



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS

4000/page 1 of 2

## 4000 SUPPORT STAFF MEMBERS

#	Description	Approved
4111	Creating Positions	17 Jan. 2017
4124	Employment Contract	8 May 2018
4125	Employment of Support Staff Members	26 June 2014
4130	Assignment and Transfer	17 Jan. 2017
4140	Termination	17 Jan. 2017
4145	Layoffs	17 Jan. 2017
4146	Nonrenewal of Nontenured Support Staff Member	28 Jan. 2014
4146R	Nonrenewal of Nontenured Support Staff Member	28 Jan. 2014
4150	Discipline	17 Jan. 2017
4152	Freezing or Reducing Wages	17 Jan. 2017
4159	School District Reporting Responsibilities	20 Sept. 2016
4160	Physical Examination	13 June 2017
4160R	Physical Examination	13 June 2017
4161	Examination for Cause	17 Jan. 2017
4212	Attendance	8 May 2018
4212R	Professional Staff Attendance Review and Improvement Plan	7 May 2019
4212.3	Consulting Outside the District	14 Feb. 2017
4212.3R	Consulting Outside the District	14 Feb. 2017
4214	Conflict of Interest	14 Feb. 2017
4215	Code of Ethics	14 Feb. 2017
4216	Dress & Grooming	16 Mar. 2017
4216R	Dress & Grooming	16 Mar. 2017
4218	Use, Possession or Distribution of Substances	12 Nov. 2019
4218R	Use, Possession or Distribution of Substances	12 Nov. 2019
4219	Commercial Driver's License Controlled Substance and Alcohol Use Testing	12 Nov. 2019
4220	Employee Evaluation	14 Feb. 2017
4220R	Employee Evaluation	14 Feb. 2017
4230	Outside Activities	12 June 2018
4230R	Outside Activities	12 June 2018
4233	Political Activities	14 Feb. 2017
4233R	Political Activities	14 Feb. 2017
4240	Employee Training	14 Feb. 2017
4240R	Employee Training	14 Feb. 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS

4000/page 2 of 2

#	Description	Approved
4281	Inappropriate Staff Conduct	12 June 2018
4281R	Inappropriate Staff Conduct	12 June 2018
4282	Use of Social Networking Sites	9 May 2017
4283	Electronic Communication between Support Staff Members and Students	14 Oct. 2014
4284	Arrest Notification by Support Staff Members	12 May 2015
4321	Responsible Use of Computer Network(s)/Computers and Resources by Support Staff Members	18 April 2017
4321R	Responsible Use of Computer Network(s)/Computers and Resources by Support Staff Members	18 April 2017
4322	Staff Member's Use of Personal Cellular Telephones/Other Communication Devices	13 Oct. 2015
4324	Right of Privacy	18 April 2017
4352	Sexual Harassment	19 Feb. 2019
4352R	Sexual Harassment of Support Staff Members Complaint	19 Feb. 2019
4360	Support Staff Member Tenure	29 June 2017
4375	In-District Transfer	10 Nov. 2015
4381	Protection Against Retaliation	14 Feb. 2017
4410	Compensation	14 Feb. 2017
4413	Overtime Compensation	14 Feb. 2017
4415	Substitute Wages	9 May 2017
4420	Benefits	14 Feb. 2017
4421.13	Postnatal Accommodations	12 May 2020
4425	Work Related Disability Pay	16 Mar. 2017
4425.1	Modified Duty Early Return to Work Program	16 Mar. 2017
4425.1R	Modified Duty Early Return to Work Program	16 Mar. 2017
4431.1	Family Leave	12 Jan. 2016
4431.3	New Jersey's Family Leave Insurance Program	16 Mar. 2017
4432	Sick Leave	16 Mar. 2017
4432R	Sick Leave	16 Mar. 2017
4433	Vacations	18 April 2017
4433.1	Vacation Blackout Period	13 June 2017
4433.2	Carry Over Vacation Days	13 June 2017
4434	Holidays	18 April 2017
4435	Anticipated Disability	18 April 2017
4436	Personal Leave	18 April 2017
4437	Military Leave	13 Mar. 2018
4438	Jury Duty	18 April 2017



### 4111 CREATING POSITIONS

The Board of Education recognizes its authority to establish support staff positions that, when filled by qualified employees, will assist the district in the achievement of educational goals set by the Board.

The Board will create new positions as required, approve a job title appropriate to the position, and determine the number of persons required to staff adequately each such position.

The Superintendent shall recommend to the Board such new positions or additional staffing in existing positions as may be required by student enrollments and the operational needs of the district.

N.J.S.A. 18A:16-1; 18A:17-24; 18A:28-1

Adopted: 3 December 2008

Adopted: 17 January 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4124/page 1 of 1  
Employment Contract

## 4124 EMPLOYMENT CONTRACT

The Board of Education requires that every nontenured support staff member annually sign an employment contract for a term of not more than one year.

The employment contract shall include the date; name of the employee; the beginning and ending dates of service (fixed term appointment); the salary to be paid and the manner of payment; an authorization for salary deductions as applicable; and such other terms and conditions as may be necessary to a complete statement of the employment relationship.

The contract may include a provision for a probationary employment period with a provision providing the Board the right to terminate the employment of the nontenured support staff member at the completion of the probationary employment period. The contract will include a provision for the termination of nontenured support staff member's contract on sixty (60) days notice duly given by either party.

In the event that the salary entered on the written contract differs from that formally approved by the Board, the salary approved by the Board shall be the salary paid.

Adopted: 3 December 2008  
Adopted: 12 November 2013  
Adopted: 8 May 2018



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4125/page 1 of 2  
Employment of Support Staff Members

## 4125 EMPLOYMENT OF SUPPORT STAFF MEMBERS

The Board of Education believes it is vital to the successful operation of the district that support staff positions be filled with highly qualified and competent professionals.

In accordance with the provisions of N.J.S.A. 18A:27-4.1, the Board shall appoint, transfer, remove, or renew a certificated or non-certificated officer or employee only upon the recommendation of the Superintendent of Schools and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. The Board shall approve the employment, fix the compensation, and establish the term of employment for every support staff member employed by this district.

The Board will employ substitutes for absent support staff members in order to ensure continuity in a program and will annually approve a list of substitutes and rate of pay. The Superintendent or designee shall select substitutes from the list approved by the Board to serve in the place of an absent support staff member.

The Board may use a private contractor to secure a substitute support staff member.

The Board of Education shall not employ for pay or contract for the paid services of any support staff member or any other person serving in a position which involves regular contact with students unless the Board has first determined consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq. that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

An individual employed by the Board or a school bus contractor holding a contract with the Board, in the capacity of a school bus driver, shall be required to meet the criminal history record requirements as outlined in N.J.S.A.18A:39-19.1.

The Board will employ paraprofessional school aides and/or classroom aides to assist in the supervision of student activities under the direction of a Principal, teacher, or other designated certified professional personnel. Aides will serve the needs of students by performing nonprofessional duties and may work only under the direct supervision of a teaching staff member(s).

In accordance with the requirements of *No Child Left Behind Act of 2001*, paraprofessionals hired after January 8, 2002, who work in a program supported with Title I, Part A funds, with certain exceptions, must meet one of the following criteria:

1. Completed at least two years of study at an institution of higher education;
2. Obtained an associate's (or higher) degree; or



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4125/page 2 of 2  
Employment of Support Staff Members

3. Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

Paraprofessional staff working in a Title I school, and whose salary is paid for in whole or in part with Title I funds, must have met one of the criteria listed above by the end of the 2005-2006 school year. The Superintendent will ensure paraprofessionals working in a program supported with Title I funds meet the above stated requirements.

An individual employed by the Board in any substitute capacity or position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1b.

An individual, except as provided in N.J.S.A. 18A:6-7.1g, shall be permanently disqualified from employment or service in the school district if the criminal history record check reveals a record of conviction for any crime or offense as defined in N.J.S.A. 18A:6-7.1 et seq.

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history record check if the Board or contracted service provider demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal history record check is not completed for an emergent hired employee within three months, the Board or contracted service provider may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.

No criminal history record check shall be performed unless the applicant shall have furnished written consent to such a check. The applicant shall bear the cost for the criminal history record check, including all costs for administering and processing the check. The district will deny employment to an applicant if the applicant is required and refuses to submit to a criminal history record check.

The Board of Education prohibits any relative of a Board member or the Superintendent of Schools from being employed in an office or position in the school district in accordance with the provisions of N.J.A.C. 6A:23A-6.2 and Board Policy 0142.1 – Nepotism.

A support staff member's misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:6-7.1; 18A:6-7.1b; 18A:6-7.1c; 18A:6-7.2; 18A:16-1 et seq.;  
18A:26-1 et seq.; 18A:27-1 et seq.; 18A:27-4.1; 18A:27-7; 18A:27-8; 18A:39-19.1

Adopted: 3 December 2008

Adopted: 26 June 2014



### 4130 **ASSIGNMENT AND TRANSFER**

The Superintendent shall make support staff assignments and transfers in the manner best calculated, in his/her judgment, to enhance the educational program.

Procedures for assignment and transfers shall comply with provisions of current negotiated agreements and State and federal law. Discrimination in assignment, transfer, and promotion shall not be tolerated.

Particular attention shall be paid to ensuring that there shall be equivalence of staff among the schools.

N.J.S.A. 34:13A-1 et seq.  
N.J.S.A. 18A:27-4.1

Adopted: 3 December 2008  
Adopted: 17 January 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4140/page 1 of 1  
Termination

## 4140 **TERMINATION**

The Board of Education will enter a contract with each non-tenured support staff member providing, in part, for the termination of employment by either party. The Board may terminate the employment of an employee for incompetence, immorality, unfitness for service, insubordination, reduction in force, or other good cause. Any notification of termination for cause will include a full statement of the reasons for the dismissal on notice duly given a nonprobationary employee.

The Board may terminate an employment contract with a non-tenured support staff member only upon the recommendation of the Superintendent 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. N.J.S.A. 18A:27-4.1.

The Board may temporarily suspend an employee with or without pay and without notice when his/her continued services may be inimical to the interests of students.

N.J.S.A. 18A:6-10; 18A:17-2; 18A:17-3; 18A: 27-4.1

Adopted: 3 December 2008

Adopted: 17 January 2017





# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4145/page 1 of 1  
Layoffs

## 4145 LAYOFFS

The Board of Education shall provide the support staff necessary for the operation of the district in a manner that is efficient and economical.

The Board reserves the right to abolish support staff positions and reduce district staff commensurately whenever reasons of economy, reorganization of the school district, reduction in the number of students, or other good cause so warrant. The Superintendent shall continually review the efficiency and effectiveness of district organization and recommend to the Board the creation and abolishment of support staff positions and the reallocation of duties and positions.

When two or more employees are employed in the same classification of employment in which a position is abolished, the employee shall be reemployed who has demonstrated greater competence.

When, as the result of the abolishment of a position, an employee is demoted in position, the employee shall receive the salary of the position to which he/she has been assigned.

N.J.S.A. 18A:6-10; 18A:17-4

Adopted: 3 December 2008

Adopted: 17 January 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4146/page 1 of 2

Nonrenewal of Nontenured Support Staff Member

## 4146 **NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER**

The Board will renew the employment contract of a nontenured support staff member only upon the recommendation of the Superintendent 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 nontenured support staff member who is not recommended for renewal by the Superintendent is deemed nonrenewed.

When the nontenured support staff member's performance does not meet the standards of the district, the Superintendent shall recommend not renewing the support staff member's contract. Prior to notifying the support staff member of the nonrenewal, the Superintendent will notify the Board of the decision not to renew the support staff member's contract and the reasons for the decision. The Superintendent may notify the Board in a written notice or in executive session at a full Board meeting. In the event the Board is notified in executive session, the Superintendent will comply with the requirements of the Open Public Meetings Act and provide reasonable notice to the nontenured support staff member their employment will be discussed in executive session in order for the support staff member to exercise their statutory right to request a public discussion.

The Superintendent shall notify each nontenured support staff member to whom reemployment will not be offered in writing in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. Paraprofessionals continuously employed since the preceding September 30 as a school aide or classroom aide in a school district that receives funding under Title I of the Federal Elementary and Secondary Education Act of 1965 shall be notified of renewal or nonrenewal on or before May 15 in each year in accordance with the provisions of N.J.S.A. 18A:27-10.2.

A nontenured support staff member whose contract is not renewed shall have the right to a written statement of the reasons for nonrenewal, provided the request for the statement of reasons is made within fifteen days of the Superintendent's written notification of nonrenewal to the support staff member. The statement of reasons shall be provided to a nontenured support staff member within thirty days after the receipt of the request.

Whenever a nontenured support staff member has requested in writing and received a written statement of reasons for non-reemployment, the nontenured support staff member shall have the right to an informal appearance before the Board to permit the support staff member an opportunity to convince the members of the Board to offer reemployment, 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 Superintendent. The informal appearance before the Board shall be held in accordance with the provisions of N.J.A.C. 6A:10-8.1.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4146/page 2 of 2

Nonrenewal of Nontenured Support Staff Member

The Board is not required to offer reemployment or vote on reemployment after an informal appearance with a nontenured support staff member who was not recommended for reemployment by the Superintendent. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured support staff member reemployment after the informal appearance before the Board. The support staff member will be notified of the Board's final determination within three days following the informal appearance before the Board.

The provisions as outlined in Policy and Regulation 4146 may be revised or adjusted by the Superintendent of Schools to be in accordance with the terms and timelines of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties provided the terms are not contrary to any statute, administrative code, or any management rights of the Board.

This policy does not apply to the contract renewal of the Treasurer of School Moneys, Board Auditor, Board Attorney or Board Secretary, except a Board Secretary who performs business administration functions.

N.J.S.A. 18A:27-4.1

Adopted: 3 December 2008

Adopted: 28 January 2014



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4146/page 1 of 4

Nonrenewal of Nontenured Support Staff Member

## R 4146 **NONRENEWAL OF NONTENURED SUPPORT STAFF MEMBER**

### A. Evaluations

1. Each nontenured support staff member shall be evaluated at least one time each school year.
2. Evaluations shall set forth both the strengths and weaknesses of the nontenured support staff member in order to provide an accurate assessment of his/her performance and to encourage the improvement of that performance.
3. Supervisors shall constructively point out performance deficiencies and offer assistance to nontenured support staff members in the improvement of professional skills.

### B. Nonrenewal Recommendation

1. When a nontenured support staff member's performance does not meet the standards of the district, the support staff member's immediate supervisor shall recommend to the Superintendent, no later than April 1, that the support staff member should not be reemployed in the following school year.
2. The nontenured support staff member shall be informed by the Superintendent of Schools, in writing, that employment for the next succeeding school year will not be offered. This written notice shall be provided to the nontenured support staff member in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties.
3. The decision by the Superintendent for nonrenewal may be based upon the nontenured support staff member's evaluations, job performance, or any factor affecting his/her employment in this district.
4. A nontenured support staff member's contracts can only be renewed upon the Superintendent's recommendation and a majority vote of the full Board. The Board may not withhold its approval for arbitrary and capricious reasons.



# Policy/Regulations

East Orange Board of Education

## SUPPORT STAFF MEMBERS - REGULATION

R 4146/page 2 of 4

### Nonrenewal of Nontenured Support Staff Member

#### C. Nonrenewal Action

1. The Superintendent will notify the Board members of the recommendation not to renew the nontenured support staff member's contract before notifying the support staff member of the recommendation to not renew. The Superintendent may notify the Board members of the recommendation not to renew the nontenured support staff member's contract and the reasons for the recommendation in a written notice to the Board. In the alternative, the Superintendent may notify the Board members of the recommendation not to renew a nontenured support staff member in executive session. Using this option, or the Board will meet in executive session to review the Superintendent's decision(s) for nonrenewal of nontenured support staff members. Notice of the executive session shall be given in accordance with N.J.S.A. 10:4-13 and the individual notice shall be given, not less than forty-eight hours in advance of the meeting, to those nontenured support staff members whose possible nonrenewal will be discussed at the meeting. If any such employee requests the discussion take place in public, the recommendation for his/her nonrenewal will be severed from any other nonrenewal recommendation will be scheduled for discussion at a public meeting.
2. A nontenured support staff member not renewed by the Superintendent is deemed not renewed. A Board vote is not required on the Superintendent's decision(s) to not renew a nontenured support staff member's contract.

#### D. Notice of Nonrenewal

1. Notice of the Superintendent's decision not to renew shall be given to each nontenured support staff on or before May 15. The Board may delegate the Superintendent or the Board Secretary to give the written notice of nonrenewal in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. The Board may delegate the Superintendent or the Board Secretary to give the written notice of nonrenewal.
2. The nonrenewal notice shall be in writing and provided to the nontenured staff member not recommended for renewal in accordance with the terms of any applicable collective bargaining agreement, individual contract, or any other agreement between the parties. If hand delivered, a record shall be made of the date on which delivery was made. If sent by mail, the notice shall be sent registered mail, return receipt requested, to the nontenured support staff member's address of record.

#### E. Request for Statement of Reasons



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4146/page 3 of 4

#### Nonrenewal of Nontenured Support Staff Member

1. A nonrenewed support staff member will be given a written statement of the reasons for which he/she was not renewed provided the support staff member's request for a statement of reasons has been received by the Superintendent within fifteen calendar days after the support staff member has received written notice of his/her nonrenewal.
  2. The statement of reasons for a nonrenewal will set forth, with as much particularity as possible, the precise reasons for the nonrenewal. Where the nonrenewal is based on performance deficiencies recorded in the employee's evaluations and the employee has been given a copy of those evaluations, the statement of reasons may incorporate the evaluations by reference.
  3. The statement of reasons may be prepared by the Superintendent or the Board Secretary and shall be delivered to the employee who requested it within thirty calendar days after the receipt of the employee's request.
- F. Nonrenewal Appearance
1. A support staff member who has requested a statement of reasons for his/her nonrenewal will be granted an informal appearance before the Board to discuss those reasons, provided that he/she had submitted to the Superintendent a written request for such an appearance no later than ten calendar days after the support staff member's receipt of the written statement of reasons.
  2. A date for the informal appearance shall be scheduled within thirty calendar days from the support staff member's receipt of the Board's statement of reasons. The appearance shall be conducted at an executive session for which notice has been given in accordance with N.J.S.A. 10:4-13. The Board will determine a reasonable length of time to be devoted to the appearance, depending upon each instance's specific circumstances. The proceeding of an informal appearance before the Board may be conducted pursuant to N.J.A.C. 10:4-12(b)(8).
  3. The support staff member requesting the appearance shall be given written notice, no later than forty-eight hours in advance of the meeting at which it is scheduled, of the date, time, place, and duration of the appearance.
  4. The purpose of the appearance shall be to permit the nonrenewed support staff member to convince the members of the Board to offer reemployment. To those ends, the appearance shall be informally conducted. This appearance provides a mechanism by which the nontenured support staff member, whose renewal has not been recommended by the Superintendent, can appeal to the Board, on which the Superintendent sits as a non-voting member pursuant to N.J.S.A.18A:17-20. The proceeding of an informal appearance before the Board



# Policy/Regulations

East Orange Board of Education

## SUPPORT STAFF MEMBERS - REGULATION

R 4146/page 4 of 4

### Nonrenewal of Nontenured Support Staff Member

shall be conducted with the President of the Board presiding and the appearance shall not be an adversary proceeding.

5. The support staff member may be represented by an attorney or by one individual of his/her choosing. He/She may present witnesses to testify on in his/her behalf. Witnesses do not need to present testimony under oath, and their statements will be recorded. The Board will hear witnesses and shall not cross-examine them. Witnesses will be called into the meeting to address the Board one at a time and shall be excused from the meeting after making their statements.

#### G. Final Determination

1. A nontenured support staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board vote is required on the Superintendent's recommendation(s) to not renew a nontenured support staff member. However, after an informal appearance before the Board, the Superintendent may make a recommendation for reemployment to the voting members of the Board. The voting members of the Board, by a majority vote of the full Board in public session, must approve the re-employment based on the Superintendent's recommendation.
2. The Board may, with a majority vote of its full membership in public session and without the recommendation of the Superintendent, offer the nontenured support staff member reemployment after the informal appearance before the Board.
3. The final determination will be delivered to the nontenured support staff member, in writing, no later than three days following the informal appearance. The Board may delegate the Superintendent or the Board Secretary to deliver the final determination.

Issued: 3 December 2008

Issued: 28 January 2014



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4150/page 1 of 1  
Discipline

## 4150 DISCIPLINE

The Board of Education directs all support staff members to observe statutes, 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.

The immediate supervisor, in consultation with the Director for Division of Labor Relations and Employment Services, 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.

In the event disciplinary action is contemplated, notice will be given to the employee in ordinary and concise language of the specific acts and omissions upon which the disciplinary action is based; the text of the statute, policy, rule, or regulation that the employee is alleged to have violated; and the penalty that is being recommended and/or may be ultimately imposed.

N.J.S.A. 18A:25-7; 18A:27-4

N.J.S.A. 34-13A-1 et seq.; 34:19-1

Adopted: 3 December 2008

Adopted: 17 January 2017





# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4152/page 1 of 1  
Freezing or Reducing Wages

## 4152 **FREEZING OR REDUCING WAGES**

The Board of Education recognizes that any advancement on a salary guide, including annual increments and raises, is not automatic but rests within the discretion of the Board.

Advancement on any salary guide shall require favorable reports covering the employee's competence and thoroughness in the performance of assigned duties as well as the employee's record of attendance and compliance with district regulations.

The Superintendent shall base a recommendation for wage freeze on evaluations of the employee's performance and conduct. The Superintendent must also show to the satisfaction of the Board that the standards by which an employee has been evaluated are not exceptional or unusual and are expected of all employees in a similar classification.

N.J.S.A. 18A:29-14

Adopted: 3 December 2008

Adopted: 17 January 2017



SUPPORT STAFF MEMBERS - POLICY  
4159/page 1 of 1  
School District  
Reporting Responsibilities  
Aug 10

## 4159 **SCHOOL DISTRICT REPORTING RESPONSIBILITIES**

All support staff members shall be required to report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment. For purposes of this policy, "support staff members" shall include all school district employees who hold a position in the school district for which no certificate issued by the New Jersey State Board of Examiners is required.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the support staff member. Such support staff members shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for disciplinary action, which may include termination or non-renewal of employment in accordance with law.

Support staff members are required to report their arrest or indictment for any crime or offense in accordance with Policy 3159 and N.J.A.C. 6A:9B-4.3.

The school district shall make these reporting requirements known to all new support staff members upon initial employment and to all employees on an annual basis.

Adopted: 11 January 2011

Adopted: 20 September 2016



### 4160 **PHYSICAL EXAMINATION**

The Board of Education requires each candidate for employment who receives a conditional offer of employment to undergo a physical examination(s) to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA).

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

The physical examination shall include, but is not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include a health screening to include, but limited to: height and weight; blood pressure; pulse and respiratory rate; vision screening and hearing screening.

Candidates for employment who have received a conditional offer of employment will be required to be tested for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2. This testing will be completed in accordance with New Jersey Department of Health and Department of Education guidelines. Testing for the usage of controlled or dangerous substances, if required by the Board, will be required for all candidates for employment who have received a conditional offer of employment.

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy performed by a physician or institution designated by the Board. However, the candidate shall bear the cost if the examination is performed by a physician or institution designated by the candidate with approval of the Board. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

School employee physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4160/page 2 of 2  
Physical Examination

All staff members' medical and health records, including computerized records, will be secured stored, and maintained separately from other personnel files. The information contained in medical records will be kept confidential. Only the staff member and the Superintendent or his/her designee shall have access to medical information regarding an individual employee. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5. The staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the staff member may also choose to share with the staff member's Building Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

Additional individual psychiatric or physical examinations of any staff member may be required by the Board whenever, in the judgment of the Board, a staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 3161 or disability in accordance with Policies 3425 and 3435.

42 U.S.C.A. 12101  
N.J.S.A. 18A:16-2  
N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted: 3 December 2008  
Adopted: 17 January 2017  
Adopted: 13 June 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4160/page 1 of 5

Physical Examination

**M**

## R 4160 PHYSICAL EXAMINATION

### A. Definitions

1. "Employee" or "staff member" means the holder of any full-time or part-time position of employment.
2. "Health history" means the record of a person's past health events obtained in writing, completed by the individual or their physician.
3. "Health screening" means the use of one or more diagnostic tools to test a person for the presence or precursors of a particular disease.
4. "Physical examination" means the assessment of an individual's health by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant.
5. "Physician assistant" means a health care professional licensed to practice medicine with physician supervision.

### B. Employees' Initial Physical Examinations – Candidates for Employment Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment shall be required to undergo a physical examination. The physical examination shall include, but is not limited to a health history and health screenings to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board's requirements for the physical examination.
  - a. A health history shall include, but is not limited to, the candidate's:
    - (1) Past serious illnesses and injuries;
    - (2) Current health problems;
    - (3) Allergies; and
    - (4) Record of immunizations.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4160/page 2 of 5  
Physical Examination

- b. A health screening shall include his/her, but is not limited to:
  - (1) Height and weight;
  - (2) Blood pressure;
  - (3) Pulse and respiration rate;
  - (4) Vision screening;
  - (5) Hearing screening;
- C. Medical Requirements Upon Employment
  - 1. A Mantoux tuberculosis test shall be given prior to employment of all newly hired staff members (full-time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.
    - a. Tuberculosis testing is not required:
      - (1) For new staff members, student teachers, and contractors of the school district 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; or
      - (2) For a school district staff member 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.
    - b. Staff members, student teachers, contractors or volunteers who have contact with students and claim a 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 staff member, student teacher, contractor, or volunteer does not have an active disease.



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4160/page 3 of 5  
Physical Examination

- (1) The school district shall determine the criteria essential to document a valid religious exemption.
    - c. Procedures for the administration of the Mantoux tuberculosis test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in accordance with the guidelines and requirements issued by the State Department of Health.
  2. An individual teaching staff member may provide health status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the teaching staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.
- D. Health Records
1. All health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files.
  2. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.
- E. Employees' Physical Examination and Medical Updates
1. School employee physicals, examinations and/or annual medical updates shall not require disclosure of HIV status.
- F. Testing for Usage of Controlled or Dangerous Substances for Candidates Who Have Received a Conditional Offer of Employment
1. Candidates for employment who have received a conditional offer of employment will be required to complete testing, conducted at the Board's expense, for the usage of controlled dangerous substances as they are defined in N.J.S.A. 2C:35-2.
    - a. Candidates will be allowed privacy during specimen collection. Control and accountability of specimens will be maintained with a chain of custody in accordance with accepted practices and as recommended by the approved laboratory. A laboratory approved by the New Jersey Department of Health will be selected by the Board for such testing.



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4160/page 4 of 5  
Physical Examination

- b. The laboratory will conduct the test in accordance with industry standard practices for testing for controlled dangerous substances.
  - c. A Medical Review Officer, who is a licensed physician will review the final results of all positive tests to determine if there is a medical explanation for the results. The Medical Review Officer will review the candidate's medical history and may conduct a medical interview with the candidate to determine any relevant factors contributing to the results of the test. The Medical Review Officer will communicate the results of an investigation regarding positive drug tests to the candidate and to the Superintendent.
  - d. The ADA prohibits employment discrimination against qualified individuals with disabilities. Persons who use drugs illegally (the use of controlled dangerous substances (CDS) and the illegal use of prescription drugs) are not protected by the ADA.
  - e. After a conditional offer of employment, the school district administration and/or the Medical Review Officer may ask the candidate questions concerning present drug or alcohol use; however, information obtained may not be used to exclude an individual with a disability, based on the disability, unless it can be shown that the reason for exclusion meets the following three tests:
    - (1) It must be job-related and cannot be met with reasonable accommodation;
    - (2) It must be consistent with the demonstrated necessity of conducting business; and
    - (3) It must be related to legitimate job criteria.
  - f. The school district shall refuse to hire a candidate based upon a test result that indicates the illegal use of drugs as confirmed by the Medical Review Officer. This action shall be taken even if the candidate claims he/she recently stopped illegally using drugs.
2. The Superintendent will confer with the Medical Review Officer regarding all positive tests to prevent any ADA violation.
  3. Testing for controlled or dangerous substances will be required for all candidates for employment who receive a conditional offer of employment.





# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4160/page 5 of 5  
Physical Examination

G. Review of Examinations and Assessments

1. The results of the physical examination of a candidate for employment who has received a conditional offer of employment will be reviewed by the school physician who, in consultation with the Superintendent or his/her designee, will determine the candidate's physical and mental fitness to function with reasonable accommodation in the position for which he/she has made application. That determination will be made a part of the candidate's application.

H. Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment

1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:
  - a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations and assessments;
  - b. The required examinations and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and
  - c. If it is determined upon completing the examination(s) or assessment(s) the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.

Adopted: 3 December 2008

Adopted: 17 January 2017

Adopted: 13 June 2017



### 4161 EXAMINATION FOR CAUSE

The Board of Education may, in accordance with law, require the psychiatric or physical examination of any support staff member who shows evidence of deviation from normal physical or mental health.

The Superintendent shall recommend to the Board the examination of any support staff member whose physical or mental condition so departs from normal health as to adversely affect the performance of the member's duties. Any such recommendation must be accompanied by competent evidence. If the Board determines that deviation from normal health has been demonstrated, it may require that the member submit to a physical or mental examination.

A requirement for physical or mental examination shall be made known to the employee by written notice setting forth the nature of the examination required, the reasons for the requirement, and a statement offering the member the opportunity to appear before the Board to explain or refute those reasons, provided any such hearing is requested in writing within five working days of the receipt of the notice.

A support staff member who fails to request an appearance before the Board within the time permitted or, having appeared before the Board, fails to persuade the Board that he/she should not be required to submit to the required examination shall be ordered to submit to an appropriate examination by a physician or institution designated by the Board and at the Board's expense.

