board. If the work is judged unsatisfactory, the contract shall not be renewed and the individual will be notified, in writing, 45 days in advance of nonrenewal or 30 days in advance of the end of the school year.

In the event that the salary entered on the written contract differs from that approved by the board in a resolution duly adopted, the salary approved by the Board shall be the salary paid.

### **Annual Non-Renewal**

#### **Non-tenured Teaching Staff**

The Board shall renew the employment contract of a non-tenured teaching staff member by a recorded roll call majority vote of the full Board only upon the recommendation of the CEO. A non-tenured teaching staff member who is not recommended for renewal by the CEO shall be deemed non-renewed. Written notice of nonrenewal of employment will be sent to the employee. This notice will be given by the date specified by law.

A written request from a non-tenured teaching staff member for a written statement of reasons for non-reemployment will be honored by the Board of Trustees. The request must be submitted within 3 days of the notice of non-renewal. The written response must be provided to the non-renewed staff within 30 days. A “Donaldson Hearing” of an informal appearance before the Board may be requested in writing within 10 calendar days of the receipt of the statement of reasons and shall be scheduled within 30 days of receipt of the Board's statement of reasons.

It is the Board of Trustee's prerogative to determine the date, starting time and length of an informal appearance, the purpose of which shall be to permit the staff member a final opportunity to convince the board of trustees to offer reemployment. Written notice of date and time will be provided to the staff member at least five days prior to the informal appearance. The non-tenured teaching staff member may be represented by counsel or one individual of his/her choosing and may present witnesses on his/her behalf. Those witnesses are not subject to cross-examination by the board of trustees and will be excused from the hearing after making their statements. Within three days following the informal appearance, the Board of Trustees or its designee will notify the teaching staff member, in writing, of the Board's final decision.

### **Non-tenured Support Staff**

The Board of Trustees will renew the employment contract of non-tenured support staff members only upon the recommendation of the CEO and by a recorded roll call majority vote of the full membership of the Board. The Board will not withhold its approval for arbitrary and capricious reasons. A non-tenured support staff member who is not recommended for renewal by the CEO is deemed non-renewed.

The CEO shall notify the board of the recommendation not to renew the support staff member's contract and the reasons for the recommendation. This recommendation will be made in executive session at a full Board meeting or in public session after the employee has been notified of the recommendation and the employee requests the discussion be held in the public session.

The support staff member whose contract is not renewed has the right to a written statement for the reasons for nonrenewal. The Board will also provide any non-tenured support staff member with an opportunity to meet informally with the board, provided that a request for such an appearance is received within ten days after the support staff member receives the statement of reasons provided by the board.

The Board is not required to offer reemployment or vote on reemployment after an informal hearing with a support staff member who was not recommended for reemployment by the CEO. The Board may, with a majority vote of its full membership in public session and without the recommendation of the CEO, offer the support staff member reemployment after the employee has had the opportunity to meet informally with the board.

## XI. SEPARATION

### Separation Notification

Either CCSP or the employee may initiate separation. CCSP encourages employees to provide a written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by Human Resources.

Circumstances under which separation may occur include:

- a. **Resignation.** Employees are encouraged to give at least 60 business days of written notice. Since a longer period is desired, the intention to resign should be made known as far in advance as possible.
- b. **Termination or non-renewal.** Under certain circumstances, the termination or lay-off or non-renewal of an employee may be necessary, and is at the sole discretion of CCSP Board of Trustees.

### Return of Property

Employees are responsible for CCSP equipment, property and work products that may be issued to them and/or are in their possession or control, including but not limited to:

- Identification badges
- Office/building keys,
- Office/building security passes,
- Computers, computerized storage devices, electronic/voicemail codes, and
- Intellectual property (e.g., written materials, work products).
- Parking Passes.

### References

All reference requests about employees must be given to Human Resources who will disclose to the employers only the former employees' dates of employment, final title or position and eligibility for re-hire. With the submission of an Authorization to Release Information, Human Resources may provide additional information.

## XII. CCSP "PAID TIME OFF BENEFITS AND MANAGEMENT"

### **Holidays**

The following dates are district closings and are paid holidays for 10, 11 and 12 month employees.

- New Year's Day – Monday, January 1, 2018
- Martin Luther King, Jr.'s Birthday – Monday, January 15, 2018
- President's Day – Monday, February 19, 2018
- Good Friday – Friday, March 30, 2018
- Memorial Day – Monday, May 28, 2018
- Independence Day – Wednesday, July 14, 2018
- Labor Day – Monday, September 4, 2018
- Thanksgiving Day – Thursday, November 23, 2018

- The Day after Thanksgiving Day-Friday, November 24, 2018
- Christmas Day – Monday, December 25, 2018

12-month and Security Employees are required to work on days when the SCHOOL is closed but the DISTRICT is open unless a request to use personal leave time or vacation time is made in a timely fashion and approved by the employee’s supervisor.

Holiday benefits for Part-Time employees will be pro-rated in accordance with the hours regularly worked by the employee. Temporary employees are ineligible for holiday leave benefits.

In those years when Independence Day, Christmas Day, and New Year’s Day fall on a Saturday or Sunday, the CEO will designate the work day that will replace the weekend holiday.

## **Vacation Days**

### **Ten Month Employees**

Ten month employees are not entitled to vacation days. However, 10 month employees are off on days that school is closed even if the District remains open. These days include Teacher’s Convention, Winter Break, Spring Break, and Summer Break. Teachers are welcome at the school on these days if they wish to work on their classroom, prepare lessons, grade papers or address administrative issues.

### **Eleven and Twelve Month Employees**

11 and 12 month employees shall earn per pay cycle on an accrual basis vacation time:

- 10 Vacation days for the first 2 years of employment
- 12 Vacation days in years 3 and 4 of employment
- 15 Vacation days in years 5 through 9 of employment
- 20 Vacation days in year 10 of employment and thereafter

## **Sick Days**

### **Ten Month Employees**

10 month employees shall earn per pay cycle on an accrual basis sick time:

- 10 Sick days

### **Eleven and Twelve Month Employees**

11 and 12 month employees shall earn per pay cycle on an accrual basis sick time:

- 12 Sick Days

**Important Note:** The regular presence of personnel is vital to the success of the school's educational program. Employees are expected to personally report all illnesses and request all leave at the earliest possible time to their direct supervisor. The administration reserves the right to request a doctor’s note in the event of three consecutive sick days out. Abuse of sick days can result in disciplinary actions.

## **Personal Days**

### Ten Month Employees

10 month employees shall earn per pay cycle on an accrual basis personal time:

- 5 Personal Days

### Eleven and Twelve Month Employees

11 and 12 month employees shall earn per pay cycle on an accrual basis personal time:

- 6 Personal Days

## **Days Carryover and Unused Days Pay Out Eligibility**

Employees are allowed to carryover a maximum of 10 days earned time (vacation, personal days and sick days). The carried over days must be used by June 30 of the following year.

Unused time will not be paid out upon separation from employment with CCSP for any reason.

## **Prep Time and Lunch Breaks**

Eleven and twelve month employees along with Instructional Assistants receive a one-hour paid lunch break each workday. Supervisors have discretion for authorizing other breaks for employees as needed. Lunch breaks should be taken on a staggered schedule so that the employee's absence does not impact other co-workers or school business and instructional time.

Teachers and Basic Skills Instructors receive a 40 minute (paid) prep period daily at a designated time when classroom coverage can be arranged. The preps are to be taken on school grounds. Preps cannot be made up when coverage cannot be provided. In addition to the prep Teachers and Basic Skills Instructors receive a 40 minute paid lunch break each day.

## **Personal Time Off "Blackout" Dates**

CCSP Students deserve the best educational experience possible and that high-quality experience is dependent upon the daily attendance of the classroom teacher.

In an effort to ensure smooth school operations and high quality instruction, except in the cases of an extreme illness or personal emergency (i.e. an imminent threat to a person's health and safety or the health and safety of a close family member or partner), CCSP administration has identified certain dates in which personal time off (PTO) will not be approved for instructional staff.

CCSP provides generous personal time off for instructional staff, however teachers and other 10-month employees do not receive vacation time due to the nature of a 10-month position and the formal school vacations built into the school calendar (i.e. Winter Break and Spring Break).



A general rule of thumb is that PTO days should not be requested prior to, or following a holiday or school vacation period. The following dates are considered 'blackout' dates, in which staff may not use their personal time.

Teacher Institute;

The first 5 instructional days of school;

Days prior to and after Teacher's Convention;

Days prior to and after the Thanksgiving holiday;

Days prior to and following Winter Break;

Day prior to and following Martin Luther King Jr.

Day,; Days prior to and following President's Day;

Days prior to and following Spring Recess;

Day prior to Good Friday, and Monday returning from Good Friday;

State mandated assessment testing days, which include PARCC testing and NJASK science;

Days prior to and following Memorial Day;

Last week of school for students and teachers.

### **Jury Duty**

CCSP will indemnify any staff member against loss of pay incurred by a call to jury duty. The CCSP prohibits retaliation against any employee for an absence caused by service on a panel of grand or petite jurors. The time any such employee is absent on jury duty will not be charged against personal leave and will count as school service.

Teaching staff members shall report a call to jury duty during the school term to the CEO or their immediate supervisor who shall determine whether or not a replacement is available. A copy of the notice to report must be submitted to Human Resources. Teaching staff members scheduled for jury service during the school term for which the administration indicates a replacement cannot reasonably be found shall seek from the Assignment Judge an excusal or deferment of service. Teaching staff members shall obtain from the CEO or designee a letter indicating the lack of availability of a substitute in such instances. A staff member who is absent from school duties on jury duty will receive full pay.

On return from jury duty, the employee must submit to his/her or her immediate supervisor a court record of the number of days served on jury duty. While on jury duty, an employee must report daily to his/her supervisor the schedule for the following day.

### **Bereavement**

Employees shall be entitled to bereavement leave with pay of five (5) days in the event of a death in the employee's immediate family (spouse/life partner, child or parent) and three (3) days for grandparent, sister or brother, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchildren. If an employee wishes to take time off due to the death of an immediate family member, the employee should notify their supervisor and Human Resources, immediately.

CCSP requests you provide verification of the need for the bereavement (i.e., service program, certificate of death.) We also reserve the right to verify bereavement by contacting the funeral home or reviewing their website.

For a funeral for someone not included among those for who are considered immediate family, you may apply for an excused absence without pay or use of available personal time off.

