



Community Charter School *of* Paterson

EMPLOYEE HANDBOOK 2020 - 2021

“Cougars Rise Above The Rest”



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MISSION

The mission of the Community Charter School of Paterson is to inspire and empower its children, families, and staff with opportunities to positively shape and transform their lives by becoming successful, life-long learners who possess critical thinking, academic, advocacy and leadership skills required to open new doors in their lives and the lives of others. 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 vision of Community Charter School of Paterson (CCSP) is two-fold.

First, founded as a “Full Service” Community School, CCSP strives to have a direct and immediate positive impact on the 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 hearty, engaging instruction and ensuring that we use our educational, physical, financial & human resources to enhance the lives of the families we serve as a community school.

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 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.

The Community Charter School of Paterson defines high-quality instruction as a balanced practice between rigor, engagement, and differentiation that allows all learners to be active participants in their educational experience. The goal of every lesson is clearly stated and students understand it. Scholars should be exchanging ideas, making decisions about their learning, discussing concepts in the 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 set up to have the resources students may need readily available and all instructional materials are accessible to students in multiple ways. CCSP's approach is centered around ways in which students are encouraged to take chances, make mistakes and learn from those efforts.

COMMUNITY CHARTER SCHOOL OF PATERSON 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 the 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 CCSP community who are in need of assistance.

THE BOARD OF TRUSTEES

The Community Charter School of Paterson 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. The Community Charter School of Paterson is managed by a Board of Trustees which is a conglomerate of local community leaders, school administrators, and parents of our students.

Our Board of Trustees oversees Operations and Management in the business office and academic activity via the administrators of the School. Board of Trustees' meetings are generally held on the last Thursday of each month at the elementary school campus. Employees, parents and other community members are encouraged to attend as each meeting is open to the public. A meeting calendar can be found at the end of this handbook, is available in the main office of each campus, and can be found on the Community Charter School of Paterson's website.

ABOUT THIS HANDBOOK

This handbook is designed to serve as a guide for all employees by providing information on the Community Charter School of Paterson's (CCSP) mission, vision, culture and human resources policies and procedures. 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. This handbook should not be misconstrued as a legal document but should be viewed as the clear articulation of CCSP administration's established policy and procedures.

In the event of a direct conflict between this handbook and specific provisions contained in any written employment agreement or collective bargaining agreement, or legal statute per New Jersey State code, the written agreement or established law shall prevail.

The Board of Trustees of CCSP retains the right and discretion to change any policy, procedure, term or working conditions at any time and in any manner pursuant to New Jersey state code. 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, 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 and supersede any implication given via this handbook. We encourage you to bring any questions, concerns, suggested revisions or identifications of policy change to your supervisor or the Business Office for appropriate resolution.



LEARNING PHILOSOPHY

We believe

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

THE IDEAL CCSP GRADUATE

Our school community (staff and parents) strives to ensure that all graduates

- | | |
|--|---|
| ❖ Are Achievers | ❖ Believe that They Matter |
| ❖ Are Good Communicators | ❖ Are Lifelong Learners |
| ❖ Speak and Write grammatically correct | ❖ Participate in community service regularly |
| ❖ Easily apply concepts learned in school to real-world situations | ❖ Are Polite |
| ❖ Are Ethical | ❖ Are Enthusiastic |
| ❖ Are Self-Confident | ❖ Are Organized |
| ❖ Are aware of their gifts/talents and use them | ❖ Are Critical Thinkers |
| ❖ Are Focused | ❖ Know that decisions they make today affect tomorrow |
| ❖ Know that college graduation is expected | ❖ Advocate for their rights and the rights of others |
| | ❖ Are Leaders in their communities |

EXPECTATIONS FOR CCSP EMPLOYEES

CCSP Staff are expected to

- ❖ Inspire and empower students, families, and peers with opportunities to positively impact their lives.
- ❖ Inspire lifelong learning through critical thinking, academic prowess, development of leadership skills and an ever present openness to new ideas.
- ❖ Advocate for the emotional, mental, and physical well being of CCSP students.
- ❖ Embrace and adhere to CCSP's policies and procedures.
- ❖ Behave as an ambassador for CCSP both on and off campus.
- ❖ Maintain a positive and respectful attitude engendering the same in students and peers.
- ❖ Execute responsibilities with the rigor and fidelity that embodies the spirit of CCSP.
- ❖ Demonstrate flexible and efficient time management and ability to prioritize workload and communicate with supervision if challenges ensue.
- ❖ Consistently report to work on time and be prepared to perform duties of their position upon arrival and up to the end of the prescribed day.
- ❖ Work collaboratively with all members of the school community and foster an environment of growth.
- ❖ Participate in community events in support of students, families, and peers.
- ❖ Maintain in appearance and attitude the professional values that engender success, responsibility and lifelong academic development

Parent Involvement

CCSP believes that there is a strong link between parent involvement and our students' success in school along with enhancing their self-esteem. Therefore, parental involvement is a centerpiece of our identity as a school. In support of this CCSP Teachers are expected to:

- ❖ Call the parents/guardians of every child at least once a month giving updates on student progress or challenges.
- ❖ Take the initiative to be available to parents through email, telephone, written correspondence, and personal conferences.
- ❖ Promote an environment in which parents are valued as primary influences in their children's lives and are essential partners in the education of their children.
- ❖ Recognize that the self-esteem of parents is integral to the development of the child and should be enhanced by the parents' positive interaction with the school.
- ❖ Include parents in decision making about their child.
- ❖ Partner with Administration to develop opportunities for parents to volunteer at the school.
- ❖ Promote the exchange of information and ideas between parents and teachers that will benefit the child.

EMPLOYEE RIGHTS

Equal Employment Opportunity

CCSP is committed to equal employment opportunities. As such, CCSP prohibits discrimination and harassment against any employee or applicant for employment based on race, color, religion, gender, national origin, age, disability, genetic information, status as a covered veteran, or any other classification covered by applicable federal, state and/or local laws. New Jersey law also prohibits discrimination and harassment against employees based on creed, nationality, ancestry, age, marital status, domestic partnership status, civil union status, sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, liability for service in the Armed Forces of the United States, and AIDS or HIV status. CCSP does not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local laws. Our equal employment opportunity philosophy applies in all personnel actions including recruiting, hiring, training, transfer, promotion, job benefits, pay, performance evaluation, discipline, and dismissal.

The Chief Advocate (CEO) is the board and state designated affirmative action officer and is responsible for identifying and recommending correction of any existing inequities, and any that occur in the future. In addition to the CEO, The School Business Administrator, Chief of Staff and Principals (Building Leaders) are appointed as affirmative action advocates for whom concerns can be brought to.

Americans with Disabilities Act

CCSP is an equal opportunity employer that fully complies with the Americans with Disabilities Act (“ADA”). The ADA prohibits discrimination in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. The ADA applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities.

The ADA prohibits employment discrimination against “qualified individuals with disabilities.” An individual is considered to have a “disability” if the employee has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. Discrimination against individuals because they have a known association or relationship with an individual with a disability is also prohibited. Generally, a “qualified individual with a disability” is a person who meets legitimate skill, experience, education or other requirements of an employment position the person holds or seeks, and can perform the essential functions of the position with or without reasonable accommodation. A “reasonable accommodation” is any modification or adjustment to a job or work environment that will allow a “qualified individual with a disability” to perform the essential functions of the position.

All inquiries about the ADA and/or requests for accommodation due to a disability should be directed to the Business Office.

Prohibited Discrimination and Harassment

Purpose

CCSP is committed to providing a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment.

