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Revised: July 17, 2018

JOB DESCRIPTION — BOARD OF EDUCATION — DUNELLEN

Executive Secretary to the
Superintendent – (Central Office)
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**JOB TITLE: EXECUTIVE SECRETARY TO THE SUPERINTENDENT –
(CENTRAL OFFICE)**

REPORTS TO: Superintendent

SUPERVISES: None

NATURE AND SCOPE OF JOB:

Serves as the Superintendent's confidential secretary; performs all administrative and secretarial duties necessary for the smooth and efficient operation of the Superintendent's office.

QUALIFICATIONS:

The Executive Secretary to the Superintendent shall:

1. Have earned an associate degree or a Business School certificate at a minimum; Bachelor's Degree preferable;
2. Have a minimum of three years of successful experience in a related position;
3. Demonstrate excellent secretarial skills;
4. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary;
5. Demonstrate appropriate telephone etiquette, with proper voice inflection;
6. Demonstrate the ability to maintain confidences;
7. Have integrity and demonstrate good moral character;
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills that relate well to students, staff, administration, parents and the community, including difficult and emotional situations;
9. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986;

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Executive Secretary to the
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10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1; and
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:29-7.4.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Executive Secretary to the Superintendent shall:

1. Perform confidential secretarial and clerical tasks of a varied nature, requiring a thorough knowledge of the rules and regulations of the schools and school system, and the frequent exercise of independent judgment;
2. Handle mail and correspondence of the office, responding to routine requests for information, and typing, and proofing letters and responses;
3. Ensure that all communications from the office meet proper written and oral English standards;
4. Greet visitors and answer telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters;
5. Maintain an efficient and well organized electronic and paper data collection and filing systems, including confidential files;
6. Maintain all Human Resource (HR) records and files both hard copy and electronic;
7. Assist the Superintendent in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products;
8. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required District and State data collections, and the completion of the Superintendent's responsibilities;

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9. Arrange meeting details, prepare agendas and materials, and handle follow-up activities;
10. Analyze documents in order to determine the HQ status of the professional staff; complete HQ forms for all new staff and for current staff as needed;
11. Maintenance of and reporting on all NJSMART Staff information;
12. Maintain district policies and regulations by installing updates from Strauss-Esmay, placing policies and regulations on the agenda, updating same and ensuring posting of the most current policies and regulations on the district website;
13. Create and maintain a clean, attractive, orderly, safe, and efficient office environment;
14. Recommend to the Superintendent improvements needed in office procedures or operations.
15. Recommend to computer vendor enhancements to software and implement changes;
16. Gather and coordinate information from the school district and central office administration for the annual quality assurance report and QSAC;
17. Coordinate and develop staff and student recognition certificates;
18. Gather data for district calendar, develop calendar, arrange for printing and binding and coordinate distribution;
19. Communicate to the Superintendent any unusual situations;
20. Assist the Superintendent in handling interruptions and emergencies;
21. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
22. Operate electronic and other equipment needed to carry out responsibilities;
23. Attend off-site training and educational sessions to remain current on State Department of Education requirements;

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Executive Secretary to the
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24. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office;
25. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs;
26. Display ethical and professional behavior in working with everyone who communicates or is associated with the office;
27. Prepare postings and newspaper ads for vacant positions;
28. Ensure that all new hires complete all necessary paperwork and maintenance of human resource documents;
29. Coordinate new hire orientation including creation of the New Hire Manual for teachers;
30. Management and oversight of the certified staff observation and evaluation system and interfacing with building and central administrators;
31. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic;
32. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines;
33. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations; and
34. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Superintendent, and not otherwise prohibited by law or regulation.

JOB DESCRIPTION — BOARD OF EDUCATION — DUNELLEN

Executive Secretary to the
Superintendent – (Central Office)
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EVALUATION CRITERIA:

The holder of the position of Executive Secretary to the Superintendent - (Central Office) shall be evaluated by the Superintendent in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: 5 February 2008

Revised: 19 May 2015

JOB DESCRIPTION — BOARD OF EDUCATION — DUNELLEN

Assistant to the School Business
Administrator – (Central Office)
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**JOB TITLE: ASSISTANT TO THE SCHOOL BUSINESS ADMINISTRATOR
– (CENTRAL OFFICE)**

REPORTS TO: Business Administrator

NATURE AND SCOPE OF JOB:

Performs confidential responsibilities necessary for an efficient and effective Business Office that assists the School Business Administrator in the performance of his/her responsibilities.

QUALIFICATIONS:

The Assistant to the School Business Administrator shall have the following knowledge, skills and abilities:

1. Have earned an Associate's Degree or equivalent;
2. Have a minimum of two years of successful experience in a related office position;
3. Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, skills in stenography or use of dictating equipment, organizational and filing skills, and the ability to use the computer for word processing, data management, and telecommunications;
4. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary;
5. Demonstrate appropriate telephone etiquette, with proper voice inflection;
6. Demonstrate the ability to maintain confidences;
7. Have integrity and demonstrate good moral character;
8. Ability to adhere to deadlines;
9. Ability to process and maintain confidential information;
10. Ability to work independently in the absence of supervision;

JOB DESCRIPTION — **BOARD OF EDUCATION** — **DUNELLEN**

Assistant to the School Business
Administrator – (Central Office)
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11. Ability to establish and maintain effective working relationships with District staff and the general public;
12. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986;
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1;
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:29-7.4.

JOB FUNCTIONS AND RESPONSIBILITIES

1. Perform confidential secretarial and clerical tasks of a varied nature, some of which may be unique to the Business office, requiring a thorough knowledge of the rules and regulations of the schools and school system, and the frequent exercise of independent judgment.;
2. Handle mail and correspondence of the Business Office, responding to routine requests for information, and transcribing, typing, and proofing letters and responses;
3. Ensure that all communications from the office meet proper written and oral English standards;
4. Greet visitors and answer telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters;
5. Maintain an efficient and well organized electronic and paper data collection and filing systems, including confidential files;
6. Arrange appointments and maintain a schedule for the Business Administrator;
7. Assist the Business Administrator in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products;

JOB DESCRIPTION — BOARD OF EDUCATION — DUNELLEN

Assistant to the School Business
Administrator – (Central Office)
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8. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required District and State data collections, and the completion of the Administrator's responsibilities;
9. Arrange meeting details, prepare agendas and materials, and handle follow-up activities;
10. Communicate to the administrator any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances;
11. Assist the Administrator in handling interruptions and emergencies;
12. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies;
13. Operate electronic and other equipment needed to carry out responsibilities;
14. Attend required staff meetings and serve, as appropriate, on staff committees;
15. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office;
16. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs;
17. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic;
18. Oversee and maintain the student registration process including preparation of and collection of all forms and documents;
19. Communicate all new registrants to the respective school main office;
20. Interface with the District Residence Officer for the investigation of and resolution of any residency issues;

JOB DESCRIPTION — **BOARD OF EDUCATION** — **DUNELLEN**

Assistant to the School Business
Administrator – (Central Office)
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21. Oversight and maintenance of the Free and Reduced Breakfast and Lunch Program including all local, State and Federal verifications and reporting;
22. Maintenance of the Master Eligibility List (for Free and Reduced students) and interfacing with the District's Food Service Vendor;
23. Prepare agendas for all meetings of the Board of Education;
24. Preparation and distribution of all materials related to the Board of Education agendas to the members of the Board of Education;
25. Preparation and posting of minutes for all meetings of the Board of Education;
26. All functions related to the Homeless Liaison;
27. Oversight and management of all student contracts / tuitions and managing the related accounts receivable;
28. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines;
29. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations;
30. Other tasks as assigned by the Business Administrator and/or Superintendent of Schools.

EVALUATION CRITERIA:

The holder of the position of Assistant to the School Business Administrator - (Central Office) shall be evaluated by the Business Administrator in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: 19 May 2015

JOB DESCRIPTION

BOARD OF EDUCATION
DUNELLEN

SUPPORT STAFF MEMBERS
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Bookkeeper – (Central Office)

JOB TITLE: BOOKEEPER – (CENTRAL OFFICE)

REPORTS TO: School Business Administrator

NATURE AND SCOPE OF JOB:

Maintains accurate financial records and clerical services.

QUALIFICATIONS:

The Bookkeeper shall:

1. Have earned a high school diploma or equivalent;
2. Have at least three years of successful experience in bookkeeping and accounting;
3. Have integrity and demonstrate good moral character;
4. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community;
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary;
6. Demonstrate excellent keyboarding skills and the ability to use computers for word processing, data management, and telecommunications;
7. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986;
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1;
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:29-7.4;

JOB DESCRIPTION

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Bookkeeper – (Central Office)

JOB FUNCTIONS AND RESPONSIBILITIES:

The Bookkeeper shall:

1. Assist the School Business Administrator in maintaining a system of records, controls, and accounting procedures in accordance with generally accepted accounting principles, applicable regulations, and Board policies, submitting all summaries and reports in a timely fashion;
2. Compile statistical and financial data;
3. Reconcile and transmit reports and payments;
4. Evaluate the accounting system to ensure that the methods and procedures are cost effective and efficient, making recommendations for needed changes;
5. Maintain a system of records, controls and accounting procedures in accordance with applicable laws, regulations and Board Policies' for the payroll function including all related local, State and Federal reporting and recordkeeping (paper and electronic);
6. Maintain a system of records, controls and accounting procedures in accordance with applicable laws, regulation and Board Policies' for the accounting and reporting on all District bank accounts;
7. Operate electronic and other equipment needed to carry out job functions and responsibilities;
8. Attend required meetings and serve, as appropriate, on staff committees;
9. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic;
10. Understand and communicate current developments in accounting practices through reading, participation in appropriate workshops or meetings;
11. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school;
12. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines;

JOB DESCRIPTION

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Bookkeeper – (Central Office)

13. Adhere to federal statues and regulations, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and procedures, contractual obligations;
14. Perform any duties and responsibilities that are within the scope of employment, as assigned by the School Business Administrator or Superintendent, and not otherwise prohibited by law or regulation.

EVALUATION CRITERIA:

The holder of the position of Bookkeeper shall be evaluated by the School Business Administrator - (Central Office) in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: June 24, 1997

Revised: 17 August 2004

Revised: 19 May 2015

JOB DESCRIPTION

BOARD OF EDUCATION
DUNELLEN

SUPPORT STAFF MEMBERS

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Accounts Payable Clerk – (Central Office)

JOB TITLE: ACCOUNTS PAYABLE CLERK – (CENTRAL OFFICE)

REPORTS TO: Business Administrator

NATURE AND SCOPE OF JOB:

Performs confidential clerical responsibilities necessary for an efficient and effective business office that assists central office administrators and supervisors in the performance of their responsibilities.

QUALIFICATIONS:

The Accounts Payable Clerk - Central Office shall:

1. Have earned a high school diploma or equivalent;
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies;
3. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary;
4. Demonstrate appropriate telephone etiquette, with proper voice inflection;
5. Demonstrate the ability to maintain confidences;
6. Have excellent integrity and demonstrate good moral character and initiative;
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations;
8. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986;
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1;

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Accounts Payable Clerk – (Central Office)

10. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:29-7.4;

JOB FUNCTIONS AND RESPONSIBILITIES:

The Accounts Payable Clerk - Central Office shall:

1. Perform confidential clerical tasks of a varied nature, some of which may be unique to the assigned office, requiring a knowledge of the rules and regulations of the schools and school system, and the frequent exercise of independent judgment;
2. Maintain an efficient and well organized electronic and paper data collection and filing systems, including confidential files;
3. Assist the Business Administrator in the preparation of reports and documents by gathering and organizing data, performing research, creating an attractive presentation, copying, collating, and transmitting or distributing final products as they relate to the business office;
4. Create forms, and compile and organize data and information necessary for the efficient operation of the office regarding accounts payable inclusive of preparing and monitoring purchase orders for completeness and entry into the accounting system, assuring accuracy of all purchase orders, follow-up on all discrepancies, assurance that vouchers have been signed before payment is issued, issuing accurate bills lists for Board of Education meetings for approval of payment, and bringing any discrepancies or problems to the attention of the Business Administrator;
5. Arrangement of all transportation for special education, field trips, and any other non-athletic trips, follow-up on any problems with routes, parental complaints and related issues, and the completion of the required District Report of Transported Resident Students State data collection;
6. The handling of district petty cash by maintaining financial records for the account, including the validity and accuracy of all requests, issuance of checks, maintaining an accurate accounting of deposits and disbursements, and reconciling the book with the Treasurer of School Moneys to insure accuracy.
7. Order and maintain business office supplies and provide for the maintenance and repair of equipment;

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SUPPORT STAFF MEMBERS

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Accounts Payable Clerk – (Central Office)

8. Create and maintain a clean, attractive, orderly, safe, and efficient office environment;
9. Recommend to the Business Administrator improvements needed in office procedures or operations;
10. Communicate to the Business Administrator any unusual situations and assist the Administrator in handling interruptions and emergencies;
11. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies particularly with the ordering of supplies;
12. Operate electronic and other equipment needed to carry out responsibilities;
13. Keep informed about school and district activities, Board policy and regulations, and other information necessary for the functioning of the office;
14. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic;
15. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines;
16. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations;
17. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Business Administrator, and not otherwise prohibited by law or regulation;

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SUPPORT STAFF MEMBERS

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Accounts Payable Clerk – (Central Office)

EVALUATION CRITERIA:

The holder of the position of Accounts Payable Clerk – (Central Office) shall be evaluated by the Business Administrator or supervisor in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: 5 February 2008

Revised: 19 May 2015

JOB DESCRIPTION

BOARD OF EDUCATION
DUNELLEN

SUPPORT STAFF MEMBERS
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Secretary – (Central Office)

JOB TITLE: SECRETARY – (CENTRAL OFFICE)

REPORTS TO: Assigned central office administrator

SUPERVISES: Clerical assistants assigned to the office

NATURE AND SCOPE OF JOB:

Performs confidential secretarial and clerical responsibilities necessary for an efficient and effective office that assists central office administrators and supervisors in the performance of their responsibilities.

QUALIFICATIONS:

The Secretary - Central Office shall:

1. Have earned a high school diploma or equivalent;
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies;
3. Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, skills in stenography or use of dictating equipment, organizational and filing skills, and the ability to use the computer for word processing, data management, and telecommunications;
4. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary;
5. Demonstrate appropriate telephone etiquette, with proper voice inflection;
6. Demonstrate the ability to maintain confidences;
7. Have integrity and demonstrate good moral character;
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills that relate well to students, staff, administration, parents and the community, including difficult and emotional situations;
9. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986;

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Secretary – (Central Office)

10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1;
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:29-7.4;

JOB FUNCTIONS AND RESPONSIBILITIES:

The Secretary - Central Office shall:

1. Perform confidential secretarial and clerical tasks of a varied nature, some of which may be unique to the assigned office, requiring a thorough knowledge of the rules and regulations of the schools and school system, and the frequent exercise of independent judgment;
2. Handle mail and correspondence of the office, responding to routine requests for information, and transcribing, typing, and proofing letters and responses;
3. Ensure that all communications from the office meet proper written and oral English standards;
4. Greet visitors and answer telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters;
5. Maintain an efficient and well organized electronic and paper data collection and filing systems, including confidential files;
6. Arrange appointments and maintain a schedule for the Administrator;
7. Assist the administrator in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products;
8. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required District and State data collections, and the completion of the Administrator's responsibilities;

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Secretary – (Central Office)

9. Arrange meeting details, prepare agendas and materials, and handle follow-up activities;
10. Maintain financial records for the accounts and budgets assigned to the office, preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks;
11. Order and maintain office supplies and provide for the maintenance and repair of equipment;
12. Supervise hourly or part-time clerical assistants assigned to the office;
13. Create and maintain a clean, attractive, orderly, safe, and efficient office environment;
14. Recommend to the Administrator improvements needed in office procedures or operations;
15. Communicate to the administrator any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances;
16. Assist the Administrator in handling interruptions and emergencies;
17. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies;
18. Operate electronic and other equipment needed to carry out responsibilities;
19. Attend required staff meetings and serve, as appropriate, on staff committees;
20. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office;
21. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs;
22. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and

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Secretary – (Central Office)

staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic;

23. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines;
24. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations;
25. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Administrator or Supervisor, and not otherwise prohibited by law or regulation.

EVALUATION CRITERIA:

The holder of the position of Secretary - Central Office shall be evaluated by the administrator or supervisor in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: June 24, 1997
Revised: 17 August 2004

JOB DESCRIPTION

**BOARD OF EDUCATION
DUNELLEN**

**SUPPORT STAFF MEMBERS
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Secretary – School**

JOB TITLE: SECRETARY - SCHOOL

REPORTS TO: Principal

SUPERVISES: Students and clerical assistants

NATURE AND SCOPE OF JOB:

Performs confidential secretarial and clerical responsibilities necessary for an efficient and effective school office that assists the Principal and other administrators in the performance of responsibilities so that a safe learning environment and effective instruction are provided to ensure that all students meet and exceed the Core Curriculum Content Standards.

QUALIFICATIONS:

The Secretary - School shall:

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, skills in stenography or use of dictating equipment, organizational and filing skills, and the ability to use the computer for word processing, data management, and telecommunications.
4. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
5. Demonstrate appropriate telephone etiquette, with proper voice inflection.
6. Demonstrate the ability to maintain confidences.
7. Have integrity and demonstrate good moral character.
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.

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Secretary – School

9. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:29-7.4.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Secretary - School shall:

1. Organize and maintain an efficient and effective office that handles a variety of tasks for the administration, faculty, students, and parents of a school.
2. Perform confidential secretarial and clerical tasks of a varied nature, some of which may be unique to the assigned office, requiring a thorough knowledge of the rules and regulations of the schools and school system, and the frequent exercise of independent judgment.
3. Distribute mail and handle correspondence of the office, responding to routine requests for information, and transcribing, typing, and proofing letters and responses.
4. Prepare and distribute notices to staff, students and parents.
5. Ensure that all communications from the office meet proper written and oral English standards.
6. Act as a receptionist, greeting visitors, answering telephone calls in a pleasant and efficient manner, and communicating effectively in routine, sensitive, and confidential matters.
7. Maintain a log of all visitors, and maintain a record of student late arrivals and early dismissals.
8. Register new students, secure appropriate student records, and transfer records for students moving to other schools.

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9. Collect and maintain attendance data for staff and students, submitting in a timely fashion all required reports.
10. Inform the central office of substitute needs.
11. Distribute payroll checks and collect all records necessary for payroll processing.
12. Maintain a current school calendar of events and use of facilities.
13. Maintain an efficient and well organized electronic and paper data collection and filing systems, including confidential student and personnel files.
14. Arrange appointments and maintain a schedule for the Principal or assigned staff.
15. Make announcements and operate the school intercom systems.
16. Assist the Principal or assigned staff in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products.
17. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required District and State data collections, and the completion of the Principal's or assigned staff's responsibilities. Complete all required monthly and year end reports in a timely fashion.
18. Arrange meeting details, prepare agendas and materials, and handle follow-up activities.
19. Review all purchase orders, work orders, and other district forms for accuracy and required information prior to submitting to the Principal or administrator for approval.
20. Maintain financial records for the accounts and budgets assigned, preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks. Correct any audit exceptions immediately.
21. Order and maintain office supplies and ensure the maintenance and repair of equipment.
22. Maintain inventories of books, materials, and equipment of the school.