## **BENEFITS AND INSURANCE**

Employee benefits are a valuable part of the total compensation package at CCSP. The CCSP benefits package is subject to the terms outline in the Collective Bargaining Agreement (CBA) for members that are subject to the CBA. The benefits package for staff members that are not subject to the terms of the CBA is at the sole discretion of the Board of Trustees. Benefits become effective three months from the day of employment. Benefits are described in greater detail in separate plan documents.

### **Health Insurance**

Employee benefits are a valuable part of the total compensation package at CCSP. The CCSP benefits package is subject to the terms outline in the Collective Bargaining Agreement (CBA) for members that are subject to the CBA. The benefits package for staff members that are not subject to the terms of the CBA is at the sole discretion of the Board of Trustees. Benefits become effective one month from the day of employment. Benefits are described in greater detail in separate plan documents.

CCSP currently provides individual health and dental insurance benefits for all eligible full-time employees except those who are insured through their parents, spouse, retired military, or other plans, beginning after the third full month of employment and upon the completion of the required enrollment forms.

The specific benefits attached to insurance provided to employees may vary depending on the policy the CCSP has in force at any given time. Employees will be given information on the plan's offerings during the orientation, and any changes will be communicated as necessary, including, but not limited to, a change in insurance carrier.

Upon termination of employment, voluntary or involuntary, the affected employee will be entitled to the continuation of full health insurance coverage to (a) the end of the month of termination. Medical coverage may be continued in accordance with COBRA.

### **Life Insurance**

CCSP also provides group term life insurance coverage at no cost to full-time employees.

### **403b**

A **403(b)** plan, also known as a tax-sheltered annuity (TSA) plan, is a retirement plan for certain employees of public schools, employees of certain tax-exempt organizations, and certain ministers. Individual accounts in a **403(b)** plan can be any of the following types. AXA Equitable is the plan vendor for CCSP.

## Pension - NJ State

Full-time employees and part-time employees working 30 hours or more per week who are over the 21 years of age or older are required to participate in the New Jersey State Pension Program. As of the date of the adoption of this manual, the contribution rate for full-time employees is 7.06%. As required by P.L. 2011, Chapter 78 the contribution rate increased by an additional 0.14% with the first payroll of July 2012 and will increase each year through July 2018 until a 7.5% contribution rate is reached. Full-time employees also contribute toward a death benefit at a rate of 0.5% (PERS - staff other than teachers) and 0.4% (TPAF - Teachers). The contribution rate for part-time employees working 30 hours or more per week is 6.5%. Part-time employees also contribute toward a death benefit at a rate of 0.5%

## Summer Pay Plan

New Jersey Statute 18A:29-3- Summer payment plan; deposit of deductions allows for 10-month employees the opportunity to participate in a Summer Payment Plan. This selection must be made by the employee and empowers CCSP to deduct and withhold 10% of each semi-monthly salary installment made to the employee. The accumulated deductions shall be paid to the employee (or their estate) at the conclusion of the Academic Year either in a lump sum or in one or more installments after the end of the Academic Year, but prior to September 1.

### Eligibility

Eligible employees are those 10 month employees employed by CCSP on a full-time basis.

### Enrollment

To enroll in the Summer Payment Plan employees must complete an enrollment form. You can request the enrollment plan from payroll. The Summer Pay Plan is an annually selected benefit that requires an employee complete an enrollment form for each year. An employee's enrollment will NOT roll over from year to year, without an expressed written authorization to participate, as evidenced by a completed enrollment form.

Withdrawal – There is NO option for employees to withdraw from the Summer Payment Plan, once deductions have begun to be taken from the employee's paycheck, on or around September 15<sup>th</sup> each year.

### Termination

Employees who chose to participate in the Summer Pay Plan and resign or whose employment is terminated prior to June 30<sup>th</sup>, will receive a lump sum payout one full pay cycle after their final paycheck is prepared and distributed.

### Payment Options

Payout will be issued on your selected payment option (Lump sum, three payments, two Payments. Summer pay check are live checks. You have the option to pick up your pay check or have it mailed.

## **Workers Compensation**

CCSP is covered under statutory state Workers' Compensation Laws. Should an employee sustain a work-related injury, s/he must immediately notify the School Nurse, complete an Employee Accident Form and submit the form to Human Resources no later than the next day following the injury. Should the employee's injury require the attention of a doctor, s/he can obtain a list of approved physicians from the School Nurse. Failure to report a work-related injury as required may disqualify the employee from benefits.

In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment and then utilize the Network Referral Unit if additional treatment is necessary.

## **COBRA**

Upon termination of employment, voluntary or involuntary, the affected employee will be entitled to the continuation of full health insurance coverage to (a) the end of the month of termination. Medical coverage may be continued in accordance with COBRA.

The federal Consolidated Omnibus Budget Reconciliation Act ("COBRA") gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage for a limited period under the CCSP's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at CCSP's group rates plus an administration fee. The CCSP provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the CCSP's health insurance plan. The COBRA notice contains important information about the employee's rights and obligations.

CCSP reserves the right to modify or terminate any employee benefits, at anytime.

## **XIII. PROFESSIONAL DEVELOPMENT BENEFITS**

### **TUITION REIMBURSEMENT**

The School's tuition reimbursement rewards employees for their contributions, adds to a great work environment and promotes the shared responsibility between employee and the School for individual and student achievement. The School offers tuition reimbursement to regular full-time employees who wish to pursue education and training in areas related to their current positions or that will prepare them for more advanced positions within the School.

Eligible employees may enroll in courses at any fully accredited college, university, trade or technical school. Tuition will be reimbursed, up to the limits specified below, to eligible employees who meet all of the requirements of this policy and follow all of the procedures set forth below. Degree or certificate programs must be approved in advance of taking any courses by the CEO or his/her designee.

## **Provisions**

### **1. Eligibility**

- a. All regular full-time employees who have completed twelve (12) months of continuous service are eligible to participate in the School's reimbursement program. Employees may not apply for the program until the full twelve (12) months of continuous service have been completed.
- b. Continued eligibility and reimbursement is contingent upon full-time employment with the School and continued good performance, conduct, and attendance.

### **2. Approved Programs/Courses**

- a. Tuition reimbursement is available for courses offered by fully accredited colleges, universities, professional, and trade or technical schools. This includes independent, self-study and online and video courses.
- b. Individual courses not taken as part of a degree or certificate program must be related to the employee's current position or prepare the employee for more advanced positions within the School.
- c. Degree or certificate programs must prepare the employee for more advanced positions within the School.
- d. Tuition for courses not specifically related to employment with the School, but required to complete a degree or certificate program that is related to employment with the School, may be reimbursable under this policy provided the appropriate approvals are obtained.

### **3. Eligible Educational Programs**

- Associate's, Bachelor's, Master's and Doctoral degree programs; eligible courses include all coursework required to complete an approved degree.
- Professional Certification Programs (programs must have a measurable course completion requirement beyond attendance and participation).
- Individual courses for Continuing Education Units
- Seminars and Workshops

### **4. Eligible Educational Providers**

- a. Degree programs and individual courses must be provided by a nationally or regionally accredited educational provider that results in college credit.
- b. Accreditation is a status granted to educational institutions found to either meet or exceed academic quality standards established by an accrediting agency through an assessment process.

Accreditation assures the School that the course and/or educational institution meet academic quality standards, including academic core values of performance, integrity and quality assurance.

- c. Certification programs must be provided by an agency that has met the standards of the credentialing organization and is authorized to grant certification.

**5. Reimbursement**

- a. Tuition will be reimbursed in accordance with this policy upon successful completion of courses, up to the following amounts:

Tuition reimbursement funds are limited. In the case where there are more applications than available funds, the funds will be evenly distributed between qualifying applicants.

- 1) \$500 per course for a maximum of two courses per fiscal year (July 1 - June 30) or up to \$1,000 per calendar year for all employees. The sum total of all courses cannot exceed \$1,000 per fiscal year.
  - 2) Reimbursement amounts for courses that begin in one year but are completed in a subsequent year will be calculated as part of the reimbursement limit for the year in which the course is completed. For example, reimbursement for a course that began June 2012 and was completed in July 2013 will count towards the reimbursement limit for 2013.
- b. Employees must be on the School’s payroll upon completion of their courses and remain employed for 2 years with CCSP following reimbursement in order to qualify for tuition reimbursement. Employees leaving employment with CCSP prior to that time must reimburse the school on a prorated basis.
  - c. Employees must receive grades of C or higher for undergraduate courses and courses at technical or trade schools. If a course is offered only as "pass-fail," a passing grade must be obtained. If an employee has the option of choosing to be graded under either a "pass-fail" or a letter grade system, the letter grade system must be used. If no grades are given, the employee must provide proof of successful completion of the course.
  - d. A dropped course no longer qualifies for reimbursement.
  - e. Employees who are approved for tuition reimbursement will be reimbursed after the completion of the course according to the following schedule:

| Course Grade | Percentage Reimbursement |
|--------------|--------------------------|
| A            | 100%                     |
| B            | 75%                      |
| C            | 50%                      |

**6. Return on Investment (ROI):**

- \$500 Investment: requires 12 months additional service post program completion.
- \$1,000 Investment: requires 12 months of service post program completion.
- \$1,500 Investment: requires 24 months of service post program completion.

## Procedures

### 1. Individual Courses

- a. An application must be completed for each course prior to course enrollment. Applications may be obtained from Human Resources. The application is to be completed by the employee and approved by his/her designee or CEO. Approval must be obtained prior to enrollment in the course. Approved applications will be required for reimbursement at the end of the course.

To receive reimbursement, the employee must submit a Tuition Reimbursement Form to the COO/Director of Operations within ninety (90) days of class completion or within thirty (30) days of receiving his or her grade for the course, whichever is later, along with the following:

- 1) Itemized invoice of tuition and fees.
- 2) Itemized receipt showing proof of payment. **Amounts covered by grants or scholarships are not reimbursable and will be deducted from tuition amounts before any reimbursement is paid by the School.**
  - a. Receipts should identify the employee and the educational institution attended. The receipts must also:
    - Provide an itemized breakdown of tuition, books and fees. (If the school does not itemize, then the receipt must have documentation from the school explaining this each time you submit for reimbursement.)
    - Show covered expenses have been paid in full
  - 3) The official transcript or original document of a passing grade report of C- or better, or a "pass" for a pass/fail course, or a certificate or documentation indicating achievement of professional certification for a certification program.
  - 4) The original application form signed by the employee's the Principal or Executive Director.
- b. Employees are responsible for submitting copies of original, unaltered documents and fully disclosing all required information (e.g. receipt of scholarship money) as required during the application and/or reimbursement processes. Falsification and/or purposeful omission of required information may result in disciplinary action up to and including suspension or termination of employment.