The support staff member may, at his/her option, submit names of physicians or institutions to the Board for consideration to complete the appropriate examination(s). The Board is not required to designate a physician or institution submitted for consideration by the support staff member, but the Board will not act unreasonably in withholding its approval of a physician or institution submitted by a support staff member. The cost of the examination will be borne by the Board if the Board designates a physician or institution from the names submitted from the support staff member.

If the support staff member's request is denied, or if the support staff member does not request the Board to consider a physician or institution, the staff member may elect to submit to an appropriate examination conducted by a physician or institution of the support staff member's own choosing and at his/her expense, provided the physician or institution so chosen is approved by the Board, pursuant to N.J.S.A. 18A:16-3, and is authorized and directed by the member to report the results of the examination to the Board.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4161/page 2 of 2  
Examination for Cause

If the results of the examination show mental abnormality or communicable disease, the support staff member shall be placed on sick leave and compensated in accordance with his/her sick leave entitlement, if any, until proof of recovery, satisfactory to the Board, is furnished. No leave of absence granted under this policy shall exceed the term of the contract of a nontenured support staff member or a period of two years in the case of a tenured support staff member.

A support staff member who refuses to submit to the examination required by the Board and has exhausted the hearing procedures established by law and this policy shall be subject to discipline, which may include the certification of tenure charges to the Commissioner of Education.

42 U.S.C.A. 12101  
N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-4; 18A:30-1 et seq.  
N.J.A.C. 6A:32-6.3

Adopted: 3 December 2008  
Adopted: 17 January 2017



### 4212 ATTENDANCE

Employee attendance is an important factor in the successful operation of any school district and in the maintenance of the continuity of the educational program. The Board of Education is vitally and continually interested in the attendance of each employee and considers satisfactory attendance an important criterion of satisfactory job performance. Therefore, to foster and maximize staff attendance at the 95 percent level, an attendance improvement program shall be developed and implemented.

The regular and prompt attendance of support staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a staff member's job performance.

A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include the withholding of a salary increment, dismissal, and/or certification of tenure charges.

In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the support staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the collective bargaining agreement negotiated with the member's majority representative, in an individual employment contract, or provided in the policies of the Board. In accordance with N.J.S.A. 18A:30-4, the Superintendent or Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among the staff members. The review will include the collection and analysis of attendance data, the training of support staff members in their attendance responsibilities, and the counseling of support staff members for whom regular and prompt attendance is a problem.

#### **Definitions**

**Sickness or illness** may be defined as a physical or mental impairment which can be certified by a physician, if needed. It tends to debilitate a person to the extent that it reduces his/her effectiveness on the job and may be classified as short-term or long-term.

**Short-term occasional illnesses** are sporadic periods of absences over a long duration, each of which usually consists of one to three days.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4212/page 2 of 2  
Attendance

**Long-term occasional illnesses** are absences over a long duration, consisting of four days or more, in which a staff member is absent because of a legitimate ailment. All staff members must be cleared by the Division of Labor Relations and Employment Services prior to returning to their assignment.

N.J.S.A. 18A:30-1 et seq.

Adopted: 3 December 2008

Adopted: 11 June 2013

Adopted: 12 May 2015

Adopted: 8 May 2018



# Policy/Regulations

East Orange Board of Education

SUPPORT MEMBERS - REGULATION  
R 4212/page 1 of 16  
Professional Staff Attendance Review and  
Improvement Plan

## **4212R Professional Staff Attendance Review and Improvement Plan**

The purpose of the Attendance Improvement Plan (AIP) is to encourage District staff members to report to work and to arrive at work on time. One of the District's most valuable resources is its staff. Every employee of the District has an obligation to perform with regularity the functions for which he/she was hired. It is the intent of the District to manage employee absenteeism and lateness in a fair and consistent manner. **The Attendance Improvement Plan applies to all employees including Instructional Staff members.**

In the event an employee does not call in to report his/her absence and does not report to work, the employee should be issued a written AWOL letter of warning if he/she has no prior disciplinary record of AWOL violations. [A sample of this letter may be found on page 13]. If the employee has a prior disciplinary record for AWOL violations, disciplinary action should be requested. [A sample of this letter may be found on page 14.]

If questions are raised regarding missing documentation an employee claims were previously submitted, a follow-up communication indicating what the results of a search yielded is appropriate. **Please be reminded that all medical documentation must be submitted to the Division of Labor Relations and Employment Services (LRES), not to the schools/locations. LRES will confirm the existence and validity of all medical certifications with location administrators.**

If an employee indicates that documentation is available but not currently in his/her possession, a final date for submission should be set during the conference (not more than five (5) working days later). If the date passes without receipt of the documentation, a follow-up communication should be issued, to support the fact that an opportunity was granted to the employee for submission of appropriate documents.

Any and all copies of correspondence to an employee should be forwarded to the appropriate union.

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



# Policy/Regulations

East Orange Board of Education

SUPPORT MEMBERS - REGULATION  
R 4212/page 2 of 16  
Professional Staff Attendance Review and  
Improvement Plan

## DEFINITIONS

### 1. **Absent Without Leave (AWOL)**

All employees are required to report their absences to their respective supervisor prior to their scheduled start time. Any employee who does not provide notification of his/her absence shall be considered AWOL and will be recorded accordingly. Any employee who is absent from duty for five (5) or more consecutive days without the approval of his/her supervisor shall be considered to have abandoned his/her position.

### 2. **Administrative Day**

An approved and scheduled school and/or central office closing.

### 3. **Administrative Day (Weather)**

The District schools and/or central office have been officially closed due to actual or impending weather conditions.

### 4. **Administrative Leaves of Absence**

An employee has received formal notice of an administrative leave of absence with or without pay from assigned duties and responsibilities. These days are not counted as occasional absences and will not be counted against an employee's leave allotment.

### 5. **Bereavement**

An employee has reported absence under the appropriate contractual bereavement provision. These days are not counted as an occasional absence and are not counted against an employee's leave allotment.

### 6. **Board-Approved Leaves of Absence**

The Board has approved an extended leave of absence. These days are not counted as occasional absences and may or may not be counted against an employee's leave allotment.



# Policy/Regulations

East Orange Board of Education

SUPPORT MEMBERS - REGULATION  
R 4212/page 3 of 16  
Professional Staff Attendance Review and  
Improvement Plan

**7. Military Duty**

An employee has received formal notice of requirements to report for duty (national guard/reserves) and has submitted a formal request for a leave of absence to the Division of Labor Relations and Employment Services, with a copy to his/her location supervisor. These days are not counted as an occasional absence and are not counted against an employee's leave allotment.

**8. Occasional Absence**

An absence from work due to valid causes or reasons beyond one's control, such as accidents or illness.

All staff absences are considered occasional absences **exclusive** of the following: bereavement, professional days, jury duty, military duty, authorized vacation, board-approved leaves of absence, authorized workers' compensation leave, and court appearance to testify on behalf of the Board (subpoena).

**9. Professional Day**

An employee has received authorization for absence due to board-approved professional reasons; including but not limited to: workshops, conferences, conventions, in-service seminars and out-of-district visitations. These day are not counted as occasional absences and are not counted against an employee's available leave allotment.

**10. Sick**

***N.J.S.A.18A:30-1 - Definition of sick leave.*** Sick leave is hereby defined to mean the absence from his or her post of duty, of any person because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such a disease in his or her immediate household.

**a. Sick with documentation**

An employee has reported absence due to personal illness and has submitted doctor's certification for the date(s). These days are included in counting occasional absences.





# Policy/Regulations

East Orange Board of Education

SUPPORT MEMBERS - REGULATION  
R 4212/page 4 of 16  
Professional Staff Attendance Review and  
Improvement Plan

**b. Sick without documentation**

An employee has reported absence due to personal illness and has not submitted doctor's certification for the date(s). These days are included in counting occasional absences.

**Please note:**

Personal illness of three (3) or more consecutive days are counted together as one long-term absence; however, **all** days are recorded

Any employee with three (3) or more consecutive absences must report to the Division of Labor Relations and Employment Services with a note from their physician, to be cleared before returning to their work assignment/location.

**11. Subpoena/Jury Duty**

An employee has been lawfully served with a subpoena to appear in court on behalf of the District or served with a jury duty notice. These days are not included in counting occasional absence and are not counted against an employee's leave allotment.

**12. Suspension**

An employee has received formal notice of suspension with or without pay from assigned duties and responsibilities.

**13. Termination**

An employment relationship with the school district has ended.

**14. Union Business**

An employee has received approval from the Division of Labor Relations and Employment Services for absence due to union business in accordance with contractual provisions.

**15. Vacation**

Vacation days are not counted as occasional absences for the AIP. Inclusion is solely for notation purposes.



# Policy/Regulations

East Orange Board of Education

SUPPORT MEMBERS - REGULATION  
R 4212/page 5 of 16  
Professional Staff Attendance Review and  
Improvement Plan

**16. Workers' Compensation Leave**

An employee has sustained an injury arising out of and in the course of employment, has accepted claim and has received authorization from the Division of Labor Relations and Employment Services for absence.

**ADMINISTRATORS'/SUPERVISORS' RESPONSIBILITIES WHEN AN EMPLOYEE HAS NOT RECEIVED PRIOR DISCIPLINE**

**A. CHRONIC /EXCESSIVE ABSENTEEISM**

**PHASE I - SCHEDULE CONFERENCE AND CONFIRM CONFERENCE IN WRITING**

1. **After three (3) occasional absences for ten (10) month employees or four (4) for twelve (12) month employees within a fiscal year (July 1 - June 30)**, the location administrator shall schedule an informal conference with the employee to discuss his/her attendance, related issues and advise the employee that he/she has been verbally warned.

The principal or location administrator shall discuss the number of absences, the reasons for the absences, the impact of the absences on the educational program of the school or department, the relationship between the absences and the employee's performance evaluation, the pattern of absences (if any), the District's policy on staff attendance, and the employee's attendance record from prior school years.

2. A sample of the letter scheduling the conference can be found on page 10.
3. All district collective negotiations agreements allow the employee to request and to have a union representative present for conferences. It is the employee's responsibility to both request, and arrange for, union representation.
4. A letter must go out confirming the conference and informing the employee that he/she has been verbally warned regarding attendance. A sample of the confirmation of conference letter can be found on page 11.



# Policy/Regulations

East Orange Board of Education

SUPPORT MEMBERS - REGULATION  
R 4212/page 6 of 16  
Professional Staff Attendance Review and  
Improvement Plan

The following absences are not to be considered when calculating the days:

- Bereavement
- Jury Duty
- Military Duty
- Board-approved professional days
- Board-approved leaves of absence
- Court appearance to testify on behalf of the Board
- Authorized workers' compensation leave
- Authorized vacation

***Please Note:***

Personal illness of three (3) or more consecutive days are counted together as one long term absence; however, all days are recorded

Any employee with three (3) or more consecutive absences must report to the Division of Labor Relations and Employment Services with a note from their physician, to be cleared before returning to their work assignment/location.

**PHASE II - ISSUE WRITTEN WARNING**

1. **After six (6) occasional absences for ten (10) month employees or eight (8) for twelve (12) month employees within a fiscal year (July 1 - June 30),** the location administrator shall issue a written warning to the employee.
2. The letter should include specifics, such as dates of absences and confirmation of the Phase I AIP counseling/verbal warning. A sample of the letter to the employee may be found on page 11.

The following absences are not to be considered when calculating the days:

- Bereavement
- Jury Duty
- Military Duty
- Board-approved professional days
- Board-approved leaves of absence
- Court appearance to testify on behalf of the Board
- Authorized workers' compensation leave
- Authorized vacation



# Policy/Regulations

East Orange Board of Education

SUPPORT MEMBERS - REGULATION  
R 4212/page 7 of 16  
Professional Staff Attendance Review and  
Improvement Plan

## **PHASE III - MEETING WITH THE DIRECTOR OF LABOR RELATIONS AND EMPLOYMENT SERVICES**

**After nine (9) occasional absences for ten (10) month employees or eleven (11) for twelve (12) month employees within a fiscal year (July 1 - June 30),** the location administrator shall arrange for the employee to meet with the Director of Labor Relations and Employment Services. The location administrator may be requested to attend the meeting if circumstances warrant.

The following absences are not to be considered when calculating the days:

- Bereavement
- Jury Duty
- Military Duty
- Board-approved professional days
- Board-approved leaves of absence
- Court appearance to testify on behalf of the Board
- Authorized workers' compensation leave
- Authorized vacation

The conference will focus on the relationship between the employee's performance, attendance and the District's goal of improving student achievement. The conference will include, but not be limited to, a discussion of the following:

- The total number of absences
- Number of absences/incidents
- Pattern of absences (if any)
- Reasons for absence
- Impact of absence on the educational program

## **PHASE IV - REQUEST DISCIPLINARY ACTION**

1. After any employee incurs absences in addition to those outlined in Phase III, the location administrator may request disciplinary action.
2. A sample of the letter to be issued to the employee may be found on page 13.
3. Requests for disciplinary action must be forwarded to the Division of Labor Relations and Employment Services.



# Policy/Regulations

East Orange Board of Education

SUPPORT MEMBERS - REGULATION  
R 4212/page 8 of 16  
Professional Staff Attendance Review and  
Improvement Plan

## **B. CHRONIC/EXCESSIVE LATENESS (TARDIES)/EARLY DEPARTURES**

### **PHASE I - SCHEDULE CONFERENCE AND CONFIRM CONFERENCE IN WRITING**

1. **After three (3) late arrivals and/or early departures within a fiscal year**, the location administrator shall schedule an informal conference with the employee to discuss his/her punctuality, related issues and advise the employee that he/she has been verbally warned. A sample of the letter scheduling the conference can be found on page 10.
2. All district collective negotiations agreements allow the employee to request and have present union representation for conferences. It is the employee's responsibility to both request, and arrange for, union representation.
3. A letter must go out confirming the conference and informing the employee that he/she has been verbally warned regarding punctuality and early departures. A sample of the confirmation of conference letter can be found on page 11.

### **PHASE II - WRITTEN WARNING**

1. **After five (5) late arrivals and/or early departures within a fiscal year**, the location administrator shall issue a written warning to the employee.
2. The letter should include specifics, such as dates and confirmation of the Phase I AIP counseling/verbal warning. A sample of the letter to the employee may be found on page 11.

### **PHASE III - REQUEST DISCIPLINARY ACTION**

1. **After seven (7) late arrivals and/or early departures within a fiscal year**, the location administrator may request disciplinary action.
2. A sample of the letter to the employee may be found on page 13.

## **ADMINISTRATOR'S/SUPERVISOR'S RESPONSIBILITIES WHEN AN EMPLOYEE HAS RECEIVED PRIOR DISCIPLINE**

When an employee has received prior discipline, it is not necessary to start from the beginning of the discipline process. There are only two (2) phases to this process: (1) issue a letter of warning, (2) request disciplinary action.



# Policy/Regulations

East Orange Board of Education

SUPPORT MEMBERS - REGULATION  
R 4212/page 9 of 16  
Professional Staff Attendance Review and  
Improvement Plan

## A. CHRONIC/EXCESSIVE ABSENTEEISM

### PHASE I - ISSUE WRITTEN WARNING

1. If the employee's attendance pattern does not improve (meaning he/she continues to be absent) issue a warning letter. Refer to page 12 for a sample letter. At this point, it is recommended that you meet with the employee to advise him/her that if improvement is not made, harsher disciplinary action will be taken.

### PHASE II - REQUEST DISCIPLINARY ACTION

1. If the employee's sub-standard attendance pattern continues, the location administrator may request disciplinary action.
2. A sample of the letter to be issued to the employee may be found on page 13.
3. Requests for disciplinary action must be forwarded to the Division of Labor Relations and Employment Services.

## B. CHRONIC/EXCESSIVE LATENESS (TARDIES)/EARLY DEPARTURES

### PHASE I - ISSUE WRITTEN WARNING

1. If the employee's punctuality does not improve (meaning he/she continues to arrive to work late and/or leaves early) issue a warning letter. Refer to page 12 for a sample letter. At this point, it is recommended that you meet with the employee to advise him/her that if improvement is not made, harsher disciplinary action will be taken.

### PHASE II - REQUEST DISCIPLINARY ACTION

1. If the employee's sub-standard attendance pattern continues, the location administrator may request disciplinary action.
2. A sample of the letter to be issued to the employee may be found on page 13.
3. Requests for disciplinary actions must be forwarded to the Division of Labor Relations and Employment Services.



# Policy/Regulations

East Orange Board of Education

SUPPORT MEMBERS - REGULATION  
R 4212/page 10 of 16  
Professional Staff Attendance Review and  
Improvement Plan

Sample Letter

**Three (3) or Four (4) Occasional Absences**

**Or**

**Three (3) Tardies/Early Departures**

Date

Employee Name, ID #

Title/Position

Work Location

Re: AIP Conference

Dear \_\_\_\_\_:

It has come to my attention that your number of occasional absences or number of tardies/early departures now stands at \_\_\_\_\_ days/instances.

You are requested to appear in my office on \_\_\_\_\_ at \_\_\_\_\_ for a conference to discuss your absences.

Sincerely,

c: LRES  
Union (insert appropriate union)  
File



# Policy/Regulations

East Orange Board of Education

SUPPORT MEMBERS - REGULATION  
R 4212/page 11 of 16  
Professional Staff Attendance Review and  
Improvement Plan

Sample Letter

## Letter Confirming Conference/Verbal Warning

Date

Employee Name/ID#

Title/Position

Work Location

Re: Confirmation of AIP Conference/Verbal Warning

Dear \_\_\_\_\_:

This letter serves to confirm a meeting I held with you at [Place and time] to discuss [state what the meeting was for i.e., to discuss your attendance, tardiness/early departures, performance, etc]. Present at this meeting was/were [names and titles of persons present at this meeting].

[Optional – Add any issues or questions raised by employee and responses during this meeting].

Please be advised that failure to improve your pattern of attendance will result in harsher disciplinary action being taken.

Sincerely,

c: LRES  
Union (insert appropriate union)  
File





# Policy/Regulations

East Orange Board of Education

SUPPORT MEMBERS - REGULATION  
R 4212/page 12 of 16  
Professional Staff Attendance Review and  
Improvement Plan

Sample Letter - **Written Warning**  
**Six (6) or more/ Eight (8) or more Occasional Absences**  
**or**  
**Five (5) or more Tardies/Early Departures**

Date

Employee Name, ID#

Title/Position

Work Location

Re: Warning Letter – Absenteeism/Tardies/Early Departures

Dear \_\_\_\_\_:

I have notified you by a previous letter dated \_\_\_\_\_ of the number of days/times you have been absent/tardy/departed early from your work assignment.

Please be advised that as of this date your occasional absences/tardiness/early departures now total \_\_\_\_\_ or more days. You are presently at or have exceeded the District standard.

During a conference held on \_\_\_\_\_ you were provided with information regarding your absences/tardiness/early departures and advised that the East Orange School District considers any substantial number of occasional absences/tardies/early departures a serious matter. This conference was confirmed via letter dated \_\_\_\_\_.

You are hereby warned that continued absenteeism/tardiness/early departures will result in further disciplinary action being taken against you.

If you desire to discuss this matter, please contact me to arrange an appointment.

Sincerely,

C: LRES  
Union (insert appropriate union)  
File



# Policy/Regulations

East Orange Board of Education

SUPPORT MEMBERS - REGULATION  
R 4212/page 13 of 16  
Professional Staff Attendance Review and  
Improvement Plan

## Sample Letter – Request for Disciplinary Action

### Seven (7) or more Tardies/Early Departures

Date

Employee Name, ID#

Title/Position

Work Location

Re: Tardies/Early Departures – Request for Disciplinary Action

Dear \_\_\_\_\_:

It has come to my attention that your number of tardies/early departures now totals \_\_\_\_\_ or more hours.

You were advised previously in a conference held on \_\_\_\_\_ and by letter(s) dated \_\_\_\_\_ that the East Orange School District considers any substantial number of tardies/early departures a serious matter.

Please be advised that the East Orange School District reserves the right to take action against you as a result of your attendance. Action may include, but not limited to: tenure charges, disciplinary action, loss of increment and/or salary increase, or separation from employment.

Due to your failure to improve this behavior, this correspondence is being forwarded to the appropriate parties for disciplinary action.

Sincerely,

c: LRES  
Union (insert appropriate union)  
File



# Policy/Regulations

East Orange Board of Education

SUPPORT MEMBERS - REGULATION  
R 4212/page 14 of 16  
Professional Staff Attendance Review and  
Improvement Plan

Sample Letter

## AWOL

Date

Employee Name, ID#

Title/Position

Work Location

Re: AWOL Violation(s)

Dear \_\_\_\_\_:

On \_\_\_\_\_, you were absent from your assigned duties without calling me or following this location's protocol for reporting absences. This letter constitutes a reprimand and shall serve to notify you that you will be docked for this absence.

Repeated failure to report your absence according to contractual provisions and administrative rules will result in more severe disciplinary action up to and including loss of increment, reduction in salary, and/or separation from employment with the East Orange School District.

If you desire to discuss this matter, please contact me to arrange an appointment.

Sincerely,

c: LRES  
Union (insert appropriate union)  
File



# Policy/Regulations

East Orange Board of Education

SUPPORT MEMBERS - REGULATION  
R 4212/page 15 of 16  
Professional Staff Attendance Review and  
Improvement Plan

Sample Letter

## AWOL - Request for Discipline

Date

Employee Name, ID#

Title/Position

Work Location

Re: Disciplinary Action

Dear \_\_\_\_\_:

On \_\_\_\_\_, you were absent from your assigned duties without calling me or following this location's protocol for reporting absences. This infraction was confirmed via letter of reprimand on \_\_\_\_\_. At that time, you were warned that repetitive behavior would warrant discipline.

On \_\_\_\_\_, you were again absent from your assigned duties without authorization and notification.

Due to your failure to comply with the rules established within the contractual provision of your collective negotiations agreement and administrative regulations, this correspondence is being forwarded to the appropriate authority for disciplinary action.

If you desire to discuss this matter, please contact me to arrange an appointment.

Sincerely,

C: LRES  
Union (insert appropriate union)  
File



# Policy/Regulations

East Orange Board of Education

SUPPORT MEMBERS - REGULATION  
R 4212/page 16 of 16  
Professional Staff Attendance Review and  
Improvement Plan

Sample Memo

**TO BE USED WHEN EMPLOYEE HAS ALREADY BEEN DISCIPLINED**

To:

From:

Date:

Subject: Excessive Absenteeism/Excessive Tardiness and/or Excessive Early Departures

A review of your attendance record shows that you have been absent/late and/or left work early as follows:

[Provide specific dates] \_\_\_\_\_ for a total of \_\_\_\_\_ absences/late arrivals and/or early departures.

You were previously warned, counseled, and disciplined regarding your poor attendance pattern; however, you have not improved. Please be advised that continued absenteeism will result in a request for major disciplinary action.

If you desire to discuss this matter, please contact me at your earliest convenience.

C: LRES  
Union (insert appropriate union)  
File

Issued: 3 December 2008  
Issued: 27 June 2013  
Issued: 8 May 2018  
Issued: 7 May 2019



### 4212.3 CONSULTING OUTSIDE THE DISTRICT

The Board of Education recognizes that support staff members will have expertise and knowledge in areas that other school districts, agencies, and other entities may desire. Recognizing that the school district will request the expertise from support staff members from other school districts, agencies and other entities, the Board supports sharing of its support staff members with other school districts, agencies, and other entities to the extent it does not interfere with the efficient operation of the school district.

The Superintendent may recommend to the Board a support staff member's attendance in another school district, agency or other entity without additional remuneration to the support staff member or school district, upon a written request from the agency or from the support staff member.

The Board of Education recognizes support staff members will have expertise and knowledge in areas that other school districts, public and private agencies, and private business organizations may desire to compensate as a paid consultant. When a support staff member serves as a paid consultant, the support staff member is not permitted to use normal work hours for any paid consulting activities. The support staff member must complete any paid consulting activities on their own time to include vacation days, evenings, weekends, and/or school holidays.

The support staff member must comply with the New Jersey School Ethics Act N.J.S.A. 18A:12-21 et seq. and, if required, must comply with financial disclosure requirements of N.J.S.A. 18A:12-24 and 12-25.

N.J.S.A. 18A:12-21 et seq.

Adopted: 3 December 2008

Adopted: 14 February 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4212.3/page 1 of 2

Consulting Outside the District

## R 4212.3 CONSULTING OUTSIDE THE DISTRICT

The Board of Education recognizes that support staff members will have expertise and knowledge in areas that other school districts, agencies, private business organizations and other entities may desire. Recognizing that the school district will request the expertise from support staff members from other school districts, agencies, private business organizations and other entities the Board supports sharing of its support staff members with other school districts and agencies to the extent it does not interfere with the efficient operation of the school district.

### A. Definitions

1. Agency - A public or private agency requesting the services of the school district's support staff member.
2. Other school districts - A school district other than the school district that employs the support staff member, including all supervisory and administrative personnel.
3. Out-of-pocket expenses - Expenses that provide reimbursement for such items as travel, lodging, meal expenses, parking, copy costs, and supply costs.
4. Remuneration - Any compensation, including, but not limited to, a paid stipend, an hourly fee, a per day fee, and/or any benefit conferred upon the support staff member, except out-of-pocket expenses.
5. Staff member - A contracted member of the school district's support staff, including all supervisory and administrative personnel.

### B. Procedure - Consulting For No Additional Remuneration

1. The support staff member or the agency requesting the expertise and knowledge of the support staff member must submit a written request to the Superintendent or designee. The written request must include the following:
  - a. The date(s) the support staff member will be away from the district;
  - b. The time of day the support staff member will be away from the school district;
  - c. Any out-of-pocket costs to the school district;
  - d. Any reimbursements that the support staff member is entitled to from the other school district or agency;



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4212.3/page 2 of 2

Consulting Outside the District

- e. The specific services requested of the support staff member; and
  - f. The location where the services will be provided.
2. The Superintendent or designee will evaluate the request for a recommendation to be approved by the Board based on the criteria above along with any existing or potential relationships with the other school district for reciprocal services, a reduction in the future or existing cost of services to the school district, the support staff member's attendance record and the impact of the support staff member being out of the school district for the requested time.
  3. The Superintendent or designee will determine and recommend each request on a case by case basis and the decision is final. The Superintendent may require the other district or agency to pay the cost of any substitute personnel related to the request.
  4. If deemed to be in the best interest of the school district, the Superintendent's recommendation will be submitted to the Board for approval.
  5. The Board's approval of the Superintendent's recommendation will permit the support staff member's consulting activity attendance and the support staff member will receive credit as a regular workday. There shall be no overtime, extra-pay or additional time-off granted to the support staff member if the request is approved by the Board.
  6. The support staff member must normally complete any paid consulting activities on his/her own time which would include vacation days, evenings, weekends, and/or school holidays. The support staff member may be granted an unpaid leave of absence to perform the consulting activity when such leave is recommended by the Superintendent and approved by the Board.

#### C. Reporting Activities

The support staff member must comply with the New Jersey School Ethics Act N.J.S.A. 18A:12-21 et seq. and, if required, must comply with financial disclosure requirements of N.J.S.A. 18A:12-24 and 12-25.

Issued: 3 December 2008

Issued: 14 February 2017





# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4214/page 1 of 1  
Conflict of Interest

## 4214 CONFLICT OF INTEREST

An employee of the Board shall not have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in conflict with the proper discharge of his/her duties.

An employee of the Board shall not use or attempt to use his/her position to secure unwarranted privileges or advantages for himself/herself or others.

An employee of the Board shall not act in his/her official capacity in any matter wherein he/she has a direct or indirect personal financial interest such as selection or purchase of any textbook or other materials on which he/she receives a royalty.

An employee of the Board shall not accept any gift, favor, service or other thing of value under circumstances from which it might be reasonably inferred that such gift, service, or other thing of value was given or offered for the purpose of influencing him/her in the discharge of his/her duties.

Violations of this policy may result in disciplinary action.

N.J.S.A. 18A:6-8; 18A:11-1

Adopted: 3 December 2008

Adopted: 14 February 2017



## 4215 CODE OF ETHICS

All support staff employees will:

Represent themselves honestly in the application and selection procedure;

Report to work as scheduled;

Discuss complaints with their immediate superior, or through approved channels;

Not advise or counsel students except in special cases with the knowledge and consent of the Principal;

Complete thoroughly their assigned tasks;

Endeavor to establish good working relationships with other employees, professional as well as non-professional;

Commit themselves to providing the best possible services for students;

Uphold all rules and regulations as set by the Board, the Superintendent, and the Principals;

Keep the trust under which confidential information may be given;

Adhere to all the conditions of a contract;

Give prompt notice of any change in availability for continued employment; and

Protect and care for district property.

Adopted: 3 December 2008

Adopted: 14 February 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4216/page 1 of 1  
Dress and Grooming

## 4216 DRESS AND GROOMING

The purpose of this dress code is to promote and encourage an atmosphere which is conducive to teaching and learning. Students view their teachers as role models so it is important that staff members present an appropriate image and appearance.

The Board of Education recognizes that each staff member's mode of dress and grooming is an expression of personal style and individual appearance. The Board will not interfere with the right of staff members to make decisions regarding their appearance, as long as those decisions are guided by the following parameters:

1. All dress and grooming must present an image and appearance which reflects standards that are acceptable to the school community, and which are appropriate for the job responsibilities to be performed.
2. All dress and grooming must be neat, clean, inoffensive, and within the bounds of good taste.
3. All dress and grooming must not have a negative impact of the maintenance of school and classroom discipline nor on the development of respect for authority.
4. All dress and grooming must not present a danger to the health and safety of staff members or others.
5. All dress and grooming must not diminish teaching effectiveness or have an adverse effect on the work of staff members.
6. This policy shall be reviewed periodically.