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23. Supervise hourly or part-time clerical assistants assigned to the office.
24. Create and maintain a clean, attractive, orderly, safe, and efficient office environment.
25. Recommend to the Principal or assigned staff improvements needed in office procedures or operations.
26. Communicate to the Principal any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
27. Assist the Principal and staff in handling interruptions and emergencies, calling for assistance when needed.
28. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
29. Operate electronic and other equipment needed to carry out responsibilities.
30. Attend required staff meetings and serve, as appropriate, on staff committees.
31. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.
32. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
33. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.
34. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
35. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

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36. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Principal or administrator, and not otherwise prohibited by law or regulation.

EVALUATION CRITERIA:

The holder of the position of Secretary - School shall be evaluated by the Principal or Administrator assigned in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: June 24, 1997
Revised: 17 August 2004

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Time & Attendance Specialist –
(Central Office)

JOB TITLE: TIME & ATTENDANCE SPECIALIST – (CENTRAL OFFICE)

REPORTS TO: Business Administrator/Board Secretary

NATURE AND SCOPE OF JOB:

Under general supervision, is responsible for performing various time management-related functions, including collecting, entering, validating, and analyzing data related to staff absences along with substitute staff.

QUALIFICATIONS:

The Time & Attendance Specialist shall have the following knowledge, skills and abilities:

1. Knowledge of time and attendance policies, processes and procedures;
2. Knowledge of payroll principles and procedures;
3. Knowledge of laws, rules, and regulations pertaining to payroll;
4. Knowledge of payroll-related computer programs and software;
5. Ability to adhere to deadlines;
6. Ability to process and maintain confidential information;
7. Skill in utilizing personal computers and associated MS Windows- based software applications (including Word, Excel, Outlook) in the completion of assignment along with the automated payroll and personnel systems;
8. Ability to communicate clearly and effectively, both verbally and in writing;
9. Ability to identify and resolve problems or situations requiring the understanding of payroll principles and the exercise of good judgment;
10. Ability to work independently in the absence of supervision;
11. Ability to establish and maintain effective working relationships with District staff and the general public;

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Time & Attendance Specialist –
(Central Office)

JOB FUNCTIONS AND RESPONSIBILITIES

1. District liaison to substitute staff (screening of potential staff, oversight and management of employment applications, verification of New Jersey Substitute certificates for all applicable staff, oversight and management of the annual substitute evaluations and annual Board Approval);
2. Daily placement of substitute staff for District staff;
3. Daily correspondence with schools for building attendance and substitute staff;
4. Processing of all staff leave requests and communication with building principals and the Superintendent of Schools to ensure educational, and operational continuity along with compliance with applicable laws, regulations and employment contractual obligations;
5. Processing off all daily attendance in the Districts automated personnel system;
6. Ensure substitute staff are paid timely and properly posted in Automated payroll and Fund Accounting systems;
7. Provides attendance, leave balance, overtime, infraction and other reports as needed for management;
8. Processing and verification of end-of-month attendance reports;
9. End of year attendance verification and any required attendance reporting;
10. Create and maintain the District's Substitute Manual along with distribution to applicable staff and compliance monitoring;
11. Other tasks as assigned by the Business Administrator and/or Superintendent of Schools.

EVALUATION CRITERIA:

The holder of the position of Time & Attendance Specialist - (Central Office) shall be evaluated by the Business Administrator in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: 19 May 2015

JOB DESCRIPTION

BOARD OF EDUCATION
DUNELLEN

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Network Operations and Control
Systems Manager– (Central Office)

**JOB TITLE: NETWORK OPERATIONS AND CONTROL SYSTEMS MANAGER –
(CENTRAL OFFICE)**

REPORTS TO: BUSINESS ADMINISTRATOR

NATURE AND SCOPE OF JOB:

To promote efficiency in the schools with the use of technology and to ensure complete and accurate electronic reporting to regulatory bodies.

QUALIFICATIONS:

The Network Operations and Control Systems Manager shall have the following:

1. Graduation from a certified or accredited educational institution with intensive coursework in software applications.
2. Formal training or relevant experience with computer technology, networked information systems, software applications and database management.
3. Broad knowledge of instructional technology equipment and applications to include Microsoft applications, on-line services and technology resources.
4. Formal training or relevant experience with building heating, ventilation and air conditioning control systems and operations.
5. Broad knowledge of student database management.

JOB FUNCTIONS AND RESPONSIBILITIES:

Network Operations and Control Systems Manager

1. Network (wired and wireless) Operations and District technology management
 - a. Assist in evaluating the district's technology plan and curriculum as it relates to technology; recommend changes as appropriate.
 - b. Cooperate with central office administrators and school principals in the development of a district wide electronic information system and provide technical assistance, as needed.

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Network Operations and Control
Systems Manager– (Central Office)

- c. Maintain inventory of district's education computer equipment and a log of equipment maintenance activities.
- d. Have expert knowledge in cross platform network administration using Windows and Linux servers.
- e. Measure performance of equipment and systems.
- f. Evaluate existing procedures and recommends improvements.
- g. Aid in conducting feasibility and procedural studies.
- h. Assist in evaluating new technical developments in view of the district's plans and objectives.
- i. Evaluate new hardware and software technology and assess applications to requirements of the organization.
- j. Apply cost/benefit analysis methods to current and proposed applications, hardware and software configurations.
- k. Maintain and troubleshoot all local area networks as well as the VPN.
- l. Expert knowledge of TCP/IP network address translation.
- m. Maintain user accounts for all students and staff.
- n. Have ability to program a variety of routers and switches.
- o. Have knowledge of latest voice and video data transfer applications.
- p. Maintain and monitor network traffic and advise on future network requirements.
- q. Test and verify network integrity.
- r. Assist in maintaining and monitoring links to district web page.
- s. Maintain fire wall protection, barracuda firewall, wireless and wired security systems.

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Network Operations and Control
Systems Manager– (Central Office)

- t. Maintain proxy servers at site locations
 - u. Install updates and security fixes across district workstations and servers.
 - v. Maintain imaging server and keep up to date images of district workstations.
 - w. Maintain server backups and be responsible for disaster recovery. Restore individual files / programs as requested by school staff.
 - x. Maintain current knowledge of standard languages, coding methods, and operations requirements.
 - y. Monitor the utilization of equipment and provides for scheduled maintenance to hold downtime to a minimum.
 - z. Assist in the design of automated portions of systems.
2. End user computer and peripherals
- a. Assist in performing wiring and/or electronic installations.
 - b. Assist in maintaining all district computer equipment including peripherals.
 - c. Troubleshoot Macintosh and Windows based operating systems.
 - d. Resolve software conflicts.
 - e. Install new equipment.
 - f. Configure software applications.
 - g. Test and check machine programs.
 - h. Analyze, investigate, and advise the administration regarding purchase or leasing of suitable equipment.
 - i. Provide support on district printers – manage toner inventory for district.
 - j. Provide efficient and secure computer systems and services to meet organizational needs.

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Network Operations and Control
Systems Manager– (Central Office)

- k. Monitor the utilization of equipment and provides for scheduled maintenance to hold downtime to a minimum.
 - l. Evaluate existing procedures and recommends improvements.
 - m. Assist in the design of automated portions of systems.
3. Student / Staff / Special Education / Business Office database systems management
- a. Assist with all aspects of the district's Student / Staff / Special Education / Business Office database systems.
 - b. Analyze program specifications for completeness and conformance to standards.
 - c. Keep informed of the development of data processing functions in the educational field, and advises the administration of these developments, together with recommendations for possible implementation in the district.
 - d. Provide efficient and secure computer systems and services to meet organizational needs.
 - e. Calculate students' midterm and final averages / Provide technical support for report card issuance.
 - f. Complete yearly NJ Technology Survey; recommend changes to curriculum as they relate to state standards.
4. Building heating, ventilation and air conditioning control systems and operations
- a. Management and oversight for all building heating, ventilation and air conditioning systems
 - b. Development and implementation of preventive maintenance plan for building systems
 - c. Oversight and management of all routine and non-routine repairs and maintenance
 - d. Central point of contact for administrators and/or District staff for heating / cooling concerns for all instructional and support facilities.
5. Other tasks as assigned by the Business Administrator and/or Superintendent of Schools.

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Network Operations and Control
Systems Manager– (Central Office)

EVALUATION CRITERIA:

The holder of the position of Network Operations and Control Systems Manager - (Central Office) shall be evaluated by the Business Administrator in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: 10 February 2015

JOB DESCRIPTION

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Network Operations and State
Reporting Manager – (Central Office)

**JOB TITLE: NETWORK OPERATIONS AND STATE REPORTING MANAGER –
(CENTRAL OFFICE)**

REPORTS TO: BUSINESS ADMINISTRATOR

NATURE AND SCOPE OF JOB:

To promote efficiency in the schools with the use of technology and to ensure complete and accurate electronic reporting to regulatory bodies.

QUALIFICATIONS:

The Network Operations and State Reporting Manager shall have the following:

1. Graduation from a certified or accredited educational institution with intensive coursework in software applications.
2. Formal training or relevant experience with Computer technology, networked information systems, software applications and database management.
3. Broad knowledge of instructional technology equipment and applications to include Microsoft applications, on-line services and technology resources.
4. Broad knowledge of the Google environment.

JOB FUNCTIONS AND RESPONSIBILITIES:

Network Operations and State Reporting Manager

1. Network (wired and wireless) Operations and District technology management
 - a. Assist in evaluating the district's technology plan and curriculum as it relates to technology; recommend changes as appropriate.
 - b. Cooperate with central office administrators and school principals in the development of a district wide electronic information system and provide technical assistance, as needed.
 - c. Maintain inventory of district's education computer equipment and a log of equipment maintenance activities.

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Network Operations and State

Reporting Manager – (Central Office)

- d. Have expert knowledge in cross platform network administration using Windows and Linux servers.
- e. Measure performance of equipment and systems.
- f. Evaluate existing procedures and recommends improvements.
- g. Aid in conducting feasibility and procedural studies.
- h. Assist in evaluating new technical developments in view of the district's plans and objectives.
- i. Evaluate new hardware and software technology and assess applications to requirements of the organization.
- j. Apply cost/benefit analysis methods to current and proposed applications, hardware and software configurations.
- k. Maintain and troubleshoot all local area networks as well as the VPN.
- l. Expert knowledge of TCP/IP network address translation.
- m. Maintain user accounts for all students and staff.
- n. Have ability to program a variety of routers and switches.
- o. Have knowledge of latest voice and video data transfer applications.
- p. Maintain and monitor network traffic and advise on future network requirements.
- q. Test and verify network integrity.
- r. Assist in maintaining and monitoring links to district web page.
- s. Maintain fire wall protection, barracuda firewall, wireless and wired security systems.
- t. Maintain proxy servers at site locations
- u. Install updates and security fixes across district workstations and servers.
- v. Maintain imaging server and keep up to date images of district workstations.

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Network Operations and State
Reporting Manager – (Central Office)

- w. Maintain server backups and be responsible for disaster recovery. Restore individual files / programs as requested by school staff.
 - x. Maintain current knowledge of standard languages, coding methods, and operations requirements.
 - y. Monitor the utilization of equipment and provides for scheduled maintenance to hold downtime to a minimum.
 - z. Assist in the design of automated portions of systems.
2. End user computer and peripherals
- a. Assist in performing wiring and/or electronic installations.
 - b. Assist in maintaining all district computer equipment including peripherals.
 - c. Troubleshoot Macintosh and Windows based operating systems.
 - d. Resolve software conflicts.
 - e. Install new equipment.
 - f. Configure software applications.
 - g. Test and check machine programs.
 - h. Analyze, investigate, and advise the administration regarding purchase or leasing of suitable equipment.
 - i. Provide support on district printers – manage toner inventory for district.
 - j. Provide efficient and secure computer systems and services to meet organizational needs.
 - k. Monitor the utilization of equipment and provides for scheduled maintenance to hold downtime to a minimum
 - l. Evaluate existing procedures and recommends improvements
 - m. Assist in the design of automated portions of systems

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Network Operations and State
Reporting Manager – (Central Office)

3. State Reporting and Standardized Testing
 - a. Monitor and review deadlines for any / all state reports or standardized tests that are submitted electronically or through the internet
 - b. Work with administrators assigned to each local, county, state or federal report / standardized test to ensure the District has the appropriate technological support for the respective report and assists with all aspects for the respective report
 - c. Keep informed of the development of data processing functions in the educational field, and advises the administration of these developments, together with recommendations for possible implementation in the district as they relate to and required reports / standardized tests
 - d. Complete all NJSMART data submissions and keep office staff up to date on any additional information required, or changes to state standards as they pertain to NJSMART
 - e. Provide efficient and secure computer systems and services to meet organizational needs
4. Other duties and responsibilities
 - a. Provide support for district cell phones.
 - b. Administer school email / web mail servers.
 - c. Provide staff training on basic operating systems and e-mail.
 - d. Maintain and install security cameras / Maintain CCTV network
 - e. Other tasks as assigned by the Business Administrator and/or Superintendent of Schools.

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Network Operations and State
Reporting Manager – (Central Office)

EVALUATION CRITERIA:

The holder of the position of Network Operations and State Reporting Manager - (Central Office) shall be evaluated by the Business Administrator in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: 10 February 2015

JOB DESCRIPTION

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Computer Technician –
(Central Office)

JOB TITLE: COMPUTER TECHNICIAN – (CENTRAL OFFICE)

REPORTS TO: Network Operations and Control Systems Manager and Network Operations and State Reporting Manager

NATURE AND SCOPE OF JOB:

Under supervision of the Network Operations and Control Systems Manager and Network Operations and State Reporting Manager installs, maintains, troubleshoots and upgrades computer hardware, software, personal computer networks, and peripheral equipment; aids staff in effective use of applications and hardware; and performs related work as required.

QUALIFICATIONS:

1. Formal training or relevant experience with Computer technology, networked information systems and software applications;
2. Broad knowledge of instructional technology equipment and applications to include Microsoft applications, on-line services and technology resources;
3. Knowledge of computer hardware, software and peripherals such as central processing units, servers, monitors, cables, network systems, and printers;
4. Knowledge of procedures for installing, configuring, upgrading, troubleshooting and repairing applicable software, hardware and peripherals;
5. Knowledge of principles, practices, hardware and software related to the establishment and maintenance of LAN's and WAN's;
6. Strength to lift and carry objects weighing up to 40 pounds;
7. Techniques for explaining technical concepts and procedures to non-technical users.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Computer Technician shall:

1. Install, configure and upgrade operating systems and software, using standard business and administrative packages; may modify specific applications for use in different locations;

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Computer Technician –
(Central Office)

2. Install, assemble and configure computers, monitors, network infrastructure and peripherals such as printers, scanners and related hardware; pulls cables and rewires or directs the rewiring of cables as required for new installations and office reconfiguration;
3. Troubleshoot problems with computer systems, including troubleshooting hardware and software, e-mail, network and peripheral equipment problems; makes repairs and corrections where required;
4. Act as a technical resource in assisting users to resolve problems with equipment and data; implements solutions or notifies outsource providers as required;
5. Monitor the schools' LAN's and WAN's;
6. Troubleshoot and resolve hardware and software problems;
7. Instruct users on new or upgraded computer applications and hardware;
8. Use initiative and independent judgment within established guidelines and procedures;
9. Communicate effectively with co-workers to exchange or convey information;
10. Perform other duties of a similar nature or level.

EVALUATION CRITERIA:

The holder of the position of Computer Technician - (Central Office) shall be evaluated by the Network Operations and Control Systems Manager and Network Operations and State Reporting Manager in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: 18 November 2008

Revised: 19 May 2015

JOB DESCRIPTION

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Director of Buildings and Grounds

JOB TITLE: DIRECTOR OF BUILDINGS AND GROUNDS –

REPORTS TO: Business Administrator/Board Secretary

NATURE AND SCOPE OF JOB:

Supervises all custodial maintenance and grounds keeping staff and contractors. Provide students and staff with a physical environment that is healthy, safe and efficiently operated.

QUALIFICATIONS:

The Director of Buildings and Grounds shall have:

1. Educational Facilities Manager Certificate and Low Pressure Boiler (Back Seal) License;
2. Minimum experience as determined by the board;
3. Ability to supervise and coordinate the activities of department staff and contractors;
4. Demonstrated knowledge of school construction, plant operation, maintenance and management, and school safety;
5. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986;
6. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1;
7. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with the N.J.A.C. 6:29-7.4;

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Director of Buildings and Grounds

JOB FUNCTIONS AND RESPONSIBILITIES:

The Director of Buildings and Grounds:

1. Supervises all custodial/maintenance employees and contractors;
2. Works directly with the Business Administrator to establish the Long Range Facilities Plan;
3. Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district's schools, office facilities and grounds;
4. Plans and implements a program of required preventive maintenance for each school and reports these activities in an annual comprehensive maintenance plan;
5. Establishes appropriate maintenance, grounds keeping, security and custodial requirements for each school building and installation;
6. Directs the maintenance of all buildings and grounds;
7. Recruits, screens, recommends for hiring, assigns and supervises all custodial, maintenance and grounds keeping staff;
8. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work;
9. Recommends for purchase necessary equipment and supplies and maintains an inventory of them;
10. Approves all custodial/maintenance overtime;
11. Maintains schedules of work for each individual building and ensures that proper supplies are on hand in each building;
12. Establishes and supervises summer cleaning programs and schedules;
13. Establishes guidelines for the division of responsibility for minor in-school repairs and emergency repairs;
14. Keeps abreast of new work methods, procedures and equipment;

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Director of Buildings and Grounds

15. Ensures that standards are consistent with all applicable local, state and federal laws are maintained;
16. Organizes and implements an orientation program on proper operation and maintenance of school facilities for custodial staff;
17. Assumes responsibility for Right-to-Know Medical Waste, Blood borne Pathogens practices, procedures and record-keeping under the direction of the Business Administrator/Board Secretary;
18. Ensures proper maintenance and operation of department equipment, including motorized vehicles, tools and machinery;
19. Oversees the fire alarm systems and fire extinguishers on a regularly scheduled basis;
20. Prepares and administers the budget for maintenance, grounds, security and custodial supplies and equipment in conjunction with the Business Administrator.
21. Represents the district at all construction conferences;
22. Supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing final payments;
23. Directs the preparation of playing fields, grounds and other necessary facilities for athletics and other school activities;
24. Confers with school principals, landscape architects and other parties in making plans for landscaping, planning and maintenance of various school grounds;
25. Works cooperatively with State and Borough officials;
26. Maintains such records as are required by board policy, statute or administrative code;
27. Interprets and enforces board policies regarding school maintenance, safety and security procedures;

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Director of Buildings and Grounds

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job. (50 Lb minimum)
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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Director of Buildings and Grounds

EVALUATION CRITERIA:

The holder of the position of Director of Buildings and Grounds - (Central Office) shall be evaluated by the Business Administrator in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: 9 September 2008

Revised: 19 May 2015

Revised: 22 March 2016

JOB DESCRIPTION

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Maintenance Worker

JOB TITLE: MAINTENANCE WORKER

REPORTS TO: Supervisor of Buildings & Grounds

NATURE AND SCOPE OF JOB:

To provide students and staff with a physical environment that is healthy, safe and efficiently operated.