### Degree or Certificate Programs

- a. An application must be completed by employees and approved by the Building Leader or CEO. Forms may be obtained from Human Resources. Employees must attach copies of their program curricula to their applications prior to submitting the applications.
- b. Applications approved by the Building Leader or CEO must be submitted to Human Resources. Copies of the program curricula must still be attached.

- c. Once a program has been approved by the Principal or Executive Director, the employee must follow the procedures outlined above under "Individual Courses" for each course he or she wishes to take.
- d. A copy of the approved application must be submitted with each tuition reimbursement.
- e. Course work must be completed outside of the employee's normal working hours unless otherwise approved by the Manager, Human Resources, and Workforce Planning if applicable.

**2. Deadlines**

In order to be eligible for tuition reimbursement, employees must submit an application no later than the following dates:

| Semester | Application Deadline       | Tuition Reimbursement Form |
|----------|----------------------------|----------------------------|
| Fall     | September 15 <sup>th</sup> | January 15 <sup>th</sup>   |
| Spring   | January 15 <sup>th</sup>   | June 15 <sup>th</sup>      |
| Summer   | June 15 <sup>th</sup>      | September 15 <sup>th</sup> |

**Payment**

Once approved, an employee will be reimbursed through payroll on a regular paycheck, typically within two to four pay periods after the approval. An employee must be active at the time of payment of reimbursement benefit to be eligible for reimbursement.

**Overpayment**

You are expected to reimburse the School the full amount of any reimbursement overpayment, regardless of the reason for the overpayment.

**Separation or Rehire**

If an employee's employment ends before the successful completion of a course and payment of the reimbursement benefit, they are not eligible for reimbursement for the course.

Employees who leave CCSP voluntarily within 2 years of receiving tuition reimbursement must reimburse the school on a pro-rated basis.

Rehired employees must re-satisfy the twelve (12) months of the continuous service requirement upon return to the School to be eligible for tuition reimbursement. Prior periods of service do not count for establishing eligibility for tuition reimbursement.

**Exceptions**

1. This policy covers tuition only. Costs for books and fees will not be paid by the School.
2. The School reserves the right to deny any application or tuition reimbursement request.
3. The School reserves the right to modify or cancel its tuition reimbursement program at any time, with or without notice to employees.



## **MENTOR PROGRAM - Mentoring Novice Teachers**

In order to enhance student achievement of the Core Curriculum Content Standards by enhancing the skills of inexperienced teachers, identifying exemplary teaching skills and practices necessary for excellent teaching and assist novice teachers in adjusting to the challenges of teaching, the Board shall ensure the development of a mentoring plan for all novice teachers employed by CCSP. The plan shall provide each novice teacher with in-person contact with a mentor teacher who shall provide confidential support and guidance to the novice teacher.

The plan shall be developed by the Professional Development Committee, approved by the Board, and aligned with the professional standards for teachers as set forth in administrative code. Included in the plan shall be criteria for selection and training of mentor teachers. Implementation of the school mentor plan shall be in compliance with the administrative code. The Board shall annually submit a report with required data to the State Department of Education on the effectiveness of the mentoring plan.

## **XV. NJ STATE PAID / UNPAID FAMILY LEAVE OF ABSENCE (FMLA) ELIGIBILITY**

### PAID LEAVE

#### **NJ Temporary Disability Insurance (TDI)**

Temporary Disability Insurance (TDI) coverage is provided through the state-administered disability insurance program funded through payroll deductions and employer contributions. Employees are required to exhaust available sick leave before accessing TDI Benefits. An employee has thirty (30) days from the first day of disability to file a claim. Human Resources must be contacted when a determination has been made by an employee's physician that he/she has a health issue that may qualify him/her for disability leave.

#### **NJ Family Leave Insurance**

Under New Jersey law, employees may apply for up to six weeks of Family Leave Insurance benefits for the following purposes:

- Bonding with a child during the first 12 months after the child's birth, if the covered individual or the domestic partner or civil union partner of the covered individual is a biological parent of the child, or the first 12 months after the placement of the child for the adoption with the covered individual; and Caring for a family member with a serious health condition supported by a certification provided by a health care provider.

To be eligible for this state-provided benefit, employees must have worked at least 20 calendar weeks in covered New Jersey employment or have earned at least 1,000 times the minimum wage in the prior year. Employees must also have been granted a leave of absence under the CCSP's leave of absence policies. Claims may be filed for consecutive weeks or for intermittent periods of time during the 12 month period beginning with the first date of the claim.

Employees intending to take leave to bond with a newborn or newly adopted child must provide the CCSP with a minimum of 30 days notice prior to commencement of the family leave. Unless the leave is unforeseeable, employees who fail to provide this notice may have the amount of benefits they receive reduced.

Unless an emergency or other unforeseen circumstances preclude prior notice, employees intending to take continuous leave to care for a family member must provide the CCSP with prior notice in a reasonable and practicable manner, and employees intending to take intermittent leave to care for a family member must provide the CCSP with a minimum of 15 days notice prior to commencement of the family leave.

## UNPAID LEAVE

### **FMLA (Family and Medical Leave Act) Policy**

The CCSP will grant family and medical leave in accordance with the requirements of applicable state and federal laws in effect at the time the leave is granted. Please contact your supervisor and/or Human Resources as soon as you become aware of the need for leave under the Family and Medical Leave Act (“FMLA”).

#### **A. General Provisions**

Under this policy, the CCSP will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees.

#### **B. Eligibility**

To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the CCSP for at least 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive.
2. The employee must have worked at least 1,250 hours during the 12-month period as of the start of the leave.
3. The employee must work in a worksite where 50 or more employees are employed by the CCSP within 75 miles of that office or worksite as of the date the leave is requested.

### **Type of Leave Covered**

To qualify as FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

4. The birth of a child and in order to care for that child within 12 months following the birth of the child.
5. The placement of a child for adoption or foster care and to care for the newly placed child within 12 months following the placement of the child.

6. To care for a spouse, child or parent with a serious health condition (described below).
7. The serious health condition (described below) of the employee.

A serious health condition is defined generally as an illness, injury, impairment or physical or mental condition that involves inpatient care.

Employees with questions about what illnesses are covered under this FMLA policy or under the CCSP's sick leave policy are encouraged to consult with Human Resources.

Qualifying exigency leave for military operations arising out of a spouse, child or parent's active duty or call to active duty as a member of the military reserves or National Guard in support of a "contingency operation" as either a member of the reserve components or a retired member of the Regular Armed Forces or Reserve.

Employees seeking "qualifying exigency leave" must provide the CCSP with as much notice of the need for leave as is reasonable and practicable under the circumstances. In addition, the employee must provide the CCSP with a copy of the covered military member's active duty orders when the employee requests the leave.

Employees may also be required to provide: (1) a description, signed by the employee, describing facts supporting the leave request, and attaching any available documentation to show the need for the time away from work; (2) the approximate date the qualifying exigency commenced or will commence; (3) the beginning and ending dates for the absence, if the leave request is for a single period of time; (4) an estimate of the frequency and duration of the qualifying exigency, if the leave request is on an intermittent or reduced schedule basis; and (5) contact information for the third party or entity and a brief description of the purpose of the meeting, if the exigency involves a meeting with a third party or entity.

Absent unusual circumstances, certification of the need for leave must be provided to the CCSP within 15 calendar days of the CCSP's request for certification. This certification should be in the form of DOL Certification of Qualifying Exigency for Military Leave (<http://vwww.dol.gov/esa/whd/forms/WH-384.pdf>).

Military caregiver leave (also known as covered service member leave) to care for an ill or injured service member.

Employees may be required to provide: (1) 30-day advance notice when the need for the leave is foreseeable; (2) advance notice within one or two business days after learning of the need for leave when the leave is not foreseeable; (3) a completed Certification of Health-Care Provider form from the service member's authorized health care provider within 15 calendar days or an invitational travel order or authorization; (4) confirmation of the family relationship with the service member; and (5) periodic reports during the leave.

Absent unusual circumstances, certification of the need for leave must be provided to the CCSP within 15 calendar days of the CCSP's request for certification. This certification should be in the form of DOL Certification for Serious Injury or Illness of Covered Service member (<http://www.dol.gov/esa/whd/forms/WH-385.pdf>).

### **C. Amount of Leave**

An eligible employee can take up to 12 weeks for the FMLA circumstances (1) through (5) Above under this policy during any 12-month period measured backward from the date an employee uses any leave under this policy.

Each time an employee takes leave, the CCSP will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the CCSP will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the CCSP and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the CCSP and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

### **D. Employee Benefits during Leave**

The CCSP will continue making contributions for your group health benefits during your leave on the same terms as if you had continued to work. This means that if you want your benefits coverage to continue during your leave, you must also continue to make any premium payments that you are now required to make for yourself or your dependents. Employees taking leave in accordance with paragraphs c (1)-(5) will generally be provided with group health benefits for a 12 workweek period. Employees taking leave in accordance with paragraph c (6) may be eligible to receive group health benefits coverage for up to a maximum of 26 workweeks.

In some instances, the CCSP may recover premiums it paid to maintain health coverage if you fail to return to work following FMLA leave.

If you are on FMLA leave but are not entitled to continue paid group health insurance coverage, you may continue your coverage through the CCSP in conjunction with federal and/or state COBRA guidelines by making monthly payments to the CCSP for the amount of the relevant premium.

Your length of service as of the leave will remain intact, but accrued benefits such as vacation and sick leave will not accrue while on an unpaid FMLA leave. Please contact Human Resources for further information.

## **E. Job Reinstatement**

Generally, you will be reinstated to the same position held at the time of the leave or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, you have no greater right to reinstatement than if you had been continuously employed rather than on leave.

For example, if you would have been laid off had you not gone on leave, or if your position has been eliminated during the leave, then you will not be entitled to reinstatement. Prior to being allowed to return to work, an employee wishing to return to work from a serious health condition must submit an acceptable release from a health care provider that certifies the employee can perform the essential functions of the job as those essential functions relate to the employee's serious health condition.

Certain key employees may not be entitled to job reinstatement under the FMLA. Generally, the CCSP will not grant leave to any employee if (1) the employee is among the highest paid 10% of all employees employed by the CCSP within 75 miles of the CCSP's worksite; (2) granting the leave would cause a substantial and grievous economic injury to the CCSP's operations; and (3) the CCSP notifies the employee of its intent to deny the leave when such determination is made.