The Superintendent of Schools is authorized and directed to develop and enforce regulations to implement this policy.

N.J.S.A. 18A:27-4

Adopted: 11 January 2011  
Adopted: 16 March 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R4216/page 1 of 3  
Dress and Grooming

## R4216 DRESS AND GROOMING

The purpose of this dress code is to promote and encourage an atmosphere which is conducive to teaching and learning. Students view support staff members as role models so it is important that staff members present an appropriate image and appearance.

The Board of Education recognizes that each staff member's mode of dress and grooming is an expression of personal style and individual appearance. The Board will not interfere with the right of staff members to make decisions regarding their appearance, as long as those decisions are guided by the following parameters:

Staff Dress Code Guidelines:

Grooming and attire shall meet the following criteria during school/work hours:

- A. A female staff member may wear dresses, suits, skirts, with blouse or sweaters, slack ensembles or slack suits.
- B. A male staff member may wear suits or slacks (shirts with or without ties); a turtleneck shirt or turtleneck sweater with or without a jacket is acceptable. (Shirts and ties are preferred).
- C. The clothing and appearance of all staff members must be clean and neat.
- D. All staff may wear appropriate attire for special occasions such as, but not limited to:
  - ❖ Picnics
  - ❖ Field trips
  - ❖ Track meets
  - ❖ Nature Walks
  - ❖ Halloween Parties
- E. All staff members are role models for students and, therefore, hats and caps must be removed when entering our school buildings and officers. No clothing shall be worn by staff members that constitutes a danger to the health and/or safety to him/herself or others, and no clothing may be worn that distracts and/or disrupts the instructional program (i.e. mini-skirts, see-through clothing).
- F. If you are dressed inappropriately, the principal and/or staff member's supervisor shall determine whether a violation of the dress code has occurred and shall discuss, in private, the violation with the staff member. When a single violation so warrants or violations reoccur, the principal or supervisor may enter a reprimand in the staff member's file. The employee shall be directed by the supervisor to change into



# Policy/Regulations

East Orange Board of Education

## SUPPORT STAFF MEMBERS - REGULATION

R4216/page 2 of 3  
Dress and Grooming

- appropriate attire. Should this change require leaving the work site, the employee shall sign/clock out/in and shall be docked accordingly. Upon the third letter of reprimand, the principal or immediate supervisor may recommend more stringent disciplinary action such as, but not limited to, the following:
1. Withholding of increment
  2. Insubordination charges
- G. A staff member may appeal the denial of a waiver of this dress code or the entry of reprimand through the grievance procedure.
- H. Those employees required to wear uniforms (security, cafeteria, custodial and custodian staff) **MUST** wear the entire uniform during their workday.
- I. When appropriate, the **Superintendent may relax** the dress code (i.e. inclement weather, excessive temperature, etc.).
- J. When appropriate, the **building principal may relax** the dress code for individual members of the faculty (i.e. field trips; unique school activities; etc.).

### **EXAMPLES OF UNACCEPTABLE ATTIRE DURING SCHOOL/WORK HOURS ARE:**

- ❖ Faded, torn, patched, frayed and/or dirty clothing
- ❖ Flip flop or beach like sandals/ slippers
- ❖ See-through clothing
- ❖ Excessive tight/form-fitting clothing
- ❖ Shirt or blouse buttons open beyond the mid-point of the chest or low cut tops
- ❖ Midriff, halter tube tops, strapless or spaghetti strap tops
- ❖ Painter's pants or overall
- ❖ Shorts or scooter (bike-shorts-not to exceed two (2) inches above the knee)
- ❖ T-Shirts, undershirts as outerwear
- ❖ Clothing with obscene language/gestures
- ❖ Sweatshirts, sweatpants and sweat suits (exceptions – physical education)
- ❖ Caps or hats in the building
- ❖ Dark eyeglasses (except for documented medical reasons)
- ❖ Distracting attire such as mini-skirts exceeding two (2) inches above the knee or skirts with high slits
- ❖ Cutoffs, dungarees and/or jeans
- ❖ Tights/Spandex, leggings
- ❖ The wearing of a Bluetooth device while performing school district responsibilities.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION  
R4216/page 3 of 3  
Dress and Grooming

## ACCEPTABLE ATTIRE

- ❖ Khakis pants or “Dockers” style gabardines, linen, cotton or silk pants or dress slacks
- ❖ Dress shirts or blouses, casual shirts with collars, golf shirts, turtlenecks, knit tops, dresses and shirt or Capri pants which fall mid-calf.

We want to have a professional work environment and encourage you to exercise good judgment when dressing for work. When in doubt, “dress up.”

N.J.S.A. 18A:6-10; 18A:11-1; 18A:27-4; 18A:54-20

Issued: 9 November 2010

Issued: 11 January 2011

Issued: 16 March 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4218/page 1 of 2

Use, Possession, or Distribution of Substances

M

## 4218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES

The Board of Education recognizes a support staff member who reports to work under the influence of a substance poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any support staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district.

For the purposes of this Policy, “substance” or “substances” as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages, any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

A support staff member shall be required to submit to an immediate medical examination to include a substance test if the Principal or designee has reasonable suspicion to believe a support staff member is under the influence of a substance during work hours or at a school-sponsored function where the support staff member has been assigned job responsibilities. Refusal by a support staff member to consent to the medical examination including a substance test will be deemed a positive test result for substances. In the event the results of the medical examination and substance test are not provided to the Superintendent, within twenty-four hours or as soon as the test results are available, it will be deemed a positive test result for substances and the support staff member shall be subject to appropriate discipline. Appropriate discipline may include, but not limited to, withholding an increment, terminating a non-tenured support staff member, and/or filing tenured charges for a support staff member in accordance with law. Any required medical examination and testing shall be paid for by the Board.

In the event the Board physician determines the support staff member was under the influence of a substance, the determination shall be reported to the Superintendent and the support staff member will be subject to appropriate discipline. Appropriate discipline may include, but not be limited to, withholding an increment, terminating a non-tenured support staff member, and/or filing tenure charges for a tenured support staff member in accordance with law. The support staff member will be afforded the opportunity to have positive test results confirmed using acceptable confirmation test practices. This confirmation test shall be paid for by the support staff member.



# Policy/Regulations

East Orange Board of Education

## SUPPORT STAFF MEMBERS - POLICY

4218/page 2 of 2

Use, Possession, or Distribution of Substances

In the event a support staff member's medical examination and substance test results are negative for a substance or if the Board physician determines the support staff member was not under the influence of a substance, the results or determination shall be reported to the Superintendent and the support staff member shall be returned to their position unless the Superintendent has a reason the support staff member should not be returned to their position.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any staff member who, in the course of their employment, has reason to believe a school staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal, to the staff member's supervisor responsible at the time of the alleged violation. Either the Principal or designee shall notify the Superintendent who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a staff member in response to questioning initiated by the Principal or Superintendent's designee or following the discovery by the Principal or Superintendent's designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, pursuant to N.J.A.C. 6A:16-6.3, shall be subject to appropriate discipline which may include, but not be limited to, termination of a non-tenured support staff member or the filing of tenure charges for a tenured support staff member in accordance with law.

42 CFR Part 2

N.J.S.A. 18A:16-3; 18A:40A-9

N.J.A.C. 6A:16-4.1; 6A:16-6.3; 6A:16-6.5 6A:32-6.3

Adopted: 3 December 2008

Adopted: 12 May 2015

Adopted: 12 November 2019





# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4218/page 1 of 6

Use, Possession, or Distribution of Substances

**M**

## R 4218 USE, POSSESSION, OR DISTRIBUTION OF SUBSTANCES

### A. Definition

1. “Board physician” means a physician currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and appointed by the Board of Education.
2. “Substance” or “substances” as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages, any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
3. “Substance test” means a test conducted by a Board approved laboratory using accepted substance use practices, accepted chain of custody procedures, and testing methodology recommended by the laboratory instrument’s manufacturer.
4. “Support staff member’s supervisor” or “supervisor” means the building or district administrative staff member who is responsible for supervising the support staff member. For the purposes of this Policy and Regulation, the support staff member’s supervisor shall be the support staff member’s Principal, or any other administrative staff member responsible at the time of the alleged violation or as designated by the Superintendent.
5. “Under the influence” means the presence of a substance as defined in Policy 4218 and this Regulation as confirmed in a medical examination and substance test.

### B. Procedures to be Followed When a Staff Member has Unlawfully Possessed or has been Involved in the Distribution of a Controlled Dangerous Substance

Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of their employment, has reason to believe a staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall report the matter as soon as possible to the staff member’s



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4218/page 2 of 6

#### Use, Possession, or Distribution of Substances

supervisor in accordance with the provisions of Policy 4218 and N.J.A.C. 6A:16-6.3(a).

- a. In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)1, upon receiving a report, the supervisor shall notify the Superintendent who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
- b. In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)2, the Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter including the identity of the staff member involved.
- c. A staff member who unlawfully possessed or in any way has been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall be subject to appropriate discipline, which may include, but not be limited to, termination of a non-tenured support staff member or the filing of tenure charges for a tenured support staff member in accordance with law.

#### C. Procedures to be Followed When a Support Staff Member is Suspected to be Under the Influence of a Substance

1. The following procedures shall be used when a support staff member is suspected of being under the influence of a substance during work hours or at a school-sponsored function where the support staff member has been assigned job responsibilities.
  - a. The support staff member's supervisor, upon receiving a report or information a support staff member may be under the influence of a substance during work hours or at a school-sponsored function where the support staff member has been assigned job responsibilities will:
    - (1) Immediately notify the Superintendent;
    - (2) Immediately meet with the support staff member;



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4218/page 3 of 6

Use, Possession, or Distribution of Substances

- (a) The support staff member's supervisor may include another staff member in this meeting; and
    - (b) The support staff member suspected of being under the influence may include another staff member or a representative of their choice in this meeting.
  - b. The support staff member's supervisor shall present to the support staff member the report or information supporting the suspicion the support staff member may be under the influence of a substance.
  - c. The support staff member shall be provided an opportunity to respond to the report or information presented by the supervisor.
  - d. In the event the supervisor or designee believes the support staff member may be under the influence of a substance after meeting with the support staff member, the supervisor will arrange for an immediate medical examination by the Board physician. The medical examination shall include a substance test administered by the Board physician or Board-approved laboratory.
  - e. The support staff member shall be transported to the examination and testing location by means of transportation approved by the Superintendent or designee and shall be accompanied by the support staff member's supervisor or designee.
  - f. The support staff member, prior to the medical examination and substance test, will be informed by the Board physician or designee on the type of testing to be completed and the substances that will be tested.
  - g. The support staff member may, prior to being examined and tested, disclose to the Board physician or designee any prescription medicine, over-the-counter medicine or supplements, or any other reason why the support staff member's test results may be positive.
  - h. Refusal by a support staff member to consent to the medical examination which includes a substance test will be deemed a positive result for substances.
1. The results of the medical examination and substance test shall be used by the Board physician to determine if the support staff member is under the influence of any substance as defined in Policy 4218 and this Regulation. The substance



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4218/page 4 of 6

#### Use, Possession, or Distribution of Substances

test procedures will provide for a confirmation test using acceptable confirmation test procedures.

- a. Any specimen determined by the Board physician or Board-approved laboratory to have been adulterated by the support staff member will be deemed a positive result for substances.
3. The results of the substance test shall be provided to the Superintendent and Board physician within twenty-four hours of the test being administered or as soon as the test results are available. The Superintendent shall provide the support staff member with results.
    - a. In the event the results of the medical examination and substance test are not provided to the Superintendent, it will be deemed a positive result for substances.
  4. If the Board physician determines, based upon the medical examination and the results of the substance test, that the support staff member was not under the influence of a substance during work hours or at a school-sponsored function where the support staff member was assigned job responsibilities, the support staff member shall return to their position in the school district unless the Superintendent has a reason the support staff member should not be returned to their position.
  5. If the Board physician determines, based upon the medical examination and the results of the substance test, that the support staff member was under the influence of a substance during work hours or at a school-sponsored function where the support staff member was assigned job responsibilities, the Board physician will:
    - a. Discuss the results of the examination and substance test with the support staff member and provide the support staff member an opportunity to present any medical or other reasons for the Board physician's determination.
    - b. Provide the support staff member an opportunity to have the substance test results confirmed by a laboratory selected by the support staff member and approved by the Board physician.
      - (1) The Board physician will schedule and coordinate the confirmation test procedures, including the acceptable time period for the confirmation test to be conducted based on the existing test results, and the time in which a confirmation test



### SUPPORT STAFF MEMBERS - REGULATION

R 4218/page 5 of 6

Use, Possession, or Distribution of Substances

result would be valid. This confirmation test shall be paid for by the support staff member.

- (2) The confirmation test results must be provided to the Board physician and Superintendent within the time period required by the Board physician.
- (3) Any confirmation test results provided to the Board physician and Superintendent not within the time period required by the Board physician shall not be accepted and the support staff member shall be determined to have waived their right to have a confirmation test considered.

c. After completing the requirements in 5 a. and b. above the Board physician shall make a final determination whether the support staff member was under the influence of a substance during the work hours or at a school-sponsored function where the support staff member was assigned job responsibilities.

- (1) If the Board physician makes a final determination the support staff member was not under the influence during work hours or at a school-sponsored function where the support staff member was assigned job responsibilities, the Board physician will report a final determination to the Superintendent and the support staff member shall return to their position in the school district unless the Superintendent has a reason the support staff member should not be returned to their position. Any records or documentation regarding a negative medical examination or substance test shall not be included in the support staff member's personnel file.
- (2) If the Board physician makes a final determination the support staff member was under the influence during work hours or at a school-sponsored function where the support staff member was assigned job responsibilities, the Board physician will report a final determination to the Superintendent.

D. Procedures to be Followed When a Support Staff Member is Determined to be Under the Influence of a Substance



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4218/page 6 of 6

Use, Possession, or Distribution of Substances

1. Any support staff member determined by the Board physician to be under the influence of a substance during work hours or at a school-sponsored function where the support staff member was assigned job responsibilities shall be required to meet with the Superintendent.
  - a. The support staff member may include a staff member or a representative of their choice in this meeting.
2. The Superintendent will provide the support staff member an opportunity to respond to the Board physician's determination.
3. A support staff member determined to be under the influence of a substance during work hours or at a school-sponsored function where the support staff member was assigned job responsibilities will be subject to appropriate discipline which may include, but not limited to:
  - a. Withholding an increment;
  - b. Terminating a non-tenured support staff member; and/or
  - c. Filing of tenure charges for a tenured support staff member.

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# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4219/page 1 of 17

Commercial Driver's License Controlled Substance and  
Alcohol Use Testing  
**M**

## 4219 COMMERCIAL DRIVER'S LICENSE CONTROLLED SUBSTANCE AND ALCOHOL USE TESTING

The Board of Education is committed to a safe, efficient alcohol and drug-free workplace, that protect the district's pupils -- as well as the health and safety of its employees and the general public.

The Board requires all employees of the Board performing any safety-sensitive function to be free of drugs and alcohol and will test those employees who operate a commercial motor vehicle in accordance with 49 CFR 382 et seq. and 49 CFR 40 et seq. For the purpose of this Policy "employee" means a person required to have a Commercial Driver's License (CDL) in the performance of their job responsibilities. Safety-sensitive functions means any on duty function as defined by 49 CFR 382.107 means any time from the time an employee begins work or is required to be in readiness to work until the time the employee is relieved from work and all responsibility for performing work. Safety-sensitive function shall include:

1. All time at the terminal facility, other property, or on any public property waiting to be dispatched unless relieved from duty;
2. All time inspecting equipment as required by Federal law or otherwise inspecting, servicing, or conditioning any commercial motor vehicle, at any time;
3. All time spent at the driving controls of a commercial motor vehicle in operation;
4. All time other than driving time in or upon the commercial vehicle except time spent resting in an area defined as a sleeping berth;
5. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle or in giving or receiving receipts for shipments loaded and unloaded; and
6. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

The Omnibus Transportation Employee Testing Act of 1991 requires all operators of commercial motor vehicles subject to the CDL requirements to be tested for controlled substances and alcohol. Federal regulations of the U. S. Department of Transportation require that any employee using a CDL be required to submit to alcohol and controlled substance testing in accordance with 49 CFR.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4219/page 2 of 17

Commercial Driver's License Controlled Substance and  
Alcohol Use Testing

The Board designates the Assistant Superintendent for Operations as the Designated Employer Representative (DER) of the Board of Education. The Board may contract with a service agent to provide the testing services as required by Federal law. In the event the Board contracts with a service provider for transportation, the Board designee will ensure all transportation contractors comply with the drug and alcohol testing requirements of Policy 4219 pursuant to 49 CFR 382 et seq. and 49 CFR 40 et seq.

In the event the Board contracts with a service provider for transportation, the Assistant Superintendent for Operations (designated official) will ensure all transportation contractors comply with the drug and alcohol testing requirements of Policy 4219 pursuant to 49 CFR 382 et seq. and 49 CFR 40 et seq.

No employee at any work site will possess, manufacture, use, sell, or distribute any quantity of any controlled substance, lawful or unlawful, which in sufficient quantity could result in impaired performance, with the exception of substances administered by or under the instructions of a physician. No employee shall perform safety-sensitive functions within four hours after using alcohol and the district will not permit an employee that used alcohol within four hours of performing safety-sensitive functions to perform such functions if the district has actual knowledge of the use in accordance with 40 CFR 392.5.

## **Violations**

Any violation of this Policy may result in discipline, up to and including termination.

## **Prohibited Substances**

The presence of any of the controlled substances, listed in 49 CFR 40.87, in the body, as evidenced by the results of the initial screening and subsequent confirmatory analysis provided in this Policy, is prohibited for any employee assigned to a classification covered by this Policy. All cutoff concentrations shall be in accordance with 49 CFR 40.87. All test results shall be measured against the cutoff concentrations outlined in 49 CFR 40.87.

## **Testing Procedures**

All testing for controlled substances will be conducted in accordance with 49 CFR Part 40, Subparts A, B, C, D, E, F, G, H and I. The district will only test for the above stated five drugs or classes of drugs in accordance with 49 CFR 40.85. Testing for alcohol will be conducted in accordance with as 49 CFR 40, Subparts J, K, L, M and N.





# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4219/page 3 of 17

Commercial Driver's License Controlled Substance and  
Alcohol Use Testing

## Definitions

"Alcohol use" means the drinking or swallowing of any beverage, liquid mixture or preparation (including medication) containing alcohol.

"Aliquot" means a fractional part of a specimen used for testing. It is taken as a sample representing the whole specimen.

"Confirmatory drug test" means a second analytical procedure performed on an aliquot of the original specimen to identify and quantify the presence of a specific drug or drug metabolite.

"Confirmed drug test" means a confirmation test result received by a Medical Review Officer (MRO) from a laboratory.

"Controlled substances" means those substances identified in 49 CFR 40.85.

"CCF" means the Federal Drug Testing Custody and Control Form.

"Designated Employer Representative (DER)" is an employee of the district authorized to take immediate action (s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER shall receive test results and other communications for the employer, consistent with the requirements of this Policy and 49 CFR 40. Service agents cannot act as a DER.

"FMCSA" means Federal Motor Carrier Safety Administration.

"Initial drug test (also known as a "Screening drug test") means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.

"Initial specimen validity test" means the first test used to determine if a urine specimen is adulterated, diluted, substituted, or invalid.

"Medical Review Officer (MRO)" is a licensed physician responsible for receiving and reviewing laboratory results generated by the district's drug testing program and evaluating medical explanations for certain drug test results.

"Possess" includes, but is not limited to, either in or on the driver's person, personal effects, motor vehicle or areas substantially entrusted to the control of the driver.

"Service agent" is any person or entity, other than an employee of the Board, who provides services specified under 49 CFR 40 to the Board.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4219/page 4 of 17

Commercial Driver's License Controlled Substance and  
Alcohol Use Testing

"Substance Abuse Professional (SAP)" is a person who evaluates employees who have violated a Federal or State drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing and aftercare. An individual permitted to act as a SAP must possess the credentials as outlined in 49 CFR 40.281.

"Work Site" means any motor vehicle, office, building, yard or other location at which the driver is to perform work or any other school district property or at any school district event.

## Categories of Testing

For the purpose of this Policy, the occurrence of the following circumstances/instances shall require an employee to submit to a controlled substance and alcohol screening:

### 1. Pre-Employment Testing

An individual who has applied for and has been selected to operate a Board vehicle shall, before beginning employment with the Board, submit to a controlled substance screening in conjunction with any required physical examination as per Policy No. 4160. Such screening shall be conducted in accordance with the procedures set forth in this Policy and 49 CFR 40. No individual receiving a positive confirmed test result will be employed by the Board.

An employer is not required to administer a controlled substances test required by 49 CFR 382.301(a) if:

- a. The employee has participated in a controlled substance testing program that met the requirements of 49 CFR 382 et seq. within the previous thirty days; and
- b. The employee while participating in that programs either:
  - (1) Was tested for controlled substances within the past six months (from the date of application with the employer).
  - (2) Participated in the random controlled substances testing program for the previous twelve months (from the date of application with the employer).
- c. The DER must ensure that no prior employer, to the DER's knowledge, has records of a violation of a controlled substance testing program within the previous six months.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4219/page 5 of 17

Commercial Driver's License Controlled Substance and  
Alcohol Use Testing

If an individual is so exempted, the DER shall contact the controlled substances testing programs in which the individual participated and shall obtain and retain from the testing programs the following information in accordance with 49 CFR 382.301(c):

- a. Name and address of the program;
- b. Verification of the individual's participation;
- c. Verification that the program conforms to federal guidelines;
- d. Verification the individual qualified under the law and did not refuse to be tested for controlled substances;
- e. The date the individual was last tested for controlled substances; and
- f. The results of any tests taken within the previous last six months and any other violations.

An employee who has applied for and has been selected to operate a Board vehicle or any existing employee transferring into a new position requiring the employee to operate a Board vehicle, shall submit a written consent authorizing the Board to obtain the following information from other employers who have employed the employee during any period during the two years before the date of the employee's application or transfer into the new position. The written consent from the employee will permit the DER to obtain the following information from previous Division of Transportation (DOT) - regulated employers:

- a. Alcohol tests with a result of 0.04 or higher alcohol concentration;
- b. Verified positive drug tests;
- c. Refusals to be tested (including verified adulterated or substituted drug test results);
- d. Other violations of DOT agency drug and alcohol testing regulations; and
- e. With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests). If this information is not available from the previous employer, the DER must seek to obtain this information from the employee.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4219/page 6 of 17

Commercial Driver's License Controlled Substance and  
Alcohol Use Testing

The DER will obtain and review this information before the employee first performs safety-sensitive functions. If this is not feasible, the DER will not permit the employee to perform safety-sensitive functions after thirty days from the date unless the DER has obtained or made and documented a good faith effort to obtain this information.

## 2. Random Testing

Every employee shall to submit to random alcohol and controlled substance testing on an unannounced and random basis resulting from the selection by a random generation methodology in accordance with 49 CFR 383.305(i). Random testing will be spread reasonable throughout any given calendar year.

The minimum annual percentage rate for random alcohol testing shall be ten percent of the average number of driver positions. The minimum annual percentage rate for random controlled substances testing shall be twenty-five percent of the average number of driver positions. The minimum annual percentage rates may be adjusted as determined by the FMCSA Administrator in accordance with 49 CFR 382.305.

Employees shall only be random tested when performing safety-sensitive functions or immediately prior to or immediately following the performance of safety-sensitive functions.

## 3. Post-Accident Testing

The involvement by an employee in a motor vehicle collision while operating a Board vehicle when such accident results in property damage or personal injury, may trigger a post-accident drug and alcohol test.

As soon as practical following an occurrence, the DER will require post-accident alcohol screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation within eight hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved:



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4219/page 7 of 17

Commercial Driver's License Controlled Substance and  
Alcohol Use Testing

- (1) Bodily injury to any person, who, as a result of the injury immediately receives medical treatment away from the scene of the accident; or
  - (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- c. If the alcohol test is not administered within two hours following the accident, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the accident, the DER shall cease attempts to administer the alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.

As soon as possible following an occurrence, the district will require post-accident controlled substance screening for each of the surviving drivers:

- a. Who was performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life; or
- b. Who receives a citation with thirty-two hours of the occurrence under State or local law for a moving traffic violation arising from the accident, if the accident involved;
  - (1) Bodily injury to any person, who, as a result of the injury immediately receives medical treatment away from the scene of the accident; or
  - (2) One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.
- c. If the controlled substance test is not administered within thirty-two hours following the accident, the DER shall cease attempts to administer the controlled substance test and shall prepare and maintain on file a record stating the reasons the test was not promptly administered. Records shall be submitted to the FMCSA upon request.



An employee who is subject to post-accident testing shall remain readily available for such testing or may be deemed by the employer to have refused to submit for testing. An employee who is injured in an accident and requires medical care, shall submit to post-accident drug and controlled substance testing by the medical care facility providing the treatment or a designee of the Board if the facility is unable to provide the testing. Nothing herein shall be construed to prevent the employee from leaving the scene of the accident for the period required to obtain necessary assistance or to obtain emergency medical care.

#### 4. Reasonable Suspicion Testing

The DER shall require an employee to submit to an alcohol and/or controlled substance test when the employee is observed by a supervisor or school official who is trained in accordance with 49 CFR 382.603 and causes the observer to have reasonable suspicion to believe the employee has violated 49 CFR 382 et seq. Reasonable suspicion must exist to require the driver to undergo a test and must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Reasonable suspicion alcohol testing is authorized only if the required observations are made during, just preceding, or just after the period of the work day the employee is required to be in compliance with the testing requirements of 49 CFR 382 et seq.

Reasonable suspicion testing may be required of an employee while the employee is performing, just before the employee will perform or just after the employee has ceased performing safety-sensitive functions. If the alcohol test is not administered within two hours following the determination a reasonable suspicion test is required, the DER will prepare and maintain on file a record stating the reasons the test was not promptly administered. If the alcohol test is not administered within eight hours following the determination, the DER shall cease attempts to administer the alcohol test and shall state in the record the reasons for not administering the test.

No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while the employee is under the influence of or impaired by alcohol, as shown by the behavioral, speech and performance indicators of alcohol misuse. The employee will also not be able to perform or continue to perform safety-sensitive functions until an alcohol test is



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4219/page 9 of 17

Commercial Driver's License Controlled Substance and  
Alcohol Use Testing

administered and the employee's concentration measures less than 0.02 or twenty-four hours have elapsed following the determination that reasonable suspicion existed to require an alcohol test.

A written record of the observations leading to a reasonable suspicion test shall be made and signed by the supervisor and/or school official that made the observations. This record shall be made within twenty-four hours of the observed behavior or before the results of the test are released, whichever is earlier.

## 5. Return to Duty Testing

The district is not required to return an employee to a safety-sensitive position upon receipt of a confirmed drug and/or alcohol test.

The DER may recommend to the Superintendent of Schools the employee's employment be terminated depending on the circumstances.

The DER shall ensure that before an employee returns to duty requiring the performance of a safety-sensitive function, the employee shall undergo a return to duty alcohol test indicating a breath alcohol concentration of less than 0.02 and a controlled-substances test with a result indicating a verified negative result for controlled-substances use as required in 49 CFR 40.305.

Employees permitted to return to duty are required to take return-to-duty tests and shall be evaluated by a SAP. These employees must participate in an assistance program prescribed by the SAP and as required in 49 CFR 40 Subpart O.

The SAP will determine a written follow-up testing plan for any employee who has been permitted to return to work and has successfully complied with the SAP's recommendations for education and/or treatment. Such employees are subject to a minimum of six (6) unannounced, follow-up drug screening and alcohol tests over the following twelve (12) months. The testing shall not exceed forty-eight additional months. Alcohol follow-up testing shall be performed only when the employee is performing safety-sensitive functions or immediately prior to performing or immediately after performing safety-sensitive functions. All follow-up testing will be completed in accordance with 49 CFR 40.311. The SAP will comply with all reporting requirements of 49 CFR 40.311.

The Board shall make the ultimate determination to return or not return an employee to a safety-sensitive position subject to any collective bargaining agreements, if any, or other legal requirements.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4219/page 10 of 17

Commercial Driver's License Controlled Substance and  
Alcohol Use Testing

## **Medical Review Officer (MRO) Notifications**

The Board shall employ or contract with a MRO who is a licensed physician (M.D. or D.O.) and shall designate the MRO as the individual responsible for receiving laboratory results generated by the testing program. The MRO shall have knowledge of controlled substance abuse disorders and have appropriate medical training to interpret and evaluate the employee's confirmed drug test results together with his/her medical history and other biomedical data. The MRO will perform all functions and responsibilities as required in 49 CFR 40.121.

## **Employer Notification**

The MRO may report controlled substances test results to the DER by any means of communication; however, a signed, written notification must be forwarded within three business days of the completion of the MRO's evaluation. The MRO must report all drug test results to the employer. The MRO may use a signed or stamped and dated legible photocopy of Copy 2 of the CCF t report test results or a written report that must include, at a minimum, the information required in 49 CFR 40.163.

## **Split Specimen Tests**

Split specimen testing will be conducted in accordance with 49 CFR 40 Subpart H. The MRO will notify the Superintendent of Schools or designee if split specimen testing is requested by the employee.

## **Designated Collection Facility**

The Board shall designate the facility to be used for the collection of the specimen; provided, however, that the designated facility shall possess all required licenses and permits. The collection site will take place in a facility meeting the requirements of 49 CFR 40 Subpart D. The DER will ensure the collection site meets the security requirements of 49 CFR 40.43.