SALARY SCALE

Minimum hourly wage: \$20.50

Maximum hourly wage: \$37.50

Qualifications:

1. Certification of good health signed by licensed physician.
2. Sufficient strength, agility, and dexterity to perform required tasks.
3. Ability to lift fifty (50) pounds
4. Knowledge of methods, materials, and equipment used in custodial, maintenance and grounds work.
5. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities.
6. Have earned a high school diploma or its equivalent.
7. Demonstrate knowledge, a minimum of five years of experience, and proficiency in several areas of maintenance (e.g., plumbing, painting, carpentry, masonry/concrete/tile, window glazing, electrical, mechanical, HVAC systems, roof repair, plastering/spackling, field/playground maintenance, furniture repair, and small engine repair).
8. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
9. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

JOB DESCRIPTION

BOARD OF EDUCATION
DUNELLEN

SUPPORT STAFF MEMBERS
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Maintenance Worker

10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with the N.J.A.C. 6:29-7.4
12. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Maintenance Worker shall:

1. Perform general maintenance and repair tasks in a variety of areas and as assigned by the Supervisor of Buildings & Grounds and in accordance with all applicable codes and regulations.
2. Follow work schedules and temporary work schedules assigned by the Supervisor or Building & Grounds, his designee and/or Principal of the school.
3. Ensures the District maintenance plan is properly implemented and all school buildings are neat, clean, and safe, while completing the tasks outlined in the School Building Maintenance Plan for the building.
4. Ensure that the work site and conditions are safe
5. Perform assignments relating to insuring all schools and district sites are able to safely open and function when assigned. This includes working cooperatively with facilities and custodial employees during emergency operations.
6. Use the work order system, making sure that work orders have been written and approved before performing tasks, except in emergency situations.
7. Ensure that all applicable fire, safety, health, and environmental regulations and laws are observed and exceeded.
8. Maintain an adequate supply of parts and supplies usually used in repairs, and request needed supplies through the established procedures of the district.

JOB DESCRIPTION

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Maintenance Worker

9. Operate and maintain in a safe and operational condition all tools and equipment necessary to carry out job functions and responsibilities.
10. Remove snow and ice by shoveling, plowing, and/or sanding walks, driveways, parking areas, and steps.
11. Check regularly the security of the building and ensure that all exit doors are operational, and that all panic hardware is working when the building is occupied.
12. Report immediately any damage, vandalism, or theft of equipment.
13. Serve in the school assigned, substituting in another school when necessary, and remain on school premises during assigned hours, unless assigned to another site.
14. Performs such yard keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition, as assigned.
15. Performs a variety of room arranging, equipment and furniture transporting, and storage and delivery tasks in the school.
16. Moves furniture or equipment within buildings as required for various activities and as directed by the principal or the Supervisor of Buildings & Grounds.
17. Report needed repairs promptly.
18. Change light bulbs whenever any are in need of replacement.
19. Perform specialized maintenance of facilities during the summer months or when school is not in session.
20. Participate in safety and Right To Know training.
21. Maintain safe working condition and operate safely all equipment necessary to carry out job functions and responsibilities.
22. Make recommendations for improvement in the effectiveness and efficiency of maintenance and custodial operations of the school.
23. Display a cooperative and pleasant attitude at all times, particularly when in the presence of staff, students, and community visitors.

JOB DESCRIPTION

BOARD OF EDUCATION
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SUPPORT STAFF MEMBERS
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Maintenance Worker

24. Notify and assist the administration and appropriate emergency personnel with any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils. Assist with emergency evacuations and drills.
25. Use computers and/or electronic equipment to fulfill job functions.
26. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
27. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
28. Participate in appropriate in-service and workshop programs and attend any required meetings.
29. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
30. Adhere to federal statutes and regulations, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
31. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisors, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job. (50 Lb minimum)
2. Sit, stand and walk for required periods of time.
3. Speak and hear.

JOB DESCRIPTION

BOARD OF EDUCATION
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Maintenance Worker

4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION CRITERIA:

The holder of the position of Maintenance Worker shall be evaluated by the Supervisor of Buildings & Grounds in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: 22 March 2016

JOB DESCRIPTION

**BOARD OF EDUCATION
DUNELLEN**

**SUPPORT STAFF MEMBERS
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Custodial Night Supervisor**

JOB TITLE: CUSTODIAL NIGHT SUPERVISOR

REPORTS TO: Supervisor of Buildings & Grounds

NATURE AND SCOPE OF JOB:

To provide students and staff with a physical environment that is healthy, safe and efficiently operated.

SALARY SCALE

Minimum hourly wage: \$15.00

Maximum hourly wage: \$27.50

QUALIFICATIONS:

1. Certification of good health signed by licensed physician.
2. Sufficient strength, agility, and dexterity to perform required tasks.
3. Ability to lift fifty (50) pounds.
4. Knowledge of methods, materials, and equipment used in custodial work.
5. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities.
6. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
7. Possess a Black Seal Fireman's License for boiler operation or is willing to obtain one within one year of employment.
8. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1

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Custodial Night Supervisor

10. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with the N.J.A.C. 6:29-7.4
11. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Custodial Night Supervisor shall:

1. Follow work schedules and temporary work schedules assigned by the Supervisor or Building & Grounds, his designee and/or Principal of the school.
2. Oversee, manage and direct the custodial staff and the cleaning of all facilities (including sidewalks, driveways, and play areas) ensuring they are neat, clean, and safe, and in compliance with the tasks outlined in the Custodial Services Plan for the building.
3. Perform assignments relating to insuring all schools and district sites are able to safely open and function when assigned. This includes working cooperatively with custodial employees during emergency operations.
4. Remove snow and ice by shoveling, plowing, and/or sanding walks, driveways, parking areas, and steps.
5. Check regularly the security of the building and ensure that all exit doors are operational, and that all panic hardware is working when the building is occupied.
6. Report immediately any damage, vandalism, or theft of equipment.
7. Serve in the school assigned, substituting in another school when necessary, and remain on school premises during assigned hours, unless assigned to another site.
8. Ensures the custodial staff remove trash daily and comply with all laws, regulations and procedures for the storage and disposal of trash and waste.
9. Maintain an adequate supply of cleaning chemicals, requesting replacements in a timely fashion. Store supplies and chemicals in a safe and approved manner.

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Custodial Night Supervisor

10. Performs such yard keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition, as assigned.
11. Maintains on a regular schedule all boilers, motors, and other mechanical equipment requiring scheduled servicing.
12. Performs a variety of room arranging, equipment and furniture transporting, and storage and delivery tasks in the school.
13. Moves furniture or equipment within buildings as required for various activities and as directed by the principal or the Supervisor of Buildings & Grounds
14. Report needed repairs promptly.
15. Oversees and manages the specialized cleaning of facilities during the summer months or when school is not in session.
16. Participate in safety and Right To Know training.
17. Maintain in safe working condition and operate safely all equipment necessary to carry out job functions and responsibilities.
18. Make recommendations for improvement in the effectiveness and efficiency of custodial operations of the school.
19. Display a cooperative and pleasant attitude at all times, particularly when in the presence of staff, students, and community visitors.
20. Notify and assist the administration and appropriate emergency personnel with any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils. Assist with emergency evacuations and drills.
21. Use computers and/or electronic equipment to fulfill job functions.
22. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
23. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.

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BOARD OF EDUCATION
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Custodial Night Supervisor

24. Participate in appropriate in-service and workshop programs and attend any required meetings.
25. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
26. Adhere to federal statutes and regulations, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
27. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisors, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job. (50 Lb. minimum)
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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SUPPORT STAFF MEMBERS
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Custodial Night Supervisor

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION CRITERIA:

The holder of the position of Custodial Night Supervisor shall be evaluated by the Supervisor of Buildings & Grounds in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: 22 March 2016

JOB DESCRIPTION

BOARD OF EDUCATION
DUNELLEN

SUPPORT STAFF MEMBERS
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Custodian B

JOB TITLE: CUSTODIAN B

Reports to: Supervisor of Buildings & Grounds

NATURE AND SCOPE OF JOB:

To provide students and staff with a physical environment that is healthy, safe and efficiently operated.

SALARY SCALE

Minimum hourly wage: \$11.50

Maximum hourly wage: \$15.00

QUALIFICATIONS:

1. Certification of good health signed by licensed physician.
2. Sufficient strength, agility, and dexterity to perform required tasks.
3. Ability to lift fifty (50) pounds
4. Knowledge of methods, materials, and equipment used in custodial work.
5. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities.
6. Possess a Black Seal Fireman's License for boiler operation or is willing to obtain one within one year of employment.
7. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with the N.J.A.C. 6:29-7.4

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BOARD OF EDUCATION
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Custodian B

10. Such alternatives to the above qualifications as the Board may find appropriate and acceptable Job Functions & Responsibilities:

Custodian B shall:

1. Follow work schedules and temporary work schedules assigned by the Supervisor or Building & Grounds, his designee and/or Principal of the school.
2. Keep assigned areas of the buildings and grounds, (including sidewalks, driveways, and play areas) neat, clean, and safe, completing the tasks outlined in the Custodial Services Plan for the building. Scrub, clean, and disinfect daily all assigned drinking fountains, bathroom floors, and sanitary fixtures. Wash windows and clean shades and blinds on an established and regular schedule. Keep all floors clean.
3. Perform assignments relating to insuring all schools and district sites are able to safely open and function when assigned. This includes working cooperatively with custodial employees during emergency operations.
4. Clean up body fluids from a sick or injured person, following prescribed procedures.
5. Remove snow and ice by shoveling, plowing, and/or sanding walks, driveways, parking areas, and steps.
6. Check regularly the security of the building and ensure that all exit doors are operational, and that all panic hardware is working when the building is occupied.
7. Raises the United States flag at or before 8 a.m. on each school day and lowers it at or after 3:30 p.m.
8. Remove graffiti immediately.
9. Report immediately any damage, vandalism, or theft of equipment.
10. Serve in the school assigned, substituting in another school when necessary, and remain on school premises during assigned hours, unless assigned to another site.
11. Remove trash daily and comply with all laws, regulations and procedures for the storage and disposal of trash and waste.
12. Maintain an adequate supply of cleaning chemicals, requesting replacements in a timely fashion. Store supplies and chemicals in a safe and approved manner.

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BOARD OF EDUCATION
DUNELLEN

SUPPORT STAFF MEMBERS
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Custodian B

13. Performs such yard keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition, as assigned.
14. Maintains on a regular schedule all boilers, motors, and other mechanical equipment requiring scheduled servicing.
15. Performs a variety of room arranging, equipment and furniture transporting, and storage and delivery tasks in the school.
16. Moves furniture or equipment within buildings as required for various activities and as directed by the principal or the Supervisor of Buildings & Grounds
17. Report needed repairs promptly.
18. Change light bulbs whenever any are in need of replacement.
19. Perform specialized cleaning of facilities during the summer months or when school is not in session.
20. Participate in safety and Right To Know training.
21. Maintain in safe working condition and operate safely all equipment necessary to carry out job functions and responsibilities.
22. Make recommendations for improvement in the effectiveness and efficiency of custodial operations of the school.
23. Display a cooperative and pleasant attitude at all times, particularly when in the presence of staff, students, and community visitors.
24. Notify and assist the administration and appropriate emergency personnel with any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils. Assist with emergency evacuations and drills.
25. Use computers and/or electronic equipment to fulfill job functions.
26. Maintain a log each month on all fire extinguishers.

JOB DESCRIPTION

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DUNELLEN

SUPPORT STAFF MEMBERS
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Custodian B

27. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
28. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
29. Participate in appropriate in-service and workshop programs and attend any required meetings.
30. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
31. Adhere to federal statutes and regulations, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
32. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisors, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job. (50 Lb minimum)
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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BOARD OF EDUCATION
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SUPPORT STAFF MEMBERS
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Custodian B

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION CRITERIA:

The holder of the position of Custodian B shall be evaluated by the Supervisor of Buildings & Grounds in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: 22 March 2016

JOB DESCRIPTION

BOARD OF EDUCATION
DUNELLEN

SUPPORT STAFF MEMBERS
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Custodian A

JOB TITLE: CUSTODIAN A

Reports to: Supervisor of Buildings & Grounds

NATURE AND SCOPE OF JOB:

To provide students and staff with a physical environment that is healthy, safe and efficiently operated.

SALARY SCALE

Minimum hourly wage: \$8.50

Maximum hourly wage: \$13.50

QUALIFICATIONS:

1. Certification of good health signed by licensed physician.
 2. Sufficient strength, agility, and dexterity to perform required tasks.
 3. Ability to lift fifty (50) pounds
 4. Knowledge of methods, materials, and equipment used in custodial work.
 5. Demonstrated aptitude for successful fulfillment of assigned performance responsibilities.
 6. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986
 7. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1
 8. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with the N.J.A.C. 6:29-7.4
 9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Job Functions & Responsibilities:**

JOB DESCRIPTION

BOARD OF EDUCATION
DUNELLEN

SUPPORT STAFF MEMBERS
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Custodian A

The Custodian A shall:

1. Follow work schedules and temporary work schedules assigned by the Supervisor or Building & Grounds, his designee and/or Principal of the school.
2. Keep assigned areas of the buildings and grounds, (including sidewalks, driveways, and play areas) neat, clean, and safe, completing the tasks outlined in the Custodial Services Plan for the building. Scrub, clean, and disinfect daily all assigned drinking fountains, bathroom floors, and sanitary fixtures. Wash windows and clean shades and blinds on an established and regular schedule. Keep all floors clean.
3. Perform assignments relating to insuring all schools and district sites are able to safely open and function when assigned. This includes working cooperatively with custodial employees during emergency operations.
4. Clean up body fluids from a sick or injured person, following prescribed procedures.
5. Remove snow and ice by shoveling, plowing, and/or sanding walks, driveways, parking areas, and steps.
6. Check regularly the security of the building and ensure that all exit doors are operational, and that all panic hardware is working when the building is occupied.
7. Raises the United States flag at or before 8 a.m. on each school day and lowers it at or after 3:30 p.m.
8. Remove graffiti immediately.
9. Report immediately any damage, vandalism, or theft of equipment.
10. Serve in the school assigned, substituting in another school when necessary, and remain on school premises during assigned hours, unless assigned to another site.
11. Remove trash daily and comply with all laws, regulations and procedures for the storage and disposal of trash and waste.
12. Maintain an adequate supply of cleaning chemicals, requesting replacements in a timely fashion. Store supplies and chemicals in a safe and approved manner.
13. Performs such yard keeping chores as grass cutting, tree trimming, and the like, as necessary, to maintain the school grounds in a safe and attractive condition, as assigned.

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DUNELLEN

SUPPORT STAFF MEMBERS
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Custodian A

14. Performs a variety of room arranging, equipment and furniture transporting, and storage and delivery tasks in the school.
15. Moves furniture or equipment within buildings as required for various activities and as directed by the principal or the Supervisor of Buildings & Grounds
16. Report needed repairs promptly.
17. Change light bulbs whenever any are in need of replacement.
18. Perform specialized cleaning of facilities during the summer months or when school is not in session.
19. Participate in safety and Right To Know training.
20. Maintain in safe working condition and operate safely all equipment necessary to carry out job functions and responsibilities.
21. Make recommendations for improvement in the effectiveness and efficiency of custodial operations of the school.
22. Display a cooperative and pleasant attitude at all times, particularly when in the presence of staff, students, and community visitors.
23. Notify and assist the administration and appropriate emergency personnel with any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils. Assist with emergency evacuations and drills.
24. Use computers and/or electronic equipment to fulfill job functions.
25. Maintain a log each month on all fire extinguishers.
26. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
27. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.

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Custodian A

28. Participate in appropriate in-service and workshop programs and attend any required meetings.
29. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
30. Adhere to federal statutes and regulations, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
31. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisors, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job. (50 Lb minimum)
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

JOB DESCRIPTION

BOARD OF EDUCATION
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SUPPORT STAFF MEMBERS
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Custodian A

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION CRITERIA:

The holder of the position of Custodian A shall be evaluated by the Supervisor of Buildings & Grounds in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: 22 March 2016

JOB DESCRIPTION

BOARD OF EDUCATION
DUNELLEN

SUPPORT STAFF MEMBERS
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Clerk – School Clerk

JOB TITLE: CLERK - SCHOOL CLERK

REPORTS TO: Principal or Immediate Supervisor

NATURE AND SCOPE OF JOB:

Performs clerical tasks for staff assigned.

QUALIFICATIONS:

The Clerk - School Clerk shall:

1. Hold a High School Diploma.
2. Complete Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
3. Provide evidence that a criminal record history check has been conducted by the N.J. State Police and clearance has been given or during the initial six month period will provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
4. Speak proper English.
5. Provide proof of good moral character.
6. Possess interpersonal skills to relate to pupils, parents, community, administration, teaching staff members and support staff members.
7. Exhibit a personality compatible with working with pupils, staff, administration, parents and the community.
8. Prove that health is adequate to fulfill job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:29-7.4.
9. Be computer literate.
10. Type forty (40) words per minute.

JOB DESCRIPTION

BOARD OF EDUCATION
DUNELLEN

SUPPORT STAFF MEMBERS
4019/page 2 of 3
Clerk – School Clerk

JOB FUNCTIONS AND RESPONSIBILITIES:

The Clerk - School Clerk shall:

1. Assist in preparation of daily absentee sheets and maintain attendance register.
2. Call buses at dismissal time using the intercom system.
3. Distribute mail.
4. Keep enrollment statistics updated and prepare such for the Principal and Superintendent.
5. Cover school secretaries' breaks in both the a.m. and p.m. and also cover the secretaries' lunch breaks.
6. Assist in greeting and processing visitors.
7. Assist with signing students in and out; provide students with necessary passes.
8. Assist in registering and transferring of students.
9. Distribute supplies to staff.
10. Substitute for the office secretaries.
11. Answer telephones and faxes materials.
12. Copy materials.
13. File office materials.
14. Word process documents as assigned.
15. Attend required staff meetings and serve, as appropriate, on staff committees.
16. Maintain knowledge of current developments, current interpretations of the field and current methodology of field in which assigned.
17. Operate equipment, electronic and otherwise (as determined by supervisors) needed to carry out job functions and responsibilities.

JOB DESCRIPTION

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Clerk – School Clerk**

18. Maintain ethical and professional behavior in working with school personnel and other agencies.
19. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
20. Perform any duty which is within the scope of his/her employment as assigned by his/her supervisors and not otherwise prohibited by law.
21. Adhere to New Jersey school law, State Board of Education rules and regulations, local Board of Education policies and regulations, and contractual obligations.

EVALUATION CRITERIA:

The holder of the position of Clerk - School Clerk shall be evaluated by the Principal in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: June 24, 1997

Reviewed: 17 August 2004

JOB DESCRIPTION

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Classroom Aide

JOB TITLE: CLASSROOM AIDE

REPORTS TO: Principal and assigned teacher(s)

SUPERVISES: Students, under the authority of the teacher

NATURE AND SCOPE OF JOB:

Assists the classroom teacher with instructional and non-instructional activities necessary for the implementation of a functional class environment that enhances student progress and performance. Tasks are assigned by the teacher and approved by the building administrator.