## **F. Compensation During Leave**

Generally, FMLA leave is unpaid. However, you may be eligible to receive benefits through State-sponsored or sponsored wage-supplement benefit programs. If you are eligible to receive these benefits, you may also supplement these benefits with the use of accrued vacation and sick leave, to the extent permitted by law and CCSP policy. All such payments will be integrated so that you will receive no more than your regular compensation during this period. If you are not eligible to receive any of these wage-supplemented benefits, the CCSP may require you to use accrued vacation and sick leave to cover some or all of the FMLA leave. The use of paid benefits will not extend the length of a FMLA leave.

## **G. Intermittent Leave or a Reduced Leave Schedule**

FMLA leave may be taken "intermittently or a reduced leave schedule" under certain circumstances. Intermittent leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a leave schedule that reduces an employee's usual number of working hours per workweek or hours per work day.

For intermittent leave or leave on a reduced leave schedule taken because of one's own serious health condition, to care for a parent, son, or daughter with a serious health condition, or to care for a covered service member with a serious injury or illness, there must be a medical need for leave and it must be that such medical need can be best accommodated through an intermittent or reduced leave schedule.

Intermittent leave may be taken for a serious health condition of a parent, son, or daughter, for the employee's own serious health condition, or a serious injury or illness of a covered service member which requires treatment by a healthcare provider periodically, rather than one continuous period of time, and may include leave taken on an occasional basis for medical appointments, or leave taken several days at a time

spread over a period of six months, such as for chemotherapy. Intermittent or reduced leave schedule may be taken for absences where the employee or family member is incapacitated or unable to perform the essential functions of the position because of a chronic serious health condition or a serious injury or illness of a covered service member, even if he or she did not receive treatment by a healthcare provider. When leave is taken after the birth of a healthy child or placement of a healthy child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only if the CCSP agrees.

#### **H. Certification for the Employee's Serious Health Condition**

The CCSP will require certification for the employee's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Employee's Serious Health Condition (<http://www.dol.gov/esa/whd/forms/WH-380E.pdf>).

The CCSP has the right to ask for a second opinion or third opinion regarding the employee's serious health condition. Employees are expected to fully cooperate with the CCSP in obtaining medical opinions that the CCSP may require.

#### **I. Certification for the Family Member's Serious Health Condition**

The CCSP will require certification for the family member's serious health condition. The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition (<http://www.dol.gov/esa/whd/forms/WH-380-F.pdf>). The CCSP has the right to ask for a second opinion or third opinion regarding the employee's serious health condition. Employees are expected to fully cooperate with the CCSP in obtaining medical opinions that the CCSP may require.

#### **J. Recertification**

The CCSP may request recertification for the serious health condition of the employee or the employee's family member. Generally, an employer may request recertification no more often than every 30 days and only in connection with an absence of an employee.

However, if the medical certification states that the minimum duration of the condition is more than 30 days, the CCSP must wait until that minimum duration expires before requesting recertification. Additionally, the CCSP may request recertification in less than 30 days if: the employee requests an extension of leave; circumstances described in the previous certification have changed significantly; or the CCSP receives information that casts doubt upon the employee's stated reason for the absence or the continuing validity of the certification.

## **K. Procedure for Requesting FMLA Leave for Bonding, Family Care and Serious Health Condition**

All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to Human Resources. Employees may be required to provide: (1) 30-day advance notice when the need for leave is foreseeable; (2) advance notice within one or two business days after learning of the need for leave when leave is not foreseeable; (3) when the leave related to medical issues, a completed Certification of Health Care Provider Form within 15 calendar days; (4) periodic recertification; and (5) periodic reports during the leave.

When leave is for planned medical treatment, you should try to schedule the treatment so as not to unduly disrupt the CCSP's operation. Within five business days after the employee has provided this notice, Human Resources shall complete the DOL Notice of Eligibility and Rights Form. (<http://www.dol.gov/esa/whd/fmla/finalrule/WH381.pdf>).

## **L. Designation of FMLA Leave**

Within five business days after the employee has submitted the appropriate certification form, Human Resources will complete and provide the employee with a written response to the employee's request for FMLA leave using the DOL Designation Notice (<http://www.dol.gov/esa/whd/forms/WH382.pdf>).

## **New Jersey Family Leave Act Policy**

In accordance with New Jersey's Family Leave Act ("FLA"), the CCSP will provide eligible employees with leave for specified reasons. Where applicable, FLA leave will run concurrently with leave under the FMLA.

### **A. Employee Eligibility**

In order to be eligible for FLA leave, an employee must have been employed by the CCSP for at least 12 months and have actually worked at least 1,000 hours during the preceding 12 month period.

### **B. Leave Entitlement**

An eligible employee will be granted unpaid leave of up to 12 weeks in a 24-month period for one or more of the following reasons: (1) birth of a child of the employee; (2) placement of a child with the employee in connection with the adoption of such child by the employee; (3) or the serious health condition of the employee's family member (child, parent, or spouse as defined by New Jersey law).

For purposes of calculating the 24-month window period, the CCSP will count the 24-month period backward from the date of an employee's request for FLA leave. Leave for the birth or placement of a child must commence within 12 months of the birth or placement.

Employees may not commence part-time employment that exceeds more than half of the regularly scheduled hours worked for the CCSP during FLA leave.

### **C. Intermittent or Reduced Leaves**

FLA leave may be taken in one consecutive period of up to 12 workweeks, and when medically necessary, employees make take FLA leave on an intermittent or reduced leave schedule. Employees needing intermittent or reduced schedule FLA leave must attempt to schedule their leave so as not to disrupt the CCSP's operations.

Additionally, the CCSP may assign an employee to an alternative position with equivalent pay and benefits that better accommodates the employee's intermittent or reduced leave schedule. Intermittent or reduced schedule leave to care for a newborn or newly adopted or foster-placed child may be taken only if granted in the discretion of the CCSP.

### **D. Substitution of Paid Leave Time**

All leaves of absence under this policy are without pay. However, where permitted by law, paid leave may run concurrently with FLA leave. Use of paid time off will not serve to extend the length of any leave. Please speak to Human Resources for more information.

### **E. Health and Other Insurance Benefits**

During FLA leave, the CCSP will maintain the employee's existing group health insurance coverage for up to 12 weeks.

### **F. Job Reinstatement**

Upon the expiration of FLA leave, an employee shall be restored to the position held immediately prior to the commencement of the leave. If such position has been filled, the CCSP will reinstate such employee to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment. If, during a FLA leave, the employer experiences a reduction in force or layoff and the employee would have lost the employee's position had the employee not been on leave, the employee is not entitled to reinstatement to the former or equivalent position.

In situations where the CCSP allows an employee to remain on leave past his or her entitlement, the employee is no longer entitled to reinstatement, but may, in the sole discretion of the CCSP, be reinstated to an available position for he or she is qualified. If no position exists, the employee will be considered to have resigned voluntarily. An employee who does not return to work upon his or her scheduled return, or who has not received an approved extension of leave, will be considered to have resigned voluntarily. Certain key employees may not be entitled to job reinstatement under the FLA.



Generally, the CCSP will not grant leave to any employee if (1) the employee's base salary ranks within the highest paid 5%, or the employee's base salary is one of the seven highest, whichever number of employees is greater; (2) granting the leave would cause a substantial and grievous economic injury to the CCSP's operations; and (3) the CCSP notifies the employee of its intent to deny the leave when such determination is made.

### **G. Advance Notice and Medical Certification**

An employee seeking to use FLA leave must submit certain documentation to Human Resources. Unless an emergency exists, employees must provide at least 30 days notice to the Human Resources prior to the requested leave. Failure to provide notice for any type of leave may result in delay of the leave. Upon an employee's request for leave, the Human Resources will issue the appropriate leave paperwork, including a Certification form.

Failure to return the Certification form in a timely manner may result in the delay or denial of leave and/or benefits, denial of reinstatement, or termination of employment for unauthorized absence. The CCSP reserves the right to require employees or their family members to submit medical certifications, and the CCSP reserves the right to ask employees to obtain second or third opinions to determine the necessity of leave. Employees are expected to fully cooperate with the CCSP in obtaining medical opinions that the CCSP may require.

### **Military Leave**

New Jersey employees who serve in the military are entitled to the protections of the New Jersey Soldier's and Sailor's Civil Relief Act of 1979. For purposes of the New Jersey Act, "military service" means duty by any person in the active military service of the United States and active duty in the military service of the United States and active duty in the military service of the state pursuant to an order of the Governor.

Under the New Jersey Act, an employee who leaves his or her position (other than a temporary position) to perform military service generally is eligible for reinstatement to his or her former or similar position if he or she:

- Receives a duly executed certificate of completion of military service;
- Is still qualified to perform the duties of his or her position; and
- Applies for reemployment within ninety (90) days after being relieved from service.

Reinstatement may be denied if the CCSP's circumstances have changed making it impossible or unreasonable to reinstate the employee. Qualified employees (not in a temporary position) who take a temporary leave of up to three (3) months in order to participate in assemblies or annual training, or attend any service schooling conducted by the Armed Forces of the United States are eligible for reemployment if they make an application for employment within ten (10) days after completing service. Such leave may not exceed three months in any four year period. An employee who takes leave under this policy will be treated like other employees on leave of absence, and may not be discharged from his or her position without cause for one year after reinstatement unless otherwise permitted by law.

## **XVI. TIME AND ATTENDANCE POLICY**

The employee has the responsibility for ensuring that their actual hours worked and absences (sick, vacation and/or other unscheduled time off) taken are recorded accurately in the school's time and attendance system. Falsifying recorded time is an act of misconduct and considered a violation of CCSP policy.

If an employee reports off work for more than five (5) consecutive days for the same medical reason they will be considered on Personal or Family Medical Leave provided the leave is approved by Human Resources. Absences due to approved Personal or Family Medical Leave(s) under the FMLA and other approved leave(s) including convenience, personal, jury duty, and military will not be included when considering any employees attendance record and will not be considered an occurrence. Management is aware that there may be times when there are extenuating circumstances, which may not permit an employee to follow the attendance policy.

However, employees should notify management before their attendance is considered excessive. If an employee is not comfortable discussing the circumstances with management, or would like them to remain confidential, consultative services are available with Human Resources.

### **Time Clock Policy**

The purpose of this policy is to outline the time clock policies of CCSP.

All employees (exempt and nonexempt) are required to use the time clock system to record their hours worked. Nonexempt employees are required to clock in and out for payroll and attendance purposes. The time clock records will be used to track attendance for exempt employees.

Each location has a biometrics time clock with your recorded fingerprints. Your fingerprint biometrics will be set-up on your first day of employment at your respective work locations. Employees are required to clock in and out at the time clock located in their work sites using their fingerprint biometrics. If there is a problem with the time clock, employees should notify their supervisor and payroll representative.