## **Designated Screening Laboratory**

The Board shall designate the laboratory to which collected fluid samples will be forwarded for drug/alcohol screening. Drug testing laboratories must be certified by the Department of Health and Human Services (HHS) under the National Laboratory Certification Program (NLCP) for all testing required under 49 CFR 40. The laboratory will perform all responsibilities as required in accordance with 49 CFR 40 Subpart F.





# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4219/page 11 of 17

Commercial Driver's License Controlled Substance and  
Alcohol Use Testing

## Specimens

The normal screening methodology for controlled substances shall be urinalysis, collected by a trained representative of the Board with appropriate documentation at a site designated and approved by the Board designated site. The presence of alcohol will be determined by an Alcohol Screening Device (ASD) or an Evidential Breath Testing Device administered by an individual certified in accordance with 49 CFR 40.211 and 49 CFR 40.213.

## Refusal to Submit

A driver will be deemed as refusing to take a drug test as described in with 49 CFR 40.191. As per 49 CFR 40.191, an employee refuses to take a drug tests if he/she:

1. Fails to appear for any test (except a pre-employment test) within a reasonable time, as determined by the DER, consistent with applicable DOT agency regulations, after being directed to do so by the DER;
2. Fails to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
3. Fails to provide a urine specimen for any drug test required by this Policy. An employee who does not provide a urine specimen because he or she has left the testing site before the testing process commences for a pre-employment test is not deemed to have refused to test;
4. Fails to permit the observation or monitoring of providing a specimen. In the case of a directly observed or monitored collection in a drug test;
5. Fails to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure;
6. Fails or declines to take an additional drug test the DER or collector has directed the employee to take;
7. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER under 49 CFR 40.193(d). In the case of a pre-employment drug test, the employee is deemed to have refused to test on this basis only if the pre-employment test is conducted following a contingent offer of employment;



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4219/page 12 of 17

Commercial Driver's License Controlled Substance and  
Alcohol Use Testing

8. Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector); or
9. Fails to follow the collection observer(s) instructions of which could be used to interfere with the collection process;
10. Possesses or wears a prosthetic or other device that could be used to interfere with the collection process; or
11. Admits to the collector or MRO he/she has adulterated or substituted the specimen.

If the MRO reports the employee had a verified adulterated or substituted test result, the result will be deemed refusal to take a drug test.

If an employee refuses to participate in a part of the testing process, the collector or MRO, must terminate the portion of the testing process, document the refusal on the CCF (including in the case of the collector, printing the employee's name on Copy 2 of the CCF), immediately notify the DER by any means (e.g., telephone or secure fax machine) that ensures that the refusal notification is immediately received. A referral physician (e.g., physician evaluating a "shy bladder" condition or a claim of a legitimate medical explanation in a validity testing situation), must notify the MRO, who in turn will notify the DER. In addition, the collector must note the refusal in the "Remarks" line (Step 2), and sign and date the CCF. The MRO must note the refusal by checking the "Refusal to Test" box (Step 6) on Copy 2 of the CCF, and add the reason on the "Remarks" line. The MRO must then sign and date the CCF. When the employee refuses to take a non-DOT test or to sign a non-DOT form, the employee has not refused to take a DOT test. There are no consequences under DOT agency regulations for refusing to take a non-DOT test.

## **Record of Negative Screening**

An employee required submitting to an alcohol and/or controlled substance screening as provided in this Policy and whose screening results are negative may, at their option, have their personnel file documented to reflect the negative result.

## **Prescription Drugs**

All bus drivers shall notify the DER of the use of any prescription drugs. The Board may require certification from the prescribing physician that the use of the prescription drug will not have an adverse effect on the driver's ability to properly perform safety-sensitive functions.



### **Consequences to Employees Engaging in Prohibited Conduct**

An employee whose screening produces a positive result for a prohibited substance who is permitted to return to work:

1. Shall not be permitted to perform safety-sensitive functions;
2. Shall be advised by the DER of resources available to them in evaluating and resolving problems associated with the misuse of alcohol or the use of controlled substances;
3. Shall be evaluated by a SAP who shall determine what assistance, if any, is needed to resolve problems with alcohol or controlled substance use;
4. Undergo, before returning to duty, a return to duty alcohol test indicating a breath level of less than 0.02 if the conduct involved alcohol or a controlled substance test with a verified negative result;
5. If assistance was required, the employee must be evaluated by a SAP to determine that the employee has followed the rehabilitation program prescribed;
6. Be subject to unannounced follow up alcohol and/or controlled substance abuse testing;
7. Be subject to the disciplinary Policy and Regulations of the Board.

### **Return-to-Work Agreement**

An employee who has been permitted to return to work and who fails to comply with any of the terms of the Return to Work Agreement, if provided at the employer's discretion, shall be subject to disciplinary action which may include termination.

### **Maintenance and Retention of Records**

The DER shall maintain and retain all records as required by federal regulation. Records shall include at least the following:

1. Records Related to the Collection Process:
  - a. Collection logbooks (if used);



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4219/page 14 of 17

Commercial Driver's License Controlled Substance and  
Alcohol Use Testing

- b. Documents related to the random selection process;
  - c. Calibration documentation for Evidential Breath Testing Devices (EBT's);
  - d. Documentation of Breath Alcohol Technician (BAT) training;
  - e. Documentation of reasoning for reasonable suspicion testing;
  - f. Documentation of reasoning for post-accident testing;
  - g. Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing; and
  - h. Consolidated annual calendar year summaries.
2. Records related to the Employee's test results:
    - a. Employer's copy of the alcohol test form, including results;
    - b. Employer's copy of the controlled substance test chain of custody and control form;
    - c. Documents sent to the employer by the MRO;
    - d. Documentation of any employee's refusal to submit to a required alcohol or controlled substance test; and
    - e. Documents provided by an employee to dispute results of test.
  3. Documentation of any other Violations of Controlled Substance Use or Alcohol Misuse Policies Rules
  4. Records Related to Evaluations and Training:
    - a. Records pertaining to the SAP's determination of an employee's need for assistance;
    - b. Records concerning an employee's compliance with SAP's recommendations, and records related to education and training;



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4219/page 15 of 17

Commercial Driver's License Controlled Substance and Alcohol Use Testing

- c. Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse;
  - d. Documentation of compliance with the requirement to provide employees with educational material, including an employee's signed receipt of materials;
  - e. Documentation of supervisor training; and
  - f. Certification that training conducted under this Policy complies with all requirements of the Policy.
5. Records Related to Drug Testing
- a. Agreements with collection site facilities, laboratories, MROs and consortia;
  - b. Names and positions of officials and their role in the employer's alcohol and controlled substance testing program;
  - c. Monthly statistical summaries of urinalysis; and
  - d. The employer's drug testing policy and procedures.
6. Required Period of Retention:

<b>Document to be maintained</b>	<b>Period required to be maintained</b>
Alcohol test results indicating a breath alcohol concentration of 0.02 or greater	5 Years
Verified positive controlled substance test results	5 Years
Documentation of refusals to submit to required alcohol or controlled substance tests	5 Years
Calibration documentation	5 Years
Records related to the administration of the alcohol and controlled substances testing program, including records of all driver violations	5 Years
Driver evaluations and referrals	5 Years
A copy of each annual calendar year summary	5 Years
Records obtained from previous employers concerning alcohol and drug testing	3 Years



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4219/page 16 of 17

Commercial Driver's License Controlled Substance and Alcohol Use Testing

Records related to the alcohol and controlled substances collection process (except calibration of evidential breath testing devices)	2 Years
Records related to negative and canceled controlled substance test results	1 Year
Alcohol test results indicating a breath alcohol concentration less than 0.02	1 Year
Records related to the education and training of breath alcohol technicians, screening test technicians, supervisors, and drivers shall be maintained by the employer while the individual performs the functions which require the training and for two years after ceasing to perform those functions	Indefinite time period

**Other specific types of records shall be maintained in accordance with 49 CFR 382.401.**

7. Location of Records

All required records shall be maintained in accordance with Policy 8320. Records shall be made available for inspection at the Board Offices within two business days after a request has been made by an authorized representative of the FMCSA.

8. Annual Calendar Year Summary

The DER shall prepare and maintain an annual calendar year summary of the results of its alcohol and substance abuse testing programs. The summary shall be completed no later than March 15 of each year covering the previous calendar year. The DER upon request of the FMCSA will provide the annual summary to that agency in the required format.

9. Employee Information Program

The Board will provide an employee information program. The DER will be responsible for implementing the program and shall insure that each employee receives information in the manner specified below:

- a. By receiving a copy of this Policy and any subsequent revisions.
- b. The DER will provide written notice to employees of the following information:
  - (1) The identity of the person designated by the employer to answer employee questions about the materials;



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4219/page 17 of 17

Commercial Driver's License Controlled Substance and  
Alcohol Use Testing

- (2) Which employees are subject to the alcohol misuse and controlled substance requirements;
- (3) Explanation of what constitutes a safety-sensitive function, so as to make clear what period of the work day the employee is required to be in compliance;
- (4) Specific information concerning employee conduct that is prohibited;
- (5) The circumstances under which an employee will be tested for alcohol and/or controlled substances;
- (6) The procedures that will be used to test for the presence of alcohol and controlled substances;
- (7) The requirement that an employee submit to alcohol and controlled substance tests;
- (8) An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test;
- (9) The consequences for employees found to have violated the prohibitions of this Policy, including the immediate removal of the employee from safety-sensitive functions;
- (10) The consequences for employees found to have an alcohol concentration level of 0.02 or greater but less than 0.04;
- (11) Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life. Signs and symptoms of an alcohol or controlled substances problem, and available methods of intervening when an alcohol or a control substances problem is suspected, including confrontation, referral to any employee assistance program and or referral to management.

Omnibus Transportation Employee Testing Act of 1991

49 CFR 40 et seq.; 49 CFR 382 et seq.; 49 CFR 395.2

Adopted: 3 December 2008

Adopted: 12 June 2018

Adopted: 12 March 2019

Adopted: 12 November 2019



### 4220 **EMPLOYEE EVALUATION**

The Board of Education recognizes the importance of employee evaluations in the reinforcement of performance strengths and the remediation of weaknesses.

The Superintendent shall develop a plan for the evaluation of support staff members. He/She shall invite the participation of employees in the development of the plan and shall assess and modify the plan as necessary.

Employees shall be grouped into position classifications based upon similarities of duties, responsibilities, and qualifications. The evaluation process shall be similar for all employees in a single classification.

The evaluation process shall provide for the recognition and commendation of effective performance, the identification and remediation of performance deficiencies, and the recommendation of discipline or dismissal when an employee fails to improve his/her performance. Evaluation procedures shall provide that each employee is informed of the specific objectives of his/her position and the standards that will be used to assess the employee's performance against those objectives. Employees will be evaluated by qualified supervisors. Any records created in the evaluation process will become part of the employee's file and subject to Board policy on personnel records.

Adopted: 3 December 2008

Adopted: 14 February 2017





# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4220/page 1 of 3

Evaluation of Support Staff Members

## R 4220 EVALUATION OF SUPPORT STAFF MEMBERS

### A. Evaluator

The observation and evaluation of support staff members will be conducted by the employee's immediate supervisor or the Principal, as specified by the immediate supervisor.

### B. Evaluation Criteria

1. Evaluation criteria for each position will derive from the job description for the position and relate directly to each of the tasks described. Wherever possible each set of evaluation criteria will be:
  - a. Briefly stated and focused on major responsibilities of the position as well as the employee's attitude towards the job and his/her interpersonal relations on the job;
  - b. Based on observable information rather than on factors requiring subjective judgment;
  - c. Generic, covering a number of specific positions;
  - d. Designed to make note of an employee's strengths as well as weaknesses; and
  - e. Written in the same format and in a direct, simple style.
2. Maintenance of job evaluation criteria will be the responsibility of the immediate supervisor. Evaluation criteria will be reviewed, and
  - a. Whenever the corresponding job description is revised, or
  - b. On the request of a majority of persons holding a particular job.
3. Each support staff member will be sent a copy of the current evaluation criteria for his/her position by the immediate supervisor. Any revisions will be provided to each holder of that job within thirty working days of its adoption.
4. Suggested revisions to evaluation criteria by job holders will be referred initially to the job holder's immediate supervisor for review.

### C. Collection of Evaluation Data



# Policy/Regulations

East Orange Board of Education

## SUPPORT STAFF MEMBERS - REGULATION

R 4220/page 2 of 3

### Evaluation of Support Staff Members

Data will be gathered by any one or more of the following evaluation methods:

1. Direct observation of the support staff member in the course of performing an assigned duty;
2. Review of a product from the support staff member that results from the performance of his/her assigned duties;
3. Interviews of the support staff member regarding his/her knowledge of assigned duties;
4. Paper and pencil instruments such as competency tests;
5. Audio visual monitoring of the support staff member in the performance of his/her assigned duties; and
6. Reference to previous performance reports.

#### D. Observation Frequency

Support staff members on a post-probationary status will be evaluated at least one time annually.

#### E. Evaluation Procedures

1. Each observation will be conducted by a supervisor. The evaluator shall record each separate instance of observation and the activity observed.
2. A written evaluation of each support staff member will be prepared by the observer in triplicate and will be based, at least in part, on the observation(s) conducted.
4. A copy of the evaluation will be given to the employee at the evaluation conference.
5. The employee and the evaluator shall hold a conference to discuss the evaluation report during which the evaluator shall point out both the weaknesses and strengths of the employee.
6. Both the evaluator and the employee shall sign each copy of the evaluation report. By signing the evaluation report the employee implies only that he/she has read and understands the document.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4220/page 3 of 3

Evaluation of Support Staff Members

7. The employee may prepare a written disclaimer to the evaluation report which will be appended to the report provided it is received by the evaluator not more than ten working days following the conference.
  8. The evaluator shall distribute copies of the evaluation report to the Superintendent.
- F. Individual Performance Improvement Plan
1. An individualized Performance Improvement Plan will be prepared for each support staff member to correct deficiencies and to encourage improvement.
  2. Performance Improvement Plans will derive from the applicable evaluation criteria and focus on weaknesses identified in the evaluation report.
  3. The Performance Improvement Plan will be prepared in cooperation with the employee whenever possible and shall include:
    - a. Areas of required growth,
    - b. Methods of achieving that growth,
    - c. A schedule for implementation of those methods, and
    - d. The responsibility of the support staff member and the district for implementing the plan.
  4. At the time a Performance Improvement Plan is prepared, a review will also be made of the effort by the staff member to achieve the prior year's plan. The degree to which the employee achieved the requirements of the previous plan will be a measure of his/her performance.
  5. Copies of the Performance Improvement Plan will be attached to the employee's evaluation report, given to the support staff member, and filed with the Superintendent.
  6. It is the duty of the support staff member to implement the plan as prepared; his/her failure to do so may result in disciplinary action, including, where appropriate, dismissal.

Issued: 3 December 2008

Issued: 14 February 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4230/page 1 of 1  
Outside Activities

## 4230 OUTSIDE ACTIVITIES

The Board of Education recognizes that support staff members enjoy a private life outside their job responsibilities in the school district. The Board believes the school employees exert a continuing influence away from the school district. Accordingly, the Board reserves the right to determine if activities outside the support staff member's job responsibilities interfere with their discharge of the support staff member's responsibilities to this district.

All support staff members are advised to be governed in their activities outside the school by the following guidelines:

1. Support staff members are advised to refrain from conduct, associations, and offensive speech that, if given publicity, would tend to have an adverse or harmful effect upon pupils or the school community;
2. Support staff members shall not devote time during their work day to an outside private enterprise, business, or business organization. They shall not solicit or accept customers for a private enterprise, business, and/or business organization on school grounds during their work day without the express permission of the Superintendent and/or the Building Principal;
3. The Board does not endorse, support, or assume liability in any support for any staff member of this district who conducts a private activity in which students or employees of this district participate;
4. Support staff members shall not send campaign literature home with students, or request, direct, or have students distribute campaign literature on behalf of any candidate for local, state, or national office or for any bond issue, proposal, or any public question submitted at any general, municipal, or school election. No student shall be requested or directed by any support staff member to engage in any activity which tends or promote, favor, or oppose any such candidacy, bond issue, proposal, or public question; and
5. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by support staff members in the performance of their professional duties reside with and may be claimed by the Board.

N.J.S.A. 18A:42-4  
N.J.S.A. 19:1.1 et seq.

Adopted: 3 December 2008  
Adopted: 12 March 2013  
Adopted: 26 June 2014  
Adopted: 12 June 2018



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4230/page 1 of 1

Outside Activities

## R 4230 OUTSIDE ACTIVITIES

### A. Outside Employment

1. A full-time employee may engage in outside employment only when such employment does not:
  - a. Constitute a conflict of interest,
  - b. Violate the New Jersey School Ethics Act; or
  - c. Occur at a time when the employee has assigned district duties and responsibilities,
2. A full time employee who engages in employment outside the school district shall report that employment to the Superintendent only if the outside employment may require any type of accommodation by the school district or if the outside employment would require the staff member to not perform or limit the staff member's ability to perform all the responsibilities of their school district employment.

### B. Private Enterprise, Business, or Business Organization

1. An employee shall not conduct activities on school district grounds that may advance a private enterprise, business or business organization without the express permission of the Superintendent and/or Building Principal. Permission will not be given for solicitations or collections on behalf of a private enterprise, business or business organization.
2. An employee shall not, on school grounds, solicit pupils for trips other than those expressly approved by the Board or Superintendent without permission of the Superintendent. School grounds shall not be used as the point of departure or arrival for any such privately arranged trip.

Issued: 3 December 2008

Issued: 12 March 2013

Issued: 12 June 2018



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4233/page 1 of 1  
Political Activities

## 4233 POLITICAL ACTIVITIES

The Board of Education recognizes and encourages the right of all citizens, including school employees, to engage in political activity. However, the Board prohibits the use of school premises and school time for partisan political purposes.

The Board establishes the following guidelines to govern all support staff members in their political activities:

1. An employee shall not engage in political activity on school premises unless permitted in accordance with Policy No. 7510 Use of School Facilities and/or applicable Federal and State laws;
2. An employee shall not post political circulars or petitions on school premises nor distribute such circulars or petitions to students nor solicit campaign funds or campaign workers on school premises;
3. An employee shall not display any material that would tend to promote any candidate for office on an election day in a school facility that is used as a polling place;
4. An employee shall not engage in any activity in the presence of students while on school property, which activity is intended and/or designed to promote, further or assert a position(s) on labor relations issues.

The provisions of this policy do not apply to the conduct of employee representative elections.

Nothing in this Policy shall be interpreted to impose a burden on the constitutionally protected speech or conduct of a staff member or student.

N.J.S.A. 18A:42-4

Green Township v. Rowe, Superior Court of New Jersey - Appellate Division A-2528-98T5

Adopted: 3 December 2008

Adopted: 14 February 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4233/page 1 of 1

Political Activities

## R 4233 **POLITICAL ACTIVITIES**

### A. Prohibited Activities

The following political activities are prohibited on school district premises:

1. Posting of political circulars or petitions on bulletin boards that are not sponsored by the school and included as part of the school curriculum and/or program;
2. Distribution to employees, whether by placing in their school mailboxes or otherwise, of political circulars or petitions, except as delivered by the U.S. Postal Service;
3. Collection of and solicitation for campaign funds;
4. Solicitation for campaign workers;
5. Use of students for writing or addressing political materials or the distribution of such materials to or by students;
6. Display of any materials that promote the candidacy of any candidate for office by a person working on an election day in a district facility used on election day as a polling place; and
7. Any activity in the presence of students while on school property, which activity is intended and/or designed to promote, further or assert a position(s) on labor relations issues.

### B. Permitted Activities

The conduct of employee elections and any campaigning connected with those elections is permitted on school premises.

### C. Nothing in this Regulation shall be interpreted to impose a burden on the constitutionally protected speech or conduct of a staff member or student.

Issued: 3 December 2008

Issued: 14 February 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4240/page 1 of 1  
Employee Training

## 4240 **EMPLOYEE TRAINING**

The Board recognizes that the skills required of support staff members change with changing technology. In order to ensure both optimum efficiency in district operations, and the continued growth in expertise of the staff, the Superintendent shall ensure that appropriate programs of Inservice training shall be developed for support staff as necessary.

The Superintendent may recommend to the Board the granting of leave for attendance of personnel at State, regional, and national job-related meetings without pay deduction and with expenses paid by the school system according to established allowances.

### **Mandated Inservice Programs**

The Superintendent shall arrange development of appropriate Inservice presentations, seminars, and/or workshops on affirmative action, special education, child abuse, and other topics specifically required by federal or New Jersey law.

Adopted: 3 December 2008  
Adopted: 14 February 2017





# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4240/page 1 of 3

Employee Training

## R 4240 **EMPLOYEE TRAINING**

- A. Programs of Job Skills Improvement
  1. The purpose of job skills improvement programs is to increase the knowledge, proficiency, ability, and skills of support staff employees.
  2. Training programs will be structured to meet the immediate needs of the district as well as the personal goals of the employees.
  3. Training programs for support staff members shall be developed by Central Office Administration for implementation by the immediate supervisor.
  
- B. Determination of Training Needs
  1. Principals and supervisors shall annually inventory the training needs of the employees under their supervision by determining whether:
    - a. Assignments are being carried out in a systematic and effective manner,
    - b. Policies of the Board and regulations of the district are being properly implemented,
    - c. Employee evaluations indicate a need for improvement,
    - d. Excessive waste or damage is occurring or safety methods are not being followed,
    - e. Employees have an opportunity to express their views on the manner in which assignments are performed, and
    - f. Career advancement training opportunities are available to employees.
  2. The immediate supervisor shall prepare a report of the training needs for the review of the Superintendent of Schools or his/her designee that shows:
    - a. Identified needs determined from the inventory;
    - b. Current programs that meet identified needs and areas in which current programs do not meet identified needs;
    - c. Recommendations for on-the-job training procedures in areas in which a need is identified and no current program is available, and



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4240/page 2 of 3

Employee Training

- d. Recommendations for the use of off-the-job training programs known to meet district needs.
- C. On-the-Job Training
1. On-the-job training is that given to employees while they are at their assigned work stations.
  2. On-the-job training shall be directed primarily to new employees and those whose job responsibilities have been changed.
  3. On-the-job training programs shall be developed by the appropriate administrative staff; the assistance of experts is encouraged with ultimate approval of the Superintendent of Schools.
  4. Scheduling of training on the job will be the responsibility of the immediate supervisor.
  5. The outcome of training on the job should be a higher level of performance by each affected employee.
- D. Off-the-Job Training
1. Off-the-job training is that attended by employees during or after their regular job assignments but away from their assigned work stations.
  2. Training off the job should generally be directed to those employees who have specialized workplace needs.
  3. Suitable training programs shall be identified for support staff employees by the immediate supervisor with approval of costs by the Superintendent of Schools.
  4. Scheduling of off-the-job training will be the responsibility of the immediate supervisor.
  5. Allowable fees for attendance at off-the-job training programs shall be reimbursed upon the submission of an expense voucher to the School Business Administrator/Board Secretary in accordance with Policy No. 4440.
  6. Employees who are recompensed for costs of off-the-job training are expected to continue in their employment for at least one year. Prorate reimbursement will be required for shorter periods of employment.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4240/page 3 of 3

Employee Training

E. Training Effectiveness

1. Employees assigned to training off the job shall complete a district form designed to evaluate the effectiveness of the program.
2. The immediate supervisor shall review the performance of each employee assigned training either on or off the job thirty to forty-five days following the completion of the program.
3. The immediate supervisor shall report to the Superintendent of Schools on the effectiveness and cost of the training programs. He/She shall recommend continuation and discontinuance of programs as appropriate.

Issued: 3 December 2008

Issued: 14 February 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4281/page 1 of 2  
Inappropriate Staff Conduct

## 4281 **INAPPROPRIATE STAFF CONDUCT**

The Board of Education recognizes its responsibility to protect the health, safety and welfare of all students within this school district. Furthermore, the Board recognizes there exists a professional responsibility for all school staff to protect a student's health, safety and welfare. The Board strongly believes that school staff members have the public's trust and confidence to protect the well-being of all students attending the school district.

In support of this Board's strong commitment to the public's trust and confidence of school staff, the Board of Education holds all school staff to the highest level of professional responsibility in their conduct with all students. Inappropriate conduct and conduct unbecoming a school staff member will not be tolerated in this school district.

The Board recognizes and appreciates the staff-student professional relationship that exists in a school district's educational environment. This Policy has been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate staff conduct and conduct unbecoming a school staff member toward students.

School staff's conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to students or about students and shall not engage in inappropriate language or expression in the presence of students. School staff shall not engage in inappropriate conduct toward or with students. School staff shall not engage or seek to be in the presence of a student beyond the staff member's professional responsibilities. School staff shall not provide transportation to a student in their private vehicle or permit a student into their private vehicle unless there is an emergency or a special circumstance that has been approved in advance by the Building Principal/immediate supervisor and the parent.

Inappropriate conduct by a school staff member outside their professional responsibilities may be considered conduct unbecoming a staff member. Therefore, school staff members are advised to be concerned with such conduct which may include, but are not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other medium that is directed and/or available to students or for public display.

A school staff member is always expected to maintain a professional relationship with students and school staff members shall protect the health, safety and welfare of school students. A staff member's conduct will be held to the professional standards established by the New Jersey State Board of Education and the New Jersey Commissioner of Education. Inappropriate conduct or conduct unbecoming a staff member may also include conduct not specifically listed in this Policy, but conduct determined by the New Jersey State Board of Education, the New Jersey Commissioner of Education, an arbitration process, and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4281/page 2 of 2  
Inappropriate Staff Conduct

School personnel, compensated and uncompensated (volunteers), are required to report to their immediate supervisor or Building Principal any possible violations of this Policy. In the event the report alleges conduct by the Building Principal or the immediate supervisor, the school staff member may report directly to the Director of Labor Relations and Employment Services. In addition, school personnel having reasonable cause to believe a student has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 et seq. and inform the Building Principal or immediate supervisor after making such report. However, notice to the Building Principal or designee need not be given when the school staff member believes such notice would likely endanger the referrer or child(ren) involved or when the staff member believes that such disclosure would likely result in retaliation against the child or in discrimination against the referrer with respect to his/her employment.

Reports may be made in writing or with verbal notification. The immediate supervisor or Building Principal will notify the Director of Labor Relations and Employment Services of all reports, including anonymous reports. The Director of Labor Relations and Employment Services will investigate all reports with a final report to the Superintendent of Schools. The Director of Labor Relations and Employment Services, upon reviewing an initial report or the Superintendent, upon reviewing the Director of Labor Relations and Employment Services' investigation report, may take such appropriate action as necessary and as provided for in the law. This may include, but is not limited to, notifying law enforcement, notifying the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 et seq., and/or any other measure provided for in the law.

This Policy will be distributed to all school staff and provided to staff members at any time, upon request.

N.J.S.A. 18A:28-5 et seq.; N.J.A.C. 6A:16-11.1 et seq.

Adopted: 3 December 2008  
Adopted: 14 September 2010  
Adopted: 12 March 2013  
Adopted: 12 June 2018



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4281/page 1 of 7

Inappropriate Staff Conduct

## R 4281 **INAPPROPRIATE STAFF CONDUCT**

Inappropriate conduct by a school staff member will not be tolerated by the Board of Education. Policy No. 4281 and this Regulation have been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate conduct and conduct unbecoming a school staff member to students.

### A. Definitions

1. "Building Principal" is the Principal of the building where the staff member is assigned.
2. "Grievance Procedure" is the grievance procedure that provides for prompt and equitable resolution of inappropriate conduct or conduct unbecoming a school staff member.
3. "Hostile Environment Sexual Harassment" is sexual harassing conduct, which can include sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.
4. The "immediate supervisor" for support staff members may be a Building Principal, a member of the school district's non-instructional supervisory staff and/or the School Business Administrator/Board Secretary.
5. "Inappropriate comments" includes, but is not limited to, comments of a sexual nature, sexually oriented humor or language, inappropriate comments about a student's clothing or physical appearance, comments with sexual overtones, comments regarding a student's dating partner or comments about the staff member's personal life that are not relevant to the professional responsibility of the school staff member.
6. "Inappropriate conduct" includes, but is not limited to, sexual misconduct, a request by a school staff member to a student for a social relationship outside the school staff/student relationship, sexually harassing conduct, inappropriate touching by the staff member to a student or permitting a student to inappropriately touch a staff member, corporal punishment, requesting a student to expose private parts of their body, other than for school medical purposes, and a staff member exposing their own private parts of their body to a student. Inappropriate conduct also includes physical contact between a staff member and student that is beyond the staff member/student professional relationship.



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4281/page 2 of 7

#### Inappropriate Staff Conduct

This contact includes, but is not limited to, kissing, touching or feeling private parts of the body, holding hands or arms, and other contact that typically shows a sign of affection beyond the staff member/student professional relationship. "Inappropriate conduct" does not include a hug initiated by a student as a sign of the student's appreciation to a school staff member at a school sponsored activity such as school banquets, school recognition programs, graduations, etc.