QUALIFICATIONS:

The Classroom Aide shall:

1. Meet the requirements for a classroom aide established by the Board of Education and approved by the County Superintendent of Schools (N.J.A.C. 6:11-4.6).
2. Have earned at least a high school diploma or equivalent.
3. Have integrity and demonstrate good moral character.
4. Show evidence of successful experience in working with children.
5. Exhibit a personality that demonstrates interpersonal skills that relate well to students, staff, administration, parents and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate the ability to perform simple clerical tasks.
8. Demonstrate simple computer literacy, including keyboarding skills.
9. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

JOB DESCRIPTION

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Classroom Aide

10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:29-7.4.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Classroom Aide shall:

1. Assist the teacher with classroom instructional tasks as assigned.
2. Assist the teacher with clerical work, record keeping, preparation of instructional materials, and other non-instructional tasks as assigned.
3. Assist the teacher with supervision of students.
4. Redirect a restless or inattentive child into appropriate activities.
5. Work with students individually and in small groups to assist with the learning of content and skills introduced by the teacher.
6. Be sensitive to and assist students with special needs and adjust the instructional tasks as needed.
7. Assist the teacher in communicating with parents.
8. Accompany and assist the teacher in supervision on approved instructional field trips.
9. Arrange furniture and equipment for various learning activities and experiences.
10. Maintain cleanliness and orderly arrangement of materials and equipment within the classroom.
11. Assist children with preparing for and moving to other classrooms, school activities, or to the outside.

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Classroom Aide

12. Help young children or children with special needs with grooming, health habits, and toileting activities.
13. Communicate to the teacher any unusual situations or needs of students. Advise immediately appropriate school personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol or controlled substances.
14. Assist the teacher in handling interruptions and emergencies.
15. Operate electronic and other equipment needed to carry out job functions and responsibilities.
16. Participate in appropriate in-service and workshop programs.
17. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and effective work ethic.
18. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
19. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
20. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
21. Perform any duties and responsibilities that are within the scope of employment, as assigned by the teacher or Principal, and not otherwise prohibited by law or regulation.

EVALUATION CRITERIA:

The holder of the position of Classroom Aide shall be evaluated by the Principal in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: June 24, 1997
Revised: 17August 2004

JOB DESCRIPTION

BOARD OF EDUCATION
DUNELLEN

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Cafeteria/Playground Aide

JOB TITLE: CAFETERIA/RECESS AIDE

REPORTS TO: Principal or designee

SUPERVISES: Assists certified personnel in supervision of pupils

NATURE AND SCOPE OF JOB:

Assists teachers and other certified personnel with the supervision of pupils in the cafeteria and/or the supervision of pupils on the playground and/or sports fields.

QUALIFICATIONS:

The Cafeteria/Recess Aide shall:

1. Hold a High School Diploma.
2. Complete Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
3. Provide evidence that a criminal record history check has been conducted by the N.J. State Police and clearance has been given or during the initial six month period will provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
4. Speak proper English.
5. Provide proof of good moral character.
6. Possess interpersonal skills to relate to pupils, parents, community, administration, teaching staff members and support staff members.
7. Exhibit a personality compatible with working with pupils, staff, administration, parents and the community.
8. Prove that health is adequate to fulfill job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:29-7.4.
9. Be trained in First Aid (new hires only).

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Cafeteria/Playground Aide

JOB FUNCTIONS AND RESPONSIBILITIES:

The Cafeteria/Playground Aide shall:

1. Assist certified personnel with supervision of pupils while they are eating.
2. Line up pupils and escort them to classroom; remaining with them until their teachers return from lunch periods.
3. Maintain order and safety of assigned pupils.
4. Assist certified personnel with supervision of direction of orderly traffic into and out of the cafeteria, serving line, eating areas, maintenance of orderly behavior and social graces during the dining time.
5. Assist certified personnel in supervising orderly conditions on the playground or fields as children play or socialize.
6. Assist certified personnel in supervising orderly activities in assigned areas when inclement weather prevents use of playgrounds and fields.
7. Assist certified personnel in following Policy and Regulation 8441, Care of Ill and Injured Pupils.
8. Administer first aid to pupils, when appropriate, if properly certified.
9. Attend required staff meetings and serve, as appropriate, on staff committees.
10. Operate equipment, electronic and otherwise (as determined by supervisors) needed to carry out job functions and responsibilities.
12. Maintain ethical and professional behavior in working with school personnel and other agencies.
- 13.
12. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
13. Perform any duty which is within the scope of his/her employment as assigned by his/her supervisors and not otherwise prohibited by law.

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Cafeteria/Playground Aide

15. Adhere to New Jersey school law, State Board of Education rules and regulations, local Board of Education policies and regulations, and contractual obligations.

EVALUATION CRITERIA:

The holder of the position of Cafeteria/Playground Aide shall be evaluated by the principal in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: June 24, 1997

Revised: 17 August 2004

JOB DESCRIPTION

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DUNELLEN

SUPPORT STAFF MEMBERS
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District Communication Coordinator

JOB TITLE: DISTRICT COMMUNICATION COORDINATOR

REPORTS TO: Superintendent of Schools

NATURE AND SCOPE OF JOB:

Performs confidential responsibilities necessary to promote and maintain the safety and security of students, staff and district property while being the central point of all District communication systems.

QUALIFICATIONS:

The District Communication Coordinator shall have the following:

1. Have earned a high school diploma or equivalent; graduation from a certified or accredited educational institution preferred;
2. Have a minimum of four years of successful experience in a related support staff or office position;
3. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary;
4. Demonstrate appropriate telephone etiquette, with proper voice inflection;
5. Demonstrate the ability to maintain confidences;
6. Have integrity and demonstrate good moral character;
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills that relate well to students, staff, administration, parents and the community, including difficult and emotional situations;
8. Proficient with teamwork and collaborating with colleagues and administration.
9. Exhibit passion and the ability to thrive amidst change and challenging conditions while maintaining a positive outlook and forward looking perspective;
10. Demonstrated ability to keep up with fast paced environments and to multi-task;
11. Sound judgment and ethical practice;

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District Communication Coordinator

12. Impeccable attendance and punctuality;
13. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.

JOB FUNCTIONS AND RESPONSIBILITIES:

1. Perform confidential duties and tasks of a varied nature, requiring a thorough knowledge of the rules and regulations of the schools and school system, and the frequent exercise of independent judgment;
2. To deal politely and efficiently with all telephone calls and visitors following establishment procedures. Ensure that communication within the District is robust and timely, sharing information as appropriate with the correct school staff;
3. Build positive and professional relationships with students, staff and administration and leverage those relationships to establish and maintain productive and safe learning environments and common areas of the District;
4. Exercise dignity and respect when interacting with students, staff and administrators at all times;
5. Utilize the District security systems and video/audio surveillance systems to actively monitor for disturbances, fights, unauthorized visitors, violations of Board Policy or criminal activity and communicate any violations to administration;
6. Monitor the student entry and dismissal process to ensure safety and immediately report incidents / violations to administration;
7. Monitor school grounds and school entrances to ensure only authorized personnel and authorized visitors access the school;
8. Actively monitor the districts security systems / panic buttons and immediately report any activations of the system to administration;
9. Assist building administrators to enforce Student Conduct and Discipline Code and other school rules and regulations;
10. Fulfill duties associated with the position assigned as part of the school's comprehensive security plan and all fire / safety / other drills;

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District Communication Coordinator

11. Report unusual activity or suspicions of safety issues to the administration in a timely fashion;
12. Complete proper documentation related to incident reports and misconduct reports;
13. Maintain the bell system at all schools and program / implement temporary bell schedules for special events at the request of a building principal or his/her designee;
14. Process all authorized video / audio recording requests in a timely manner;
15. Other tasks as assigned by the Superintendent of Schools.

EVALUATION CRITERIA:

The holder of the position of District Communication Coordinator shall be evaluated by the Superintendent of Schools or his designee in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: 24 April 2018

JOB DESCRIPTION

BOARD OF EDUCATION
DUNELLEN

SUPPORT STAFF MEMBERS
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Aftercare Program: Director

JOB TITLE: AFTERCARE PROGRAM: DIRECTOR

REPORTS TO: Business Administrator

NATURE AND SCOPE OF JOB:

The aftercare program director manages the District care programs outside of school hours for children. The program director will work closely with the Faber Elementary School Administration to provide an enriching and educationally sound experience. The Director shall develop the structure of the program based on the needs and interests of the students and their parents, manage the program staff and operations, and maintain relationships with the community.

QUALIFICATIONS:

The Aftercare Program Director shall have the following knowledge, skills and abilities:

1. Bachelor's degree in education or a related field or appropriate experience in management and oversight of a daycare facility / program.
2. Ability to adhere to deadlines.
3. Ability to process and maintain confidential information.
4. Ability to communicate clearly and effectively, both verbally and in writing.
5. Ability to identify and resolve problems or situations requiring the understanding of program principles and the exercise of good judgment.
6. Ability to work independently in the absence of supervision.
7. Ability to establish and maintain effective working relationships with District staff and the general public.

JOB DESCRIPTION

BOARD OF EDUCATION
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SUPPORT STAFF MEMBERS
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Aftercare Program: Director

JOB FUNCTIONS AND RESPONSIBILITIES

1. Works with the program staff to develop an appropriate curriculum and plan activities that are consistent with the mission of the program.
2. Manages evaluation and assessment procedures for the successful operations of the program.
3. Responsible for the recruitment, hiring, and training of all staff.
4. Performs semi-annual staff performance evaluations.
5. Collaborates with internal and external personnel (e.g. administrators, vendors, facility managers, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
6. Maintains manual and electronic files and records for the purpose of documenting activities, providing written reference and meeting mandated requirements.
7. Oversees program staff, program operations, services, and the implementation of programs and/or processes (e.g. site rules, discipline, site schedule, space requirements, etc.) for the purpose of providing services within established timeframes and in compliance with related requirements.
8. Manages the operations of the aftercare program, from ensuring that the staff has the tools and equipment they need to do their jobs, to monitoring the environment for health and safety hazards.
9. Maintains a professional attitude and loyalty to the Program at all times.
10. Works with other staff members to form a positive, supportive team atmosphere.
11. Oversees and manages all staff meetings and training programs.
12. Helps to maintain a neat and organized classroom.
13. Supervises all activities to ensure safety at all times.
14. Reports monthly attendance as requested by the Business Administrator.
15. Reports the Business Administrator any problem which may occur with the children or the program.

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Aftercare Program: Director

16. Participates in dismissal procedures at the end of after care, ensuring that each child leaves with the appropriate adult.
17. Greets parents and children with salutations and smiles.
18. Participates in Parent Open House.
19. Because the success of any aftercare program depends on its ability to attract students and provide them with meaningful and enriching experiences, the program director needs to build relationships with schools, parents, and community groups to spread the word about the program and build support for it.
20. Other tasks as assigned by the Business Administrator and/or Superintendent of Schools.

EVALUATION CRITERIA:

The holder of the position of Aftercare Program Director shall be evaluated by the Business Administrator in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: 6 September 2016

JOB DESCRIPTION

BOARD OF EDUCATION
DUNELLEN

SUPPORT STAFF MEMBERS
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Aftercare Program: Instructor

JOB TITLE: AFTERCARE PROGRAM: INSTRUCTOR

REPORTS TO: Aftercare Program Director

NATURE AND SCOPE OF JOB:

Under general supervision, will be responsible for supervising children in the before care and aftercare program.

QUALIFICATIONS:

The Instructor shall have the following knowledge, skills and abilities:

1. Must be at least eighteen (18) years of age and meet the employment requirements of the District
2. Must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with the School's program and philosophy.
3. Ability to communicate clearly and effectively, both verbally and in writing.
4. Ability to identify and resolve problems or situations requiring the understanding of the aftercare program and the exercise of good judgment.
5. Ability to work independently in the absence of supervision.
6. Ability to establish and maintain effective working relationships with District staff and the general public.

JOB FUNCTIONS AND RESPONSIBILITIES

1. Supervises the aftercare classroom.
2. Helps with the general housekeeping tasks.
3. Maintains a professional attitude and loyalty to the Program at all times.
4. Works with other staff members to form a positive, supportive team atmosphere.

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Aftercare Program: Instructor

5. Treats all children with dignity and respect.
6. Attends all staff meetings and recommended training programs.
7. Helps to maintain a neat and organized classroom.
8. Helps children establish good habits of personal hygiene; change diapers and assists with toilet training.
9. Supervises all activities to ensure safety at all times.
10. Working with children in a wide range of recreational and educational activities (i.e., homework help, tutoring, sports, table games, arts and crafts, computer room activities, etc.).
11. Reports daily attendance as requested by the Program Director.
12. Reports the Director any problem which may occur with the children.
13. Assisting in serving snacks / meals to the program participants.
14. Performs additional program duties as assigned by the Director according to the Program's needs.
15. Participates in dismissal procedures at the end of after care, ensuring that each child leaves with the appropriate adult.
16. Greets parents and children with salutations and smiles.
17. Participates in Parent Open House.
18. Other tasks as assigned by the Aftercare Program Director or the Business Administrator.

EVALUATION CRITERIA:

The holder of the position of Aftercare Program: Instructor shall be evaluated by the Aftercare Program Director in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: 6 September 2016

JOB DESCRIPTION

BOARD OF EDUCATION
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SUPPORT STAFF MEMBERS
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Aftercare Program: Aide

JOB TITLE: AFTERCARE PROGRAM: AIDE

REPORTS TO: Aftercare Program Director

NATURE AND SCOPE OF JOB:

Under general supervision, will be responsible for assisting Instructors in supervising children in the before care and aftercare program.

QUALIFICATIONS:

The Instructor shall have the following knowledge, skills and abilities:

1. Must be at least sixteen (16) years of age and meet the employment requirements of the District.
2. Must have a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, and be willing to fulfill responsibilities in accordance with the School's program and philosophy.
3. Ability to communicate clearly and effectively, both verbally and in writing.
4. Ability to establish and maintain effective working relationships with District staff and the general public.

JOB FUNCTIONS AND RESPONSIBILITIES

1. Assist the instructor(s) in supervision of the aftercare classroom.
2. Helps with the general housekeeping tasks.
3. Maintains a professional attitude and loyalty to the program at all times.
4. Works with other staff members to form a positive, supportive team atmosphere.
5. Treats all children with dignity and respect.
6. Attends all staff meetings and recommended training programs.

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SUPPORT STAFF MEMBERS
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Aftercare Program: Aide

7. Helps to maintain a neat and organized classroom.
8. Helps children establish good habits of personal hygiene; change diapers and assists with toilet training.
9. Working with children in a wide range of recreational and educational activities (i.e., homework help, tutoring, sports, table games, arts and crafts, computer room activities, etc.).
10. Reports to the Instructor or the Director any problem which may occur with the children.
11. Assisting in serving snacks / meals to the program participants.
12. Greets parents and children with salutations and smiles.
13. Participates in Parent Open House.
14. Other tasks as assigned by the Aftercare Program Director or the Business Administrator.

EVALUATION CRITERIA:

The holder of the position of Aftercare Program: Aide shall be evaluated by the Aftercare Program Director in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: 6 September 2016

4115 CREATING OR ABOLISHING POSITIONS

The Board recognizes the importance of designating those positions which, when filled with competent, qualified staff members, will help realize the educational goals of this district most efficiently and effectively.

The Board shall create new positions, specify the number of persons who may be employed within each position and determine the initial salary for all new positions in accordance with the terms and conditions set forth in the agreement between the Dunellen Board of Education and the Dunellen Education Association. The Board may, in accordance with law, abolish positions it has created or reduce the number of persons who may be employed within each position.

In the exercise of its discretion in the creation and abolishment of positions, the Board shall consider the number of students enrolled in the schools of this district, the administrative and supervisory organization of the district, and such other circumstance as the Board may determine constitutes good cause for altering the number or kind of positions to be filled.

The Superintendent shall recommend to the Board for its deliberation the creation of new positions and the abolishment of existing positions.

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

Adopted: 22 July 1997

Reviewed: 17 August 2004

POLICY

BOARD OF EDUCATION
DUNELLEN

SUPPORT STAFF MEMBERS
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Employment Contract

4124 EMPLOYMENT CONTRACT

The Board of Education requires that every nontenured employee 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; 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.

Termination of a contract by either party requires a thirty day notification.

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: 22 July 1997

Reviewed: 17 August 2004

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4125 EMPLOYMENT OF SUPPORT STAFF MEMBERS

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

The Board shall approve the employment, fix the compensation in accordance with the agreement between the Board and the Dunellen Education Association, and establish the term of employment for every support staff member employed by this district.

No person shall be employed in a position involving regular contact with pupils who has not submitted notification from the Commissioner of Education of their qualification for employment following a criminal history record check, except that a person who has applied for the criminal history record check and has submitted to the Commissioner a sworn statement that they have not been convicted of a crime or disorderly persons offense may be provisionally employed for up to six months pending notification. The Superintendent will require evidence of the sworn statement from any such applicant who has not received the Commissioner's notification of their qualification for employment.

The responsible administrator(s) shall seek candidates for employment who possess the attributes of good character, appreciation of children, good health, and emotional maturity. They may administer such screening tests as may bear upon a candidate's ability to perform the tasks for which they are being considered and review such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Application records will be retained in confidence and for official use only.

The Board may employ relatives of Board members provided the member of the Board involved does not participate in any way in the discussion or vote.

All new employees will be required, within three days of the first day of hire, to complete the federal Form I-9 and supply the documentation necessary to demonstrate the employee's identity and employment eligibility under the Immigration Reform and Control Act of 1986. Completed Forms I-9 will be retained for three years or until one year after the end of the employee's separation, whichever is longer.

POLICY

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SUPPORT STAFF MEMBERS

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Employment of Support Staff Members

An employee's deliberate misstatement of factual material to their qualifications for employment or the determination of their salary will be considered by the Board to constitute grounds for dismissal.

Part-time employees

A "part-time support staff member" is a person employed for less than full-time. "Full-time" is employment for a full fiscal year, full work week, and a full work day. A "full work day" is eight hours inclusive of lunch, and a "full work week" is five days, Monday through Friday.

The Board may employ part-time support staff members as district needs require. Part-time employment shall be for periods and hours specified in the Board's resolution of employment.

Substitutes

The Board may employ substitutes for absent support staff members as necessary to insure continuity in the operation of the school district. The Board shall annually approve a list of support staff substitutes and the positions in which each is permitted to serve and may approve additional substitutes during the school year.

N.J.S.A. 18A:6-5 et seq.; 18A:16-1;

18A:17-41; 18A:39-17 et seq.

N.J.A.C. 6A:9-7.1

Adopted: 22 July 1997

Revised: 17 August 2004

Revised: 24 January 2008 6A citation only

4128 – DRESS CODE FOR SUPPORT STAFF

Certificated and Non-Certificated Staff

The Board is cognizant of the rights of employees to express their individuality through their attire. The Board also recognizes the value of tasteful and appropriate dress which is conducive to a dignified environment for learning and the fostering of respect and discipline in the classroom situation. The Board observes that staff serve as role models for the children of our schools, and help shape the students' attitudes and values concerning neatness, pride and self-worth.