Therefore, CCSP expects its employees to treat other employees, students, parents, community members, and vendors in a respectful manner. At CCSP, discrimination or harassment based on a person's race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, disability, nationality, atypical hereditary cellular or blood trait, non-applicable disability or genetic information or the refusal to submit to or make available the results of a genetic test or any other legally protected classification under federal, state or local law will not be tolerated. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Scope

CCSP is committed to maintaining a workplace free from discrimination or harassment (sexual or otherwise) and intimidation of any employee or job applicant. CCSP does not accept, condone or tolerate actions of discrimination or harassment by any supervisor, employee, or vendor on the basis of any personal characteristic, including, but not limited to sex, race, color, national origin, nationality, ancestry, religion, creed, age, disability, genetic information, military status, marital status, civil union status, domestic partnership status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, refusal to submit to a genetic test or make available the results of a genetic test to an employer, or any other legally protected classification under federal, state or local law.

Definitions of Harassment

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Harassment is defined as unwelcome, unsolicited conduct of a sexual nature or based on membership in a legally-protected classification, which has the purpose or effect of unreasonably interfering with an individual's work performance, or which otherwise creates an intimidating, hostile or offensive working environment. Harassment may also occur where submission to unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature is made a term and condition of employment, or where submission to or rejection of such behavior forms the basis for employment decisions.

Harassment may take different forms. Conduct that may be acceptable in social settings may not be appropriate at work. Work is defined as any location for which the employee is receiving compensation for their work activity and/or is expected to represent the organization, in person or by proxy. This also includes work-sponsored social events on non-school owned premises.

Examples of conduct that would violate this policy, include, but are not limited to:

- ❖ requests for sexual favors, where the requests are linked explicitly or implicitly to threats or promises regarding employment with CCSP, promotional opportunities, salary, bonuses, work assignments, transfers, evaluations, or any other term or condition of employment
- ❖ unwelcome sexual advances or propositions, leering, whistling, or sexual, suggestive or obscene comments, jokes or verbal abuse;
- ❖ unwelcome sexual contact, such as inappropriate touching, kissing, or any offensive or abusive physical contact;
- ❖ unwelcome jokes, innuendo, commentary about an individual's body (whether or not intended to be complimentary), sexual prowess or sexual deficiency, epithets or slurs, or other unwelcome remarks with sexual content or content based on an individual's sex, race, color, national origin, nationality, ancestry, religion, creed, age, disability that can be reasonably accommodated without undue hardship, genetic information, military status, marital status, civil union status, domestic partnership status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, refusal to submit to a genetic test or make available the results of a genetic test to an employer, or any other legally protected classification;
- ❖ the display of objects, pictures or gestures of a sexual or otherwise degrading nature; and computer, mobile device or voicemail transmissions containing sexual content, suggestive content, inappropriate jokes or derogatory statements

Complaint Procedure

Process

Any employee who believes that he or she has been subject to sexual or other unlawful harassment or discrimination should immediately contact the Chief Executive Officer (CEO) and or School Business Administrator (SBA). In addition all employees must report any incident of unlawful harassment they may observe, even if they are not a target or victim of such harassment. All complaints of harassment or discrimination will be promptly and thoroughly investigated. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances.

The investigation will include interviews with the person filing the complaint, the person(s) alleged to have committed the harassment or discrimination, and any pertinent witnesses to the conduct in question. If it is determined that inappropriate conduct has occurred, CCSP will act promptly to eliminate the offending conduct. If it is determined that inappropriate conduct has been committed by an employee, CCSP will take disciplinary action as is appropriate under the circumstances. Such action may range from counseling to termination of employment, and may include such other forms of disciplinary action as CCSP deems appropriate under the Circumstances.

Protection from Retaliation

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.

Employee Grievances

CCSP is committed to providing an effective way for employees to bring problems concerning the 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 that 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 of the Chief Advocate (CEO). The Chief Advocate (CEO) 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

Step 1

An employee who has a grievance shall present the matter 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.

Step 2

If the grievance is unresolved after step one, the employee shall file the grievance in writing with the Chief Advocate (CEO) 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. The Chief Advocate (CEO), 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 2 working days after the decision is rendered. If the problem is resolved, or no further action is requested, the matter shall be closed but the investigation shall be kept as a matter of record in the Business Office.

Step 3

If the grievance is unresolved after step two, the employee shall file the grievance in writing with the Board of Trustees within 5 working days after receipt of the written decision of the Chief Advocate (CEO). The written request shall be submitted to the Board President at CCSP's address (75 Spruce Street). The Board President will review the request and forward it to the Board's Grievance Committee for review and consideration.

- c. The Chief Advocate (CEO) 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.

- d. The Grievance Committee shall determine if the grievance shall be heard by the Board or referred to the Chief Advocate (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. The Chief Advocate (CEO), his/her designee, all other relevant administrators and participants requested by the complainant shall be notified of the meeting date.
- e. 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.

Recordkeeping

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

NJ Conscientious Employee Protection Act

- ❖ CCSP will not take any adverse employment action or otherwise retaliate against any employee who engages in an 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, 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 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, 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 CCSP or another employer with whom there is a business relationship, including any violation involving deception, 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 in to quality of patient care; or

- ❖ Objecting to, or refusing to participate in, any activity, policy or practice which the employee reasonably believes:
 - is in violation of a law, or a rule or regulation issued under the law, including any violation involving deception, 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
 - 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
 - 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 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.

You should direct any questions or complaints about this policy to:

Name/Title:	Craig Smith/ School Business Administrator
Address:	75 Spruce Street, Paterson, NJ 07501
Telephone:	(973) 413-2057, ext. 1186
Email:	csmith@ccsp.org

Open Door Policy

The Chief Advocate (CEO) of CCSP and the Director of Business of Operations (COO) are responsible for establishing and enforcing all policies set forth in this manual. We welcome input and suggestions from every staff member concerning school operations. This should be done through the appropriate chain of command as described on the organizational chart and through operational practices.

In order to escalate your concerns please follow the chain of command below

- ❖ Your building leader or designated representative
- ❖ Your academic supervisor and/or School Business Administrator
- ❖ The CEO

Please note that if you **DO NOT** follow this process that your concern will be redirected to the prior level of supervision for review. Any obvious attempts to circumvent your supervisors may have your concern discarded.

If at any time an employee believes that he or she is not receiving a satisfactory or timely response from the level engaged, he or she should feel free to take the matter to the next level, providing evidence to support initial communication with their supervisor..

Right to Know

CCSP maintains Right to Know information as mandated by the federal government. A poster indicating parents' and employees' Right to Know is posted in the main office of each campus. Additional information is kept in these offices. Any employee wishing to review this information may request it in their representative Main Office.

CONFIDENTIALITY

Employees shall maintain confidentiality and privacy of information regarding students, parents, and personnel. Disclosure can be made only under specified conditions (appropriate and legal approval) or for reasons related to law enforcement or as required by law for court proceedings.

If an outside entity requests inspection of certain records, proper authorization must be obtained from the Chief Advocate (CEO) and/or School Business Administrator (SBA).

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**).

EMPLOYMENT

CCSP bases all employment decisions on qualifications, skills, competence and years of relevant experience.

Employment Status

Employees at CCSP fall into one of the following categories:

- ❖ Full Time - Employees contracted to work 40 hours per week
- ❖ Part Time - Employees contracted to work less than 30 hours per week
- ❖ Substitute - Short term on boarded staff for academic support
- ❖ Temporary - Full or Part Time workers contract for a period less than a school term
- ❖ Stipend - Full or Part Time workers paid a flat fee for specific duties or projects

Other Paid Classifications

- ❖ Contractor - Short term skilled based work governed by legally binding board approved contract
- ❖ Vendor - Ongoing invoice based services or resources with an outside business organization

Definitions CCSP employment categories are as follows.

Full-Time

- ❖ 10 Month: Employees contracted to work a minimum of 40 hours per week from late August through June.
- ❖ 12 Month: Employees contracted to work a minimum of 40 hours per week from July through June.

Part-Time

Employees who are contracted for 30 hours or less per week. Part-time positions may be 10 or 12 month positions. 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.

Exempt Employees

Employees whose responsibilities are **exempt** from the overtime provisions of the Federal and State Wage and Hour Laws, specifically the Fair Labor Standards Act (FLSA) and the New Jersey Wage & Hour Law (“NJWHL”). Exempt employees are not eligible for Overtime Pay.