7. "Inappropriate language or expression" includes, but is not limited to, the use of any profanity, obscene language, public lewdness or the use of public lewdness, comments with sexual overtones, distribution and/or discussion of any pornography.
8. "Inappropriate staff conduct" is any conduct prohibited by this Policy and corresponding Regulation including any other conduct deemed by the Commissioner of Education, the State Board of Education, statute, administrative code, and/or the judicial case law to be inappropriate conduct and/or conduct unbecoming a school staff member.
9. "Quid Pro Quo Sexual Harassment" is when a school employee explicitly or implicitly conditions a student's participation in an educational program or activity or bases an educational decision on the student's submission to unwelcomed sexual advances, requests for sexual favors or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.
10. "Professional responsibility or responsibilities" is the responsibilities of the staff member including, but not limited to, all school district sponsored extra-curricular activities, co-curricular activities, athletic coaching responsibilities; and other instructional or non-instructional positions and responsibilities appointed and/or assigned by the administration or Board.
11. "Promptly report" is reporting by the end of the next school day. If school is not in session the next day, then by the end of the first day after the weekend or holiday break. If this reporting time would exceed seventy-two hours, the staff member shall notify the Director of Labor Relations and Employment Services no later than seventy-two hours after the required reporting time.
12. "Sexual Harassment" is to include quid pro quo sexual harassment and/or hostile environment sexual harassment.
13. "Staff member" or "school staff member" is a compensated and/or uncompensated member of the school district's staff, including any agents and/or representatives of the school district.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4281/page 3 of 7

Inappropriate Staff Conduct

14. "Unannounced or uninvited visit" is a student visiting, without prior notice to the staff member or without an invitation from the staff member, the staff member's residence and/or other place where the staff member may be when not performing school related professional responsibilities.

## B. Reporting Procedure

1. Any staff member who believes, or has reason to believe, a student is seeking a relationship with the staff member beyond his/her professional responsibilities must promptly report this information to the Building Principal or immediate supervisor.
2. Any staff member who believes, or has reason to believe, a student is seeking a relationship with another staff member beyond the professional responsibilities of the other staff member or believes, or has reason to believe, another staff member is seeking a relationship with a student beyond the professional responsibilities of the other staff member must promptly report this information to the Building Principal or immediate supervisor.
3. Any staff member who believes he/she had, or may have, engaged in conduct prohibited by this Policy and Regulation must promptly report the conduct to the Building Principal or immediate supervisor.
4. Failure of a staff member to report conduct they know, or had reason to know, is prohibited by this Policy and Regulation and will result in appropriate disciplinary action.
5. Any student, parent, and/or other person(s) who believes, or has reason to believe, a staff member has engaged in conduct prohibited by this Policy and Regulation shall promptly report the conduct to the Director of Labor Relations and Employment Services.
6. Any person, including school staff, may make an anonymous report to the Director of Labor Relations and Employment Services if the person in good faith believes, or has reason to believe, a staff member has engaged in conduct prohibited by this Policy and Regulation.
7. School staff having reasonable cause to believe a student has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 et seq. and inform the Building Principal or immediate supervisor after making such report.





# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4281/page 4 of 7

Inappropriate Staff Conduct

C. Investigation of Reports

1. An immediate supervisor or Building Principal who receives a report a staff member engaged in, or may have engaged in, conduct prohibited by this Policy and Regulation will immediately notify the Director of Labor Relations and Employment Services.
2. The Director of Labor Relations and Employment Services will begin a prompt and thorough investigation of every report.
3. The Director of Labor Relations and Employment Services or the Superintendent will take such appropriate action as provided for in the law and as necessary at any time after receiving a report. This action may include, but is not limited to, notifying law enforcement, notifying the New Jersey Department of Children and Families if there is reasonable cause to believe a student has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 and in accordance with N.J.A.C. 6A:16-11.1 et seq., and/or any other measure provided for in the law.

D. Preliminary Investigation of Reports by Others

1. The Director of Labor Relations and Employment Services will begin a prompt, thorough, and impartial investigation. The preliminary investigation will be completed no more than ten working days after the Director of Labor Relations and Employment Services received the report.
2. The Director of Labor Relations and Employment Services' preliminary investigation may include, but is not limited to, interviews with staff members who may have potential knowledge of the alleged conduct, interviews with any students who may have potential knowledge of such conduct, interviews with parent(s) or any other persons who may have potential knowledge of the alleged conduct, and interview(s) with the school staff member(s) and student(s) reported to have engaged in conduct prohibited by this Policy and Regulation.
3. The Director of Labor Relations and Employment Services will request, if relevant to an investigation, the parent(s) of any student involved in the investigation to assist in the investigation to determine if inappropriate staff conduct may have existed.



# Policy/Regulations

East Orange Board of Education

## SUPPORT STAFF MEMBERS - REGULATION

R 4281/page 5 of 7

### Inappropriate Staff Conduct

1. If, based on a preliminary investigation, the Director of Labor Relations and Employment Services determines conduct prohibited by this Policy and Regulation did not exist, the Director of Labor Relations and Employment Services will meet with the staff member(s) and the parent(s) of the student(s) reported to review the results of the Director of Labor Relations and Employment Services' preliminary investigation. The preliminary investigation report indicating inappropriate conduct did not exist will be in writing and will be provided to the staff member(s) and to the parent(s) if requested. The Director of Labor Relations and Employment Services will maintain a separate file for all such reports and the report will not be included in the staff member's personnel file.
  5. If, based on a preliminary investigation, the Director of Labor Relations and Employment Services deems inappropriate staff conduct may have occurred, he/she will immediately notify and meet with the staff member(s) and the parent(s) of the student(s) indicated in the report to review the procedures to be followed in a continued full investigation. A copy of this Regulation and corresponding Policy will be provided to the staff member(s) and to the parent(s) of the student indicated in the report upon request.
- E. Full Investigation
1. The Director of Labor Relations and Employment Services, finding that inappropriate staffs conduct may have occurred after the preliminary investigation, requires a full investigation. This full investigation may be conducted in cooperation with the New Jersey Department of Children and Families in accordance with N.J.A.C. 6A:16-11.1 and/or local law enforcement.
  2. The Director of Labor Relations and Employment Services will conduct the full investigation if the New Jersey Department of Children and Families and/or local law enforcement does not intervene or if the allegations do not meet the reporting requirements of N.J.A.C. 6A:16-11.1 et seq. for reporting to the New Jersey Department of Children and Families and/or of N.J.A.C. 6A:16-6.3 for reporting to law enforcement.
  3. The full investigation will include, but not be limited to, interviews with the staff member(s), students, parent(s) and any other persons who know, or would have reason to know, a staff member may have engaged in inappropriate staff conduct.
  4. The Director of Labor Relations and Employment Services will accept testimony and evidence from the staff member(s), student(s), parent(s) and other persons who may have information relevant to the investigation.



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4281/page 6 of 7

#### Inappropriate Staff Conduct

5. All persons that provide information, testimony and evidence to the Director of Labor Relations and Employment Services relative to a report will be informed the information, testimony and evidence may be used in additional investigations and/or hearings as determined by the Superintendent of Schools.
6. Upon the conclusion of the interviews and review of the information, testimony and evidence, the Director of Labor Relations and Employment Services will prepare a written report to the Superintendent of Schools. The report will provide a summary of the interviews and information, testimony and evidence and, if possible, a finding from the Director of Labor Relations and Employment Services.
7. If the Director of Labor Relations and Employment Services' full investigation report finds inappropriate staff conduct and/or conduct unbecoming a school staff member did not occur and the Superintendent concurs with the report's findings, the Director of Labor Relations and Employment Services will notify and meet with the staff member(s) and the parent(s) of the student(s) investigated to review the findings.
8. If the Director of Labor Relations and Employment Services' full investigation report finds inappropriate staff conduct and/or conduct unbecoming a school staff member may have occurred and the Superintendent concurs with the report's findings, the Superintendent may take such appropriate action necessary and as provided for in the law. This action may include, but is not be limited to:
  - a. Provide the staff member an opportunity to rebut the findings of the Director of Labor Relations and Employment Services' full investigation report and findings;
  - b. Recommend to the Board of Education the withholding of the staff member's salary increment/increase for the subsequent school year;
  - c. Not recommend the staff member be re-appointed for the next school year;
  - d. Recommend to the Board of Education the staff member be terminated for inappropriate staff conduct and/or conduct unbecoming a school staff member;
  - e. Institute tenure charges (if applicable) in accordance with N.J.S.A. 18 and N.J.A.C. 6A; and/or



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4281/page 7 of 7

Inappropriate Staff Conduct

- f. Recommend to the Board of Education any other disciplinary and/or legal measures as the Superintendent of Schools determines to be appropriate under the circumstances and in accordance with any collective bargaining agreements between the employee representative association and the Board of Education.
9. If the Superintendent does not concur with the findings of the Director of Labor Relations and Employment Services' full investigation, the Superintendent may continue the investigation, which may include testimony and/or evidence from additional witnesses, a discussion with those who have already provided information to the Director of Labor Relations and Employment Services, a discussion with the student(s) and parent(s) and any activity the Superintendent believes would be helpful to the continued investigation. The results of the continued investigation conducted by the Superintendent will proceed consistent with paragraph 7. and 8. above.
10. Any person who is not satisfied with the Superintendent's determination may appeal to the Board of Education.

Issued: 3 December 2008  
Issued: November 2009  
Issued: 14 September 2010  
Issued: 12 March 2013  
Issued: 12 June 2018



### **4282 USE OF SOCIAL NETWORKING SITES**

The Board of Education has a strong commitment to quality education and the well-being of all students, as well as the preservation of the school district's reputation. The Board believes staff members must establish and maintain public trust and confidence and be committed to protecting all students attending the school district. In support of the Board's strong commitment to the public's trust and confidence, the Board holds all staff members to the highest level of professional responsibility.

The Commissioner of Education has determined inappropriate conduct outside a staff member's professional responsibilities may determine them as unfit to discharge the duties and functions of their position. Staff members should be advised that communications, publications, photographs, and other information appearing on social networking sites deemed inappropriate by the Board could be cause for dismissal of a non-tenured staff member or to certify tenure charges against a tenured staff member to the Commissioner of Education.

Staff members are advised to be concerned and aware such conduct deemed inappropriate may include, but is not limited to, communications and/or publications using emails, text-messaging, social networking sites, or any other form of electronic communication that is directed and/or available to students or for public display or publication.

While the Board respects the right of staff members to use social networking sites, staff members should recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. It is important that a staff member's use of these sites does not damage the reputation of the school district, employees, students or their families. Staff members who utilize, post or publish images, photographs, or comments on social networking sites, blogs, or other forms of electronic communication outside their professional responsibilities shall ensure their use, posting, or publications are done with an appropriate level of professionalism and are appropriate conduct for a school staff member. Staff members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public even without their knowledge or consent.

The school district strongly encourages all staff members to carefully review the privacy settings and End User License Agreement (EULA) of social networking sites they use and exercise care and good judgment when posting content and information on such sites. Staff members should adhere to the following guidelines, which are consistent with the district's workplace standards on harassment, student relationships, conduct, professional communication, and confidentiality.

When using personal social networking sites, school staff members:



# Policy/Regulations

## East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4282/Page 2 of 3  
Use of Social Networking Sites

1. Should not make statements that would violate any of the district's policies, including its policies concerning discrimination or harassment;
2. Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, students, or their families;
3. May not disclose any confidential information about the school district or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including students and their families;
4. Shall not use social networking sites to post any materials of a sexually graphic nature;
5. Shall not use social networking sites to post any materials which promote violence;
6. Shall not use social networking sites which would be detrimental to the mission and function of the district;
7. Are prohibited from using their school district title as well as adding references to the district in any correspondence including, but not limited to, e-mail, postings, blogs, and social networking sites unless the communication is of an official nature and is serving the mission of the district. This prohibition also includes signature lines and personal email accounts;
8. Must consult with their Principal, Assistant Superintendent of Curriculum, and the Department of Information Technology before setting up online sites or creating user accounts on existing online sites to facilitate student learning. Principals are responsible for monitoring all communication and activities on these sites to ensure a safe learning environment;
9. Shall not post updates on any personal social networking sites during normal working hours including posting of statements or comments on the social networking sites of others during school time unless it involves a school project;
10. Shall not promote non-district related businesses/organizations on district social networking sites unless authorized by District Administration;
11. Shall not post or publish any information the Commissioner of Education would deem to be inappropriate conduct by a school staff member; and



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4282/Page 3 of 3  
Use of Social Networking Sites

12. Are required to have a signed media release form on file.

The Policy of this district is to maintain a level of professionalism both during and after the school day. Any publication through any means of electronic communication which is potential adverse to the operation, morale, or efficiency of the district, will be deemed a violation of this Policy. If the Board or Superintendent believes that a staff member's activity on any social networking site violates the district's policies, the Board or Superintendent may request that the employee cease such activity. Depending on the severity of the incident, the staff member may be subject to disciplinary action.

This Policy has been developed and adopted by this Board to provide guidance and direction to staff members on how to avoid actual and/or the appearance of inappropriate conduct toward students and/or community while using social networking site.

Adopted: 11 September 2012

Adopted: 9 May 2017



### 4283 **ELECTRONIC COMMUNICATIONS BETWEEN SUPPORT STAFF MEMBERS AND STUDENTS**

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to support staff members to prevent improper electronic communications between support staff members and students. The Board of Education recognizes support staff members can be vulnerable in electronic communications with students.

The Board prohibits all electronic communications between a support staff member and a student. However, based on a support staff member's professional responsibility electronic communications between a support staff member and a student may be permitted with written approval of the Superintendent or designee. The approval is only for the school year in which the approval is granted. If the Superintendent or designee approves electronic communications between a support staff member and a student, the support staff member shall be required to comply with all the provisions of this Policy.

The Commissioner of Education has determined inappropriate conduct may determine a school staff member unfit to discharge the duties and functions of their position. Improper electronic communications by school staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a support staff member's responsibilities assigned to the support staff member by the administration or Board of Education.

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a support staff member and any student of the school district when:

1. The content of the communication is inappropriate as defined in this Policy; and/or
2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a support staff member and a student as defined in this Policy.





# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - POLICY

4283/page 2 of 5

#### Electronic Communications Between Support Staff Members and Students

Inappropriate content of an electronic communication between a support staff member, who has been approved by the Superintendent or designee to have electronic communications, and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the support staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the support staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the support staff member and a student that the Commissioner of Education would determine to be inappropriate in determining the support staff member is unfit to discharge the duties and functions of their position.

The following acceptable protocols for all electronic communications between a support staff member, who has been approved by the Superintendent or designee to have electronic communications, and a student, shall be followed:

1. E-Mail Electronic Communications Between a Support Staff Member and a Student
  - a. All e-mails between a support staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a support staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - POLICY

4283/page 3 of 5

#### Electronic Communications Between Support Staff Members and Students

- b. A support staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a support staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the support staff member and the student.
  - c. A support staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a support staff member shall have no expectation of privacy on the school district's e-mail system.
2. Cellular Telephone Electronic Communications Between a Support Staff Member and a Student
    - a. Communications between a support staff member and a student via a personal cellular telephone shall be prohibited.
      - (1) However, a support staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the support staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.
3. Text Messaging Electronic Communications Between Support Staff Members and Students
    - a. Text messaging communications between a support staff member and an individual student are prohibited.
      - (1) However, a support staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the support staff member's professional responsibilities regarding the student. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the activity approved by the Principal or designee.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4283/page 4 of 5

Electronic Communications Between Support Staff  
Members and Students

4. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Support Staff Members and a Student
  - a. A support staff member is prohibited from communicating with any student through the support staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a support staff member and a student.
  - b. A support staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a support staff member's personal social networking website or other Internet-based social media website shall not be responded to by the support staff member and shall be reported to the Principal or designee by the support staff member.
  - c. If a support staff member has a student(s) as a "friend" on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.
  - d. Communication between a support staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

## Reporting Responsibilities

1. In the event a student sends an electronic communication to a support staff member who has not been approved by the Superintendent or designee to have electronic communications, the support staff member shall report the communication to the Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such electronic communications. Electronic communications by a support staff member or a student where such communications are not approved by the Superintendent or designee may result in appropriate disciplinary action.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4283/page 5 of 5

Electronic Communications Between Support Staff  
Members and Students

2. In the event a student sends an improper electronic communication, as defined in this Policy, to a support staff member who has been approved by the Superintendent or designee to receive electronic communications, the support staff member shall report the improper electronic communication to the Principal or designee. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a support staff member or a student may result in appropriate disciplinary action.

A support staff member and student may be exempt from the provisions outlined in this Policy if a support staff member and student are relatives. The parent of the student and the support staff member requesting an exemption from the provisions of this Policy must submit a written request to the Principal of the student's school indicating the family relationship between the student and the support staff member. The Principal will provide written approval of the request to the support staff member and the student. If the Principal does not approve the request, the support staff member and the student must comply with all provisions of this Policy. The Principal's approval of a request for this exemption shall only be for the individual support staff member and student included in the request and for the school year in which the request is submitted.

The provisions of this Policy shall be applicable at all times while the support staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40

Adopted: 14 October 2014



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4284/page 1 of 1

Arrest Notification by Support Staff Members

## 4284 **ARREST NOTIFICATION BY SUPPORT STAFF MEMBERS**

All support staff members shall report their arrest or indictment for any crime or offense to the Superintendent within 14 calendar days. The report shall include the date of arrest or indictment and charge(s) lodged against the support staff member. Such support staff members shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed 'Just Cause' for adverse personnel action including termination of employment.

The Division of Human Resource Services will provide an annual notice of this requirement to all support staff members by September 30<sup>th</sup> of each school year. Each affected employee will sign a document acknowledging his/her receipt of such notice, which will remain on file within the Division of Human Resource Services. Anyone hired after September 30<sup>th</sup> will receive a copy of said notice with his/her pre-employment documentation and will sign a document acknowledging his/her receipt of such notice in the Division of Human Resource Services.

Adopted: 12 May 2015



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4321/page 1 of 3

Responsible Use of Computer Network(s)/Computers and  
Resources by Support Staff Members

## 4321 **RESPONSIBLE USE OF COMPUTER NETWORK(S)/COMPUTERS AND RESOURCES BY SUPPORT STAFF MEMBERS**

East Orange School District (EOSD) recognizes the value of technology to improve student learning and enhance the administration and operation of its schools. This Responsible Use Policy (RUP) governs all electronic activity of staff using the District's computers, networks, data systems, and other technologies.

The purpose of the RUP is to prevent unauthorized access and other unlawful activities by users, prevent unauthorized disclosure of or access to sensitive information, and to comply with legislation including, but not limited to, the Children's Internet Protection Act (CIPA), the Children's Internet Privacy and Protection (CIPP), Children's Online Privacy Protection Act (COPPA) and Family Educational Rights and Privacy Act (FERPA).

In addition, the RUP clarifies the educational purpose of the District's technology. As used in this policy, "user" includes anyone using computers, Internet, email, and all other forms of electronic communication or equipment provided by the District (the "network") regardless of the physical location of the user. The RUP applies even when District-provided equipment (laptops, tablets, cell phones, etc.) is used off District property. Additionally, the RUP applies when non-District devices access the District network.

### **Network**

The District uses protection measures to block and/or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network.

The District will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to District applications, including, but not limited to, email, data management and reporting tools, and other web applications.

When users access any Internet or networked connected devices or services, they create a "digital footprint". This digital footprint is ...one's unique set of digital activities, actions, and communications that leave a data trace on the Internet...

**(<http://www.dictionary.com/browse/digital-footprint>)**

The District can and will monitor users' online activities, and access, review, copy and store any communications or files and share them with staff and legal entities as necessary. Users should have no expectation of privacy regarding their use of District equipment, network, and/or Internet access or files, including email, regardless of location.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4321/page 2 of 4

Responsible Use of Computer Network(s)/Computers and  
Resources by SupportStaffMembers

Network access and bandwidth are provided to schools for academic and operational services. EOSD reserves the right to prioritize network bandwidth and limit certain network activities that are negatively impacting academic and operational services.

Users are prohibited from using the District network to access content deemed inappropriate or illegal, including but not limited to content that is pornographic, obscene, illegal, or promotes violence.

## **Digital Citizenship**

All employees are responsible for modeling and actively practicing positive digital citizenship.

Employees using classroom technology are explicitly required to teach students about positive digital citizenship.

Users are prohibited from posting inappropriate content on Social Media. Refer to the *Use of Social Networking Sites* Policy/Regulation (3282).

## **Privacy**

Employees will not share personal information about students and employees including, but not limited to, names, home addresses, telephone numbers, dates of birth, student ID numbers, and employee numbers.

All websites, applications and services must be vetted by the District's Technology Committee to ensure that the needs of CIPA, CIPP, COPPA, FERPA, and any other applicable regulations are met.

## **Passwords**

Under no circumstances are District passwords to be shared with others, including other District staff and students.

Log out of unattended equipment and accounts in order to maintain privacy and security.

Users must use extra caution to avoid email scams that request passwords or other personal information.

Please contact the EOSD Help Desk if you have questions or suspect suspicious activity.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4321/page 3 of 4

Responsible Use of Computer Network(s)/Computers and Resources by SupportStaffMembers

## **Support**

- EOSD provides basic installation, synchronization, and software support for District-issued electronic devices. Devices must be connected to the network on a regular basis to receive up-to-date software and antivirus updates.
- Users are responsible for making periodic backups of data files stored locally on their devices.

## **Loss/Theft**

Users must take reasonable measures to prevent a device from being lost or stolen. In the event an electronic device is lost or stolen, the user is required to immediately notify their direct supervisor, local authorities to obtain a police report, and the IT Department (973-266-2961).

## **Return of Electronic Devices**

All technology purchased by or donated to the EOSD is considered District property and any and all equipment assigned to employees must be returned prior to leaving their position or school (including transfers).

All equipment containing sensitive information and data must be returned directly to the IT Department before it can be redeployed.

## **Technology Purchasing & Donations**

All quotes for technology hardware and software must go through the IT Department. Technology purchases may include additional expenses required to ensure proper maintenance and security, including but not limited to warranties, hardware /software upgrades, anti-virus/anti-malware protection, and security/inventory software.

Technology donations must have prior approval by the IT Department and/or the Business Office and be board approved. In addition to these approvals, the entity receiving the donation must also conform to any other existing policies and or practices regarding donations. Schools or departments applying for technology grants, funding, or donations must budget for any additional expenses associated with the requested technology and can be held responsible for any additional expenses incurred.





# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4321/page 4 of 4

Responsible Use of Computer Network(s)/Computers and  
Resources by SupportStaffMembers

## **Consequences for Inappropriate Use**

Noncompliance and/or misuse of District technology may result in

- A. suspension of access to District technology resources;
- B. revocation of account;
- C. disciplinary action consistent with District policies and regulations.

Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

Using the District's technology resources indicates acceptance of this Responsible Use Policy.

Adopted: 3 December 2008

Adopted: 18 April 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4321/Page 1 of 4

Responsible Use of Computer Network(s)/Computers and  
Resources by Support Staff Members

## R 4321 **RESPONSIBLE USE OF COMPUTER NETWORK(S)/COMPUTERS AND RESOURCES BY SUPPORT STAFF MEMBERS**

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In addition, the RUP clarifies the educational purpose of the District's technology. As used in this policy, "user" includes anyone using computers, Internet, email, and all other forms of electronic communication or equipment provided by the District (the "network") regardless of the physical location of the user. The RUP applies even when District-provided equipment (laptops, tablets, cell phones, etc.) is used off District property. Additionally, the RUP applies when non-District devices access the District network.

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The District uses protection measures to block and/or filter access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors over the network.

The District will take all necessary measures to secure the network against potential cyber security threats. This may include blocking access to District applications, including, but not limited to, email, data management and reporting tools, and other web applications.

When users access any Internet or networked connected devices or services, they create a "digital footprint". This digital footprint is ...one's unique set of digital activities, actions, and communications that leave a data trace on the Internet...

**(<http://www.dictionary.com/browse/digital-footprint>)**

The District can and will monitor users' online activities, and access, review, copy and store any communications or files and share them with staff and legal entities as necessary. Users should have no expectation of privacy regarding their use of District equipment, network, and/or Internet access or files, including email, regardless of location.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4321/page 2 of 4

Responsible Use of Computer Network(s)/Computers and  
Resources by SupportStaffMembers

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## **Digital Citizenship**

All employees are responsible for modeling and actively practicing positive digital citizenship.

Employees using classroom technology are explicitly required to teach students about positive digital citizenship.

Users are prohibited from posting inappropriate content on Social Media. Refer to the *Use of Social Networking Sites* Policy/Regulation (3282).

## **Privacy**

Employees will not share personal information about students and employees including, but not limited to, names, home addresses, telephone numbers, dates of birth, student ID numbers, and employee numbers.

All websites, applications and services must be vetted by the District's Technology Committee to ensure that the needs of CIPA, CIPP, COPPA, FERPA, and any other applicable regulations are met.

## **Passwords**

Under no circumstances are District passwords to be shared with others, including other District staff and students.

Log out of unattended equipment and accounts in order to maintain privacy and security.

Users must use extra caution to avoid email scams that request passwords or other personal information.

Please contact the EOSD Help Desk if you have questions or suspect suspicious activity.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4321/page 3 of 4

Responsible Use of Computer Network(s)/Computers and Resources by SupportStaffMembers

## **Support**

- EOSD provides basic installation, synchronization, and software support for District-issued electronic devices. Devices must be connected to the network on a regular basis to receive up-to-date software and antivirus updates.
- Users are responsible for making periodic backups of data files stored locally on their devices.

## **Loss/Theft**

Users must take reasonable measures to prevent a device from being lost or stolen. In the event an electronic device is lost or stolen, the user is required to immediately notify their direct supervisor, local authorities to obtain a police report, and the IT Department (973-266-2961).

## **Return of Electronic Devices**

All technology purchased by or donated to the EOSD is considered District property and any and all equipment assigned to employees must be returned prior to leaving their position or school (including transfers).

All equipment containing sensitive information and data must be returned directly to the IT Department before it can be redeployed.

## **Technology Purchasing & Donations**

All quotes for technology hardware and software must go through the IT Department. Technology purchases may include additional expenses required to ensure proper maintenance and security, including but not limited to warranties, hardware /software upgrades, anti-virus/anti-malware protection, and security/inventory software.

Technology donations must have prior approval by the IT Department and/or the Business Office and be board approved. In addition to these approvals, the entity receiving the donation must also conform to any other existing policies and or practices regarding donations. Schools or departments applying for technology grants, funding, or donations must budget for any additional expenses associated with the requested technology and can be held responsible for any additional expenses incurred.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4321/page 4 of 4

Responsible Use of Computer Network(s)/Computers and  
Resources by SupportStaffMembers

## **Consequences for Inappropriate Use**

Noncompliance and/or misuse of District technology may result in

- C. suspension of access to District technology resources;
- D. revocation of account;
- C. disciplinary action consistent with District policies and regulations.

Violations of law may result in criminal prosecutions as well as disciplinary action by the District.

Using the District's technology resources indicates acceptance of this Responsible Use Policy.

Adopted: 3 December 2008

Adopted: 18 April 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R4321/page 1 of 4

Responsible Use of Computer Network(s)/Computers and  
Resources by SupportStaffMembers

R4321 **RESPONSIBLE USE OF COMPUTER NETWORK(S)/COMPUTERS AND RESOURCES BY  
SUPPORT STAFF MEMBERS**

East Orange School District provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching, provide opportunities for professional development and collaboration, and encourage the use of global communication resources.

Staff members must adhere to strict regulations which are dictated by various government agencies. Regulations are provided here so that staff members are aware of their responsibilities. The school district may modify these regulations at any time by publishing modified regulations on the network(s) and elsewhere.

Staff members are responsible for good behavior on computer network(s)/computers. Communications on the computer network(s)/computers are often public in nature. Policies and Regulations governing staff members' behavior and communications apply. Access to computer network services/computers is given to staff members who are expected to act in a considerate, responsible and professional manner. Access is a privilege, not a right. Access entails responsibility. Individual users of the district computer network(s)/computers are responsible for their behavior and communications over the computer network(s)/computers. It is presumed that users will comply with district standards.

Behaviors including, but not limited to, the following are prohibited:

**Network**

1. Using the District network to access content deemed inappropriate or illegal, including but not limited to content that is pornographic, obscene, illegal, or promotes violence.
2. Damaging, degrading or disrupting computers, computer systems or computer network(s)/computers.
3. Employing the network(s)/computers for commercial purposes.
4. Engaging in other activities which do not advance the educational purposes for which computer network(s)/computers are provided.
5. Using websites or software that are designed to circumvent the District's security and filtering systems.



# Policy/Regulations

East Orange Board of Education

## SUPPORT STAFF MEMBERS - REGULATION

R4321/page 2 of 4

Responsible Use of Computer Network(s)/Computers and Resources by SupportStaffMembers

6. Intentionally introducing viruses, malware or other harmful software into District resources
  7. Attempting to bypass District security in order to install unapproved software
  8. Using websites or applications which provide a persistent stream of media outside of an educational content or as background music for an extended period of time
  9. Creating accounts on non-sanctioned sites, especially for students
  10. Using personal devices to conduct EOSD business
- \*The District does not support BYOD (Bring Your Own Device) at this time.*
11. Any other unethical, unacceptable, illegal and/or inappropriate activity

### **Digital Citizenship**

1. Using software or websites designed to transmit or receive copyrighted materials, such as songs and movies, which are not officially sanctioned by the publisher
2. Sending or displaying offensive messages or pictures
3. Using obscene language
4. Harassing, insulting or attacking others
5. Violating copyright laws
6. Forging electronic mail messages
7. Any other unethical, unacceptable, illegal and/or inappropriate activity

### **Privacy**

1. Sharing personal information about students and employees including, but not limited to, names, home addresses, telephone numbers, dates of birth, student ID numbers, and employee numbers.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R4321/page 3 of 4

Responsible Use of Computer Network(s)/Computers and  
Resources by SupportStaffMembers

2. Using another's password
3. Trespassing in another's folders, work or files
4. Stealing data or other intellectual projects
5. Creating user accounts for students on websites or apps without obtaining the prior approval of the District's Technology Committee
6. Any other unethical, unacceptable, illegal and/or inappropriate activity

## **Passwords**

1. Sharing accounts and passwords
2. Any other unethical, unacceptable, illegal and/or inappropriate activity

## **Support**

1. Installing District software on personal devices
2. Installing unapproved software on District devices
3. Requesting support for personal devices or software
4. Intentionally interfering with the District's management of devices

## **Loss/Theft**

1. Exceeding 24 hours to report loss/theft of District equipment
2. Filing false reports of loss/theft of District equipment

## **Return of Electronic Devices**

1. Exceeding 24 hours to return District devices when leaving the District
2. Transferring District devices to another school/department/user without proper authorization





# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R4321/page 4 of 4

Responsible Use of Computer Network(s)/Computers and  
Resources by SupportStaffMembers

## **Technology Purchasing & Donations**

1. Accepting donations without prior approval from the IT Department, Business Office
2. Accepting donations without getting Board approval
3. Purchasing hardware/software of any kind without going through the IT Department

Using the District's technology resources indicates acceptance of this Responsible Use Regulation.