Balancing these factors, the Board has adopted a dress code for employees that sets reasonable standards for grooming and appearance during school hours. The dress code for employees is to be enforced fairly at all times, and shall be periodically reviewed for reasonableness under the standard of generally acceptable dress in business and social contexts.

Administrators, teachers, and all non-certificated staff of the Dunellen Public Schools shall be neatly attired and groomed while discharging their responsibilities in all school situations including regular, evening, summer or Extra-curricular activities and in other situations where there is direct contact with students or adults.

Dress for certificated staff, which includes administrators, supervisory, certificated support and teaching staff, as well as non-certificated staff, which includes secretaries and support personnel, i.e. Aides, is expected to be representative of appropriate professional attire whenever a staff member is working or representing the district.

I. Grooming and attire shall meet the following criteria:

- A. Male staff members shall wear a dress shirt and tie. Suit/sport jacket, or sweater, shall be optional.
 - 1. As an alternative to dress shirt and tie, males may also wear a turtleneck shirt with sport or suit jacket
- B. Female staff members shall wear skirts, blouses or sweaters, dresses, suits or slack outfits.
- C. Appropriate dress footwear shall be worn by all staff.

II. Grooming not acceptable during school hours:

- A. Males – open shirt collars (with crewneck exception)
- B. Golf and/or polo shirts
- C. Clothing/footwear which is torn, dirty or in poor condition
- D. Sneakers, beach footwear or work boots (except with a written medical prescription)
- E. See-through (transparent) garments
- F. Tight fitting clothing
- G. Denim clothing (corduroy is permitted)
- H. Sweat tops/pants, leggings or stirrup pants
- I. Any dress or grooming which would attract undue attention, create disruption or would be potentially unsanitary or dangerous

III. Special Rules

- A. Physical Education teachers may wear clothing appropriate to their subject area, including athletic jackets, golf or polo shirts, appropriate shorts, kilts, striped pants or slacks, culottes, jogging suits, warm-ups, and sneakers or appropriate footwear.
- B. Vocational Education/Shop, and Art teachers may wear smocks, shop aprons, coveralls, and other attire approved by the Building Principal
- C. Other classes – Protective clothing such as smocks, lab coats or aprons may be worn as needed.
- D. Other employees – Employees involved in transportation, maintenance, and custodial staff shall wear appropriate clothing to accommodate their working situations.

IV. Prior Approval

- A. If any employee is uncertain as to the appropriateness of a garment, he/she should discuss this with the Principal or his/her designee. The Principal or his/her designee shall respond in writing to the employee within three days. Employees may appeal this decision in writing to the Superintendent. If the employee is not satisfied with the decision of the Superintendent, he/she may appeal the decision to the Board of Education.
- B. Occasionally, specifically organized activities, i.e. field trips dictate variations from the dress code of the normal classroom setting. Employees shall discuss this with their Principals at least one day prior to the activity. The Principal shall have the authority to approve variations from normal dress.

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SUPPORT STAFF MEMBERS
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Dress Code Support Staff

V. Special Situations

- A. The Building Principal shall have full discretion in temporarily suspending this dress code during after-school activities and/or special theme days, i.e. School Spirit Day.
- B. On excessively warm days the Superintendent or his/her designee shall decide on a daily basis whether the wearing of neckties may be suspended. This information will be conveyed to the Building Principals in the morning and they will be responsible for conveying this to their staff. A necktie is never to be merely loosened but should be removed entirely. The emphasis in dress should always be on neatness.

VI. Enforcement

A staff member violating the dress code may be subject to disciplinary measure including but not limited to: a verbal warning, written reprimand, withholding of an increment, charges of insubordination, or other sanctions as permitted by law.

VII. Severability

This Dress Code shall be deemed severable. If any section is found to be unreasonable or avoid by a forum of competent jurisdiction, only that section shall be deemed deleted.

Adopted: 26 September 2006

4130 ASSIGNMENT AND TRANSFER

The Board of Education reserves the right to assign support staff members to the positions for which they are qualified and in which their service will best serve the operation of the district.

The Superintendent or designee is responsible for the assignment and transfer of support staff members.

The Board will consider the request of an employee who requests transfer to a new position and may grant a transfer so requested that is in the best interests of the school district.

In considering any transfer, the Superintendent or designee shall base the choice on the employee's success in former positions, the employee's attitude toward change, the employee's length of service in the district, the recommendation of the employee's supervisor, and the operational efficiency advanced by the proposed transfer. No support staff member shall be transferred for disciplinary reasons.

Employees shall be given notice of their annual assignments when the assignment will be effective, but may be given notice of reassignment at any time during the year.

Employees may not transfer duties from one position to another nor may one employee perform the duties of another employee without the prior approval of the Superintendent or designee.

Nonprofessional personnel may be transferred or reassigned to similar positions upon the recommendation of the Superintendent.

It should be understood that the assignment of a non-professional employee does not necessarily limit their obligation solely to the school to which they are assigned. From time to time it may be necessary to assign nonprofessionals on a temporary basis to assist in other schools of the district.

The Superintendent shall have the authority to review all nonprofessional assignments.

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

Adopted: 22 July 1997

Reviewed: 17 August 2004

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 incompetency, 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 or her continued services may be inimical to the interests of pupils.

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

Adopted: 22 July 1997

Reviewed: 17 August 2004

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 pupils, 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 they have been assigned.

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

Adopted: 22 July 1997

Reviewed: 17 August 2004

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 to renew the support staff member's contract. Prior to notifying the nontenured support staff member of the nonrenewal, the Superintendent will notify the Board of the recommendation not to renew the support staff member's contract and the reasons for the recommendation. 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.

POLICY

BOARD OF EDUCATION DUNELLEN

SUPPORT STAFF MEMBERS 4146/page 2 of 2 Nonrenewal of Nontenured Support Staff Member

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.

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: 22 July 1997
Reviewed: 26 October 2004
Revised: 11 March 2014

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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. A recommendation 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 contract 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.

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Nonrenewal of Nontenured
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C. Nonrenewal Action

1. The Superintendent will notify the Board members of the recommendation not to renew a 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, the Board will meet in executive session to review the Superintendent's recommendation(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 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 and will be scheduled for discussion at a public meeting.
2. A nontenured support staff member not recommended for renewal by the Superintendent is deemed not renewed. A Board vote is not required on the Superintendent's recommendation(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 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. 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 teaching 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

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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

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).

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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 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 his/her behalf. Witnesses do not need to present testimony under oath, and their statements may 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 not 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 reemployment 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.

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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.

Adopted: 22 July 1997

Reviewed: 26 October 2004

Revised: 11 March 2014

POLICY

BOARD OF EDUCATION DUNELLEN

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Discipline

4150 DISCIPLINE

It shall be the policy of the Board to apply the statutes of the State, the policies of this Board and the regulations of the administration with equal consideration to each staff member.

The Superintendent shall prepare disciplinary rules for situations most often encountered which provide for progressive penalties including where appropriate-verbal warnings, written warnings, salary penalties for non-certified personnel not under tenure, nonrenewal of non-tenured employees, withholding of an increment from tenured employees, dismissal of nontenured employees and preferral of charges for tenured employees.

Such rules shall insure non-discriminatory application, differentiate between a second offense of the initial type and a "second offense" unlike that for which the employee was initially reprimanded, and insure procedural due process.

Disciplinary rules shall be reviewed and approved by the Board and shall include the proviso that the Board reserves the right to deduct pay for required service not performed including time lost through tardiness in accordance with its policies.

N.J.S.A. 18A:25-7; 18A:27-4
N.J.S.A. 34-13A-1 et seq.; 34:19-1

Adopted: 22 July 1997
Reviewed: 26 October 2004

REGULATION

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SUPPORT STAFF MEMBERS
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Discipline

R 4150 DISCIPLINE

The following rules are promulgated for the guidance of all support staff members. The Superintendent reserves the right to discipline employees for offenses not listed.

- * Nontenured employee: recommend contract nonrenewal.
- * Tenured employee: recommend increment be withheld.

- ** Nontenured employee: recommend discharge.
- ** Tenured employee: recommend certification of charges.

OFFENSE	NUMBER OF INFRACTIONS				
	1	2	3	4	5
Failure to observe parking and traffic regulations on school property as defined in the staff manual	Verbal warning	Verbal warning	Written warning	Written warning	Written warning *
Smoking in the building at any time or on school property during the school day	Verbal warning	Verbal warning	Written warning	Written warning	Written warning *
Violating a safety rule or safety practice	Verbal warning	Written warning	Written warning	*	**
Operating or using equipment to which not assigned	Verbal warning	Written warning	Written warning	*	**
Removal of school property without authorization	Verbal warning	Written warning	*	**	
Posting, altering, or removing any matter on bulletin boards or school property unless authorized	Written warning	Written warning	*	**	
Threatening, intimidating, coercing, or interfering with fellow employees including substitutes and prospective employees	Written warning	*	**		

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OFFENSE	NUMBER OF INFRACTIONS				
	1	2	3	4	5
Vending, soliciting, or collecting contributions for any purpose, unless authorized	Written warning	*	**		
Distributing written or printed matter of any description on school grounds without permission	Written warning	*	**		
Making false, vicious, or malicious statements about an employee, the school district or school officials	Written warning	*	**		
Threatening, intimidating, or coercing pupil(s)	*	**			
Provoking pupil(s) or instigating a fight or fighting on school property	*	**			
Insubordination	*	**			
Falsifying district records	*	**			
Conviction of a disorderly persons offense that directly relates to job performance	**				
Theft or vandalism of any school or employee property	**				
Possessing firearms or explosives on school premises without permission	**				
Drinking any alcoholic beverage on school premises or engaging in drug abuse on school premises	**				

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Discipline

OFFENSE	NUMBER OF INFRACTIONS				
	1	2	3	4	5
Immoral conduct, unbecoming conduct or indecency	**				
Inflicting corporal punishment	**				
Failure to follow rules and regulations outlined in the Policy Manual, Teacher Handbook, or verbal or written communications from the administration	Written warning	*	**		

The accumulation by an employee of three written notices during any school year shall be cause for nonrenewal or withholding of an increment. Five written notices shall warrant cause for terminating a nontenured employee or for bringing charges against a tenured employee.

Adopted: 22 July 1997
Revised: 26 October 2004

M
4160 PHYSICAL EXAMINATION

The Board of Education requires that each newly employed support staff member undergo a physical examination. . 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 height and weight; blood pressure; pulse and respiratory rate; vision screening; hearing screening; and Mantoux test for tuberculosis.

Candidates for employment will be required to undergo a physical examination to include a health history, health screening and medical evaluation. This pre-employment physical examination shall not be used to determine a candidate's disabilities. This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, American with Disabilities Act of 1990.

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

No pre-employment examination will be used to determine a candidate's disabilities.

The physical examinations required by this policy shall be limited to those assessments or information necessary to determine the individual's physical and mental fitness to perform with reasonable accommodation in the position he/she seeks or currently holds and to detect any health risks to pupils or other employees.

Physical examinations required by this policy may be conducted by a physician or institution designated by the Board or, at the employee's election, by a physician or institution designated by the employee and approved by the Board. The cost of any such examination conducted by the physician or institution designated by the Board shall be borne by the Board. The cost of any such examination conducted by the physician or institution chosen by the employee and approved by the Board shall be borne by the employee.

All staff members' medical and health records, including computerized records, will be secured and will be stored and maintained separately from other personnel files. The

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Physical Examination

information contained in medical records will be kept confidential. Only the staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual employee. The section of the medical record that contains the health history may be shared with the staff member's Building Principal and the school nurse with the consent of the staff member.

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. 6:3-4A.4. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy No. 3161 or disability in accordance with Policy Nos. 3425 and 3435.

42 U.S.C.A. 12101
N.J.S.A. 18A:16-2 et seq.
N.J.A.C.. 6:3-4A.1 et seq.

Adopted: 22 July 1997
Revised: 4 November 2003

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Physical Examination

M R 4160 PHYSICAL EXAMINATION

A. Definitions

1. "Employee assurance statement" means a statement signed by the employee certifying that the information supplied by the employee is true to the best of the employee's knowledge..
2. "Employee" or "staff member" means the holder of any full-time or part-time position of employment.
3. "Health history" means the record of a person's past health events obtained in writing, and history, completed by the individual or their physician. person or the person's physician.
4. "Health screening" means the testing of people, using one or more diagnostic tools, to determine the presence or precursors of a particular disease.
5. "Medical evaluation" means the examination of the body by the school medical inspector or by any physician licensed to practice medicine.
6. "Physical examination" means the assessment of an individual's health.
7. "Psychiatric examination" means an examination for the purpose of diagnosis and treatment of mental disorders.

B Examination of Candidates for Employment

1. Candidates for employment will be required to undergo a physical examination to include a health history, health screening and medical evaluation.
 - a. This pre-employment physical examination shall not be used to determine a candidate's disabilities; and
 - b. This examination shall be used only to determine whether the applicant is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, American with Disabilities Act of 1990.]

REGULATION

DUNELLEN SCHOOL DISTRICT

SUPPORT STAFF MEMBERS R 4160/page 2 of 4 Physical Examination

Each newly employed support staff member shall be required to undergo a physical examination. The physical examination shall include, but is not limited to a health history, health screenings, and medical evaluation.

1. A health history shall be completed by the employee or by his/her physician that shall include the employee's:
 - a. Past serious illnesses and injuries;
 - b. Current health problems;
 - c. Allergies; and
 - d. Record of immunizations.
2. The employee shall submit to health screenings which shall include his/her:
 - a. Height and weight;
 - b. Blood pressure;
 - c. Pulse and respiration rate;
 - d. Vision screening; and
 - e. Hearing screening ability.
3. Health screening shall also include the conduct of a Mantoux test for the presence of tuberculosis infection.
 - a. A newly employed member will be exempt from the Mantoux test if he/she presents satisfactory documentation of a test
 - (1) Administered in a New Jersey school district from which the member has transferred, or
 - (2) Administered in any place within the six months previous to the member's initial employment in this district.
 - b. Procedures for the administration of the Mantoux test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in

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Physical Examination

accordance with the guidelines issued by the State Department of Health and titled School Tuberculin Testing in New Jersey.

- c. If the results of the Mantoux test so indicate, the employee shall be referred for a chest X-ray and medical evaluation to determine the presence of tuberculosis at the employee's expense. The employee shall submit the report of the X-ray and evaluation to the school medical inspector. If the school medical inspector does not receive the report within four weeks of the referral or is unwilling to accept the findings of the report, he/she may direct the employee to submit to a chest X-ray examination at Board expense, the results of which will be reported directly to the school medical inspector.
 - d. An employee who presents a physician's or nurse practitioner's documentation, acceptable to the school medical inspector, showing significant tuberculin reaction and a subsequent negative chest X-ray will be exempt from the Mantoux test.
4. A medical evaluation that shall be limited to those assessments or information necessary to determine the employee's physical and mental fitness to perform with reasonable accommodation in the position which the employee seeks or currently holds and to detect any health risks to pupils and other employees. The employee's medical evaluation shall include, but not be limited to, a record of immunizations. Guidance regarding immunizations for adults may be found in "Adult Immunization: Recommendations of the Immunization Practices Advisory Committee (ACIP)", available from the Immunization Program, Centers for Disease Control, Public Health, U.S. Department of Health and Human Services, Atlanta GA 30333.
 5. A teaching staff member may provide health status information, including medications, which may be of value to medical personnel in the event of an emergency requiring treatment. The 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.

C. Health Records

1. All employee medical records, including computerized records, shall be secured, and shall be stored and maintained separate from other personnel files.

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SUPPORT STAFF MEMBERS

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Physical Examination

2. Only the employee, the Superintendent, and the school medical inspector shall have access to the medical information in that individual's file.
 3. The portion of the employee's medical record containing a health history may be shared with the Principal and the school nurse with the consent of the employee, as provided in **B.5.** above.
- D. Examination of School Bus Drivers
1. School bus drivers employed by this district are subject to Policy No. 4160 and this regulation generally.
 2. School bus drivers employed by a contractor supplying transportation services to this district shall be tested for tuberculosis in accordance with B3 of this regulation.
- E. Employees' Physical Examination and Medical Updates

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

Adopted: 22 July 1997

Revised: 4 November 2003

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 ten (10) 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 teaching 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 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 or 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.

POLICY

BOARD OF EDUCATION DUNELLEN

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Examination for Cause

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 et seq.;
18A:16-4; 18A:25-7; 18A:28-5;
18A:30-1 et seq.

N.J.A.C. 6:29-7.4

N.J.A.C. 6:29-7.4 (f)

N.J.A.C. 8:57-1.16

Adopted: 22 July 1997

Reviewed: 16 November 2004

POLICY

BOARD OF EDUCATION
DUNELLEN

SUPPORT STAFF MEMBERS
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Attendance

4211 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.

The privilege of district employment imposes on each employee the responsibility to be on the job on time every scheduled working day.

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 for dismissal.

The Superintendent shall develop regulations to implement this policy.

Adopted: 22 July 1997

Reviewed: 26 October 2004

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Support Staff Attendance

R 4211 SUPPORT STAFF ATTENDANCE

A. Reporting intended absence

1. A support staff member who anticipates absence from work will notify the immediate supervisor or substitute personnel answering clerk as soon as practical.
2. The following information will be given by the caller:
 - a. The employee's name, job title, assigned school, and shift (if applicable);
 - b. The day and date of the intended absence; and
 - c. The reason for the absence.
3. Employees must call in daily each intended absence unless absence for more than one day has been approved in advance by the individual's immediate supervisor.

B. Analysis of absence

1. Each intended absence of a support staff member shall be reported to their immediate supervisor, who shall determine whether or not a replacement is required for the period of absence.
2. The immediate supervisor shall determine whether the absence is acceptable or requires further verification. Reasons for verification include, but are not limited to the following:
 - a. A pattern of absences on the same day(s) of the week;
 - b. A pattern of absences before or after nonworking days;
 - c. The exhaustion or near exhaustion of accumulated sick leave; and
 - d. The habitual exhaustion of personal leave.

C. Review of absence

1. If the immediate supervisor deems any reason for absence to be unacceptable or if a staff member has been absent on sick leave more than five consecutive school

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days or absent an aggregate of more than ten school days in any one month for any reason, the immediate supervisor shall conduct an informal discussion with the employee to help the employee improve their performance. The supervisor shall keep no record of this conference.

2. If the abuse of absence continues the immediate supervisor shall:
 - a. Notify the employee in writing of the date and time for a formal conference and the reason for the conference;
 - b. Confer with the employee and, if the employee so chooses, their representative as well;
 - c. Document the reasons for the absences and offer the employee the opportunity to verify or rebut the documentation; and
 - d. Prepare a report of the conference to be placed in the employee's file and provide the employee with the opportunity to attach written comments and documents thereto.