- ❖ Executives, Administrators, or Office Workers who perform office or non-manual work directly related to management or operational activity for the organization
- ❖ Individuals who make more than \$47,476 per year (\$913 per week)
- ❖ Employee is paid a predetermined and fixed salary

Non-Exempt Employees

Employees whose responsibilities are **not exempt** from the overtime provisions of the FLSA and NJWHL. Salaries are calculated on an hourly basis, and overtime is paid in accordance with the Federal and State laws, and CCSP’s policies.

- ❖ Executives, Administrators, or Office Workers who perform office or non-manual work directly related to management or operational activity for the organization
- ❖ Individuals who make less than \$47,476 per year (\$913 per week)
- ❖ Employee is paid a predetermined and fixed salary or a fixed hourly wage

Substitute

Employees who provide coverage for instructional staff or the school nurses on an as needed basis and are paid per diem.

Temporary Employee

An employee who is hired for a specified time frame to accomplish specific duties or assist in an organization project.

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 related to their assigned job duties as required by the State Board of Education.** The Business Office will take appropriate steps to avoid the employment of teachers with revoked or suspended certificates. The Business Office must receive valid evidence of proper certification or qualifications to pursue the alternative route to certification before presenting a candidate to the Board of Trustees. Any staff requiring

certification found to have invalid certification which cannot be reinstated or rectified after employment will be in violation of their contract and subject to immediate termination.

Reporting of Arrests, Pending Charges and Indictments

All certificated staff members who are charged, arrested or indicted for a crime or offense must submit a report of the charge, arrest or indictment, including (but not limited to) disorderly persons offenses and drunk driving arrests to the Business Office. 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](#), and can additionally result in the immediate termination of the employee. The Chief Advocate (CEO) will make these requirements known to all new employees and to all employees on an annual basis.

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 school Leadership 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 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 the required data to the State Department of Education on the effectiveness of the mentoring plan.

Contracts

The Board of Trustees requires that every 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 (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 non-renewal 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.

Tenure

The Board of Trustees recognizes that 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 who 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
- ❖ Summer School Teacher
- ❖ Home Instructor
- ❖ Head Teacher
- ❖ Instructional Assistant

No part of 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 administrative 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.

Job Descriptions

A written job description exists for every distinct job within CCSP. At the beginning of employment, each employee must acknowledge his/her job description by signing it. A copy of the signed job description will be placed in each employee’s personnel file.

The job description provides an overview of the major purpose of the job, key functions and responsibilities of the position. The description also includes knowledge, skills and experience and the competencies and abilities required in order to perform the job. Job descriptions are

reviewed with the employee at the beginning of the employment, and at each performance review.

It is understood by all CCSP employees that although job descriptions are explicitly defined by the signed description document in their employee file that in the course of the duties within the school that they may be called upon to temporarily fill other duties.

Employment of Relatives

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

Furthermore, 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.

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 both the supervisor and the employee to promptly disclose the existence of the relationship to the Chief Advocate (CEO), or in the case of the Chief Advocate (CEO) to the board president. Every reasonable 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.

New Employee 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 School Business Administrator (SBA) or the Payroll Administrator 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, educational status, certification 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 Director of the Business Office 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.**

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 descriptions, 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.

Transfers, Reassignments and Application for Additional 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 submit an Internal Employment Application to the School Business Administrator (SBA). The School Business Administrator (SBA) will forward the application to the appropriate supervisor. 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. Transfers are at the full discretion of the building leader and district administration. Transfers may require a change in compensation commensurate with the position needs and employee's qualifications. Salary

adjustments based on non related positions are non negotiable and are subject to the salary scale agreed upon in the collective bargaining agreement, if applicable.

NON-RENEWAL

Non-tenured Teaching Staff

The Board shall renew the employment contract of a non-tenured teaching position by a recorded roll call majority vote of the full Board only upon the recommendation of the Chief Advocate (CEO). A non-tenured teaching staff member who is not recommended for renewal by the Chief Advocate (CEO) shall be deemed non-renewed. Written notice of non-renewal of employment will be sent to the employee by the Board Secretary. 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. An informal appearance before the Board may be requested in writing within 10 calendar days and shall be scheduled within 30 days of receipt of the Board's statement of reasons. It is the Board of Trustees 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 the 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 Chief Advocate (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 Chief Advocate (CEO) is deemed non-renewed.

The Chief Advocate (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 public session. The support staff member whose contract is not renewed has the right to a written statement for the reasons for non-renewal.

The Board will also provide any Non-tenured support staff members 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 Chief Advocate (CEO). The Board may, with a majority vote of its full membership in public

session and without the recommendation of the Chief Advocate (CEO), offer the support staff member reemployment after the employee has had the opportunity to meet informally with the board.

BENEFITS

Employee benefits are a valuable part of the total compensation package at CCSP. The CCSP benefits package is subject to the terms outlined 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 are described in greater detail in separate plan documents.

Health Insurance

Health insurance will be provided to all full-time employees at the point of hire. By state mandate all CCSP employees are required to contribute to the New Jersey State pension system. For non certified employees this is contributing to the Pers System and for Certified employees this is the TPAF system.

Medical coverage is provided for full time employees only. The specific benefit packages per individual vary based on employee circumstances. Please note that benefit packages are annually reviewed and rates adjusted according to plan changes. This generally means and insurance rate increase every year. 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 and dependents coverage with end on the date of termination. Medical coverage may be continued in accordance with COBRA (see below), and applications are available in the Business Office.

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 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. CCSP provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under CCSP's health insurance plan. The COBRA notice contains important information about the employee's rights and obligations.

Paid Family Leave

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 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 for CCSP employer for 12 months
- ❖ Worked at least 1,250 hours during the 12 months that preceded the leave's start date

Employees must also have been granted a leave of absence under 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 must provide 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.

- ❖ New Jersey also has the Paid Family Leave Act, which gives eligible employees up to six weeks of paid time off from work in order to care for their newborn children or newly adopted children within 12 months of when they are placed in the employees' homes.
- ❖ People may also take up to six weeks of paid leave to care for a family member who is suffering from a serious health condition.
- ❖ Under the act, employees are paid 2/3 of their salaries with the total amount payable to be capped at \$524 per week.
- ❖ Eligible workers must have earned at least \$142 per week for 20 weeks in a row or at least \$7,250 in the preceding 52 weeks.
- ❖ The only eligible employees for paid leave under the act are parents, step-parents, adoptive parents and foster parents for taking leave to care for new children.
- ❖ For employees who wish to take leave to care for a family member, the family member must be the child, parent, spouse or partner of the employee.
- ❖ For situations in which an employee's reason for requesting leave qualifies under both the federal and state law, the employer must follow the law that offers the most benefit to the employee.
- ❖ If a worker takes leave under the federal FMLA for his or her own serious health condition, he or she may still take 12 weeks worth of leave under the state law for a different reason since the state's law doesn't protect workers who take leave to care for themselves.

Unless an emergency or other unforeseen circumstance precludes prior notice, employees intending to take continuous leave to care for a family member must provide 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 CCSP with a minimum of 15 days notice prior to commencement of the family leave.

Disability

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. The COO 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.

Pension

PERS

Full-time employees and part-time employees working 30 hours or more per week 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 7.5%.

The PERS full rate of contribution is established by the legislature by enacting or amending pension law. Under N.J.S.A. 43:15A-25, the PERS contribution rate will be increased to 7.5 percent in phases, as follows:

Pension Contribution Rate	
Month - Year	Contribution Rate
July 2011	6.50%
July 2012	6.64%
July 2013	6.78%
July 2014	6.92%
July 2015	7.06%
July 2016	7.20%
July 2017	7.34%
July 2018	7.50%

The Public Employees' Retirement System (PERS) is a defined benefit pension fund established in 1955. It is open to most State, county, municipal, authority, and school board employees and elected officials who are not required to become members of any other N.J. State retirement system (i.e., Teachers' Pension and Annuity Fund, Police and Firemen's Retirement System, State Police Retirement System, Judicial Retirement System, or Alternate Benefit Program). Membership in the PERS for employees who meet eligibility requirements is mandatory in most cases.