Adopted: 3 December 2008

Adopted: 18 April 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4322/page 1 of 1

Staff Member's Use of Personal Cellular Telephones/  
Other Communication Devices

## 4322 STAFF MEMBER'S USE OF PERSONAL CELLULAR TELEPHONES/ OTHER COMMUNICATION DEVICES

The East Orange Board of Education recognizes a support staff member may need to electronically communicate on a non-school related, personal matter using a personal cellular telephone or other personal communication device during their workday. Electronic communications include, but are not limited to: voice conversations, text-messaging, accessing social networking or other internet sites, or any other type of electronic communication.

In the event the support staff member needs to electronically communicate on a non-school related, personal matter using a personal cellular telephone or other personal communication device during their workday the support staff member may do so provided the communication is made during the support staff member's free lunch or break periods and is made outside the presence of students in an area inside the school building designated by the support staff member's Principal or immediate supervisor.

A support staff member's personal cellular telephone or other personal communication device shall be secured by the support staff member and outside the view of others when the support staff member is performing assigned school district responsibilities.

An electronic communication by a support staff member on a non-school related, personal matter using a personal cellular telephone or other personal communication device shall not be made while the support staff member is performing assigned school district responsibilities.

In the event the support staff member has an emergency requiring immediate attention that requires such a communication while performing assigned school district responsibilities the support staff member shall inform their Principal or immediate supervisor before or immediately after the communication depending on the nature of the emergency. The Board of Education is not responsible if a support staff member's personal cellular telephone or other communication device is lost, stolen, or missing.

Adopted: 3 December 2008

Adopted: 9 November 2010

Adopted: 13 October 2015



### 4324 **RIGHT OF PRIVACY**

The Board of Education will provide facilities and school district-owned property to assist staff members in their job responsibilities. These facilities or district-owned property may include, but are not limited to, an office, a storage closet, a filing cabinet, a locker, and/or a desk. The Principal or designee may provide a staff member with exclusive use and access to such facilities or school district-owned property or may require that the facility or school district-owned property be shared with other staff members. The staff member may be provided a lock or key by the school district or may secure the facility or school district-owned property using their own locking device with permission from the Principal or designee.

School staff members should be aware their expectation of privacy in these facilities and/or the school district-owned property provided by the Board of Education is reduced by virtue of actual office practices and procedures, for searches conducted pursuant to an investigation of work-related employee misconduct, or by legitimate school district policies or regulations. In addition, staff members shall have a reduced expectation of privacy in these facilities and school district-owned property if there is reasonable suspicion the staff member is violating a law or school policy. School staff members shall be on notice this reduced expectation of privacy may result in such facilities and/or school district-owned property being searched without a search warrant. In order to avoid exposing personal belongings to such a search, school staff members are discouraged from storing personal belongings in these facilities or school district-owned property.

Adopted: 8 May 2012

Adopted: 18 April 2017



### 4352 **SEXUAL HARASSMENT**

The Board of Education recognizes that an employee's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are wholly inappropriate to the harmonious employment relationships necessary to the operation of the school district and intolerable in a workplace to which the children of this district are exposed.

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

The sexual harassment of any employee of this district is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee of this district will be subject to discipline, which may include termination of employment. Any employee who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor. An employee may complain of any failure of the Board to take corrective action by recourse to the procedure by which a discrimination complaint is processed. The employee may appeal the Board's action or inaction to the New Jersey Division on Civil Rights or to the United States Equal Employment Opportunity Commission. Complaints regarding sexual harassment shall be submitted following the procedures outlined in Regulation 1530, Equal Employment Opportunity.

The Affirmative Action Officer shall instruct all employees of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

29 C.F.R. 1604.11

Adopted: 3 December 2008

Adopted: 18 April 2017

Adopted: 19 February 2019



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4352/page 1 of 5

Sexual Harassment of Support Staff  
Members Complaint Procedure

## R 4352 **SEXUAL HARASSMENT OF SUPPORT STAFF MEMBERS** **COMPLAINT PROCEDURE**

Sexual harassment of school staff members is prohibited by the Board of Education. The Superintendent and school district staff will use the following methods to investigate and resolve allegations of sexual harassment of school staff members.

### A. Definitions

1. Gender-based Harassment - Gender-based harassment that includes acts of verbal, nonverbal, physical aggression, intimidation, or hostility based on gender, but not involving conduct of a sexual nature, may be a form of sex discrimination if it is sufficiently severe, persistent, or pervasive and directed at individuals because of their gender.
2. Hostile Environment Sexual Harassment - Sexual harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors or other favors, or other verbal, nonverbal or physical conduct of a sexual nature) by a school staff member that is sufficiently severe, persistent, or pervasive to limit another staff member's ability to participate in a workplace environment or activity, or to create a hostile or abusive workplace environment.
3. Quid Pro Quo Harassment - When a school staff member explicitly or implicitly conditions another school staff member's conditions of employment on the staff member's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the staff member resists and suffers the threatened harm or submits and thus avoids the threatened harm.

### B. Grievance Procedure

The following Grievance Procedure shall be used for an allegation(s) of harassment of school staff members by other school staff members:

1. Reporting of Sexual Harassment Conduct
  - a. Any person with any information regarding actual and/or potential sexual harassment of a staff member must report the information to the school Building Principal, their immediate supervisor or the Affirmative Action Officer.



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4352/page 2 of 5

#### Sexual Harassment of Support Staff Members Complaint Procedure

- b. The school district can learn of sexual harassment through other means such as from a witness to an incident, an anonymous letter, or telephone call.
  - c. A report to the school Building Principal or an immediate supervisor will be forwarded to the school district Affirmative Action Officer within one working day, even if the school Building Principal or immediate supervisor feels sexual harassment conduct was not present.
  - d. In the event the report alleges conduct by the Building Principal or the Affirmative Action Officer, the Superintendent will designate a school official to assume the Building Principal's or Affirmative Action Officer's responsibilities, as outlined in Policy No. 4352 and this Regulation.
2. Affirmative Action Officer's Investigation
- a. Upon receipt of any report of potential sexual harassment conduct, the Affirmative Action Officer will begin an immediate investigation. The Affirmative Action Officer will promptly investigate all alleged complaints of sexual harassment, whether or not a formal grievance is filed and steps will be taken to resolve the situation, if needed. This investigation will be prompt, thorough, and impartial. The investigation will be completed no more than twenty working days after receiving notice.
  - b. When a school staff member provides information or complains about sexual harassment, the Affirmative Action Officer will initially discuss what actions the staff member is seeking in response to the harassment.
  - c. The Affirmative Action Officer's investigation may include, but is not limited to, interviews with all persons with potential knowledge of the alleged conduct, interviews with any staff member(s) who may have been sexually harassed in the past by the school staff member and any other reasonable methods to determine if sexual harassment conduct existed.
  - d. The Affirmative Action Officer may request a staff member involved in the investigation to assist in the investigation.
  - e. The Affirmative Action Officer will provide a copy of Board Policy and Regulation No. 4352 to all persons who are interviewed with potential knowledge, upon request, and to any other person the Affirmative Action Officer feels would be served by a copy of such documents.



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4352/page 3 of 5

#### Sexual Harassment of Support Staff Members Complaint Procedure

- f. Any person interviewed by the Affirmative Action Officer may be provided an opportunity to present witnesses and other evidence.
  - g. The Affirmative Action Officer and/or Superintendent will contact law enforcement agencies if there is potential criminal conduct by any party.
  - h. The school district administration may take interim measures during an Affirmative Action Officer's investigation of a complaint.
  - i. The Affirmative Action Officer will consider particular issues of welcomeness based on the allegations.
3. Investigation Results
- a. Upon the conclusion of the investigation, but not later than ten working days after reported to the Affirmative Action Officer, the Affirmative Action Officer will prepare a summary of findings to the parties. At a minimum, this summary shall include the person(s) providing notice to the school district and the staff member(s) who was alleged to be sexually harassed.
  - b. The Affirmative Action Officer shall make a determination whether sexual harassment conduct was present.
  - c. If the Affirmative Action Officer concludes sexual harassment conduct was not, or is not present, the investigation is concluded.
  - d. If the Affirmative Action Officer determines that sexual harassment has occurred, the school district administration shall take reasonable and effective corrective action, including steps tailored to the specific situation. Appropriate steps will be taken to end the harassment such as counseling, warning, and/or disciplinary action. The steps will be based on the severity of the harassment or any record of prior incidents or both. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the harassment.
  - e. In the event the Affirmative Action Officer determines a hostile environment exists, the Superintendent shall take steps to eliminate the hostile environment. The school district may need to deliver special training or other interventions to repair the educational environment. Other measures may include directing the harasser to apologize to the harassed staff member, dissemination of information, distribution of new policy statements or other steps to communicate the message that



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4352/page 4 of 5

#### Sexual Harassment of Support Staff Members Complaint Procedure

the Board does not tolerate harassment and will be responsive to any school staff member that reports such conduct.

- f. In some situations, the school district may need to provide other services to the staff member that was harassed, if necessary, to address the effects of the harassment on that staff member. Depending on the type of harassment found, these additional services may include an independent re-assessment of the harassed staff member's work performance, counseling and/or other measures that are appropriate to the situation.
- g. The Superintendent will take steps to avoid any further sexual harassment and to prevent any retaliation against the staff member who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The Affirmative Action Officer will inform the sexually harassed staff member to report any subsequent problems and will make follow-up inquiries to see if there have been any new incidents or retaliation.
- h. All sexual harassment grievances and accompanied investigation notes will be maintained in a confidential file by the Affirmative Action Officer.

#### 4. Affirmative Action Officer's Investigation Appeal Process

- a. Any person found by the Affirmative Action Officer's investigation to be guilty of sexual harassment conduct, or any person who believes they were sexually harassed but not supported by the Affirmative Action Officer's investigation, may appeal to the Superintendent. The Superintendent will make his/her determination within ten working days of receiving the appeal.
- b. Any person who is not satisfied with the Superintendent's determination may appeal to the Board. The Board will make its determination within forty-five calendar days of receiving an appeal from the Superintendent's determination.

#### C. Office Of Civil Rights (OCR) Case Resolution

Persons not satisfied with the resolution of an allegation of sexual harassment by school district officials or the Board may request the Office of Civil Rights (OCR) of the United States Department of Education to investigate the allegations.





# Policy/Regulations

East Orange Board of Education

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SUPPORT STAFF MEMBERS - REGULATION

R 4352/page 5 of 5

Sexual Harassment of Support Staff  
Members Complaint Procedure

1. Any alleged victim of sexual harassment may appeal a decision of the Affirmative Action Officer, Superintendent, or the Board to the Office of Civil Rights (OCR).
2. Any person may report an allegation of sexual harassment to the OCR at any time. If the OCR is asked to investigate or otherwise resolve incidents of sexual harassment of school staff members, OCR will consider whether:
  - a. The school district has a policy prohibiting sexual harassment and a grievance procedure;
  - b. The school district appropriately investigated or otherwise responded to allegations of sexual harassment; and
  - c. The school district has taken immediate and appropriate corrective action responsive to Quid Pro Quo or Hostile Environment Harassment.

Issued: 3 December 2008

Issued: 18 April 2017

Issued: 19 February 2019

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## 4360 SUPPORT STAFF MEMBER TENURE

The Board of Education directs that the tenure status of support staff members be determined only in accordance with law and this policy and such contractual terms as may have been negotiated with the employee's majority representative.

Persons employed as custodians and maintenance personnel including supervisory personnel will be employed on fixed term contracts and will not acquire tenure in their positions.

The Board will not grant tenure to any employee for whom such tenure has not been provided in law or in a contract negotiated by this Board.

N.J.S.A. 18A:17-2; 18A:17-3

Adopted: 3 December 2008

Adopted: 29 June 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4375/page 1 of 1

In-District Transfers

## 4375 IN-DISTRICT TRANSFERS

At various times during the school year, positions become available in the district in which current staff members may be interested. Within a reasonable timeframe, the positions are posted on the HR section of the District's website, and also sent via email to the entire school district staff.

A current employee who desires a change in assignment or location shall adhere to the following procedures:

1. Within five (5) school days from the date of the posting, discuss his/her desire for transfer or reassignment with his/her existing administrator AND the administrator of the building to which the employee is seeking to transfer.
2. Complete the *Request for Transfer* form in its entirety, including obtaining his/her present administrator's signature. The administrator's signature does not denote his/her agreement with the request for transfer; it simply acknowledges that the employee has made his/her present administrator aware of his/her desire to transfer to another position and/or location. Submit the completed form to the Division of Human Resource Services. If an employee has attempted to obtain his/her current administrator's signature, but is unsuccessful, this information should be relayed to Division of Human Resource Services prior to submitting the *Request for Transfer* form. The employee may submit the form to the Division of Human Resource Services after discussing his/her attempt to gain the current administrator's signature.
3. Complete the online application process for the position/location to which he/she wishes to transfer.

The Superintendent or his/her designee will review the transfer request and arrive at a decision as soon as practical, but no later than sixty (60) calendar days after the transfer request has been received. The Division of Human Resource Services will communicate with the employee, his/her current administrator, and prospective administrator regarding all matters pertaining to the request for transfer. If the Superintendent or his/her designee determines that the transfer should be granted, the Superintendent will recommend such to the full board. The current employee may not be transferred to the new location/assignment until a suitable replacement has been identified and is able to commence the assignment, but not longer than sixty (60) calendar days. The employee will be notified, in writing, of the Board's decision relative to his/her request for transfer/reassignment. All transfer requests cannot be honored. Following the prescribed procedure will not guarantee approval of a transfer. In-district applicants will not be considered for transfers without submitting the Request for Transfer form to the Division of Human Resource Services.

Approved: 10 November 2015



### 4381 **PROTECTION AGAINST RETALIATION**

The Board of Education will take no retaliatory action, by discharge, demotion, suspension, or any other adverse action, against an employee because that employee has conscientiously:

1. Disclosed or threatened to disclose to a supervisor or public body an activity, policy, or practice of this Board or any district officer that the employee reasonably believes to be in violation of law or rule;
2. Provided information to a public body conducting an investigation, hearing, or inquiry into any alleged violation of law by the Board or an officer of this district; or
3. Objected to or refused to participate in an activity, policy, or practice of this district that the employee reasonably believes to be in violation of law or rule, fraudulent, criminal, or incompatible with a clear mandate of public policy concerning the public health, safety, or welfare or protection of the environment.

An employee who has reason to believe that the Board has engaged in an illegal activity or an activity contrary to public policy must report that belief in writing to the Superintendent before notice is given to a supervisor or a public body. The Superintendent shall promptly report the same to the Board and institute an investigation of the reported activity. The findings of the investigation will be reported in writing to the Board and to the employee.

The protection of law and this policy apply only to employees who have given notice in accordance with this policy and have afforded the Board a reasonable period of time to take any corrective action that may be required or have acted in circumstances that the employee believes in good faith constitute an emergency.

The Superintendent shall post notice of this policy and inform employees of their rights under the New Jersey Conscientious Employee Protection Act.

N.J.S.A. 34:19-1

Adopted: 3 December 2008

Adopted: 14 February 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4410/page 1 of 1  
Compensation

## 4410 COMPENSATION

The Board of Education will establish the compensation for support staff members not covered by the terms of a negotiated agreement or in an individual contract with the Board.

N.J.S.A. 18A:6-6; 18A:16-11

Adopted: 3 December 2008

Adopted: 14 February 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4413/page 1 of 1  
Overtime Compensation

## 4413 OVERTIME COMPENSATION

The Board of Education will compensate overtime work in accordance with law. "Overtime work" means work in excess of forty hours in a single work week.

No overtime shall be worked without the express advance approval of the Superintendent of Schools or his/her designee.

29 U.S.C.A. 207(o)  
29 U.S.C.A. 207(p)  
N.J.S.A. 34:11-56(a)4

Adopted: 3 December 2008  
Adopted: 14 February 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4415/page 1 of 1

Substitute Wages

## 4415 SUBSTITUTE WAGES

In order to ensure reliable assistance in the absence of regular support staff employees, the Board of Education will offer competitive compensation to qualified substitute secretaries, clerks, custodians, maintenance workers, bus drivers and teacher aides/teacher assistants. In no instance shall the wages paid a substitute exceed the wages paid the regular employee.

Substitute support staff members will be paid at a per diem rate set by the Board.

Adopted: 3 December 2008

Adopted: 9 May 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4420/page 1 of 1  
Benefits

## 4420 **BENEFITS**

The Board of Education reserves the right to establish benefits for support staff members not covered by the terms of a negotiated agreement or in an individual contract with the Board.

N.J.S.A. 18A:6-6; 18A:16-12 et seq.

Adopted: 3 December 2008

Adopted: 14 February 2017





# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4421.13/page 1 of 2  
Postnatal Accommodations  
Mar 20

[See POLICY ALERT No. 219]

## **4421.13 POSTNATAL ACCOMMODATIONS**

The Board of Education recognizes support staff members may be returning to work shortly after their child's birth and may need to express breast milk during the workday. The Patient Protection and Affordable Care Act (PPACA) amended Section 7 of the Federal Fair Labor Standards Act (FLSA) for nursing mothers to be permitted reasonable break times and a private location to express breast milk for their nursing child for one year after the child's birth.

Every employee position in the school district is designated as either "non-exempt" or "exempt" by the provisions of the FLSA. Generally, a support staff member entitled to overtime pay is designated as "non-exempt." A support staff member that performs duties that are executive, administrative, or professional in nature and not entitled to overtime pay is designated "exempt." The school district administration shall refer to the comprehensive definitions of "exempt" and "non-exempt" as outlined in 29 C.F.R. 541 et seq. in determining an employee's designation.

A Board of Education is required to provide reasonable break times to non-exempt support staff members to express breast milk for their nursing child. The non-exempt support staff member shall coordinate such breaks with their immediate supervisor. The non-exempt support staff member will not receive compensation during this break time unless the break time is during a non-exempt support staff member's compensated break time.

A Board of Education is not required under the FLSA to provide such breaks to exempt support staff members. However, exempt support staff members may take such breaks provided the breaks are coordinated with their immediate supervisor. If this break is taken during the exempt support staff member's duty free lunch period or duty free break period during the workday, the exempt support staff member will not be reduced in compensation.

The Principal or the nursing mother's immediate supervisor, in consultation with the school nurse, will designate a lactation room that is shielded from view and free from intrusion from co-workers and the public. The location must be functional as a space for expressing breast milk and shall include an electrical outlet, a chair, and nearby access to running water. If the space is not dedicated to the nursing mother's use, it must be available when needed. A space temporarily converted into a lactation room or made available when needed by a nursing mother is sufficient; however, a bathroom, even if private, is not a permissible location under the FLSA.

All exempt and non-exempt teaching staff members are required to scan out of work using the biometric system to begin the break to express breast milk and shall sign-in when they return to work after the break. The break shall be for a reasonable amount of time. For compensation purposes, the immediate supervisor shall forward all sign-in and sign-out information relative to break times for nursing mothers under the FLSA to the School Business Administrator/Board Secretary.



# Policy/Regulations

**East Orange Board of Education**

SUPPORT STAFF MEMBERS - POLICY  
4421.13/page 1 of 2  
Postnatal Accommodations

Fair Labor Standards Act – 29 U.S.C. 201 et seq.  
Patient Protection and Affordable Care Act – P.L. 111-148  
N.J.S.A. 26:4C-1 through 26:4C-3

Adopted: 12 May 2020



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4425/page 1 of 1  
Work Related Disability Pay

## 4425 WORK RELATED DISABILITY PAY

The Board of Education will permit, in accordance with law, the absence without loss of pay or of annual or accumulated sick leave benefits of a support staff member disabled by accident or injury arising out of and in the course of employment. Any such employee shall seek the workers' compensation benefits to which he/she is entitled by law.

An employee whose disability has qualified for the receipt of workers' compensation benefits shall be presumed eligible for work related disability pay under this policy. When an employee's disability is so brief as to preclude the employee's application for worker's compensation benefits, the employee may request and the Board may grant work related disability pay.

Any employee who qualified for work related disability pay under this policy shall receive full pay during the period he/she is on disability leave of absence, up to one calendar year.

As a condition of receiving full salary, an employee who receives workers' compensation benefits for his/her work-related disability must endorse and deliver to the Board all workers' compensation temporary disability checks received for the period covered by this policy.

N.J.S.A. 18A:30-2.1; 18A:66-32.1  
N.J.S.A. 34:15-38

Adopted: 3 December 2008  
Adopted: 16 March 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4425.1/page 1 of 1  
Modified Duty Early Return to Work  
Program – Support Staff Members

## 4425.1 **MODIFIED DUTY EARLY RETURN TO WORK PROGRAM – SUPPORT STAFF MEMBERS**

New Jersey's workers' compensation laws provide lost wages and pay medical expenses for an employee who sustains an injury as a result of an on-the-job accident, injury, or occupational disease. Workers' compensation is designed to protect school district employees and their families against the hardships from injury arising in the workplace. In an effort to assist school staff in recovering from an eligible workers' compensation injury, the Board provides a Modified Duty Early Return To Work Program. The Program is provided to staff members who have been injured on the job, but who are not permanently disabled. The Program is intended to minimize the negative psychological impact to an injured staff member due to being out of work and to provide a transition and adjustment period for the injured staff member to return to work while recovering from an on-the-job injury.

The school district may assign temporary modified duties and responsibilities to staff members that have sustained an eligible workers' compensation injury. These employees may temporarily perform duties and responsibilities that may or may not be within their job description, or may or may not be within their department. The modified duties and/or responsibilities will be within the injured staff member's capabilities and a staff member will not be assigned any modified duties and/or responsibilities that require any certifications/licenses that are not possessed by the injured staff member.

The modified duties and responsibilities will be determined by the Director of Labor Relations and Employment Services, the district's designated Workers' Compensation Coordinator, after a medical examination and evaluation of the injured staff member by the Board's designated workers' compensation physician. The Workers' Compensation Coordinator will determine if the injured staff member is eligible for modified duties or responsibilities. This determination will be based on:

1. The workers' compensation physician's examination and evaluation report;
2. The injured staff member's capabilities to assume modified duties or responsibilities;
3. The availability of modified duties and responsibilities within the district at the time; and/or
4. Other issues that may impact the district's ability to assign modified duties and responsibilities.

This Modified Duty Early Return to Work Program will be administered consistent with applicable federal and State laws and in accordance with provisions of collective bargaining agreements within the district.

Adopted: 3 December 2008

Adopted: 16 March 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4425.1/page 1 of 4

Modified Duty Early Return to Work  
Program – Support Staff Members

## R 4425.1 **MODIFIED DUTY EARLY RETURN TO WORK PROGRAM – SUPPORT STAFF MEMBERS**

The Modified Duty Early Return to Work Program shall be administered by the Director of Labor Relations and Employment Services, the district's designated Workers' Compensation Coordinator.

### A. Filing a Claim Report

1. A staff member must file a written Workers' Compensation Report if they have been injured during the performance of their job. This Report will be available in the main office and the nurse's office in each school building and in the Coordinator's office.
2. Upon sustaining an on-the-job injury, the staff member shall immediately report the injury to their immediate supervisor and report to the school nurse. If the injured staff member is not assigned to a school building with a school nurse, the school staff member shall immediately contact the Coordinator's office. The Coordinator, or designee, will direct the injured staff member to a school's main office, a school nurse, or the workers' compensation physician.
  - a. In the event the injury requires immediate medical treatment, the staff member may be directed to the workers' compensation physician or to the hospital emergency room. In this case, the Report shall be completed by the staff member whenever practical.
  - b. In the event the staff member gets injured when schools are closed or after business hours and the staff member believes the injury requires immediate medical treatment the staff member shall:
    - (1) Go to the hospital emergency room; and
    - (2) Notify their immediate supervisor as soon as possible after the injury.
  - c. In the event the injured staff member goes to the hospital emergency room when schools are closed, the staff member must report the injury to the Coordinator the next business day. The Coordinator may direct the injured staff member to a school nurse or to the workers' compensation physician. All future medical treatment for the injured staff member shall be scheduled through the Coordinator's office.



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - REGULATION

R 4425.1/page 2 of 4

#### Modified Duty Early Return to Work Program – Support Staff Members

- d. In the event the staff member gets injured when schools are closed or after business hours and the staff member believes the injury does not require immediate medical treatment, the staff member shall:
    - (1) Immediately notify their immediate supervisor; and
    - (2) Notify the Coordinator's office the next business day.
  3. The Workers' Compensation Report shall be forwarded to the Coordinator's office as soon as it is completed by the injured staff member.
    - a. In the event the staff member requires a physician's examination and evaluation, the Coordinator's office will schedule the appointment with the workers' compensation physician's office and the staff member.
  4. Any staff member injured on-the-job and the injury causes the staff member to miss work time or prohibits the staff member from fulfilling all their job responsibilities must be examined by the workers' compensation physician. The Coordinator will authorize workers' compensation time off from work for a staff member injured on-the-job only after the staff member has been examined by the worker's compensation physician. The Coordinator may, upon certain circumstances, authorize workers' compensation time from work without requiring an examination by the workers' compensation physician.
  5. The Modified Duty Early Return to Work Policy will be attached to the Workers' Compensation Report and this Regulation will be provided to the injured staff member upon request.
- B. Physician's Workers' Compensation Examination and Evaluation
1. The Coordinator will provide the workers' compensation physician a job description and a list of required tasks for positions in the school district.
  2. Upon completing the medical examination and evaluation, the workers' compensation physician will prepare a report indicating the staff member's physical limitations, if any, that prevent the staff member from completing the staff member's job responsibilities. The workers' compensation physician's report will also include a diagnosis, to the best of the physician's ability, on the length of recovery for each limitation. The physician's report will be forwarded to the Coordinator.



# Policy/Regulations

East Orange Board of Education

## SUPPORT STAFF MEMBERS - REGULATION

R 4425.1/page 3 of 4

### Modified Duty Early Return to Work Program – Support Staff Members

3. The Coordinator will review the workers' compensation physician's report and follow-up with the workers' compensation physician and the staff member if the Coordinator needs more information to make a determination if modified duty is an option for the injured staff member.
- C. Modified Duty Restriction
1. There is no permanent modified duty and all modified duty positions are temporary.
  2. Upon reviewing the workers' compensation physician's report, the Coordinator will determine if temporary modified duty is appropriate for the staff member. The Coordinator may determine the staff member should be out of work until such time the staff member is able to return to work to assume all their job responsibilities. The Coordinator may also determine a date in the future for the staff member to return to work to assume temporary modified duties.
  3. A medical review and examination by the workers' compensation physician may be required to continue a modified duty assignment beyond sixty calendar days.
  4. The Board reserves the right to require a staff member returning from modified duty to submit to a physical examination before returning to their position to assume all the job responsibilities of their position.
  5. There will be communications among the Coordinator, the injured staff member's supervisor, the staff member, the workers' compensation physician, and the workers' compensation insurance provider throughout the course of treatment and recovery of the injured staff member.
  6. A tracking system will be established for documenting a staff member's status in the Modified Duty Program.
- D. Assignment of Job Tasks
1. Assigning modified duty to staff members will be decided on a case-by-case basis.
  2. Job tasks for staff members on modified duty will be determined and assigned within the limitations established and approved by the workers' compensation physician.
  3. The injured staff member's immediate supervisor shall provide periodic status reports to the Coordinator for any staff member assigned modified duty.



# Policy/Regulations

East Orange Board of Education

## SUPPORT STAFF MEMBERS - REGULATION

R 4425.1/page 4 of 4

Modified Duty Early Return to Work  
Program – Support Staff Members

4. There is no restriction on the school district location or the type of modified duties assigned to a staff member provided it is consistent with the limitations detailed by the workers' compensation physician. These modified duties may be assigned to a full or partial day schedule depending on the staff member's limitations.
5. The modified duties and/or responsibilities will be within the injured staff member's capabilities and a staff member will not be assigned any modified duties and/or responsibilities that require any certifications/licenses that are not possessed by the injured staff member.

### E. Staff Member Requirements

1. Staff members shall perform the job tasks designated by the workers' compensation physician in the physician's report and assigned by the Coordinator. In the event these job tasks cause discomfort, the staff member shall discontinue the specific activity and inform their immediate supervisor. The immediate supervisor will report this information to the Coordinator, who will schedule a medical appointment for the staff member.
2. Staff members are required to follow the Coordinator's directives regarding:
  - a. Job assignments and tasks;
  - b. Attending scheduled doctors' appointments; and
  - c. Completing and transmitting reports to and from the workers' compensation physician, their immediate supervisor, and the Coordinator's office.

### F. Compliance With Laws

The Modified Duty Early Return To Work Program shall be administered consistent with the applicable federal and State laws and in accordance with provisions of collective bargaining agreements within the district.