D. Record of attendance

1. A record shall be kept of the attendance of each support staff member, including administrators. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. An employee's attendance record shall be part of the employee's personnel file.
2. The record will distinguish paid leave, such as sick leave, personal days, family illness, jury duty, or other leaves, from unpaid leave, such as excessive sick or personal leave. The employee's attendance record will include notation of verification of an absence where such verification is required by Policy No. 4432.
3. The record will include each employee's rate of absence as calculated annually.
4. At the end of each year, a cumulative attendance record shall be assembled for each school and for the district. An attendance summary shall be prepared from the cumulative attendance record. The attendance summary shall show
 - a. The rate of absence for the district and each school in the district,

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- b. The rate of absence for each employee in rate order showing highest rate first and average rate for the district,
 - c. Reasons for absence in the case of employees whose rate is considerably more than the average for the district, and
 - d. The appointment of substitutes for absent employees and the wages paid to substitutes.
- E. Attendance improvement plan
1. The attendance summary shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year.
 2. Specific strategies for reducing the rate of absence shall be developed and submitted to the Superintendent or designee.
 3. The principal shall be responsible for implementing the approved plan for the improvement of staff member attendance in their school building.
- F. In-service training

The principal or immediate supervisor shall meet with the support staff members assigned to their building at the beginning of each school year to

1. Inform employees of Board policy and district regulations on attendance,
2. Familiarize employees with the procedures to be used in reporting and verifying absences,
3. Review with employees the cost of absenteeism to the district and the value of accumulated sick leave to the employee, and
4. Acquaint employees with the degree to which attendance will affect evaluation reports.

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G. Discipline

1. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any employee's performance and may contribute to a salary recommendation or other discipline.
2. Employees disciplined under ¶G who do not improve their record of attendance shall be recommended to the Board for discharge.

Adopted: 22 July 1997

Reviewed: 26 October 2004

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 pupils 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 pupils;

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: 22 July 1997

Reviewed: 26 October 2004

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4218 SUBSTANCE ABUSE

The Board of Education recognizes that chemical dependency is an illness which is preceded by the misuse and/or abuse of alcohol, anabolic steroids, and other drugs. The Board recognizes that the use/misuse of alcohol, anabolic steroids, and other drugs, and the problems associated with it, are becoming increasingly commonplace in today's society. It is generally accepted that alcoholism and other chemical dependencies are illnesses that can be treated successfully if they are identified as early as possible, and if appropriate treatment is promptly instituted. The Board believes that the therapeutic approach to the problem is more effective than one that is solely punitive in nature.

For purposes of this policy, "substance" shall mean:

1. All controlled dangerous substances as defined and prohibited in New Jersey Statutes and Codes;
2. All chemicals that release toxic vapors as defined and prohibited in New Jersey Statutes and Codes;
3. All alcoholic beverages; and
4. Anabolic steroids.

Standard of conduct

The Board clearly prohibits the unlawful possession, use, or distribution of illicit substances, drugs, alcohol, and/or anabolic steroids on school premises or as part of any of its activities by any employee of the district as well as reporting to the workplace under the influence of any illicit substances, drugs, alcohol, and/or anabolic steroids. Compliance with this standard of behavior is mandatory.

The Board will make every effort to educate its employees regarding the misuse of illegal substances, alcohol, drugs, and anabolic steroids. Further, the Board will assist and provide guidance to an employee who is having a problem concerning the abuse of these substances on how to receive additional help and counseling.

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Program review

The Board shall review its substance abuse program on an annual basis to determine its effectiveness and implement changes as required and to insure that disciplinary sanctions are consistently enforced.

Any information gathered through a school investigation, counseling session, request by an employee for help, etc., shall comply with the confidentiality requirements established in Federal regulations found in 42 CFR Part II. Employees shall be subject to procedures and sanctions defined in Regulation 3218. All employees shall be provided with a copy of this policy and the accompanying regulations.

N.J.S.A. 2C:33-15 et seq.
N.J.S.A. 24:21-2 et seq.
42 C.F.R. II
34 CFR 85.600 et seq.
20 U.S.C. 1145g, 3224a
41 U.S.C.A. 701 et seq.

Adopted: 22 July 1997
Reviewed: 16 November 2004

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R 4218 SUBSTANCE ABUSE

Procedures

A. Basic procedures to be used when an employee is suspected of having a dependency upon or illegal use of a controlled dangerous substance.

1. The employee's behavior shall be observed and documented by concerned staff. Such behavior as poor working performance, negative personality changes, and poor attendance could be symptomatic of a substance abuse problem. The concerned staff member shall make this report to the building principal or a designee of the principal, the school physician (school medical inspector), or the school nurse.
2. The school physician (school medical inspector) or the school nurse shall notify the building principal upon receiving any such report(s). The principal will notify the Superintendent of any such report(s). The principal and Superintendent, and school nurse when appropriate, will discuss their concern for the employee's health and performance to determine if further pursuance is appropriate and necessary.
3. The principal or school nurse, as determined by the superintendent, shall discuss the suspected behavior with the employee to assess the extent of the problem. The Superintendent shall keep accurate and detailed official written records of all incidents related to suspected substance abuse by a staff member.
4. If the suspected dependency or use is confirmed, the employee shall be required to obtain professional counseling and/or complete an appropriate treatment/ rehabilitation program.

If necessary, an immediate leave of absence may be granted to the employee by the superintendent. The Substance Awareness Coordinator will recommend at least two certified counseling agencies or a treatment/ rehabilitation program to the superintendent.

B. Procedures to be followed when an employee confides to a colleague or administrator that they have a substance abuse problem:

1. The staff member shall encourage the employee to seek help.

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2. Report the concern about the potential substance abuse problem to the building principal.
 3. The school physician or the school nurse must report the substance abuse problem to the principal. The principal will then follow ¶C2 of this regulation.
- C. Procedures to be followed when an employee is suspected of being under the influence of a substance during working hours:
1. Whenever it appears to any teaching staff member, school nurse, or any other employee of the school district that an employee may be under the influence of a controlled dangerous substance as defined by the New Jersey Statutes, or any chemical (including alcohol/anabolic steroids) or chemical compound which releases vapor or fumes causing condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, this situation shall be immediately reported to the principal, the school nurse, or the school physician.
 2. The school physician or school nurse shall notify the principal when they receive a report. The principal shall:
 - a. Notify the superintendent of schools.
 - b. Arrange for the immediate examination of the employee by the school doctor or a doctor selected by the employee, or if such doctor is not immediately available, then arrange transportation to the local hospital. The employee shall be accompanied to the doctor or emergency room by a member of the school staff designated by the building principal and/or the superintendent.
 - c. A report shall be requested from the examining physician which shall set forth whether or not the employee was under the influence of a controlled dangerous substance, or any chemical, which includes alcohol, anabolic steroids, or chemical compounds at the time of the examination. This test must be made as soon as possible but no later than 24 hours of the initial report made by the principal.

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- d. The employee shall not be permitted to resume work until they have submitted to the building principal a written report from their personal physician or the physician who initially examined them certifying that they are physically and mentally able to return to work.
- e. If the report indicates a positive diagnosis, a Violence, Vandalism, and Substance Abuse Incident Report shall be completed by the principal.
- f. If the report indicates a positive diagnosis, the following sanctions apply:

First offense: The employee must report to an outside certified agency for assessment and counseling. A report from the agency must be submitted to the superintendent within one week after the initial assessment session. A letter of reprimand from the superintendent will be placed in the employee's personnel folder advising them that a second incident may result in a suspension without pay and a loss of increment for the following year.

Second offense: The employee must report to an outside certified agency for assessment and counseling. A report from the agency must be submitted to the superintendent within one week after the initial assessment. A report must be sent to the Superintendent upon the conclusion of the treatment. This incident may result in a suspension without pay and a loss of an increment for the following year.

Third offense: The employee will have a hearing before the Board in which a decision will be rendered by the Board relating to the continued employment of the employee.

- g. If the employee is suspected of substance abuse or use and, in the judgment of the Board of Education, and/or its agents, shows evidence of deviation from normal, physical or mental health, the Board may require the employee to undergo a physical examination in accordance with N.J.S.A. 18A:16-2, 18A:16-3 and N.J.A.C. 6:29-7.4(f). An employee who fails to comply with this requirement shall be subject to discipline.
3. If the employee refuses to be examined for suspected substance abuse, the supervisor will notify the superintendent immediately, and if necessary notify the staff member' or in their absence, their designee. The Superintendent or designee shall request the school employee leave the school premises immediately and if necessary notify the staff member's emergency contact. If

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the school employee refuses to leave the school premises when required, the appropriate law enforcement agency will be called and a police report will be filed.

- D. Procedures to be followed when an employee is found in possession of, and/or selling/distributing alcohol, anabolic steroids, and/or a controlled dangerous substance as defined by New Jersey Statutes and/or Codes.
1. A report will be immediately filed with the appropriate law enforcement agency if any employee is found to be using, be in possession of, or selling illicit drugs, alcohol, or anabolic steroids on the school's premises or as part of any school function.
 2. If in the course of any investigation by the appropriate law enforcement agency, an employee is arrested by the police, they will be immediately suspended from work with pay until a Board hearing can be arranged for further disciplinary action.
 3. Should the employee be found guilty of a criminal offense, they will have a Board hearing at which time the Board will render a decision regarding disciplinary action. The employee may be suspended without pay, lose an increment, be required to attend a rehabilitation program, or be terminated from employment.
- E. Any school staff member(s) who in good faith reports an employee to the principal or the school medical inspector or the school nurse in an attempt to help such person cure their dependency upon or illegal use of controlled dangerous substance(s) as defined by N.J.S.A. 2A:170-25-9 and N.J.S.A. 24:21-2 shall not be liable in civil damages as a result of making any such report as specified in N.J.S.A. 2A:62A-4.

N.J.S.A. 2C:33-15 et seq.
N.J.S.A. 24:21-2 et seq.
42 CFR II
34 CFR 85.600 et seq.
20 U.S.C.A. 1145g, 3224a
41 U.S.C.A. 701 et seq.

Adopted: 22 July 1997
Revised: 16 November 2004

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Commercial Driver Controlled
Substance and Alcohol Use Testing
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4219 COMMERCIAL DRIVER CONTROLLED SUBSTANCE AND ALCOHOL USE TESTING

The Board of Education is committed to a safe, efficient and drug-free workplace, which protects the district's most valuable resource, its pupils -- as well as the health and safety of its employees and the general public. The Board requires that all drivers performing any safety-sensitive function are free of drugs and alcohol. Safety-sensitive function means any on duty function as defined by 49 C.F.R. 395.2 including:

- A. All time at the terminal facility or any public property waiting to be dispatched unless relieved from duty;
- B. All time inspecting equipment;
- C. All driving time;
- D. All time other than driving time in or upon the commercial vehicle except in an area defined as a sleeping berth;
- E. All time loading and unloading;
- F. All time spent performing driver requirements related to accidents; and
- G. All time repairing, obtaining assistance or remaining in attendance with the vehicle.

The Omnibus Transportation Employee Testing Act, requires all operators of commercial motor vehicles subject to the Commercial Drivers License requirements to be tested for controlled substances and alcohol. Federal regulations of the U. S. Department of Transportation require that school bus drivers as well as drivers of private carriers of passengers contracted by the Board be required to submit to alcohol and controlled substance testing. The Board designates the Business Administrator/Board Secretary as the officer of the Board responsible for the implementation of this policy.

Prohibited Substances

The presence of any of the following controlled substances in the body, as evidenced by the results of the initial screening and subsequent confirmatory analysis provided in the policy, is prohibited for any employee assigned to a classification covered by this policy.

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No driver 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.

Definitions

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

"Possess" means either in or on the driver's person, personal effects, motor vehicle or areas substantially entrusted to the control of the driver.

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

Prohibited substances include:

- A. Marijuana;
- B. Cocaine;
- C. Opium or opiates (including heroin, morphine and codeine);
- D. Phencyclidine (PCP);
- E. Amphetamines or methamphetamines;
- F. Other controlled substance;
- G. Alcohol; or
- H. A prescription drug for which the employee does not have a current, valid, personal prescription or which is not authorized or approved for use while operating a motor vehicle.

The Board retains the right to add or delete substances from the above list.

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Categories of Testing

For the purpose of this policy, the occurrence of the following circumstances/instances shall require an employee to submit to a fitness-for-duty drug/alcohol screening:

A. Pre-Employment

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 fitness-for-duty drug/alcohol screening in conjunction with the required physical exam, Policy No. 4160. Such screening shall be conducted in accordance with the procedures set forth in this policy. No individual receiving a positive result from such screening shall be employed by the Board.

An exception to the pre-employment screening may be made if the prospective employee:

1. Has participated in a drug testing program within thirty days prior to date of the application for employment; and
2. Has participated in a controlled substance testing program within six months prior to the date of the application for employment or participated in a random controlled substances testing program within twelve months of the date of application for employment. If an individual is so exempted, the Business Administrator/Board Secretary shall contact the alcohol and/or controlled substances testing program in which the driver participated and obtain the following information:
 1. Name and address of the program;
 2. Verification of the driver's participation;
 3. Verification that the program conforms to federal guidelines;
 4. Verification the driver qualified and did not refuse to be tested for either alcohol or controlled substances;

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5. The date the driver was last tested for alcohol and controlled substances;
6. The results of any tests taken within the last six months and any other violations.

B. Random Testing

A covered employee shall be subject to submit to a discretionary fitness-for-duty drug/alcohol screening on an unannounced and random basis resulting from the selection by a random generation methodology. Random testing will be spread reasonably throughout any given calendar year. The minimum annual percentage rate for random alcohol testing shall be 25% of the average number of drivers. The minimum rate of random controlled substances testing shall be 50% of the average number of drivers. These rates may be adjusted as determined by the FHWA (Federal Highway Administration) Administrator.

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

C. 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. The following occurrences shall require post-accident drug/alcohol screening:

1. An accident by a driver performing safety-sensitive functions with respect to a vehicle, if the accident involves the loss of human life;
2. An accident in which the driver receives a citation under state or local law for a moving violation arising from the accident.

A driver who is subject to post-accident testing shall remain readily available for such testing or be deemed to have refused to submit for testing. A driver 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.

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Nothing herein shall be construed to prevent the driver from leaving the scene of the accident for the period required to obtain necessary assistance or to obtain emergency medical care.

When the testing for alcohol and controlled substances has not occurred within a reasonable time frame, the following actions shall be taken:

Time Elapsed Action Required

2 hours Preparation of a record stating the reason why the testing was not promptly administered.

Time Elapsed Action Required

8 hours Cease attempts to administer alcohol tests and maintain a record stating reasons testing was not promptly administered.

32 hours Cease attempts to administer controlled substance tests and prepare and maintain a record stating the reasons the testing was not promptly administered.

D. Reasonable Suspicion Testing

Observed conduct of an employee which is reasonably determined to be suspicious or extraordinary for that employee while on Board property or while working for the Board shall result in testing for reasonable suspicion. Such observed conduct may be physical symptoms including but not limited to slurred or other than the employee's usual speech, irregular or unsteady gait, flushed or agitated appearance, blood shot eyes, dilated pupils, nonsensical or irrational behavior or the smell of alcohol or marijuana. Such conduct must be observed and documented in writing by a trained supervisor and the documentation should

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be placed in the employee's file within twenty four hours of submission to a fitness-for-duty drug/alcohol screening.

Supervisors shall be trained to observe whether reasonable suspicion exists. Such training shall consist of at least sixty minutes of training on alcohol measure and sixty minutes of training on misuse of controlled substances. The training shall cover physical, behavioral, speech and performance indicators of probable misuse of alcohol and controlled substances. In no case shall the training constitute less than one hundred twenty minutes.

E. Return to Duty Testing

The Board Secretary/Business Administrator shall ensure that before a driver returns to duty requiring the performance of a safety-sensitive function, the driver 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.

Drivers required to take return-to-duty tests shall be evaluated by a substance abuse professional and participate in any assistance program prescribed by that individual.

This testing applies to an employee who previously tested positive and successfully completed a rehabilitation program and is now returning to duty. Such employees are subject to a minimum of six unannounced, follow-up drug screening and alcohol tests over the following twelve months, but testing shall not exceed sixty months. Alcohol follow-up testing shall be performed only when the driver is performing safety-sensitive functions or immediately prior to performing or immediately after performing safety-sensitive functions.

Medical Review Officer Notifications

The Board shall employ or contract with a medical review officer who is a licensed physician (MD or DO) and shall designate the Medical Review Officer as the individual responsible for receiving laboratory results generated by the testing program. The individual designated as the medical review official shall have knowledge of substance abuse disorders and have appropriate medical training to interpret and evaluate the individuals confirmed positive test together with his/her medical history and other biomedical data.

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A. Employer Notification

The Medical Review Officer may report controlled substances test results to the employer by any means of communication; however, a signed, written notification must be forwarded within three business days of the completion of the Medical Review Official's evaluation.

The Medical Review Official must report to the employer the following:

- That the controlled substances test being reported was in accordance with 49 C.F.R Part 40.
- The name of the individual for whom the test results are being reported.
- The type of test indicated on the custody and control form (random, pre-employment, etc.).
- The date and location of the test collection.
- The identification of the persons or entities performing the collection, analysis of the specimens, and serving the Medical Review Official for the specific test.
- The verified results of the controlled substances test (positive or negative), and if positive, the identity of the controlled substance(s) for which the test was verified positive.
- That the Medical Review Official has made every reasonable attempt to contact the driver.

B. Employee Notification

Prior to verifying a "positive" result, the Medical Review Official shall make every reasonable effort to contact the driver (confidentially), and afford him/her the opportunity to discuss the test result. If after making all reasonable efforts and documenting them, the Medical Review Official is unable to reach the driver directly, the Medical Review Official shall contact a designated management official, who shall direct the driver to contact the Medical Review Official as soon as possible (within twenty-four hours).

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Under split-sample collection procedures, the driver has seventy-two hours following notification of a positive result to request the secondary sample be analyzed. In the event a split-sample was not taken, or was of inadequate quantity, the original test would be voided, and the driver would not be subject to a result.

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 and shall have a written procedure for ensuring employee privacy, health and safety, the security, and the chain-of-custody of fluid samples. Such written procedures shall be available to an affected employee, and the Board shall discontinue use of any facility it learns has materially violated mandated procedures which compromised a screening.

Designated Screening Laboratory

The Board shall designate the laboratory to which collected fluid samples will be forwarded for drug/alcohol screening; provided, however, that such a designated laboratory must be certified by the Department of Health and Human Services as meeting the standards of the Mandatory Guideline for Federal Workplace Drug Programs.

Screening Procedure

The Board's designated screening laboratory shall employ methods of initial screening and confirmatory testing which comply with the standards promulgated by Department of Transportation/Federal Highway Administration. A secondary laboratory may not be used unless authorized.

Specimens

The normal screening methodology for controlled substances shall be urinalysis, collected by a representative of the Board at a designated site. The presence of alcohol will be determined by a breathalyzer, administered by a certified employee.

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Report of a Positive Screening Result

Positive results of an initial screening which has subsequently been confirmed shall be reported to the Business Administrator/Board Secretary, by its designated Medical Review Officer (MRO) as provided in the standards promulgated by the Department of Transportation/Federal Highway Administration.

Refusal to Submit

A driver shall be deemed as refusing to submit when the driver:

- A. Fails to provide adequate breath for testing without a solid medical explanation after notice of the requirement for breath testing; and/or
- B. Fails to provide adequate urine for a controlled substances test after notice of the requirement for a controlled substance test; and/or
- C. Engages in conduct that clearly obstructs the testing process.