PERS Ineligibility

General rules concerning those who are ineligible for membership in the PERS are as follows:

1. Persons with a bona fide retirement from PERS, returning to public employment on a part-time basis.
2. Persons with a bona fide retirement from a N.J. State-administered retirement system other than the PERS (e.g., the Teachers' Pension and Annuity Fund), or from a local New Jersey retirement system, are not eligible for PERS enrollment, but may assume a PERS-covered position and receive the full salary without consequence to any existing retirement allowance.
3. Employees who do not meet the minimum salary requirements for Tier 1, 2, or 3 Membership, or the minimum hourly requirements for Tier 4 or 5 Membership.
4. PERS disability retirees who have been approved to return to PERS-covered employment but do not earn the minimum annual salary for enrollment under their original PERS membership tier. May 2019 Page 6 Employers' Pensions and Benefits Administration Manual PERS
5. Employees whose positions are not covered by Social Security.
6. Provisional or temporary employees covered by Civil Service with less than 12 months of continuous service.
7. Persons employed under a "Professional Service Contract" and persons whose services are engaged as consultants, self-employed contractors, or other similar titles, and who do not qualify as "employees" of an employing agency. The guidelines published by the Internal Revenue Service (IRS) are used to determine if a person is considered an independent contractor. The actual nature of the relationship between an employer and a person who provides paid services is of central importance, not the title of "contractor" or "consultant" itself. See the Independent Contractors, Professional Services Contracts, and Pension Enrollment Fact Sheet for more information.
8. Seasonal employees, who are defined as those who work occasionally in a position that the employer does not expect will lead to permanent employment, and whose work periods do not extend beyond six consecutive months for employing locations that report on a 12-month basis, or five months for employing locations that report on a 10-month basis. Further, the employer/employee relationship is severed at the end of the employment period, and such breaks in service last at least 30 days (see N.J.S.A. 17:2-2.3(a)5).
9. Newly elected State or local officials (see "DCRP Enrollments.")
10. Newly appointed State or local officials who do not have an existing PERS account (see "DCRP Enrollments").
11. Employees who receive a lump-sum retirement distribution from the Alternate Benefit Program (ABP) or Defined Contribution Retirement Program (DCRP), regardless of distribution amount.
12. Temporary or provisional employees holding Police and Firemen's Retirement System (PFRS)-eligible positions who do not have an existing PERS account.

TPAF

N.J.S.A. 18A:66-29, the Pensions and Health Benefit Reform Law, increased the TPAF member contribution rate over seven years (each July 1st) to bring the total contribution rate to 7.5 percent of base salary as of July 1, 2018.

Your contribution rate is applied to your base salary to determine your pension deductions. Base salary **does not** include overtime, bonuses, or large increases in compensation paid primarily in anticipation of retirement. **Nor does it include additional salary for performing temporary or extracurricular duties beyond the regular school day or the regular school year.**

Your pension contributions are deducted from your salary each pay period and reported to the TPAF by your employer.

MEMBERSHIP

Eligibility rules and regulations are described in general terms in this guidebook and may not cover all situations. If you have been a member for several years, you should be aware that the present rules and regulations governing enrollment in the retirement system differ from past rules and regulations. If you have specific questions concerning your date of enrollment or membership status, you may wish to contact the NJDPB for additional information.

TPAF Membership Tiers

TPAF members are categorized by specific “membership tiers” based on enrollment date. Membership tiers affect a member’s enrollment and retirement eligibility. These membership tiers, pursuant to N.J.S.A. 18A:66- 4 are defined as follows:

- **Membership Tier 1** — Members who were enrolled prior to July 1, 2007, and who earn a minimum pensionable salary of \$500 or more.
- **Membership Tier 2** — Members who enrolled on or after July 1, 2007, and prior to November 2, 2008, and who earn a minimum pensionable salary of \$500 or more.
- **Membership Tier 3** — Members enrolled on or after November 2, 2008, and on or before May 21, 2010, and who meet or exceed a pensionable minimum salary set for the current year, subject to future adjustment.
- **Membership Tier 4** — Members enrolled after May 21, 2010 and prior to June 28, 2011, and who work the minimum number of hours per week (fixed hours of 32 or more).
- **Membership Tier 5** — Members enrolled on or after June 28, 2011, and who work the minimum number of hours per week (fixed hours of 32 or more). Unless otherwise indicated by membership tier, the benefits listed in this guidebook are the same for all TPAF members.

Eligibility Criteria

Employees appointed to positions requiring certification by the New Jersey Department of Education as members of the regular teaching or professional staff of a public school system in New Jersey are required to enroll in the TPAF as a condition of employment. Employees of the Department of Education holding unclassified, professional, certificated titles are also eligible for membership in the TPAF. Note: Employees who qualify for Tier 4 or Tier 5 enrollment in all respects except for minimum number of hours, or for Tier 3 enrollment in all respects except for minimum salary, may be eligible for enrollment in the Defined Contribution Retirement Program (DCRP). See the “Defined Contribution Retirement Program” section for more information.

Factors for Ineligibility

You cannot join the TPAF if:

- You do not meet the minimum salary requirements for Tier 1, 2, or 3 membership, or the minimum hourly requirements for Tier 4 or 5 membership (see above);
- You are a temporary* or substitute* employee;
- You are replacing an individual on a leave of absence;
- You are retired and receiving a monthly retirement allowance from another public retirement system in New Jersey;
- You received a lump-sum retirement distribution from the Alternate Benefit Program (ABP) or DCRP; or
- You are a TPAF disability retiree who has been approved to return to TPAF-covered employment, but earn less than the minimum annual salary for enrollment under your original TPAF membership tier. If you are in doubt about the eligibility of a position, write to the NJDPB for an administrative determination.

DCRP

The DCRP was established under the provisions of N.J.S.A. 43:15C-1 et. seq. The DCRP provides eligible members with a tax-sheltered, defined contribution retirement benefit, along with life insurance and disability coverage.

Individuals eligible for membership in the DCRP include:

- Employees enrolled on or after July 1, 2007, in membership Tier 2, Tier 3, Tier 4, or Tier 5 of the TPAF who earn a salary in excess of established “maximum compensation” limits.
- Employees otherwise eligible for enrollment in membership Tier 3 of the TPAF who do not earn the minimum annual salary for Tier 3 enrollment, (subject to adjustment in future years) but who earn at least the DCRP minimum annual salary of \$5,000.
- Employees otherwise eligible for enrollment in membership Tier 4 or Tier 5 of the TPAF who do not work the minimum number of hours per week required for enrollment (35 hours per week for State employees or 32 hours per week for local education employees) but who earn at least the DCRP minimum annual salary of \$5,000.

Life Insurance

CCSP also provides group term life insurance coverage at no cost to full-time employees. The COO provides specific plan information to employees during the orientation.

Workers Compensation

CCSP is covered under statutory state Workers’ Compensation Laws. Should an employee receive a work-related injury, s/he must immediately notify the School Nurse, complete an Employee Accident Form and submit the form to the Director of Business Operations (COO) 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 or the Director of Business Operations (COO). Failure to report a work-related injury as required and in a timely manner 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.

COMPENSATION

Wage and Salary Guidelines

Our objective is to offer a compensation package that is fair and competitive in Paterson, New Jersey. The compensation level for union based 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.

In addition, per our current collective bargaining agreement, union members are contractually obliged to a 3% increase in the fiscal years 2018-2019, 2019-2020, and 2020-2021. Non-union staff increases are contingent upon declarations from the chief advocate (CEO) and the board of trustees.

Following the fiscal years described above, increase will be subject to further collective bargaining and or the discretion of the Chief Advocate (CEO) and the Board of trustees.