Issued: 3 December 2008

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# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4431.1/page 1 of 27  
Family Leave

## 4431.1 **FAMILY LEAVE**

### Table of Contents

- A. Introduction
- B. Applicability
- C. Definitions
  - 1. Federal Family and Medical Leave Act
  - 2. New Jersey Family Leave Act
- D. Eligibility
  - 1. Federal Family and Medical Leave Act
  - 2. New Jersey Family Leave Act
- E. Types of Leave
  - 1. Federal Family and Medical Leave Act
    - a. Intermittent and/or Reduced Leave for Birth or Placement of Son/Daughter
    - b. Intermittent and/or Reduced Leave for Medical Treatment of a Related Serious Health Condition
    - c. Intermittent Leave for Serious Health Condition
    - d. Reduced Leave
    - e. Holidays
    - f. Service member Qualifying Exigency Leave
    - g. Military Caregiver Leave
  - 2. New Jersey Family Leave Act
    - a. Intermittent Leave
    - b. Reduced Leave
    - c. Holidays



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4431.1/page 2 of 27  
Family Leave

- F. Notice
  - 1. Federal Family and Medical Leave Act
    - a. Foreseeable Leave
    - b. Unforeseeable Leave
  - 2. New Jersey Family Leave Act
    - a. Foreseeable Leave
    - b. Unforeseeable Leave
- G. Leave Designation
- H. Benefits
- I. Returning from Leave
- J. Ineligible Staff Members
  - 1. Federal Family and Medical Leave Act
  - 2. New Jersey Family Leave Act
- K. Verification of Leave
  - 1. Federal Family and Medical Leave Act
  - 2. New Jersey Family Leave Act
- L. Interference with Family Leave Rights
- M. Non-Tenured Support Staff
- N. Record Keeping
- O. Processing of Complaints



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4431.1/page 3 of 27  
Family Leave

## A. Introduction

The Board will provide family leave in accordance with the Federal Family and Medical Leave Act (FMLA) and the New Jersey Family Leave Act (NJFLA).

FMLA leave for eligible staff members shall be up to twelve weeks leave of absence in a twelve month period upon advance notice to the district for the birth of a son or daughter of the staff member and in order to care for such son or daughter; for the placement of a son or daughter with the staff member for adoption or foster care; in order to care for the spouse, son, daughter, or parent of the staff member if such spouse, son, daughter, or parent has a serious health condition; or for a serious health condition that makes the staff member unable to perform the functions of the position of such staff member, or because of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on active duty or call to covered active duty status (or has been notified of an impending call or order to covered active duty). In addition, eligible employees may take up to a combined total of twenty-six workweeks in a single twelve month period to care for a covered service member with a serious injury or illness.

NJFLA leave for support staff members shall be up to twelve weeks leave of absence in any twenty-four month period upon advance notice to the district so that a staff member may provide care made necessary by the birth of a child of the staff member, the placement of a child with the staff member in connection with adoption of such child by the staff member, and the serious health condition of a spouse, parent, or child.

## B. Applicability

The Board will comply with requirements of the New Jersey and Federal Family Leave laws. The laws have similar and different provisions that may provide different rights and obligations for the staff member and/or the Board. The staff member shall be afforded the most favorable rights if there is a conflict in the rights afforded to the staff member under the two laws.

1. If the staff member is eligible for leave for reasons provided under the FMLA and NJFLA, then the time taken shall be concurrent and be applied to both laws.
2. The NJFLA provides twelve weeks leave in a twenty-four month period while the FMLA provides twelve weeks leave in a twelve-month period. A staff member is eligible for up to twelve weeks leave in the first twelve months of the twenty-four month period under the NJFLA. A staff member is eligible for up to twelve weeks leave in the second twelve-month period under the FMLA.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4431.1/page 4 of 27  
Family Leave

3. In the event the reason for the family leave is recognized under one law and not the other law, the staff member is eligible for each law's leave entitlements within one twelve-month period. (Example: A staff member may use their FMLA leave for a twelve week family leave for their own pregnancy, which is considered a "serious health condition" under FMLA, and upon conclusion of the twelve week FMLA leave, the staff member would be eligible for a twelve week NJFLA leave to care for their newborn or any other reasons pursuant to the NJFLA.)

## C. Definitions

1. Federal Family and Medical Leave Act (FMLA)

"Contingency operation" means a military operation that results in the call or order to, or retention on, active duty of members of the uniformed services during a war or during a national emergency declared by the President or Congress.

"Covered active duty" or "call to covered active duty" means duty during deployment of a member with the Armed Forces to a foreign country and, in the case of a member of the Reserve components of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a Federal call or order to active duty in support of a contingency operation.

"Covered service member" means a current member of the Armed Forces (including National Guard or Reserves), who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or a covered veteran undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

"Covered veteran" means an individual who was a member of the Armed Forces (including National Guard or Reserves), discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible staff member takes FMLA leave to care for the covered veteran. For a veteran discharged prior to March 8, 2013, the effective date of the FMLA Final Rule, the period between October 28, 2009 and March 8, 2013 will not count towards the determination of the five-year period. 29 CFR § 825.127(b)(2)

"Military caregiver leave" means leave taken to care for a covered service member with a serious injury or illness under FMLA. 29 CFR §825.127



“Next of kin of a covered service member” means the nearest blood relative other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member’s next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member’s only next of kin. For example, if a covered service member has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered service member’s next of kin. Alternatively, where a covered service member has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered service member’s next of kin. An employer is permitted to require an employee to provide confirmation of covered family relationship to the covered service member pursuant to 29 CFR §825.122(k). 29 CFR §825.127(d)(3)

“Outpatient status” means, with respect to a covered service member who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. 29 CFR § 825.127(b)(1)

“Parent” means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a son or daughter as defined below. This term does not include parents “in law.”

“Parent of a covered service member” means a covered service member’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents “in law.”

“Serious health condition” means an illness, injury, impairment, or physical or mental condition which meets one of the following conditions:



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - POLICY

4431.1/page 6 of 27

Family Leave

- a. Inpatient care in a hospital, hospice, or residential medical care facility
- b. Continuing medical treatment or continuing supervision by a health care provider. A used in this definition, "continuing medical treatment or continuing supervision by a health care provider" means a period of incapacity (that is, inability to work, attend school or perform regular daily activities due to a serious health condition, treatment therefore and recovery there from) of more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
  - i. Treatment two or more times by a health care provider, or
  - ii. Treatment by a health care provider on one occasion which results in a regimen of continuing treatment under the supervision of a health care provider;
- c. A period of incapacity due to pregnancy, or for prenatal care;
- d. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition;
- e. A period of incapacity, which is permanent or long-term due to a condition for which treatment may not be effective (such as Alzheimer's disease, a severe stroke or the terminal stages of a disease) where the individual is under continuing supervision of, but need not be receiving active treatment by, a health care provider; or
- f. Any period of absence to receive multiple treatments (including any period of recovery there from) by a health care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity or more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy) or kidney disease (dialysis).

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider. "Serious health condition" may include treatment of substance abuse pursuant to 29 CFR §825.119.



# Policy/Regulations

## East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4431.1/page 7 of 27

Family Leave

“Serious injury or illness,” only in the case of a veteran or current member of the Armed Forces, means:

- a. In the case of a current member of the Armed Forces, including a member of the National Guard or Reserves, an injury or illness that was incurred by the covered service member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the service member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
- b. In the case of a covered veteran, an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran, and is:
  - (1) A continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank, or rating; or
  - (2) A physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of fifty percent or greater, and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
  - (3) A physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
  - (4) An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers. 29 CFR 825 §127(c)



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4431.1/page 8 of 27

Family Leave

“Single twelve-month period” means that a military caregiver’s leave begins on the first day the staff member takes FMLA leave and ends twelve months after that date, regardless of the twelve-month period established by the district for other FMLA leave reasons. 29 CFR §825.127(e)(1)

“Son” or “daughter” means a biological, adopted, or foster child, stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen or age eighteen or older and incapable of self-care because of a mental or physical disability at the time that FMLA leave is to commence.

“Son or daughter of the covered service member” means a covered service member’s biological, adopted or foster child, stepchild, legal ward, or a child for whom the covered service member stood in loco parentis, and who is of any age. 29 CFR §825.127(d)(1)

“Son or daughter on covered active duty or call to covered active duty status” means the staff member’s biological, adopted or foster child, stepchild, legal ward, or a child for whom the staff member stood in loco parentis, who is on covered active duty or call to covered active duty status, and who is of any age. 29 CFR §825.126(a)(5)

“Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under State law in the State in which the marriage was entered into or, in the case of a marriage entered into outside of any State, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This definition includes an individual in a same-sex marriage or common law marriage. 29 CFR §825.122

“Staff member” means an employee eligible for family and medical leave in accordance with the Federal Family and Medical Leave Act (FMLA).

“Week” or “Workweek” means the number of days a staff member normally works each calendar week.

“Qualifying exigency” may include things such as making arrangements for childcare (but not ongoing childcare), making financial and legal arrangements, attending counseling relating to the active duty of the service member, or attending to farewell or arrival arrangements for the service member.





# Policy/Regulations

## East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4431.1/page 9 of 27  
Family Leave

“Next of kin” is the nearest blood relative (other than the service member’s spouse, parent, son or daughter) in the following order of priority: blood relatives who have been granted legal custody of the service member, siblings, grandparents, aunts and uncles, and first cousins, unless the service member has designated in writing a different blood relative for purposes of military caregiver leave.

### 2. New Jersey Family Leave Act (NJFLA)

“Child” means a biological, adopted or foster child, stepchild, legal ward, child of a parent who is under eighteen years of age or a child eighteen years of age or older but incapable of self-care because of a mental or physical impairment.

“Continuing medical treatment” or “continuing supervision by a health care provider” means a period of incapacity or a period of absence in accordance with N.J.A.C. 13:14.

“Parent” means a biological, adoptive, or foster parent; step-parent; parent-in-law; a legal guardian having a “parent-child relationship” with a child as defined by law; or a person who has sole or joint legal or physical custody, care, guardianship, or visitation with a child.

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that requires inpatient care in a hospital, hospice, or residential medical facility or continuing medical treatment or continuing supervision by a health care provider.

Spouse” means a person to whom a staff member is lawfully married as defined by New Jersey law.

“Staff member” means an employee eligible for family leave in accordance with the New Jersey Family Leave Act.

“Week” or “Workweek” means the number of days a staff member normally works each calendar week.

### D. Eligibility

#### 1. Federal Family and Medical Leave Act (FMLA)



A staff member shall become eligible for FMLA leave after he/she has been employed at least twelve months in this district and employed for at least 1250 hours of service during the twelve-month period immediately preceding the commencement of the leave. The twelve months the staff member must have been employed need not be consecutive months pursuant to 29 CFR §825.110(b). The minimum 1250 hours of service shall be determined according to the principles established under the Fair Labor Standards Act (FSLA) for determining compensable hours of work pursuant to 29 CFR §785. Entitlement to FMLA leave taken for the birth of a son or daughter or placement of a son or daughter with the staff member for adoption or foster care shall expire at the end of the twelve-month period beginning on the date of such birth or placement.

Pursuant to 29 CFR §825.201, a husband and wife both employed by the district are limited to a combined total of twelve weeks of leave during the twelve-month period if the leave is taken for the birth of a son or daughter of the staff member or to care for such son or daughter after birth; for placement of a son or daughter with the staff member for adoption or foster care or in order to care for the son or daughter after placement; or to care for the staff member's parent with a serious health condition.

The method to determine the twelve-month period in which the twelve weeks of FMLA leave entitlement occurs will be a "rolling" twelve-month period measured backward from the date a staff member uses any family leave.

A staff member during any period of FMLA leave is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to commencement of the leave. A staff member using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the district. The staff member may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

## 2. New Jersey Family Leave Act (NJFLA)

A staff member shall become eligible for NJFLA leave after he/she has been employed at least twelve months in this district for not less than 1,000 base hours, excluding overtime, during the immediate preceding twelve month period. The calculation of the twelve-month period to determine eligibility shall commence with the commencement of the NJFLA leave. NJFLA leave taken for the birth or adoption of a healthy child may commence at any time within a year after the date of the birth or placement for adoption.



The district shall grant a family leave under NJFLA to more than one staff member from the same family (for example, a husband and a wife, or a brother and a sister) at the same time, provided such staff members are otherwise eligible for the leave. N.J.A.C. 13:14-1.12

A staff member during any period of the NJFLA leave is prohibited from performing any services on a full-time basis for any person for whom the staff member did not provide services immediately prior to commencement of the leave. A staff member on NJFLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the district. The staff member may continue the part-time employment that commenced prior to the NJFLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

The method to determine the twenty-four month period in which the twelve weeks of NJFLA leave entitlement occurs will be a “rolling” twenty-four month period measured backward from the date a staff member uses any leave.

### E. Types of Leave

#### 1. Federal Family and Medical Leave Act (FMLA)

A staff member may take FMLA leave to include service member qualifying exigency leave or military caregiver leave in consecutive weeks, as intermittent leave, or as reduced leave. A staff member who requests intermittent or reduced leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional/educational program.

- a. Leave for the birth of a son or daughter or placement of a son or daughter with the staff member for adoption or foster care may not be taken by a staff member intermittently or on a reduced leave schedule.
- b. Leave may be taken intermittently or on a reduced leave schedule when medically necessary for planned and/or unanticipated medical treatment of a related serious health condition by or under the supervision of a health care provider, or for recovery from treatment or recovery from a serious health condition.
- c. Intermittent leave means leave scheduled for periods of time from one hour or more to several weeks; however, the total time within which the leave is taken cannot exceed a twelve month period for each serious health condition episode. Intermittent leave may be taken for a serious health condition that requires periodic treatment by a health care provider, rather than one continuous period of time. Intermittent leave



may also be taken for absences where the staff member is incapacitated or unable to perform the essential functions of the position because of a serious health condition even if the staff member does not receive treatment by a health care provider. The staff member shall make a reasonable effort to schedule intermittent leave so as not to unduly disrupt the operations of the instructional/educational program.

- d. Reduced leave means leave scheduled for fewer than the staff member's usual number of hours worked per workweek, but not fewer than a staff member's usual number of hours worked per workday, unless otherwise agreed to by the staff member and the district. A staff member is entitled, at the option of the staff member, to take leave on a reduced leave schedule not exceeding twenty-four consecutive weeks. The staff member shall make a reasonable effort to schedule reduced leave so as not to unduly disrupt the operations of the instructional/educational program.

The staff member shall provide the district prior notice of the care, medical treatment or continuing supervision by a health care provider necessary due to a serious health condition of a family member in a manner that is reasonable and practicable. Leave taken on a reduced leave schedule shall not result in a reduction of the total amount of leave to which a staff member is entitled.

- e. The fact that a holiday may occur within the week taken by a staff member as Family Leave has no effect and the week is counted as a week of Family Leave. However, if the staff member is out on Family Leave and the school district is closed and the staff member would not be expected to report for work for one or more weeks, the weeks the school district is closed for this staff member do not count against the staff member's family leave entitlement.

Any leave time remaining after a staff member has exhausted his/her entitlement to intermittent leave in any twelve month period may be taken as consecutive leave or reduced leave, and any leave time remaining after a staff member has exhausted his/her entitlement to reduced leave in any twelve month period may be taken as consecutive leave or intermittent leave.

- f. Service member qualifying exigency leave may arise out of the foreign deployment of the staff member's spouse, child, or parent 29 CFR §§825.122 and 126:



### SUPPORT STAFF MEMBERS - POLICY

4431.1/page 13 of 27

Family Leave

- (1) The district must grant an eligible staff member up to twelve work weeks of unpaid, job-protected leave during a twelve-month period for qualifying exigencies that arise when the staff member's spouse, child, or parent is on covered active duty, or has been notified of an impending call or order to covered active duty.
- (2) The military member must be the spouse, son, daughter, or parent, of the staff member taking FMLA exigency leave.
- (3) FMLA leave can be granted for one or more of the following exigencies:
  - (a) Short-notice deployment:
    - i. Notification of duty seven or less calendar days prior to date of deployment;
    - ii. Leave can be used for a period of seven calendar days beginning on the date the military member is notified.
  - (b) Military events and related activities, including official ceremonies, programs, or events sponsored by the military and related to the covered active duty or call to covered active duty status of the military member; and to attend family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross.
  - (c) Childcare and school activities including arranging for alternative childcare; providing childcare on an urgent, immediate need basis (not routine, regular, or everyday basis); to enroll in or transfer to a new school or day care facility; or to attend meetings with staff at a school or day care facility:
    - i. The son or daughter must be the son or daughter of the covered service member.



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - POLICY

4431.1/page 14 of 27

#### Family Leave

- (d) Financial and legal arrangements made to address the military member's absence while on covered active duty or call to covered active duty status.
  - (e) Counseling, provided by someone other than a health care provider for oneself, for the military member, or qualified child, if the need arises from the covered active duty or call to covered active duty status of the military member.
  - (f) Rest and Recuperation (R&R) to spend time with the military member on short-term, temporary R&R leave during a term of deployment:
    - i. Can be used for a period of fifteen calendar days beginning on the date the military member commences each instance of R&R leave.
  - (g) Post-deployment activities such as ceremonies or briefings including any that arise from the death of the military member while on covered active duty.
  - (h) Parental care for one meeting the definition of a "parent" and incapable of self-care including: arranging alternative care; providing care on an immediate need basis; and to attend meetings or arrange services at a care facility.
  - (i) Additional activities in accordance with 29 CFR §825.126(b)(9).
- g. Military caregiver leave provides care for a covered service member with a serious injury or illness 29 CFR §§825.122 and 127:
- (1) The district must grant up to a total of twenty-six workweeks of unpaid, job-protected leave during a "single twelve-month period" to care for a covered service member with a serious injury or illness.
    - (a) The eligible staff member must be the spouse, son, daughter, parent, or next of kin of the covered service member.



- (b) The staff member is limited to a combined total of twenty-six workweeks for any FMLA-qualifying reasons during the single twelve-month period. Up to twelve of the twenty-six weeks may be for an FMLA-qualifying reason other than military caregiver leave.
  - (c) Spouses who are eligible for FMLA leave and are employed by the same covered employer may be limited to a combined total of twenty-six workweeks of leave during a single twelve-month period if the leave is taken for birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement, to care for the employee's parent with a serious health condition, or to care for a covered service member with a serious injury or illness. If one spouse is ineligible for FMLA leave, the other spouse would be entitled to a full twenty-six workweeks of FMLA leave.
- (2) Leave entitlement is applied on a per-covered-service member, per-injury basis.
- (a) The staff member may take an additional twenty-six weeks of leave if the leave is to care for different covered service members or to care for the same service member with a subsequent serious injury or illness, except that no more than twenty-six weeks of leave may be taken within any single twelve-month period.
  - (b) An eligible staff member may take military caregiver leave to care for more than one current service member or covered veteran at the same time or for the same family member with the same serious injury or illness both when the family member is a current service member and when the family member is a veteran.
  - (c) Military caregiver leave may be taken by eligible staff members whose family members are recent veterans with serious injuries or illnesses incurred or aggravated in the line of duty on active duty, and that manifested before or after the veteran left active duty.



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - POLICY

4431.1/page 16 of 27

Family Leave

- h. “Instructional employees” as defined in 29 CFR 825 Section 600(c) are those staff members whose principle function is to teach and instruct pupils in class, a small group, or in an individual setting. This term includes teachers, athletic coaches, driving instructors, and special education assistants, such as signers for the hearing impaired. Teacher assistants or aides who do not have as their principal job actual teaching or instructing, guidance counselors, child study team members, curriculum specialists, cafeteria workers, maintenance workers and/or bus drivers are not considered instructional employees for the purposes of this policy. Semester as defined in 29 CFR 825 section 602(a)(3)(b) means the school semester that typically ends near the end of the calendar year and the end of the spring each school year. A school district can have no more than two semesters in a school year.
- i. Leave taken at the end of the school year and continues into the beginning of the next school year is considered consecutive leave. Should the employee’s position require annual certification, it shall be the staff member’s obligation to recertify to remain eligible for employment.
- ii. In accordance with 29 CFR 825 section 601(a)(1), eligible instructional staff members that need intermittent or reduced leave to care for a family member, or for the staff member’s own serious health condition which is foreseeable based on planned medical treatment and the staff member would be on leave more than twenty percent of the total number of working days over the period the leave would extend, the district:
  - (a) May require the staff member to take the leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
  - (b) Transfer the staff member temporarily to an available alternative position for which the staff member is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the staff member’s regular position.
- iii. If the instructional staff member does not give the required notice for leave that is foreseeable and desires the leave to be taken intermittently or on a reduced leave schedule, the district may require the staff member to take leave of a particular duration, or to transfer temporarily to an alternative position. Alternatively, the district may require the staff member to delay taking the leave until the notice provision is met.





- iv. In accordance with 29 CFR 825 Section 602, if an instructional staff member begins leave more than five weeks before the end of the school year, the district may require the staff member to continue taking leave until the end of the semester if:
  - (a) The leave will last three weeks, and
  - (b) The staff member would return to work during the three-week period before the end of the semester.
  
- v. In accordance with 29 CFR 825 Section 602, if an instructional staff member begins leave for a purpose other than the staff member's own serious health condition during the five-week period before the end of the semester, the district may require the staff member to continue taking leave until the end of the semester if:
  - (a) The leave will last more than two weeks; and
  - (b) The employee would return to work during the two-week period before the end of the semester.

(Example of leave falling within these provisions: If a staff member plans two weeks of leave to care for a family member who will begin three weeks before the end of the term, the district could require the staff member to stay out on leave until the end of the term.)
  
- vi. In accordance with 29 CFR 825 Section 602, if an instructional staff member begins leave for a purpose other than the staff member's own serious health condition during the three week period before the end of a semester, the district may require the staff member to continue taking leave until the end of the semester if the leave will last more than five working days.
  
- vii. In the event the district requires the instructional staff member to take additional leave to the end of the semester in accordance with iv., v., or vi. above, the additional leave days shall not be counted as FMLA leave.

## 2. New Jersey Family Leave Act (NJFLA)



# Policy/Regulations

## East Orange Board of Education

### SUPPORT STAFF MEMBERS - POLICY

4431.1/page 18 of 27

#### Family Leave

A staff member may take NJFLA leave in consecutive weeks, as intermittent leave, or as reduced leave. A staff member who requests intermittent or reduced leave shall make a reasonable effort to schedule such leave so as not to unduly disrupt the instructional/educational program. The district shall not require a staff member to take a leave of absence beyond the period of time the staff member requests family leave. N.J.A.C. 13:14-1.5(f)

- a. In the case of a family member who has a serious health condition, leave may be taken intermittently when medically necessary. The total time within which the leave is taken, cannot exceed a twelve-month period for each serious health condition episode. The staff member will provide the district with prior notice of the leave in a manner which is reasonable and practicable; and the staff member shall make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the instructional/educational program. In the case of the birth or adoption of a healthy child, the leave may be taken intermittently only if agreed to by the staff member and the district.
- b. Reduced leave means leave scheduled for fewer than the staff member's usual number of hours worked per workweek, but not fewer than a staff member's usual number of hours worked per workday, unless otherwise agreed to by the staff member and the district. A staff member is entitled, at the option of the staff member, to take leave on a reduced leave schedule for a period not exceeding twenty-four consecutive weeks. The staff member is not entitled to take the leave on a reduced leave schedule without an agreement between the staff member and the district if the leave is taken for the birth or adoption of a healthy child. The staff member shall make a reasonable effort to schedule reduced leave so as not to unduly disrupt the operations of the instructional/educational program. The staff member shall provide the district prior notice of the care, medical treatment or continuing supervision by a health care provider necessary due to a serious health condition of a family member in a manner that is reasonable and practicable. Leave taken on a reduced leave schedule shall not result in a reduction of the total amount of leave to which a staff member is entitled.
- c. The fact that a holiday may occur within the week taken by a staff member as family leave has no effect and the week is counted as a week of family leave. However, if the staff member is out on family leave and the school district is closed and the staff member would not be expected to report for work for one or more weeks, the weeks the school district is closed for this staff member do not count against the staff member's family leave entitlement.



# Policy/Regulations

## East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4431.1/page 19 of 27  
Family Leave

Any leave time remaining after a staff member has exhausted his/her entitlement to intermittent leave in any twelve month period may be taken as consecutive leave or reduced leave, and any leave time remaining after a staff member has exhausted his/her entitlement to reduced leave in any twelve month period may be taken as consecutive leave or intermittent leave.

### F. Notice

#### 1. Federal Family and Medical Leave Act (FMLA)

- a. Foreseeable Leave - A staff member eligible for FMLA leave must give at least a thirty day written advance notice to the Director for Human Resources if the need for the leave is foreseeable based on an expected birth, placement for adoption of foster care, or planned medical treatment for a serious health condition of the staff member or a family member. If thirty days is not practical, the staff member must provide notice "as soon as practicable" which means as soon as both possible and practical, taking into account all the facts and circumstances in the individual case. For foreseeable leave where it is not possible to give as much as thirty days notice "as soon as practical" ordinarily would mean at least verbal notification to the Director for Human Resources within one or two business days or when the need for leave becomes known to the staff member. The written notice shall include the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave.

When planning medical treatment, the staff member must consult with the Director for Human Resources and make a reasonable effort to schedule the leave so as not to unduly disrupt the educational program, subject to the approval of the health care provider. Staff members are ordinarily expected to consult with the Director for Human Resources prior to scheduling of treatment that would require leave for a schedule that best suits the needs of the district and the staff member.

The district may delay the staff member taking leave for at least thirty days if the staff member fails to give thirty days' notice for foreseeable leave with no reasonable excuse for the delay.

- b. Unforeseeable Leave - When the approximate timing of the need for leave is not foreseeable, a staff member should give notice to the Director for Human Resources for leave as soon as practicable under the facts and circumstances of the particular case. It is expected the staff member will give notice to the Director for Human Resources within no more than one or two working days of learning of the need for leave,



# Policy/Regulations

## East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4431.1/page 20 of 27  
Family Leave

except in extraordinary circumstances where such notice is not foreseeable. The staff member should provide notice to the employer either in person or by telephone, telegraph, facsimile machine or other electronic means.

### 2. New Jersey Family Leave Act (NJFLA)

- a. Foreseeable Leave - A staff member eligible for NJFLA leave must give at least a thirty day advance written notice to the Director for Human Resources of the need to take family leave except where the need to take family leave is not foreseeable.
  - i. Notice for leave to be taken for the birth or placement of the child for adoption shall be given at least thirty days prior to the commencement of the leave, except that if the date of the birth or adoption requires leave to begin in less than thirty days, the staff member shall provide such notice that is reasonable and practicable.
  - (2) Notice for leave to be taken for the serious health condition of a family member shall be given at least fifteen days prior to the commencement of leave, except that if the date of the treatment or supervision requires leave to begin in less than fifteen days, the staff member shall provide such notice that is reasonable and practicable.
  - (3) When the Director for Human Resources is not made aware that a staff member was absent for family leave reasons and the staff member wants to request the leave be counted as family leave, the staff member must provide timely notice within two business days of returning to work to have the time considered for family leave in accordance with the Family Leave Act.
- b. Unforeseeable Leave - When the need for leave is not foreseeable, the staff member must provide notice "as soon as practicable" which shall be at least verbal notice to the Director for Human Resources within one or two business days of the staff member learning of the need to take family leave. Whenever emergent circumstances make written notice impracticable, the staff member may give verbal notice to the Director for Human Resources, but any verbal notice must be followed by written notice delivered within two working days.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4431.1/page 21 of 27

Family Leave

## G. Leave Designation

An eligible staff member shall designate FMLA or NJFLA leave upon providing notice of the need for the leave or when the need for leave commences consistent with the criteria contained within this policy. Once a district administrator becomes aware that an individual's absences meet the criteria of an FMLA or NJFLA, as described in this policy, he/she must inform the Director of Human Resources so that the employee may be advised of their rights under FMLA and NJFLA and placed on leave accordingly.

## H. Benefits

Whether a staff member is required to use sick time or any other accrued leave time concurrent with FMLA or NJFLA leave time will depend upon either the district's practice or a provision in the district's collective bargaining agreement, if applicable. 29 CFR §825.100.

The Federal Family and Medical Leave Act and/or the New Jersey Family Leave Act may be a combination of both paid and unpaid leave. Once the conditions of an FMLA or NJFLA leave have been met, any employees taking leave pursuant to either FMLA or NJFLA will be required to fulfill all the requirements of the leave selected, including, when appropriate, the use of accrued leave balances dependent on for whom the leaving is taken to provide care. If the purpose of the leave is due to the serious health condition of the employee, all personal illness days, personal days, and vacation days (if applicable) must be used. Family illness days shall not be used for the employee's own serious health condition UNLESS personal illness days, family illness days and/or personal days are combined in the collective bargaining agreement that represents the employee. If the purpose of the leave is due to the serious health condition of an eligible dependent, all family illness days, personal days, and vacation days (if applicable) must be used. Personal illness days shall not be used for the care of an employee's eligible dependent UNLESS family illness days, personal illness days, and/or personal leave are combined in the collective bargaining agreement that represents the employee. In cases where there is no collective bargaining agreement for an employee, leave allotments will be applied based on their intended use. (These provisions are made in accordance with N.J.S.A. 18A:30-1 which defines the intended use of sick leave as the "...absence from his or her post of duty, of any person because of personal disability due to illness or injury...")

The employee will remain on paid status until all applicable accrued leave balances have been exhausted. Once all applicable accrued leave balances have been exhausted, the leave will continue unpaid until the employee returns to duty. Under no circumstances will the total leave entitlement, both paid and unpaid exceed the maximum limits as set forth in this policy. The Board will maintain coverage under any group health insurance policy, group subscriber contract, or health care plan at the level and under the conditions coverage would have been provided if the staff member had continued to



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4431.1/page 22 of 27  
Family Leave

work instead of taking the leave. If the staff member was paying all or part of the premium payments prior to the leave, the staff member would continue to pay his/her share during the leave time. Any instructional employee who is on leave under NJFLA or FMLA at the end of the school year will be provided with any benefits over the summer that the staff member would normally receive if they had been working at the end of the school year.