Employee Status Pending Receipt of Results

An employee who is required to submit to a fitness-for-duty screening shall not be assigned to operate a Board vehicle pending the outcome of such screening. Until said time the employee will be suspended.

Record of Negative Screening

An employee required to submit to a fitness-for-duty 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 Business Administrator/Board Secretary 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 affect on the driver's ability to properly perform safety-sensitive functions.

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Consequences to Drivers Engaging in Prohibited Conduct

An employee whose fitness-for-duty screening produces a positive result for a prohibited substance:

- A. Shall not be permitted to perform safety-sensitive functions;
- B. Shall be advised by the Business Administrator/Board Secretary of resources available to them in evaluating and resolving problems associated with the misuse of alcohol or the use of controlled substances;
- C. Shall be evaluated by a substance abuse professional who shall determine what assistance, if any, is needed to resolve problems with alcohol or controlled substance use;
- D. 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;
- E. If assistance was required, the employee must be evaluated by a substance abuse professional to determine that the driver has followed the rehabilitation program prescribed;
- F. Be subject to unannounced follow up alcohol and/or controlled substance abuse testing;
- G. Be subject to the disciplinary policy and regulations of the Board as defined in Policy/Regulation Nos. 4150 and 4218 and/or in the Collective Bargaining Agreement.

Return-to-Work Agreement

An employee who has returned to work and who fails to comply with any of the terms of the Return to Work Agreement shall be subject to termination.

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Maintenance and Retention of Records

The Business Administrator/Board Secretary shall maintain and retain all records as required by federal regulation. Records shall include at least the following:

A. Records Related to the Collection Process

1. Collection logbooks (if used);
2. Documents related to the random selection process;
3. Calibration documentation for Evidential Breath Testing Devices (EBT's);
4. Documentation of Breath Alcohol Technician (BAT) training;
5. Documentation of reasoning for reasonable suspicion testing;
6. Documentation of reasoning for post-accident testing;
7. Documents verifying a medical explanation for the inability to provide adequate breath or urine for testing; and
8. Consolidated annual calendar year summaries.

B. Records Related to the Driver's Test Results

1. Employer's copy of the alcohol test form, including results;
2. Employer's copy of the drug test chain of custody and control form;
3. Documents sent to the employer by the Medical Review Officer;
4. Documentation of any driver's refusal to submit to a required alcohol or controlled substance test; and
5. Documents provided by a driver to dispute results of test.

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C. Documentation of any Other Violations of Controlled Substance Use or Alcohol Misuse Rules

D. Records Related to Evaluations and Training

1. Records pertaining to Substance Abuse Professional's (SAP's) determination of driver's need for assistance;
2. Records concerning a driver's compliance with SAP's recommendations, and records related to education and training;
3. Materials on drug and alcohol awareness, including a copy of the employer's policy on drug use and alcohol misuse;
4. Documentation of compliance with requirement to provide drivers with educational material, including driver's signed receipt of materials;
5. Documentation of supervisor training; and
6. Certification that training conducted under this rule complies with all requirements of the rule.

E. Records Related to Drug Testing

1. Agreements with collection site facilities, laboratories, Medical Review Officers (MRO's) and consortia;
2. Names and positions of officials and their role in the employer's alcohol and controlled substance testing program;
3. Monthly statistical summaries of urinalysis; and
4. The employer's drug testing policy and procedures.

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F. Required Period of Retention

Document to be maintained	Period required
Alcohol test results indicating a breath alcohol concentration of 0.02 or greater	5 Years
Verified positive controlled substance test results	
Refusals to submit to required alcohol or controlled substance tests	
Required calibration of Evidential Breath Testing Devices (EBT's)	
Substance Abuse Professional's (SAP's) evaluations and referrals	
Annual calendar year summary	
Records related to the collection process (except calibration) and required training	2 Years
Negative and canceled controlled substance test results	1 Year
Alcohol test results indicating a breath alcohol concentration less than 0.02	

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G. Location of Records

All required records shall be maintained in accordance with Policy No. 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 Federal Highway Administration.

H. Annual Calendar Year Summary

The Business Administrator/Board Secretary 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 Business Administrator/Board Secretary upon request of the Federal Highway Administration (FHWA) will provide the annual summary to that agency in the required format.

I. Employee Information Program

The Board will provide an employee information program. The Business Administrator/Board Secretary will be responsible for implementing the program and shall ensure that each driver receives information in the manner specified below:

1. By receiving a copy of this policy and any subsequent revisions.
2. Through attendance at a meeting at which a detailed discussion of the following is conducted:
 - a. The identity of the person designated by the employer to answer driver questions about the materials;
 - b. Which drivers are subject to the alcohol misuse and controlled substance requirements;
 - c. Explanation of what constitutes a safety-sensitive function, so as to make clear what period of the work day the driver is required to be in compliance;
 - d. Specific information concerning driver conduct that is prohibited;

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- e. The circumstances under which a driver will be tested for alcohol and/or controlled substances;
- f. The procedures that will be used to test for the presence of alcohol and controlled substances;
- g. The requirement that a driver submit to alcohol and controlled substance tests;
- h. An explanation of what constitutes a refusal to submit to an alcohol or controlled substance test;
- i. The consequences for drivers found to have violated the prohibitions of this rule, including the immediate removal of the driver from safety-sensitive functions;
- j. The consequences for drivers found to have an alcohol concentration level of 0.02 or greater but less than 0.04;
- k. 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 Act of 1991
49 C.F.R. 40 et seq.
49 C.F.R. 382 et seq.
49 C.F.R. 395.2

Cross reference: Policy Guide Nos. 4125, 4150, 4160, 4218, 8320

Adopted: 5 September 2000

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. They 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 their performance. Evaluation procedures shall provide that each employee is informed of the specific objectives of their position and the standards that will be used to assess the employee's performance against those objectives. Employees will be evaluated by qualified supervisors at least once each year. Any records created in the evaluation process will become part of the employee's file and subject to Board policy on personnel records.

Adopted: 22 July 1997

Reviewed: 16 November 2004

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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 Superintendent.

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 their 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 Superintendent or designee. Evaluation criteria will be reviewed annually 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 their position annually by the Superintendent or designee. Any revisions will be provided to each holder of that job within ten school working days of its adoption.

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Evaluation of Support Staff Members

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

Data will be gathered 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 their assigned duties;
3. Interviews of the support staff member regarding their knowledge of assigned duties;
4. Audio visual monitoring of the support staff member in the performance of their assigned duties with their consent; and
5. Reference to previous performance reports.

D. Observation frequency

Support staff members will be evaluated at least once annually.

E. Evaluation procedures

1. Each observation will be of appropriate duration. The evaluator shall record each separate instance of observation and the activity observed.
2. Each observation will be recorded on a separate form.
3. 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 sent to the employee at least three school days prior to the evaluation conference.

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Evaluation of Support Staff Members

5. The employee and the evaluator shall hold a conference to discuss the evaluation report during which the evaluator shall point out both the strengths and weaknesses of the employee with recommendations to improve those weaknesses as defined.
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 they have read and understand the document.
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 five school days following the conference.
8. The evaluator shall distribute copies of the evaluation report to the Superintendent.
9. An individual performance improvement plan will be prepared for each support staff member to correct deficiencies and to encourage improvement.

Adopted: 22 July 1997

Revised: 16 November 2004

4230 OUTSIDE ACTIVITIES

The Board of Education recognizes that employees enjoy a private life outside the school in which they enjoy associations and engage in activities with others for a variety of personal, economic, religious, or cultural reasons. The Board believes that school employees exert a continuing influence away from the school. Further, the Board has directed the evaluation of staff in terms of their faithfulness to and effectiveness in discharging district duties.

The Board directs that all employees be governed in their activities outside the school by the following guidelines:

1. Employees should not devote time during the working day to an outside activity; The Board will not endorse, support, nor assume liability for any employee who conducts a private activity in which pupils or employees of this district participate;
2. Employees shall refrain from public utterances or conduct that have an adverse or harmful effect upon the school community or interfere with the harmonious working relationships expected of district employees;
3. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by employees in the performance of their school district duties reside with and may be claimed by the Board.

Adopted: 22 July 1997

Reviewed: 9 November 2004

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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. Occur at a time when the employee has assigned district duties; or
 - c. Diminish the employee's efficiency in performing assigned district duties.

B. Private enterprise

1. No employee may conduct activities on school district property designed to advance a private enterprise without the express permission of the Superintendent. Permission will not be given for solicitations or collections on behalf of a private enterprise.
2. No employee may, on school premises, advertise, recruit, or finance activities for pupils other than those expressly approved by the Board of Education. School property may not be used as the point of departure or arrival for any such privately arranged activity.

C. Outside associations

Employees should avoid conduct and associations off the job that, if known, would have an adverse or harmful effect upon pupils or the instructional program.

Adopted: 22 July 1997

Reviewed: 9 November 2004

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 except in accordance with Policy No. 7510 on the use of school facilities;
2. An employee shall not post political circulars or petitions on school premises nor distribute such circulars or petitions to pupils 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.

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

N.J.S.A. 18A:14-72; 18A:42-4

Adopted: 22 July 1997

Reviewed: 9 November 2004

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Political Activities of Staff

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;
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 pupils for writing or addressing political materials or the distribution of such materials to or by pupils; and
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.

B. Permitted activities

1. The conduct of employee elections and any campaigning connected with those elections is permitted on school premises.
2. Election material provided by the Teachers' Association to its membership.

C. Employee office holders

Employees who hold elective or appointed office other than state legislator or county freeholder (as provided in statute) are not entitled to time off from their school duties for reasons incident to such offices, except as such time may qualify under the leave policies of the Board of Education or a currently valid negotiated agreement.

Adopted: 22 July 1997

Reviewed: 9 November 2004

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Employee Training

4240 EMPLOYEE TRAINING

The Board of Education believes that continuing training and study is essential to the improvement of employee performance and the acquisition of technological skills. The Board encourages all employees to participate in appropriate training programs.

The Superintendent or designee shall prepare rules for employee participation in programs of job skill improvement. The rules will include methods of reporting and verifying claims for participation in such activities.

The Board may reimburse employee requests for attendance at training programs provided participation has been approved in advance by the Superintendent or designee.

Adopted: 22 July 1997

Reviewed: 9 November 2004

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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 Superintendent or designee for implementation by 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 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;

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Employee Training

- c. Recommendations for on-the-job training procedures in areas in which a need is identified and no current program is available; and
 - 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 Superintendent or designee using, when appropriate, the assistance of experts.
 4. Scheduling of training on the job will be the responsibility of the Superintendent or designee.
 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.
 4. Scheduling of off-the-job training will be the responsibility of the immediate supervisor.

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5. Allowable fees for attendance at off-the-job training programs may 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. Prorata reimbursement will be required for shorter periods of employment.

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 may review the performance of each employee assigned training either on or off the job 30 to 45 days following the completion of the program.
3. The immediate supervisor may report to the Superintendent or designee on the effectiveness and cost of the training programs. They shall recommend continuation and discontinuance of programs as appropriate.

Adopted: 22 July 1997

Reviewed: 9 November 2004

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Hours of Work-Central Office Personnel

4250 HOURS OF WORK-CENTRAL OFFICE PERSONNEL

The Board establishes as policy the following hours of work for all central office personnel not covered by the terms of a collectively negotiated agreement.

Working Day

1. From September 1 to June 30, full-time employment is seven (7) hours/day, not including a one (1) hour lunch period, five (5) days a week. From the end of the school year to August 31 full-time employment is eight (8) hours/day including a thirty-minute lunch period, four (4) days a week. The starting time shall be set by the Superintendent.
2. Central office personnel shall not ordinarily report for work when schools are closed due to inclement weather.
3. Central office personnel are required to report for work during Spring Recess, and at other times as directed by the Superintendent.

Vacations

The date of earned vacation shall be computed as of June 30th for the preceding twelve (12) months period-July 1 to June 30.

Unused vacation days cannot be accumulated from school year to school year and become void with the beginning of a new school year unless permission to carry over days is sought by the individual and approved by the Superintendent. Central office vacation schedules shall be determined by the Superintendent.

Vacation entitlement:

All central office personnel will be entitled to twenty (20) vacation days each year.

Holidays

Fifteen (15) paid holidays are granted to twelve (12) month office personnel as provided in the annual school calendar approved by the Board of Education.

Adopted: 22 July 1997

Revised: 9 November 2004

Revised: 17 July 2018

4281 INAPPROPRIATE STAFF CONDUCT

The Board of Education recognizes its responsibility to protect the health, safety and welfare of all pupils within this school district. Furthermore, the Board recognizes there exists a professional responsibility for all school staff to protect a pupil'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 pupils 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 pupils. Inappropriate conduct and conduct unbecoming a school staff member will not be tolerated in this school district.

The Board recognizes and appreciates the staff-pupil 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 pupils.

School staff's conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to pupils or about pupils and shall not engage in inappropriate language or expression in the presence of pupils. School staff shall not engage in inappropriate conduct toward or with pupils. School staff shall not engage or seek to be in the presence of a pupil beyond the staff member's professional responsibilities. School staff shall not provide transportation to a pupil in their private vehicle or permit a pupil 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/legal guardian.

A school staff member is always expected to maintain a professional relationship with pupils and school staff members shall protect the health, safety and welfare of school pupils. 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 and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.

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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 Superintendent. In addition, school personnel having reasonable cause to believe a pupil 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 Division of Youth and Family Services in accordance with N.J.A.C. 6A:16-10.1 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 Business Administrator/Board Secretary of all reports, including anonymous reports. The Business Administrator/Board Secretary will investigate all reports with a final report to the Superintendent of Schools. The Business Administrator/Board Secretary upon reviewing an initial report or the Superintendent, upon reviewing the Business Administrator/Board Secretary's 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 Division of Youth and Family Services in accordance with N.J.A.C. 6A:16-10.2 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 anytime, upon request.

N.J.S.A. 18A:28-5 et seq.
N.J.A.C. 6A:16-10.1 et seq.

Adopted: 5 October 2004

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Inappropriate Staff Conduct – Support Staff Members

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 pupils.

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 pupil'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 pupil's clothing or physical appearance, comments with sexual overtones, comments regarding a pupil'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 pupil for a social relationship outside the school staff/pupil relationship, sexually harassing conduct, inappropriate touching by the staff member to a pupil or permitting a pupil to inappropriately touch a staff member, corporal punishment, requesting a pupil 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 pupil. Inappropriate conduct also includes physical contact

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Inappropriate Staff Conduct – Support Staff Members

between a staff member and pupil that is beyond the staff member/pupil professional relationship. 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/pupil professional relationship. "Inappropriate conduct" does not include a hug initiated by a pupil as a sign of the pupil'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 pupil's participation in an educational program or activity or bases an educational decision on the pupil'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 pupil 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 Business Administrator/Board Secretary no later than seventy-two hours after the required reporting time.

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Inappropriate Staff Conduct – Support Staff Members

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.
14. "Unannounced or uninvited visit" is a pupil 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 pupil 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 pupil 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 pupil 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 pupil, parent, legal guardian 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 Business Administrator/Board Secretary.
6. Any person, including school staff, may make an anonymous report to the Business Administrator/Board Secretary if the person in good faith

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Inappropriate Staff Conduct – Support Staff Members

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 pupil 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 Division of Youth and Family Services in accordance with N.J.A.C. 6A:16-10.1 et seq. and inform the Building Principal or immediate supervisor after making such report.

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 Business Administrator/Board Secretary.
2. The Business Administrator/Board Secretary will begin a prompt and thorough investigation of every report.
3. The Business Administrator/Board Secretary 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 Division of Youth and Family Services if there is reasonable cause to believe a pupil 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:16-10.2 et seq., and/or any other measure provided for in the law.

D. Preliminary Investigation of Reports by Others

1. The Business Administrator/Board Secretary will begin a prompt, thorough, and impartial investigation. The preliminary investigation will be completed no more than ten working days after the Business Administrator/Board Secretary received the report.
2. The Business Administrator/Board Secretary 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 pupils who may have potential knowledge of such conduct, interviews with parent(s)/legal guardian(s) or any other persons who may have potential knowledge of the alleged conduct, and interview(s) with the

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school staff member(s) and pupil(s) reported to have engaged in conduct prohibited by this Policy and Regulation.

3. The Business Administrator/Board Secretary will request, if relevant to an investigation, the parent(s)/legal guardian(s) of any pupil involved in the investigation to assist in the investigation to determine if inappropriate staff conduct may have existed.
4. If, based on a preliminary investigation, the Business Administrator/Board Secretary determines conduct prohibited by this Policy and Regulation did not exist, the Business Administrator/Board Secretary will meet with the staff member(s) and the parent(s)/legal guardian(s) of the pupil(s) reported to review the results of the Business Administrator/Board Secretary's 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)/legal guardian(s) if requested. The Business Administrator/Board Secretary 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 Business Administrator/Board Secretary deems inappropriate staff conduct may have occurred, he/she will immediately notify and meet with the staff member(s) and the parent(s)/legal guardian(s) of the pupil(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)/legal guardian(s) of the pupil indicated in the report upon request.

E. Full Investigation

1. The Business Administrator/Board Secretary, finding that inappropriate staff conduct may have occurred after the preliminary investigation, requires a full investigation. This full investigation may be conducted in cooperation with the Division of Youth and Family Services in accordance with N.J.A.C. 6A:16-10.2 and/or local law enforcement.
2. The Business Administrator/Board Secretary will conduct the full investigation if the Division of Youth and Family Services and/or local law enforcement does not intervene or if the allegations do not meet the reporting requirements of N.J.A.C. 6A:16-10.2 et seq. for reporting to the

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Division of Youth and Family Services 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), pupils, parent(s)/legal guardian(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 Business Administrator/Board Secretary will accept testimony and evidence from the staff member(s), pupil(s), parent(s)/legal guardian(s) and other persons who may have information relevant to the investigation.
5. All persons that provide information, testimony and evidence to the Business Administrator/Board Secretary 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 Business Administrator/Board Secretary 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 Business Administrator/Board Secretary.
7. If the Business Administrator/Board Secretary's 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 Business Administrator/Board Secretary will notify and meet with the staff member(s) and the parent(s)/legal guardian(s) of the pupil(s) investigated to review the findings.
8. If the Business Administrator/Board Secretary's 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 Business Administrator/Board Secretary's full investigation report and findings;

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- 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.A.C. 6A:3-5 - Charges Under Tenure Employees' Hearing Act; and/or
 - f. Recommend to the Board of Education any other disciplinary 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 Business Administrator/Board Secretary's 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 Business Administrator/Board Secretary, a discussion with the pupil(s) and parent(s)/legal guardian(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.

Adopted: 5 October 2004

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Use of Social Networking Sites

4282 USE OF SOCIAL NETWORKING SITES

The Board of Education has a strong commitment to quality education and the well-being of all pupils, 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 pupils 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 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 e-mails, text-messaging, social networking sites, or any other form of electronic communication that is directed and/or available to pupils 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, pupils, 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, postings, 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 on 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

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harassment, pupil relationships, conduct, professional communication, and confidentiality.