Overtime

Overtime may be required in certain instances. Compensation for overtime is not provided, except in those cases where it is required to comply with the federal Fair Labor Standards (FLSA) and New Jersey's minimum wage law. **In all instances**, overtime must have **PRIOR** authorization from the School Business Administrator (SBA) and /or the Chief Advocate (CEO).

Pay Periods and Employee Paychecks

All employees are paid semi-monthly on the last business day preceding the 15th and 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 pay-day falls on a weekend or holiday, checks will be received or deposited on the preceding business day. A list of pay periods for the current school year is available in the Business Office.

Per Diem and Special Rate Pay

In specific instances when an employee is given the opportunity to work on specific projects for CCSP, the payment may be converted to a physical check despite the ability for direct deposit. This is to ensure that the milestones for the project or short term contract are achieved. In these instances the employee shall provide proof of work accomplished to the assigned supervisor or chief officer. In absolutely no circumstances will payment be remitted without proof of time worked signed by an authorized supervisor. Detail with regard to project milestones and payment will be determined via a signed document given to the business office and approved by the board of trustees prior to inception.

Reimbursements

In limited cases an employee may make purchases on behalf of CCSP with their own money. Reimbursements will be afforded to that individual with supervisorial approval. All purchases should be made providing the vendor with a tax-exempt form to eliminate tax charges. No reimbursement will be paid without clearly legible receipts and a signed written request via a

reimbursement request form. Reimbursements will be paid via payroll once all documents and receipts have been collected and reviewed.

12 Month Employee Compensation

All 12 month employee's compensation are calculated in 24 pay period increments including the preservice dates. 12 month employees do not qualify for summer pay by default.

10 Month Employee Compensation and Accrued Day Incentive

All 10 month employee's compensation is calculated in 21 pay periods including the preservice dates. However, to preserve continuity of income, 10 month employee payments can be **prorated to 23 pay periods** to account for summer pay which is paid out on the 15th and the 31st of July **after** the school year has been completed. This payment starts in the current year and is paid out after the year ends.

Part Time Compensation

All part time employees are paid at an hourly rate and are not entitled to accrued time or summer pay. Days taken off for personal or sick reason will not be compensated. **Part time employee payrolls are offset by one pay period. Meaning, all part time pay is for the pay period BEFORE the current one. When switching from SALARY to HOURLY there will be a shift in payment times.**

Per-Diem Compensation

All per-diem employees are paid a day rate and are not entitled to accrued time or summer pay.

Perfect Attendance Bonus

Certificated 10-month employees who have **perfect attendance from May 1st through June 30th** shall receive a **\$1,000 bonus by October 1st** of the next school year, so long as the employee remains in good standing and is an active employee as of **October 1st** (No PIP, no write-ups, no pending investigations, no external litigation involving the school).

Certificated 10-month employees who have **perfect attendance for an entire school year, September 1st through June 30th**, shall receive a **\$2,000 bonus by October 1st** of the next school year so long as said employee remains in good standing (No PIP, no write-ups, no pending investigations, no external litigation involving the school) and is an active employee.

Holiday Pay

Please note this section will be updated upon ratification of the CBA contract.

EMPLOYEE HEALTH

Examinations

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.

The results of all required employee medical examinations shall be made known to the Chief Advocate (CEO) and School Business Administrator (SBA) and filed away confidentially in the employee's file. Records and reports of examinations shall be filed with the Business Office as confidential information but shall be available to and reported to appropriate health agencies as required by law.

In the event an employee 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 (or consulted outside opinion if required), such condition makes the employee unfit for continued employment; the individual will be suspended from employment with pay pending further investigation. Pending the results of the investigation the employee may be terminated or returned to working status. It is Chief Advocate (CEO)'s discretion to 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 or considered.

In order to protect the students and staff in the school, CCSP observes all regulations of the State Department of Education, the State Department of Health and the local Board of Health. Departments dealing with contagious/infectious diseases in particular are under constant review. Staff who have 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.

Occupational Containment of Bloodborne 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 bloodborne pathogens in accordance with federal regulations. The **ECP** is a key document to assist the school in implementing and ensuring compliance with the **OSHA** bloodborne pathogens standard, thereby protecting employees.

This ECP includes:

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

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

ATTENDANCE

Time off Policy

Twelve Month Employees (See below for specific positions)

These positions are:

- ❖ *Chief Officers*
- ❖ *Academic Management*
- ❖ *Academic Support Staff*
- ❖ *Operational Support Staff*
- ❖ *Security*
- ❖ *Maintenance (where identified as full time employees)*

Twelve month employees shall receive per year (total balance awarded on the first day of the year):

- ❖ 12 Sick days
- ❖ 6 Personal days
- ❖ Vacation days:
 - 12 Vacation days in for the first 2 years of employment
 - 15 Vacation days in years 3 through 4
 - 18 Vacation days in years 5 through

- 20 Vacation days in year 10 of employment and thereafter

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 and **approved at least two weeks before the requested date and time**. The following dates are 2019-2020 district closings and are paid holidays for twelve month employees. Supervisors **MUST** ensure that proper scheduling is planned for to avoid gaps in coverage.

- ❖ July 4, 2019
- ❖ September 2, 2019
- ❖ November 28, 2019
- ❖ November 29, 2019
- ❖ December 25, 2019
- ❖ January 1, 2020
- ❖ January 20, 2020
- ❖ February 17, 2020
- ❖ April 10, 2020
- ❖ May 25, 2020

Carryover of PTO Time

Twelve Month Employees

Employees are allowed to carryover a maximum of 10 sick days per NJ state code. **Personal and Vacation days will be forfeited if not used by June 30 of 2020.**

Ten Month Employees

Ten month employees (i.e. Teachers, Instructional Assistants, Unassigned Teachers) shall receive the following per year at the beginning of the year. (Personal Days will be forfeited if unused)

- ❖ 10 Sick days - 80 hours
- ❖ 5 Personal Days - 40 hours

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:

- ❖ NJEA Teachers Convention,
- ❖ Winter Break,
- ❖ Spring Break, and
- ❖ Summer Break

Accrued Time Rollover Policy

Ten and twelve month employees will carryover their balance of sick days every year without a maximum cap. **Personal days are to be used or forfeited.**

Bereavement Days

Employees shall be entitled to bereavement leave with 5 days in the event of a death in the employees' immediate family. 3 days for extended family as defined below.

Immediate family is defined as the following:

- ❖ Legal Spouse
- ❖ Legal Life Partner
- ❖ Biological Child
- ❖ Biological Parents
- ❖ Biological Sister

Extended Family Allowance (3 days)

- ❖ Grandparent (Biological or other)
- ❖ Grandchildren (Biological or other)

Call Out Procedure

The regular and prompt attendance of staff members is essential to successful daily operation of the school. 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 emergency personal situations.

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

Teacher Call-Outs

- ❖ Teachers **MUST** record their time out in Workforce now (**ADP**) to notify their supervisor that they are requesting/taking a day. Subsequently, teachers **MUST** put that same time in **FRONTLINE MANAGEMENT (Formerly AESOP)** to reflect the **SAME HOURS** noted in **ADP**. Failure to record your day in both accurately, will result in delayed compensation or non payment. Hours will be audited regularly and the following actions will be taken for inconsistent reporting
 - The first and second finding will merit a verbal warning
 - The second and third will merit a write up which will be recorded in the employee's personnel file
 - Thereafter, supervisor discretion will determine further write ups or review for termination
- ❖ Northern Region Educational Services Commission will provide highly qualified substitute teachers for CCSP. In keeping up with today's technology, PCESC uses an online service called **FRONTLINE MANAGEMENT (Formerly Aesop)**, which provides teachers, administrators, and substitutes immediate access 24 hours a day, 7 days a week to enter or view assignments.
- ❖ The Principal/Building Leader is required to notify the Chief Advocate (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/he 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 8 a.m.**

Please note that repeated infraction of not recording your Frontline (Formerly Aesop) time in PayCom will result in punitive action up to and including termination.