### **Absenteeism and Tardiness**

The regular presence of assigned personnel is vital to the success of the school's educational program. Consistent absenteeism or tardiness is unacceptable and subject to disciplinary action. Employees are expected to personally report all illnesses and request all leave at the earliest possible time. Vacation leave requests must be submitted to supervisors via PayCom our time and attendance systems of record at least two weeks in advance. Vacation leave requests for one day and Personal leave must be submitted to the employee's supervisor at least 48 hours prior to the leave unless whenever possible.

### **Call Out Procedures**

The regular and prompt attendance of staff members is an essential element of the efficient operation of CCSP and the achievement of our mission. CCSP is vitally interested in the attendance of each employee and considers conscientious attendance an important criterion of satisfactory job performance. CCSP expects employees to come to work each day they are scheduled unless prevented from doing so due to illness or other personal situations.

This procedure provides guidelines for employees for situations in which an unscheduled absence or lateness is unavoidable.

1. CCSP employees are required to call one of the CCSP Administrators listed below using one of the numbers listed below **no later than 5: 30 a.m. on the day of the call Out**. Voicemails and text messages will not be accepted. Employees are required to speak to one of the Administrators listed below.

| <b>Position or Department</b>  | <b>Contact for Call Out</b>                    | <b>Phone Number</b>                              |
|--|--|--|
| <b>COO, CAO, Community Schools Director and Confidential Secretary</b>   | CEO  | <b>(609) 240- 8053</b>                           |
| <b>Business Office Staff</b>   | COO/Director of Operations                     | <b>(908) 892- 1904</b>                           |
| <b>Building Leaders, Academic Coaches, Academic Supervisors, Special Ed Coordinator, CST Staff, Family Worker, Academic Administrative Assistant</b> | CAO  | <b>(973) 558- 1740</b>                           |
| <b>School Safety Monitors, Security Guards, School Nurses, Maintenance Workers</b>   | Dean - (K-4)<br>Dean - (5-8)                   | <b>(973) 413- 2057</b><br><b>(201) 259- 1730</b> |
| <b>Instructional Assistants, Deans, Administrative Assistants, School Nurses, Teachers, Guidance Counselor</b>                                       | Building Leader (5-8)<br>Building Leader (K-4) | <b>(973) 420- 6690</b><br><b>(973) 876- 9248</b> |
| <b>AmeriCorps Members, ELT staff, Assistant Director of Community Schools, Family Liaison, 21<sup>st</sup> CCLC Coordinator</b>                      | Director of Community Schools                  | <b>(201) 410- 0871</b>                           |

Employees must use the call out contact for his/her position or department. Call outs to other individuals on the list above will be considered a violation of this procedure.

## 2. Teacher Call Outs

- a. The Frontline Education formerly Aesop will provide highly qualified substitute teachers for CCSP. In keeping up with today's technology, we use an online service called Frontline Education, which provides teachers, administrators, and substitutes immediate access 24 hours a day, 7 days a week to enter or view assignments.
- b. The Building Leader is required to notify the CEO and appropriate personnel who will be affected by the Teacher's absence. For example, we do not have a substitute for our Music Teacher. If she calls out, the teachers for the classes scheduled for music that day will be notified that music classes are cancelled. All notifications will take place no later than 6 a.m.

## 3. Other School Employees Call Outs (Excluding the School Leadership Team)

- a. The Building Leader receiving the call from the employee must notify the CEO via email no later than 6 a.m. on the day of the call out.
- b. The Building Leader is also required to implement a coverage plan that will ensure that there is no disruption in the services for which his/her department is responsible.

## 4. Administrative Team Call Outs

- a. The CEO will notify the rest of the Administrative Team no later than 6 a.m. on the day of the call out.
- b. The Administrative Team member is required to notify his/her staff of the absence by 6 a.m. and establish a plan for the day that will ensure that no disruption in services occurs.

5. If a call out continues for a second day employees are required to repeat the steps listed above. If an employee is out more than 2 consecutive days a written doctor's note is required.

Employees who violate this policy will be subject to disciplinary action in line with the State guidelines and Board policy.

## **XVII. SEVERE WEATHER CONDITIONS**

If the district is closed due to inclement weather, staff will be notified in a variety of ways:

- Announcements will be made on News 12 New Jersey
- A message will be placed on the district's website ([www.ccsp.org](http://www.ccsp.org))
- A message will be sent through the school's Alert Now notification system. --
- An email will be sent to all staff.
- The notifications will be available no later than 6:00 a.m. on the day of the closing.

In the event that the opening of district is delayed because of inclement weather, CCSP will open at 10:00 A.M. Staff will be expected to report no later than 9 a.m. unless their position (i.e., Building Assistant) requires them to report earlier to ensure the smooth opening of the school. Dismissal will take place at the standard time. Announcements will be made through all the methods described above.

## **XVIII. CODE OF CONDUCT**

The CEO has authority to discharge an employee from the employ of CCSP. As stated above, all employment at CCSP is “at-will.” That means that employees may be terminated from employment with CCSP with or without cause, and employees are free to leave the employment of CCSP with or without cause. Reasons for discharge may include, but are not limited to:

- Falsifying or withholding information on your employment application that did or would have affected CCSP’s decision to hire you (this conduct will result in your immediate termination);
- Falsifying or withholding information in the other personnel records including personnel questionnaires, performance evaluations or any other records;
- Performance at work below a level acceptable to CCSP or the failure to perform assigned duties;
- Failure to complete required time records or falsification of such time records;
- Insubordination;
- Refusing to work reasonable overtime;
- Negligence in the performance of duties likely to cause or actually causing personal injury or property damage;
- Fighting, arguing or attempting to injure another;
- Destroying or willfully damaging the personal property of another, including CCSP’s property;
- Breach of confidentiality;
- Using or appearing to use for personal gain any information obtained on the job, which is not readily available to the general public or disclosing such information that damages the interests of CCSP or its customers or vendors;
- Placing oneself in a position in which personal interests and those of CCSP are or appear to be in conflict or might interfere with the ability of the employee to perform the job as well as possible;
- Using CCSP property or services for personal gain or taking, removing or disposing of CCSP material, supplies or equipment without proper authority;
- Gambling in any form on CCSP property; for the purposes of this policy "worksites" shall include any school building, or any school premises and any school owned vehicles or any other school approved vehicle used to transport students to and from school or school activities. Worksite also includes off school property during any school sponsored or school approved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of the school.
- Theft;
- The possession, use, sale or being under the influence of drugs or other controlled substances or alcoholic beverages during working hours or on the CCSP premises at any time in violation of CCSP’s policies.

- Smoking a cigar, cigarette, pipe or other substance which contains tobacco including chewing tobacco on school facilities and grounds
- Carrying or possessing firearms or weapons on CCSP property;
- Unauthorized absence from work without proper notice; and
- Engaging in discriminatory or abusive behavior, including sexual harassment.

At the sole discretion of the CEO, the employee may be asked to leave immediately or be given a period of notice. Disciplinary action including but not limited to nonrenewal, suspension, or termination at the discretion of the Board.

## **REPORTING OF ARRESTS, CHARGES AND INDICTMENTS**

All certificated staff members who are charged, arrested or indicted for a crime or offense must submit a report to the CEO and Human Resources of the charge, arrest or indictment, including (but not limited to) disorderly persons offenses and drunk driving arrests. This reporting requirement pertains to both in-state and out-of-state offenses and crimes.

Pursuant to N.J.A.C. 6A:9B-4.3(c), the employee will make the report within fourteen (14) days, and shall also report the disposition of any charges within seven (7) days of the disposition. Failure to comply with these reporting requirements may be deemed “just cause” to revoke or suspend the certificate(s) of any certificate holder pursuant to N.J.A.C. 6A:9B-4.4.

The CEO will make these requirements known to all new employees and to all employees on an annual basis.

## **XIX. DRUG FREE WORKPLACE**

The use of alcoholic beverages in school worksites is prohibited. Violations of this prohibition may subject an employee to disciplinary action which may include but is not limited to nonrenewal, suspension, or termination at the discretion of the Board.

The unlawful manufacture, distribution, dispensing, possession of, use of or sale of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance on or in school worksites is prohibited. Any violation may subject an employee to participation in a drug rehabilitation program and disciplinary action including but not limited to nonrenewal, suspension, or termination at the discretion of the Board.

For the purposes of this policy "worksite" shall include any school building, or any school premises and any school owned vehicles or any other school approved vehicle used to transport students to and from school or school activities. Worksite also includes off school property during any school sponsored or school approved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of the school.

The Board may discipline an employee for any criminal convictions of any criminal drug statute violation by the employee occurring outside of the worksite. Disciplinary action may include, but is not limited to nonrenewal, suspension, or termination at the discretion of the Board.

The CEO shall establish a drug free awareness program which includes notice of the dangers of drug abuse in the workplace and available drug counseling programs and shall distribute this policy to all employees annually. New employees shall be provided with a copy of this policy prior to beginning work assignments.

### **Work Performance in Connection with a Federal Grant**

In order for the school to qualify for any direct federal grant, the school must certify that it will provide a drug free workplace and maintain a good faith effort to continue to maintain a drug free workplace. To this end, employees engaged in school worksites as a result of federal grant moneys shall in addition to complying with requirements of the programs shall also be in strict compliance with this policy.

The CEO shall notify all employees whose work performance is done in connection with a federal grant that they are to notify their respective supervisors of convictions of any criminal drug statute violation occurring in the workplace. Employees must notify their supervisors no later than five days after such conviction. To be in compliance, the school must notify the federal grant program of such conviction within 10 days of receipt of said conviction.

### **Employee Drug and Alcohol Testing**

It shall be a condition of employment for all employees to submit to alcohol and/or drug testing when there is reasonable suspicion to believe that an employee is under the influence of alcohol or using illegal drugs.

## **XX. EMPLOYEE DISCIPLINE ACTION POLICY**

All staff members are expected to observe statutes of the State of New Jersey, rules of the State Board of Education, policies of this Board, and duly promulgated administrative rules and regulations governing staff conduct. Violations of those statutes, rules, policies and regulations will be subject to discipline.

In the event disciplinary action is contemplated, notice will be given to the staff member in ordinary and concise language of the specific acts and omissions upon which the disciplinary action is based. Any discipline administered by the CCSP will be subject to the terms set forth in this Handbook and in accordance with the procedural requirements under the law.