## I. Returning from Leave

The Federal Family and Medical Leave Act and/or the New Jersey Family Leave Act

A staff member returning from leave shall be entitled to the position he/she held when leave commenced or to an equivalent position of like seniority, status, employment benefits, pay and other conditions of employment. If the district experiences a reduction in force or layoff and the staff member would have lost his/her position had the staff member not been on family leave as a result of the reduction in force or pursuant to the good faith operation of a bona fide layoff and recall system including a system under any collective bargaining agreement, the staff member shall be entitled to reinstatement to the former or an equivalent position in accordance with applicable statutes, codes and laws. The staff member's tenure and seniority rights, if any, and other benefits shall be preserved, but the staff member shall accrue no additional time toward tenure or seniority for the period of the leave, except as may be provided by law.

The return of a staff member prior to the expiration of the requested family leave may be permitted by the Board if the return does not unduly disrupt the instructional program or require the Board to incur the cost of continuing the employment of a substitute under contract.

The Board may, in accordance with the provisions of 29 CFR §825.312 delay restoration of employment of a staff member using FMLA leave for the staff member's serious health condition until the staff member submits a fitness-for-duty examination from his/her health care provider indicating that the staff member is able to resume work. In the event the Board requires such a fitness-for-duty examination before restoration of the staff member after leave, the Board will provide the staff member specific notice either at the time the staff member gives notice of the need for leave or immediately after the leave commences and the staff member advises the Board of the medical circumstances for the leave.

If leave is taken under FMLA, and the staff member does not return to work after the leave expires, the Board is entitled to recover health insurance costs paid while the staff member was on FMLA. The Board's right to recover premiums would not apply if the staff member fails to return to work due to:



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4431.1/page 23 of 27  
Family Leave

1. The continuation, onset or recurrence of a serious health condition of the staff member; or
2. Circumstances beyond the staff member's control.

## J. Ineligible Staff Members

1. Federal Family and Medical Leave Act (FMLA)

The district may deny job restoration after FMLA leave if the staff member is a "key employee" as defined in 29 CFR §825.217 if such denial is necessary to prevent substantial and grievous economic injury to the district or the district may delay restoration to a staff member who fails to provide a fitness for duty certificate to return to work for leave that was the staff member's own serious health condition. A "key employee" is a salaried, staff member who is among the highest paid ten percent of the school district staff employed by the district within 75 miles of the worksite. No more than ten percent of the school district staff within 75 miles of the worksite may be "key employees."

In the event the Director for Human Resources believes that reinstatement may be denied to a key employee, the Director for Human Resources must give written notice to the staff member at the time the staff member gives notice of the need for leave, or when the need for leave commences, if earlier, that he/she qualifies as a key employee. The key employee must be fully informed of the potential consequences with respect to reinstatement and maintenance of health benefits if the district should determine that substantial and grievous economic injury to the district's operations will result if the staff member is reinstated from leave. The district's notice must explain the basis for the district's finding that substantial and grievous economic injury will result, and if leave has commenced, must provide the staff member a reasonable time in which to return to work. If the staff member on leave does not return to work in response to the notice of intent to deny restoration, the staff member continues to be entitled to maintenance of health insurance.

A key employee's rights under the FMLA continue unless and until the staff member either gives notice that he/she no longer wishes to return to work or the district actually denies reinstatement at the conclusion of the leave period. A staff member is still entitled to request reinstatement at the end of the leave period even if the staff member did not return to work in response to the district's notice. The district will then again determine whether there will be substantial and grievous economic injury from reinstatement based on the facts at that time. If it is determined that substantial and grievous economic injury will result, the district will notify the staff member in writing (in person or by certified mail) of the denial of the restoration.





# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4431.1/page 24 of 27  
Family Leave

2. New Jersey Family Leave Act

The district may deny family leave to the staff member if the staff member is a salaried employee who is among the highest paid five percent of the school district staff or one of the seven highest paid employees of the district, whichever is greater, if the denial is necessary to prevent substantial and grievous economic injury to the school district's operations. The Director for Human Resources shall notify the staff member of the intent to deny the leave at the time the Director for Human Resources determines the denial is necessary. If the leave has already commenced at the time of the district's notification of denial, the staff member shall be permitted to return to work within ten working days of the date of notification.

K. Verification of Leave

1. Federal Family and Medical Leave Act (FMLA)

The Board requires a staff member's FMLA leave to care for the staff member's seriously ill spouse, son, daughter, or parent; or for a service member's qualifying exigency or serious injury; or for illness due to the staff member's own serious health condition, that makes the staff member unable to perform one or more of the essential functions of the staff member's position, be supported by a certification issued by the health care provider of the staff member or the staff member's ill family member. The medical certification required encompasses both physical and psychological care and includes situations where a family member is unable to care for his/her own basic medical, hygienic, or nutritional needs or safety, or is unable to transport himself/herself to the doctor. It can also include providing psychological comfort and reassurance beneficial to a child, spouse, or parent with a serious health condition who is receiving inpatient or home care and can include situations where the staff member may be needed to substitute for others who normally care for the family member or covered service member or to make arrangements for changes in care. The staff member need not be the only individual or family member available to care for the family member or covered service member. 29 CFR §825.124

The certification must meet the requirements of 29 CFR §§825.306, 309, and 310 to include: which part of the definition of "serious health condition" applies; the approximate date the serious health condition commenced and its probable duration; whether it will be necessary for the staff member to take intermittent and/or reduced leave; whether the patient is presently incapacitated and the likely duration and frequency of episodes of incapacity; if additional treatments will be required for the condition; and/or if the patient's incapacity will be intermittent or will require reduced leave. The certification of a serious health condition of a family member of the staff member shall be sufficient if it states





the date on which the condition commenced, the probable duration of the condition, and the medical facts within the provider's knowledge regarding the condition. Certification for the birth or placement of a child need only state the date of birth or date of placement.

In the event the Director for Human Resources doubts the validity of the certification, in accordance with 29 CFR §825.307, the district may require, at the district's expense, the staff member obtain an opinion regarding the serious health condition from a second health care provider designated by the district, but not employed on a regular basis by the district. If the second opinion differs from the staff member's health care provider, the district may require, at the district's expense, the staff member obtain the opinion of a third health care provider designated by the district or approved jointly, in good faith, by the district and the staff member. The opinion of the third health care provider shall be final and binding on the district and the staff member.

The district may require re-certification pursuant to the requirements of 29 CFR §825.308. In accordance with 29 CFR §825.309, the staff member on leave must provide a written report to the Director for Human Resources every thirty workdays. The report shall include the staff member's status and intended date to return to work. In the event the staff member's circumstances change, the staff member must provide reasonable notice to the Director for Human Resources if the staff member intends to return to work on a date sooner than previously noticed to the district. The staff member is not required to take more leave than necessary to resolve the circumstance that precipitated the need for leave. As a condition of returning to work after the leave for the staff member's own serious health condition, and in accordance with 29 CFR §825.310, the district requires a staff member to provide a certification from their health care provider that the staff member is able to resume work.

In accordance with 29 CFR §825.311, the district may delay the taking of FMLA leave to a staff member who fails to provide certification within fifteen days after being requested to do so by the district. In accordance with 29 CFR § 825.312, the district may delay the taking of leave until thirty days after the date the staff member provides notice to the district of foreseeable leave or the district may delay continuation of leave if a staff member fails to provide a requested medical certification in a timely manner.

## 2. New Jersey Family Leave Act

The Board shall require the certification of a duly licensed health care provider verifying the purpose of requested NJFLA leave. Certification of a serious health condition of a family member of the staff member shall be sufficient if it states the date on which the condition commenced, the probable duration of the condition, and the medical facts within the provider's knowledge regarding the



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4431.1/page 26 of 27  
Family Leave

condition. Certification for the birth or placement of a child need only state the date of birth or date of placement, whichever is appropriate.

In the event the Director for Human Resources doubts the validity of the certification for the serious health condition of a family member of the staff member, the district may require, at the district's expense, the staff member to obtain an opinion regarding the serious health condition from a second health care provider designated or approved, but not employed on a regular basis, by the district. If the second opinion differs from the certification the district may require, at the district's expense, that the staff member obtain the opinion of a third health care provider designated or approved jointly by the district and the staff member concerning the serious health condition. The opinion of the third health care provider shall be final and binding on the district and the staff member.

L. Interference with Family Leave Rights

The Federal Family and Medical Leave Act and the New Jersey Family Leave Act prohibit interference with a staff member's rights under the law, and with legal proceedings or inquiries relating to a staff member's rights. Unless permitted by the law, no staff member shall be required to take family leave or to extend family leave beyond the time requested. A staff member shall not be discriminated against for having exercised his/her rights under the Federal Family and Medical Leave Act or the New Jersey Family Leave Act nor discouraged from the use of family leave.

M. Non-Tenured Support Staff

Family leave granted to a nontenured staff member cannot extend the employee's employment beyond the expiration of his/her employment contract.

N. Record Keeping

In order that staff member's entitlement to FMLA leave and NJFLA leave can be properly determined, the Director for Human Resources shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave. The Director for Human Resources will publish a notice explaining the Act's provisions and provide information concerning the procedures for filing complaints of violations of the FMLA and NJFLA.

O. Processing of Complaints

1. Federal Family and Medical Leave Act (FMLA) 29 CFR §§825.400-401



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4431.1/page 27 of 27  
Family Leave

- a. If there is a dispute between the district and a staff member as to whether leave qualifies as FMLA leave, it should be resolved through discussion between the staff member and the district. Such discussions and the decision shall be documented by the school district.
  - b. The staff member also may file, or have another person file on his/her behalf, a complaint with the United States Secretary of Labor. A complaint may be filed in person, by mail, or by telephone with the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, at any local office of the Wage and Hour Division.
2. New Jersey Family Leave Act N.J.A.C. 13:14-1.16
    - a. Any complaint alleging a violation of the Act shall be processed in the same manner as a complaint filed under the terms of N.J.S.A. 10:5-1 et seq. and N.J.A.C. 13:4 through the New Jersey Department of Law and Public Safety, Division on Civil Rights.

Implementation of FMLA and NJFLA will be consistent with provisions in collective bargaining agreement(s) in the district.

29 CFR §825.200 et seq.  
29 CFR §785  
N.J.S.A. 10:5-1  
N.J.A.C. 13:14-1 et seq.

Adopted: 3 December 2008  
Adopted: 9 November 2010  
Adopted: 9 December 2014  
Adopted: 12 January 2016



### 4431.3 **NEW JERSEY'S FAMILY LEAVE INSURANCE PROGRAM**

Board of Education employees are eligible to apply for benefits under New Jersey's Family Leave Insurance Program administered by the State of New Jersey – Department of Labor and Workforce Development. New Jersey's Family Leave Insurance Program (NJFLI) may provide up to six weeks of Family leave insurance benefits payable to covered employees from either the New Jersey State Plan or an approved employer-provided private plan.

A benefit provided through the NJFLI will be for the employee to bond with a child during the first twelve 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 twelve months after the placement of the child for adoption with the covered individual. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI must provide the Superintendent of Schools written notice thirty calendar days prior to beginning the leave. Failure to provide this thirty-day notice may result in a reduction in the employee's maximum family leave insurance benefits. Intermittent leave to bond with a newborn or newly adopted child must be agreed to by the Superintendent of Schools and the employee and, if agreed to, must be taken in periods of seven days or more.

A benefit provided through the NJFLI will also be to care for a family member with a serious health condition supported by a certification provided by a health care provider. An employee who intends to apply to the State of New Jersey for benefits under this provision of the NJFLI for consecutive leave must provide the school district reasonable and practical notice unless the time of the leave is unexpected or the time of the leave changes for unforeseen reasons. An employee who intends to apply for benefits under this provision of the NJFLI for intermittent leave must provide the school district with a written notice at least fifteen calendar days prior to beginning the leave.

For the purposes of this Policy, "family member" means a child, spouse, domestic partner, civil union partner, or parent of a covered individual. "Child" means a biological, adopted, or foster child, stepchild, or legal ward of a covered individual, child of a domestic partner of the covered individual, or child of a civil union partner of the covered individual, who is less than nineteen years of age or is nineteen years of age or older but incapable of self-care because of mental or physical impairment.

Optional – An employee will be required to use (up to ten) workdays of earned vacation, personal, or other earned leave in connection with a period of paid leave from the NJFLI. In accordance with N.J.S.A. 18A:30-1, sick leave is only to be used for personal disability due to illness or injury and therefore may not be used for NJFLI purposes.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4431.3/page 2 of 2

New Jersey's Family Leave Insurance Program

All applications for benefits under the NJFLI must be filed directly with the State of New Jersey – Department of Labor and Workforce Development. The eligibility requirements, wage requirements, benefit duration and amounts, and benefit limitations shall be in accordance with the provisions of the NJFLI as administered by the State of New Jersey – Department of Labor and Workforce Development. A formal appeal may be submitted to the State of New Jersey – Department of Labor and Workforce Development if an employee or the Board disagrees with a determination on a claim.

The NJFLI provides eligible individuals a monetary benefit and not a leave benefit. The school district administrative and related staff will comply with the State of New Jersey – Department of Labor and Workforce Development requests for information in accordance with the provisions of N.J.S.A. 12:21-3.9.

The Board may elect to provide employees with Family Leave Insurance benefits coverage under a private plan which must be approved by the State of New Jersey – Department of Labor and Workforce Development.

A printed notification of covered individuals' right relative to the receipt of benefits under the NJFLI will be posted in each of the district's worksites and in a place or places accessible to all employees at the worksite. Each employee shall receive a copy of this notification in writing at the time of the employee's hiring, whenever the employee provides written notice to the Superintendent of their intention to apply for benefits under the NJFLI, or at any time upon the first request of the employee. The written notification may be transmitted to the employee in electronic form.

N.J.S.A. 43.21-25 et seq.

N.J.A.C. 12:21-1.1 et seq.

Adopted: 14 September 2010

Adopted: 16 March 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY

4432/page 1 of 1

Sick Leave

## 4432 SICK LEAVE

The Board of Education shall grant sick leave, in accordance with law, to support staff members absent from work because of personal disability or quarantine. Each steadily employed employee eligible for sick leave will be entitled annually to the number of paid sick leave days negotiated with the employee's majority representative or provided in this policy or in an individual contract with the Board.

29 U.S.C. 2601 et seq.

N.J.S.A. 18A:30-1 et seq.

Adopted: 3 December 2008

Adopted: 16 March 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4432/page 1 of 5

Sick Leave

## R 4432 SICK LEAVE

### A. Eligibility for Sick Leave

1. Each person steadily employed by this district will be paid in full, to the limit of his/her entitlement, for days on which the employee is absent from work because of:
  - a. Personal disability due to the employee's illness or injury;
  - b. The employee's exclusion from school by the school district's medical authorities on account of a contagious disease; or
  - c. The employee's having been quarantined for a contagious disease in his/her immediate household.
2. Whatever the claims of disability, no day of absence shall be considered to be a sick leave day on which the employee:
  - a. Has engaged in or prepared for gainful employment with an employer other than the Board;
  - b. Has participated in a concerted work stoppage; or
  - c. Has engaged in any activity, vocational or avocational, that clearly refutes the employee's claim of disability or quarantine.

### B. Call in Procedures

1. An employee who anticipates a day of disability should make every reasonable effort to so notify his/her immediate supervisor no later than the day before the absence, to allow sufficient time for the securing of any substitute services that may be required.
2. Notice of the disability should include a reasonable estimate of the duration of the disability.
3. An employee who becomes aware of his/her disability on the morning of the absence must report the absence via the Absence Management System (formerly AESOP), if applicable and notify his/her administrator.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4432/page 2 of 5

Sick Leave

4. An employee who becomes disabled during the school day must so inform the Principal as promptly as possible and request permission to leave the school premises.
  5. In all instances, the employee should call personally to report sick leave. An agent may be appointed to call in sick leave only when the employee is so incapacitated as to make a personal call inadvisable or impossible.
- C. Sick Leave Charges
1. A sick leave absence commences when the absence is called in pursuant to paragraph B.
  2. A sick leave day once commenced may be reinstated as a working day only with the approval of the Director of Labor Relations and Employment Services.
  3. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
  4. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency (such as a snow day) will not be charged with a sick leave day.
- D. Verification of Sick Leave
1. An employee absent for reasons of disability more than three consecutive working days shall submit the signed statement of his/her physician indicating:
    - a. The reason for the employee's absence, as personally known to the physician, and
    - b. If the employee is not immediately returning to work, the anticipated duration of the employee's disability.
  2. The Board may, at its discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
  3. If the results of the examination conducted pursuant to paragraph D2 are inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's disability on days claimed for sick leave.





# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4432/page 3 of 5

Sick Leave

## E. Readmission After Disability

1. An employee who wishes to return to work after sick leave of more than three consecutive working days or with any restrictions shall submit a signed statement of his/her physician indicating the employee's fitness to perform his/her duties. (see exhibit 4432)
2. The Superintendent of Schools may, in his/her discretion, require the employee to submit to examination by the school medical inspector or a physician designated by the school medical inspector.
3. If the results of the examination conducted pursuant to paragraph D2 is inconsistent with the statement of the employee's physician, the two examining physicians shall agree in good faith on a third physician, who shall examine the employee and whose medical opinion shall be conclusive and binding as to the employee's fitness to return to service.

## F. Exhaustion of Sick Leave

1. The Principal or department designee staff member will monitor each employee's sick leave bank and charge the employee's bank of accumulated sick leave with sick leave days in accordance with Policy No. 4432 and this regulation.
2. A request for the extension of sick leave should be submitted to the Director of Labor Relations and Employment Services at least ten working days in advance of the next Board meeting. The request must be accompanied by a physician's signed statement setting forth the nature and anticipated duration of the employee's disability.
3. An employee who anticipates an extended period of disability may apply to the Board for a disability leave of absence, during which the employee will receive no compensation or benefits, pursuant to Policy No. 4431.
4. Employees are reminded that sick leave extensions and disability leaves of absence are not entitlements and will be granted or denied by the Board on a case by case basis.

## G. Accumulation of Sick Leave

1. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's bank of accumulated sick leave.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4432/page 4 of 5

Sick Leave

2. At the beginning of each contract year, up to fifteen days of sick leave newly available but unused in the prior contract year will be carried forward and credited to a full-time employee's bank of sick leave.
3. The unused sick leave of part-time employees will be accumulated on the basis of hours of work rather than days of work.
  - a. At the close of each contract year, the number of sick leave days not used by a part-time employee will be multiplied by the number of hours the employee worked in each day or, if the employee worked irregular hours, the average number of hours in each contract day.
  - b. When a part-time employee, continuously employed in the district, is employed full-time, his/her accumulated sick leave hours will be divided by the number of hours in a full working day, and the dividend will be multiplied by the number of days he/she worked each week as a part-time employee. The product will be divided by five, the number of days in a full-time week. The resulting number, rounded up to the next full day, represents the number of accrued sick leave days in the employee's sick leave bank.

## H. Records

1. The Employee Services Portal will include an accurate of each employee's attendance record in accordance with Policy No. 4211.
2. Each employee's attendance record will record the reason for any absence.
3. The attendance record will include the accumulated unused sick leave in the employee's sick leave bank.

## Exhibit 4432

### Procedures for Employees Returning to Work After an Absence or Leave

Employees who are absent for reasons of personal illnesses, accident or injury (after three or more consecutive days) must provide medical verification of their absence to their school or department. The District also has the right to require a medical statement after each day of absence.

The medical statement provided must include the following information:

1. Period of disability (specific dates).



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - REGULATION

R 4432/page 5 of 5

Sick Leave

2. Specific date for return to work.
3. Statement regarding limitation or restrictions, if any: (must be specific or state "none")

The employee may also be required to provide written medical verification of the absences for any of the following reasons:

1. Excessive absences.
2. Absence pattern suggests an abuse of sick leave.
3. There is a question about the legitimacy of the reason(s) for the absences.
4. There is a question about the ability to perform the duties of the position or assignment.

The medical statement must be written on appropriate medical stationery (letterhead or an Rx note) and must be an original copy.

The employee must report to the Division of Labor Relations and Employment Services for return-to-work clearance whenever a return after an accident, illness or injury (regardless of duration), if the medical statement has any limitation or restrictions. The employee can report to the Division of Labor Relations and Employment Services without making an appointment and you will be seen by the Director of Labor Relations and Employment Services or his/her designee.

In addition, if the employee has been absent and are no longer entitled to pay, they must report to the Division of Labor Relations and Employment Services for clearance to return to work. This will project the employees' entitlement to benefits and salary.

Finally, if the employee is returning from a pregnancy leave, child-rearing leave, Family Act Leave or any other Board approved leave (excluding professional leave), they must report to the Division of Labor Relations and Employment Services for correct employment status.

No employee who has any restrictions or limitations will be permitted to return to work unless clearance is obtained from the Division of Labor Relations and Employment Services. There will be no exceptions.

The above procedures apply to all employees and must be followed without exception. The district is obligated to permit the employee to resume their position and assignment but only if the employee is medically able to perform the duties and responsibilities of the position and assignment.

Issued: 3 December 2008

Issued: 16 March 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS – POLICY  
4433/page 1 of 1  
Vacations

## 4433 VACATIONS

The Board of Education believes that it is beneficial to the school district that persons employed to work twelve months a year be given periodic relief from the responsibilities of their position without loss of compensation.

The Board reserves the right to determine the conditions under which vacation time may be taken when not otherwise covered by the terms of a negotiated agreement or in an individual contract with the Board.

N.J.S.A. 18A:30-7

Adopted: 3 December 2008

Adopted: 18 April 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4433.1/page 1 of 1  
Vacation "Blackout" Period

## 4433.1 **VACATION "BLACKOUT" PERIOD**

To ensure proper staffing for the opening of schools, the Board of Education has determined the need to impose a vacation blackout period for all 12-month employees.

The vacation blackout period shall begin on the Monday of the last week in August. The blackout shall end on the Friday of the first full week in September, which is the Friday after Labor Day.

Adopted: 13 June 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4433.2/page 1 of 1  
Carry Over Vacation Days

## 4433.2 **CARRY OVER VACATION DAYS**

All eligible 12-month employees receive their annual allotment of vacation days on July 1 of each year. It is expected that these days will be utilized by June 30<sup>th</sup> of the following year; however, circumstances may arise which could prevent usage of these days. In those cases, staff members must receive permission to carry over unused vacation days. No staff member will be allowed to carry over any vacation days without written approval from his/her immediate supervisor; the Assistant Superintendent for Operations, Compliance and Educational Support Services; and the Superintendent of Schools on the District's "Carry Over Vacation Day Request" form.

No employee will be allowed to carry over more than five (5) vacation days per year.

Adopted: 13 June 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS – POLICY  
4434/page 1 of 1  
Holidays

## 4434 **HOLIDAYS**

The Board of Education will compensate support staff members for holidays in accordance with the holiday provisions of current valid negotiated agreements.

Compensation for holidays for non-association/non-union represented support staff members will be determined by the Board on an annual basis.

N.J.S.A. 36:1-1

Adopted: 3 December 2008

Adopted: 18 April 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS – POLICY  
4435/page 1 of 1  
Anticipated Disability

## 4435 ANTICIPATED DISABILITY

The Board of Education shall provide for leaves of absence, in accordance with law and the policies of this Board, for any employee of this district not otherwise covered by the terms of the negotiated agreement whose absence from duties will be required for a foreseeable event of disability such as childbirth or surgery.

An employee who anticipates disability shall so notify the Superintendent or his/her designee as soon as the employee is under medical supervision for the condition and a date is projected for the anticipated disability. Because of the potentially disabling nature of pregnancy and the certainty of temporary disability at parturition, the Board will presume that a pregnant employee is disabled for work thirty days before the anticipated date of childbirth and continues to be disabled for thirty days after parturition, except that any such employee who presents medical certification of her fitness may continue to work until she is actually disabled and may return to work as soon as she is able.

The Board reserves the right to require an employee who requests an extended leave of absence that includes anticipated disability to commence and/or terminate the leave at times that ensure continuity in district operations. Whenever possible, partial year leaves of absence will begin and end at divisions in the academic calendar and will cause not more than one interruption in employment continuity during the school year in which the leave is taken. No person who is required to take leave at a time other than that requested will be denied the use of sick leave for the anticipated disability that occurs or is presumed to occur during the leave.

An employee who anticipates a disability may request a leave of absence to commence before disability and to extend beyond the period of disability. Any such request shall be subject to Board discretion and the Board's policy on leave of absence. An employee on voluntary leave of absence is not eligible for sick leave pay for disability occurring during the period of that absence.

42 U.S.C.A. 2000e-2(a)  
29 C.F.R. 1604-1 et seq.  
N.J.S.A. 10:5-12(a)  
N.J.S.A. 18A:6-6; 18A:16-2; 18A:30-1 et seq.

Adopted: 3 December 2008  
Adopted: 18 April 2017





# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS – POLICY  
4436/page 1 of 1  
Personal Leave

## 4436 PERSONAL LEAVE

The Board of Education will provide for an employee's compensated absence for reason of personal necessity not covered by the terms of a negotiated agreement or in an individual contract with the Board.

The Board reserves the right to determine the reasons for which personal leave will be granted, the number of days that may be used in any one school year for personal leave, and the manner of proof of personal necessity, unless specified by the terms of a negotiated agreement.

N.J.S.A. 18A:30-7

Adopted: 3 December 2008

Adopted: 18 April 2017



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS – POLICY  
4437/page 1 of 2  
Military Leave

## 4437 MILITARY LEAVE

The Board of Education recognizes that military service rendered by any district employee in the defense of the country or in maintaining preparedness for conflict, foreign or domestic, is a service benefiting all citizens. A permanent or full-time temporary officer and/or employee of the district will be provided military leave and related benefits pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq., P.L. 2001 Chapter 351 amending N.J.S.A. 38:23-1, N.J.S.A. 38A:1-1 and N.J.S.A. 38A:4-4., and any other applicable Federal and State laws.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized militia of New Jersey (New Jersey National Guard, New Jersey Naval Militia Joint Command) shall be entitled, in addition to pay received, if any, as a member of the organized militia, to a leave of absence from his or her respective duties without loss of pay or time on all days during which he or she shall be engaged in any period of State or Federal active duty; provided, however, that the leave of absence for Federal active duty or active duty for training shall not exceed ninety work days in the aggregate in any calendar year. Any leave of absence for such duty in excess of ninety work days shall be without pay, but without loss of time. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. A full-time temporary officer or employee who has served under such temporary appointment for less than one year in the district shall receive this leave without pay, but without loss of time.

A permanent or full-time temporary officer or employee of the school district who is a member of the organized reserve of the Army of the United States, United States Naval Reserve, United States Air Force Reserve or United States Marine Corps Reserve, or other organization affiliated therewith, including the National Guard of other states, shall be entitled, in addition to pay received, if any, as a member of a reserve component of the Armed Forces of the United States, to a leave of absence from his or her respective duty without loss of pay or time on all work days on which he or she shall be engaged in any period of Federal active duty, provided however, that such leave of absence shall not exceed thirty work days in any calendar year. Such leave shall be in addition to the regular vacation or other accrued leave provided to the officer or employee. Any leave of absence for such duty in excess of thirty work days shall be without pay, but without loss of time. A full-time temporary officer or employee who has served under such temporary appointment for less than one year in the district shall receive this leave without pay, but without loss of time.

Military leave with pay is not authorized for Inactive Duty Training (IDT) as defined in N.J.A.C. 5A:2-2.1.

The district will provide benefits and rights for staff on military leave as required by Federal and State laws.



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS – POLICY  
4437/page 2 of 2  
Military Leave

Pursuant to N.J.S.A. 52:13H-2.1, in accordance with the provisions of Article VIII, Section II, paragraph 5 of the New Jersey Constitution, upon application by the district to the State Treasury and approval of the application by the Director of the Division of Budget and Accounting, reimbursement shall be made by the State of New Jersey for any costs incurred as a result of the provisions of P.L. 2001, Chapter 351.

N.J.S.A. 18A:6-33; 18A:29-11  
N.J.S.A. 38:23-1 et seq.; 38A:1-1; 38A:4-4; 52:13H-2.1  
N.J.A.C. 5A:2-2.1

Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. Section 4301 et seq.

Adopted: 3 December 2008  
Adopted: 18 April 2017  
Adopted: 13 March 2018



# Policy/Regulations

East Orange Board of Education

SUPPORT STAFF MEMBERS - POLICY  
4438/page 1 of 1  
Jury Duty

## 4438 JURY DUTY

The Board of Education will indemnify all full-time employees against loss of pay incurred by a call to jury duty. No employee will be penalized in any way for an absence caused by service on a panel of grand or petit jurors. The time any such employee is absent will not be charged against personal leave and will count toward district service.

A full-time employee who is absent from their school district duties while on jury duty for any court of New Jersey, any court of any other State, any federal district court, or in the U.S. District Court for New Jersey will receive their usual compensation from the school district for each day the support staff member is present for jury duty. In the event there is any jury duty compensation, excluding mileage and lodging, paid to the employee for their time on jury duty, the employee will be entitled to keep the jury duty compensation paid to him/her in addition to their school district paid usual compensation.

An employee summoned to jury duty shall promptly report the summons to his/her immediate supervisor.

On return from jury duty, the employee must submit to his/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.

Custodians working on second shift shall report to work at 6:00 p.m. on days for which they have jury duty. Custodians working third shift shall be released at 4:00 a.m. on days they are to serve on jury duty. (Staff shall be paid for a full shift).

N.J.S.A. 2B:20-1 et seq.; 2B:20-16

Adopted: 3 December 2008

Adopted: 18 April 2017