When using personal social networking sites, school staff members:

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, pupils, 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 pupils and/or 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-mails, 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 e-mail accounts;
8. Shall not post updates to their status on any 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. Employees must seek approval from the Superintendent of Schools for such use;

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9. In order to maintain a professional and appropriate relationship with students, staff should not communicate with students who are currently enrolled in the school on personal social media sites; and
10. Shall not post or publish any information the Commissioner of Education would deem to be inappropriate conduct by a school staff member.

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 potentially 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 pupils and/or the community while using social networking sites.

Adopted: 27 May 2014

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

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

The 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

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: 6 October 2015

4340 GRIEVANCE PROCEDURE FOR EMPLOYEES
NOT COVERED BY NEGOTIATED AGREEMENT

The Board of Education shall develop and practice reasonable and effective means for the resolution of disputes that may arise in the employment of support staff members not covered by the terms of a negotiated agreement.

The Board directs that any grievance not provided for by negotiated agreement be resolved by submission to the following grievance procedure, which is designed to promote proper and equitable settlement of grievances at the lowest appropriate level and to facilitate an orderly process for the resolution of grievances.

For the purposes of this policy, "grievance" means an unresolved problem concerning the application or interpretation by an officer or employee of this district of law, regulations of the State Board of Education, the bylaws or policies of the Board, or the administrative regulations of the Superintendent; "grievant" is a district employee who alleges a grievance or the employee's representative; "party" means the grievant or any person named in the grievance as allegedly having violated a law, bylaw, policy, or regulation; and "day" means a school day.

Any alleged grievance should, at the first instance, be discussed in one or more private, informal conferences between the parties involved or between the grievant and his/her immediate supervisor. A grievance not resolved in one or more such private meetings may be processed in accordance with the following procedure.

Level One

Within 5 working days of the occurrence of the act or omission giving rise to the grievance, the grievant must present his/her grievance in writing to the grievant's immediate supervisor. The written document will be a clear, concise statement of the grievance and will include the law, rule, policy, or regulation that the grievant alleges to have been violated; the factual circumstances on which the grievance is based; the person or persons involved; the decision, if any, rendered at the private conference; and the remedy sought.

Within 5 working days the supervisor shall present a decision to the grievant in writing. If the supervisor does not respond during the time permitted, the grievant may appeal to the next level.

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Not Covered by Negotiated Agreement

Level Two

A grievant not satisfied with a decision at Level One may appeal that decision in writing to the next level within 5 working days after receipt of the decision or the expiration of the time during which the decision must be rendered. The written appeal will include a copy of the original grievance; the decision rendered, if any; the name of the grievant's representative, if any; and a clear, concise statement of the reasons for the appeal of the decision.

The supervisor shall present a decision to the grievant within 5 working days. If no decision is rendered within that time limit, the grievant may appeal to the next level.

Level Three

A grievant not satisfied with a decision at Level Two may appeal that decision in writing to the Superintendent within 5 working days after receipt of the decision or the expiration of the time during which the decision must be rendered. The written appeal to the Superintendent will include copies of the original grievance, the appeal of that grievance at Level Two, and the decision, if any, rendered at Level Two. Within 10 working days after the delivery of the appeal, the Superintendent shall investigate the grievance, giving all persons who participate in Levels One and Two a reasonable opportunity to be heard.

Within 10 working days of the presentation of the appeal, the Superintendent shall submit a decision in writing together with the reasons that support that decision to the grievant and any other party to the grievance. If the Superintendent does not render a decision within that time limit, the grievant may appeal to the next level.

Level Four

A grievant not satisfied with the Superintendent's decision may appeal that decision in writing to the Board within 10 working days after the receipt of the decision or the expiration of the time during which the decision must be rendered. The written appeal to the Board will include copies of the original grievance, the appeal of that grievance at Level Two, and the decisions, if any, rendered at Levels Three and Four.

The Board shall schedule the grievance for hearing at a private session to be held within 30 calendar days of the presentation of the appeal. The grievant shall be present at the hearing and may require the presence of a party to the grievance.

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Within 10 calendar days of the hearing, the Board shall submit its decision in writing together with reasons that support the decision to the grievant. A copy of the decision shall be given to the Superintendent and to any other party to the grievance.

The decision of the Board shall be final.

N.J.S.A. 34:13A-5.3

Adopted: 22 July 1997
Reviewed: 9 November 2004
Revised: 20 October 2009

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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.

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: 22 July 1997
Reviewed: 5 October 2004

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Sexual Harassment

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

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Sexual Harassment

- 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.
- 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 ten 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

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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.
- 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.

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Sexual Harassment

- 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 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

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Sexual Harassment

report any subsequent problems and will make follow-up inquiries to see if there has 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.

- 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;

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- 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.

Adopted: 5 October 2004

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Overtime Compensation

4413 OVERTIME COMPENSATION

Employees not covered by collective bargaining agreements, who are salaried employees, shall be given compensation time when working over and above the usual assigned hours of work.

A request for the use of compensatory time shall be submitted to the employee's supervisor and must be approved by immediate supervisor. An employee will be permitted the use of accrued compensatory time within a reasonable time of their request for time off, provided the requested time off does not unduly disrupt the operations of the school district.

The School Business Administrator/Board Secretary is directed to make and maintain such records regarding employees' hours and wages as may be required by law.

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

Adopted: 22 July 1997
Reviewed: 9 November 2004

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Substitute Wages

4415 SUBSTITUTE WAGES

In order to insure 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, teacher aides, and cafeteria workers. In no instance shall the wages paid a substitute exceed the wages paid the regular employee.

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

Adopted: 22 July 1997

Reviewed: 9 November 2004

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Benefits and Leaves

4420 BENEFITS AND LEAVES

The Board of Education establishes benefits and leaves for support staff members not covered by the terms of a negotiated agreement to be of the same level of comparable positions except with regard to vacation time which is defined in Policy 4250.

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

Adopted: 22 July 1997

Reviewed: 16 November 2004

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 they are entitled by law.

Any employee who has an accident or injury arising out of and in the course of employment must immediately notify the school nurse. Within 24 hours of the reported accident, the School Nurse must complete an investigation of the accident and complete the **OSHA Form 301 Injury and Illness Incident Report** and forward the completed Form 301 to the School Business Administrator. The employee who is injured must complete the "Employee Accident Form" and submit the form to either the School Business Administrator or the Superintendent of Schools within 24 hours of the accident. The Employee Accident Form must be submitted if the employee does or does not seek medical attention from the District's Workers Compensation program.

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 they are 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 their 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: 22 July 1997
Reviewed: 16 November 2004
Revised: 9 February 2016

4431.1 FAMILY LEAVE

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In accordance with the Federal Family and Medical Leave Act (FMLA) and the New Jersey Family Leave Act, the Board of Education will grant teaching staff members 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, child or the staff member. A child means a biological, adopted, or foster child, stepchild, legal ward, or 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.

No staff member shall be required to take family leave or to extend family leave beyond the time requested. An 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.

For the purposes of this policy, a "parent" is a biological, adoptive, or foster parent; step-parent; parent-in-law; a legal guardian in having a "parent-child relationship" with a child as defined by law; or a person who has the sole or joint legal or physical custody, care, guardianship, or visitation with a child. "Serious health condition" is 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. A "week" is the number of days an employee normally works each calendar week. "Family leave" is leave taken pursuant to the Federal Family and Medical Leave Act (FMLA) and the New Jersey Family Leave Act. "Staff member" is an employee eligible for family leave in accordance with the Federal Family and Medical Leave Act (FMLA) and the New Jersey Family Leave Act.

Eligibility

An staff member shall become eligible for family leave after he/she has been employed at least twelve months in this district for not less than one thousand 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 family leave. 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.

A staff member during any period of the 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 family 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, which commenced prior to the family leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

Types of Leave

A staff member may take family 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.

1. In the case of a family member who has a serious health condition, leave may be taken intermittently when medically necessary. If the total time within which the leave is taken does not 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 makes a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the instructional/educational program.
2. 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 except the staff member is not entitled to a reduced leave schedule for a period 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 upon 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.
3. 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 days 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 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 an staff member has exhausted his/her entitlement to reduced leave in any twelve month period may be taken as consecutive leave or intermittent leave.

Notice

A staff member eligible for family leave must give at least a thirty day advance written notice to the Superintendent of the need to take family leave except where the need to take family leave is not foreseeable. When the need is not foreseeable, the staff member must provide notice "as soon as practicable" which shall be at least verbal notice to the Superintendent 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 Superintendent, but any verbal notice must be followed by written notice delivered within five (5) working days.

1. 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 employee shall provide such notice as 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 as that is reasonable and practicable.
3. When the Superintendent 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.

Benefits

Family leave shall be unpaid leave as per the Federal Family and Medical Leave Act and the New Jersey Family Leave Act.

In accordance with law, 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 in employment continuously from the date the staff member commenced the leave to the date the staff member returned to work or the date on which the staff member's coverage would have expired had the employee not been on leave, whichever is sooner.

A staff member returning from family 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 an 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.

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

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. This denial is necessary to prevent substantial and grievous economic injury to the school district's operations. The Superintendent shall notify the staff member of the intent to deny the leave at the time the Superintendent 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 return to work within ten working days of the date of notification.

Verification of Leave

The Board shall require the certification of a duly licensed the health care provider verifying the purpose of requested family 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 condition. Certification of a 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 Superintendent 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 the an opinion regarding the serious health condition from of 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 an 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.

In order that a staff member's entitlement to family leave can be properly determined, the Superintendent shall ensure the keeping of accurate attendance records that distinguish family leave from other kinds of leave.

29 U.S.C. 2601 et seq.
29 C.F.R. 825.200 et seq.
N.J.S.A. 34:11B-1 et seq.
N.J.A.C. 13:14-1 et seq.

Adopted: 22 July 1997
Revised: 13 January 2004

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Sick Leave

4432 SICK LEAVE

The Board recognizes its statutory duty to pay regularly employed employees of this district in full for days on which they are absent from work for reasons of personal disability. All employees of the district eligible for sick leave and not otherwise covered by the terms of a collectively negotiated agreement shall receive ten (10) such sick leave days annually, all of which shall be accumulative if unused. Twelve month employees are entitled to twelve (12) sick leave days annually, all of which shall be accumulative if unused.

The Board reserves the right to require of any employee claiming sick leave pay sufficient proof, including a physician's certification, of the employee's illness or disability.

The Board shall consider the application of any eligible employee for an extension of sick leave, pursuant to law, when the employee's own bank of accumulated sick leave is exhausted.

The Superintendent shall prepare rules for the administration of the Board's policy on sick leave which shall be binding on all employees. The misuse of sick leave shall be considered a serious infraction and subject to the Boards power to discipline employee.

29 U.S.C. 2601 et seq.
N.J.S.A. 18A:30-1 et seq.

Adopted: 22 July 1997
Reviewed: 13 January 2004

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R 4432 SICK LEAVE

The following regulations cover noninstructional employees not otherwise covered by the terms of a collectively negotiated agreement.

Sick leave for purposes of this regulation is defined as leave taken by a person regularly employed by the school district who is absent from the assigned post of duty because of personal disability due to illness or injury, or because they have been excluded from school by the school district's medical inspector.

A. Eligibility for sick leave

1. Each person steadily employed by this district will be paid in full, to the limit of their 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 their 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 the building principal no later than the day before the absence, to allow sufficient time for the securing of substitute services.

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2. Notice of the disability should include a reasonable estimate of the duration of the disability.
 3. An employee who becomes aware of their disability must call 732-0887 between 7:00 p.m. and 6:30 a.m.
 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 the principal 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 B. An employee who leaves school early because of a disability will not be charged with a sick leave day provided the absence commences after the hour of 1:00 p.m. and the discretion of the Superintendent.
 2. A sick leave day once commenced may be reinstated as a working day only with the approval of the Superintendent or designee.
 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 four consecutive school days shall be required to submit the signed statement of their 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.

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2. The Superintendent or designee may, in their 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 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.
- E. Readmission after disability
1. An employee who wishes to return to work after sick leave of more than three consecutive school days may be required to submit the signed statement of their physician indicating the employee's fitness to perform their duties.
 2. The Superintendent or designee may, in their 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 E2 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 fitness to return to service.
- F. Exhaustion of sick leave
1. The Superintendent or designee 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. 3432 and this regulation.
 2. When it is apparent that an employee on extended sick leave will utilize the last sick leave day to which they are entitled, the Superintendent or designee will so inform the employee by written notice. The notice may include a statement of the employee's right to request the Board for an extension of sick leave.
 3. A request for the extension of sick leave should be submitted to the Superintendent or designee at least ten working days in advance of the next Board meeting. The request must be accompanied by a physician's signed

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statement setting forth the nature and anticipated duration of the employee's disability.

4. An employee who anticipates an extended period of disability may apply to the Board for a disability leave of absence pursuant to Policy No. 3431.
5. 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.
6. Employees will receive no compensation or benefits during an unpaid leave of absence, except the continuation of health insurance coverage for which the employee must recompense the district.

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.
2. At the beginning of each contract year, up to ten 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 school 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. At the beginning of the following school year, the total number of hours accumulated will be divided by the number of hours, or average number of hours, to be worked in each contract day. The result constitutes the number of accrued sick leave days the employee may claim when they have exhausted the sick leave days available in the current contract year.
 - c. When a part-time employee, continuously employed in the district, is employed full-time, their 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 they worked each week as a part-time

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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 personnel file of each person employed by this district will include an accurate record of the employee's attendance in accordance with Policy No. 3212.
2. Each employee's attendance record will record the reason for any absence.
3. The attendance record will include the number of accumulated unused sick leave days in the employee's sick leave bank.

Adopted: 13 January 2004

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 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 twenty working days before the anticipated date of childbirth and continues to be disabled for twenty working 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 insure 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: 22 July 1997
Reviewed: 16 November 2004

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Excusable Absences

4436 EXCUSABLE ABSENCES

In addition to sick leave as provided in the policies of this Board, full-time noninstructional employees not otherwise covered by the terms of a collectively negotiated contract are entitled to the following days of absence with pay:

1. Death or serious illness in the immediate family-absence not to exceed five (5) days following the death or during the critical illness.
2. Summons to court for other than personal reasons (applicable to contractual employees only).
3. Personal absence for contractual employees may include up to three (3) days per year, non-accumulative for reasons to be approved in advance by the Superintendent.

N.J.S.A. 18A:30-7

Adopted: 22 July 1997

Reviewed: 16 November 2004

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. Any permanent or full-time 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, to a leave of absence without loss of pay or time on all days in which he/she is engaged in any period of State or Federal active duty. 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. A permanent or full-time temporary officer or employee who has served less than one year in the district shall receive this leave without pay, but without loss of time. This paid 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 ninety workdays shall be 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, to a leave of absence without loss of pay or time on all work days he/she shall be engaged in any period of active duty, provided such leave of absence shall not exceed thirty work days in any calendar year. A permanent or full-time temporary officer or employee who has served less than one year in the district shall receive this leave without pay, but without loss of time. This paid 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 workdays shall be 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.

Adopted: 22 July 1997

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Military Leave

Revised: 16 November 2004

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 and must report to work when he/she is excused from jury duty for half a day or more or suffer loss of pay.

N.J.S.A. 2B:20-1 et seq.; 2B:20-16

Adopted: 22 July 1997

Revised: 7 December 2004

4351 HEALTHY WORKPLACE ENVIRONMENT

The Board of Education recognizes a healthy workplace environment enables school support staff members to fully contribute their expertise and skills to their school district responsibilities. A healthy workplace environment can improve productivity, reduce absenteeism, and reduce staff turnover while having a positive impact on the school district's programs provided to pupils in the school district.

A significant characteristic of a healthy workplace environment is that employees interact with each other with dignity and respect regardless of an employee's work assignment or position in the school district. Repeated malicious conduct of an employee or group of employees directed toward another employee or group of employees in the workplace that a reasonable person would find hostile or offensive is unacceptable and is not conducive to establishing or maintaining a healthy workplace environment. This unacceptable conduct may include, but is not limited to, repeated infliction of verbal abuse such as the use of derogatory remarks; insults; verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; or the gratuitous sabotage or undermining of a person's work performance. A single act of such conduct shall not constitute the unacceptable conduct prohibited by this policy unless it is especially severe and egregious.

Unacceptable conduct, for the purposes of this policy, is not conduct toward an employee of a protected class or because of the employee's protected activity. These employees and activities are afforded the legal protections under various Federal and State anti-discrimination laws. In addition, unacceptable conduct for the purposes of this policy shall not be confused with conduct of management employees exercising management rights including, but not limited to, assigning tasks, reprimanding, assigning discipline, or directing.

Employees who believe the conduct prohibited by this policy has been directed toward them or to another employee of the school district shall submit a written report to the Superintendent of Schools. The written report shall provide specific details supporting the claim including, but not limited to, the specific conduct; the names of witnesses (if any) who may have observed such conduct; dates or times when such conduct occurred; and any other information the person(s) making the report believes will be informative and helpful to an investigation of the allegations. Upon receipt of a report, the Superintendent or designee will conduct an investigation and upon completion of the investigation will inform the person(s) who made the report such an investigation was completed. The amount of investigation information shared with the person(s) making the report will be at the discretion of the Superintendent or designee and may vary depending on whether the conduct reported was directed to the person(s) making the

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Healthy Workplace Environment

report, confidential personnel matters, and/or other issues as determined by the Superintendent or designee.

If the investigation determines conduct prohibited by this policy has taken place, the Superintendent or designee will meet with the offender(s) and the victim(s) to review the investigation results and to implement remedial measures to ensure such conduct does not continue or reoccur. Appropriate disciplinary action may be taken depending on the severity of conduct.

There shall be no reprisals or retaliation against any person(s) who reports conduct prohibited by this policy.

Adopted: 1 May 2010

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Job Related Expenses

4440 JOB RELATED EXPENSES
** ABOLISHED 9/22/2009 **

N.J.A.C. 6A:23A-5.9 – Out-of-State and high cost travel events originally filed in July 2008 was revised in the December 2008 filing and new Code sections, N.J.A.C. 6A:23A-7.1 through 7.13, were adopted to govern school district travel. Many of the provisions in new Administrative Code sections regarding travel are directly from the State’s circulars regarding travel. New Policy and Regulation Guides 6471 have been developed to incorporate the requirements of the new travel requirements. A district should abolish existing Policy 4440 upon adoption of the new Policy and Regulation Guide 6471, which is applicable to all school staff members and Board members.

Adopted: 22 July 1997
Reviewed: 7 December 2004
Abolished: 22 September 2009

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Reimbursement Of Expenses

R 4440 REIMBURSEMENT OF EXPENSES

** ABOLISHED 9/22/2009 **

N.J.A.C. 6A:23A-5.9 – Out-of-State and high cost travel events originally filed in July 2008 was revised in the December 2008 filing and new Code sections, N.J.A.C. 6A:23A-7.1 through 7.13, were adopted to govern school district travel. Many of the provisions in new Administrative Code sections regarding travel are directly from the State's circulars regarding travel. New Policy and Regulation Guides 6471 have been developed to incorporate the requirements of the new travel requirements. A district should abolish existing Regulation 4440 upon adoption of the new Policy and Regulation Guide 6471, which is applicable to all school staff members and Board members.

Adopted: 22 July 1997

Reviewed: 7 December 2004

Abolished: 22 September 2009