### **Teaching Staff**

The CEO in consultation with the Vice Principal and Human Resources will address disciplinary matters on a case-by-case basis. Discipline measures will include verbal and written warnings as appropriate and will provide, wherever possible, for progressive penalties for repeated violations. Penalties may include suspension, withholding one or more increments, and dismissal.

## Non-Instructional Staff

Supervisors in consultation with the CEO and Human Resources shall deal with disciplinary matters on a case by case basis. Discipline will include, as appropriate, verbal and written warnings, transfer, suspension, freezing wages, and dismissal; discipline will provide, wherever possible, for progressive penalties for repeated violations.

Human Resources must review all written disciplinary actions prior to presentation to employees.

## **XXI. WORK POLICIES**

### **SOLICITATION**

Employees are prohibited from soliciting (personally or via electronic email) for membership, pledges, subscriptions, the collection of money or for any other unauthorized purpose anywhere on CCSP property during work time, especially those of a partisan or political nature. "Work time" includes time spent in actual performance of job duties but does not include lunch periods or breaks. Non-working employees may not solicit or distribute to working employees. Persons who are not employed by CCSP may not solicit or distribute literature on CCSP's premises at any time for any reason.

Employees are prohibited from distributing, circulating or posting (on bulletin boards, refrigerators, walls, etc.) literature, petitions or other materials at any time for any purpose without the prior approval of the CEO and Human Resources.

### **EMPLOYMENT OF RELATIVES - NEPOTISM**

The Board of Trustees, in order to avoid a potential conflict of interest in employment, will not appoint a relative of a board member, CEO or other senior leadership positions to any employment position. The CEO shall not recommend to the Board any relative of a Board member or of the CEO, unless the person is subject to the exception below. Nor shall any person be considered for employment in any position in which s/he would come under the direct or indirect supervision of any relative.

Further, no CCSP employee shall supervise, or exercise authority on personnel actions regarding a relative of the administrator. Where it is not feasible to eliminate such a direct or indirect supervisory relationship, appropriate screens and/or alternate supervision/reporting mechanisms shall be put in place.

CCSP defines relative as an individual's spouse, civil union partner, domestic partner, or the parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, of the individual or of the individual's spouse, civil union partner or domestic partner, whether the relative is related to the individual or the individual's spouse, civil union partner or domestic partner, by blood, marriage or adoption.

**Exception:** Persons who are employees of the Board on the date that this policy becomes effective or the date a relative becomes a Board Member or CEO shall not be prohibited from continuing to be employed.



This includes employees who must be renewed annually by the Board. The CEO may recommend those employees for reemployment, transfer, promotion or removal. A relative of a Board Member or CEO may be employed by CCSP provided that CCSP has obtained the approval from the Executive County Superintendent of schools.

## **PERSONAL RELATIONSHIPS IN THE WORKPLACE**

If a potential conflict of interest arises due to a personal relationship between a supervisor and an employee, it shall be the mandatory obligation of the supervisor to promptly disclose the existence of the relationship to the CEO, or in the case of the CEO to the Board President. The employee may make the disclosure as well.

Every effort will be made to rearrange work assignments so that the conflict does not exist, however, the ultimate decision with regard to continued employment of the involved individuals will be made in the best interest of CCSP.

## **DRESS CODE**

CCSP strives to be a district where employees enjoy their work environment while creating extraordinary results. CCSP employees are expected to be role models for students and their work attire should reflect a business/professional work environment. If we are true to our philosophy of expecting excellence and high standards of our scholars, we, as employees, must also hold ourselves to the highest of standards in everything we do.

The guidelines listed below provide an overview of appropriate business/professional attire as well as a listing of some of the more common items that are not appropriate for the office. Neither group is intended to be all-inclusive.

Rather, these items should help set the general parameters for proper attire and allow you to make intelligent judgments about items that are not specifically addressed. A good rule of thumb is that if you are not sure if something is acceptable, choose something else or inquire first.

Choose attire that communicates professionalism and keep your workday schedule in mind when you are dressing. For example, the day you are scheduled to meet with a parent or other person outside of the district, a suit or outfit appropriate for a business meeting should be worn.

### **Men Dress Code**

Men should come to work in a jacket, button up shirt, and a tie, except in the case of P.E. teachers who need to come dressed appropriately for physical activity.

**Pants:** Slacks, khaki pants, and suits pants, are acceptable provided they are clean and wrinkle-free.

**Shirts:** Button up casual shirts both long and short sleeve, sweaters, polo-style shirts, and turtlenecks are acceptable.

### **Inappropriate**

Items include but are not limited to, sweatpants, wind suits, short shorts, leggings, spandex or other form-fitting pants, tank tops, sweatshirts, shirts with large lettering, logos or slogans, halter-tops, tops with bare shoulders, tops that expose the midriff, and oversized t-shirts, including professional sports jerseys such as basketball or football jerseys.

## **Women Dress Code**

**Dresses and Skirts:** Casual dresses and skirts, and split skirts at or below the knee are acceptable. Dress and skirt length should be at or below the knee.

**Footwear:** Loafers, dress boots, heels, flats, dress sandals, open-toed shoes, athletic shoes, clogs and leather deck shoes are acceptable.

**Jewelry:** Should be conservative with no visible body piercing other than pierced ears during time spent in front of scholars.

**Hats:** Hats of any kind, bandanas and wave caps are not to be worn in the building at any time. Any other kind of head covering is also inappropriate unless worn for religious purposes.

### **Inappropriate**

Items include but are not limited to, mini-skirts; spaghetti-strap dresses should not be worn, flip-flops, slippers, sneakers, and shoes with exceedingly high heels.

**Dress-Down Days & Spirit Days** - CCSP supports several 'dress-down' days during the year in which some of the rules of the dress code are relaxed for both students and teachers. These days must be officially sanctioned and approved by the CEO. Examples include certain holidays, field days, and Spirit Days in which staff may dress according to the theme of the Spirit Day if they contribute to the Spirit Day charitable cause. Administration will provide guidance on dress code in the promotion of these days.

Administration has the final decision in matters of workplace clothing appropriateness. If an item of clothing is deemed to be inappropriate by the employee's supervisor, the employee will be sent home to change clothes and will be given a verbal warning for the first offense, and further disciplinary action will be taken for further dress code violations.

## **STAFF SATISFACTION SURVEY**

Employee feedback is an essential to ensuring that CCSP's work environment is conducive to employee productivity and supports the expectations for our staff. CCSP conducts an Employee Satisfaction Survey at least twice a year. This survey helps us to reflect on our practice and to plan for improvements within the district. It is important that all staff participate by responding to the survey. The results of the survey are released within 45 days of the completion.

## **XXII. EMPLOYEE HEALTH**

In order to protect the students and staff in the school, CCSP scrupulously observes all regulations of the State Department of Education, the State Department of Health and the local board of health, particularly those dealing with contagious/infectious diseases. A staff that has been identified as having a communicable disease shall not be permitted continued employment unless they qualify under the above agencies' rules pertaining to periods of incubation, communicability, and quarantine and reporting.

When required examinations are performed by a physician designated by the Board, the Board shall bear the expense. Should an employee prefer to see his/her own physician, with Board approval, the employee shall bear the expense.

The results of all required employee medical examinations shall be made known to the CEO on a confidential basis, discussed with the employee, and made a part of his/her confidential medical record. Records and reports of examinations shall be filed with Human Resources as confidential information but shall be available to and reported to appropriate health agencies as required by law.

In the event an employee of the Board has been determined to have a mental abnormality or communicable disease or exhibits symptoms of substance abuse and, if in the opinion of the School Nurse such condition makes the employee unfit for continued employment, the Board may remove the employee from further service as provided by law or grant leave as provided by law during the period of unfitness. An employee determined to be unfit must provide the Board with satisfactory proof of recovery before reinstatement will be allowed.

### **Occupational Containment of Blood borne Pathogens**

CCSP is committed to providing a safe and healthful work environment for staff. In pursuit of this endeavor, an Exposure Control Plan (ECP) shall be provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with federal regulations. The ECP is a key document to assist the school in implementing and ensuring compliance with the OSHA blood borne pathogens standard, thereby protecting employees. This ECP includes:

- A. Identification of tasks, procedures and job classifications where occupational exposure to blood occurs;
- B. Procedures for evaluating the circumstances surrounding an exposure incident; and the schedule and method for implementing the specific sections of the standard, including:
  - 1. Methods of compliance;
  - 2. Hepatitis B vaccination;
  - 3. Post-exposure evaluation and follow-up;
  - 4. Hazard communication requirements;
  - 5. Effective employee training;
  - 6. Recordkeeping.

The ECP shall be reviewed annually to ensure that it reflects use of the most current medical technology.

## **XXIII. WORK PLACE SAFETY**

### **Safety/Emergency**

Maintaining a safe work environment requires the continuous cooperation of all employees. CCSP strongly encourages employees to communicate with fellow employees and their supervisor regarding safety issues. In case of accident, injury or perceived safety issue, employees are to report the same immediately to their supervisor, the nearest supervisor, and/or '911', securing the names and addresses of all witnesses to the accident.

All employees are required to practice "universal precautions" as it relates to responding to emergencies that may include contact with blood or other bodily fluids.

If an employee is injured on the job, CCSP provides coverage and protection in accordance with the Worker's Compensation Law. When an injury is sustained while at work, it must be reported as specified in the Workers Compensation section of this Handbook. Failure to report accidents is a serious matter as it may preclude an employee's coverage under Worker's Compensation Insurance.

### **Fire Drills**

New Jersey schools are required to have at least one fire drill each month within school hours, including any summer months during which the school is open for instructional programs. In the event that the fire alarm sounds, everyone must exit the building, by order of the Paterson Fire Department. Fire drills must take place in varying weather conditions to ensure that our students have ample opportunity to practice exiting the building safely.

### **Security Drills**

New Jersey schools are required to have one security drill each month within school hours, including any summer months during which the school is open for instructional programs. A school security drill is defined as an exercise to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown or active shooter situation and that is in similar duration to a fire drill.

### **Visitors to the Building**

All visitors must report to the security desk and receive a visitor's badge when entering the building at any time when students and staff are present. All visitors are required to present photo identification and inform staff present at the security desk of the general nature of their visit. CCSP staff is expected to come to the security desk to receive their guests. If, for some reason, this is not possible a CCSP Building Assistant or another designated staff member will escort the visitor to his/her destination.

During the course of their work in the school employees will come to know the families enrolled. If an employee encounters a person does not have a visible visitor's pass, employees are expected to ask if s/he can be of assistance and inquire politely about the individual's presence in the school. If an employee is ever suspicious of a visitor, the employee is expected to contact the Main Office, the CEO or Vice Principal immediately. Employees are not to physically or verbally challenge any visitor.