Operations / Administration Call Outs

- ❖ Employees are required to communicate with their immediate supervisor. **Phone calls and / or text messages are acceptable methods of communication.** Voicemails and emails are not acceptable as initial means of communication (emails as follow up **are** acceptable).
- ❖ SBA, DCI, COS, Community Schools Director, and Principals will call - [CEO](#)
- ❖ School Nurses, Maintenance Workers, Security, IT Staff, Finance staff will call - [SBA](#)
- ❖ Supervisors, and Executive Assistant will call - [DCI](#)
- ❖ CST Staff will call - [Supervisor of Support Services](#)
- ❖ Before Care Support, School Safety Monitors, Instructional Assistants will call - [Deans](#)
- ❖ Deans, Assistant Principals, Operations Managers, Teachers, Guidance Counselors will call - [Principals](#)
- ❖ Assistant Director of Community Schools, 21st Century Program Coordinator, Parent Engagement Coordinator, 21st Century Admin Assistant - [Director of Community Schools](#)
- ❖ AmeriCorps Members and ELT Staff at all sites will call - [Site Leaders](#)
- ❖ 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.

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.

Prep Time and Lunch Breaks

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.

During the Instructional day, teachers are allowed a 40 minute (paid) prep period daily at a designated time when classroom coverage can be arranged. Preps are part of the instructional day and should not be considered breaks. Preps are an essential part of the instructional planning. Preps are to be taken on school grounds. Preps cannot be made up when coverage cannot be provided as they are not mandatory breaks. In addition to the prep Teachers receive a 40 minute paid lunch break each day.

Preps are to be exclusively utilized for classroom and curriculum development, peer sessions, professional development, 1:1's with student and any activities related to daily duties not capable of being managed during instructional time. Preps are not to be misconstrued with breaks or lunch time and are not personal time for the employee.

Preps are specific to certified employees and support or aides are not afforded a prep period because they are not responsible for student instruction.

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 of 2 days or more must be submitted to supervisors at least **four weeks** in advance. Supervisors should be afforded the time to plan scheduling gaps ahead of time. 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.

Jury Duty

CCSP will indemnify any staff members against loss of pay incurred by a call to jury duty. CCSP prohibits retaliation against any employee for an absence caused by service on a panel of grand or petit 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 Chief Advocate (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 the The Business Office. Non submission of a court notice will result in deductions to accrued time and punitive active up to and including termination. 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 Chief Advocate (CEO) or School Business Administrator (SBA) a letter indicating the lack of availability of a substitute in such instances. While federal law does not require the school to pay compensation during jury duty time, CCSP employees will be paid their regular pay if the above procedure is followed. Any compensation given by the courts will be managed at the discretion of the employee.

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. Failure to provide this documentation may result in punitive action up to and including termination.**

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 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.

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 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 AND as approved by administration**), CCSP administration has identified certain dates in which personal time off (PTO) will not be approved for instructional staff. **Consequently if you violate this policy you will not be deducted PTO time but will not receive a payment for this time.** 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 **ANY** of their accrued time.

- ❖ Teacher Institute;
- ❖ Professional Days;
- ❖ 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, ACCESS for ELLs, and NJSLA - Science
- ❖ Days prior to and following Memorial Day;
- ❖ Last week of school for students and teachers.

Please note: Starting September 2018, every Wednesday will be a half day for the school in lieu of **mandatory** professional development sessions for academic staff. As such time off will only be permitted in extenuating circumstances and must be approved by the CEO, DCI, or SBA. **If a chief officer does not approve this time in writing you will not be compensated.** **Notice for Wednesday time off must be given at least a week in advance.**

Mandatory Professional Development Time

Certificated employees shall appear during evening hours at the required campus from **4:00pm to 7:00pm** for up to 4 evenings per school year, for the following

- ❖ Back to school Night

- ❖ 3 parent teacher conferences at the end of marking periods

On these days, the school day will end at 1pm. School administration will make its best effort to have these days coincide with the mandatory wednesday PD days, however this cannot be guaranteed, and attendance is mandatory.

Holiday Pay

The following holidays are district days off and ALL employees are given a day off that will not count toward their PTO balances.

- ❖ Columbus Day
- ❖ Veteran's Day
- ❖ Thanksgiving Break (Dates to Be Determined)
- ❖ Winter Break (Dates to Be Determined)
- ❖ Christmas Eve
- ❖ Christmas Day
- ❖ New Years Eve
- ❖ New Year's Day
- ❖ President's Day
- ❖ Good Friday
- ❖ Spring Break (Dates to Be Determined)
- ❖ Memorial Day

FAMILY LEAVE

FMLA (Family and Medical Leave Act) Policy

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 the Director of Business Operations (COO) as soon as you become aware of the need for leave under the Family and Medical Leave Act ("FMLA"). See FMLA under Attendance Policy above.

Military Family Leave General Provisions

Under this policy, 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.

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:

- 30-day advance notice when the need for the leave is foreseeable;
- advance notice within one or two business days after learning of the need for leave when the leave is not foreseeable;
- 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;
- confirmation of the family relationship with the service member; and
- periodic reports during the leave.

Absent unusual circumstances, certification of the need for leave must be provided to CCSP within 15 calendar days of 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>).

Employee Benefits During Leave

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. **If payments are not received by the Business Office for two consecutive pay periods after your leave starts, your benefits will be discontinued.**

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

Time of Employment Credit

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

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, if the original or a comparable position is not available due to a reduction in force or change management a position may be offered based on availability and the compensation tied to it.

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, CCSP will not grant leave to any employee if

- ❖ **the employee is among the highest paid 10% of all employees employed by CCSP within 75 miles of CCSP's worksite;**
- ❖ **granting the leave would cause substantial and grievous economic injury to CCSP's operations; and**
- ❖ **CCSP notifies the employee of its intent to deny the leave when such determination is made.**

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, 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.

Intermittent Leave or a Reduced Leave Schedule

FMLA leave may be taken “intermittently or on 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 CCSP agrees.

Certification for the Employee’s Serious Health Condition

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>). 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 CCSP may require.

[Certification for the Family Member's Serious Health Condition](#)

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>). 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 CCSP in obtaining medical opinions that CCSP may require.

[Recertification](#)

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, CCSP must wait until that minimum duration expires before requesting recertification. Additionally, 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.

[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 the School Business Administrator (SBA). Employees may be required to provide:

- 30-day advance notice when the need for leave is foreseeable;
- advance notice within one or two business days after learning of the need for leave when leave is not foreseeable;
- when the leave related to medical issues, a completed Certification of Health Care Provider Form within 15 calendar days;
- periodic recertification; and
- 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 CCSP's operation.

Within five business days after the employee has provided this notice, School Business Administrator (SBA) shall complete the DOL Notice of Eligibility and Rights Form (<http://www.dol.gov/esa/whd/fmla/finalrule/WH381.pdf>).

[Designation of FMLA Leave](#)

Within five business days after the employee has submitted the appropriate certification form, School Business Administrator (SBA) 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>).

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 FMLA leave. Use of paid time off will not serve to extend the length of any leave. Please speak to the School Business Administrator (SBA) for more information.

Health and Other Insurance Benefits

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

Job Reinstatement after leave

Upon the expiration of FMLA leave, an employee shall be restored to the position held immediately prior to the commencement of the leave. If such position has been filled, CCSP will reinstate an employee to an equivalent position of like seniority, status, employment benefits, pay, and other terms and conditions of employment. If however, during FMLA 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 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 CCSP, be reinstated to an available position 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, CCSP will not grant leave to any employee if

- ❖ 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;
- ❖ granting the leave would cause substantial and grievous economic injury to CCSP's operations; and
- ❖ the CCSP notifies the employee of its intent to deny the leave when such determination is made.

District Closings and Delayed Openings

District Closings

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

- ❖ A message will be left on the district's voicemail system.
- ❖ Announcements will be made on News 12 New Jersey
- ❖ A message will be placed on the district's website (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.

Delayed Opening Due to Inclement Weather

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.

PERFORMANCE MANAGEMENT AND CONDUCT

Code of Conduct

CCSP expects employees to uphold the highest ethical standards and to conduct themselves in a professional manner while on the premises and while they are away from the premises on CCSP business. There are certain rules of behavior that we must all observe as good citizens and good employees.

It is impossible to list all scenarios of inappropriate conduct, however, the following represent some examples of unacceptable behavior:

- ❖ insubordination;
- ❖ stealing;
- ❖ sleeping on the job;
- ❖ use of foul or abusive language;
- ❖ inappropriate use of email or the Internet;
- ❖ fighting on the job or the threat of bodily harm to others while on the job;
- ❖ confrontation with clients or co-workers; carrying or possessing weapons of any kind on CCSP property;
- ❖ violation of safety or operating rules;
- ❖ willful or careless destruction or damage to CCSP property, or that of another employee;
- ❖ careless waste of materials or abuse of equipment;
- ❖ dishonesty;
- ❖ falsifying reports and/or CCSP records;
- ❖ lude and inappropriate (comments, pictures, ringtones, music, screensavers, desk paraphernalia) and
- ❖ any behavior that can reasonably be viewed as discriminatory.

Employees who engage in any form of misconduct will be subject to disciplinary action up to and including immediate termination in accordance with the State regulations.

Performance Evaluation Procedures

CCSP believes that observations and evaluations are an opportunity for supervisors to celebrate what staff are doing well and to provide specific feedback regarding areas in need of improvement and how improvement can be achieved. 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)

- ❖ Qualified administrative staff (i.e. those holding an NJ Supervisor 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 CCSP Observation Rubric and referencing the employee's lesson plan.
- ❖ 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 Assistants (twice each year)

- ❖ 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.
- ❖ The supervisor observes the lesson utilizing 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.
- ❖ 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 are 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 Chief Advocate (CEO). The original evaluation will be placed in the employee's personnel file.

Employee Discipline

All staff members are expected to observe the 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; the text of the statute, policy, or rule that the member is alleged to have violated; a date when the member may be heard and the administrator who will hear the matter; and the penalty that may be imposed. Any discipline administered by 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 Chief Advocate (CEO) in consultation with the Principals for each campus will address disciplinary matters on a case-by-case basis. Disciplinary 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 Chief Advocate (CEO) 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. The Director of Business Operations (COO) must review all written disciplinary actions prior to presentation to employees.

❖ Smoking

- To promote the health and safety of all students and staff and to promote the cleanliness of school grounds, smoking or use of tobacco products is prohibited in all school facilities and on all school grounds at all times. "Smoking" is defined as the burning of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco. Chewing tobacco is also specifically prohibited.

❖ Gambling

- Illegal gambling is not permitted in or on the school worksite. 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.

Drug and Alcohol Free Workplace

General

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 non-renewal, suspension, or termination at the discretion of the Board. The unlawful manufacture, distribution, dispensing, possession, use 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 non-renewal, 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 non-renewal, suspension, or termination at the discretion of the Board.

The Chief Advocate (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 money shall in addition to complying with the requirements of the program shall also be in strict compliance with this policy.

The Chief Advocate (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.

Drug and Alcohol Testing

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.

Employees

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.

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 should come to work in a button up shirt, and a tie, except in the case of P.E. teachers who need to come dressed appropriately for physical activity. Acceptable pants include the following: slacks, khaki pants, and suits pants, provided they are clean and wrinkle-free. For dress down days staff are to wear college tops or CCSP tops and jeans, unless otherwise specified by the school leadership. Failure to comply may result in written warnings and or full write ups.

Inappropriate items include but are not limited to, sweatpants, wind suits, short shorts, leggings, spandex, 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.

Any items not expressly noted above may be flagged by your supervisor for discussion and failure to comply with . Some items event sensitive. For example: Board meetings require a full suit, field days predicate loose comfortable non offensive attire. It is generally recommended to wear CCSP swag in these cases.

Women should come to work in dress pants, dresses and skirts, and split skirts at or below the knee are acceptable. Dress and skirt length should be at or below the knee. In addition, loafers, dress boots, heels, flats, dress sandals, athletic shoes, clogs and leather deck shoes are acceptable. For dress down days staff is to wear college tops or CCSP tops and jeans, unless otherwise specified by the school leadership. Failure to comply may result in written warnings and or full write ups.

Inappropriate items include but are not limited to tights/leggings, mini-skirts, spaghetti-strap dresses should not be worn. Inappropriate footwear includes the following, flip-flops, slippers, sneakers, and shoes with exceedingly high heels.

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 and communicated to your immediate supervisor.

Failure to comply with the parameters listed above will result in progressive punitive action up to and including termination. The first standard we exhibit to parents, scholars, outside constituents is our attire and we must represent consistent and professional appearance at all times.

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.

COMMUNICATION DEVICES, SYSTEMS AND EQUIPMENT

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 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 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 CCSP, are accessible at all times by CCSP where permitted by applicable law, and are subject to periodic unannounced inspections. Employees must advise 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 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, the sender or the receiver.

Unless otherwise specified and directed, no employee of CCSP should retain work based files on a system, database, flash drive or other external storage facility. Every employee has a G-Suite google account and unlimited online storage. All files should be stored here with ZERO exceptions. You can get instructions on how to access your gmail account via the IT department in the business office.

Employees Have No Right to Privacy in Deleted Information

Deleting or erasing files, information or messages maintained on 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 "deleted" or "erased" by an employee. Because we regularly backup 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 CCSP to have access to private information should not transmit or store it using 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 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;
- ❖ To access the Internet for brief personal searches and enquiries.

All personal communications and stored data will be treated the same as other CCSP communications and data. 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 your own communications equipment.

This includes email communications sent by employees via 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 CCSP can access your personal communications without prior notice and where permitted by applicable law, you should not use any of 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 CCSP's communication devices, systems and equipment for messages that are defamatory, intimidating or threatening in nature. All communications must be professional in nature.

Internet Usage

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 CCSP's computer systems are the property of CCSP and may be accessed only by authorized personnel. No confidential information about 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 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. CCSP reserves for itself the right to monitor your Internet usage and the sites you visit on the Internet. You may not use 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;
- ❖ 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 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 CCSP's Internet service or email service. 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 Website or post messages to Internet newsgroups or discussion groups at Web sites of personal interest. These actions may generate junk electronic mail and may expose 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 CCSP's Internet account could expose 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 CCSP MUST be scanned for viruses and other destructive programs and comply with all applicable copyright laws.

Email Usage

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 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.

Organization-wide emails (All-CCSP, All-Staff etc.) are strictly prohibited without the approval of the Business Office. Failure to comply with this policy will result in punitive action.

Social Networking

While CCSP prohibits employees from engaging in “social networking” during working time, 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®, Instagram® or LinkedIn®); blogs and other online 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 CCSP’s confidential business information. In addition, some readers may view you as a de facto spokesperson for 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 CCSP’s electronic resources.
- ❖ Your social networking may not violate any of CCSP’s policies.
- ❖ If your social networking includes any information related to 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 CCSP, by stating, for example, “The views expressed in this post are my own. They have not been reviewed or approved by CCSP.”
 - Do not defame or otherwise discredit CCSP’s services, or the products or services of its vendors or competitors.
 - Do not use CCSP’s logo, trademark or proprietary graphics or photographs of CCSP’s premises or products.
 - Do not under any circumstances post pictures of student (even if you are in the picture) online.

Violations of the above prescribed policy will be met with punitive action up to and including termination. Misrepresentation of the school’s intent or disclosure of student information without parental consent is a serious offense and may garner litigious responses not only from CCSP but from parents and other third party entities.

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

- ❖ 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 CCSP in any way, please consider whether you are damaging 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, supervisors 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 CCSP or any of CCSP's employees or be prepared to face possible consequences.
- ❖ 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 CCSP will take steps to determine your identity.
- ❖ CCSP may request in its sole and absolute discretion that you temporarily confine your social networking to matters unrelated to CCSP if CCSP determines this is necessary or advisable to ensure compliance with applicable laws.