### **Workplace Violence**

CCSP provides a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees are expected to review and understand all provisions of this workplace violence policy.

CCSP does not tolerate any type of workplace violence committed by or against employees.

Employees are prohibited from making threats or engaging in violent activities.

This list of behaviors, while not inclusive, provides examples of conduct that is prohibited.

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Possession of a weapon while on school property or while on school business;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

### **Reporting Procedures**

Any potentially dangerous situations must be reported immediately to a supervisor or the COO/Director of Operations. If a supervisor receives a report of s/he must report it to the COO/Director of Operations immediately. All reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All parties involved in a situation will be counseled and the results of investigations will be discussed with them. CCSP will actively intervene at any indication of a possibly hostile or violent situation.

### **Risk Reduction Measures**

Hiring: CCSP takes reasonable measures to reduce the risk of hiring individuals with a history of violent behavior. Each employee is subject to a criminal history background check as part of the hiring process. The results of a criminal history background check factor into a decision to hire or terminate an employee or potential employee. In certain cases, this is prescribed by law; in other cases, it is up to the discretion of the Board of Trustees.

Individual Situations: While CCSP does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to promptly inform the CEO and Human Resources if any employee exhibits behavior which could be a sign of a potentially dangerous situation. Such behavior includes, but is not limited to:

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Sudden or significant deterioration of performance;
- Displaying irrational or inappropriate behavior.

### **Enforcement**

Threats, threatening conduct, or any other acts of aggression or violence in the workplace will not be tolerated. Any employee determined to have committed such acts will be subject to disciplinary action to the fullest extent permissible by law. Non-employees engaged in violent acts on the school premises will be reported to the proper authorities and prosecuted.

## **Incident Reporting**

The COO/Director of Operations oversees CCSP's continuous quality improvement activities. As part of this responsibility this role reviews all incidents on at least a quarterly basis to ensure that CCSP's procedures were followed, monitor trends and, in partnership with the CEO, the Administrative Team and staff, implement corrective action.

## **Student-Related Incidents**

The following list, while not all-inclusive, provides examples of the types of the types of incidents that must reported the CEO or Vice Principal immediately. A CCSP Student Incident Report must also be submitted to the CEO the day of the incident.

If the incident occurs after 4 p.m. the Incident Report must be submitted the following day. If an employee is uncertain about reporting the incident, s/he should err on the side of reporting it.

- Fights or aggressive behavior
- Injury
- Possession of a weapon or toy weapon
- Acts of violence or threats of violence
  
- Harassment, Intimidation and Bullying: any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a schoolbus.
- Damage or threatened damage to property by a student
- Aggressive or other inappropriate behavior by a parent/guardian while on school premises

## **General Incidents**

A CCSP General Incident Report must be completed and submitted for the following incidents.

- CCSP Property: Any damage or destruction of any CCSP property must be reported to the COO/Director of Operations through the submission of a General Incident Report within 48 hours of the incident.
- Discrimination and Harassment: Any employee who believes that he/she has been subject to sexual or other unlawful harassment or discrimination should immediately contact Human Resources or the CEO and the matter will be promptly investigated in accordance with the CCSP's Prohibited Discrimination and Harassment Policy set forth in this Handbook.

- **Theft:** CCSP assumes no responsibility for safeguarding employees' personal property and shall not be held liable for theft of or damage to personal property at any CCSP premises. However, CCSP is committed to providing a work environment that is reasonably safe. With that in mind CCSP expects employees to report any incidents of loss of employee property or CCSP property. These incidents must be reported to Human Resources through the submission of a General Incident Report within 24 hours of the incident.

### **Documentation**

All incidents must be documented using the appropriate form. Forms are located at the end of this handbook and available on the shared drive. This documentation ensures that CCSP is able to monitor trends and is an integral component of CCSP's commitment to quality improvement.

The COO/Director of Operations maintains an Incident Reporting Binder includes the originals all incident reports in a secure location to protect the confidentiality of the involved parties. Copies of student-related incidents are placed in student files.

The CEO also designates a Building or Administrative Assistant to enter the incidents in OnCourse, the district's student database and the NJDOE's Electronic Violence and Vandalism System (EVVRS), when indicated.

### **Monitoring**

The COO/Director of Operations reviews the circumstances conducts quarterly reviews of all incidents to ensure that CCSP procedures were followed, monitor trends and, in partnership with Administrative Team personnel and staff, implement corrective action.

### **Child Abuse and Neglect Reporting**

CCSP believes that a child's physical and mental well-being must be maintained as a prerequisite to achievement through the formal educational process. CCSP therefore believes that it is important to identify and investigate suspected child abuse or neglect immediately.

Definition of Abuse and Neglect:

**Abuse:** Abuse is the physical, sexual or emotional harm or risk of harm to a child under the age of 18 caused by a parent or other person who acts as a caregiver for the child.

**Neglect:** Neglect occurs when a parent or caregiver fails to provide proper supervision for a child or adequate food, clothing, shelter, education or medical care although financially able or assisted to do so.

### **Reporting Requirements**

State law (N.J.S.A.9:6-8.10), requires "Any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall report the same immediately to the Division of Youth and Family Services by telephone or otherwise..."

CCSP policy requires all employees to report directly and immediately to the Division of Youth and Family Services (DYFS) all cases of suspected abuse, abandonment, cruelty or neglect resulting in physical or mental injury. Call the DYFS Hotline (1-877 NJ ABUSE) to report suspected incidents of abuse or neglect.

Institutional abuse, abuse alleged to have taken place in the school or other institutional setting by paid school staff or a volunteer, must be reported on the same basis as non-institutional abuse. Information reported shall include the name, age, and grade of the child, as well as the name and address of the child's parents/guardians.

The report shall also include a description of the child's condition, nature and extent of his/her possible injuries, and any other information pertinent to the child abuse or neglect or identification of the suspected perpetrator.

All school employees and volunteers must report suspected instances of child abuse or neglect to the CEO after reporting to DYFS, unless the reporting personnel believes that he/she may be endangering the welfare of the child or himself/herself or causing retaliation or discrimination against the child or himself/herself by such notice to the CEO.

CCSP administration requires all employees to report suspected instances of child abuse or neglect immediately to the CEO either in person or by phone. School personnel are also required to submit a CCSP Student Incident Report to the CEO within 8 hours of the initial report. If the CEO is not available the incident must be reported to the Vice Principal who will be responsible for contacting the CEO immediately.

CCSP employees are expected to err on the side of caution and call the DYFS hotline followed by CCSP's COE. DYFS will determine if the situation meets the standard for an abuse or neglect incident. CCSP's CEO will ensure that CCSP policy is followed.

### **Suicidal or Homicidal Ideations**

If a student or staff member threatens harm to self or others the incident must be immediately reported. If a student informs the Family Worker, Guidance Counselor, School Nurse and Building Leader. If a staff member inform Human Resources, School Nurse and Building Leader.

In the case of a student, the parent must be immediately notified and required to come to pick the student up. In either case the student or staff member may not return to school without clearance from a licensed mental health professional.

### **Liability**

CCSP shall not be held liable for the consequences of any actions by an employee not acting in an official capacity, performing acts that are in violation of statute or law, performing duties not related to the employee's job, or performing acts not authorized by the individual's immediate supervisor.

CCSP assumes no responsibility for safeguarding employees' personal property and shall not be held liable for theft of or damage to personal property at any CCSP premises.



## **Common Facilities**

The staff resource room/lounge areas and other common facilities have been provided for the convenience of all CCSP employees. Each individual making use of the facilities is responsible for maintaining them in a clean and neat condition. It is particularly important to clean up after use of the lounge, so that the facility can be enjoyed by all.

The general facilities are cleaned regularly, but each employee is responsible for maintaining a neat and clean work area.

## **Facilities Issues**

An essential component of our students' ability to reach their academic goals is healthy school environment. CCSP is committed to ensuring that our buildings are clean at all times and that we respond to facilities request promptly. CCSP uses a facilities work order procedure to facilitate this process for all non-emergency facilities requests, which include, but are not limited to, a damaged ceiling tile in a classroom; relocation or removal of furniture; graffiti in bathrooms; or arriving to a dirty classroom in the morning.

Employees complete a Facilities Work Order form and leave it with the front desk. The form is available in the staff lounge, and the Front Desk.

The COO/Director of Operations will respond to the request in writing within 24 hours of receipt. A response is an acknowledgment of receipt and either a resolution or a plan of action to resolve the issue. The action plan will ensure that CCSP's facilities team is held accountable for its completion in a timely manner.

If an employee has an emergency facilities request (i.e., overflowing toilet) the employee should contact the front desk immediately. One of our School Safety Monitors or Maintenance Workers will respond to the request promptly. If an employee cannot reach someone at the front desk, the employee should contact the COO/Director of Operations.

## **XXIV. COMPUTER AND INFORMATION SECURITY**

The CCSP provides employees with a variety of communication devices, systems and equipment such as email, telephones, voicemail, facsimile machines, computer, computer network system access, and/or Internet access to help them perform their job duties. Each employee is responsible to use the CCSP's communication devices, systems and equipment in a safe manner that increases productivity and is respectful of other employees.

Violation of this policy is a serious matter and may result in discipline, up to and including termination of employment.

### **Management Will Monitor and Access Information**

CCSP has installed its communication devices, systems and equipment to facilitate business communications. They are the property of the CCSP and may be accessed only by authorized individuals.

The contents of communications, data, information and documents transmitted over, or stored in, these communication devices, systems and equipment are the property of the CCSP, are accessible at all times by the CCSP where permitted by applicable law, and are subject to periodic unannounced inspections. Employees must advise the CCSP of all passwords used to access the communication devices, systems and equipment and for any password protected documents. You have no expectation of privacy when you use the CCSP's communication devices, systems and equipment.

Back-up copies of computer files, emails and voicemails may be maintained and referenced for legal and business reasons. Furthermore, all computer files and communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the employee, sender or the receiver.

### **Employee No Right to Privacy in Deleted Information**

Deleting or erasing files, information or messages maintained on the CCSP's communication devices, systems and equipment may be ineffective. Any information kept on these devices may be electronically recalled or recreated, even if it may be been "deleted" or "erased" by an employee. Because we periodically back up all files and messages, and because of the way in which computers use file storage space, files and messages that are thought to have been deleted or erased may continue to exist. Employees who do not want the CCSP to have access to private information should not transmit or store it using the CCSP's communication devices, systems and equipment.