Voicemail Usage

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. 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.

Security

Building Access

Employees must show their ID and keep it clearly visible when entering and moving about all CCSP campuses. Failure to produce your ID open request is an immediate warning. Second offences are immediate written warning that will be filed in the employee record. Continued infractions will result in further punitive action up to and including termination.

CCSP campuses are open to staff from 8am to 4pm. At all other times, access is limited to Before Care, Security, Custodial, Maintenance, and Afterschool staff with no exceptions.

Weekend access is contingent upon pre-planned activity. Buildings will not be open for general access or non authorized activity with no exceptions. If you would like to request access for non general periods please contact your building leader who will coordinate with the Director of

Business Operations (COO). Access will only allowed via WRITTEN confirmation from the Director of Business Operations (COO).

Violations of this policy will be taken very seriously as the alarms are preprogrammed and emergency services are dispatched when the alarms are tripped.

First violations are a mandatory write up placed in your permanent record. Second violations will be immediate suspension pending an investigation the can lead to termination.

Communication

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 CCSP. Your use of CCSP's communication devices, systems and equipment may be accessed by CCSP without notice and as permitted by applicable law.

You may choose an appropriate password, but you must provide your password to CCSP. You may not establish a password without informing CCSP. You must treat your password as confidential and not share your password with co53 workers. Likewise, you are not to use any other employee's password without the proper authorization.

Facility and Hardware

CCSP equipment may not be shared with anyone if you are not present. All equipment given to employees is the sole responsibility of that employee and the assets provided will be recorded in our inventory system. When you return equipment you must return the same exact equipment issued.

All campus security system, door access passwords and physical keys are property of CCSP and under no circumstances to be shared with either fellow employees or outside constituents without the express written consent of the COO.

Breach of security is a serious offense and punitive action may be taken up to and including termination.

Accessing 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 CCSP's rules and policies. For more information on connecting to 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 CCSP's policy.

GENERAL INFORMATION

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, the date of separation and

rehire. All requests for this file must be submitted to the COO who will process the request in compliance with CCSP procedures and the Open Public Records Act.

Confidential Personnel File

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 the COO and is available for Examination:

At any time, by the Chief Advocate (CEO) or the supervisory personnel he/she designates; 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 Confidential Personnel File

To keep necessary CCSP records up to date, it is extremely important that employees notify the the Business Office of any changes in:

- Name and/or marital status
- Change in dependents
- 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, the COO, School Nurse and the Chief Advocate (CEO) have access to an employee's medical file.

Recordkeeping

Employee files are maintained in the Business Office under the direction of the COO and are at all times, 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 the Director of Business Operations (COO). These requests will be handled in compliance with the law and/or the employee's written authorization. Employees will be allowed to inspect their own personnel files in the presence of the COO; 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 COO. All files must remain in the Business Office locked and secured in fireproof safes.

References

All reference requests about employees must be given to the COO who will disclose to the employers only the former employees' dates of employment, final title or position and eligibility for rehire. With the submission of an Authorization to Release Information, the Director of Business Operations (COO) may provide additional information.

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 are 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. **Under no circumstances should a non-CCSP employee be allowed access to a campus unescorted.**

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 site Operations Manager, the Chief Advocate (CEO), the School Business Administrator (SBA) or 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. Any employee found to exhibit violence will result in immediate suspension and investigation.

Prohibited Conduct

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 School Business Administrator (SBA). If a supervisor receives a report of s/he must report it to the School Business Administrator (SBA) 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.

Background Checks

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 Chief Advocate (CEO) or the SBA 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 SBA oversees CCSP's continuous quality improvement activities. As part of this responsibility the she 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/Chief Advocate, 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 be reported the Chief Advocate (CEO) or Vice Principal immediately. A CCSP Student Incident Report must also be submitted to the Chief Advocate (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 school bus.
- ❖ 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 SBA through the submission of a General Incident Report within 24 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 the Chief Advocate (CEO) or the School Business Administrator (SBA) and the matter will be promptly investigated in accordance with 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 the School Business Administrator (SBA) 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 School Business Administrator (SBA) 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 Chief Advocate (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 School Business Administrator (SBA) reviews the circumstances conducts ongoing 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. (1. Association for Children of New Jersey; included in N.J.S.A. 9:6-8.21(c), 2. New Jersey Department of Education). 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 Chief Advocate (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 Chief Advocate (CEO).

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

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

Staff Satisfaction Survey

Employee feedback is 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 once 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.

Job Related Expenses

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

Parking

CCCP does not own any parking spaces. We lease 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, and 12 month employees automatically receive spaces. All remaining spaces are assigned through seniority and (if needed) a lottery which takes place the last week in August (During Preservice). Reserved parking costs \$60 per month which is paid through a payroll deduction.

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.

Use of CCSP Name/Logo

Use of the name, logo or other official designation of CCSP without the permission of the Chief Advocate (CEO) is prohibited. This includes, but is not limited to, inappropriate use of agency letterhead, business cards, and other printed material. The logo and its representations are intellectual property of the Community Charter School of Paterson. Please consult the Business Office to determine the current standard logo.

Media/Public Relations

Employees must obtain permission from the Chief Advocate (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 Chief Advocate (CEO) or her designee for approval prior to publication or delivery. An employee may not use CCSP letterhead or logo for any personal correspondence or correspondence expressing a personal conclusion or point of view. An employee may not speak to the news media as an official spokesperson of CCSP without prior clearance from the Chief Advocate (CEO). All inquiries from the media should be referred to the Chief Advocate (CEO).

Images of students CANNOT be used in any media or public relations software, documentation, presentation or discourse with the express written consent of the legal guardians. Please ensure that you have the supporting documentation from the legal guardians of the students or you risk exposing CCSP to litigation

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 facility 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 and through your local Operations Manager.

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 Business Office.

SUMMARY

In conclusion, this employee manual attempts to be a comprehensive representation of all aspects of daily life, responsibility, policy and procedures for the Community Charter School of Paterson. This document is a guideline and does not represent or attempt to supercede any state statutes. Any items not covered in this handbook are subject to the governance of school administration and the board of trustees of Community Charter School of Paterson.

RECEIPT OF EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of CCSP's Employee Handbook. I agree to read it thoroughly. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from my supervisor or a member of CCSP's Administrative Team. I understand and accept the goals and mission of CCSP and pledge that I will strongly endeavor to follow the practices of the district so that I can contribute to student success and life achievement.

Employment with CCSP is contractual and employment is offered in annual intervals unless otherwise specified. Your employment is contingent upon successfully meeting the requirements of the annual evaluation outlined in this document, performing your duties in accordance with the policies and procedures outlined in this document, additional guidelines governed by the participation of the local collective bargaining agreement and the funding available to facilitate your position. While CCSP will not terminate your employment abruptly without cause or due notice; If it is determined that you do not meet the criteria above or have participated in unlawful activity, your contract may be rescinded immediately with immediate dismissal.

No representatives of CCSP may enter into any agreements, or make any representations, written or oral, to alter your contract status or otherwise create any contractual obligation between you and CCSP. This Handbook and the policies contained herein are not intended to create (and shall not be construed as creating) a contract (express or implied) for employment between CCSP and any employee. However, to the extent an employee has a contract with CCSP that contains notice of termination provisions, said notice of termination provisions supersede this paragraph. This paragraph shall not apply to employees who have attained streamline tenure by law.

Please sign and date this receipt and return it to your supervisor or the Business Office.

Date:

Signature:

Print Name

APPENDICES

[School Calendar](#)

[Board Meetings](#)

[Organizational Chart](#)

[Key Contacts](#)

[Internal Employment Application](#)

[CCSP Observation Rubrics](#)

[Employee Accident Form](#)

[Emergency Contact Information Form](#)

[Incident Reporting Forms](#)

[Facilities Work Order Form](#)