### **Limited Personal Use Permitted**

Provided that you observe all other usage guidelines, occasional and incidental personal use of the CCSP's communication devices, systems and equipment is allowed only during off-duty hours, which is limited to meal and rest periods and the time outside normal business hours. This use must not interfere with your work or present an actual or potential conflict of interest with our business, or violate any other CCSP policy. Assuming that these restrictions are observed, employees may use their CCSP communication devices, systems and equipment:

To send and receive occasional personal communications;

- To prepare and store incidental personal information in a reasonable manner;  
and
- To access the Internet for brief personal searches and inquiries.

All personal communications and stored data will be treated the same as other CCSP communications and data. The CCSP may access and disclose, as necessary and as permitted by applicable law, all communications and data in our communication devices, systems and equipment without regard to content and whether you used you own communications equipment. This includes email communications sent by employees via the CCSP's computers using personal password-protected, web-based email accounts. This also includes obtaining records from CCSP's telephone and Internet service providers on numbers called and Internet sites accessed.

As the CCSP can access your personal communications without prior notice and where permitted by applicable law, you should not use any of the CCSP's communication devices, systems and equipment to transmit messages you would not want disclosed to a third party. For example, you cannot use email for gossip, including personal information about yourself or others, for forwarding messages under circumstances likely to embarrass the sender or for emotional responses to business correspondence or work situations. In addition, you cannot use the CCSP's communication devices, systems and equipment for messages that are defamatory, intimidating or threatening in nature. All communications must be professional in nature.

### **Accessing the CCSP's Computer Networks**

For network security purposes, all systems connecting to our network resources must be approved, operated and managed by and in accordance with the CCSP's rules and policies. For more information on connecting to the CCSP's computer network, please contact the Technology Coordinator. Unapproved connections to the CCSP's computer network and/or connections in an unapproved fashion may interfere with the system operations and will violate the CCSP's policy.

### **Password Security**

Employees have individual passwords to access these systems to prevent unauthorized access to information. However, passwords do not confer any right of privacy, as these systems belong to the CCSP. Your use of the CCSP's communication devices, systems and equipment may be accessed by the CCSP without notice and as permitted by applicable law.

You may choose an appropriate password, but you must provide your password to the CCSP. You may not establish a password without informing the CCSP. You must treat your password as confidential and not share your password with co-workers. Likewise, you are not to use any other employee's password without the proper authorization.

## **XXV. COMMUNICATIONS**

### **Internet Usage**

The CCSP's Internet service allows authorized employees to send and receive email messages and to retrieve information. The service is provided for business purposes only. You may use this service occasionally for incidental personal uses, provided the use is responsible, professional, not during your working hours, and satisfies these policies. You must ensure that your use of the Internet is done professionally, ethically and lawfully.

All materials, information and software stored, created, transmitted, downloaded or stored on the CCSP's computer systems are the property of the CCSP and may be accessed only by authorized personnel. No confidential information about the CCSP or its clientele may be disclosed without the written authority of your supervisor and/or the client.

Abuse of the Internet policy, which includes the personal use of Internet during your normal working time, will result in discipline up to and including termination.

Use of the Internet must not disrupt the performance and operation of the CCSP's network or the networks of other users, and must not interfere with your or any other employee's productivity. You should not send unreasonably large email attachments or video files unless needed for business purposes. The use of unapproved streaming software (for example, voice chat, Internet radio, on-line games, etc.) is prohibited.

The CCSP reserves for itself the right to monitor your Internet usage and the sites you visit on the Internet. You may not use the CCSP's Internet access to retrieve, transmit, download, or contribute to any of the following (this list is not exhaustive):

- Unprofessional, gross, indecent, or sexually-explicit photographs, pictures or other similar materials;
- Jokes, games or other information that may be seen as harassing, discriminatory, intimidating or disparaging;
- Job-search sites;
- Gambling sites;
- Sites that promote racism, anti-semitic, sexism, terrorism or promote violence or hate;
- Dating sites;
- Illegal drug-oriented sites;
- Chain letters; and
- Any other purpose that is illegal or in violation of our policies.

Sending, receiving, displaying, printing or otherwise disseminating material that is fraudulent, harassing, illegal, embarrassing, sexually explicit, obscene, intimidating or defamatory is prohibited. If you encounter such material, report it immediately to your supervisor.

Your use of the CCSP's Internet service may not be for personal gain or to advance your personal views. Employees who wish to express personal opinions on the Internet or use the Internet for personal gain must not use the CCSP's Internet service or email service. The CCSP reserves the right to filter and block your access to the Internet or sites on the Internet.

Employees accessing the Internet are responsible for the content of all text, audio or images that they place or send over the Internet. All messages should have your name attached. No messages may be transmitted under an assumed name. You may not attempt to obscure the origin of any message.

Do not sign "guest books" at any Web site or post messages to Internet news groups or discussion groups at Web sites of personal interest. This action may generate junk electronic mail and may expose the CCSP to liability or unwanted attention. Do not engage in any activity purporting to be official CCSP business without advance approval and authorization from your supervisor. Any messages or information that you send via the CCSP's Internet account could expose the CCSP to adverse consequences, even if a personal "disclaimer" is included in the message.

All material downloaded from the Internet or from computers or networks that do not belong to the CCSP MUST be scanned for viruses and other destructive programs and comply with all applicable copyright laws.

## **Email Accounts**

Employees will be issued email accounts if required for their job. CCSP email accounts should be used for work-related communications only. Employees should use terms that are consistent with other forms of business communications. Email cannot be used to harass or discriminate against another person. Please refer to the Internet Usage section for more guidance. All work-related email communications must be sent through your CCSP email account. Subject to applicable law, the CCSP reserves the right to monitor, access, intercept and filter all email communications using its system at all times, including email communications sent by employees via the CCSP's computers using personal, password-protected, web-based email accounts. System requirements may necessitate the deletion of stored emails. All email should be considered non-private and unsecured and should be treated as such.

Sharing email account information with another person or attempting to obtain another employee's email account password is prohibited. Email accounts are only to be used by the employee to which it is assigned. Incoming email must be treated with the utmost care due to its inherent computer security risks. Unsolicited email is to be treated with caution and should not be responded to. The opening of an email with a file attachment is not permitted unless the attachment has been scanned for possible viruses or other malicious code. Computer files received from unknown senders should be deleted without being opened.

## **Social Networking**

While the CCSP prohibits employees from engaging in "social networking" during working time, the CCSP recognizes that employees may engage in "social networking" while off duty. "Social networking" includes all types of postings on the Internet, including but not limited to, social networking sites (such as Facebook®, MySpace® or LinkedIn®); blogs and other on-line journals and diaries; bulletin boards and chat rooms; microblogging, such as Twitter®; and the posting of video on YouTube® and similar media. Social networking also includes permitting or not removing postings by others where an employee can control the content of postings, such as on personal profile or blog.

Employees who engage in social networking should be mindful that their postings, even if done off premises and while off duty, could have an adverse effect on the CCSP's legitimate business interests. For example, the information posted could be the CCSP's confidential business information. In addition, some readers may view you as a de facto spokesperson for the CCSP. To reduce the likelihood that your personal social networking will have an adverse effect on CCSP, we ask that you observe the following guidelines when social networking:

- Do not engage in social networking using any of the CCSP's electronic resources.
- Your social networking may not violate any of the CCSP's policies.
- If your social networking includes any information related to the CCSP, please do the following:
  - Make it clear to your readers that the view expressed are yours alone and that they do not reflect the views of the CCSP, by stating, for example, "The views expressed in this post are my own. They have not been reviewed or approved by the CCSP."
  - Do not defame or otherwise discredit the CCSP's services, or the products or services of its vendors or competitors.
  - Do not use the CCSP's logo, trademark or proprietary graphics or photographs of the CCSP's premises or products.

You also should consider the following if your social networking includes any information related to the CCSP:

- The CCSP has spent substantial time and resources building its reputation and good will, which are valuable and important corporate assets. Before you engage in any social networking that identifies the CCSP in any way, please consider whether you are damaging the CCSP's reputation. If you are uncertain, you should consult the Technology Coordinator before posting.
- You are more likely to resolve complaints about work by speaking directly with your co-workers, supervisor or other management-level personnel than by posting complaints on the Internet. If you, nonetheless, decide to post complaints or criticism, avoid doing so in a way that is defamatory or damaging to the CCSP or any of the CCSP's employees or CCSP reserves the right to take appropriate disciplinary and/or legal action.
- The CCSP may, in its discretion and where permitted by applicable law, review your social networking activities. Please note that applies even if your social networking is anonymous or under a pseudonym. If you do engage in such social networking, you should be aware that in appropriate circumstances the CCSP will take steps to determine your identity.
- The CCSP may request in its sole and absolute discretion that you temporarily confine your social networking to matters unrelated to the CCSP if the CCSP determines this is necessary or advisable to ensure compliance with applicable laws.

### **Voicemail**

Voicemail messages should be treated in the same manner as email messages. You should not assume that voicemail messages you leave for others, or messages left for you, are confidential, because voicemail messages are easily forwarded. The CCSP has access to voicemail at all times, and may clean out overcrowded voicemail boxes without advance notice.

While it may be necessary to provide your voicemail code to another person to allow access to your voicemail box when you are on vacation or away from the office, employees are prohibited from the unauthorized use of voicemail codes of other employees to gain access to other employees' voicemail messages.

## **XXVI. PUBLIC RELATIONS POLICY**

### **Media/Public Relations**

Employees must obtain permission from the CEO his/her designee before writing any article for publication or making any public address, which shall contain information in any way suggesting the affiliation of CCSP. If permission is granted, such article shall be submitted to the CEO or her designee for approval prior to publication or delivery. An employee may not use the CCSP letterhead or logo for any personal correspondence or correspondence expressing a personal conclusion or point of view.

An employee may not speak to a reporter or representative of the news media as an official spokesperson of CCSP without prior clearance from the CEO. All inquiries from the media should be referred to the CEO.

### **Use of CCSP Name/ Logo**

Use of the name, logo or other official designation of CCSP without the permission of the CEO is prohibited. This includes, but is not limited to, inappropriate use of agency letterhead, business cards, and other printed material.

## **XXVII. POLICY REVISIONS**

The CEO of CCSP and Human Resources are responsible for establishing and enforcing all policies set forth in this Manual. We welcome the input and suggestions from every staff member concerning school operations. Generally, this is done through the appropriate chain of command as described on the organizational chart and through operational practices. If at any time an employee believes that s/he is not receiving a satisfactory or timely response from his/her immediate supervisor, s/he should feel free to take the matter to the next level, up to and including the Board of Trustees without fear of personal recrimination or retaliation.